

MINUTES OF THE HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE: April 5, 2012
PLACE: Wood County Highway Department, 555 – 17th Avenue
 North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 AM
ADJOURNMENT TIME: 10:30 AM
MEMBERS PRESENT: Chairman Thomas Haferman, Vice-Chairman Trent Miner,
 Secretary Dennis Polach, and members Marion Hokamp
 and Ross Miltimore
MEMBERS EXCUSED: None
OTHERS PRESENT: Park Administrator Chad Schooley, Forestry Administrator
 Fritz Schubert, Highway Commissioner Douglas Passineau,
 Accounting Technician John Peckham, Chris Meyer (City
 of Marshfield), Steve Grant (WisDNR), and Roland Hawk
 (Jewell Associates Engineers)

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 on the agenda. There were none.
3. Item #3 – Approve minutes of the March 1, 2012 Highway Infrastructure & Recreation Committee. The minutes of the meeting were reviewed. The Committee requested that sign-in sheets be included as a part of the minutes from now on.

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).

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

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

Item #6a. – Bids for Dexter Shower Building Construction

Park Administrator Chad Schooley distributed bid results for the Dexter Shower Building to the Committee. He recommended that the department go with the low bid.

Moved by Miner, seconded by Polach to go with the low bid, pending verification by Parks Department Staff. Motion carried unanimously.

Item #6b. – Quotes for 6'-wide mower

Schooley plans to advertise for quotes on a 6'-wide mower this year. The Committee approved.

Item #6c. – Special Use Permits.

SWC YMCA triathlon, Saturday June 23, 2012. South Wood County Park. Enclosed shelter is rented Friday and Saturday for this event. Event uses Red Beach for swimming and the walk trail for the running portion of the event.

Kiwanis Club would like to have their Summer outdoor event at South Wood County Park on June 2nd. This is an annual event that they have had before.

Four Stools would like to have their fisherie on February 16, 2013. This is an annual event that they have had before.

Moved by Miner, seconded by Hokamp to approve the Special Use Permits as presented. Motion carried unanimously.

Moved by Miner, seconded by Miltimore 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.

Item #7b. – Land Trade Update. Regarding the Powers Bluff land trade, the DNR received no comments during the public comment period. John Hintz will now direct the project to Madison for the next step in the process.

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

8. Item #8 – Old Business. None.
9. Item #9 - New Business. – Former Park Administrator Ron Arendt has joined the Friends of Powers Bluff. He contacted Schooley because the group would like to host a walk in the park on Sunday, April 15th. They would also like use of the shelter at that time. Schooley informed the Committee that he is in favor of allowing the use of the park and shelter, with a fee waiver, so he has granted it.
10. Item #10 – Correspondence. In the Committee packet, Schooley included a letter from Dan Hobbs, Hunt Coordinator, Multi-Metro Deer Management.
11. Item #11 – Approve payment of bills.

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

12. Item #12 – Revenue report.

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

The Committee recessed at 8:45 AM.
The Committee reconvened at 8:55 AM.

HIGHWAY

13. Item #13 – Discuss county Highway Department cooperative agreement. Highway Commissioner Douglas Passineau distributed to the Committee a copy of the “County Highway Department Cooperative Agreement”. If signed, Wood County would enter into an agreement with the counties of Lincoln, Clark, Portage, and Shawano. The included counties would then agree to utilize each other’s equipment and possibly participate in cooperative purchasing, as well. Due to funding mechanisms at the state and federal levels, especially in times of disaster, such written agreements are becoming necessary.

Moved by Miner, seconded by Hokamp to approve and sign the Cooperative Agreement, pending approval of the agreement by Corporation Counsel Peter Kastenholz. Motion carried unanimously.

14. Item #14 – Distribute milling and pulverizing quote results. See attached for the results.

Moved by Miner, seconded by Miltimore to accept the quotes and to use the company most advantageous to Wood County as the project and scheduling permit. Motion carried unanimously.

15. Item #15 – Distribute bituminous requirements bid results. See attached for the results.

Moved by Miner, seconded by Polach to accept the lowest bids meeting qualifications of the Highway Department, pending review and verification by Highway Department staff, and then use those most advantageous to Wood County. Motion carried unanimously.

