

# **AGENDA**

## **HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE**

**DAY & DATE:** December 6, 2018  
**TIME:** 8:00 a.m.  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495

1. Call meeting to order.
2. Declaration of Quorum.
3. Public comments.
4. Correspondence
5. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings
  - b. Department Staff Reports
  - c. Department Vouchers
6. Review items, if any, pulled from consent agenda
7. Brine Building Tour
8. **HIGHWAY**
  - a. Commissioner's 2019 goals and evaluation form rankings
  - b. Backhoe Replacement Plan Presentation
9. **PARKS AND FORESTRY**
  - a. Director's 2019 goals and evaluation form rankings
  - b. 2018 Parks, Recreation and Open Spaces Plan Update draft
  - c. Revenue Reports
  - d. 2019 HIRC Meeting Location Schedule
  - e. Review and approval of revision to the Wood County Wildlife Area Advisory Committee "Roberts Rules of Order".
10. Future Agenda Items
11. Set next regular meeting date. January 3, 2019 at 8:00 am at the Wood County River Block Building at 111 W. Jackson St., Wisconsin Rapids, WI 54495 in the auditorium on the 2<sup>nd</sup> floor.
12. Motion to adjourn.

# HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE

## MEETING MINUTES

**DAY & DATE:** Thursday, November 1, 2018  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Avenue N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:**  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Doug Machon; Roland Hawk, Highway  
Commissioner; Sandra Green, Parks & Forestry Office  
Supervisor

1. Call meeting to order. Meeting called to order at 8:00 am by Chairman Fischer.
2. Declaration of Quorum. Yes.
3. Public comments. Drawing for Parks & Forestry week of camping was drawn and the winner is John VanMeter from Necedah, WI. Congratulations!
4. Correspondence. Bill Winch said that a constituent said he was pleased with the jake brake signs. Roland Hawk received a letter from Senator Tammy Baldwin's office regarding a resolution that was adopted to not adopt heavy and long trucks. She stated that it has been part of their legislative agenda for a few years and at this time it has been withdrawn from their proposals.
5. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings. **A motion was made by L. Pliml and second by M. Hokamp to approve the minutes of previous meetings. All in favor. Motion carried.**

Winch requested to have pages 19 and 20 regarding parks vouchers pulled from the consent agenda.

**A motion was made to approve pages 19 and 20 of the parks vouchers by D. Pollach and second by B. Winch. All in favor. Motion carried.**
  - b. Department Staff Reports
  - c. Department Vouchers
6. Review items, if any, pulled from consent agenda
7. ATV Update. Highway has ordered some signs for the routes that were adopted to open. When they arrive, they will be placed. Sandra Green, Parks & Office Supervisor; Jason Grueneberg, Planning & Zoning Director and Fritz Schubert, Parks Forest Administrator met with Jackson County Trail Coordinator. Another meeting was held with a local ATV club president. Roland spoke with the Town of Remington regarding several issues and questions. Some roads are open and some we would like them to open to make our plan work for us instead of sending folks into Juneau County and other counties.
8. **HIGHWAY**
  - a. Quotes for Sand and Aggregates. Bid information was handed out to the committee. **A motion was made to approve bids for sand and aggregates by L. Pliml and second by M. Hokamp. All in favor. Motion carried.**
  - b. Brine Building and Memorandum of Understanding. MOU was discussed. **A motion was made to approve the MOU regarding the Highway Brine Building by L. Pliml and second by D. Pollach. All in favor. Motion carried.**
  - c. Wisconsin Department of Transportation Routine Maintenance Agreement. The RMA is something that is signed each year. The agreement was discussed.

**A motion by L. Pliml and second by M. Hokamp to approve the WI DOT Routine Maintenance Agreement. All in favor. Motion carried.**

- d. Step-Up Pay Department Costs. This would begin January 1, 2019. A motion was made to approve the step-up pay by B. Winch and second by L. Pliml with the agreement that a semi-annual review of these dollars will be reviewed and discussed halfway through the budget year. All in favor. Motion carried.**

- e. Safety Allowance Policy Revision. Discussed. Motion by L. Pliml and second by B. Winch to approve the policy revision. All in favor. Motion carried.**

- f. 2019 Highway Construction Program. Discussed.**

- g. Bridge Contracts for 2019 Construction. Discussed.**

- h. Surface Transportation Program Bridge CTH GG. Discussed.**

- i. Backhoe Replacement Plan. Discussed. R. Hawk will put together a full replacement plan and bring back to the committee for action due to the 90 day window to advertise the bid and then to build and assemble the machine.**

**9. PARKS AND FORESTRY**

- a. Revenue Reports. Motion to approve the parks revenue reports by D. Pollach and second by B. Winch. All in favor. Motion carried.**

- 10. Future Agenda Items. Backhoe replacement plan for Highway; if time allows, Highway tour of brine building.**

- 11. A meeting for department head evaluations is set for November 7, 2018 at the courthouse, Room 114 at 1:00 pm.**

The next regular meeting date is December 6, 2018 at 8:00 am at the Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495

- 12. Motion to adjourn. Chairman Fischer adjourned the meeting at 9:01am.**

Signed electronically by, Secretary Marion Hokum

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor



# Wood County WISCONSIN

OFFICE OF  
HIGHWAY COMMISSION

*Roland Hawk*  
COMMISSIONER

December 6, 2018

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for December 6, 2018 HIRC meeting

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## Department Activities

### Personnel

Completed Performance Evaluations for personnel and managers.

Conducted Fall/Winter Safety Training 11/15/18. This included a session on reasons and techniques to reduce rock salt by Jim Hughes, WDOT Chief State Highway Maintenance Engineer.

Commissioner attended the 2018 Tribal Transportation Conference as a partner with Ho Chunk Nation and neighboring counties. Wood County Highway received \$467,000 in transportation funds from the Ho Chunk in 2018.

### Highway Projects

All 2018 County Highway Projects are completed and open to traffic. Working on engineering 2019 County Highway Projects.

### Highway Maintenance

Between late October and end of November, crews have installed snow fence on various county highways.

Crews mowed some County Highway R/W and we may continue mowing until the snow cover gets too deep. Along with mowing we are cutting brush and using the brush cutter on the back hoe to clear back slopes.

When pavements are dry we are patching cracks and filling pot holes.

