

HIGHWAY INFRASTRUCTURE & RECREATION COMMITTEE MEETING AGENDA

DAY & DATE: November 1, 2018
TIME: 8:00 a.m.
PLACE: Wood County Highway Department, 555 17th 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. ATV Update.
8. **HIGHWAY**
 - a. Quotes for Sand and Aggregates
 - b. Brine Building and Memorandum of Understanding
 - c. Wisconsin Department of Transportation Routine Maintenance Agreement
 - d. Step-Up Pay Department Costs
 - e. Safety Allowance Policy Revision
 - f. 2019 Highway Construction Program
 - g. Bridge Contracts for 2019 Construction
 - h. Surface Transportation Program Bridge CTH GG
 - i. Backhoe Replacement Plan
9. **PARKS AND FORESTRY**
 - a. Revenue Reports
10. Future Agenda Items
11. Set next regular meeting date. December 6, 2018 at 8:00 am at the Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495
12. Motion to adjourn.

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

DAY & DATE: Thursday, October 4, 2018
PLACE: Wood County Highway Department, 555 17th Avenue N,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:35 A.M.
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; Chad Schooley, Parks and Forestry
Director; Fritz Schubert, Forest Administrator; Jason
Grueneberg, Planning and Zoning Director; Gavin
Hutchinson, Wisconsin Department of Natural Resources;
Caity Carmody, Highway Accounting Technician; Marla
Cummings, Finance Director; Heath Hiles, citizen; Jeremy
Eswein, citizen

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. None.
4. Correspondence.

Hawk shared that the Wisconsin Department of Transportation has accepted the changes to the Memorandum of Understanding regarding the new brine maker and building. They will be allowing the County to charge for brine in a way that allows us to cost pool the expenses. The MOU should be coming soon for Hawk to sign.

Schooley stated that the specs for the tree thinning at South Park, north of the disc golf area, are being sent out to select loggers. It is a 25 acre timber harvest that is all pine. They will be receiving bids for it until the 18th of October. The contract will be for 2 years.

5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers
 - d. Department Revenue Reports

Motion by L. Pliml and second by M. Hokamp to approve the consent agenda with a correction to the minutes to remove Supervisor Dave LaFontaine's name and without discussion items pulled from the Department Vouchers. All in favor. Motion carried.

6. Review items, if any, pulled from consent agenda

Motion by W. Winch and second by L. Pliml to approve the items pulled from the consent agenda for discussion. All in favor. Motion carried.

7. ATV Update

Grueneberg was present to update the committee. He stated he has spent the last month trying to find routes on the ground that would enable a rider to get from the ATV park in southeastern Wood County over to Jackson County. One difficult area was the Town of Remington which is not, at present, open to ATV travel on township roads. The route that they came up with that only operates on legally open roads is about a 2-3 hour ride and has few areas to stop for gas or provisions. The appeals of this route are that it goes through cranberry country, past the bombing range, and includes many natural lands.

The group also identified some sections of County Forest land in southern Wood County that could be easily utilized as ATV trails. They plan to propose it to the County Board in November to open about 8 miles of southern Wood County for trails.

They have a few other routes they would like to review for feasibility. There have been a few new municipalities coming on board with opening their roads to ATV traffic since this process started, so the map is already needing some updates. Hawk is looking at bridge crossings and sections to open on highways. Schooley shared that they are still awaiting the arrival of a few custom signs for Dexter Park. Their goal is to get Dexterville open soon and remain open through November.

The group is also looking into the costs for maintaining trails via grading, storm cleanup, sign maintenance, and general maintenance. They won't have a real cost until people actually start using them.

8. Discussion of Efficiency Audit of Fiscal Staff of County

Cummings was present to brief the committee on the upcoming efficiency audit. Her department had contacted a CPA firm to review our accounting procedures to determine if there are any areas we could improve. Highway, Human Services, Sheriff's, Treasurer, and Finance are all identified as departments to review. The question is if there is a better way to do things. There is no intention of people losing responsibilities, downsizing, or reorganizing, but rather finding ways to improve the process and allow for shifting responsibilities.

The committee discussed the audit. Fischer stated he believed an efficiency audit is always a good thing and he is in favor of it. He stated there was a bit of "sticker shock" at the estimated cost. Pliml said it couldn't hurt and would be worth the money. Winch said he would prefer to see accountants work with the Finance Department to find efficiencies without having to do the audit externally. Cummings said it is their intention and by directive from the Executive Committee to work with department heads and fiscal staff in each department to find efficiencies as well. The committee agreed that Fischer take their support back to the Executive Committee.

At this time, the committee jumped to item 10.a.

9. HIGHWAY

a. Cooperative Agreements

Motion by M. Hokamp and second by L. Pliml to approve the cooperative agreements for Adams, Clark, Juneau, and Portage County Highway Departments. All in favor. Motion carried.

b. Quotes on Three (3) Pickup Trucks

Motion by L. Pliml and second by D. Polach to approve the low bid from V & H Automotive for the purchase of three pickup trucks. All in favor. Motion carried.

c. Personnel Policy on Safety Gear

Hawk stated that in May of 2017, the committee approved an expansion of the former \$100 per year steel-toe boot allowance to \$200 and for it to be used on any personal safety gear. Recently, Hawk was informed by Human Resources that this policy is not in compliance with Internal Revenue Service standards for employee benefits. On their recommendation, the \$200 would be payable on a reimbursement basis and the department would have employees turn in receipts similar to the tool allowance program. The committee would like Hawk to bring back a revised policy for them to review.

d. Policy on Step Up Pay for Truck Operators

Hawk stated that there are a number of employees who currently fill in doing jobs at a higher pay grade than their normal pay grade. He would like to provide them compensation for the additional responsibilities. The current Human Resources policy allows only for a pay increase of 5% after 10 consecutive full days working in a higher pay position. His proposal is to allow a pay increase of 10% after 4 hours working in a higher pay position. There are a number of situations in which this would and would not apply and Hawk provided the committee with a revised policy indicating some of those. The committee would like Hawk to bring back some solid numbers on budget impact before approving.

e. Bridgewater Development Right of Way Exchange

Hawk reviewed the exchange agreement that was signed in 2015 between the Village of Biron and the County Highway Department to exchange a section of right-of-way on CTH U for the Bridgewater Development project. The company's goal is to have the paving done this year, but Hawk thinks that may be a bit ambitious. Once the jurisdictional transfer takes place, the Village of Biron would take over the segment of road. The new segment of CTH U may be completed in 2018 but the existing CTH U may not be removed until 2019. Hawk would like to see the Village maintain the old CTH U portion while the two routes are open. Hawk is working on an agreement with the Village to maintain until the old segment is removed or the jurisdictional transfer is completed.

Winch stated that the Village of Biron has not paid yet on a bond issue that they had with the County. The committee agreed that they should pay that before completion of the jurisdictional transfer. They directed Hawk to speak with the County's Corporation Counsel Peter Kastenholtz.

Motion made by W. Winch and seconded by D. Polach to agree to the Village of Biron's request for jurisdictional transfer of the County Highway U segment contingent upon payment of outstanding bond issue amount. All in favor. Motion carried.

10. **PARKS:**

- a. County Forest single track bike trail presentation.

Heath Hiles was present to give a presentation on the single track bike trail that exists in the County Forest. He described how single track bike trails offer fun and challenging mountain biking experiences and how our county forests are uniquely suited for them. He and some other members of the public including Jeremy Eswein (also present) have developed, with the permission of Fritz Schubert, the County Forest Administrator, about 3.5 miles of mountain biking trail access within the County Forest. They would like to expand it to at least 12 miles, if not more. Hiles shared with the committee a series of photos and videos highlighting the work they have done on the trail so far. To date, they have entirely funded the construction with their own time and money. If they were looking into developing more, Hiles said he would certainly welcome some additional funding.

Fischer asked if this had been approved through the committee. Schubert stated no; that he felt as County Forest Administrator it was within his right to approve it. However, he did note that they went beyond the original approval to add in the ramp features. He would like to see some policy established for future development efforts.

The committee requested that Schooley, Schubert, and Hiles bring back an official recommendation to the committee before they approve anything further involving County funds.

- b. Discuss new disc golf fee for South Wood County Park

Schooley stated that they did put up a sign about the new fee for the disc golf course and they have not received any feedback from the public on it, so they intend to move forward with it.

- c. Revenue Report

Motion by M. Hokamp and second by D. Polach to approve the revenue report. All in favor. Motion carried.

- d. Contract extensions for Timber Sales 747, 748, 749, 750 that all expire October 2018.

Motion by L. Pliml and second by M. Hokamp to approve the contract extensions for timber sales 747, 748, 749, and 750. All in favor. Motion carried.

11. Future Agenda Items.

12. Set next regular meeting date: Thursday, November 1, 2018 at 8:00 AM at the Wood County Highway Department, 555 17th Ave N, Wisconsin Rapids, WI 54495

13. Fischer declared the meeting adjourned at 9:35 AM.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician



Wood County

WISCONSIN

OFFICE OF
HIGHWAY COMMISSION

Roland Hawk
COMMISSIONER

November 1, 2018

To: Highway, Infrastructure & Recreation Committee

From: Roland Hawk, Highway Commissioner

Subject: Commissioner Report for November HIRC meeting

Department Activities

Personnel

Step up pay policy: Carry over from October HIRC. See attached data for costs to Department.

Highway Department Revised Safety Equipment/Clothing Reimbursement Policy. See the draft policy.

NC Region Commissioners' Legislative Breakfast held October 12 at Hotel Mead.

Highway Projects

All 2018 County Highway Projects are completed and open to traffic. Completed several paving & culvert replacement projects for Towns & Municipalities.

Submitted for CHIP & CHIP-D reimbursement funds and Ho-Chunk IRR funds for 2018 projects for total of \$927,238.17. These reimbursements are generally 50% match.

Initiated correspondence with Village of Biron regarding collection of debt for financial consultant services expenses incurred by the County as results of efforts by the Village in 2008 to have County arranged financing for the Village business park.

Approved 3 contracts for 2019 bridge replacements and bridge rehab work. One more contract to negotiate for a 2019 bridge replacement. The four bridge replacements will be partially funded by CHIP funds. The one bridge rehab will be funded with county maintenance funds.

Tentative 2019 County Highway Projects include: CTH V (CTH N – US 10), CTH D (Elm Lake Road – STH 73), CTH S (CTH F – CTH S), CTH BB (from US 10 north ½ mile [Nasonville Dairy]) Three bridges on CTH N, one bridge on CTH V, and CTH H (Clark Co. Line – Lincoln Ave [State/Federal 80% funding – contracted work])

Approved State Municipal Agreement (SMA) for bridge replacement on CTH GG. This work will be completed in 2021.

Highway Maintenance

Bids for asphaltic materials (aggregates-for asphalt plant) to be opened October 31. Action item.

Mowing County Highway R/W. shoulder retrieval and repairs, brush cutting, patching and sign repairs.

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

Brine Facility

Altmann Construction is 80% completed. Utilities are all scheduled to be completed by end of October so high-capacity brine maker can be installed by October 31.

Approve WDOT's MOU for cost pooling and charging of brine production and application. Also approve WDOT's High Capacity Brine Maker System Equipment Lease Agreement. Final documents to be signed and forwarded to WDOT by November 9, 2018. WDOT to provide \$200,000 for acquisition of HC Brine Maker, tanks and components.

Marshfield Facility

Continue to work on site plan for brine tanks and blend machine. This includes bringing 3 phase power from the building to the shed that houses the blend machine. Also need to complete site plans for removing water main running through the facility and having new stub and hydrant installed between Marshfield shop and neighboring property to the south. This work will most likely be completed in 2019. Plan to begin negotiations for a contract for design services to provide plans for a cold storage facility.

Pittsville Facility

Received earnest check from Tom Gardner, finalized purchase agreement, and forwarded lease agreement to Tom. UST's to be removed in mid-November, sale to be completed December 31, 2018.

Crews working to clean out shop and offices. Reclamation of material bins and consolidating materials is ongoing and will be completed by mid-November.

ATV Plan

ATV plan development continues. Signs are being ordered and will be installed upon delivery. Routes will be open after signs are installed.

Frac Sand Development

New non-metallic mine site in the Town of Rock along CTH V. Negotiating with Coulee Frac Sand on plan and associated costs to provide access for hauling 12 months.

Equipment

Shop is working on preparing patrol trucks for winter maintenance. Brine Truck will be ready for service October 22.

Discuss proposal to sell track back hoe and rubber tired hoe, and replace with two new rubber tire back hoes. Shop is preparing proposal for buy-back program so future operations will for two rubber tire back hoes in service. This machine is the most used and highest generating equipment the county owns. A five year buy back plan for two machines will ensure a minimum purchase price for the two allowing for replacement of two machines for the cost of one.

Plan to sublease a crusher in November to crush recycled asphalt. Working together with the City of Wisconsin Rapids on rental of the crusher.

Accounting Supervisor Report

By John Peckham, Wood County Highway Department Accounting Supervisor

HIRC Meeting

Revenues

Revenues are as anticipated.

In October, we have received the final GTA 2018 payment in the amount of \$524,147.98. With county construction projects winding down, State and Local charges are picking up. Bituminous revenue has exceeded expectations.

Expenses

Expenses are as anticipated.

Machinery Repair expense is better than expected so far this year. Bituminous Operations expenses are a bit higher than expected but are offset by the revenues. Expenses to local governments are picking up as we have completed our County projects and moved on to municipals.

Caity's Report on Department IT/RT Vision Concerns

This summer, our IT department discovered that RTVision had moved the location of our virtual server and changed the database type without informing us. The change was very concerning as the server was moved to an unsecured location and the database change prohibited our department from being able to utilize the information stored in the database to build reports. It was discovered because we were looking into developing a report to streamline our storm reporting process that is required by the Wisconsin Department of Transportation. IT immediately entered discussion with RTVision support staff to resolve the issue and in September of this year, they were able to move our server into a secured location with no impact on our service and no cost to the county. However, the database remains in a language that is unusable by our IT department. Therefore, we are working with RTVision to get reports developed that will meet our needs.

10/24/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Wednesday, October 31, 2018

		2018		
	Actual	Budget	Variance	Variance %
REVENUES				
Intergovernmental Revenues				
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%
Licenses and Permits				
44101	Utility Permits	1,000.00	1,050.00	(50.00) (4.76%)
44102	Driveway Permits	860.00	860.00	0.00%
44260	Moving Permits	1,100.00	1,025.00	75.00 7.32%
	Total Licenses and Permits	2,960.00	2,935.00	25.00 0.85%
Intergovernmental Charges for Services				
47230	State Charges	916,967.83	1,403,610.00	(486,642.17) (34.67%)
47231	State Charges-Highway	(60,307.72)	250,030.00	(310,337.72) (124.12%)
47232	State Charges-Machinery	1,865,539.13	2,177,319.00	(311,779.87) (14.32%)
47300	Local Gov Chgs	243,212.66	561,660.00	(318,447.34) (56.70%)
47330	Local Gov Chgs-Transp	1,138,731.91	1,207,485.00	(68,753.09) (5.69%)
47332	Local Gov Chgs-Roads	147,108.31	403,360.00	(256,251.69) (63.53%)
47333	Local Gov Chgs-Bridges		27,440.00	(27,440.00) (100.00%)
	Total Charges to Other Governments	4,251,252.12	6,030,904.00	(1,779,651.88) (29.51%)
Interdepartmental Charges for Services				
47430	Dept Charges-Bldg Rent	28,592.41	34,745.00	(6,152.59) (17.71%)
47470	Dept Charges-Highway	2,503,009.54	1,938,500.00	564,509.54 29.12%
	Total Interdepartmental Charges	2,531,601.95	1,973,245.00	558,356.95 28.30%
	Total Intergovernmental Charges for Services	6,782,854.07	8,004,149.00	(1,221,294.93) (15.26%)
Miscellaneous				
48340	Gain/Loss-Sale of Salvage and Waste	5,967.97	6,700.00	(732.03) (10.93%)
	Total Miscellaneous	5,967.97	6,700.00	(732.03) (10.93%)
TOTAL REVENUES				
		9,338,612.15	9,836,904.00	(498,291.85) (5.07%)

