

***MINUTES OF THE HIGHWAY INFRASTRUCTURE &  
RECREATION COMMITTEE***

**DAY & DATE:** September 1, 2011  
**PLACE:** Wood County Highway Department, 555 – 17<sup>th</sup> Avenue  
 North, Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 AM  
**ADJOURNMENT TIME:** 10:43 AM  
**MEMBERS PRESENT:** Vice-Chairman Trent Miner, Secretary Dennis Polach, and  
 members Ross Miltimore and Marion Hokamp (Chairman  
 Thomas Haferman attended the meeting via telephone)  
**OTHERS PRESENT:** Park Administrator Chad Schooley, Forest Administrator  
 Fritz Schubert, Highway Commissioner Douglas Passineau,  
 Accounting Technician John Peckham, Steve Kreuser  
 (Emergency Management), Dan Hobbs (Multi-Metro Deer  
 Management), Steve Grant (DNR), Roland Hawk (Jewell  
 Associates), Accounting Supervisor Jim Alfred, and Fred  
 Miller (Citizen)

1. Item #1 – Call meeting to order. Vice-Chairman Trent Miner called the meeting to order at 8:00 AM. The meeting has been properly posted.
2. Item #2 - Public comments. Miner asked if there were any public comments on the agenda. There were none.
3. Item #3 – Approve minutes of the August 4 and August 11, 2011 Highway Infrastructure & Recreation Committee and July 26, 2011 Wood County Wildlife Area Committee meetings. The minutes were reviewed.

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

**PARKS**

4. Miner moved to Item #6b. – Special Use Permits. Dan Hobbs of Multi-Metro Deer Management attended this part of the meeting. His group has requested approval to bow hunt in approved park areas in the past and they are requesting permission to do so again from Mid-October of 2011 until January 31, 2012.

**Moved by Polach, seconded by Miltimore to approve the Special Use Permit to allow Multi-Metro Deer Management to hunt in approved park areas. Motion carried unanimously.**

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

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

6. Item #5 - The Office Manager Report was unavailable at this time due to the Office Manager being on maternity leave.
7. Item #6 - The Park Administrator Report was reviewed (see attached report).

Schooley discussed various items on the budget and answered questions from the Committee.

Schooley has gathered information about the costs of mowing the Park areas. He calculated the costs of doing so using department seasonal employees at about \$47,000, including labor and machinery. He received two estimates from outside contractors which ranged from \$44,000.00 per year to \$260,000.00 per year. Schooley would like to get a few more quotes before making a final decision, but is leaning toward outsourcing for a year to see how it goes.

**Moved by Hokamp, seconded by Miltimore to approve the 2012 Park and Forestry Budget and pass it on to the Executive Committee. Motion carried unanimously.**

Item #6b. – Special Use Permits. Corey Bowden is requesting a Special Use Permit to trap muskrats along the Yellow River in portions of Dexter Park.

**Moved by Haferman, seconded by Miltimore to grant the Special Use Permit to Bowden for trapping muskrats along the Yellow River in portions of Dexter Park. Motion carried unanimously.**

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

## **FORESTRY**

8. Miner moved to Agenda Item #7c. – Resolution: Withdrawal of County Forest Land for the Purpose of Communication Tower. When the land in Dexter Park was originally purchased, it was done with LAWCON money, therefore, it cannot be used for anything but recreational purposes, including a communications tower. There is an area across the road from Dexter Park that was not bought with LAWCON money so it is eligible to be used for such a purpose. Steve Kreuser of Emergency Management was present for this portion of the meeting to discuss the type of tower they would like to install. Forester Fritz Schubert mentioned that perhaps there should be some compensation for the loss of approximately one acre of timberland due to the construction of the tower. When asked about revenues

received by the County for communications towers, Kreuser responded that the County gets about \$10,000 for all its towers and that money is used to offset the wages of the Communications Specialist.

**Moved by Miltimore, seconded by Hokamp to approve the resolution and send it to the County Board. Motion carried unanimously.**

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

Timber sale update and balance sheet were distributed.

10. Item #7b. – Sustainable Forestry Grant Application

Schubert would like to apply for a Sustainable Forestry Grant which he believes Wood County has not applied for in the past. Steve Grant of the DNR mentioned that he and Schubert are looking at about 1,500 acres to recon at a cost of about \$10,000.