Inventory and installation of road signs for county and state highways, in accordance with rotation plan.  
(On going)

### Brine Facility

The High Capacity Brine Maker (HCBM) and Facility is substantially complete. Currently we are testing the system and preparing for operation. The building contractor is completing the final pieces and we plan to conduct a walk through by December 3 and 4. Began training personnel on operations and maintenance of the facility.

Signed WDOT's MOU for cost pooling and charging of brine production and application, along with WDOT's High Capacity Brine Maker System Equipment Lease Agreement.

#### Marshfield Facility

Because of the ground disturbance where our crew stockpiled concrete pavement debris from our CTH Y pavement replacement project, which is to be utilized for the foundation of the proposed cold storage building on the site, DNR is requesting a storm water treatment plan for the Marshfield site which was to be part of our cold storage building plan.

We are scheduled to meet with an architect in early December to begin plans for site work and building plans. The DNR has agreed to let us develop ultimate plans for the building and any necessary site work before completing a storm water treatment plan for the Marshfield facility.

#### Pittsville Facility

UST's were removed November 16, 2018. The contractor submitted soil samples and report to the DNR for analysis November 23. Final report from DNR may take 4 – 8 weeks which could come after the proposed December 31, 2018 closing. WCH as the seller is responsible for any mediation of the site if required by DNR. Buy has agreed to close on December 31 regardless with understanding WCH may have additional clean up. The contractor stated that there is a 20% chance that additional work would be required.

Items from the shop and garage have been removed and these areas have been cleaned. Material bins have been removed and or consolidated for only certain aggregates.

A drive way entrance onto 4<sup>th</sup> Street along the east boundary was installed. The buyer obtained a permit from the city and WCH placed a pipe and driveway which will permit both highway personnel and the buyer access to the city street. Closing is scheduled for December 31, 2018.

#### ATV Plan

ATV plan development continues. Signs will be installed in the upcoming weeks. Routes will be open after signs are installed.

#### Frac Sand Development

Negotiations with Coulee Frac Sand is ongoing and Commissioner is developing draft agreement for county highway improvements.

#### Equipment

Shop has almost all patrol trucks ready for winter maintenance, starting to prep road graders for ice and snow removal. Brine Truck was put into service October 22. Some modifications to the spray bar and brine distribution are being fabricated. Installation of a second spray bar to focus on the center line will be installed shortly. A second all liquid truck is being set up, which will utilize an existing brine tank from a trailer set up that hasn't been in operation for several years. This second all liquid route will be in service by early January.

Ongoing discussion to sell track backhoe and rubber tired hoe, and replace with two new rubber tire back hoes. Roy from Fabick will present to committee the benefits of the buyback plan.

Working together with the City of Wisconsin Rapids on rental of the crusher to crush recycled asphalt for 2019 asphalt mix and to make aggregate chips for trial of chip seal projects.

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Friday, November 30, 2018

	Actual	2018 Budget	Variance	Variance %
<b>REVENUES</b>				
<b>Intergovernmental Revenues</b>				
43531 State Aid-Transportation	\$2,096,591.94	\$1,823,120.00	\$273,471.94	15.00%
43534 State Aid-LRIP	450,238.17		450,238.17	0.00%
Total Intergovernmental	2,546,830.11	1,823,120.00	723,710.11	39.70%
<b>Licenses and Permits</b>				
44101 Utility Permits	1,375.00	1,050.00	325.00	30.95%
44102 Driveway Permits	940.00	860.00	80.00	9.30%
44260 Moving Permits	1,250.00	1,025.00	225.00	21.95%
Total Licenses and Permits	3,565.00	2,935.00	630.00	21.47%
<b>Intergovernmental Charges for Services</b>				
47230 State Charges	976,629.08	1,403,610.00	(426,980.92)	(30.42%)
47231 State Charges-Highway	199,726.75	250,030.00	(50,303.25)	(20.12%)
47232 State Charges-Machinery	1,980,799.91	2,177,319.00	(196,519.09)	(9.03%)
47300 Local Gov Chgs	251,904.80	561,660.00	(309,755.20)	(55.15%)
47330 Local Gov Chgs-Transp	1,415,702.52	1,207,485.00	208,217.52	17.24%
47332 Local Gov Chgs-Roads	256,929.99	403,360.00	(146,430.01)	(36.30%)
47333 Local Gov Chgs-Bridges		27,440.00	(27,440.00)	(100.00%)
Total Charges to Other Governments	5,081,693.05	6,030,904.00	(949,210.95)	(15.74%)
<b>Interdepartmental Charges for Services</b>				
47430 Dept Charges-Bldg Rent	30,905.28	34,745.00	(3,839.72)	(11.05%)
47470 Dept Charges-Highway	2,695,975.09	1,938,500.00	757,475.09	39.08%
Total Interdepartmental Charges	2,726,880.37	1,973,245.00	753,635.37	38.19%
Total Intergovernmental Charges for Services	7,808,573.42	8,004,149.00	(195,575.58)	(2.44%)
<b>Miscellaneous</b>				
48340 Gain/Loss-Sale of Salvage and Waste	6,692.44	6,700.00	(7.56)	(0.11%)
48510 Donations	467,000.00		467,000.00	0.00%
Total Miscellaneous	473,692.44	6,700.00	466,992.44	6,970.04%
<b>TOTAL REVENUES</b>	<b>10,832,660.97</b>	<b>9,836,904.00</b>	<b>995,756.97</b>	<b>10.12%</b>