EXPENDITURES				
Public Works-Highway				
53110	Hwy-Administration	259,502.64	288,760.00	29,257.36 10.13%
53120	Hwy-Engineer	169,017.59	245,004.00	75,986.41 31.01%
53191	Hwy-Other Administration	297,353.07	335,112.00	37,758.93 11.27%
53210	Hwy-Employee Taxes & Benefits	(846,946.70)		846,946.70 0.00%
53220	Hwy-Field Tools	(24,804.99)	13,236.00	38,040.99 287.41%
53230	Hwy-Shop Operations	222,831.92	280,244.00	57,412.08 20.49%
53232	Hwy-Fuel Handling	9,872.37	12,100.00	2,227.63 18.41%
53240	Hwy-Machinery Operations	889,466.79	1,713,616.00	824,149.21 48.09%
53260	Hwy-Bituminous Ops	220,566.55	224,207.00	3,640.45 1.62%
53262	Hwy-Bituminous Ops	4,136.68	111,922.00	107,785.32 96.30%
53266	Hwy-Bituminous Ops	2,049,954.35	1,345,590.00	(704,364.35) (52.35%)
53270	Hwy-Buildings & Grounds	131,405.83	164,134.00	32,728.17 19.94%
53281	Hwy-Acquisition of Capital Assets	210,409.40		(210,409.40) 0.00%
53310	Hwy-Maintenance CTHS		3,300.00	3,300.00 100.00%
53311	Hwy-Maint CTHS Patrol Sectn	1,415,319.36	1,655,124.00	239,804.64 14.49%
53312	Hwy-Snow Remov	738,338.53	912,441.00	174,102.47 19.08%
53313	Hwy-Maintenance Gang	134,103.39	102,104.00	(31,999.39) (31.34%)
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	899,543.84	1,364,109.00	464,565.16 34.06%
53323	Hwy-Maint STHS PBM	81,903.91	52,600.00	(29,303.91) (55.71%)
53330	Hwy-Local Roads	1,544,184.87	1,187,637.00	(356,547.87) (30.02%)
53340	Hwy-County-Aid Road Construction	227,226.19	444,834.00	217,607.81 48.92%
53341	Hwy-County-Aid Bridge Construction	102,531.16	200,269.00	97,737.84 48.80%
53490	Hwy-State & Local Other Services	253,409.70	552,901.00	299,491.30 54.17%
	Total Public Works-Highway	9,287,134.12	11,210,144.00	1,923,009.88 17.15%
Capital Outlay				

10/24/2018

County of Wood
DETAILED INCOME STATEMENT W/SUBTOTALS
 Highway Departmentwide
 Wednesday, October 31, 2018

	Actual	2018 Budget	Variance	Variance %
57310 Highway Capital Projects	3,946,569.60	2,499,999.00	(1,446,570.60)	(57.86%)
57930 Depreciation & Amortization	(1,737.00)		1,737.00	0.00%
Total Capital Outlay	3,944,832.60	2,499,999.00	(1,444,833.60)	(57.79%)
TOTAL EXPENDITURES	13,231,966.72	13,710,143.00	478,176.28	3.49%
NET INCOME (LOSS) *	(3,893,354.57)	(3,873,239.00)	(20,115.57)	0.52%

PARKS CONSTRUCTION SUPERVISOR REPORT

November 1, 2018

By D. Quinnell

CURRENT PROJECTS

- Work continues on the trail system at Powers Bluff. We are connecting the North Property to the South Property via a trail.
- The Tube tow control bldg. is coming along. Eagle has pulled out and the interior is well under way. We are converting the power from the old bldg. to the new bldg. now.
- North Park has the well drilled deeper at the North Shower. We went to 360', this will give us more reservoir space and the GPM went up to 6.
- We are taking quotes on the North Park fireplace repairs. They need inserts replaced.

MAINTENANCE OPERATIONS

- North Park and South Park campgrounds are closed for the season.
- We will begin to ready Powers Bluff for the winter season.

EMPLOYEE MATTERS

OTHER

- We have an auction on the Wisconsin Surplus web site for 2 snowmobiles and for the removal of the old shop at South Park.
- The new snowmobile has come in for Powers Bluff.

WOOD COUNTY PARKS & FORESTRY

OFFICE SUPERVISOR REPORT

November 1, 2018

By: Sandra Green

SNOWMOBILE:

- On October 5, 2018 at 9:00 am the Wood County Snowmobile/ATV Coordinator Sandra Green, Parks & Forestry, Director Chad Schooley, landowner Neil Heinrich and Sunset Drifters Snowmobile Club President Mike Hack met in the conference room of the Parks & Forestry Department at 111 W. Jackson St., WI Rapids, WI 54495 to discuss the trail that runs through Mr. Heinrich's property, Parcel #1300561A. An agreement was made that Mr. Heinrich would allow the snowmobile trail to continue to run through his Property. The agreement was mailed out on 10/23/2018 to both individuals to sign and return.

ATV:

- Attended the monthly ATV meeting with Wood County employees as a directive of the resolution that was recently approved.
- Traveled with Fritz Schubert, Forest Administrator and Jason Grueneberg, Planning & Zoning Administrator to meet with Jon Schweitzer who is the Jackson County ATV Trail Coordinator to discuss various aspects of the trail system that he works with such as specific issues, ideas and general feedback on what works for them and what doesn't.
- Working with Chad and Fritz to put together a new map for the ATV trail intensive use area. Also working on correcting the name in all the places it states "ATV Park" and changing to "ATV Trail Intensive Use Area". Will be ordering blazers and signs as well for the area.

OFFICE:

- Provided Wellness materials to employees in the field and office.
- Continue to work with IT on upgrades and changes to our reservation system.
- In the process of making updates to all of our handouts, forms, and brochures for next year in regard to the fee increases and other changes.
- Completed final revision of the Winter Brochure. Will be going to print in the next week.
- Received the lease payment for the WCWA. It was not the correct amount so I am working with the DNR to rectify this.
- Began receiving and processing registrations for the "Bluff Boutique" vendor show to be held November 10th and 11th. The event is full for Saturday and about half full for Sunday.
- Sent out news release regarding the closing of the parks system for 2018.
- Revised the members listing for the Wood County Wildlife Area Committee as they elected members at their most recent meeting.
- Processed scales and billing and received payments for the forestry program.
- Submitted several TRIP forms to Corp Counsel for unpaid invoices or NSF notices.
- Sent out a news release to close the ATV Park during the WI Youth Deer Hunt.
-

Parks and Forestry Director Report

By Chad Schooley, Parks and Forestry Director

November 1, 2018

HIRC meeting

- Continue assisting Wood County work group on ATV route/trail planning.
- Held meeting to discuss snowmobile trail options on private property parcel that was sold within the past year. The landowner, club, and county staff came to an agreement to allow the trail to continue on the property on a year to year basis.
- Participated in an economic development meeting, held at the Marshfield CVB/Business Bureau. Shared the county's ATV planning efforts, and the Powers Bluff conceptual trail plan.
- Continue working with Adam D, County Planner, on the Parks, Recreation, and Open Spaces Plan update.
- Participated in the Department Head retreat day, which was held at the Nepco Lake Park shelter building.
- I will be attending the Wisconsin Parks and Recreation Association (WPRA) fall conference, held in Green Bay, from October 30 – November 2. I have included the conference session summary in the packet for your review. With me being gone for the HIRC meeting, please call if you have any questions.

October: 24 shelter reservations

Special Use Permits

- Bluegrass Music Festival and fundraiser for MDA and WR Lions Club. June 7-9, 2019. South Park enclosed shelter building and surrounding area. This is the 2nd annual event held at this location. There is food catered, and beer sales by the WR Lions Club. The event uses the large grassy area east of the Red Sands Beach Pavilion parking lot for parking. I would recommend approval.
- Aqua Skiers Inc. beach closure request for 2019. I have included the calendar of requests in the packet. The only change from last year's request is for the additional 3 Sundays on the schedule: August 11, 18, and 25. In the past the club was done skiing at Lake Wazeecha once the national tournament was done, which is on August 9-11, 2019. Outside of the State Ski show event, the club does not reserve the Red Sands Beach Pavilion. That pavilion is open for rental by the general public, even during the ski shows. This request is merely for the closure and use of the beach. I would recommend charging a minimum \$300 user fee, as we have done the past couple years, for the use of this area for these dates.

53RD ANNUAL CONFERENCE & TRADE SHOW • KI CONVENTION CENTER • GREEN BAY, WI BUILDING OUTSTANDING OPPORTUNITIES

SCHEDULE AT A GLANCE

Tuesday, October 30th – Pre Conference

11:00 am – 3:00 pm	Aquatic Section: Pete DeQuincy
	Recreation Section: Tree Climbing
	Park Section: Fox River Trail (Partnerships / Clean up)
7:00 pm – 11:00 pm	President's All Conference Social - Lambeau Field Hall of Fame

Wednesday, October 31st

	RECREATION	RECREATION	PARKS	PARKS	AQUATICS	AQUATICS	EXECUTIVE	EXECUTIVE	YPN
9:00 am – 10:00 am	<i>Patrick Miller</i> Youth Sports Building a Positive Experience/ Coaching Grand C	<i>Mike Baldwin</i> Managing Conflict & Difficult People Within Your Workplace Grand B	<i>Blake Theisen</i> Capitol Budget Cost Estimating For Beginners Grand A	<i>Theresa Zawlocki</i> Training and Retaining Seasonal Employees Grand F	<i>Badger Popcorn</i> What's Poppin' in the World of Concessions Grand G	<i>Carrie Aquatics</i> New Technology to Save You Time and Money Grand H	<i>Grace Lichtenstein</i> Essentials of Customer Service Riverview 3	<i>Judy Rubl</i> Happiness Pays Riverview 2	<i>Anthony Ivacki</i> Hacking Conference - A Beginner's Guide to Making the Most of it Riverview 1
10:15 am – 11:15 am	<i>Joseph Seastrom</i> T(ween Scene: Creative Programming for Young Adults Grand C	<i>Alonzo Kelly</i> Find Your Inner Yoda! Communication Strategies That Create Action Grand B	<i>Jake Anderson & Dan Kremer</i> Playground Replacement Do's & Don't Do's Grand A	<i>Kim Biedermann</i> Finding Your Way to Play Grand F	<i>Matt Haynes</i> Does Your Aquatic Facility Keep You Up at Night? Grand G	<i>Carrie Aquatics</i> Reducing Your Shut Downs & Emergency Repair Costs Grand H	<i>Grace Lichtenstein</i> Managing Your Productivity Riverview 3	<i>Judy Rubl</i> One/One Performance Discussions Riverview 2	<i>Jennifer Buchholz</i> Blazing Your Career Development Path Riverview 1
11:30 am – 12:30 pm	KEYNOTE OPENING SESSION – <i>Mark Tauscher</i> - Grand D								
12:30 pm – 1:30 pm	President's Luncheon - Grand E								
1:30 pm – 5:30 pm	EXHIBIT HALL OPEN - Exhibit Hall BC								
7:00 pm – 11:00 pm	Conference Social - Tidelown Brewery/Downtown								

Thursday, November 1

	RECREATION	RECREATION	PARKS	PARKS	AQUATICS	AQUATICS	EXECUTIVE	EXECUTIVE	YPN
8:30 am – 9:00 am	WPRA Annual Meeting - Grand D								
9:00 am – 10:00 am	<i>Nate Baldwin</i> Taking Back Youth Sports by Changing the Game Grand C	<i>Karl Sorvick</i> Playground & One Day Programming - Round Table Grand B	<i>Phil Johnson</i> So You Built a New Park, Now What? Grand A	<i>Mike Ritter</i> Trail Planning & Design Grand F	<i>Joey Rusniak</i> Carrots are Better Than Sticks Grand G	<i>Samantha Fiscus</i> Lifeguard Staffing Grand H	<i>Derek Deprey</i> Everyone Communicates. Few Connect. Riverview 3	<i>Erin Fell & Dan Bolin</i> Legal Side of Using Social Media Riverview 2	<i>Ian Abston</i> Engaging Millennials in Your Parks Riverview 1
10:15 am – 11:15 am	<i>Becky Dunlap</i> Strategic & Sustainable Social Media Grand C	<i>Alonzo Kelly</i> Maintaining Authenticity in a Climate of Change Grand B	Park Design Awards Grand A	<i>Mike Ritter</i> Trail Maintenance: Working With What You Have Grand F	<i>Marek Holke</i> Aquatic Programming from the North Grand G	<i>Samantha Fiscus</i> Aquatic Facility Investigations Grand H	<i>Raine Gardner</i> How to Make Your Community Competitive Through Parks & Recreation Riverview 3	<i>Derke Price</i> Director & Commissioner Relationships Riverview 2	<i>Ian Abston</i> Embracing Culture Creators as Community Partners Riverview 1
11:30 am – 12:30 pm	General Assembly – <i>Derek Deprey</i> - Grand D								
12:30 pm – 2:00 pm	Lunch on your own								
2:00 pm – 3:00 pm	<i>Becky Dunlap</i> Task Management Made Easy (& Free): Exploring Trello Grand C	<i>Alonzo Kelly</i> Understanding the Language Surrounding Diversity, Inclusion, & Equity Grand B	<i>Daniel Bolin</i> Not in My Park! Regulating Controversial Park Activities Grand A	<i>Brian Wahl & Laura Lorente</i> Trees Please. WDNR Forestry Program Grand F	<i>Marek Holke</i> Staff Training Ideas with Technology Grand G	<i>Joey Rusniak</i> Exceptional Guest Experiences Grand H	<i>Fred Lochner</i> MSA – Alternative Approaches to Funding Projects Riverview 3	<i>Derek Deprey</i> Developing the Leaders Around You Riverview 2	<i>Julia Robson</i> Walk to Sustain our Great Lakes Riverview 1
3:15 pm – 4:15 pm	RECREATION AWARDS Grand C	No Session	<i>Mark Considine</i> YES, We Want Security Cameras, Now What? Grand A	No Session	<i>Marek Holke</i> Staff Training Ideas with Technology Part 2 Grand G	<i>Jess Van Ryzin</i> Special Needs Aquatics Grand H	<i>Dave Burch</i> Little Splashes. Using Our Water Resources to Benefit All Ages Riverview 3	<i>Derek Deprey</i> The Miracle of Teamwork Riverview 2	<i>Brandon Millner & Adam Brest</i> A Young Directors Journey. How I Got Here Riverview 1
5:00 pm – 6:00 pm	WPRA Foundation Basket Raffle and Social - Grand E								
6:00 pm – 8:00 pm	Awards Banquet - Grand E								
9:00 pm – 12:00 am	Social - Copper State Brewery								

Friday, November 2

	RECREATION	RECREATION	PARKS	PARKS	AQUATICS	AQUATICS	EXECUTIVE	EXECUTIVE	YPN
9:15 am – 10:15 am	<i>Doug Stampfli</i> Basketball Rules & Sportsmanship – Dispelling Myths & Misconceptions Auditorium	<i>Alonzo Kelly</i> How Strategic Thinking, Planning, & Acting Improves the Workplace Room 1	No Session	<i>Patrick Durkin</i> Curling Nature Deficient Disorder Room 2	<i>Marek Holke & Joey Rusniak</i> Training Outside the Box Room 3	<i>Kevin Milak</i> Special Event Planning, Logistics, and Execution Room 4	<i>Tina Kreitlow</i> Does Your Unconscious Bias Impact How You Program? Room 5AB	<i>Simone Devore</i> Intergenerational Programs, Bringing Generations Together Room 6AB	<i>John Stutzman</i> Keys to Developing Successful Internships Room 7
10:30 am – 11:30 am	ENDNOTE SESSION – <i>Pat Richter</i> - Grand D								

2019 Lake Wazeecha Dates

Sunday June 2
Monday June 3
Sunday June 9
Monday June 10
Sunday June 16 - Advertised Show
Monday June 17
Sunday June 23 – Advertised Show
Monday June 24
Sunday June 30 – Advertised Show

Monday July 1
Sunday July 7- Advertised Show
Monday July 8
Tuesday July 9
Wednesday July 10
Thursday July 11
Saturday July 13 – State Set-Up begins
Sunday July 14 – Advertised Show
Monday July 15
Tuesday July 16
Wednesday July 17
STATE Thursday July 18 - Sunday July 21
Monday July 22 – Tear Down- no skiing
Tuesday July 23 - Tear Down- no skiing
Sunday July 28 – Advertised Show
*Monday July 29

^Sunday Aug. 4 – Advertised Show
*Monday Aug. 5
*Tuesday Aug. 6
*Wednesday Aug. 7
*Thursday Aug. 8

^Sunday Aug 11 – Advertised Show

^Sunday Aug 18 – Advertised Show

^Sunday Aug 25 – Advertised Show

*D1 NATS Friday Aug. 9 - Sunday Aug. 11

*If competing at Nationals ^If not competing at Nationals

The time requested would be 4:30PM to sunset on all dates with the exception of the dates in blue pertaining to State Tournament.

