

Unofficial Until Approved

Forestry & Parks Committee Minutes

May 20, 2016; 9:00 a.m.

Courthouse Auditorium, Neillsville, WI

Call to order 9:00 a.m.

Supervisors Present: Al Bower, Tom Wilcox, Joe Waichulis, Dale Mitte, Dean Zank

Supervisors Absent: None

Others present for all or some of the meeting: Rick Dailey – Forestry and Parks Administrator; John Wendorski – Forestry Manager; Marcus Aumann – Parks & Programs Manager; Jim Smagacz – Facilities Supervisor; Chris Schmitz – DNR Forester; Kelsey Egelhoff – DNR Liaison; Wayne Hendrickson – County Board Chair; Deputy Jesus Ibarra – Recreation Officer and Mary Olson-Back, Administrative Assistant

The Administrator presented the April 29, 2016 minutes. Motion by Joe Waichulis, seconded by Tom Wilcox to accept the April 29, 2016 minutes as presented. Voice vote, all ayes, with Dale Mitte being absent for the voice vote, motion carried.

Dale Mitte joined the meeting at 9:05 a.m.

The Administrator presented the April 2016 financial report for committee approval. Motion by Joe Waichulis, seconded by Tom Wilcox to accept the April 2016 financial report as presented. Voice vote, all ayes, motion carried.

The Administrator presented the year-end 2015 financial report for committee approval. Motion by Tom Wilcox, seconded by Dale Mitte to accept the year-end 2015 financial report as presented. Voice vote, all ayes, motion carried.

The Administrator presented the Program 2 year-end financial summaries. No action taken.

The Administrator presented the 2015 annual report for committee approval. Motion by Joe Waichulis, seconded by Tom Wilcox to accept the 2015 annual report as presented with the addition of a few updates. Voice vote, all ayes, motion carried.

Jim Smagacz provided an update on the inmate labor crew for the past month. Crews have been performing general maintenance and grounds keeping at the county campgrounds and parks. The county is also getting community service crews on a frequent basis. No action taken.

The Administrator introduced Deputy Jesus Ibarra as the new Clark County Recreation Officer. Deputy Ibarra has been working with Marcus Aumann and John Wendorski to become familiar with the Forestry and Parks Department programs and enforcement concerns. No action taken.

The Administrator reported on the Sherwood Lake Dam repair project. A pre-construction meeting is scheduled for May 31, 2016. The contractor who was awarded the project intends to begin work shortly after the pre-construction meeting. The contract, performance bonds and insurance paper work have been submitted by the contractor. The Municipal Dam grant that was awarded to Clark County for the project has been signed. No action taken.

John Wendorski reported on the Meteor Timber land acquisition project. The Knowles-Nelson Stewardship grant application that was applied for to complete the transaction has been sent to Joint Finance and is under passive review. The review process should be complete in the next week or two. The purchase agreement submitted by Meteor Timber was reviewed by Clark County Corporation Council and will be returned to the seller with a few minor edits. No action taken.

Marcus Aumann presented a proposal to provide tee shirts for Russell Memorial Park staff. The committee discussed the importance of park visitors being able to easily identify park staff while they are utilizing park facilities. The committee felt that if tee shirts are going to be used as a "uniform" for staff identification purposes then the department should furnish each employee with at least two shirts at no cost and require them to be worn while working. Committee asked that Marcus poll the current staff for a preference of shirt style before making the purchase. Motion by Tom Wilcox, seconded by Joe Waichulis to purchase 2 tee shirts per Russell Memorial Park employee on a trial basis to be worn while working and purchase a small number of extra shirts to be sold in the campground store. Voice vote, all ayes, motion carried.

John Wendorski presented the spring 2016 timber sale bids for committee approval. Discussion was held on the bids for Tract #14-16. Lambert Forest Products did not comply with bidding instructions by bidding a higher value for oak pulp than they bid for oak bolts. Motion by Dale Mitte, seconded by Tom Wilcox to disqualify Lambert Forest Product's bid on Tract #14-16 and award the contract for this tract to Joe Weyer who was the second highest bidder. Voice vote,

all ayes, motion carried. Motion by Tom Wilcox, seconded by Joe Waichulis to approve the remaining high bids as presented and award contracts. Voice vote, all ayes, motion carried.

Marcus Aumann presented a proposal to update the parks and forest firewood policy. Discussion was held on recent changes to the State Parks firewood policy and to recent discoveries of Emerald Ash Borer in Jackson County. Marcus indicated that the State Park firewood policy is very complicated and suggested that it is in Clark County's best interest to only allow firewood harvest from within Clark County to be transported into County owned property and/or facilities. Motion by Joe Waichulis, seconded by Tom Wilcox to only allow firewood harvested from within Clark County into County owned property and facilities. Voice vote, 3 ayes and 1 no by Dale Mitte, motion carried.

John Wendorski presented forest road gravel bids. Milestone Materials was the low bidder for the project. Motion by Tom Wilcox, seconded by Dean Zank to award Milestone Materials the contract for the forest road gravel project as presented. Voice vote, all ayes, motion carried.