<b>EXPENDITURES</b>				
<b>Public Works-Highway</b>				
53110 Hwy-Administration	283,855.08	288,760.00	4,904.92	1.70%
53120 Hwy-Engineer	183,615.80	245,004.00	61,388.20	25.06%
53191 Hwy-Other Administration	312,479.86	335,112.00	22,632.14	6.75%
53210 Hwy-Employee Taxes & Benefits	(686,704.76)		686,704.76	0.00%
53220 Hwy-Field Tools	(27,733.08)	13,236.00	40,969.08	309.53%
53230 Hwy-Shop Operations	241,951.77	280,244.00	38,292.23	13.66%
53232 Hwy-Fuel Handling	9,872.37	12,100.00	2,227.63	18.41%
53240 Hwy-Machinery Operations	961,470.48	1,713,616.00	752,145.52	43.89%
53260 Hwy-Bituminous Ops	240,745.29	224,207.00	(16,538.29)	(7.38%)
53262 Hwy-Bituminous Ops	4,136.68	111,922.00	107,785.32	96.30%
53266 Hwy-Bituminous Ops	2,145,313.33	1,345,590.00	(799,723.33)	(59.43%)
53270 Hwy-Buildings & Grounds	167,577.74	164,134.00	(3,443.74)	(2.10%)
53281 Hwy-Acquisition of Capital Assets	338,451.95		(338,451.95)	0.00%
53310 Hwy-Maintenance CTHS		3,300.00	3,300.00	100.00%
53311 Hwy-Maint CTHS Patrol Sectn	1,516,290.02	1,655,124.00	138,833.98	8.39%
53312 Hwy-Snow Remov	792,287.79	912,441.00	120,153.21	13.17%
53313 Hwy-Maintenance Gang	148,304.10	102,104.00	(46,200.10)	(45.25%)
53314 Hwy-Maint Gang-Materials	1,235.00	900.00	(335.00)	(37.22%)
53315 Hwy-Maint Gang	296,572.67		(296,572.67)	0.00%
53320 Hwy-Maint STHS	996,711.16	1,364,109.00	367,397.84	26.93%
53323 Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91)	(55.71%)
53330 Hwy-Local Roads	1,642,361.95	1,187,637.00	(454,724.95)	(38.29%)
53340 Hwy-County-Aid Road Construction	349,047.88	444,834.00	95,786.12	21.53%
53341 Hwy-County-Aid Bridge Construction	117,201.55	200,269.00	83,067.45	41.48%
53490 Hwy-State & Local Other Services	285,298.15	552,901.00	267,602.85	48.40%
Total Public Works-Highway	10,402,246.69	11,210,144.00	807,897.31	7.21%

11/28/2018

**County of Wood**  
**DETAILED INCOME STATEMENT W/SUBTOTALS**  
 Highway Departmentwide  
 Friday, November 30, 2018

	Actual	2018 Budget	Variance	Variance %
<b>Capital Outlay</b>				
57310 Highway Capital Projects	4,111,087.55	2,499,999.00	(1,611,088.55)	(64.44%)
57930 Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
Total Capital Outlay	<u>4,109,350.55</u>	<u>2,499,999.00</u>	<u>(1,609,351.55)</u>	<u>(64.37%)</u>
<b>TOTAL EXPENDITURES</b>	<b><u>14,511,597.24</u></b>	<b><u>13,710,143.00</u></b>	<b><u>(801,454.24)</u></b>	<b><u>(5.85%)</u></b>
<b>NET INCOME (LOSS) *</b>	<b><u>(3,678,936.27)</u></b>	<b><u>(3,873,239.00)</u></b>	<b><u>194,302.73</u></b>	<b><u>(5.02%)</u></b>

## **Accounting Supervisor Report**

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

### Revenues

Revenues are as anticipated.

The department has made a concerted effort to increase State work so those revenues are increasing. Also, we are in the final stages of construction for county-aid projects so the road-aid and bridge-aid invoices will be going out and those revenues will increase.

### Expenses

Expenses are as anticipated.

Machinery Repair expense is better than expected so far this year. Expenses to road-aid and bridge-aid projects have predictably gone up as we have transitioned from county construction projects.

### Other

I created a budget amendment resolution for the HIRC based on the current 2018 budget overages. In the past, this one resolution has sufficed. With the new Finance Director, the Finance Department may request another one to be done in February after the books have been closed.

My staff and I attended the Annual CHEMS conference in Green Bay. I did a presentation on brining and the construction of a cost pool for charging the brine. Caity did a presentation on electronic timekeeping. In addition, Caity had served as Vice-President of the CHEMS Board for the past year. For the next cycle, she will serve as President of the CHEMS Board.

I attended the Annual Regional Bookkeeper's meeting sponsored by WisDOT in Marquette County on November 20<sup>th</sup>.



## **Parks and Forestry Director Report**

By Chad Schooley, Parks and Forestry Director

December 6, 2018

HIRC meeting

- Continue assisting Wood County work group on ATV route/trail planning. We are planning on bringing a resolution forward to the December county board meeting.
- I have been assisting in editing completed sections of the Parks, Recreation, and Open Spaces Plan update, as the County Planner completes them. The draft will not be completed in time to go out in the packet, however, we are going to try and get a copy sent to committee members prior to the December 6 HIRC meeting. This would also be included in the December county board packet. If possible, I would like to meet prior to the December county board meeting, to approve the plan via resolution. Adam Dekleyn and I would then do a presentation on the plan to the full county board, prior to voting on the resolution to adopt the plan.
- In the packet, I have included a few ideas for possible 2019 goals. I will also bring along copies of the evaluation form to discuss the weighting of the various categories for next year.
- Attended the Wisconsin Park and Recreation Association (WPRA) fall conference from October 30 – November 2.
- Finalized 2019 agreements with Powers Bluff vendor, River Cities Nordic Ski Club, and Beaver Creek Lawncare.
- Finalizing staff evaluations.
- Scheduled and attended the required South Park dam inspection with maintenance staff. This inspection includes reviewing and updating the Emergency Action Plan, and the Inspection, Operations, and Maintenance Plan.
- We have received a letter from the WI DNR stating that we have been tentatively selected to receive a grant amount of \$76,610 (50% of total project cost) for the White Sands Beach house remodel project. Once we receive the official award letter, we will have a 2 year timeframe to complete the project.

**November:** 7 shelter reservations

### **Special Use Permits**

- January 19, 2019 -WR Kiwanis Foundation annual winter youth outdoors day. Nepco Shelter and surrounding areas. The group rents the shelter building during the event.
- January 27, 2019 – Port Edwards Lions Club annual ice fisheree. Nepco Lake. The group rents the shelter building for 2 days for this event.
- February 3, 2019 – Pittsville Lions Club 45<sup>th</sup> annual ice fisheree. Lake Dexter. The group uses the shelter building for selling concessions. The fee has been waived in the past due to the club giving back funds and manpower for shelter building improvements and fish stocking. The club will be assisting in constructing and placement of fish habitat structures this winter. I would recommend waiving the rental fee for the shelter building.