16. Item #16 – ATV routes on County Trunk Highways. Passineau does not want ATVs to run along County Trunk Highways but he would be open to them crossing the highways. If damage were to be done at the crossings, other arrangements would have to be made.
17. Item #17 – USH 10 Jurisdictional Transfer. Passineau would like to use the funds the department will receive as part of the USH 10 Jurisdictional Transfer to purchase two patrol trucks for use on the new highway. The Committee approved the purchase. The funds to be received should have been included in the budget as Anticipated Revenues but, since they were not, a resolution will have to be approved by the County Board.
18. Item #18 – Discuss CTH U/W intersection May 7th bid opening. Roland Hawk of Jewell Associates Engineers was at the meeting to speak with the Committee about this project. The project will be a concrete reconstruction of the intersection. The work will commence after school lets out and the bid documents require the work to be done by July 18th, two days before the ski show.
19. Item #19 – Discuss Legislative meeting. The annual Legislative meeting will be held in Wausau on April 20th. The Committee members were invited.
20. Item #20 – Discuss 2012 Rodeo. Juneau County would like to host the Tri-County Rodeo in which Juneau, Adams, and Wood Counties have participated in the past. The Committee approved of Wood County's participation in this safety-related event.
21. Items #21 and #23 – Discuss, and possibly act on, right-of-way acquisition for CTH G HSIP project. Roland Hawk, Jewell Associates Engineers, spoke to the Committee about this project. There is one more parcel to be purchased before the construction can commence. In addition, Passineau and Hawk informed the Committee that their understanding is that the Highway Department may acquire right-of-way remnants and then negotiate with property owners to give them, the property owners, the remnants, so they would be back on the tax rolls.

Moved by Miner, seconded by Miltimore that the Department proceed, pending verification of Passineau's and Hawk's understanding by Peter Kastenholz, Corporation Counsel. Motion carried unanimously.

22. Item #22 – Discuss seasonal weight limit postings. The seasonal weight limit postings are off on the east side of the river. The rest will come off next week, beginning Monday, April 9th. The crews will start on the south end of the county and work their way north. American Engineer Testing will continue to conduct tests on the roads that the frac sand companies plan to use as part of their haul routes. If the roads are found to be unable to adequately handle the anticipated loads, weight limits could be posted on them again.
23. Item #24 – Discuss personnel. Interviews for the Asphalt Plant Operator and Highway Department Professional Engineer will be conducted on Monday, April 9th.
24. Item #25 – Discuss quad axle attachments. Several months ago, the Department advertised for quotes on quad axle attachments for its new quad axle truck. The quotes were too high so the Highway Commissioner rejected them. He and Shop Superintendent Brad Martinson have revised the specifications and the Department will advertise them again.
25. Item #26 – Current projects update. The current projects update was reviewed.
26. Item #27 – Approve payment of bills.

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

27. Item #28 – The Accounting Supervisor's report was reviewed.

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

28. Item #29 – Correspondence.

The motors at the Asphalt Plant are old so the Department was getting a surcharge from the electric company for their use on the system. The Department will now install a capacitor which will eliminate the surcharge. Payback for the capacitor is estimated to be about four years.

Commissioner Passineau wrote a letter to future mine and other land use applicants. The letter asks the applicants to be aware that there may be impacts on the highway due to their operations and they should know that additional costs may be incurred by them if damage to the highways results from their operations. Passineau asked the Land Conservation and Planning and Zoning Departments to

include the letter in any information packets or application materials they feel it is appropriate.

Passineau and Diane Bannerman have been working with trucking companies and the state to determine how to handle overlength permits. At this time, the Department issues them, but there is a bill awaiting the governor's signature which would extend the legal length to 75', so the permit would no longer be necessary.

The State has agreed to provide funding for a salt-brine making shed.

29. Item #30 – Next meeting date will be May 3, 2012 at the Wood County Courthouse, Room 115, at 8:00 AM.

30. Item #31 – Motion to adjourn.

**Moved by Miltimore, seconded by Haferman to adjourn at 10:30 AM.
Motion carried unanimously.**

Dennis Polach, Secretary

Minutes taken by John Peckham, Highway Department Accounting Technician

BUILDING AND GROUNDS REPORT

April 5, 2012

By D. Quinnell

CURRENT PROJECTS

- The #2 Shower for Dexter is in the bidding process and will be ready for review at this meeting.
- We had a problem with the Red Beach Pavilion, the concrete blocks came in the wrong color. We have since corrected the problem and will soon be starting the masonry.
- We have begun work at the Nepco boat landing to finish the project started last fall.

MAINTENANCE OPERATIONS

- All parks are in preparation for the summer opening. With the warm weather we have had a lot of use already.
- We will be starting the 50 amp upgrade in the third loop at Dexter on April 3, 2012.
- We will be cutting logs into lumber in April, looking forward to using it in a project at the Powers Bluff area.

EMPLOYEE MATTERS

- All of last years LTE'S will be returning except for one LTE –II. We are receiving applications for this position.
- The full time employees went to training in Wausau for landscaping.
- We will be having a quarterly employee meeting in April. If possible we will have a person in to train us on play ground equipment safety.

OTHER

- Chad has information on a single axle trailer that we want to purchase. We have need for a trailer that can hold a front deck, 72” wide 4 wheel drive mower and be towed by a ½ ton truck.
- I went to the WPRRA Spring Conference on March 22, 23. We were given training concerning the latest updates in the ADA compliance regulations. There were a few changes but mostly there would be stricter compliance to the existing conditions. I will be auditing the needs for our parks and structures to be sure we are in compliance.

