

**LINCOLN COUNTY  
FORESTRY, LAND AND PARKS COMMITTEE**

**January 15, 2024 9:00 AM**

Meeting Location: **Room 156** Government Services Center 801 N. Sales St., Merrill, WI 54452

**ALL OFFICES ARE CLOSED TO THE PUBLIC TODAY. PLEASE ENTER THROUGH LOWER LEVEL DOORS.**

**Electronic Attendance Available:** Persons wishing to attend the meeting electronically may enter the meeting beginning ten minutes prior to the start time indicated above using the following number or address:

Meeting ID: <https://meet.google.com/hnk-qrtg-ejq>

Phone Number: (US) +1 516-324-4932

PIN: 452 524 176#

The teleconference cannot start until the host dials in and enters the host password. In the event there is an unforeseen technical difficulty that prevents all or a part of the meeting from being available electronically, the meeting will continue in person and those wishing to attend can appear in person at the location indicated in this agenda.

**Attendance Policy:** Lincoln County encourages all individuals attending in person to follow the most recent CDC guidelines for vaccinated and unvaccinated individuals. All public participants' phones, microphones and chat dialog boxes will be muted or disabled during the meeting.

**Agenda**

1. Call meeting to order.
2. Approve minutes of December 11, 2023 meeting.
3. Review year to date budget report.
4. Comment from members of the public or invited guests.
5. Open and award Timber sale bids.
6. Award tree planting bid.
7. Discuss engineering expense quotes for Highway 8 ATV trail.
8. Accept donation of \$2,000 from Tug Lake Association.
9. Update on Jeep ride proposal.
10. Approve addition of an ADA accessible dock and kayak launch to the ARPA Request for Camp New Wood.
11. Approve purchase of a new dump box for quad axle dump truck.
12. Approve committee member attendance, mileage and per diem for WCFA Spring Meeting in Madison, Feb. 13-15, 2024.
13. Approve Administrator's time sheets.
14. WDNR Report.
15. Review Administrator's written report.
16. Close timber sales.
17. Set next meeting date.
18. Adjourn.

**DISTRIBUTION:**

Committee Members – Norbert Ashbeck, William Bialecki, Don Wendorf, Greg Hartwig, Kenneth Wickham, Other County Supervisors, Department Heads, and Local Media

Posted on \_\_\_\_\_ at \_\_\_\_\_ .m. by \_\_\_\_\_

**Requests for reasonable accommodations for disabilities or limitations should be made prior to the date of this meeting. Please contact the county clerk, at 715-539-1019 or [chris.marlowe@co.lincoln.wi.us](mailto:chris.marlowe@co.lincoln.wi.us), as early as possible so that proper arrangements can be made. Requests are kept confidential.**

#### GENERAL REQUIREMENTS:

1. Must be held in a location which is reasonably accessible to the public.
2. Must be open to all members of the public unless the law specifically provides otherwise.

#### NOTICE REQUIREMENTS:

1. In addition to any requirements set forth below, notice must also be in compliance with any other specific statute.
2. Chief presiding officer or his/her designee must give notice to the official newspaper and to any members of the news media likely to give notice to the public.

#### MANNER OF NOTICE:

Date, time, place, and subject matter, including subject matter to be considered in a closed session, must be provided in a manner and form reasonably likely to give notice to the public.

#### TIME FOR NOTICE:

1. Normally, a minimum of 24 hours prior to the commencement of the meeting.
2. No less than 2 hours prior to the meeting if the presiding officer establishes there is a good cause that such notice is impossible or impractical.

#### EXEMPTIONS FOR COMMITTEES AND SUB-UNITS:

Legally constituted sub-units of a parent governmental body may conduct a meeting during the recess or immediately after the lawful meeting to act or deliberate upon a subject which was the subject of the meeting, provided the presiding officer publicly announces the time, place, and subject matter of the sub-unit meeting in advance of the meeting of the parent governmental body.

#### PROCEDURE FOR GOING INTO CLOSED SESSION:

1. Motion must be made, seconded, and carried by roll call majority vote and recorded in the minutes.
2. If motion is carried, chief presiding officer must advise those attending the meeting of the nature of the business to be conducted in the closed session, and the specific statutory exemption under which the closed session is authorized.

#### STATUTORY EXEMPTIONS UNDER WHICH CLOSED SESSIONS ARE PERMITTED:

1. Deliberation of judicial or quasi-judicial matters. Sec. 19.85(1)(a)
2. Considering dismissal, demotion, or discipline of any public employee or the investigation of charges against such person and the taking of formal action on any such matter; provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action is taken. The person under consideration must be advised of his/her right that the evidentiary hearing be held in open session and the notice of the meeting must state the same. Sec. 19.85(1)(b).
3. Considering employment, promotion, compensation, or performance evaluation data of any public employee. Sec. 19.85(1)(c).
4. Considering strategy for crime detection or prevention. Sec. 19.85(1)(d).
5. Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons require a closed session. Sec. 19.85(1)(e).
6. Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of specific charges, which, if discussed in public would likely have an adverse effect on the reputation of the person referred to in such data. Sec. 19.85(1)(f).
7. Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g).
8. Considering a request for advice from any applicable ethics board. Sec. 19.85(1)(h).