# **WOOD COUNTY PARKS & FORESTRY**

## **OFFICE SUPERVISOR REPORT**

December 6, 2018

By: Sandra Green

### **SNOWMOBILE:**

I attended the monthly AWSA meeting on Monday, November 5, 2018 in Milladore.

### **ATV:**

- Attended two ATV meetings with Wood County employees as a directive of the resolution that was recently approved.
- Attended the Wood County Board of Supervisors meeting on November 20, 2018 and presented ATV trail and route information with Jason Grueneberg and Roland Hawk. I presented "Grant Funding" information during the meeting.
- As a result of that meeting, the Central Wisconsin ATV Club would like one of us to attend their monthly meeting on December 10, 2018 in Pittsville at the Lions Club.
- Attended the combined HIRC and CEED meeting on November 29, 2018. A directive from the Wood County Board Chairman Machon.

### **OFFICE:**

- Provided Wellness materials to employees in the field and office.
- Continue to work with IT on upgrades and changes to our reservation system.
- Completed room reservations for 2019 for our HIRC meetings. Below is a tentative schedule.  
Highway: February, April, June, August, October and December  
River Block Auditorium: January, March and November  
Parks Location: May, July, September
- On November 10<sup>th</sup>, we had our 2nd "Powers Bluff Boutique Vendor & Shopping Fundraising Event" at Nepco Lake Shelter. Once again, it was a success and our vendors can't wait to return! Our vendors would also like us to hold two a year so we plan to continue with these events in March and November. We make approximately \$750 each time on the vendor spaces we sell and about \$100-\$200 in donations and/or raffle money. I am already receiving registrations for our March event in 2019! This Revenue goes directly toward snowmaking and lighting equipment for Powers Bluff. For our next separate fundraiser which will be sometime in the next year, we plan to sell raffle tickets for baskets filled with goodies and any larger items that are donated. If anyone has new items they'd like to donate to fill our baskets or be included in the raffle drawings, please drop them off at the Parks Department anytime M-F from 8am-4pm. All donations of any items are appreciated! We may combine this fun event with another Powers Bluff update event and social hour. Plans are still in the works so keep up to date with information on our Facebook page.
- Received the completed Winter Brochure. These were distributed to all of our advertisers as well as local establishments.
- Still waiting on the second part of the WCWA lease payment from the DNR. .
- Sent out news release regarding approved dates for closing of Red Sands Beach/Aqua Skiers as well as the Bluff Boutique Event and the closing of the ATV park for the gun deer season.
- Posted for the first time on Instagram. Follow us!
- Processed scales and billing and received payments for the forestry program.

## **PARKS CONSTRUCTION SUPERVISOR REPORT**

December 6, 2018

By D. Quinnell

### CURRENT PROJECTS

- The tube tow control bldg. is nearly complete. There are few finishing items such as trim and paint, but it will be done in time for the season.
- We have received initial cost estimates, and will replace the inserts for the fireplaces at the North Park shelter in April 2019.
- We went through a South Park dam inspection by Ayeres and Assoc. on Tuesday November 27, 2018. The preliminary report is that all is well. There are a couple small areas of concern that will be monitored.
- The South Park pine thinning project is complete. Staff will begin cleaning up brush, debris, and slash, along the eastern property line.

### MAINTENANCE OPERATIONS

- Powers Bluff is almost ready for the upcoming season. Trail signage is being completed.
- All parks are working on repairs and maintenance items.

### EMPLOYEE MATTERS

- We have scheduled a Powers Bluff training and employee meeting for Thursday December 20, 2018.

### OTHER

- The two snowmobiles for auction were sold and went for a very good price. The 2000 Skandic sold for \$2524.00 and the 2013 Expedition sold for \$5997.00.
- We also sold the old South Park Shop on auction for \$5.00. The bidder has until April 15, 2019 to remove the building. Although the purchase price may seem low, it is much better than the alternative of paying for the demolition and disposal fees.
- We have another auction online now for 3 – lots of “big and ugly” firewood in pulp length. Approximately 10 cords in each lot.

## Committee Report

County of Wood

Report of claims for: Highway Department

For the period of: October, 2018

For the range of vouchers: 16180942 - 16181052

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16180942	AEGIS CORPORATION	Notary Bond	10/15/2018	\$25.00	P
16180943	CNE GAS	Natural Gas - Hot Mix Plant	10/15/2018	\$10,250.46	P
16180944	CONTECH ENGINEERED SOLUTIONS LLC	Peckham Road Bridge Materials	10/15/2018	\$47,992.50	P
16180945	KOLO TRUCKING AND EXCAVATING INC	Screen Recycle Blacktop	10/07/2018	\$18,986.69	P
16180946	PETROTECH LLC	Fuel Pump Repair	10/12/2018	\$1,297.43	P
16180947	STERNWEIS AND SONS INC	CTH Y Concrete	10/09/2018	\$117.75	P
16180948	WATER WORKS & LIGHTING COMM	Utilities - Hot Mix Plant	10/10/2018	\$94.90	P
16180949	NEENAH FOUNDRY COMPANY	CTH B Frame and Grate	10/10/2018	\$973.25	P
16180950	CARMODY CAITLIN	Out of County Meals/Mileage	10/30/2018	\$158.14	P
16180951	LEVY NANCY A	Out of County Mileage Reimburs	10/30/2018	\$119.36	P
16180952	ABLE CONCRETE RAISING INC	State Bridge Concrete	10/24/2018	\$5,100.00	P
16180953	ADAMS COUNTY HIGHWAY DEPT	Painting	10/31/2018	\$10,249.53	P
16180954	ADVANCE JANITORIAL SERVICE & SUPPLY	Carpet/Floor & Cleaning Servic	10/25/2018	\$541.95	P
16180955	ALTMANN CONSTRUCTION CO INC	Brine Building	10/23/2018	\$103,794.81	P
16180956	ARROW PRECISION ASPHALT MAINTENANCE	Paint Saratoga Parking Lot	10/21/2018	\$1,200.00	P
16180957	AT&T-ATLANTA	Telephone (Marshfield)	10/13/2018	\$85.60	P
16180958	COMPASS MINERALS	Salt for Snow and Ice	10/08/2018	\$4,009.45	P
16180959	DEAN ALTMANN TRUCKING & EXCAVATING	Haul Backhoe	10/08/2018	\$900.00	P
16180960	FARRELL EQUIPMENT & SUPPLY CO	State Screed	10/16/2018	\$800.00	P
16180961	KOLO TRUCKING AND EXCAVATING INC	Hot Mix Sand	10/23/2018	\$7,498.51	P
16180962	MILESTONE MATERIALS	Base	10/08/2018	\$8,509.05	P
16180963	SOLARUS	Telephone-WR & Hot Mix Plant	11/01/2018	\$250.42	P
16180964	TDS TELECOM	Telephone	10/28/2018	\$142.98	P
16180965	WATER WORKS & LIGHTING COMM	Utilities - WR & Hot Mix Plant	10/25/2018	\$7,517.76	P
16180966	WE ENERGIES	Natural Gas-HM/WR/MFLD/Pittsv	10/25/2018	\$696.90	P
16180967	WOOD TRUST BANK	Credit Card Invoice	10/21/2018	\$341.00	P
16180968	ALLIANT ENERGY/ WP&L	Utilities - Pittsville Shop	11/01/2018	\$90.02	P
16180969	AMERICAN ASSOCIATION OF NOTARIES	Notary Stamp	09/27/2018	\$30.90	P
16180970	AT&T MOBILITY II LLC	Wireless (Engineer)	10/16/2018	\$88.55	P
16180971	DEAN ALTMANN TRUCKING & EXCAVATING	Haul Backhoe	10/29/2018	\$870.00	P
16180972	EIDE PAINTING & SANDBLASTING	STH 80 Bridge Painting	06/30/2018	\$5,016.73	P
16180973	FRONTIER	Telephone - Marshfield	10/28/2018	\$120.68	P
16180974	JOHN DEERE FINANCIAL	Parts	10/25/2018	\$1,126.64	P
16180975	MARQUETTE COUNTY HIGHWAY DEPT	Office Manager's Fall Meeting	10/31/2018	\$20.00	P