Committee Report

County of Wood

Report of claims for: Highway Department

For the period of: September, 2018

For the range of vouchers: 16180844 - 16180941

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16180844	ALTMANN CONSTRUCTION CO INC	Brine Building	09/17/2018	\$50,721.87	P
16180845	CNE GAS	Natural Gas - Hot Mix Plant	09/17/2018	\$5,173.10	P
16180846	WATER WORKS & LIGHTING COMM	Utilities - Hot Mix Plant	09/12/2018	\$97.75	P
16180847	LEHMAN DAVID C	Smoke School - Lunch	09/20/2018	\$12.00	P
16180848	ALLEN PRECISION EQUIPMENT INC	Engineer Supplies	09/20/2018	\$476.50	P
16180849	BANKCARD SERVICES	Credit Card Invoice-Parts/Conf	09/20/2018	\$165.68	P
16180850	HENRY G MEIGS LLC	PG58-28-Oil for Hot Mix Op	09/12/2018	\$60,797.36	P
16180851	GREEN JUSTIN	Supplies for Town of Saratoga	09/26/2018	\$12.61	P
16180852	KOLO TRUCKING AND EXCAVATING INC	Hot Mix Sand	09/20/2018	\$11,152.96	P
16180853	WATER WORKS & LIGHTING COMM	Brine Building Supplies	09/19/2018	\$18,415.06	P
16180854	OFFICE ENTERPRISES INC	Office Chairs	09/26/2018	\$1,465.00	P
16180855	ADVANCE JANITORIAL SERVICE & SUPPLY	Carpet/Floor & Cleaning Servic	09/25/2018	\$541.95	P
16180856	AT&T-ATLANTA	Telephone (Marshfield)	09/13/2018	\$84.02	P
16180857	CONTECH ENGINEERED SOLUTIONS LLC	Bridge Steel	09/05/2018	\$1,065.00	P
16180858	FRONTIER	Telephone (Marshfield)	09/28/2018	\$119.93	P
16180859	MILESTONE MATERIALS	Base	09/15/2018	\$9,268.99	P
16180860	OMNNI ASSOCIATES	CTH U Design Engineering	09/13/2018	\$11,200.00	P
16180861	PETROTECH LLC	Fuel Pump Repair	09/20/2018	\$2,722.74	P
16180862	CITY OF PITTSVILLE TREASURER	Water/Sewer - Pittsville Shop	09/21/2018	\$82.33	P
16180863	QUALITY PLUS PRINTING INC	Caution Tape	09/13/2018	\$455.00	P
16180864	SOLARUS	Telephone - WR & Hot Mix	10/01/2018	\$250.19	P
16180865	TDS TELECOM	Telephone	09/28/2018	\$142.30	P
16180866	WATER WORKS & LIGHTING COMM	Utilities - WR & Hot Mix Plant	09/15/2018	\$7,209.25	P
16180867	WE ENERGIES	Natural Gas-HM/WR/MFLD/Pittsvi	09/27/2018	\$17.50	P
16180868	NORTH CENTRAL REGION COMMISSIONERS	Fall Legislative Meeting	10/04/2018	\$75.00	P
16180869	WI DEPT OF FINANCIAL INSTITUTIONS	Notary Bond	10/08/2018	\$20.00	P
16180870	ADVANCED DISPOSAL	Garbage Disposal	09/30/2018	\$108.55	P
16180871	ALLIANT ENERGY/ WP&L	Utilities - Pittsville Shop	10/01/2018	\$74.08	P
16180872	AMERICAN TRUCKING	Hired Trucks	09/30/2018	\$1,233.48	P
16180873	DEAN ALTMANN TRUCKING & EXCAVATING	Hired Trucks/Haul Backhoe	09/30/2018	\$1,719.09	P
16180874	DIAMOND SURFACE INC	Materials for CTH T Bridge	09/11/2018	\$5,480.00	P
16180875	LA TRUCKING	Hired Trucks	09/30/2018	\$1,293.51	P
16180876	MARSHFIELD UTILITIES	Electric/Water/Sewer	09/28/2018	\$283.59	P
16180877	MILESTONE MATERIALS	Base	09/27/2018	\$3,704.36	P

Committee Report - County of Wood

Highway Department - September, 2018

16180844 - 16180941

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16180878	PRECISE MRM LLC	FlatPlan USA&GPRS NAF&Software	09/28/2018	\$648.00	P
16180879	PROVISION PARTNERS	Diesel Fuel & Gasoline	09/30/2018	\$46,662.54	P
16180880	SCHILL TRUCKING INC	Hired Trucks	09/30/2018	\$1,528.53	P
16180881	STERLING WATER INC	Water for Hot Mix	09/30/2018	\$9.00	P
16180882	STEVE SCHNEIDER TRUCKING LLC	Sand	09/19/2018	\$1,930.50	P
16180883	TRACTOR SUPPLY CREDIT PLAN	Bulldog Jack, Adapter	09/28/2018	\$51.48	P
16180884	WE ENERGIES	Natural Gas-HM/WR/MFLD/Pittsv	09/28/2018	\$53.59	P
16180885	WI DEPT OF TRANSPORTATION - BFS	Project Costs	10/01/2018	\$1,959.20	P
16180886	ACE HARDWARE	Parts	09/04/2018	\$25.06	P
16180887	AL'S AUTO GLASS	Windshield Volvo Backhoe	09/18/2018	\$220.00	P
16180888	APPLIED INDUSTRIAL TECHNOLOGY	Parts	09/10/2018	\$67.08	P
16180889	APPLIED MAINTENANCE SUPPLIES & SOLUTIONS	Parts	09/10/2018	\$321.13	P
16180890	ARING EQUIPMENT COMPANY	Parts	09/12/2018	\$3,506.34	P
16180891	NORTH CENTRAL UTILITY OF WI	Parts	09/06/2018	\$804.50	P
16180892	BAUER BUILT INC	Tires	09/10/2018	\$492.98	P
16180893	BEAVER OF WISCONSIN INC	Parts	09/28/2018	\$311.50	P
16180894	BROOKS TRACTOR COMPANY	Parts	09/18/2018	\$275.94	P
16180895	BURNS INDUSTRIAL SUPPLY CO INC	Parts	09/19/2018	\$646.05	P
16180896	ADVANCE AUTO PARTS	Batteries, Lube Oils, Parts	09/04/2018	\$1,701.31	P
16180897	CRESCENT ELECTRIC SUPPLY CO	Parts	09/28/2018	\$56.00	P
16180898	CUMMINS NPOWER LLC	Parts	09/28/2018	\$262.50	P
16180899	FARRELL EQUIPMENT & SUPPLY CO	Parts	09/10/2018	\$599.94	P
16180900	FASTENAL COMPANY	Parts	09/18/2018	\$133.02	P
16180901	FEED STORE THE	Grass Seed	09/04/2018	\$1,107.92	P
16180902	HAAS BUILDER SUPPLY	Tar Paper	09/11/2018	\$30.36	P
16180903	HALRON LUBRICANTS INC	Antifreeze, Parts	09/27/2018	\$665.12	P
16180904	JAMAR TECHNOLOGIES INC	Parts	09/07/2018	\$819.95	P
16180905	JOHNSON & SONS CO INC	Parts	09/12/2018	\$14.00	P
16180906	LYCON INC	Concrete	09/30/2018	\$6,643.00	P
16180907	MID-WISCONSIN TECH SUPPLY	25# Pail 5 Star	10/04/2018	\$95.00	P
16180908	MID-STATE TRUCK SERVICE INC	Parts	08/18/2018	\$2,418.20	P
16180909	MILLER-BRADFORD & RISBERG INC	Batteries, Parts	09/04/2018	\$571.81	P
16180910	MISSISSIPPI WELDERS SUPPLY CO INC	Parts	09/30/2018	\$156.00	P
16180911	MONROE TRUCK EQUIPMENT	Parts	09/19/2018	\$1,076.30	P
16180912	NAPA CENT WI AUTO PARTS Wis.Rapids	Parts	09/11/2018	\$178.06	P
16180913	RAPIDS FORD LINCOLN MERCURY	Parts	09/12/2018	\$13.75	P
16180914	RAPIDS RENTAL & SUPPLY	Parts, Oil	09/06/2018	\$73.70	P
16180915	SCAFFIDI TRUCK CENTER	Parts	09/07/2018	\$380.64	P
16180916	SCHILLING SUPPLY COMPANY	Parts	09/18/2018	\$342.64	P
16180917	SERWE IMPLEMENT MUNICIPAL SALES CO LLC	Gear Box Assembly	09/17/2018	\$1,239.27	P
16180918	STAINLESS & REPAIR INC	Falls Under Body Lift	09/20/2018	\$606.88	P
16180919	SWIDERSKI EQUIPMENT INC	Parts	09/26/2018	\$339.28	P
16180920	TRUCK COUNTRY OF WISCONSIN	Parts	09/13/2018	\$1,100.91	P
16180921	TRUCK EQUIPMENT INC	Parts	09/06/2018	\$722.37	P

Committee Report - County of Wood

Highway Department - September, 2018

16180844 - 16180941

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
16180922	VAN ERT ELECTRIC COMPANY INC	Motion Sensor Blacksmith Shop	09/21/2018	\$603.16	P
16180923	WEYERS EQUIPMENT INC	Parts	09/27/2018	\$24.77	P
16180924	WISCONSIN METALS	Blacksmith Steel	09/28/2018	\$277.00	P
16180925	WISCONSIN VALLEY BUILDING PRODUCTS	Parts	09/17/2018	\$628.91	P
16180926	ZARNOTH BRUSH WORKS INC	Parts	09/25/2018	\$996.00	P
16180927	ADAMS COUNTY HIGHWAY DEPT	Center Line - CTH B	09/30/2018	\$3,895.16	P
16180928	ADVANCED DISPOSAL	Garbage Disposal	09/30/2018	\$166.70	P
16180929	AMERICAN ENGINEERING	CTH V Borings	09/30/2018	\$5,100.00	P
16180930	COMPASS MINERALS	Salt for Snow and Ice Control	10/04/2018	\$1,893.04	P
16180931	GAPPA SECURITY SOLUTIONS LLC	Security Cameras	09/27/2018	\$1,782.45	P
16180932	CINTAS CORPORATION	Cleaning Rugs & Uniforms	09/04/2018	\$675.22	P
16180933	HENRY G MEIGS LLC	PG58-28 - Oil for Hot Mix Oper	09/12/2018	\$48,824.40	P
16180934	KOLO TRUCKING AND EXCAVATING INC	Hot Mix Sand	09/03/2018	\$21,693.96	P
16180935	LANG EQUIPMENT LLC	CTH Y Excavator Rental	08/16/2018	\$365.00	P
16180936	ISTATE TRUCK CENTER	Parts, Battery	09/04/2018	\$11,908.60	P
16180937	WE ENERGIES	Natural Gas-HM/WR/Mfld/Pitt	10/04/2018	\$36.36	P
16180938	ORTMAN JOEL A	Out of County Meal Reimbursmt	10/02/2018	\$36.00	P
16180939	LINCOLN CONTRACTORS SUPPLY INC	Air Compressor 6001	07/19/2018	\$21,450.00	P
16180940	WATER WORKS & LIGHTING COMM	Brine Building Water Service	09/30/2018	\$2,081.01	P
16180941	HOME DEPOT CREDIT SERV (Highway)	Parts	10/05/2018	\$191.18	
Grand Total:				\$399,131.02	

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Report

County of Wood

Report of claims for: PARKS & FORESTRY

For the period of: OCTOBER (NOV. HIRC MEETING)

For the range of vouchers: 21180367 - 21180419

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
21180367	DONAHUE SUPER SPORTS INC	Skidoo Skantic 2019	08/13/2018	\$11,387.00	P
21180368	ACE HARDWARE	Assorted Supplies	10/04/2018	\$75.47	P
21180369	AL'S AUTO GLASS	Chip Repair-F350 Flatbed-SP	10/04/2018	\$40.00	P
21180370	CRESCENT ELECTRIC SUPPLY CO	Building Sensors & Tools-DP	10/04/2018	\$238.77	P
21180371	DIAMOND BUSINESS GRAPHICS	Disc Golf Permits	10/04/2018	\$783.46	P
21180372	DOORWORKS INC	Shop Door Repair-SP	10/04/2018	\$47.00	P
21180373	FASTENAL COMPANY	Operating Supplies-Gloves-SP	10/04/2018	\$95.56	P
21180374	FEED STORE THE	Grass Seed	10/04/2018	\$124.50	P
21180375	HAAS BUILDER SUPPLY	Tube Tow Supplies	10/04/2018	\$511.68	P
21180376	JAY-MAR INC	Grass Seed-Snow Trail-PB	10/04/2018	\$693.00	P
21180377	LADICK TRUCKING & EXCAVATING	Road Base for NP & PB	10/04/2018	\$1,450.65	P
21180378	PLATYPUS DISCWORKS	(18) Disc Golf Baskets-NP	10/04/2018	\$4,329.00	P
21180379	RAPIDS RENTAL & SUPPLY	New-Saw & Pressure Washer, Repairs	10/04/2018	\$1,229.85	P
21180380	RENT-A-FLASH INC	Signs for Nepco	10/04/2018	\$138.60	P
21180381	SCHIERL INC	Lawn Mower Tire Repair-SP	10/04/2018	\$15.50	P
21180382	SCHWAAB INC	2019 Stamp	10/04/2018	\$11.00	P
21180383	SHAWN DUPEE CONSTRUCTION LLC	Ballast for Forestry Roads	10/04/2018	\$3,200.00	P
21180384	SOLBERG JEFFREY	Camping Cancellation	10/04/2018	\$69.00	P
21180385	WATER WORKS & LIGHTING COMM	Electric Service for SP	10/04/2018	\$1,886.02	P
21180386	WE ENERGIES	Gas Service for SP	10/04/2018	\$31.89	P
21180387	WEYERS EQUIPMENT INC	Blades for Box Scraper	10/04/2018	\$389.14	P
21180388	ADVANCED DISPOSAL	Garbage Service for all Parks	10/11/2018	\$958.00	P
21180389	ALLIANT ENERGY/ WP&L	Electric Srv-NP,PB, ATV, Nepco	10/11/2018	\$1,586.91	P
21180390	BUDS CORNER MART	Gas-SP Vehicles & Equipment	10/11/2018	\$361.49	P
21180391	ADVANCE AUTO PARTS	Equipment Maint. Supplies	10/11/2018	\$339.14	P
21180392	CINTAS CORPORATION	Camp Ranger Uniform Cleaning	10/11/2018	\$185.15	P
21180393	EAGLE CONSTRUCTION CO INC	PB Tow Booth Structure	10/11/2018	\$12,700.00	P
21180394	INSIGHT FS	Gas & Diesel for NP	10/11/2018	\$1,301.22	P
21180395	JW LAWN CARE	Lawn Mowing for Nepco	10/11/2018	\$360.00	P
21180396	K-HILL SIGNAL CO INC	Car Counter Parts	10/11/2018	\$158.03	P
21180397	LADICK TRUCKING & EXCAVATING	Black Dirt for PB	10/11/2018	\$136.50	P
21180398	LAKESIDE OASIS LLC	Gasoline for Vehicles	10/11/2018	\$371.81	P
21180399	MENARDS-MARSHFIELD	Steel Fence Posts & Supplies	10/11/2018	\$220.45	P
21180400	MOBILE LOCK & SECURITY	Re-Key Locks	10/11/2018	\$40.00	P
21180401	OAKDALE ELECTRIC CO	Electric Service for DP	10/11/2018	\$2,221.38	P
21180402	PITTSVILLE FARM & HOME CENTER	Assorted Supplies for DP	10/11/2018	\$244.89	P
21180403	PROVISION PARTNERS	Gas-DP & Forestry Equipment	10/11/2018	\$335.55	P

PARKS & FORESTRY - OCTOBER (NOV.
HIRC MEETING)