The Administrator presented the Personnel Committee approved wage rate, recruitment timeline, and job posting to fill the vacant Maintenance Technician position for committee approval. Motion by Tom Wilcox, seconded by Dean Zank to approve the Maintenance Technician wage rate, recruitment timeline, and job posting as presented. Voice vote, all ayes, motion carried.

The Administrator, Marcus Aumann, and John Wendorski presented 8 department positions for Administrative Compensation Plan Reclassification (ACPR) approval. Each position was presented individually and the merits of each proposal were documented by Dale Mitte on the Supervisory Committee Review page as requested by Personnel Committee. Approved ACPR packets will be submitted to Personnel Committee for consideration in June. Marcus Aumann presented the ACPR for the Maintenance Technician position. Motion by Joe Waichulis, seconded by Tom Wilcox to approve the ACPR for the Maintenance Technician position as presented. Roll call vote, 5 ayes and 0 no, motion carried. Marcus Aumann presented the ACPR for the Construction Specialist/Heavy Equipment Operator position. Motion by Dale Mitte, seconded by Joe Waichulis to approve the ACPR for the Specialist/Heavy Equipment Operator position as presented. Roll call vote, 5 ayes and 0 no, motion carried. Marcus Aumann presented the ACPR for the Parks Worker position. Motion by Dean Zank, seconded by Joe Waichulis to approve the ACPR for the Parks Worker position as presented. Roll call vote, 5 ayes and 0 no, motion carried. Marcus Aumann presented the ACPR for the Facilities Supervisor position. Motion by Joe Waichulis, seconded by Dean Zank to approve the ACPR for the Facilities Supervisor position as presented. Roll call vote, 5 ayes and 0 no, motion carried. John

Wendorski presented the ACPR for the Forestry Technician position. Motion by Joe Waichulis, seconded by Tom Wilcox to approve the ACPR for the Forestry Technician position as presented. Roll call vote, 4 ayes and 1 no from Dale Mitte, motion carried. John Wendorski presented the ACPR for the Forester position. Motion by Joe Waichulis, seconded by Tom Wilcox to approve the ACPR for the Forester position as presented. Roll call vote, 5 ayes and 0 no, motion carried. The Administrator presented the ACPR for the Administrative Assistant position. Motion by Tom Wilcox, seconded by Joe Waichulis to approve the ACPR for the Administrative Assistant position as presented. Roll call vote, 5 ayes and 0 no, motion carried. The Administrator presented the ACPR for the Parks & Programs Manager position. Motion by Joe Waichulis, seconded by Tom Wilcox to approve the ACPR for the Parks & Programs Manager position as presented. Roll call vote, 5 ayes and 0 no, motion carried.

The Forestry and Parks Administrator flex schedule was presented for committee approval. Motion by Dale Mitte, seconded by Joe Waichulis to approve the Forestry and Parks Administrator flex schedule as presented. Voice vote, all ayes, motion carried.

Under General Department Updates, no report.

Under Forest Management Updates, John Wendorski presented the town severance payment report for the 2015 calendar year. The total payment to towns with county forest land was \$292,099.43. Maps and pictures of Garlic Mustard sites on the county forest were presented to committee. This invasive species was first discovered in 2014 along ATV trails and new sites are continually being discovered and treated. All sites are associated with recreation trails or illegal dumping. Attendance for the upcoming WCFA summer tour was discussed. The Administrator reported that the USDA will be trapping and collaring wolves on the county forest. This is an annual activity.

Under Parks Management Updates, the Administrator updated the committee on the Black River County Park project. The 2004 Department of Transportation environmental assessment was sent to DNR for review. Marcus Aumann discussed the opening for an Assistant Park Manager at Rock Dam Park. All campgrounds are wrapping up the final touches in preparation for the upcoming holiday weekend which we expect to be extremely busy.

Under Trails Management Update, Marcus Aumann presented that the trails were very dry but still in good operating condition and that there are currently no closures. A lot of use is expected over the upcoming weeks.

Under Fairgrounds Management Updates, Jim Smagacz reported that the north and south fairground entrances/gates have been completed. This project included widening the south

entrance and installing a gate on the north entrance. Quotes are being solicited to widen the south entrance.

Under Bruce Mound Management Updates, no report.

Dale Mitte left the meeting at 3:50 p.m.

Under Dams Management Update, the Administrator reported that the Mead Lake Dam Attendants were invited to attend this meeting but declined.

No personnel wage rate changes were presented.

April 2016 vouchers were reviewed. Motion by Joe Waichulis, seconded by Tom Wilcox to approve vouchers as presented. Voice vote, all ayes, motion carried.

Call for Public Comment – None received.

Committee discussed future 2016 Forestry and Parks Committee meeting dates.

Next regular meeting date was set for June 22, 2016 at 9:00 a.m. in the Courthouse Auditorium.

Motion to adjourn at 3:55 p.m. by Joe Waichulis, seconded by Tom Wilcox. Voice vote, all ayes, motion carried.

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Rick Dailey, Secretary