## Committee Report - County of Wood

Highway Department - October, 2018

16180942 - 16181052

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16180976	CITY OF MARSHFIELD	CTH Y Equipment Rental	10/24/2018	\$2,094.12	P
16180977	MARSHFIELD UTILITIES	Electric/Water/Sewer	10/31/2018	\$280.86	P
16180978	MILESTONE MATERIALS	Base	10/30/2018	\$4,118.21	P
16180979	NORTHWEST PROCESS EQUIPMENT	Asphalt Plant Software Update	11/01/2018	\$2,577.14	P
16180980	OMNNI ASSOCIATES	CTH U Design Engineering	10/10/2018	\$8,400.00	P
16180981	PORTAGE COUNTY HIGHWAY DEPT	STH 54 Sawcutting	10/17/2018	\$2,108.76	P
16180982	PRECISE MRM LLC	Flat PlanUSA&GPRS NAF&Software	10/31/2018	\$648.00	P
16180983	PROVISION PARTNERS	Diesel Fuel & Gasoline	10/31/2018	\$10,658.48	P
16180984	TRIANGLE GRAVEL INC.	CTH Y Black Dirt	11/01/2018	\$3,840.00	P
16180985	VAN ERT ELECTRIC COMPANY INC	Brine Building Electrical	11/02/2018	\$17,200.00	P
16180986	WE ENERGIES	Natural Gas-HM/WR/MFLD/PITTSV	11/01/2018	\$70.66	P
16180987	WI COUNTY HIGHWAY ASSOCIATION	Leadership Conference	11/01/2018	\$190.00	P
16180988	PECKHAM JOHN	Petty Cash Reimbursement	11/08/2018	\$73.51	P
16180989	ACE HARDWARE	Parts	10/04/2018	\$26.11	P
16180990	ADVANCE AUTO PARTS	Parts/Lube Oils	10/01/2018	\$3,248.20	P
16180991	AHLBORN EQUIPMENT	Parts	10/31/2018	\$414.28	P
16180992	ALLEN PRECISION EQUIPMENT INC	Measuring Wheel	10/02/2018	\$87.95	P
16180993	AL'S AUTO GLASS	Parts	10/04/2018	\$190.00	P
16180994	APPLIED INDUSTRIAL TECHNOLOGY	Parts	10/30/2018	\$14.60	P
16180995	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	Parts	10/02/2018	\$907.47	P
16180996	ARING EQUIPMENT COMPANY	Parts	10/02/2018	\$1,350.44	P
16180997	BATTERIES PLUS BULBS	Parts	10/22/2018	\$62.68	P
16180998	BAUER BUILT INC	Tires	10/01/2018	\$6,531.64	P
16180999	BURNS INDUSTRIAL SUPPLY CO INC	Parts	10/10/2018	\$283.21	P
16181000	CENTRAL CULVERT & SUPPLY LLC	Culverts	10/22/2018	\$3,446.80	P
16181001	CRESCENT ELECTRIC SUPPLY CO	Parts	10/02/2018	\$64.26	P
16181002	FASTENAL COMPANY	Parts	10/05/2018	\$628.25	P
16181003	FIRE & SAFETY EQUIPMENT INC	Fire Extinguisher Service	10/29/2018	\$351.89	P
16181004	GRAY'S INC	Blades	11/01/2018	\$12,967.50	P
16181005	GREGORY INDUSTRIES	Parts	10/25/2018	\$574.08	P
16181006	HALRON LUBRICANTS INC	Blue Def/Oil/Grease	10/11/2018	\$1,224.08	P
16181007	HUNTZ SERVICE CENTER	Parts	10/24/2018	\$21.54	P
16181008	ISTATE TRUCK CENTER	Parts/Batteries/Antifreeze	10/02/2018	\$7,205.89	P
16181009	LYCON INC	Concrete	10/31/2018	\$469.00	P
16181010	MID-STATE TRUCK SERVICE INC	Parts/Batteries	10/02/2018	\$1,218.67	P
16181011	CITY OF WIS RAPIDS TREASURER	Parts	10/02/2018	\$957.55	P
16181012	MILLER-BRADFORD & RISBERG INC	Parts	10/09/2018	\$102.90	P
16181013	MISSISSIPPI WELDERS SUPPLY CO INC	Parts	10/04/2018	\$427.62	P
16181014	MONROE TRUCK EQUIPMENT	Parts	10/11/2018	\$2,399.15	P
16181015	NAPA AUTO PARTS - MARSHFIELD	Parts	10/10/2018	\$81.07	P
16181016	NAPA AUTO PARTS NEKOOSA	Parts	10/17/2018	\$14.86	P
16181017	NAPA CENT WI AUTO PARTS Wis.Rapids	Parts	10/02/2018	\$433.71	P
16181018	NORTH CENTRAL UTILITY OF WI	Parts	10/03/2018	\$775.58	P
16181019	PITTSVILLE FARM & HOME CENTER	Parts	10/25/2018	\$12.98	P

