

Vilas County Forestry, Recreation, & Land Committee Minutes

2 May 2012

Members Present: Stephen Favorite, Chair
Sig Hjemvick, Vice Chair
Leon Kukanich
Ralph Sitzberger
Charles Rayala, Jr.

Others Present: Lawrence Stevens, CF, Forest Administrator
Constance Valkenaar, Administrative Secretary
Dale Mayo, Parks Tech/Snowmo Prog. Coordinator
Jill Nemec, DNR Forestry Liaison
Martha Milanowski, Corporation Counsel
Ken Anderson, Media
Diane Arendt, WDOT
Holly Tomlanovich, Sno-Eagles
Greg Maines, Tom Boettcher, Mike Weber, Dave Koenipecke, Surveyors
Mike Kieffer, Youth Soccer, Pat Weber, ER Baseball
Ron De Bruyne, County Board

The meeting was called to order at 8:30 a.m. by Chairman Favorite, who advised that this was a public meeting and that notification of the meeting with the agenda was sent to the Committee members, the County Board Chairman, the Vilas County Clerk, the Vilas County Corporation Counsel, the Vilas County News-Review, the Lakeland Times, FYI Wisconsin, Radio Stations WRJO and Coyote 93.7, and the Northwoods River News. The notice and agenda were also posted on the Courthouse and Forestry Department bulletin boards. This notification was verified by the Forestry Department Administrative Secretary.

- 1) Motion by Kukanich, seconded by Sitzberger to approve the agenda in any order at the discretion of the Chair. Motion carried unanimously.
- 2) Motion by Hjemvick, seconded by Sitzberger, to approve the minutes of the 4 April 2012 meeting. Motion carried unanimously.
- 3) Scat Lake Misdemeanor Proposals: Proposals were received from Eagle Landmark Surveying (\$2,650) and Maines & Associates (\$5,700). Each company explained the contents of his proposal and reasons therefore. Motion by Hjemvick, seconded by Rayala, to accept the proposal of Maines & Associates. Discussion. It was the decision of the Committee that the proposal of Maines would best address the County's interests. Motion carried unanimously.
- 4) WDOT Elevation Monumenting Project: Arendt explained the project. She will send a file to Stevens with the locations. Motion by Rayala, seconded by Sitzberger, that the County has no objection to the placement of the monuments on County owned land subject to site approvals by Department Head. Motion carried unanimously.
- 5) OSP Soccer & Baseball Lease: Corp Counsel has revised the use lease for the Soccer association and added the Baseball organization to the lease. Kieffer and Weber advised that they have reviewed the lease, with no issues. They advised that they will

work out the maintenance agreement regarding restrooms, etc., between them. Motion by Hjemvick, seconded by Sitzberger, to approve the lease with the condition that the Certificates of Insurance for both lessees are up to date. Motion carried unanimously

- 6) OSP Field Lighting Project: Stevens advised that the invoice for the lighting equipment is included with the monthly bills, along with a surveying bill for setting the points where the light poles will be placed. Stevens advised that upon identifying the pole locations, the poles lie within the corners of the U-14 soccer field which was accommodated by the breaks in the fence line. In the most recent correspondence with Musco, Musco advised Stevens that they adjust the position of the lights to accommodate the pole location, about 5 feet. Stevens advised that 5 feet will not be enough, it has to be moved about 15 feet. Musco will have to accommodate the 15 feet moving of the poles; they do that when they set the lights at the factory. Stevens contacted the parties involved and left a map on the front office counter for their review; no one showed up to take a map or give any direction as to how this situation will be resolved. Favorite commented that someone should be on site when the poles are placed to make sure they are placed properly.
- 7) Tax Deed Land Appraisals: Stevens reported that quotes were solicited from Vilas County certified appraisers to perform the tax deed appraisals:

Appraisal Associates	\$150 improved and unimproved parcels
Executive Appraisals:	\$225 improved; \$200 unimproved parcels
Walls Appraisals	\$275 improved; \$225 unimproved parcels. Discussion.

