

MINUTES OF THE HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE: December 1, 2011
PLACE: Wood County Highway Department, 555 – 17th Avenue
 North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 AM
ADJOURNMENT TIME: 11:10 AM
MEMBERS PRESENT: Chairman Thomas Haferman, Vice-Chairman Trent Miner,
 Secretary Dennis Polach, and members Ross Miltimore and
 Marion Hokamp
OTHERS PRESENT: Park Administrator Chad Schooley, Forest Administrator
 Fritz Schubert, Highway Commissioner Douglas Passineau,
 Accounting Technician John Peckham, Tyler Walker
 (Walker Cranberry Company), Ryan Walker (Walker
 Cranberry Company), Matt Bronson (WisDOT), Jeff
 Sommers (Wysocki Produce Farm), Steve Grant
 (WisDNR), and Roland Hawk (Jewell Associates)

1. Item #1 – Call meeting to order. Chairman Tom Haferman called the meeting to order at 8:00 AM. The meeting has been properly posted.
2. Item #2 - Public comments. Haferman asked if there were any public comments. Jeff Sommers, General Manager of Wysocki Produce Farm on STH 173, near CTH GG, spoke to the group about flooding concerns. He stated that four-wheelers and natural erosion have caused a breach in the land that divides the farmland from a drainage area. The breach is on a portion of land that is county-owned. He is requesting that the breach be repaired by the County. Park Administrator Chad Schooley told the Committee that he believes the problem is probably bigger than Sommers thinks it is. Schooley said the question is how elaborate the County wants to get and how much money they want to spend to fix it. Forest Administrator Fritz Schubert added that the 100-year flood recently experienced was likely a major contributor to the issue, though Sommers disagreed. Schooley then said that some caterpillar work would repair what's there now but additional hardening via rip-rap and/or other design changes would be much more involved. Miner recommended doing a temporary fix now to get the area through the Spring. Sommers asked if he could go on the County land with his own dozer to do the repair in a non-precedent setting fashion and the Committee agreed to allow that.
3. Item #3 – Approve minutes of the November 10, 2011 Highway Infrastructure & Recreation Committee. The minutes were reviewed.

Moved by Polach, seconded by Miltimore to approve the minutes as presented. Motion carried unanimously.

PARKS

4. Item #4 - The Building and Grounds Supervisor Report was reviewed (see attached report).

Item #4c. – Review and Discuss Vehicle Quotes. Schooley pointed out that the truck order would be included in the 2012 budget.

Moved by Miner, seconded by Hokamp to approve the Building and Grounds Supervisor Report. Motion carried unanimously.

5. Item #5 - The Office Manager Report was reviewed (see attached report).

Moved by Miner, seconded by Miltimore to approve the Office Manager Report. Motion carried unanimously.

6. Item #6 - The Park Administrator Report was reviewed (see attached report).

Schooley mentioned that the Powers Bluff vendors opted for a one-year contract rather than the usual 3-year contract. He mentioned that they will be required to submit usage and sales reports to the department to be used for informational purposes.

Item #6c. – Special Use Permits.

Port Edwards Lions Club fisheree, Nepco Lake, January 29, 2012, 8:00 AM – 5:00 PM. The Club has rented the shelter house for the 28th and 29th for this event.

Pittsville Lions Club fisheree, Lake Dexter, February 5, 2012, 7:00 AM – 4:00 PM. The club requested a fee waiver. In the past, the waiver was granted because of the work that the club does for the Parks Department.

Moved by Miner, seconded by Miltimore to approve the Special Use Permit for the Port Edwards Lions Club and the Pittsville Lions Club, along with a fee waiver for the Pittsville Lions Club. Motion carried unanimously.

Item #7b. – Resolution to proceed with Wood County Forest land trade and acquisition of land adjacent to Powers Bluff County Park. Schooley presented a resolution to acquire land adjacent to Powers Bluff County Park in exchange for land currently enrolled in the County Forest Program and enter 360 acres of other County-owned land in the Wood County Forest and to seek DNR approval of the proposed addition and deletion to the Wood County Forest.

Moved by Miner, seconded by Hokamp to approve the resolution and forward it to County Board. Motion carried unanimously.

