

MINUTES OF THE HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE: April 4, 2013
PLACE: Wood County Highway Department, Wisconsin Rapids Shop, 555 – 17th Avenue North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 AM
ADJOURNMENT TIME: 11:20 AM
MEMBERS PRESENT: Chairman Allen Breu, Vice-Chairman Trent Miner, Secretary Dennis Polach, and Members Marion Hokamp and Gerald Nelson
MEMBERS EXCUSED: None
OTHERS PRESENT: Park Administrator Chad Schooley, Forest Administrator Fritz Schubert, Highway Commissioner Douglas Passineau, Accounting Technician John Peckham, and George Bartels (Wood County Wildlife Advisory Committee)

1. Item #1 – Call meeting to order. Chairman Allen Breu called the meeting to order at 8:00 AM. The meeting has been properly posted.
2. Item #2 - Public comments. There were no public comments.
3. Item #3 – Approve minutes of the March 07, 2013 Highway Infrastructure & Recreation Committee and January 8, 2013 Wood County State Wildlife Area Advisory Committee meetings.

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

PARKS

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

Moved by Miner, seconded by Hokamp to go into closed session per § 19.85 (1) (f) Wis. Statutes, to consider the personal history/disciplinary action of an employee. Motion carried unanimously by roll call vote: Gerald Nelson – Yes, Dennis Polach – Yes, Marion Hokamp – Yes, Trent Miner – Yes, and Allen Breu – Yes.

Moved by Miner, seconded by Nelson to return to open session at 8:40 AM. Motion carried unanimously.

Moved by Miner, seconded by Polach to approve Park Administrator Schooley's recommendation for permanent layoff status of the Parks Department Mechanic position. Motion carried unanimously

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 Hokamp to approve the Office Manager Report. Motion carried unanimously.

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

Item 6a. – Review, and possibly award, quote for fleet vehicle replacement

Schooley got three estimates for replacement of the Department's ½ ton pickup truck. Rapids Ford F-150 (\$15,048.68), Johnson & Sons Dodge 1500 (\$20,275.50), and Wheelers Chevy 1500 (\$16,999.06).

Moved by Miner, seconded by Nelson to direct Schooley to select the vehicle most advantageous to Wood County. Motion carried unanimously.

Item #6b. – Discuss department change for equipment repair utilizing Highway personnel

The Department will now take its equipment to the Highway Shop for repairs. Though some details will still have to be worked out, it looks like Parks employees will contact Dennis Quinnell when they have an equipment problem. Dennis will be the liaison with the Highway Department. Parks employees will fill out a repair order that will go to the Highway Department. The Highway mechanics will carefully document all work being done and will include documentation with the invoice that goes to Parks.

Item #6c. – Special Use Permits

Autism Awareness- Jigsaw Run. South Wood County Park walk trail, May 4, 2013. The enclosed shelter and Red Sands Beach Pavilion are rented for this event. 7am-2pm. Expecting 500+ participants.

19th annual South Wood County YMCA triathlon. South Wood County Park. Set up: Fri June 21. Event: Sat June 22nd. The enclosed shelter and Red Sands Beach Pavilion are rented for this event.

Encourage Community Foundation community picnic and celebration. South Wood County Park. August 7, 2013. The enclosed shelter and Red Sands Beach Pavilion are rented out for this event. Expecting 2,000 participants. Due to the number of people and the time of use, the group will bring their own garbage containers.

Moved by Miner, seconded by Polach to approve the Special Use Permits. Motion carried unanimously.

Moved by Miner, seconded by Hokamp 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.

Some of the starting and continuing/reactivated jobs are now inactive due to ground conditions.

Item #7b. – Revolutionary War Veterans Association

The group wants to put on a shooting class at the rifle range. Schubert is researching the group further at this time.

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

8. Item #8 – Old Business. Nothing to report.
9. Item #9 - New Business. Nothing to report.
10. Item #10 – Correspondence. Schooley reported on an e-mail conversation he has been having with Peter Kastenholz regarding Powers Bluff and catalogued versus un-catalogued sites. Schooley also shared the report from the Safety Director showing only one medical claim in the Department.
11. Item #11 – Approve payment of bills.

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

12. Item #12 – Revenue report.

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

The Committee recessed for a break at 9:30 AM.

The Committee reconvened at 9:45 AM.

HIGHWAY

13. Item #13 – Frac sand contract update. As the long-term contract with Carbo Ceramics is complete, the Department will begin negotiations with the other interested companies who may also want long-term contracts.
14. Item #14 – Discuss personnel issues. Dan Luther has resigned from the Department to take another position. Jim Alfred has retired. Several positions are being reviewed for possible changes.
15. Item #15 – Discuss CTH A jurisdictional transfer. The Department is in preliminary talks with the City of Marshfield regarding a jurisdictional transfer of CTH A, between Yellowstone and CTH H.
16. Item #16 – Discuss, and possibly act on, raw forest products transportation resolution. As logging trucks with a gross vehicle weight of 98,000 pounds are not allowed on a certain section of I-39, they exit the interstate and use county trunk highways, including those in Wood County. The Department has recognized this and supported a resolution encouraging the Wisconsin Department of Transportation to open all of I-39 to this type of traffic.

Moved by Miner, seconded by Polach to approve, sign, and send on to County Board the raw forest products transportation resolution. Motion carried 4-1 with Nelson voting “no”. He stated that he voted no because he “has a problem with truck stuff since the frac sand issue arose”.