The information in the appraisals was abbreviated to keep the cost at a minimum and includes: the appraiser, a map of the parcel, the comparison of parcel values, and the appraised value of the parcel. Motion by Sitzberger, seconded by Kukanich, to work with Appraisal Associates. Motion carried unanimously.
- 8) Phelps ATV Request: Mayo advised that Town of Phelps requests joint meeting between County Highway & County Forestry in order to advance to the County Board Phelps' County Road use requests for ATV use. The meeting will be set for 18 May 2012 at 9:00 a.m., Vilas County Courthouse Conference Rooms.
- 9) Insurance Requirements for Contract Bidding: Stevens advised that it has been normal Department procedure during recent years to require proof of insurance, including workers compensation, at the time of bid submission. In checking into the history of this practice due to inquiries from prospective bidders, it was discovered that there appears to be no record as to the origin of this policy, and the Department is requesting clarification from the Committee. Discussion points included: the need to have proof of insurance before start of contracted work, and the inconvenience to the County of awarding a bid and subsequently having to re-award to a different contractor because the successful bidder does not have the required insurance to commence work. Another issue is that in the case of an independent contractor with no employees, state law doesn't require Workers Compensation insurance, but Vilas County does. The Committee discussed the fact that the County needs to protect its interests by requiring the proof of Workers Comp prior to actual work being done, but the burden of the expense for a small business should be considered. Motion by Hjemvick that the Committee shall allow anybody to bid on the Forestry Department contracts, but prior to signing the contract the contractor shall have 7 working days to provide proof of insurance including Workers Compensation. If they fail to do so, the bid shall be awarded to the next highest bidder. Seconded by Sitzberger, motion carried unanimously.

- 10) Timber Sales Bid Opening: Bids were opened on 17 tracts of timber for sale. Motion by Rayala, seconded by Kukanich, to accept the highest bid on each tract, provided the math is correct when verified by the Department, and that the bid meets the minimum required. Motion carried unanimously. A copy of the bid results is attached.
- 11) Timber Sales Contracts/Forest Management: Stevens gave the report, a copy of which is attached.
- 12) 11:08 a.m. Favorite excused himself.
- 13) Communications: Letter from American Tower Corporation (ATC) regarding the lease with County for cell tower, requesting the Department contact them to discuss options for the future of the lease. The Committee advised Stevens to work with the Communications Committee. Anderson advised that he will not serve on the WI Conservation Congress this year. Russ Warye is the new chairman, and he will continue the practice of providing the Committee with annual reports.
- 14) Sustainable Forestry Grant: The grant was approved to help pay for a 6 month forestry intern. 50% will be paid to the County up front (\$16/hour + benefits). This position was approved by Personnel.
- 15) Brush Rake: This was discussed at the April meeting. As directed, Stevens did some research, and found that the DNR is not interested in purchasing the brush rake. The Committee discussed how best to effect the sale of this equipment. Motion by Sitzberger, seconded by Rayala, to use the auction service with a minimum bid of \$6,000. Motion carried unanimously.
- 16) Events at Fairgrounds: The annual schedule for 2012 has been received and will be kept on file.
- 17) Snowmobile Safety Committee: Hjemvick has provided the Committee with copies of his first annual report.
- 18) Abandoned Railroad Grades: No action.
- 19) Monthly Budget Summary: No problems noted. Stevens was advised by the Committee that the 1998 truck to be replaced shall be sold at same auction service as the brush rake.
- 20) Monthly Bills: Motion by Rayala, seconded by Kukanich, to approve the bills and forward them to Finance. Motion carried unanimously.
- 21) Next Meeting Date: The joint meeting with the Highway Committee to address the Town of Phelps request to use County Highways for ATV trails will be May, 18, 2012 at 9:00 a.m. in the Vilas County Courthouse Conference Rooms. The next regular meeting of the Forestry Committee will be 6 June 2012, 8:30 a.m., Courthouse. Rayala is excused for schedule conflict.

The meeting was adjourned at 12:48 a.m.

Minutes reflect the recorders' (Valkenaar & Stevens) notations and are subject to approval by the appropriate board or committee.