## Committee Report - County of Wood

Highway Department - October, 2018

16180942 - 16181052

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16181020	POMP'S TIRE SERVICE INC - GREEN BAY	Tires	10/11/2018	\$210.00	P
16181021	QUALITY FEED & SEED	Rye Seed	10/31/2018	\$91.92	P
16181022	RAPIDS RENTAL & SUPPLY	Parts	10/24/2018	\$87.52	P
16181023	REIGEL PLUMBING & HEATING	Halogen Bulb	10/19/2018	\$5.99	P
16181024	RENT-A-FLASH INC	Signs/Arrows	10/22/2018	\$2,551.10	P
16181025	STAINLESS & REPAIR INC	Fabricate/Install Spray Bars	10/31/2018	\$3,181.20	P
16181026	SCAFFIDI TRUCK CENTER	Parts	10/01/2018	\$543.06	P
16181027	SCHILLING SUPPLY COMPANY	Supplies	10/30/2018	\$375.42	P
16181028	TIRE TECHNOLOGIES INC	Parts	10/02/2018	\$201.90	P
16181029	TRACTOR SUPPLY CREDIT PLAN	Parts	10/30/2018	\$27.99	P
16181030	TRUCK EQUIPMENT INC	Parts	10/23/2018	\$1,812.95	P
16181031	UNITED RENTALS NORTH AMERICA INC	Parts	10/25/2018	\$296.18	P
16181032	VAN ERT ELECTRIC COMPANY INC	Hot Plant/Brine Bldg Electric	10/11/2018	\$2,580.50	P
16181033	VERMEER SALES AND SERVICE INC	Parts	10/26/2018	\$944.48	P
16181034	WE ENERGIES	Natural Gas-HM/WR/MRLD/PITT	11/02/2018	\$39.89	P
16181035	WHEELERS OF WISCONSIN RAPIDS	Parts	10/03/2018	\$76.17	P
16181036	WI COUNTY HIGHWAY ASSOCIATION	Winter Road School	10/31/2018	\$350.00	P
16181037	WISCONSIN METALS	Blacksmith Steel	10/24/2018	\$941.64	P
16181038	ADVANCED DISPOSAL	Garbage Disposal	10/31/2018	\$109.30	P
16181039	ADVANCED DISPOSAL	Garbage Disposal	10/31/2018	\$347.87	P
16181040	ADVANCED DISPOSAL	Garbage Disposal	10/31/2018	\$127.75	P
16181041	DEAN ALTMANN TRUCKING & EXCAVATING	Hired Trucks	11/03/2018	\$344.83	P
16181042	KONECRANES INC	Crane Inspection	10/10/2018	\$880.00	P
16181043	STATE INDUSTRIAL PRODUCTS	Supplies	10/10/2018	\$468.00	P
16181044	STERLING WATER INC	Water for Hot Mix	10/31/2018	\$39.90	P
16181045	CINTAS CORPORATION	Cleaning Rugs & Uniforms	10/01/2018	\$846.73	P
16181046	WISCONSIN MEDIA	Legal Notices	10/31/2018	\$52.94	P
16181047	HEAVY & HIGHWAY INC	CTH Y - Hired Trucks	10/31/2018	\$285.00	P
16181048	HOME DEPOT CREDIT SERV (Highway)	Belt Sander and Belts	11/05/2018	\$141.00	P
16181049	TRIERWEILER CONSTRUC & SUPPLY	CTH Y Pavement	10/31/2018	\$1,909.82	P
16181050	WE ENERGIES	Natural Gas-HM/WR/MFLD/PITTS	11/07/2018	\$1,829.11	P
16181051	BAUM'S MERCANTILE	Safety Meeting	11/15/2018	\$550.00	P
16181052	CNE GAS	Natural Gas - Hot Mix Plant	11/12/2018	\$6,904.34	

**Grand Total:****\$367,925.16**

Committee Report - County of Wood

Highway Department - October, 2018

16180942 - 16181052

Signatures

Committee Chair:

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Committee Member:

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# Committee Report

County of Wood

Report of claims for: PARKS & FORESTRY

For the period of: NOVEMBER FOR (DEC. HIRC)