#### CLOSED SESSION RESTRICTIONS:

1. Must convene in open session before going into closed session.
2. May not convene in open session, then convene in closed session and thereafter reconvene in open session with twelve (12) hours unless proper notice of this sequence was given at the same time and in the same manner as the original open meeting.
3. Final approval or ratification of a collective bargaining agreement may not be given in closed session.

#### BALLOTS, VOTES, AND RECORDS:

1. Secret ballot is not permitted except for the election of officers of the body or unless otherwise permitted by specific statutes.
2. Except as permitted above, any member may require that the vote of each member be ascertained and recorded.
3. Motions and roll call votes must be preserved in the record and be available for public inspection.

#### USE OF RECORDING EQUIPMENT:

The meeting may be recorded, filmed, or photographed, provided that it does not interfere with the conduct of the meeting or the rights of the participants.

#### LEGAL INTERPRETATION:

1. The Wisconsin Attorney General will give advice concerning the applicability or clarification of the Open Meeting Law upon request.
2. The municipal attorney will give advice concerning the applicability or clarification of the Open Meeting Law upon request.

#### PENALTY:

Upon conviction, any member of a governmental body who knowingly attends a meeting held in violation of Subchapter IV, Chapter 19, Wisconsin Statutes, or who otherwise violates the said law shall be subject to forfeiture of not less than \$25.00 nor more than \$300.00 for each violation.

**Lincoln County Forestry, Land and Parks Committee**  
**Minutes of Monday, November 13, 2023 @ 9:00 A.M.**  
**Lincoln County Service Center, Room 257**  
**801 N. Sales St., Suite 106, Merrill, WI 54452 \*\*715-539-1034\*\***

**Members Present:** Greg Hartwig, Norbert Ashbeck, Ken Wickham, William Bialecki, Don Wendorf

**Absent:**

**Members Excused:**

**Visitors:** Dean Bowe, Amy Krueger, Bill Groth, Jeni Burton (virtual), Don Nelson, Aaron Wallner, Joe Kafczynski

1. Call meeting to order. The Lincoln County Forestry, Land and Parks Committee met on Monday, December 11, 2023, in Conference Room 257, Lincoln County Service Center. The meeting was called to order by Bialecki at 9:00 a.m.
2. Approve minutes of November 13, 2023. Motion by Wickham, second by Hartwig to approve minutes of November 13, 2023 meeting as printed. All Ayes. Motion Carried. All ayes. Motion carried.
3. Review year to date budget report. Dean stated there was a large expenditure for well abandonment paid from the Parks account that will be reimbursed at 50%. The Committee reviewed year to date budget report and placed on file.
4. Comments from members of the public or invited guests. Don Nelson from Domtar introduced himself and indicated that he would be attending meetings frequently to help answer any forest products market questions.
5. Open and award Timber Sale Bids. None
6. Award Truck Dump Box bid. None. Dean will look into getting quotes from manufacturers for a replacement dump box.
7. Approve Organized Event for February 3, 2024 – IAT Snowshoe Hike. Dean mentioned that this is also the Free Pass weekend. Motion to approve by Ashbeck with a second by Wickham. All ayes. Motion carried.
8. Approve Organized Event for February 24, 2024 – Ironbull Fat Bike and Snowshoe Race. Discussion followed. Motion by Wickham with a second by Wendorf. All ayes. Motion carried.
9. Approve working with Corporation Counsel on reciprocating road easement with Tomahawk Timberlands. Dean informed the committee that Tomahawk Timberlands owns a large area of property in the western side of the county and has proposed a reciprocating easement for accessing an area from Bridge Road. A reciprocating easement would benefit both and potentially provide long term access for the County regardless of the property being sold. Discussion followed. Motion to approve working with Corp Counsel on an easement by Hartwig, second by Wickham. All ayes. Motion carried.
10. Approve Letter of Consent for the Great Pinery Heritage Waterway to apply for National Water Trail designation. Dean informed the Committee that the group has requested a letter supporting the application for the waterway to be designated a National Water Trail. Giving the area more exposure on a national level. Dean provided a FAQ sheet from the National Park Service website. Discussion followed. Motion by Wendorf to approve Letter of Consent with a second by Hartwig pending review by Corporation Counsel. All ayes. Motion carried.
11. Approve Mutual Access Agreement between Lincoln County and David F Jackson Revocable Trust, Daniel Jackson-Trustee. Dean explained this is renewing an agreement between Lincoln County and an adjacent landowner that has been in effect for many years with the only change being the Trustee of the property. Discussion followed. Motion by Ashbeck to approve with a second by Wickham. All ayes. Motion carried.
12. Discuss Engineering Expense Quotes for development of Highway 8 ATV Trail. Dean explained that he had requested quotes from three local engineering firms to provide engineering cost estimates for two potential routes for a proposed ATV trail. Dean stated said that Becher Hoppe and MSA had submitted similar quotes but is still waiting for a quote from REI. Dean explained that he had attended a Town of Bradley meeting a few months back and that they would support a trail from Rapel Road to Essex Road or a trail from Derleth Rd to Highway U. The trail from Rapel Road to Essex Road would be approximately 1000 feet long the trail from Derleth Road to Highway U would be approximately 1.4 miles long. It is unknown if the ORV Council would provide development and maintenance funding for either trail There are many additional issues to consider with the longer trail. Discussion followed. Committee request that Town of Bradley chair be invited January meeting. Motion to table until next month by Hartwig with a second by Wendorf.