21180367 - 21180419

21180404	WOODTRUST BANK NA	Tow Booth Stairs-Half Pd & Misc.	10/11/2018	\$1,930.63	P
21180405	A & R PLUMBING	Tests & Design-DP OV Area Mound	10/18/2018	\$500.00	P
21180406	FASTENAL COMPANY	Supplies-Nepco Shelter & SP	10/18/2018	\$137.54	P
21180407	HOME DEPOT CREDIT SERV (Parks)	PB Tow Booth Items, Etc.	10/18/2018	\$351.12	P
21180408	LADICK TRUCKING & EXCAVATING	Shell Rock for PB	10/18/2018	\$419.25	P
21180409	MENARDS-MARSHFIELD	Restroom Light-DP Overflow	10/18/2018	\$39.99	P
21180410	RAPID CONTROL SYSTEMS LLC	Lake Wazeecha Remote Alarm	10/18/2018	\$4,900.00	P
21180411	RAPIDS RENTAL & SUPPLY	Chainsaw & Weedie Supplies	10/18/2018	\$111.91	P
21180412	RENT-A-FLASH INC	(30) Steel Posts-DP & PB	10/18/2018	\$212.50	P
21180413	SCHWANEBECK EXCAVATING	Transport Fill to PB	10/18/2018	\$1,890.00	P
21180414	AFTER ALL INC	Septic Service for all Parks	10/22/2018	\$6,925.00	P
21180415	ARBORVANTAGE LLC	(2)Maple Trees-NP Disc Golf Area	10/22/2018	\$140.00	P
21180416	BEAVER CREEK LANDSCAPING LLC	Lawn Mowing for DP & NP	10/22/2018	\$5,950.00	P
21180417	ERON & GEE/HERMAN'S PLUMBING	Winterize Park-NP	10/22/2018	\$329.70	P
21180418	GALLES MARINE	Gear Lube-SP Pontoon	10/22/2018	\$15.59	P
21180419	RAPIDS SIGN INC	Dam Signs	10/22/2018	\$136.00	P

Grand Total:

\$72,256.84

Signatures

Committee Chair:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:



BL ACCT ██████████-00000000

WOOD CO PARK & FORESTRY

Account Number: ##### ██████████

Page 3 of 3

Cardholder Account Summary						
DENNIS QUINNELL #### #### #### ██████████			Payments & Other Credits \$0.00	Purchases & Other Charges \$1,926.64	Cash Advances \$0.00	Total Activity \$1,926.64
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
- 08/21	08/22	PBUS01	24332398234009764320723	STAIRWAYS INC. 713-6803110 TX	\$1,551.40	
- 08/23	08/24	PBUS01	24445008236400292705070	WM SUPERCENTER #1202 WISCONSIN RAP WI	\$83.79	
- 09/06	09/06	PBUS01	24692168249100861850359	AMZN Mktp US Amzn.com/bill WA	\$229.98	
- 09/14	09/16	PBUS01	24445008258000929149446	TRACTOR SUPPLY #194 WISC RAPIDS WI	\$61.47	

Cardholder Account Summary						
CHAD SCHOOLEY #### #### ####			Payments & Other Credits \$0.00	Purchases & Other Charges \$3.99	Cash Advances \$0.00	Total Activity \$3.99
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
09/12	09/13	PBUS01	24427338255720028783938	QUALITY FOODS IGA WISC RAPIDS WI	\$3.99	

1) - Tour supplies

1. - Half down on PB Tow Booth Spiral Staircase
2. - Meeting Supplies
3. - Sp enclosed shelter item
4. - Truck - ball, lock, pin, etc.

8a.

NOTICE OF QUOTES

The Wood County Highway Infrastructure and Recreation Committee will accept sealed quotes only (no faxed quotes accepted) up until 10:00 A.M. (CST) - (WARNING- Mail delivery is after 10:00 A.M.) on Wednesday, October 31, 2018 at the Highway Commissioner's Office, 555 - 17th Avenue North, Wisconsin Rapids, WI 54495-1966 for the following:

Produce and deliver to Wood County Asphalt Plant located at the intersection of Engel Road & 23rd Avenue North, Wisconsin Rapids, WI.

25,000 tons ½" Course Asphalt Aggregate
11,600 tons Natural Sand

All contractors shall comply with all state and federal regulations.

Specifications, Quoting Procedure and Forms may be obtained by applying at the above office.

The Committee reserves the right to reject any or all quotes or to accept any quote they deem most advantageous to Wood County.

By Order of the Wood County Highway Infrastructure and Recreation Committee:



Joel Ortman, P.E.

On behalf of

Roland Hawk, P.E., Highway Commissioner

GENERAL QUOTING PROCEDURE

QUOTE OPENING: October 31, 2018

10:00 A.M. (CST)

To comply with the NOTICE OF QUOTES, the following General Quoting Procedure and Specifications are to govern:

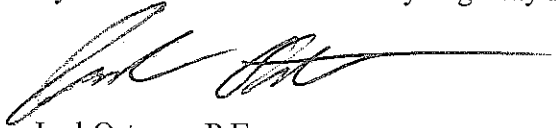
All quotes must be in the Office of the County Highway Commissioner, 555- 17th Avenue North, Wisconsin Rapids, WI by 10:00 A.M. (CST), Wednesday, October 31, 2018. Quotes must be sealed and properly identified giving the name and address of the quoter. Each quote must be in a separate container or envelope and marked **QUOTE ON AGGREGATES AND/OR SAND**. All quotes will be publicly opened and read at the specified time by the County Highway Infrastructure and Recreation Committee or its authorized representatives and only TOTAL quotes will be read.

All quotes must be entered and submitted on the specified form of Proposal prepared by the Highway Commission and only quotes submitted on these forms will be considered for award purposes by the Commissioner. The General Quoting Procedure, Specifications and Proposal shall constitute the quote of each quoter and must be attached in the above order. Quoters shall attach such additional information to their proposal, as they deem advisable and necessary for the benefit of the Committee in assembling comparative specifications.

The Committee reserves the right to consider all proposals for a period not to exceed thirty (30) days from the date of opening. The Committee will either award the contract or reject all quotes within that time. Each quoter will be allowed to have a representative appear before the Committee to explain his quote and specifications of the product as quoted. A time limit for each quoter will be established by the Committee at the day of letting. All quotes are to be NET, FOB WISCONSIN RAPIDS, WISCONSIN.

The Wood County Highway Infrastructure and Recreation Committee reserves the right to reject any or all quotes or parts, thereof, and to WAIVE any technicality in any quote submitted and to make such award as they deem most advantageous to Wood County.

By Order of the Wood County Highway Infrastructure and Recreation Committee:



Joel Ortman, P.E.

On behalf of

Roland Hawk, P.E., Highway Commissioner

**WOOD COUNTY
ASPHALT AGGREGATE
PRODUCTION SPECIFICATIONS**

AGGREGATE GRADATION TESTING

1. Sampling and Testing

Sampling and testing will be provided by Wood County Highway Department.
Samples will be obtained and tested according to AASHTO T11 and ASSHTO T27.

2. Frequency of testing will be as follows:

Daily Aggregate Production (in tons)	Minimum Frequency Per Stockpile (test day)
≤ 1000	1
$> 1000 - \leq 2500$	2
> 2500	3

3. Control charts and running average data sheets will be maintained during aggregate production to ensure the material is within the control limits.

CORRECTIVE ACTION

1. When a 4-point running average value trends towards a warning limit, the contractor shall consider corrective action.
2. When a 4-point running average exceeds the warning limits, the contractor shall take immediate corrective action. If two 4-point running averages exceeds the warning limits, the contractor shall stop crushing and discuss corrective action with Wood County Highway Department.
3. If an individual test or 4-point running average exceeds the control limits, the material will be considered nonconforming. The quantity of nonconforming material includes the material of the first test exceeding the control limit, continuing but not including, the material of the first subsequent test that is within the control limits. Wood County Highway Department may reject the material or assess a 25% pay reduction for the nonconforming asphalt aggregate.

INDIVIDUAL AGGREGATE PRODUCTION SPECIFICATIONS

SIEVE SIZE	25,000 TONS ½" COARSE AGGREGATE PERCENT PASSING		11,600 TONS NATURAL SAND	
	Control Limits	Warning Limits	Control Limits	Warning Limits
½"	82 - 92	84 - 90	100.0	100.0
3/8"	65 - 75	67 - 73	98 - 100	98 - 100
#4	41 - 51	43 - 49	84 - 93	86 - 91
#8	27 - 37	28 - 36	72 - 82	73 - 81
#16	17 - 27	18 - 26	57 - 67	58 - 66
#30	11 - 17	12 - 16	34 - 40	35 - 39
#50	8 - 14	9 - 13	8 - 14	9 - 13
#100	5 - 11	6 - 10	0 - 6	0 - 5
#200	2 - 6	3 - 5	0 - 4	0 - 3

QMP Natural Sand and ½" Coarse Aggregate (Aggregates)

A Description

A.1 General

- (1) This special provision describes contractor quality control (QC) sampling and testing for aggregates, documenting those test results, and documenting related production. This special provision also describes department quality verification (QV), independent assurance (IA), and dispute resolution.
- (2) Provide and maintain a quality control program, defined as all activities related to and documentation of the following:
 1. Production control and inspection.
 2. Material sampling and testing.

B Materials

B.1 Quality Control Plan

- (1) Submit a comprehensive written quality control plan to the engineer prior to the start of work.
- (2) Do not change the quality control plan without the engineer's review. Update the plan with changes as they become effective. Provide a current copy of the plan to the engineer and post in each of the contractor's laboratories as changes are adopted. Ensure that the plan provides the following elements:
 1. An organizational chart with names, telephone numbers, current certifications and/or titles, and roles and responsibilities of QC personnel.

2. The process used to disseminate QC information and corrective action efforts to the appropriate persons. Include a list of recipients, the communication means that will be used, and action time frames.
3. A list of source and processing locations, section and quarter descriptions, for all aggregate materials requiring QC testing.
4. Test results for wear, sodium sulfate soundness, freeze/thaw soundness, and plasticity index of all aggregates requiring QC testing. Obtain this information from the region materials unit or from the engineer.
5. Descriptions of stockpiling and hauling methods.
6. Locations of the QC laboratory, retained sample storage, and where control charts and other documentation is posted.
7. An outline for resolving a process control problem. Include responsible personnel, required documentation, and appropriate communication steps.

B.2 Personnel

- (1) Have personnel certified under the department's highway technician certification program (HTCP) perform sampling, testing, and documentation as follows:

Required certification Level:	Sampling or Testing Roles:
Aggregate Technician IPP Aggregate Sampling Technician Aggregate Assistant Certified Technician (ACT-AGG)	Aggregate Sampling ^[1]
Aggregate Technician IPP Aggregate Assistant Certified Technician (ACT-AGG)	Aggregate Gradation Testing, Aggregate Fractured Particle Testing, Aggregate Liquid Limit and Plasticity Index Testing

^[1]Plant personnel under the direct observation of an aggregate technician certified at level one or higher may operate equipment to obtain samples.

- (2) A certified technician must coordinate and take responsibility for the work an ACT performs. Have a certified technician ensure that all sampling and testing is performed correctly, analyze test results, and post resulting data. No more than one ACT can work under a single certified technician.

B.3 Quality Control Documentation

B.3.1 General

- (1) Submit aggregate documentation to the engineer within 10 business days after completing production. Ensure that the submittal is complete, neatly organized, and includes applicable project records and control charts.

B.3.2 Records

- (1) Document all production observations, inspection records, and control adjustments daily in a permanent field record. Also include all test results in the project records. Provide test results

to the engineer within 6 hours after obtaining a sample. Post or distribute tabulated results using a method mutually agreeable to the engineer and contractor.

B.3.3 Control Charts

- (1) Plot gradation and fracture on the appropriate control chart as soon as test results are available. Format control charts according to CMM 8.30. Include the project number on aggregate production control charts. Maintain separate control charts for each aggregate size, source or classification, and type.
- (2) Provide control charts to the engineer within 6 hours after obtaining a sample. Post or distribute charts using a method mutually agreeable to the engineer and contractor. Update control charts daily to include the following:
 1. Contractor individual QC tests.
 2. Department QV tests.
 3. Department IA tests.
 4. Four-point running average of the QC tests.
- (3) Except as specified under B.7.2.1 for out-of-tolerance QV tests, include only QC tests in the running average. The contractor may plot process control or informational tests on control charts, but do not include these tests, conforming QV tests, or IA tests in the running average.

B.4 Contractor Testing

- (1) Test gradation, fracture, liquid limit and plasticity index during production.
- (2) Test every 1000 tons of material produced daily but not less than one test per day. See frequency of testing in attached Wood County specification.
- (3) Split each contractor QC sample and identify it according to CMM 8.30. Retain the split in a dry, protected location. If requested for department comparison testing, deliver the split to the engineer within one business day.
- (4) The engineer may require additional sampling and testing to evaluate suspect material or the technician's sampling and testing procedures.
- (5) Test fracture for each gradation test until the fracture running average is above the lower warning limit. Subsequently, the contractor may reduce the frequency to one test per 5 gradation tests if the fracture running average remains above the warning limit.
- (6) Test the liquid limit and plasticity index for the first gradation test. Subsequently, test the liquid limit and plasticity index a minimum of once per 5 gradation tests.

B.5 Test Methods

B.5.1 Gradation

- (1) Test gradation using a washed analysis conforming to the following as modified in CMM 8.60:
Gradation.....AASHTO T 27

Material finer than the No. 200 sieveAASHTO T 11

- (2) Maintain a separate control chart for each sieve size specified in standard spec 305 for each aggregate, source or classification, and type. Set control and warning limits based on the standard specification gradation limits as follows:
 1. Control limits are at the upper and lower specification limits.
 2. There are no upper warning limits for sieves allowing 100 percent passing and no lower control limits for sieves allowing 0 percent passing.

B.5.2 Fracture

- (1) Test fracture conforming to CMM 8.60. The engineer may waive fractured particle testing on quarried stone.
- (2) Maintain a separate fracture control chart for each aggregate, source or classification, and type. Set the lower control limit at the contract specification limit, either specified in another special provision or in table 301-2 of standard spec 301.2.4.5. Set the lower warning limit 2 percent above the lower control limit. There are no upper limits.

B.5.3 Liquid Limit and Plasticity

- (1) Test the liquid limit and plasticity according to ASSHTO T 89 and T 90.
- (2) Ensure the material conforms to the limits specified in standard spec table 301-2.

B.6 Corrective Action

B.6.1 General

- (1) Consider corrective action when the running average trends toward a warning limit. Take corrective action if an individual test exceeds the contract specification limit. Document all corrective actions both in the project records and on the appropriate control chart.

B.7 Department Testing

B.7.1 General

- (1) The department will have the option of conducting verification testing to validate the quality of the product and independent assurance testing to evaluate the sampling and testing. The department will provide the contractor with a listing of names and telephone numbers of all QV and IA personnel for the project, and provide test results to the contractor within 2 business days after the department obtains the sample.

B.7.2 Verification Testing

B.7.2.1 General

- (1) The department will have the option of having an HTCP technician, or ACT working under a certified technician, perform QV sampling and testing. Department verification testing personnel must meet the same certification level requirements specified in B.2 for contractor testing personnel for each test result being verified. The department will notify the contractor before sampling so the contractor can observe QV sampling.

- (2) The department will conduct QV tests of each aggregate, source or classification, and type conforming to the following:
 1. One non-random test on the first day of production.
 2. At least one random test per 2500 tons produced.
 3. At least one random test per 5000 tons $\frac{1}{2}$ " coarse aggregate.
- (3) The department will conduct QV tests in a separate laboratory and with separate equipment from the contractor's QC tests. The department will use the same methods specified for QC testing.
- (4) The department will assess QV results by comparing to the appropriate specification limits. If QV test results conform to the specification, the department will take no further action. If QV test results are nonconforming, add the QV to the QC test results as if it were an additional QC test.

B.8 Dispute Resolution

- (1) The engineer and contractor should make every effort to avoid conflict. If a dispute between some aspect of the contractor's and the engineer's testing program does occur, seek a solution mutually agreeable to the project personnel. The department and contractor may review the data, examine data reduction and analysis methods, evaluate sampling and testing procedures, and perform additional testing. Use ASTM E 178 to evaluate potential statistically outlying data.
- (2) Production test results, and results from other process control testing, may be considered when resolving a dispute.
- (3) If the project personnel cannot resolve a dispute, and the dispute affects payment or could result in incorporating nonconforming product, the department will use third party testing to resolve the dispute. A mutually agreed on independent testing laboratory will provide this testing. The engineer and contractor will abide by the results of the third party tests. The party in error will pay service charges incurred for testing by an independent laboratory. The department may use third party test results to evaluate the quality of questionable materials and determine the appropriate payment. The department may reject material or otherwise determine the final disposition of nonconforming material as specified in standard spec 106.5.

C Payment

- (1) Costs for all sampling, testing, and documentation required under this contract are incidental to this work. If the contractor fails to perform the work required under this special provision, the department may reduce the contractor's pay.
- (2) For material represented by a running average exceeding a control limit, the department will reduce pay by as much as 20 percent of the contract price for the affected aggregate(s). The department will determine the quantity of nonconforming material.

Miscellaneous

Certificate of Insurance will be required from the contractor.
Location of stockpiles will be under the direction of Wood County.
Contractor shall comply with all state and federal regulations.

