

Town of Rib Mountain  
Park Commission  
March 12, 2013

Call to order at 5:00 p.m. by George Snyder

**Roll Call:** Members present included Bill Bursaw, Liesle Markevitch, George Snyder, Duane Zeichert and Mai Herr. Scott Miles was excused. Scott Turner, Streets and Park Superintendent and Becky Miller-Paul were also present.

**Approval of January minutes.** Bill made motion to approve, second by Duane. Motion passed.

George announced the resignation of Bert Nitzke and asked members to present any names of interested parties to him for consideration.

**Summer Program:** Becky passed out brochure for 2013 Summer Parks Program. Some changes this year are the fee was raised from \$40 to \$50. The Wausau School District has hired someone to supervise the kids from bus drop off back at Rib Mt from summer school until the program starts.

Bill B questioned the wording of the accident/injury clause that states parents will be notified "at site director's discretion". Becky explained their policy of notifying parents of any injury but parents would be notified immediately in event of moderate or severe incident.

Mai asked about CPR certification for all staff. Becky stated right now it is a "desired" quality but not "required". Becky is certified and believes another staff is as well. There was a discussion about "required" v. "desired" and if funding was available if it is required and training is provided. Mai made a motion that it be required for all summer program staff to be CPR/First Aid certified if it is within the budget to train. 2<sup>nd</sup> by Liesle. Motion passed. Becky will contact Gaylene to follow on this.

Motion by Duane to approve brochure and listed trips. 2<sup>nd</sup> by Mai. Motion passed.

Becky asked commission about hours of staff. The 3 full time staff work a combined 105 hours per week and she wanted to know if commission wanted to limit part time position to 20 hours or state that combined total of the 4 staff would be 125 hours. Then the part time person could fill in if needed for more hours. Commission agreed the combined option is appropriate.

Motion made by Bill to approve part time co-activities staff. 2<sup>nd</sup> by Duane. Motion passed.

Discussion about addition to job requirements of "Be clear of any work restrictions" and if that satisfies the issue of injured staff being at work. There is no "light duty" for this position. Motion by Duane to approve job requirements and expectations with CPR requirement change. 2<sup>nd</sup> by Bill. Motion passed.

Becky will bring recommendations for hires for April meeting. She will also follow on providing info to be posted on town website, facebook page and WSD E-flyers website.

**Street and Parks Report:** by Scott T

**Doepke Trail Update-** Scott provided a map of the proposed trail routes and estimation of costs.

**Winter Program-** Closed for the season. Scott will be reviewing the necessity of having an attendant at the site at all times, vs. opening and closing the facility. This will be a future agenda item.

Town maintenance continues to complete projects on the to do list.

**Doepke Shelter Improvements-** Scott presented an estimate from Dun-rite for gutters and insulation with the plan to complete the gutters first and the insulation before next winter. Scott would like to use shelter funds for this project. Discussion about estimates. Bill made a motion to approve up to \$1300 for gutters with the expectation that Scott obtain 2 more bids. 2<sup>nd</sup> by Duane. Motion passed. Insulation project will be discussed in future meeting.

**Doepke soda machine-** Scott would like to contact Pepsi to get an outside beverage machine. He will get machine from Pepsi and buy stock from them and maintenance will fill it. Commission had already approved this in January meeting.

Soccer agreements: Scott passed out a draft of an agreement between the town and Waysa for use. He will mail it out to members to review and talk about in April meeting.

Newman girls' soccer also wants to practice at Doepke. George asked if we need an agreement with the information about liability etc. We had a discussion about making agreements for regular users such as this. Scott will bring in this agreement for April meeting as well.

**Doepke Park Shelter Rental/Reservations-** Due to a previous issue of an early approval for a shelter rental and then that rental not getting scheduled on the calendar George, Scott T and Gaylene met to discuss the process. There were different scenarios presented i.e. to have no early approvals, to limit the # of early approvals. Bill brought up how the State Park uses an "11 month window" system and it seems to be working. Scott T and George will review this option and bring forth ideas for April meeting.

**Trail Bench Design-** Scott handed out trail bench brochure from Lee Recreation. Bill stated eh would like to see all Rib Mt parks consistent. Liesle made a motion that we let Scott assess what we have and pick the best option. 2<sup>nd</sup> by Bill. Motion passed. Scott will present in future meeting.

**Financial Statement:** Scott handed out current financial statement for review.

**Open discussion:** Scott stated a steward grant application grant is due May 1<sup>st</sup>. He is looking for ideas we want to use those grants for. Send any ideas to Scott.

Motion to adjourn at 6:40 by Bill. 2<sup>nd</sup> by Liesle. Motion passed.

\*\*\*\* Next meeting Monday 04/15/13 at 5:00 due to conflict next month with town board planning session.