Item #6a. – 2011 County Conservation Grant Allocation. This grant provides money for wildlife habitat and fisheries improvement as a 50/50 cost share program. Wood County's share of the costs this year would be \$2400. Schooley reported that the Department does not have any projects this year that would be good for the grant, therefore he is probably not going to apply for it. In the future, dike work could be a place to use the money.

Item #6b. – Discuss remaining 2011 Capital Outlay items. Schooley told the Committee that Park and Forestry revenues are a bit short of estimated. He said that an ATV purchase, North Wood County Park (NWCP) holding tanks, Dexterville improvements, and an aboveground gasoline tank with containment and roof structure for NWCP will take most of the remaining capital outlay funds. He would like to use the remainder for a playground set.

Moved by Miltimore, seconded by Haferman to approve the Park Administrator Report. Motion carried unanimously.

FORESTRY

7. Item #7 - The Forest Administrator Report was reviewed (see attached report).

Item #7a. - Timber sale update and balance sheet were distributed. Bids will be taken on December 16th. Schubert informed the Committee that there will be a special meeting before County Board on December 20th to award the bids.

Item #7c. – Review and discuss ATV quotes. The Department received seven quotes from three vendors. The vendors were Country Sports, Donahue Super Sports, and Power Pac, Inc. Quotes ranged from a low of \$5,745.99 for a 2011 Polaris Sportsman 500 from Power Pac to \$7,922.40 for a 2012 Suzuki King Quad 500 from Power Pac. All the ATVs quoted are carbureted without power steering. Schooley recommended accepting the low quote from Power Pac for the Polaris Sportsman. The Committee agreed that he could go ahead with the purchase.

Moved by Miner, seconded by Miltimore to approve the Forest Administrator Report. Motion carried unanimously.

8. Item #8 – Old Business. None
9. Item #9 – New Business. None.
10. Item #10 – Correspondence. Schooley received a request from the Pittsville Fire Department to clear snow from a fire hydrant located in Dexter Park. Schooley's concern is that sometimes the Department does not get into that area until several days after a snow event. The Committee recommended that Schooley communicate

to the fire department that we could do the clearing, but it would have to be done on the County's schedule and there could be a delay in the clearing, at times.

An individual in the Pittsville area contacted Schooley regarding the walking trail along the river. He often walks that trail from Pittsville into Dexter Park during the summer and would like to continue his treks in the winter. He is requesting that the trail be plowed and would be willing to do it himself. Due to liability concerns, the Committee was against that idea.

11. Item #11 – Approve payment of bills. Because it has only been two weeks since the last meeting, all bills will be brought before the Committee at the next regularly scheduled meeting.
12. Item #12 – Revenue report.

Moved by Miner, seconded by Polach to approve the revenue report. Motion carried unanimously.

13. Item #13 – Next year's meeting dates. The Committee will keep meeting on the first Thursday of the month through April 2012. At that time, the newly appointed Highway Infrastructure and Recreation Committee may change to a different schedule.

The Committee took a break at 9:32 AM. The meeting reconvened at 9:38 AM.

HIGHWAY

14. Item #14 – Sign routine maintenance agreements with the State of Wisconsin's Matt Bronson. Matt Bronson, WisDOT, was on hand with the new routine maintenance agreements (RMA) for work to be performed on State Highways in 2012. He reported that the RMA budget was slightly up for Wood County over 2011's figures, due in large part to an increase in lane miles. The Committee signed the agreements.
15. Item #15 – Roland Hawk to speak to the Committee about the Juneau-Wood County intersection project. Roland Hawk, Jewell Associates, told the Committee that he is working on a couple Bureau of Indian Affairs-funded projects for the Highway Department. Hawk has been dealing with the WisDOT Southwest Region consulting firm regarding the curves on CTH G. He plans to begin acquiring right-of-way in December for a contract let on May 12, 2012. The other project he is working on is the CTH G/STH 173 intersection, which will be tied in to the larger project already mentioned.
16. Item #16 – Review and discuss quad axle truck quotes. The Highway Department received quotes from five vendors for a new quad axle truck. The vendors were JX

Truck Center, V&H Trucks, Mid-State Truck Service, Inc., Scaffidi Truck Center, and Wisconsin Kenworth. The quote spreadsheet is attached to these minutes.