INDIVIDUAL AGGREGATE PRODUCTION SPECIFICATIONS

SIEVE SIZE	25,000 TONS ½" COARSE AGGREGATE PERCENT PASSING		11,600 TONS NATURAL SAND	
	Control Limits	Warning Limits	Control Limits	Warning Limits
1/2"	82 – 92	84 – 90	100.0	100.0
3/8"	65 – 75	67 – 73	98 – 100	98 – 100
#4	41 – 51	43 – 49	84 – 93	86 – 91
#8	27 – 37	28 – 36	72 – 82	74 – 80
#16	17 – 27	18 – 26	57 – 67	59 – 65
#30	11 – 17	12 – 16	34 – 40	36 – 38
#50	8 – 14	9 – 13	8 – 14	10 – 12
#100	5 – 11	6 – 10	0 – 6	2 – 4
#200	2 – 6	3 – 5	0 – 4	0 – 3

PROPOSAL FOR AGGREGATES AND/OR SAND

October 31, 2018

TO: Wood County Highway Infrastructure and Recreation Committee
555 – 17th Avenue North
Wisconsin Rapids, WI 54495-1966

Dear Highway Commission:

We, the undersigned, propose to furnish to the Wood County Highway Commission, 555 – 17th Avenue North, Wisconsin Rapids, WI the following as herein specified by us in accordance with the NOTICE OF QUOTES, General Quoting Procedure and Specifications hereto attached:

Supply of approximately 25,000 tons ½" Course Asphalt Aggregate for the sum of: \$ _____./ Ton

Deduct for Wood County to haul material from source to asphalt plant. \$ _____./ Ton

Supply of approximately 11,600 tons Natural Sand for the sum of: \$ _____./ Ton

Deduct for Wood County to haul material from source to asphalt plant. \$ _____./ Ton

COMPANY NAME OF BIDDER _____

REPRESENTATIVE _____

TITLE _____

ADDRESS _____

PHONE NO. / CELL _____

E-MAIL _____

High Capacity Brine Maker System Equipment Lease Agreement

This Equipment Lease Agreement (the "Agreement") is made and entered on _____, by and between
The State of Wisconsin Department of Transportation ("Lessor") and
_____ ("Lessee") (collectively referred to as the
"Parties").

WHEREAS, Section 84.07 of the statutes requires the Department of Transportation to maintain the state trunk highway and state expense, specifically including the treatment, removal and control of snow and ice, and allows the Department to contract with any county highway committee to have all or certain parts of the work of maintaining the state trunk highways within or beyond the limits of the county, including interstate bridges, performed by the county, and authorizes any county to enter into such contract; and

WHEREAS, Section 84.07(2) of the statutes requires the Department to pay the actual cost of the maintenance, including the allowance for materials and the use of county machinery and overhead expenses agreed upon in advance, for such county maintenance; and

WHEREAS, Section 84.01(15) of the statutes requires the Department to maintain the national system of interstate highways and the federal aid highway system, or arrange for such maintenance by subdivisions of the state; and

WHEREAS, Section 84.07(5) of the statutes requires the Department to work cooperatively with county highway departments to determine an appropriate level of state work sufficient to fully utilize manpower and equipment needed for winter maintenance; and

WHEREAS, the Department is owner of one or more High Capacity Brine Maker Systems for production of material used in the treatment and control of snow and ice on highways for the protection of such equipment; and

NOW THEREFORE, the Parties do agree as follows:

1. EQUIPMENT: Lessor hereby leases to Lessee the following equipment:

- a. High Capacity Brine Maker (*make, model, serial no.*)
- b. Storage Tank (*make, model, serial no.*)

(the "Equipment").

2. LEASE TERM: The lease will start on _____ (begin date)
and will end on _____ (end date) (Lease Term).

3. LEASE PAYMENTS: Lessee agrees to pay to Lessor as rent for the Equipment the amount of \$1.00 each year in advance on the first day of each year payable to "Transportation Fund" at:

Brine Maker Lease
DOT- ____ County
October 4, 2018

Attn: Bureau of Highway Maintenance
Wisconsin Department of Transportation
4822 Madison Yards Way, Madison, WI 53707-7910

or at any other address designated by Lessor.

4. DELIVERY AND INSTALLATION: Lessee is responsible for all costs associated with the site and utility preparation for the installation of the equipment accordance with all local codes, regulations, and laws. Lessor shall be responsible for all expenses and costs: i) at the beginning of the Lease Term, of shipping the Equipment to Lessee's premises; ii) of installing the equipment in a location and manner appropriate for its use; and iii) in the event of a breach of this Agreement, of shipping the Equipment back to Lessor.

5. DEFAULTS: If Lessee fails to perform or fulfill any obligation under this Agreement, Lessee shall be in default of this Agreement. Subject to any statute, ordinance or law to the contrary, Lessee shall have seven (7) days from the date of notice of default by Lessor to cure the default. In the event Lessee does not cure a default, Lessor may at Lessor's option (a) cure such default; or (b) declare Lessee in default of the Agreement. If Lessee shall become insolvent, cease to do business as a going concern or if a petition has been filed by or against Lessee under the Bankruptcy Act or similar federal or state statute, Lessor may immediately declare Lessee in default of this Agreement. In the event of default, Lessor may, as permitted by law, re-take possession of the Equipment. Default of this Agreement is not considered a conclusion of the lease term for purposes of transferring ownership of the Equipment.

6. POSSESSION AND SURRENDER OF EQUIPMENT IN DEFAULT: Lessee shall be entitled to possession of the Equipment on the first day of the Lease Term. In the event of default, Lessee shall surrender the Equipment to Lessor by delivering the Equipment to Lessor or Lessor's agent in good condition and working order, ordinary wear and tear excepted, as it was at the commencement of the Agreement.

7. USE OF EQUIPMENT: Lessee shall only use the Equipment in a careful and proper manner and will comply with all laws, rules, ordinances, statutes and orders regarding the use, maintenance of storage of the Equipment. Furthermore, Lessee agrees to comply with APPENDIX A ("Memorandum of Understanding Concerning Use of High Capacity Brine Maker System") regarding the use, maintenance, and storage of the Equipment. In the event of an actual or apparent conflict between the terms of those documents, Lessee agrees to notify Lessor and to work cooperatively to resolve any apparent conflict in terms.

8. CONDITION OF EQUIPMENT AND REPAIR: Lessee or Lessee's agent has inspected the Equipment and acknowledges that the Equipment is in good and acceptable condition.

9. MAINTENANCE, DAMAGE AND LOSS: Lessee will, in accordance with Appendix A, keep and maintain the Equipment clean and in good working order and repair during the

Brine Maker Lease
DOT- ____ County
October 4, 2018

Lease Term. In the event the Equipment is lost or damaged beyond repair, Lessee shall pay to Lessor the replacement cost of the Equipment divided by the number of full and partial years remaining in the lease term; in addition, the obligations of this Agreement shall continue in full force and effect through the Lease Term.

10. INSURANCE: Lessee shall be responsible to maintain insurance on the Equipment with losses payable to Lessor against fire, theft, collision, and other such risks as are appropriate and specified by Lessor. Upon request by Lessor, Lessee shall provide proof of such insurance.

11. ENCUMBRANCES, TAXES AND OTHER LAWS: Lessee shall keep the Equipment free and clear of any liens or other encumbrances, and shall not permit any act where Lessor's title or rights may be negatively affected. Lessee shall be responsible for complying with and conforming to all laws and regulations relating to the possession, use or maintenance of the Equipment. Furthermore, Lessee shall promptly pay all taxes, fees, licenses and governmental charges, together with any penalties or interest thereon, relating to the possession, use or maintenance of the Equipment.

12. LESSORS REPRESENTATIONS: Lessor represents and warrants that it has the right to lease the Equipment as provided in this Agreement and that Lessee shall be entitled to quietly hold and possess the Equipment, and Lessor will not interfere with that right as long as Lessee pays the Rent in a timely manner and performs all other obligations under this Agreement.

13. OWNERSHIP: The Equipment is and shall remain the exclusive property of Lessor during the lease period. Upon conclusion of the lease term, ownership of the Equipment shall transfer to Lessee.

14. SEVERABILITY: If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. ASSIGNMENT: Neither this Agreement nor Lessee's rights hereunder are assignable except with Lessor's prior, written consent.

16. BINDING EFFECT: The covenants and conditions contained in the Agreement shall apply to and bind the Parties and the legal representatives, successors and permitted assigns of the Parties.

17. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

18. NOTICE: Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered

Brine Maker Lease
DOT- ____ County
October 4, 2018

by overnight delivery service to:

Lessor:

Lessee:

Either party may change such addresses from time to time by providing notice as set forth above.

19. ENTIRE AGREEMENT: This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement.

20. AMENDMENTS: This Agreement may be modified in writing and must be signed by both Lessor and Lessee.

21. CUMULATIVE RIGHTS: Lessor's and Lessee's rights under this Agreement are cumulative, and shall not be construed as exclusive of each other unless otherwise required by law.

22. WAIVER: The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement. The acceptance of rent by Lessor does not waive Lessor's right to enforce any provisions of this Agreement.

23. INDEMNIFICATION: Except for damages, claims or losses due to Lessor's acts or negligence, Lessee, to the extent permitted by law, will indemnify and hold Lessor and Lessor's property, free and harmless from any liability for losses, claims, injury to or death of any person, including Lessee, or for damage to property arising from Lessee using and possessing the Equipment or from the acts or omissions of any person or persons, including Lessee, using or possessing the Equipment with Lessee's express or implied consent.

24. ADDITIONAL TERMS & CONDITIONS: Lessee agrees to comply with APPENDIX A ("Memorandum of Understanding Concerning Use of High Capacity Brine Makers") regarding the use, maintenance, and storage of the Equipment. Lessee shall comply with all requirements of Section 85.17 of the statutes, Storage of Highway Salt, in the use, and location of the Equipment

[Remainder of Page Intentionally Left Blank]

Brine Maker Lease
DOT- ____ County
October 4, 2018

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed the day and year first above written.

LESSOR:

(Name)

(Position, if applicable)

LESSEE:

(Name)

(Position, if applicable)

Appendix "A"

"Memorandum of Understanding concerning use of High Capacity Brine Maker System"

This Memorandum of Understanding (MOU); issued _____ is designed to establish a shared basis of agreement and procedures that the County of _____ (County) and the Wisconsin Department of Transportation (Department) agree to follow for the use, storage, maintenance and chloride uses of the High Capacity Brine Maker System financed by the Department and transferred for ownership purposes to the County.

Specific Provisions: this section should identify factors specific to the individual piece(s) of equipment. (Examples are provided below.)

•High Capacity Brine Maker

- Acquisition Costs \$ _____ • Equipment ID _____
- Make/Model Description - _____
- MOU Agreement life is assumed to be _____
- Disposal date of this equipment _____

(Spare and replacement parts shall not be included in the acquisition costs.)

•Storage Tank

- Acquisition Costs \$ _____ • Equipment ID _____
- Make/Model Description - _____
- MOU Agreement life is assumed to be _____
- Disposal date of this equipment _____

(Spare and replacement parts shall not be included in the acquisition costs.)

General Provisions

- Full transfer of the above referenced equipment to _____ (County) will take place after 10 full winter seasons from the time of delivery. However, if the County wants to dispose of this equipment prior to the end of its estimated life, the County and the Department must agree on the financial terms associated with this disposal. (*Regional staff may contact the statewide bureau for additional guidance.*) The Department will not be charged depreciation for the above referenced equipment.

- The County will follow all relevant procedures and guidelines in the State of Wisconsin Department of Transportation Highway Maintenance Manual. By agreeing to receive the state funded High Capacity Brine Maker System the County is agreeing to the terms in this MOU with respect to the brines created by the High Capacity Brine Maker.

- Because the equipment was originally state financed, the Department will only be charged for brine costs under the following scenarios for use of this equipment:

Charging Policy to the State for cost pooling (per gallon charge):

- Not eligible in cost pool (per gallon charge):
 1. Building depreciation financed in whole or part by the state.
 2. Additives (should be charged for direct bill)
 3. State salt (this can be calculated by using 2.29 lbs/gallon)
 4. Equipment purchased by the state in whole or part
 5. Labor including fringe already paid through administration such as patrol supervisors and shop overhead such as shop supervisors
 6. Utilities that are not directly metered to production of brine
 7. Transportation of brine to storage tanks (may use Activity Code 070)
- ONLY Eligible Items in cost pool (per gallon charge) for state used brine
 1. Building and Grounds Allocation
 2. County salt if used (calculated at 2.29 lbs/gallon)
 3. Any supplementary equipment used in the brining operations, such as a loader, can be charged to the cost pool using the published Statewide Equipment Rates.
 4. Brining Equipment purchased by the county may be depreciated in the cost pool based on the guidance given in the Uniform Cost Accounting Manual.
 5. Maintenance and repairs of the brining equipment
 6. Labor and Fringe (not reimbursed elsewhere)
 7. Utilities if separately metered.

In accordance with 2 CFR 200, the variance carryforward method will be used in order to meet SS 84.07(2)(a).

Direct Charging:

- Brine for state system only:
 1. Use state salt
 2. Charge labor to RMA, Activity Code 072
 3. Deicer additives – Charge/Credit RMA, Activity Code 072
 4. Water – Charge gallons times price per gallon to RMA, Activity Code 072, if a separate water meter is attached to brine maker. Otherwise water is paid for in the-buildings and grounds cost pool.
 5. Equipment Maintenance – Charge to RMA, Activity Code 072

6. Transportation to outlying sheds for only the brine used on state highway system - Charge to RMA, Activity Code 070

- The Department shall **not** be charged for any costs associated with the making and supplying of brine to a municipality within the County. County salt and non-state system purchased deicer additives will be used for brine supplied to municipalities.
- The High Capacity Brine Maker System provided under this MOU shall **not** be used to provide brine to municipalities outside the county or to other counties if they are not using brine on the state system within their county.
- The Department will reimburse the county according to the procedures established in the Highway Maintenance Manual unless otherwise addressed in this MOU.
- All eligible state-related expenses for this equipment will be reimbursed through the Routine Maintenance Agreement. Typical eligible expenses include but are not limited to regular maintenance, insurance, purchased storage, and minor repair. *(The County and the Region may need to discuss and agree how to distribute certain costs between them.)*
- This equipment will be stored in a secure location when not in use. *(If needed, storage providing cover and protection from the weather may need to be considered.)*
- State trunk highway needs are given priority whenever conditions demand this equipment be employed.

County receiving high capacity brine maker will agree to:

1. Send all state highway plow operators to a chloride use education class TBD between the state and the county.
2. Increase brine use and education, while maintaining an acceptable level of service, with the goal of reducing the use of salt on the state system by 20% the first year and up to 50% longer term. The Department recognizes significant county capital investments may be needed to purchase or modify dispensing equipment, and therefore understands the exact timeframe for a county to convert to a more liquid application model for winter maintenance, and thereby achieve salt reduction goals, will vary. The salt reduction analysis will be based on the County's 5-year historical usage prior to this agreement and adjusted for winter severity. It is the department's discretion to determine whether the county is adequately working towards our mutual goal of significantly reducing salt use and demonstrating continued reduction of salt use.
3. Pilot a liquid-only plow route (LOR) by year-two using methods in application rate and additives determined by the 2018/2019 LOR pilot counties.
4. Assist the department in the development of BMP's to be shared statewide on anti-icing, pre-wetting and liquid only deicing.
5. Agree to review and consider the use of route optimization for county and state highway systems.
6. Track annual salt use reductions by increased use of brine per winter section and plow driver to determine salt savings in percent and provide documentation to support salt use reductions. Specifically, the amount of material used per storm, per season, per crew member, and per specific route, shall be documented and provided to the Department.

• If replacement of this High Capacity Brine Maker System at the end of its agreement life is desired by the County, _____ (County) is responsible for all equipment replacement costs. The acquisition, operating, and maintenance costs for the replacement equipment will be paid by the County and then reimbursed by the State through the procedures described in the Highway Maintenance Manual.

The parties below agree that the provisions as outlined above clearly define the roles and responsibilities for usage, maintenance and repair, billing, and replacement of the High Capacity Brine Maker System financed by the state and transferred after ten (10) full winter seasons for ownership purposes to _____ (County).

(County) Highway Commissioner/Committee

Date

(WisDOT) Regional Highway Operations Engineer

Date

State Highway Maintenance Engineer

Date

ROUTINE MAINTENANCE AGREEMENT

WOOD COUNTY

CALENDAR YEAR 2019

The State of Wisconsin Department of Transportation (hereafter called the Department) authorizes the maintenance project herein described, and the above designated County, represented by its County Highway Committee and Highway Commissioner, agrees to perform such operations and furnish such materials as listed below. It is understood that the maintenance services authorized under this agreement shall be accomplished in compliance with state and federal law, the Highway Maintenance Manual and under the general direction of the Department. Payment for services provided under this agreement shall be made to the county based on actual labor, including fringe benefit costs, machinery allowances as specified in the current MAINTENANCE MANUAL, CHAPTER 2, and material purchases authorized by the Department. Such payment shall be made upon presentation of accounts itemized and verified in accordance with regulations of the Department.