OFFICE MANAGER REPORT

April 05, 2012

By: H. Gehrt

Program Reports:Snowmobile:

No new activity. The last meeting of the season will be April 2.

I have received the final payment for 2010-2011 Supplemental reimbursement.

ATV:

No new activity.

OTHER:

Reservationist/Receptionist attended the Spring WPRA Office Support meeting in Sheboygan on March 16.

We are currently advertising for (1) Forestry LTE II. Applications are due by March 30.

Park Administrator Report

By Chad Schooley, Park Administrator

April 5, 2012
HIRC meeting

- I attended the Governor's Conference on Tourism once again this year. There were some very good speakers on the tourism industry in Wisconsin. The conference is a great way to network with experts in the field.
- There has been no new development on the Nepco Lake west side boat landing.
- I have hired a local surveyor to locate corner markers and mark property lines on property north of Lake Wazeecha. There has been some concern with property line location and maintenance. Letters have gone out to all adjoining landowners letting them know what the flagging and markers are related to. There have been some encroachment issues over the years that I will be working on correcting with a few of the landowners. The maintenance crew will be brushing and taking down dead trees along these property lines, as well as increasing signage identifying the park.
- I ran a test of the Emergency Action Plan for our Dexter and Wazeecha Dams on March 21, 2012. The test went well. All participants (maintenance workers, dispatch, Sheriff Dept, Emergency Management) seemed to have a good grasp on the plan.
- I am a member of the salary grade subcommittee, and continue attending these meetings.
- We will be hosting the Wisconsin Park and Recreation Association (WPRA) region 1 meeting on April 25th at our Nepco shelter building.
- For those Committee members who are not running for reelection, we thank you for your support over the years.

April Events

- 12 Shelter reservations

SPECIAL USE PERMITS

- SWC YMCA triathlon, Saturday June 23, 2012. South Wood County Park. Enclosed shelter is rented Friday and Saturday for this event. Event uses Red Beach for swimming and the walk trail for the running portion of the event.

FOREST ADMINISTRATOR REPORT

April 05, 2012

By: F. Schubert

Program Reports:

FOLDER BALANCES AS OF 03-31-2012

JOB NUMBER	CONTRACTOR	ENDING MONTH BALANCE	CONTRACT AWARD	PAYMENTS RECEIVED	YEAR AWARDED
645	LAMBERT FOREST PRODUCTS	\$ (822.83)	\$ 14,994.40		2008
657	FUTUREWOOD CORPORATION	\$ 5,780.16	\$ 46,674.90	\$ 7,827.24	2008
658	FUTUREWOOD CORPORATION	\$ (20.00)	\$ 74,207.60		2008
663	KUEHN FOREST PRODUCTS	\$ -	\$ 66,155.00	\$ 19,274.40	2009
666	JOSEPH BOLLIG & SONS	\$ -	\$ 20,234.00	\$ 21,716.82	2010
670	SCHREINER FORESTRY	\$ 2,654.34	\$ 67,620.00	\$ 27,562.88	2010
675	BURT COLLINS LOGGING	\$ -	\$ 28,759.30	\$ 8,674.54	2010
676	BURT COLLINS LOGGING	\$ 1,668.06	\$ 54,842.10	\$ -	2010
677	BURT COLLINS LOGGING	\$ 1,144.51	\$ 46,131.58	\$ -	2010
680	LAMBERT FOREST PRODUCTS	\$ 7,500.11	\$ 11,849.30	\$ -	2010
683	FUTUREWOOD CORPORATION	\$ -	\$ 20,181.35	\$ 3,242.05	2011
				\$ 88,297.93	

FORESTRY TOTAL = \$156,560.65

Timber Sale Activity (March)

Jobs Started: **#676 Burt Collins Logging**
 #677 Burt Collins Logging
 #680 Lambert Forest Products
 #685 Twin Forest Products

Jobs Continuing/Reactivated: **None**

Jobs Gone Inactive: **#663 Kuehn Forest Products**
 #670 Schreiner Forest Products
 #676 Burt Collins logging
 #677 Burt Collins Logging
 #680 Lambert Forest Products

Jobs Finished: **None**

Wood County Highway Department
Project Update
April 5, 2012

General Maintenance

- County forces are cutting brush on County and State roads.
- We are repairing barricades and signs.
- Employees are repairing potholes on both County and State highways.
- We have installed new lights in the Wisconsin Rapids shop.
- Sign trailers are being repaired.
- Road construction has begun on Young Street in the Town of Saratoga.
- Crews are rubber crackfilling on County trunks.
- We have been taking down snowfence.
- Shoulder retrieval is being done on County and State roads.
- Employees have been cleaning up salt sheds.
- County forces have been doing guardrail repairs on State bridges.

Training

- Selected individuals have participated in trenching training.
- All employees have taken a full-day course in flagger safety training.
- All employees have taken a full-day course in chainsaw safety training.

Road Closures/Openings

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