Moved by Miner, seconded by Hokamp to authorize the Highway Commissioner to accept the quote most advantageous to the Wood County Highway Department. Motion carried unanimously.

17. Item #17 – Discuss exterior washroom door. Highway Commissioner Doug Passineau had explored the possibility of adding an exterior washroom door to the Wisconsin Rapids shop but the estimated cost of \$28,900 was prohibitive, so it was decided not to go ahead with the project at this time.
18. Item #18 – Discuss heating and air conditioning system in Highway Department facility. The heating and air conditioning system at the Wisconsin Rapids shop is the original that was installed in 1954 and needs to be replaced. Passineau has spoken with Finance Director Mike Martin about using debt service for the replacement. The total cost of the loan for the project will be \$239,000 over ten years.
19. Item #19 – Discuss hiring a firm to design a heating and air conditioning system for the Highway Department facility. The Committee authorized Passineau to contract with a design firm to write up the specifications for a new heating and air conditioning system.
20. Item #20 – Discuss new USH 10 plowing issues. Passineau shared several plowing scenarios with the Committee regarding the new USH 10 route.
21. Item #21 – Current Projects update. The Current Projects Update was reviewed (see attached report).
22. Item #22 – Approve payment of bills.

Moved by Miner, seconded by Hokamp to approve payment of the bills. Motion carried unanimously.

23. Item #23 – The Accounting Supervisor's report was reviewed.

Moved by Miltimore, seconded by Polach to approve the Accounting Supervisor's report. Motion carried unanimously.

24. Item #24 – Correspondence.

Chairman Haferman presented correspondence which related that there is a bill being proposed in the legislature to allow county highway departments to do work for other counties and also cities with a population over 5,000. These practices are currently illegal under laws passed earlier this year.

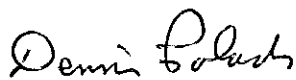
Staff reviews are due back on January 13, 2012.

Tom Haferman and Marion Hokamp will join Doug Passineau at the Winter Highway Conference on January 16, 17, and 18, 2012 at the Chula Vista conference center in the Wisconsin Dells.

25. Item #25 – Next meeting date will be December 20, 2011, 9:00 AM at the Wood County Courthouse, Room 317A. The next regular meeting date is set for January 5, 2012, 8:00 AM at the Wood County Courthouse.

26. Item #26 – Motion to adjourn.

Moved by Miner, seconded by Miltimore to adjourn at 11:10 AM. Motion carried unanimously.



Dennis Polach, Secretary

Minutes taken by John Peckham, Highway Department Accounting Technician

BUILDING AND GROUNDS REPORT

Dec. 1, 2011

By D. Quinnell

CURRENT PROJECTS

- We have contracted with the lowest bidders on the Red Beach Toilet/Pavilion project and the concrete contractor is ready to start on 11/28/2011. We will probably stop at this point until spring thaw.
- The Nepco boat landing is also put on hold until spring thaw. We still have concrete walks to install and a hose reel and two light poles.
- The third loop at Dexter camp ground has been paved as well as the sanitary dump station, the host site and 4 full service sites.

MAINTENANCE OPERATIONS

- All parks are in winter maintenance operations now with table repairs and fire wood to cut and trails to keep maintained.

EMPLOYEE MATTERS

- We have scheduled an employee meeting for December 21, 2011 at which we will discuss any final issues concerning the new policy handbook. We will also discuss the upcoming winter season/schedule at Powers Bluff.

OTHER

- One new order of business, we have scheduled for 2012 a new pick up truck for the Building and Grounds Supervisor. In the process of getting quotes I discovered that to keep the price lower it would be beneficial to order the truck in December to avoid any price increases in January. (see attached) We would not be billed until the truck is delivered and accepted.

QUOTES FOR NEW PICK UP TRUCK

DECEMBER 1, 2011

We have accepted quotes for a new 2012 pick up truck to replace the Building and Grounds Supervisors vehicle. The quotes are as follows and the recommendation is that we purchase the lowest priced truck which was bid by Johnson and Sons Co. Inc.