13. Update on ARPA Projects. Dean updated the committee on the status of the projects. Shop crew has been working on the road and sites in New Wood Campground and it is coming along. Armstrong Gravel crushing did site did not produce as much gravel as we had hoped for so there is money left to spend. Would like to contract with private contractor to purchase and haul gravel with some of the remaining funds. Working on the Prairie Dells bridge project with Zoning, surveyor and DNR. Looked at Otter Lake walking trail reroute. Worked on getting quotes for drilling wells at New Wood and Otter Lake.
14. Update on River Bend Trail connection to Marathon County. Dean explained the groups involved in working on this potential trail have received 5 quotes from engineering firms interested in developing a master plan for the connecting trail. The River Bend Trail group had stated that they would pay for the development of the master plan for the trail. Main objectives for the master plan include locating possible routes, trail design, identification of private ownership, wetland issues, water crossing issues and potential solutions. Discussion followed
15. Approve Well Drilling and Pump Installation proposals for Otter Lake and Camp New Wood. Dean informed the committee that two quotes were received. Dean calculated the estimated costs for each well based on a specified depth and they were very similar in price. Jelenik did not provide a quote for the well in New Wood. His recommendation is to have Jelinek for the Otter Lake wells and Brunner to do New Wood. Motion by Hartwig with second by Wendorf to approve per Dean's recommendation.
16. Approve Snowmobile Trail License with Tomahawk Timberlands, LLC. Dean explained that a large area of private forest was purchased by Tomahawk Timberlands last year at this time which prevented a major snowmobile trail connector to Taylor County remain closed last season. Dean stated that he had received the proposed license from Tomahawk Timberlands last Monday. He forwarded the document to Corp Counsel for review and no major issues were found. Dean recommended accepting the license for this year and work on minor changes for the future. Motion by Hartwig to approve the snowmobile license, second by Wickham. All ayes. Motion carried.
17. Approve Administrators timesheets. Motion by Ashbeck with a second Wickham. All ayes. Motion carried.
18. WDNR Report. Bill said they finished scarification project and finished marking the last timber sale.
19. Review Administrator's written report. Most of the monthly activities had been discussed as part of the agenda. Dean stated that he was unable to make time to work on the proposed jeep ride for this month's meeting. Report placed on file.
20. Close timber sales.

Wesley Bushor	T018-19	Close and refund bond.
Wiitala & Vozka	T006-22	Close and return Letter of Credit.
Schenzel	T004-19	Close and refund bond

Dean stated that a few of the timber sales were very near their volume estimates, the jobs looked good and recommended closing and refunding bonds. Motion by Wickham, second by Wendorf to close sales per Dean's recommendation. All ayes. Motion carried
21. Set next meeting date. The next Forestry, Land & Parks Committee Meeting are set as follows:  
Monday, January 15, 2024 at 9:00 a.m., LCSC Conference Room 257  
Monday, February 12, 2024 at 9:00 a.m., LCSC Conference Room 257
22. Adjourn. Motion to adjourn meeting by Ashbeck, second by Hartwig at 10:55 a.m.