For the range of vouchers: 21180420 - 21180472

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
21180420	CRESCENT ELECTRIC SUPPLY CO	Electrical Items-PB Tow Booth	10/30/2018	\$875.57	P
21180421	ESQUIRE MUFFLERS	Oil Change-2012 Dodge Ram	10/30/2018	\$34.95	P
21180422	HILLER'S TRUE VALUE HARDWARE	LP Tank Refill	10/30/2018	\$15.00	P
21180423	POWER PAC INC	Equipment Supplies-NP	10/30/2018	\$144.83	P
21180424	RENT-A-FLASH INC	Ski Trails, ATV & PB Signs	10/30/2018	\$615.90	P
21180425	WATER WORKS & LIGHTING COMM	Electric Service for SP	10/30/2018	\$1,223.21	P
21180426	WE ENERGIES	Gas Service for SP	10/30/2018	\$11.92	P
21180427	WOODTRUST BANK NA	Snow Carpet, Stairs, Boots-PB Tow	10/30/2018	\$4,874.01	P
21180428	ACE HARDWARE	Supplies for SP	11/07/2018	\$165.78	P
21180429	AFTER ALL INC	Sewer Service for SP	11/07/2018	\$158.00	P
21180430	BRODY'S ELECTRIC & REPAIR LLC	Remove Electric-Old SP Shop	11/07/2018	\$716.90	P
21180431	BUDS CORNER MART	Gas for SP Vehicles, Etc.	11/07/2018	\$705.13	P
21180432	CRESCENT ELECTRIC SUPPLY CO	Crescent Electric	11/07/2018	\$365.39	P
21180433	EARTH INC	5" Crushed-Forest Rd Job #750	11/07/2018	\$1,134.94	P
21180434	FASTENAL COMPANY	Dam Bridge Repairs-SP	11/07/2018	\$55.72	P
21180435	HAAS BUILDER SUPPLY	PB Tow Booth Supplies & Credit	11/07/2018	\$464.41	P
21180436	HAUPT WELL & PUMP CO	Drill, Frack, Supplies-NP Well	11/07/2018	\$8,306.95	P
21180437	HIGH TECH - HVAC CO	Nepco Shelter Furnace Maintenance	11/07/2018	\$130.00	P
21180438	LAKESIDE OASIS LLC	Gas for DP/Forestry Vehicles	11/07/2018	\$858.27	P
21180439	LIEBER JENNIFER	Vendor Boutique Refund	11/07/2018	\$55.00	P
21180440	MENARDS-MARSHFIELD	Supplies for NP	11/07/2018	\$65.80	P
21180441	METCALF LUMBER	Treated Wood for all Parks	11/07/2018	\$2,452.80	P
21180442	OAKDALE ELECTRIC CO	Electric Service for DP	11/07/2018	\$1,341.94	P
21180443	PITTSVILLE FARM & HOME CENTER	Mulch & Supplies-DP & NP	11/07/2018	\$162.83	P
21180444	POWER PAC INC	Cable for JD Gator - NP	11/07/2018	\$32.40	P
21180445	PROVISION PARTNERS	Gas & Diesel-DP/Forestry Equipment	11/07/2018	\$658.53	P
21180446	RAPIDS RENTAL & SUPPLY	Chain Saw & Weedie Supplies/Repairs	11/07/2018	\$190.49	P
21180447	SCHENCK BARBARA	Vendor Boutique Refund	11/07/2018	\$25.00	P
21180448	SCHOOLEY CHAD	Reimburse-2018 Fall Conference.-Chad	11/07/2018	\$207.17	P
21180449	SHERWIN-WILLIAMS CO THE	Paint for PB Tow Booth	11/07/2018	\$172.39	P
21180450	STANISLAWSKI PATRICIA	Vendor Boutique Refund	11/07/2018	\$25.00	P
21180451	WISCONSIN VALLEY BUILDING PRODUCTS	Tools	11/07/2018	\$258.77	P
21180452	WOGERNESE NICOLE	Vendor Boutique Refund	11/07/2018	\$30.00	P
21180453	WOOD COUNTY CLERK OF COURTS	Filing Fee-Kruger Case-Forestry	11/07/2018	\$265.50	P
21180454	ADVANCED DISPOSAL	Garbage Service for Parks	11/14/2018	\$958.00	P
21180455	ALLIANT ENERGY/ WP&L	Electric Srv-SP, Nepco & ATV Shelters	11/14/2018	\$1,379.29	P
21180456	BEAR GRAPHICS INC	Wall Calendars	11/14/2018	\$38.36	P
21180457	ADVANCE AUTO PARTS	Equipment Maintenance. Supplies	11/14/2018	\$39.55	P
21180458	CINTAS CORPORATION	Camp Ranger Uniform Cleaning	11/14/2018	\$160.72	P



PARKS & FORESTRY - NOVEMBER FOR  
(DEC. HIRC)

21180420 - 21180472

21180459	HOME DEPOT CREDIT SERV (Parks)	Park & PB Tow Booth Items	11/14/2018	\$1,737.83	P
21180460	INSIGHT FS	Gas & Diesel for DP & NP	11/14/2018	\$1,504.26	P
21180461	K-HILL SIGNAL CO INC	Rebuilt Car Counter	11/14/2018	\$158.09	P
21180462	LADICK TRUCKING & EXCAVATING	Shellrock for PB	11/14/2018	\$928.80	P
21180463	MUNDT EMIL	75-Straw Bales for PB	11/14/2018	\$225.00	P
21180464	NORTHERN SAFETY CO INC	Insulated Gloves	11/14/2018	\$280.11	P
21180465	SUNSHINE CAR CARE LLC	Oil Change-Forestry Ford Ranger	11/14/2018	\$47.19	P
21180466	ESQUIRE MUFFLERS	SUV Resonator & Golf Cart Tire	11/27/2018	\$231.00	P
21180467	FASTENAL COMPANY	Supplies for SP	11/27/2018	\$82.12	P
21180468	GREEN SANDRA M	Miles Reimbursements	11/27/2018	\$241.98	P
21180469	HAAS BUILDER SUPPLY	Items for PB Tow Booth	11/27/2018	\$61.45	P
21180470	LIBERTY TIRE RECYCLING LLC	Disposal of Tires-Forestry	11/27/2018	\$160.50	P
21180471	MENARDS-MARSHFIELD	PB Tow Booth Tools & Supplies	11/27/2018	\$11.24	P
21180472	MUNDT EMIL	Straw Bales (80) for PB	11/27/2018	\$240.00	P

**Grand Total:**

**\$35,285.99**

Signatures

Committee Chair:

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Committee Member:

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WOOD CO PARK &amp; FORESTRY

Account Number: #### #### ####

Page 3 of 4

Cardholder Account Summary					
DENNIS QUINNELL #### #### ####		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,566.21	Cash Advances \$0.00	Total Activity \$2,566.21
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/25	09/26	PBUS01	24332398269009823824895	STAIRWAYS INC. 713-6803110 TX	\$1,551.40
10/03	10/04	PBUS01	24445008277000878461435	TRACTOR SUPPLY #194 WISC RAPIDS WI	\$16.99
10/03	10/04	PBUS01	24445008277000878461351	TRACTOR SUPPLY #194 WISC RAPIDS WI	\$11.99
10/03	10/04	PBUS01	24755428276292760892018	POWDERPAK USA 863-6347829 GA	\$925.88
10/10	10/11	PBUS01	24692168283100498196553	AMZN Mktp US*MT4JT5IL2 Amzn.com/bill WA	\$59.95

Cardholder Account Summary					
FRITZ SCHUBERT #### #### ####		Payments & Other Credits \$0.00	Purchases & Other Charges \$49.68	Cash Advances \$0.00	Total Activity \$49.68
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
- 09/27	09/30	PBUS01	24164078271691002908453	KWIK TRIP 21000002105 EAU CLAIRE WI	\$49.68 ✓
Gas - Forester meeting / conference					