It is also asked that we are approved to order the vehicle in December 2011 for delivery in January or February 2012 for the purpose of avoiding any price increase in January 2012.

The vehicle quoted is as follows:

2012 ½ ton pick up truck to include 4 wheel drive, A/C, hands free cell phone capabilities, towing package, extended cab, v-8 engine and automatic trans mission.

Bids received are as follows:

Company Name	Model	Price
Rapids Ford	F-150 4x4	\$23,891.00
Wheeler Chevrolet	Silverado 1500 4x4	\$23,651.00
V&H Automotive	F-150 4x4	\$23,891.00
V&H Automotive	Ram 1500 4x4	\$23,891.00
Ironside GMC	Seirra 1500 4x4	\$25,044.00
Johnson and Son Co.	Ram 1500 4x4	\$22,798.00

OFFICE MANAGER REPORT

December 01, 2011

By: H. Gehrt

Program Reports:

Snowmobile: Clubs are continuing to obtain easements, doing maintenance on trails, and putting up signs.

ATV: The ATV area was closed November 19-27 for the deer/gun hunting season.

Park Administrator Report

By Chad Schooley, Park Administrator

December 1, 2011

HIRC meeting

- F. Schubert and I have continued working on the land trade proposal of County Forest for property adjoining Powers Bluff County Park. If the HIRC approves the resolution presented, we are planning two informational meetings for the public. The meeting dates and locations are: Tuesday, December 13 at the Nepco County Park shelter building starting at 6:00 pm., and Thursday, December 15 at the Powers Bluff County Park shelter building starting at 6:00 p.m. I will be writing an article for the Marshfield and Wisconsin Rapids newspapers to explain the trade and publicize the informational meetings. We have also contacted the townships involved in this transaction and plan on attending town meetings, upon request, to give further information.
- With the end of the gun deer season, the Dexter County Park campground will be closing on Monday, November 28th.
- I have been working with the River Cities Nordic Ski Club at marking problem trees along the Nepco ski trail and smoothing out some of the tight corners.
- The Powers Bluff vendors and I have renewed their contract for the upcoming season. They have opted for a 1 year agreement instead of the usual 3 year agreement.

December

- 10 Shelter Reservations

SPECIAL USE PERMITS

- Port Edwards Lions Club fisheree, Nepco Lake, January 29th 2012, 8am – 5pm., The club has rented the shelter house for the 28th and 29th for this event.

Wood County Highway Department
Project Update
December 1, 2011

Asphalt

- Pave CTH C – LFA
- Patching for towns and also County trunk highways
- Paver patch on STH 54
- Pave in the Town of Hansen
- Pave in the Town of Saratoga
- Pave in the Village of Hewitt
- Pave in the Town of Arpin
- Pave in the City of Nekoosa
- Pave in the Village of Port Edwards

General Maintenance

- Local Force Account guardrail replacement on CTH B
- Detour for Railroad Crossing on CTH F
- Replace curb and gutter on CTH F.
- Put up snowfence on County and State
- Remove walking bridge on CTH Z

Culverts and Grading

- Replace culverts on CTH Z
- Shoulder work on CTH C
- Shoulder Swedish Road in the Town of Sigel
- Shaping crew is working on the CTH C LFA.
- Grade shoulders – County and State

Shops

- Repair Marshfield shop roof.

Personnel

- Two new people have been added to the crew. Chris Stoflet and Dan Luther have joined us as Common Laborers.

Road Closures/Openings

- There are no Road Closures to report at this time.

**ATV QUOTES
NOVEMBER 2011**

VENDOR	MODEL	PRICE
Country Sports	2012-Polaris Sportsman 500	\$5,853.00
Donahue Super Sports	2012-Yamaha Grizzly 450	\$6,597.00
	2011-Yamaha Grizzly 450 (*2011- has Power Steering)	\$6,939.00*
	2012-Yamaha Grizzly 550	\$7,464.00
	2011-Yamaha Grizzly 550	\$7,469.00
Power Pac, Inc	2011-Polaris Sportsman 500	\$5,745.99 (*)
	2012-Suzuki King Quad 500	\$7,922.40