17. Item #17 – Review, and possibly act on, material quotes. (See motion below)
18. Item #18 – Discuss winter maintenance. Due to the severity of the winter, the winter maintenance funds in the Department are seriously depleted. The subject will be brought to the Executive Committee.

19. Item #19 – Review, and possibly act on, quotes for base course aggregates. (See motion below)

20. Item #20 – Review, and possibly act on, quotes for aggregates and sands.

Moved by Miner, seconded by Polach to receive materials quotes (Item #17), quotes for base course aggregates (Item #19), and quotes for aggregates and sands (Item #20) and to direct the Highway Commissioner to use the vendor and material most advantageous to Wood County. Motion carried unanimously.

21. Item #21 – Discuss surveying equipment. Passineau informed the Committee that a GPS system would be a valuable and useful tool for the engineering work in the Department.

Moved by Miner, seconded by Hokamp to direct the Highway Commissioner to look into a GPS Global system. Motion carried unanimously.

22. Item #22 – Current Projects Update. The current projects update was reviewed.

23. Item #23 – Approve payment of bills.

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

24. Item #24 – The Accounting Supervisor's report was reviewed.

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

25. Item #25 – Correspondence. Passineau reminded the Committee about the upcoming Legislative Breakfast and invited them to participate.

26. Item #26 – Next meeting date will be May 2, 2013 at the Wood County Courthouse, Room 115, at 8:00 AM.

27. Item #27 – Motion to adjourn.

Moved by Nelson, seconded by Miner to adjourn at 11:20 AM. Motion carried unanimously.

Dennis Polach, Secretary
Minutes taken by John Peckham, Highway Department Accounting Technician

BUILDING AND GROUNDS SUPERVISORS REPORT

April 4, 2013

By D. Quinnell

CURRENT PROJECTS

- We are back at North Park Lower shower building to remodel the interior.
- We have completed the soffit and fascia on the Dexter Ranger cabin and are installing the new steel roof.
- We will be starting the upgrade of the second loop electric at South Park Campground to 50 amp service as soon as the snow is gone.

MAINTENANCE OPERATIONS

- The Powers Bluff Ski Area is closed for the winter. We had a good run this year and stayed open through Sunday March 24th, 2013.
- After taking a Lake Wazeecha depth survey, we have found no noticeable sediment build up in the lake area that is under observation.
- The tree and brush removal has been nearly completed on the South Park dike structure. There will still be some brush and limb clean up.
- All parks are preparing for the camping season to open May 1st.

EMPLOYEE MATTERS

- We are interviewing for an LTE-II position and for the Dexter Ranger opening.

Park Administrator Report

By Chad Schooley, Park Administrator

April 4, 2013
HIRC meeting

- I have been receiving quotes on uniform vendors for our rangers. We are looking at different options at this time.
- Powers Bluff is now officially closed for the season. We had a very good year. Our cross country ski and snowmobile season is coming to an end as well.
- Golden Sands RC&D is applying for a federal grant for education and removal of invasive species. I have assisted with this process and have identified Nepco County Park as one of the locations in need of this grant. We will find out this fall if they have received the grant.
- I am still working on finalizing a blueprint for the Powers Bluff advisory committee. I spoke with Peter Kastenholtz regarding the process of forming an advisory committee and will discuss this at the committee meeting.
- I am still in discussion with Solarus regarding offering WiFi at our South Wood County Park campground.
- I attended the Governor's Conference on Tourism. This was once again a very informative conference regarding the tourism business as a whole in the state of Wisconsin. Once again, many of the speakers stressed the importance of social media as the main driver of marketing. One of the big pushes is for businesses to have both a standard web page, as well as a mobile web site for all of the different mobile devices out there. I will be discussing this topic with our Systems Department.
- We have decided to take a different direction for the repair and maintenance of our park and forestry equipment. As of March 22, 2013, our mechanic has been placed on temporary layoff status. The request for a permanent layoff will be made to the Executive Committee at their April meeting. We are now using the Highway Department shop and staff to repair our equipment. I believe that this will be much more efficient in the long term for our department.

March Events

- 7 Shelter reservations

SPECIAL USE PERMITS

- Autism Awareness- Jigsaw Run. South Wood County Park walk trail, May 4, 2013. The enclosed shelter and Red Sands Beach Pavilion are rented for this event. 7am-2pm Expecting 500+ participants
- 19th annual South Wood County YMCA triathlon. South Wood County Park, Set up: Fri June 21, event: Sat June 22nd. The enclosed shelter and Red Sands Beach Pavilion are rented for this event.
- Encourage Community Foundation community picnic and celebration. South Wood County Park. August 7, 2013. The enclosed shelter and Red Sands Beach Pavilion are rented out for this event. Expecting 2,000 participants.

OFFICE MANAGER REPORT

April 04, 2013

By: H. Gehrt

Program Reports:

Snowmobile:

All trails are closing for the season on Friday, March 29, 2013 at 8:00 AM.

5 applications have been completed for funding for the 2013-2014 season and will be mailed before the April 15 deadline.

ATV:

No new club activity.

2 applications have been completed for funding for the 2013-2014 season and will be mailed before the April 15 deadline.

OTHER:

Attended the County Board meeting on March 19.

Attended an Accountants meeting on March 21.

Received training on a new Timber Base Forestry billing system that hadn't been upgraded since the 1990's on March 26 with the creator.