**Moved by Polach, seconded by Hokamp to approve the action of Schubert applying for the grant. Motion carried unanimously.**

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

11. Item #8 and 8a. – Old Business. Park, Recreation and Open Spaces Plan approval. The Committee will need to approve the plan after the September 20<sup>th</sup> Public Hearing meeting which will be held at 9:00 AM, Room 115 of the Wood County Courthouse in Wisconsin Rapids. The Plan will then be forwarded for approval by the entire County Board on September 20<sup>th</sup> as well.

12. Item #9 and 9a. – New Business. Concealed Carry law in parks. Schooley told the Committee that if it is decided to continue the current policy of denying weapons in the parks areas, there would be a significant increase in signage. This is because the new concealed carry law allows the carrying of weapons in those areas, though the County still has the right to deny them. Miltimore commentated that we should simply follow State Statutes. Haferman recommended that this issue be put on the next agenda after hearing from Safety Director Terry Stelzer. Committee consensus was to follow Haferman's recommendation.

13. Item #10 – Correspondence. There was no correspondence to review.

14. Item #11 - Approve payment of bills.

**Moved by Polach, seconded by Miltimore to approve payment of the bills. Motion carried unanimously.**

15. Item #12 - Revenue report. There was no revenue report to distribute due to the timing of the meeting.

The Committee took a break at 9:00 AM. The meeting reconvened at 9:07 AM.

## **HIGHWAY**

16. Item #13 – Discuss BIA project on CTH G. The BIA has some money that they've determined can be used by the County on CTH G, from Hwy 173 to the first curve. The BIA also says we're on the list to finish the road next year.
17. Miner moved to Item #15 – Discuss department vacancies.

At this time, Commissioner Passineau has determined that he will fill one of the two department vacancies through the candidate list he and the Human Resources department compiled after the last round of interviews.

18. Item #16 – Discuss CTH S bridge. Commissioner Passineau sent a letter to Lynn Saeger of WisDOT to provide her with several good arguments in favor of building a wider bridge than originally planned on CTH S.
19. Miner moved to Item #18 – Current Projects update. The Current Projects Update was reviewed (see attached report).
20. Item #19 – Approve payment of bills.

**Moved by Miltimore, seconded by Polach to approve payment of the bills.  
Motion carried unanimously.**

21. Item #20 – The Accounting Supervisor's report was reviewed.

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

22. Item #14 – Discuss, and possibly act on, signing for CTH F. Fred Miller requested a Wheelchair Warning sign for about a 2-mile stretch on CTH F, from Tenpas Road in the Town of Sherry north to Fire #8275. Commissioner Passineau stated that he will research this issue and bring his findings back to the next Committee meeting.
23. Item #21 – Correspondence. There will be a scenic byways meeting in September. Also, Passineau distributed copies of a letter from WisDOT addressed to an area businessman supporting the rights of local governments to exercise their authority when it comes to keeping roads safe.

24. Item #17 – Discuss, and possibly approve, 2012 budget. Jim Alfred, Accounting Supervisor, attended this part of the meeting to answer questions from the Committee regarding the 2012 budget.

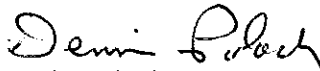
**Moved by Miltimore, seconded by Hokamp to approve the 2012 budget and send it to the Executive Committee. Motion carried unanimously.**

25. Item #22 – At the conclusion of this meeting, Passineau took Committee Members Polach and Hokamp on a tour of the CTH C construction project.

26. Item #23 - Next regular meeting date is October 6, 2011, 8:00 AM at the Wood County Highway Department.

27. Item #24 – Motion to adjourn.

**Moved by Haferman, seconded by Polach to adjourn at 10:43 AM. Motion carried unanimously.**



Dennis Polach, Secretary

Minutes taken by John Peckham, Highway Department Accounting Technician

## **BUILDING AND GROUNDS REPORT**

September 1, 2011

By D. Quinnell

### CURRENT PROJECTS

- The vault toilet at North Park will be done by mid September.
- We have begun to work on the Nepco boat landing and will continue after Labor Day.
- We are also starting the Red Beach toilet building.