In connection with the services provided under this agreement, the County agrees not to discriminate against any employee or applicant for employment because of sex, age, race, religion, color, handicap, physical condition, developmental disability as defined in s.51.05(5), sexual orientation, or national origin. This provision shall include, but not be limited to the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The County further agrees to post in a conspicuous place, available for employees and applicants for employment, notices setting forth these provisions.

The disclaimer language as contained in the State Highway Maintenance Manual is included in this agreement by reference. The County is obligated to provide services under this agreement only to the extent it receives Department funding for the same. The Department recognizes that the County does not warrant that maintenance funds provided by the Department are sufficient to provide for a uniform level of service or standard of state highway maintenance applicable to all situations. Certain factors, including but not limited to, weather restrictions and funding or labor shortages, may make universal, year-round compliance with the goals expressed within this manual impossible to achieve.

PROJECT ID	COUNTY ACCT. NO.	DESCRIPTION	AMOUNT
0071-01-01	53321	ROADWAYS ASPHALT MAINTENANCE	NON INTERSTATE \$ 245,000
0071-01-03	53321	ROADWAYS CONCRETE MAINTENANCE	NON INTERSTATE \$ 83,600
0071-01-05	53321	ROADWAYS SHOULDERS	NON INTERSTATE \$ 155,000
0071-01-07	53321	RMN ROUTINE MISCELLANEOUS	NON INTERSTATE \$ 33,200
0071-01-11	53321	WINTER MAINTENANCE	NON INTERSTATE \$ 487,000
0071-01-21	53321	ROUTINE STRUCTURES	NON INTERSTATE \$ 85,000
0071-01-31	53321	ROADSIDES FACILITY MAINTENANCE	NON INTERSTATE \$ 30,000
0071-01-33	53321	ROADSIDES VEGETATION	NON INTERSTATE \$ 90,000
0071-01-40	53321	ADMIN NON PATROL SUPERVISION	BOTH \$ 58,000
0071-01-41	53321	ADMIN PATROL SUPERVISION	BOTH \$ 134,300
0071-01-51	53321	ROUTINE STRUCTURES	OFF SYSTEM \$ 7,000
0071-01-61	53321	SIGN REPAIR	NON INTERSTATE \$ 25,000

ESTIMATED COUNTY COSTS \$ 1,433,100

DATE: _____

ESTIMATED AMOUNT BUDGETED
 COUNTY LABOR \$ 692,000
 COUNTY EQUIPMENT \$ 455,900
 COUNTY MATERIALS \$ 167,300
 ADMINISTRATIVE SUPPORT \$ 117,900

County Highway Commissioner

TOTAL COUNTY COST \$ 1,433,100

Approved for DEPARTMENT OF TRANSPORTATION

DTSD Regional Director

Date

County Highway Committee

Director, Bureau of Highway Maintenance

Date

ROUTINE ROADWAY MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0871-01-01 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:

3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
1.92 MILES OF STH 73 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS		\$	70,000
Quantity	Measure	Description	
1700.00	TON	BITUMINOUS, AC MIXES, ROUTINE MAINT.	
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS	
COUNTY LABOR		\$	97,000
SALARY	\$	56,300	
FRINGE	\$	36,700	
OVERTIME	\$	4,000	
COUNTY EQUIPMENT		\$	67,300
ADMINISTRATIVE SUPPORT		\$	10,700
TOTAL PROJECT COSTS			\$ 245,000

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

1 SPOT REPAIR/POT HOLE REPAIR	2 CRACK SEALING/FILLING
3 SEALCOATING	4 WEDGING/RUT FILLING
5 MILLING/BUMP REMOVAL	8 THIN RESURFACING

ROUTINE ROADWAY MAINTENANCE AGREEMENT

WOOD COUNTY
 CALENDAR YEAR 2019

PROJECT ID: 0071-01-93 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
 below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
 activities on the State Trunk Highway System in WOOD County with the following exceptions:

1.08 MILES OF STH 13 IS MAINTAINED BY MARATHON COUNTY.
 3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
 4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
 1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
 1.92 MILES OF STH 73 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS

Quantity	Measure	Description
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS

\$ 12,500

COUNTY LABOR

\$ 44,000

SALARY \$ 26,300

FRINGE \$ 17,200

OVERTIME \$ 500

COUNTY EQUIPMENT

\$ 23,500

ADMINISTRATIVE SUPPORT

\$ 3,600

TOTAL PROJECT COSTS \$ 83,600

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

11 EMERGENCY REPAIR OF CONCRETE PAVEMENT
 13 REPAIR OF DISTRESSED PAVEMENT

12 NON-EMERGENCY REPAIR OF CONCRETE PAVEMENT

ROUTINE ROADWAY MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-05 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:

1.08 MILES OF STH 13 IS MAINTAINED BY MARATHON COUNTY.
3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
1.92 MILES OF STH 73 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS

Quantity	Measure	Description
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS

\$ 27,700

COUNTY LABOR

\$ 70,500

SALARY \$ 42,000

FRINGE \$ 27,500

OVERTIME \$ 1,000

COUNTY EQUIPMENT

\$ 50,000

ADMINISTRATIVE SUPPORT

\$ 6,800

TOTAL PROJECT COSTS \$ 155,000

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CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

21 GRAVEL SHOULDERS

22 PAVED SHOULDERS

ROUTINE MISC MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-07 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:

- 1.08 MILES OF STH 13 IS MAINTAINED BY MARATHON COUNTY.
- 3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
- 4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
- 1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
- 1.92 MILES OF STH 75 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

THIS AGREEMENT IS FOR MISCELLANEOUS MAINTENANCE.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS		\$	1,700
Quantity Measure Description			
1.00 LUMP SUM UNLISTED HIGHWAY MATERIALS			

COUNTY LABOR		\$	20,000
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SALARY	\$	11,800
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FRINGE	\$	7,800
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OVERTIME	\$	400
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COUNTY EQUIPMENT		\$	10,100
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ADMINISTRATIVE SUPPORT		\$	1,400
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TOTAL PROJECT COSTS \$ 33,200

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CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

- | | |
|--|---------------------------------------|
| 31 SWEEPING PAVEMENT | 32 TRAFFIC CONTROL |
| 33 SURVEILLANCE | 35 HAZARDOUS DEBRIS REMOVAL |
| 36 SITE PREPARATION FOR NEW SALT SHED FACILITY | 37 CONSTRUCTION OF SALT SHED FACILITY |

ROUTINE WINTER MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-11 (NON INTERSTATE)

The Winter Maintenance program on the State Trunk Highway System in WOOD County shall be performed as indicated below:

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform winter maintenance activities on the State Trunk Highway System in WOOD County with the following exceptions:

1.08 MILES OF STH 13 IS MAINTAINED BY MARATHON COUNTY.
3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
1.92 MILES OF STH 73 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

STATE FURNISHED MATERIALS

Quantity	Measure	Description
5500.00	TON	SODIUM CHLORIDES

COUNTY FURNISHED MATERIALS

Quantity	Measure	Description	
500.00	TON	SAND MIXTURE	\$ 8,000
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS	
1.00	LUM SUM	CHLORIDE STORAGE COSTS	

COUNTY LABOR

SALARY	\$ 100,000
FRINGE	\$ 64,500
OVERTIME	\$ 45,500

COUNTY EQUIPMENT

ADMINISTRATIVE SUPPORT

\$ 8,000

\$ 210,000

\$ 247,800

\$ 21,200

TOTAL PROJECT COSTS \$ 487,000

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

70 TRUCKING BRINE	71 PLOW & APPLY CHEMICALS
72 NON-STORM RELATED WINTER ACTIVITIES	73 APPLY LIQUID ANTI-ICING CHEMICALS
77 ALTERNATE CHEMICALS	78 TRUCKING SALT - SHED TO SHED WITHIN COUNTY
79 TRUCKING SALT FROM DEPOT INTO USER COUNTY SHED (S)	

ROUTINE BRIDGE & FERRY MAINTENANCE AND OPERATION AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-21 (NON INTERSTATE)

The routine bridge and ferry maintenance and operation program on the State Trunk Highway System in WOOD County shall be performed as indicated below:

WOOD COUNTY HIGHWAY DEPARTMENT

The WOOD County Highway Department shall provide the labor, equipment and authorized materials needed to perform routine maintenance and/or operation of bridges and ferry located on the State Trunk Highway System in WOOD County with the following exceptions:

WORK LIST WILL BE PROVIDED BY THE DEPARTMENT IN SPRING 2019.

A list of the bridges needing routine maintenance and a description of the type of work needed together with an estimated cost for each bridge is attached.

The estimated cost of the total Routine Bridge and Ferry Maintenance Operation program is listed below:

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS \$ 21,300

Quantity	Measure	Description
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS

COUNTY LABOR \$ 42,200

SALARY \$ 25,500

FRINGE \$ 16,600

OVERTIME \$ 100

COUNTY EQUIPMENT \$ 17,800

ADMINISTRATIVE SUPPORT \$ 3,700

TOTAL PROJECT COSTS \$ 85,000
=====

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

61 MAINTAIN/REPAIR SUPERSTRUCTURE
63 WATERWAY/SLOPE REPAIR

62 MAINTAIN/REPAIR SUBSTRUCTURE
65 TRAFFIC CONTROL FOR STRUCTURES/BRIDGE INSPECTIONS

ROUTINE ROADSIDE MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-31 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS	\$	5,000
Quantity Measure Description		
1.00 LUMP SUM UNLISTED HIGHWAY MATERIALS		

COUNTY LABOR	\$	18,000
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SALARY	\$	10,800
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FRINGE	\$	7,000
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OVERTIME	\$	200
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COUNTY EQUIPMENT	\$	5,700
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ADMINISTRATIVE SUPPORT	\$	1,300
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TOTAL PROJECT COSTS	\$	30,000
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CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

51 CLEAN/REPAIR DRAINAGE STRUCTURE	52 MAINTAIN ROADSIDE DRAINAGE
53 MAINTAIN/REPAIR BUILDINGS	54 MAINTAIN FACILITY GROUNDS
55 MAINTAIN SAFETY APPURTENANCES	

ROUTINE ROADSIDE MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-33 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:

1.08 MILES OF STH 13 IS MAINTAINED BY MARATHON COUNTY.
3.38 MILES OF STH 80 IS MAINTAINED BY JUNEAU COUNTY.
4.23 MILES OF STH 173 IS MAINTAINED BY JUNEAU COUNTY.
1.92 MILES OF STH 73 IN ADAMS COUNTY IS MAINTAINED BY WOOD COUNTY.
1.92 MILES OF STH 73 IN PORTAGE COUNTY IS MAINTAINED BY WOOD COUNTY.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS		\$	6,000
Quantity Measure Description			
1.00 LUMP SUM UNLISTED HIGHWAY MATERIALS			
COUNTY LABOR		\$	54,400
SALARY	\$	32,900	
FRINGE	\$	21,500	
OVERTIME			
COUNTY EQUIPMENT		\$	25,700
ADMINISTRATIVE SUPPORT		\$	3,900

TOTAL PROJECT COSTS \$ 90,000

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

41 MOWING	42 LITTER PICKUP
43 WOODY VEGETATION	44 CONTROL OF UNWANTED VEGETATION
45 URBAN MOWING	46 EMERALD ASH BORER TREE REMOVAL
47 POLLINATOR BEST MANAGEMENT PRACTICES	

ROUTINE ADMIN MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-40 (BOTH)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance
activities on the State Trunk Highway System in WOOD County with the following exceptions:THIS REIMBURSEMENT FOR TRAINING, MACHINERY STORAGE, MAINTENANCE, AND
REPAIR SHALL BE IN ACCORDANCE WITH THE CURRENT MACHINERY AGREEMENT.

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS

COUNTY LABOR

SALARY

FRINGE

OVERTIME

COUNTY EQUIPMENT

ADMINISTRATIVE SUPPORT \$ 58,000

LIABILITY INSURANCE \$ 27,600

RADIO \$ 1,600

EQUIPMENT STORAGE \$ 26,300

OTHER \$ 2,500

TOTAL PROJECT COSTS \$ 58,000
=====

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

91 FIX COST REIMBURSEMENTS
95 BACK PAY94 TRAINING
96 COMPASS (ASSOCIATED COSTS)

MAINTENANCE SUPERVISION AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-41

The supervision and direction of WOOD County Highway Department personnel performing maintenance on the State Trunk Highway System in WOOD County shall be the Patrol Superintendent(s) responsibility under the supervision of the County Highway Commissioner and the overall direction of the Wisconsin Department of Transportation. Reimbursement for the Patrol Superintendent(s) time, travel, and other incidentals shall be outlined below:

Since the State requires approximately 45.0 percent of 2 Patrol Superintendent(s) time to supervise and direct the county maintenance forces performing work for the State, the State agrees to pay 45.0 percent of the county's cost for the following items:

1. Salary and fringe Benefits
2. Transportation Costs at \$.520 per mile
3. Meals & Lodging, if appropriate
4. Training or Conferences, if approved by the DTSD Regional Director

THE ESTIMATED COST OF THIS PROGRAM IS LISTED BELOW:

COUNTY LABOR

SALARIES	\$	69,700
FRINGE BENEFITS	\$	50,200
OVERTIME		

TOTAL LABOR \$ 119,900

OTHER MISCELLANEOUS EXPENDITURES

FOOD, LODGING & TRAINING	\$	2,500
TRAVEL	\$	6,000

TOTAL MISCELLANEOUS (MATERIALS) COSTS \$ 8,500

ADMINISTRATIVE SUPPORT \$ 5,900

TOTAL PROJECT COSTS \$ 134,300

CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

93 SUPERVISION/ENGINEERING
95 BACK PAY

94 TRAINING

ROUTINE BRIDGE & FERRY MAINTENANCE AND OPERATION AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-51 COFF SYSTEM)

The routine bridge and ferry maintenance and operation program on the State Trunk Highway System in WOOD County shall be performed as indicated below:

WOOD COUNTY HIGHWAY DEPARTMENT

The WOOD County Highway Department shall provide the labor, equipment and authorized materials needed to perform routine maintenance and/or operation of bridges and ferry located on the State Trunk Highway System in WOOD County with the following exceptions:

WOOD COUNTY SHALL PROVIDE THE NECESSARY LABOR, EQUIPMENT, AND AUTHORIZED MATERIALS NEEDED TO PERFORM THE ROUTINE BRIDGE MAINTENANCE AND OPERATION (COFF-SYSTEM BRIDGE) ACTIVITIES ON THE RIVERVIEW BRIDGE, B-33, IN THE CITY OF WISCONSIN RAPIDS IN WOOD COUNTY.

A list of the bridges needing routine maintenance and a description of the type of work needed together with an estimated cost for each bridge is attached.