Cardholder Account Summary					
SANDRA GREEN #### #### ####	Payments & Other Credits \$0.00	Purchases & Other Charges \$57.27	Cash Advances \$0.00	Total Activity \$57.27	
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
- 09/29	09/30	PBUS01	24692168272100118441994	Amazon.com*MT9AZ2MFO Amzn.com/bill WA	\$57.27
Office supplies					

Cardholder Account Summary						
CHAD SCHOOLEY #### #### ####			Payments & Other Credits \$0.00	Purchases & Other Charges \$2,200.85	Cash Advances \$0.00	Total Activity \$2,200.85
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
- 09/20	09/21	PBUS01	24492158263894480788750	PAYPAL *OUTBLUEFINI 402-935-7733 CA	\$1,207.00 ✓	
- 09/24	09/25	PBUS01	24224438268104012137641	GENERAL FARM SUPPL MARSHFIELD WI	\$293.00 ✓	
- 09/26	09/27	PBUS01	24492158269715550857783	EVO 866-386-1590 WA	\$269.85 ✓	
- 09/26	09/27	PBUS01	24755428269262690600335	LEVELNINESPORTS.COM 801-8362613 UT	\$106.00 ✓	
- 10/03	10/04	PBUS01	24492158276894960274094	PAYPAL *WPRA 402-935-7733 WI	\$325.00 ✓	

- 1) - Lock boxes and mounts
- 2) - Rye + seed for PB Snowmobile re-route
- 3) - Children's ski boots for PB
- 4) - Ski boots for PB
- 5) - Director to WPRA Fall Conference

1. - 2nd half paid on PB Tow booth spiral stairs
2. - SP supplies
3. - SP supplies
4. - Snow carpet for PB Tube Tow area
5. - Non-skid safety tape (60') for PB Tow Booth

Potential 2019 Goals for  
Parks and Forestry Director

1. ATV trail/route/facilities planning.
2. Develop more detailed site plan, building renderings, cost estimates, and marketing plan for phase 1 of Powers Bluff Development project.
3. Coordinate volunteer effort for single track trail construction at Powers Bluff. To include coordinating the training of volunteers.
4. Create initial design and compile cost estimates for campground expansion at South Park.
5. Identify needs for existing trails within the parks, create a development plan, and compile cost estimates for recommended trail improvements.



# Wood County WISCONSIN

PARKS AND  
FORESTRY  
DEPARTMENT

## 2019 HIRC Meeting Location Schedule

Locations for 2019 HIRC meetings.

- (SG) January – River Block Auditorium, 2<sup>nd</sup> floor
- (CC) February – Highway
- (SG) March – River Block Auditorium, 2<sup>nd</sup> floor
- (CC) April – Highway
- (SG) May – Parks Location
- (CC) June – Highway
- (SG) July – Parks Location (*Thursday, July 4<sup>th</sup>*) *We will need to choose an alternate date.*
- (CC) August – Highway
- (SG) September – Parks Location
- (CC) October – Highway
- (SG) November – River Block Auditorium, 2<sup>nd</sup> floor
- (CC) December – Highway

Sandra Green, Parks Office Supervisor

### **Recording Secretary(s)**

SG – Sandra Green, Parks & Forestry

CC – Caity Carmody, Highway

**WOOD COUNTY STATE WILDLIFE AREA ADVISORY COMMITTEE**  
**ROBERTS RULES OF ORDER**  
**Revised October, 2018**

The purpose of the Wood County State Wildlife Area Advisory Committee is to advise the ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee of action needed to protect the interests of the residents of Wood County and residents of the State of Wisconsin in the management of the Wood County State Wildlife Area.

1. The Wood County State Wildlife Area Advisory Committee (the Committee) shall be made up of nine residents of Wood County. ~~No~~ Department of Natural Resources employees or County Board members are not ~~may be~~ eligible to serve on the Committee.
2. The secretary will confirm they have a quorum (this must appear on the agenda) of at least six (6) voting members prior to each meeting. Six (6) voting members is the minimum number of that must be present at a properly called meeting to conduct business.
3. Members of the Committee will serve staggered 3-year terms. ~~staggered, so~~ Each three year that 3 term will expire ~~each year~~ on June 30<sup>th</sup>.
4. The function of the Committee will be advisory only and is responsible for reporting to the ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee.
5. Applications and resumes for appointment to the Committee are to be filed with the County Forest Administrator who will submit them to The ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee for their review.

The ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee will recommend three candidates to the County Board Chair for appointment to the Wood County State Wildlife Area Advisory Committee. ~~and forward those recommendations to the County Board Chair each year.~~ The County Board Chair will make the appointments.

6. The Committee will follow the rules of parliamentary practice as contained in "Robert's Rules of Order". Any deviation from "Robert's Rules of Order" will be by majority vote and only for specific issues.
7. An election will be held at the first meeting of the Committee, after the annual appointment of the new members. The members of the Committee will elect a chair, vice chair, and secretary.
8. Members of the Committee will not receive per diem or reimbursement from the County for mileage driven.
9. The Committee Chair will call all meetings, draft the agendas, and preside over the meetings of the Committee. The agendas will be forwarded to the secretary of the Committee.

10. The secretary of the Committee will submit the meeting agendas to the Forest Administrator's office by the Wednesday of the week before the meeting is to be held.
11. The secretary of the Committee will take all minutes, including all motions, seconds, and supporting information. The minutes of the meeting will be submitted to the County Forest Administrator within ten (10) days of the meeting, to be put on the agenda of, and for the consideration of The ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee who will take all official action. The secretary shall send a copy of the minutes to each Committee member.
12. The vice chairperson will chair the meeting in the absence of the chairperson.
13. Any Committee member, with two or more unexcused absences occurring in one year, may be removed from the Committee by majority vote of the ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee.
14. Five (5) members of the Committee constitute a quorum.
15. The Committee will consider and make recommendations on issues, which are brought properly before them, and will report these recommendations to the ~~Park and Forestry Committee~~ Highway Infrastructure and Recreation Committee.
16. All rules pertaining to County Committees apply to this Committee, unless stated otherwise. ~~otherwise provided for above.~~

Revised Date: October 26, 2018. Approved Date: \_\_\_\_\_

## Committee Signatures