### MAINTENANCE OPERATIONS

- We are continuing operations for mowing and keeping the campgrounds in good repair.
- The end of the season is here and the beaches will be closed soon. We have a problem at the North Park beach. The 60 year old septic system has rusted out and needs replacing. We will prepare for a replacement before opening next year.

### EMPLOYEE MATTERS

- We have come to the end of summer and our LTE's are gone for the season.
- We have had a safe and successful year so far and hope to continue for 2011.

### OTHER

- We are looking for quotes on an equipment trailer that is suitable for the skid steer. One that can be pulled by the new utility truck. This will save time and fuel as that truck is often on the project where the skid steer is being used.

## **Park Administrator Report**

By Chad Schooley, Park Administrator

September 1, 2011  
HIRC meeting

- The August 11<sup>th</sup> HIRC Park, Forestry and Highway tour went very well. We had great weather and had the opportunity to visit quite a few projects throughout the county.
- I have received a couple initial estimates for the mowing of our park areas. I will share those with you at our meeting.
- I have included updated summary pages from our 2011 budget draft. The highlighted areas are the only changes from the draft that you received in August. The reason for the change was the updated 2011 savings from WRS.
- Appraisals have been set up for the property north of Powers Bluff, as well as the two county forest parcels that are being considered for trade.
- The temp employee hired for office support has taken another job. She will still be working for us on Thursdays and Fridays after Labor Day weekend until the Office Manager returns in late September. We don't plan on bringing anyone else on in the mean time.

### **SEPTEMBER EVENTS**

- 22 Shelter Rentals

### **SPECIAL USE PERMITS**

- Multi-Metro Deer Management (MMDM) group request to bow hunt in approved park areas for 2011 hunting season. October 8, 2011 to January 31, 2012
- Request to trap muskrats along Yellow River in portions of Dexter Park. Late October, 2011- end of trapping season.

## FOREST ADMINISTRATOR REPORT

September 01, 2011

By: F. Schubert

Program Reports:

**FOLDER BALANCES AS OF 08-31-2011**

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED	YEAR AWARDED
645	LAMBERT FOREST PRODUCTS	\$ (822.83)	\$ 14,994.40	\$ -	2008
658	FUTUREWOOD CORPORATION	\$ (20.00)	\$ 74,207.60	\$ -	2008
681	FUTUREWOOD CORPORATION		\$ 38,626.60	\$ 5,361.41	2010
682	FUTUREWOOD CORPORATION		\$ 42,199.00	\$ 2,257.37	2010
				<b>\$ 7,618.78</b>	
<b>FORESTRY TOTAL = \$162,725.31</b>					

**Timber Sale Activity (August)**

**Jobs Started:** #654 Futurewood

**Jobs Continuing/Reactivated:** None

**Jobs Gone Inactive:** None

**Jobs Finished:** None

Wood County Highway Department  
Project Update  
September 1, 2011

Asphalt

- Paving in City of Wisconsin Rapids, Towns of Grand Rapids, Port Edwards, and Remington, and CTH CC.

Culverts and Grading

- Highway crews are replacing culverts in the Towns of Saratoga, Sigel, Hansen, and Rudolph, as well as the Village of Auburndale.

Personnel

- Marty Cepress has been hired as a Common Laborer.

General Maintenance

- Crews are doing shoulder work on CTH CC.
- We are cutting brush along county trunk highways.
- Highway employees are mowing on both county and state highways.
- We are doing FEMA work in the Towns of Hansen and Arpin.
- Crews are sealing state bridges.
- Crews are replacing signs on both county and state highways.
- We are performing FEMA repairs on CTH ZZ.
- We are hauling and grading road base for the Town of Saratoga.
- Crews are replacing the culvert on CTH H.
- Patching in the Town of Arpin is being done.
- We are doing concrete repairs on State Highways 13 and 54.
- Shoulders are being graded on state and county highways, as well as in the Town of Marshfield.

Road Closures/Openings

- See Attached.

## Road Closures - Highway Department

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### Road Closure Detail

Start Date            7/25/2011  
End Date             10/31/2011  
Affected Roads    CTH C, between STH 34 and CTH O  
Work Description   The project consists of widening the road and complete reconstruction.  
Detour Description    CTH O to CTH DD to STH 34