The estimated cost of the total Routine Bridge and Ferry Maintenance Operation program is listed below:

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS	\$	1,700
Quantity Measure Description		
1.00 LUMP SUM UNLISTED HIGHWAY MATERIALS		

COUNTY LABOR	\$	3,500
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SALARY	\$	2,900
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FRINGE	\$	1,400
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OVERTIME	\$	100
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COUNTY EQUIPMENT	\$	1,500
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ADMINISTRATIVE SUPPORT	\$	300
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TOTAL PROJECT COSTS	\$	7,000
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CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

61 MAINTAIN/REPAIR SUPERSTRUCTURE
63 WATERWAY/SLOPE REPAIR

62 MAINTAIN/REPAIR SUBSTRUCTURE
65 TRAFFIC CONTROL FOR STRUCTURES/BRIDGE INSPECTIONS

ROUTINE SIGN MAINTENANCE AGREEMENT

WOOD COUNTY
CALENDAR YEAR 2019

PROJECT ID: 0071-01-61 (NON INTERSTATE)

The Routine Maintenance program on the State Trunk Highway System in WOOD
below:

County shall be performed as indicated

WOOD COUNTY HIGHWAY DEPARTMENT

The county highway department shall provide the labor, equipment and authorized materials needed to perform routine maintenance activities on the State Trunk Highway System in WOOD County with the following exceptions:

STATE FURNISHED MATERIALS

COUNTY FURNISHED MATERIALS			\$	4,900
Quantity	Measure	Description		
1.00	LUMP SUM	UNLISTED HIGHWAY MATERIALS		

COUNTY LABOR	\$	12,500
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SALARY	\$	7,300
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FRINGE	\$	4,800
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OVERTIME	\$	400
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COUNTY EQUIPMENT	\$	6,500
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ADMINISTRATIVE SUPPORT	\$	1,100
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TOTAL PROJECT COSTS	\$	25,000
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CHARGES FOR THIS WORK SHALL BE SUMMARIZED BY THE FOLLOWING ACTIVITY CODES:

81 PERMANENT SIGN REPAIR

85 TEMPORARY/EMERGENCY SIGN REPAIR

ROUTINE MAINTENANCE AGREEMENT

COUNTY FURNISHED MATERIALS

WOOD COUNTY

Project Id	Description	Quantity	Unit	Estimated Unit Price	Budget Amount
0071-01-01	BITUMINOUS, AC MIXES, ROUTINE MAINT.	1,760.000	TON	\$ 35.0000	\$ 59,500.0000
0071-01-11	SAND MIXTURE	500.000	TON	\$ 10.0000	\$ 5,000.0000
0071-01-01	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$10,500.0000	\$ 10,500.0000
0071-01-03	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$12,500.0000	\$ 12,500.0000
0071-01-05	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$27,700.0000	\$ 27,700.0000
0071-01-07	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 1,700.0000	\$ 1,700.0000
0071-01-11	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 2,000.0000	\$ 2,000.0000
0071-01-21	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$21,300.0000	\$ 21,300.0000
0071-01-31	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 5,000.0000	\$ 5,000.0000
0071-01-33	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 6,000.0000	\$ 6,000.0000
0071-01-51	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 1,700.0000	\$ 1,700.0000
0071-01-61	UNLISTED HIGHWAY MATERIALS	1.000	LUMP SUM	\$ 4,900.0000	\$ 4,900.0000
0071-01-11	CHLORIDE STORAGE COSTS	1.000	LUM SUM	\$ 1,000.0000	\$ 1,000.0000

ROUTINE MAINTENANCE AGREEMENT

STATE FURNISHED MATERIALS

WOOD COUNTY

Project Id	Description	Quantity	Unit
0071-01-11	SODIUM CHLORIDES	5,500.000	TON

ADDENDUM TO 2019 WisDOT ROUTINE MAINTENANCE AGREEMENT

The terms of the Routine Maintenance Agreement (RMA), attached hereto, is by virtue of this addendum amended as follows:

Either party may, however, with 90 day written notice unilaterally terminate this agreement, effective if given/served prior to July 1st, 2019. Should the Wisconsin Department of Transportation (WisDOT) be given due and sufficient notice of the termination of this agreement by _____ County, DOT agrees to fulfill all of the contractual duties and responsibilities of _____ County prior to termination of this agreement. All other terms and conditions of said agreement unaffected by this amendment shall remain in full force and effect.

WisDOT agrees, in the event of such termination of services by the County, to strive to replace those services as expeditiously as possible. It is mutually understood that replacing the services that have been achieved through the long standing and effective business relationship between the state and the County would likely result in service gaps or interruptions that may be unavoidable as part of such transition. The County is not, however, responsible for any such service gaps or interruptions beyond the termination date of its RMA with WisDOT.

Any written notice of termination shall be served upon the following representatives by certified mail, return receipt requested:

On Behalf of _____ County:

Name of Highway Commissioner

Title

Street Address

City, WI Zip Code

COMM ROLAND HAWK
WOOD CO HWY DEPT
555 17TH AVENUE NORTH
WISCONSIN RAPIDS WI 54495

On Behalf of the Wisconsin Department of Transportation:

Secretary Dave Ross

Wisconsin Department of Transportation

4822 Madison Yards Way

Room S903

P.O. Box 7910

Madison, WI 53707-7910

County Highway Commissioner

Date

Rose Phetteplace, Bureau Director, Hwy. Maintenance

Date

ADDENDUM TO ROUTINE MAINTENANCE AGREEMENT – Calendar Year 2019

- (1) In the event that County makes a good faith determination that County's adherence to the guidelines, procedures, and standards set forth in the Wisconsin Department of Transportation's ("WisDOT") State Highway Maintenance Manual, as in effect and updated during the term of this Agreement (the "Maintenance Manual") in the maintenance, upkeep, and/or repair of State highways pursuant to this Agreement may, directly or indirectly, expose County to liability for damages related to Section 893.83(1), Stats., County may, in the exercise of County's discretion, contact WisDOT and present it with a written summary of the facts and circumstances concerning County's specific maintenance/repair request (the "Maintenance/Repair Authorization Request").
- (2) In the event that County presents WisDOT with a Maintenance Repair Authorization Request, WisDOT shall review the Maintenance Repair Authorization Request and shall provide County with WisDOT's written specifications and decision (the "WisDOT Maintenance Decision") within three (3) business days of its receipt concerning County's execution of any and all work set forth in the Maintenance Repair Authorization Request. WisDOT's Maintenance Decision represents its official, governmental decision and shall be a directive to County, requiring that County's actions shall conform to the written specifications set forth in the WisDOT Maintenance Decision.
- (3) WisDOT's Maintenance Decision renders it solely WisDOT's decision for County to proceed or refrain from proceeding with the maintenance work set forth in the Maintenance Repair Authorization Request. County and WisDOT expressly acknowledge that the foregoing procedure is intended to conform to the Wisconsin Court of Appeals' holding in Estate of Lyons v. CNA Insurance Companies and Strand Associates, Inc. and Donna K. Waller, 207 Wis. 2d 446 (1996).
- (4) WisDOT shall reimburse County for its Actual Costs (as defined below) incurred in defending any lawsuits initiated against County on or after January 1, 2019 as a result of County's adherence to WisDOT's Maintenance Decision in the following amounts: (a) in an amount not to exceed Fifty Thousand and 00/100 (\$50,000.00) Dollars per occurrence (the "Per-Occurrence Cap"), and (b) up to a combined annual amount for all Seventy Two (72) state counties in an amount not to exceed One Million and 00/100 (\$1,000,000.00) Dollars (the "Annual Cap"). For purposes of this Addendum, "Actual Costs" are defined as all actual expenses incurred by County for legal representation and investigative services in defending any lawsuits initiated against County on or after January 1, 2019, as a result of County's adherence to WisDOT's Maintenance Decision.
- (5) The specific procedures for WisDOT's reimbursement of County pursuant to paragraph (4), including but not limited to County's submission to WisDOT of appropriate documentation of County's legal and/or investigation expenses, shall be set forth in the Maintenance Manual.
- (6) County shall not be eligible for reimbursement of its Actual Costs until such time as (a) legal proceedings have been instituted against County in the form of County being served with a Summons and Complaint, and (b) notice of such legal proceedings and a copy of the Summons and Complaint has been delivered by certified mail to WisDOT, Office of General Counsel, 4822 Madison Yards Way, Room 922 South, P.O. Box 7910, Madison, WI 53707-7910. In the event that County is served with a Summons and Complaint and WisDOT has been properly notified in accordance with this paragraph, County shall be eligible for reimbursement of Actual Costs incurred retroactive to the date of the filing of any formal Notice of Claim which preceded service of the Summons and Complaint.
- (7) The reference to Section 893.83(1) of this Addendum notwithstanding, it is WisDOT's position that the provisions of Section 893.83(1) are not applicable to the County's performance of maintenance on the Wisconsin state trunk highway system pursuant to the Routine Maintenance Agreement, entered into between WisDOT and County pursuant to Subsection 84.07(1), Stats.

County Hwy Commissioner

Date

NC Region Maintenance Manager

Date

Step Up Pay

The goal of the step up pay policy is to provide additional compensation to those employees who go above and beyond the call of their job description by stepping up into higher pay grade positions for over 4 hours in a day. We were asked by the oversight committee to determine what the impact to the budget would be by implementing this policy. We did two analyses on how step-up pay might impact our budget. We included ILC in this analysis to stay consistent with other pay studies we have done and to show the actual total impact to the budget, not just the impact to the employee's take home pay.

John's Analysis

John looked at the budget impact of step-up pay from 2010 prior to ACT 10 and not including prevailing wage projects. Here is what we determined:

- 24 employees who were employed in 2010 were impacted by this.
- Lowest: \$5.12, Highest: \$254, Average: \$42.05, Median: \$20.20
- Total impact to budget pre ILC: \$1,009.28
- Total impact to the budget including 97.91% ILC: \$1,997.46

Notes:

- Based on 2010 rates which are comparable to now since most employees have not been moved up in pay much since then.
- Policy was similar to the proposed policy. Differences are:
 - An employee would get an increased rate for working any length of time in a higher pay position (not minimum 4 hours)
 - The pay scale was not created at that time, so it was a fixed amount for the position itself (not 10% of employee's pay rate)
- Did not include larger prevailing wage jobs since those had their own process to follow. This could have impacted the results significantly if we were doing many large construction jobs then.

Caity's Analysis

Caity inquired with the patrol superintendents as to who might have been impacted by this policy this year (2018). They identified 3 individuals who would have been consistently impacted by this policy. Of the three:

- Lowest: \$210.28, Highest: \$440.68, Average: \$354.24, Median: Statistically insignificant
- Total impact to budget: \$1,062.73
- Total impact to budget including 71.97% ILC: \$1,827.58

Notes: There are undoubtedly more scenarios where this would have applied this year but where it would be impossible for us to determine because the employee did not (and is not required to) track those. An obvious example would be where a bridge crew worker steps up as a lead person in situations where the bridge crew is working on two separate bridges. However, given the limited scope of the policy, it would not impact a significant number of employees, though the impact would be significant to those it does impact.

Discussion

It is likely that the budget impact would be higher than \$2000, but it is impossible for us to determine how high given that the scenarios we reviewed were vastly different in scope. It is estimated that the total budget impact, however, would be less than \$5,000 and would impact maybe 10 employees total.

8e.

Caitlin Carmody

From: Kelli Quinnell
Sent: Wednesday, October 24, 2018 9:40 AM
To: John Peckham; Caitlin Carmody
Cc: Roland Hawk; Kimberly McGrath
Subject: Clothing Reimbursement Form
Attachments: Clothing Reimbursement Form.docx

Hi John & Caity,

Kim asked that I send this attachment to you. Kim and I worked on putting together this reimbursement form modeled after what the Sheriff's Department uses.

The idea behind his form is that the employee would submit this to their supervisor who would submit it to Roland. Roland would decide if it is an allowable reimbursement. If so, he would sign off. Once he does that, he would give it to one of you to complete the "Highway Accounting Use Only" section. You would decide if the items are adaptable to streetwear or not (we will create a "cheat sheet" for you to assist with this) and fill in the amounts on the proper lines. Once that is completed, you would send the form to Payroll and they would process it.

There would also have to be a tracking element in place so maybe one of you would have a spreadsheet that you track each employee on so that you can monitor where they are at with their total allowance.

If you have any questions or suggestions for the form, we would be happy to receive any feedback.

Thanks,

Kelli Quinnell

Human Resources Assistant
Wood County Human Resources
P.O. Box 8095
Wisconsin Rapids, WI 54495-8095
kquinnell@co.wood.wi.us
P: 715-421-8457
F: 715-421-8692

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Wood County Highway Department Clothing Reimbursement Form

To submit a reimbursement request, the employee should complete this form and submit it along with a copy of an itemized receipt to their supervisor. The supervisor will forward it to the Department Head (Highway Commissioner) for approval. Once approved, the form will be submitted by the Department Head to Payroll for processing on the next paycheck.

Employee Name: _____

Position: _____

Item(s) to be reimbursed: _____

Amount of reimbursement: _____
(Limited to policy maximum)

Itemized receipt attached: _____ Yes _____ No *If no, submit an explanation.
Reimbursement may be denied without a receipt.*

I agree that the item(s) being reimbursed is for my personal use. I also agree that if the item is returned to the vendor after the reimbursement (to exclude an exchange for another similar item) I will refund the reimbursement to Wood County.

Employee
Signature: _____ Date: _____

Department Head
Signature: _____ Date: _____

Highway Accounting Use Only

Dollar amount of clothing adaptable to streetwear: _____ Payroll Code 1241
Dollar amount of clothing not adaptable to streetwear: _____ Payroll Code 1240

Payroll Use Only

Date Form Received: _____
Reimbursement on: _____ paycheck

WisDOT Bureau of Transit, Local Roads, Railroads
and Harbors
Local Transport Programs and Finance
4822 Madison Yards Way
6th Floor South
P.O. Box 7913
Madison, WI 53705

Governor Scott Walker
Secretary Dave Ross
wisconsindot.gov
Phone: (608) 267-4459
Todd.Wescott@dot.wi.gov



October 19, 2018

Roland Hawk
Wood County Highway Commissioner
Wood County Highway
555 17th Avenue North
Wisconsin Rapids, WI 54495

Re: Design I.D. 6940-00-00
Construction I.D. 6940-00-70
Cranberry Creek Bridge P710188

Dear Sponsor,

Enclosed please find an original signed copy of the WisDOT 2018-2022 Local Bridge Improvement Program State Municipal Agreement (SMA) for each project approved in the program cycle.

Please note that the project is not yet authorized to incur costs. We will inform you when the project is authorized for charges. If you have any questions concerning the scheduling or project authorization process, please contact your WisDOT Region Local Program Manager

Best regards,

Todd Wescott
WisDOT Local Bridge Statewide Program Manager
(608)-267-4459
todd.wescott@dot.wi.gov

cc: NC Region Local Program Manager (LPM)
Sandy Stankevich
(715) 365-5784
sandy.stankevich@dot.wi.gov



**STATE/MUNICIPAL AGREEMENT
FOR A STATE- LET LOCAL
BRIDGE PROJECT**

Program Name: Local Bridge

Sub-program #: 205

Cycle: 2017-2022

Date: August 1, 2018

I.D.: 6940-00-00_6940-00-70

Road Name: CTH GG

Bridge ID: P710188

Location: Cranberry Creek

Limits: Cranberry Creek Bridge P710188

County: Wood

Project Length: 131 FT

Facility Owner: County of Wood

Project Sponsor: County of Wood

Construction scheduled for State Fiscal Year: 2021

The signatory, County of Wood, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and effect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Sections 86.25(1), (2), and (3) and Section 66.0301 of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

All components of the project must be defined in the environmental document if any portion of the project is federally funded. The Municipality agrees to complete all participating and any non-participating work included in this improvement consistent with the environmental document. No work on final engineering and design may occur prior to approval of the environmental document.

Funding is limited to the minimum eligible project scope necessary for a safe and effective facility per WisDOT replace-in-kind policy. The funding for the project for both structure and approach is limited to:

- replacement of the existing facility,
- or, meeting minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code,
- or, an approved justification based on engineering principles that exceed either replace-in-kind or the FDM.

The Municipality may elect to construct alternative designs, but approved Local Bridge Improvement Assistance Program (s84.18(2)(e)) funding will be limited to a maximum of 80 percent of the cost of the minimum eligible scope of the project.

Application project justification statement: **Exterior girders have had some repair to them in 2009, when they experienced 35 - 75% section loss. Timber pilings in wings are hollow and it's assumed the timber piling supporting the abutments are also hollow. There is significant spalling, exposed rebar, and delamination on the bottom of the deck in bays 1, 5, & 7. The structure sufficiency rating is 43.2. Water depth and velocity in the stream fluctuates drastically and is causing significant scour in the downstream bank.**

	Existing Facility – Current structure and condition	Proposed Improvement – Approved scope	Notes:
Type of facility	Bridge		
Bridge ID	P710188		
Structure passes over	Cranberry Creek		
Clear bridge width	31.0 FT	30.0 FT	
Bridge length	22.0 FT	31.0 FT	
Total length of approach work		100 FT	
Number of spans	1	1	
Special safety issues	n/a		
Sidewalk	No	None	
Sidewalk along approach	n/a	n/a	
Bicycle / pedestrian improvements required		None	
Improvement type as indicated on project application		Replacement project - Existing Alignment	
Acquisition of right-of-way		No	
Approach width and type	22 FT	24 FT wide, Asphalt	
Approach shoulder width and type		3 FT wide, Asphalt/Gravel	
Bridge rail		Yes	
Beam guard		Yes	

Non-participating work, additional notes

Describe non-participating work included in the project and other work necessary to completely finish the project that will be undertaken independently by the Municipality. Please note that non-participating components of a project/contract are considered part of the overall project and will be subject to applicable federal requirements:

A municipality may elect to design a bridge or elements that exceed the current replace-in-kind policy, or that exceed minimum bridge standards as outlined in the WisDOT Facilities Development Manual (FDM) or applicable TRANS code, or are not justified as necessary based on current engineering principles. All costs for these features will be paid for 100% by the Municipality.

No specific work identified.

The Municipality agrees to the following 2018-2022 Local Bridge Program project funding conditions:

Project Design costs are funded with up to **80%** state funding up to a funding limit of \$33,036.00. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$33,036.00 state funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Project Construction costs are funded with up to **80%** state funding up to a funding limit of \$193,856.00. The Municipality agrees to provide the remaining **20%** and any funds in excess of the \$193,856.00 state funding limit. **Any real estate, railroad, or utility costs are 100% locally funded.**

Non-participating costs are 100% the responsibility of the Municipality. Any work performed by the Municipality prior to federal authorization is not eligible for federal funding. The Municipality will be notified by the State that the project is authorized and available for charging.

This project is currently scheduled in State Fiscal Year **2021**. **In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2018-2022 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024.** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State per WisDOT Change Management policy. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.

The dollar amounts shown in the Summary of Costs Table below are estimates. The final Municipal share is dependent on the final federal/state participation, and actual costs will be used in the final division of cost for billing and reimbursement.

In no event shall federal or State funding exceed the estimate in the Summary of Costs table, unless such increase is approved in writing by the State through the State's Change Management policy prior to the Municipality incurring the increased costs.

Additional funds will not be approved for projects where increased costs are due to changes outside of the project scope that were identified in the original application or the most recent State Municipal Agreement (SMA) (whichever is most current). Exceptions to this policy will be allowed when the change is necessary based on safety, conformance with applicable minimum federal and state standards, projected traffic needs, or other factors as determined by WisDOT.

SUMMARY OF COSTS

PHASE	Total Est. Project Cost	Federal / State Funds	%	Municipal Funds	%
ID 6940-00-00					
Design	\$29,676.25	\$23,741.00	80%	\$5,935.25	20% + BAL
State Review	\$11,618.75	\$9,295.00	80%	\$2,323.75	20% + BAL
<i>Project total</i>	\$41,295.00	\$33,036.00		\$8,259.00	
ID 6940-00-70					
Participating Construction	\$205,437.50	\$164,350.00	80%	\$41,087.50	20% + BAL
Construction Engineering	\$26,677.50	\$21,342.00	80%	\$5,335.50	20% + BAL
Non-Participating Construction	\$0,000.00		0%	\$0,000.00	100%
State Review	\$10,205.00	\$8,164.00	80%	\$2,041.00	20% + BAL
<i>Project total</i>	\$242,320.00	\$193,856.00		\$48,464.00	
Total Est. Cost Distribution	\$283,615.00	\$226,892.00		\$56,723.00	
*Design ID 6940-00-00 federal/state funding is limited to \$33,036.00					
*Construction ID 6940-00-70 federal/state funding is limited to \$193,856.00					

This request is subject to the terms and conditions that follow (pages 4 – 9) and is made by the undersigned under proper authority to make such request for the designated Municipality and upon signature by the State and delivery to the Municipality shall constitute agreement between the Municipality and the State. No term or provision of neither the State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Agreement.

Signed for and in behalf of: County of Wood (please sign in blue ink.)	
Name (print) <i>Roland Hawk</i>	Title <i>Commissioner</i>
Signature <i>[Signature]</i>	Date <i>10-9-18</i>
Signed for and in behalf of the State (please sign in blue ink.)	
Name (print) <i>June Coleman</i>	Title <i>WisDOT Program Policy Section Chief</i>
Signature <i>[Signature]</i>	Date <i>10/12/2018</i>

GENERAL TERMS AND CONDITIONS:

1. All projects must be in an approved Transportation Improvement Program (TIP) or State Transportation Improvement Program (STIP) prior to requesting authorization.
2. Work prior to federal authorization is ineligible for federal or state funding.
3. The Municipality, throughout the entire project, commits to comply with and promote all applicable federal and state laws and regulations that include, but are not limited to, the following:
 - a. Environmental requirements, including but not limited to those set forth in the 23 U.S.C. 139 and National Environmental Policy Act (42 U.S.C. 4321 et seq.)
 - b. Equal protection guaranteed under the U.S. Constitution, WI Constitution, Title VI of the Civil Rights Act and Wis. Stat. 16.765. The municipality agrees to comply with and promote applicable federal and state laws, executive orders, regulations, and implementing requirements intended to provide for the fair and equitable treatment of individuals and the fair and equitable delivery of services to the public. In addition, the Municipality agrees not to engage in any illegal discrimination in violation of applicable federal or state laws and regulations. This includes but is not limited to Title VI of the Civil Rights Act of 1964 which provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The Municipality agrees that public funds, which are collected in a nondiscriminatory manner, should not be used in ways that subsidize, promote, or perpetuate illegal discrimination based on prohibited factors such as race, color, national origin, sex, age, physical or mental disability, sexual orientation, or retaliation.
 - c. Prevailing wage requirements, including but not limited to 23 U.S.C 113.
 - d. Buy America Provision and its equivalent state statutes, set forth in 23 U.S.C. 313 and Wis. Stat. 16.754.
 - e. Competitive bidding requirements set forth in 23 U.S.C 112 and Wis. Stat. 84.06.
 - f. All applicable Disadvantaged Business Enterprise (DBE) requirements that the State specifies.
 - g. Federal statutes that govern the Highway Bridge Replacement and Rehabilitation Program, including but not limited to 23 U.S.C. 144.
 - h. State statutes that govern the Local Bridge Program, including but not limited to Wis. Stat. 84.18.

- i. Bridge approaches funding policy. The Federal Highway Administration (FHWA) and Wis. Stat. 84.18(2)(e) limit bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
- j. State administrative rule that implements Local Bridge Program: Ch. Trans 213.

STATE RESPONSIBILITIES AND REQUIREMENTS:

- 4. Funding of each project phase is subject to inclusion in Wisconsin's approved 2018-2022 Local Bridge Program. Federal/state financing will be limited to participation in the costs of the following items, as applicable to the project:
 - a. The grading, base, pavement, and curb and gutter, sidewalk, and replacement of disturbed driveways in kind.
 - b. The substructure, superstructure, grading, base, pavement, and other related bridge and approach items.
 - c. Storm sewer mains necessary for the surface water drainage.
 - d. Catch basins and inlets for surface water drainage of the improvement, with connections to the storm sewer main.
 - e. Construction engineering incident to inspection and supervision of actual construction work (except for inspection, staking, and testing of sanitary sewer and water main).
 - f. Signing and pavement marking.
 - g. New installations or alteration of street lighting and traffic signals or devices.
 - h. Landscaping.
 - i. Preliminary engineering and design.
 - j. State review services.
- 5. State is authorized by Wis. Stat. 84.18(6) to exercise whole supervision and control over the construction of the project. The work will be administered by the State and may include items not eligible for federal/state participation.
- 6. As the work progresses, the State will bill the Municipality for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs subject to project funding limits in the Summary of Costs Table. If reviews or audits show any of the work to be ineligible for federal/state funding, the Municipality will be responsible for any withdrawn costs associated with the ineligible work.

MUNICIPAL RESPONSIBILITIES AND REQUIREMENTS:

- 7. Work necessary to complete the 2017–2022 Local Bridge Program improvement project to be financed entirely by the Municipality or other utility or facility owner includes the items listed below.
 - a. New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.

- b. Damages to abutting property after project completion due to change in street or sidewalk widths, grades or drainage.
 - c. Detour routes and haul roads. The municipality is responsible for determining the detour route.
 - d. Conditioning, if required and maintenance of detour routes.
 - e. Repair of damages to roads or streets caused by reason of their use in hauling materials incident to the improvement.
 - f. All work related to underground storage tanks and contaminated soils.
 - g. Street and bridge width in excess of standards.
 - h. Real estate for the improvement
8. This line intentionally left blank.
 9. FHWA limits bridge approach costs to only those approach costs that are necessary to render the bridge serviceable (to reach the attainable touchdown points using current standards). On a program level, FHWA has determined that, on average, bridge approach costs should amount to no more than 10% of the cost for constructing the bridge, and the Municipality should be prepared to offer a justification of costs for any bridge project where the approach costs exceed that percentage.
 10. The construction of the subject improvement will be in accordance with the appropriate standards unless an exception to standards is granted by State prior to construction. The entire cost of the construction project, not constructed to standards, will be the responsibility of the Municipality unless such exception is granted.
 11. Work to be performed by the Municipality without federal/state funding participation, necessary to ensure a complete improvement acceptable to the Federal Highway Administration and/or the State may be done in a manner at the election of the Municipality but must be coordinated with all other work undertaken during construction.
 12. The Municipality is responsible for financing administrative expenses related to Municipal project responsibilities.
 13. The Municipality will include in all contracts executed by them a provision obligating the contractor not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. 51.01 (5), sexual orientation as defined in Wis. Stat. 111.32 (13m), or national origin.
 14. The Municipality will pay to the State all costs incurred by the State in connection with the improvement that exceed federal/state financing limits or are ineligible for federal/state financing. To guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
 15. **In accordance with the State's sunset policy for Local Bridge Program projects, the subject 2017-2022 Local Bridge Program improvement must be constructed and in final acceptance within six years from the start of State Fiscal Year 2019, or by June 30, 2024** Extensions may be available upon approval of a written request by or on behalf of the Municipality to State. The written request shall explain the reasons for project implementation delay and revised timeline for project completion.
 16. If the Municipality should withdraw the project, it will reimburse the State for any costs incurred by the State on behalf of the project.
 17. The Municipality will at its own cost and expense:

- a. Maintain all portions of the project that lie within its jurisdiction (to include, but not limited to, cleaning storm sewers, removing debris from sumps or inlets, and regular maintenance of the catch basins, curb and gutter, sidewalks and parking lanes [including snow and ice removal]) for such maintenance through statutory requirements in a manner satisfactory to the State, and will make ample provision for such maintenance each year.
- b. Regulate [or prohibit] parking at all times in the vicinity of the proposed improvements during their construction.
- c. Regulate [or prohibit] all parking at locations where and when the pavement area usually occupied by parked vehicles will be needed to carry active traffic in the street.
- d. Assume general responsibility for all public information and public relations for the project and to make fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
- e. Provide complete plans, specifications, and estimates to State upon request.
- f. Provide relocation orders and real estate plats to State upon request.
- g. Use the *WisDOT Utility Accommodation Policy*, unless it adopts a policy that has equal or more restrictive controls.
- h. Provide maintenance and energy for lighting.
- i. Provide proper care and maintenance of all landscaping elements of the project including replacement of any plant materials damaged by disease, drought, vandalism or other cause.

18. It is further agreed by the Municipality that:

- a. The Municipality assumes full responsibility for the design, installation, testing and operation of any sanitary sewer and water main infrastructure within the improvement project and relieves the state and all of its employees from liability for all suits, actions, or claims resulting from the sanitary sewer and water main construction under this agreement.
- b. The Municipality assumes full responsibility for the plans and special provisions provided by their designer or anyone hired, contracted or otherwise engaged by the Municipality. The Municipality is responsible for any expense or cost resulting from any error or omission in such plans or special provisions. The Municipality will reimburse State if State incurs any cost or expense in order to correct or otherwise remedy such error or omission or consequences of such error or omission.
- c. The Municipality will be 100% responsible for all costs associated with utility issues involving the contractor, including costs related to utility delays.
- d. All signs and traffic control devices and other protective structures erected on or in connection with the project including such of these as are installed at the sole cost and expense of the Municipality or by others, will be in conformity with such *Manual of Uniform Traffic Control Devices* as may be adopted by the American Association of State Highway and Transportation Officials, approved by the State, and concurred with by the FHWA.
- e. The right-of-way available or provided for the project will be held and maintained inviolate for public highway or street purposes. Those signs prohibited under federal highway regulations, posters, billboards, roadside stands, or other private installations prohibited by federal or State highway regulations will not be permitted within the right-of-way limits of the project. The Municipality, within its jurisdictional limits, will remove or cause to be removed from the right-of-way of the project all private installations of whatever nature which may be or cause an obstruction or interfere with the free flow of traffic, or which may be or cause a hazard to traffic, or which impair the usefulness of the project and all other encroachments which may be required to be removed by the

State at its own election or at the request of the FHWA, and that now such installations will be permitted to be erected or maintained in the future.

- f. The Municipality is responsible for any damage caused by legally hauled loads, including permitted Oversize and Overweight loads. The contractor is responsible for any damage caused to haul roads if they do not obey size and weight laws, use properly equipped and maintained vehicles, and do not prevent spilling of materials onto the haul road (*WisDOT Standard Specifications* 618.1, 108.7, 107.8). The local maintaining authority can impose special or seasonal weight limitations as defined in Wis. Stat. 349.16, but this should not be used for the sole purpose of preventing hauling on the road.

The bid item 618.0100 Maintenance and Repair of Haul Roads (project) is ineligible for federal funding on local program projects as per the State/Municipal Agreement. The repair of damages as a result of hauling materials for the project is the responsibility of the Municipality as specified in the State/Municipal Agreement Terms and Conditions under "Municipal Responsibilities and Requirements."

LEGAL RELATIONSHIPS:

19. The State shall not be liable to the Municipality for damages or delays resulting from work by third parties. The State also shall be exempt from liability to the Municipality for damages or delays resulting from injunctions or other restraining orders obtained by third parties.
20. The State will not be liable to any third party for injuries or damages resulting from work under or for the Project. The Municipality and the Municipality's surety shall indemnify and save harmless the State, its officers and employees, from all suits, actions or claims of any character brought because of any injuries or damages received or sustained by any person, persons or property on account of the operations of the Municipality and its sureties; or on account of or in consequence of any neglect in safeguarding the work; or because of any act or omission, neglect or misconduct of the Municipality or its sureties; or because of any claims or amounts recovered for any infringement by the Municipality and its sureties of patent, trademark or copyright; or from any claims or amounts arising or recovered under the Worker's Compensation Act, relating to the employees of the Municipality and its sureties; or any other law, ordinance, order or decree relating to the Municipality's operations.
21. Contract modification: This State/Municipal Agreement can only be modified by written instruments duly executed by both parties. No term or provision of neither this State/Municipal Agreement nor any of its attachments may be changed, waived or terminated orally.
22. Binding effects: All terms of this State/Municipal Agreement shall be binding upon and inure to the benefits of the legal representatives, successors and executors. No rights under this State/Municipal Agreement may be transferred to a third party. This State/Municipal Agreement creates no third-party enforcement rights.
23. Choice of law and forum: This State/Municipal Agreement shall be interpreted and enforced in accordance with the laws of the State of Wisconsin. The parties hereby expressly agree that the terms contained herein and in any deed executed pursuant to this State/Municipal Agreement are enforceable by an action in the Circuit Court of Dane County, Wisconsin.

PROJECT FUNDING CONDITIONS

24. Non-appropriation of funds: With respect to any payment required to be made by the State under this State/Municipal Agreement, the parties acknowledge the State's authority to make such payment is contingent upon appropriation of funds and required legislative approval sufficient for such purpose by the Legislature. If such funds are not so appropriated, either the Municipality or the State may terminate this State/Municipal Agreement after providing written notice not less than thirty (30) days before termination.
25. Maintenance of records: During the term of performance of this State/Municipal Agreement, and for a period not less than three years from the date of final payment to the Municipality, records and accounts pertaining to the performance of this State/Municipal Agreement are to be kept available for inspection and audit by representatives of the State. The State reserves the right to audit and inspect such records and accounts at any time. The Municipality shall provide appropriate accommodations for such audit and inspection.

In the event that any litigation, claim or audit is initiated prior to the expiration of said records maintenance period, the records shall be retained until such litigation, claim or audit involving the records is complete.

26. The Municipality agrees to the following 2017-2022 Local Bridge Program project funding conditions:

- a. ID **6940-00-00** Design is funded with 80% state funding up to a funding limit of \$33,036.00, where applicable when the Municipality agrees to provide the remaining 20% and any funds in excess of the \$33,036.00 state funding limit. This phase includes plan development and state review. The work includes project review, approval of required reports and documents and processing the final Plan, Specification & Estimate (PS&E) document for award of the contract. Costs for this phase include an estimated amount for state review activities, to be funded 80% with federal funding and 20% by the Municipality.
- b. ID **6940-00-70**: Any real estate acquisition is 100% the responsibility of the Municipality.
- c. ID **6940-00-70**: No compensable utility costs have been identified.
- d. ID **6940-00-70**: Construction
 - i. Costs for construction, engineering, and state review are funded with 80% state funding up to a funding limit of \$193,856.00, when the Municipality agrees to provide the remaining 20%, and any funds in excess of the \$193,856.00 state funding limit.
 - ii. Non-participating costs for are funded 100% by the Municipality. Costs include construction delivery.