2022						2023					
Date	Monthly FLR Receipts(70%)	Monthly GF Receipts(20%)	Monthly Towns Receipts(10%)	Total Mthly Receipts	On Acct.	Date	Monthly FLR Receipts(70%)	Monthly GF Receipts(20%)	Monthly Towns Receipts(10%)	Total Mthly Receipts	On Acct.
Jan-22	\$ 355,108.77	\$ 101,459.61	\$ 50,729.82	\$ 507,298.20	\$ 32,615.04	Jan-23	\$ 379,495.87	\$108,427.39	\$ 54,213.71	\$ 542,136.97	\$347,885.71
Feb-22	\$ 202,520.30	\$ 57,862.94	\$ 28,931.46	\$ 289,314.70	\$ 45,443.54	Feb-23	\$ 387,629.96	\$110,751.40	\$ 55,375.69	\$ 553,757.05	\$126,369.31
Mar-22	\$ 74,412.52	\$ 21,260.68	\$ 10,630.37	\$ 106,303.57	\$ 44,369.92	Mar-23	\$ 103,572.31	\$ 29,592.09	\$ 14,796.04	\$ 147,960.44	\$ 76,803.16
Apr-22	\$ 31,272.78	\$ 8,935.07	\$ 4,467.54	\$ 44,675.39	\$ 4,252.40	Apr-23	\$ 60,872.46	\$ 17,392.13	\$ 8,696.07	\$ 86,960.66	\$ 5,716.96
May-22	\$ 8,004.20	\$ 2,286.90	\$ 1,143.46	\$ 11,434.56	\$ 12,353.02	May-23	\$ 9,161.86	\$ 2,617.67	\$ 1,308.84	\$ 13,088.37	\$ 13,251.20
Jun-22	\$ 89,971.72	\$ 25,706.18	\$ 12,853.11	\$ 128,531.01	\$ 70,323.97	Jun-23	\$ 71,364.16	\$ 20,389.76	\$ 10,194.88	\$ 101,948.80	\$ 67,392.27
Jul-22	\$ 116,139.96	\$ 33,182.81	\$ 16,591.44	\$ 165,914.21	\$ 97,243.68	Jul-23	\$ 94,868.62	\$ 27,105.29	\$ 13,552.68	\$ 135,526.59	\$103,759.27
Aug-22	\$ 140,960.33	\$ 40,274.34	\$ 20,137.21	\$ 201,371.88	\$ 53,027.05	Aug-23	\$ 217,171.91	\$ 62,049.12	\$ 31,024.59	\$ 310,245.62	\$178,827.82
Sep-22	\$ 107,636.65	\$ 30,753.33	\$ 15,376.66	\$ 153,766.64	\$ 62,472.61	Sep-23	\$ 143,712.11	\$ 41,060.59	\$ 20,530.31	\$ 205,303.01	\$156,800.60
Oct-22	\$ 71,425.42	\$ 20,407.25	\$ 10,203.63	\$ 102,036.30	\$ 5,125.95	Oct-23	\$ 237,020.10	\$ 67,720.01	\$ 33,860.01	\$ 338,600.12	\$122,657.48
Nov-22	\$ 12,741.36	\$ 3,640.39	\$ 1,820.20	\$ 18,201.95	\$ 68,750.21	Nov-23	\$ 133,994.80	\$ 38,284.23	\$ 19,142.11	\$ 191,421.14	\$ 69,229.03
Dec-22	\$ 158,544.49	\$ 45,298.41	\$ 22,649.22	\$ 226,492.12	\$ 31,127.26	Dec-23	\$ 86,399.27	\$ 24,685.49	\$ 12,342.76	\$ 123,427.52	\$ 52,979.88
<b>Total</b>	<b>\$ 1,368,738.50</b>	<b>\$ 391,067.91</b>	<b>\$ 195,534.12</b>	<b>\$ 1,955,340.53</b>		<b>Total</b>	<b>\$1,925,263.43</b>	<b>\$550,075.17</b>	<b>\$ 275,037.69</b>	<b>\$ 2,750,376.29</b>	
Payout to Towns			\$ 195,534.13			Payout to Towns			\$ 275,037.70		
Hwy Dept.						Hwy Dept.					
Solid Waste						Solid Waste					

**DISTRIBUTION OF FOREST LAND REVENUE**

FLR - Forest Land Revenue (70%)

GF - General Fund (20%)

Towns - Payment to Towns (10%)

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>0000 DIVISION</b>								
62000000	511000		UNDISTRIBUTED SAL AND WAGE					
		0.00	0.00	18,157.45	0.00	0.00	-18,157.45	100.0%
62000000	520000		UNDISTRIBUTED FRINGE					
		0.00	0.00	2,578.71	0.00	0.00	-2,578.71	100.0%
62000000	596006		GRAVEL ALLOCATION					
		0.00	0.00	-7,331.85	0.00	0.00	7,331.85	100.0%
62000059	598000		TRANSFER OUT					
		0.00	0.00	484,765.55	0.00	0.00	-484,765.55	100.0%
TOTAL DIVISION		0.00	0.00	498,169.86	0.00	0.00	-498,169.86	100.0%
<b>0100 FORESTRY STATE AID</b>								
62010000	511000	10100	STATE AID SALARIES AND WAGES					
		35,000.00	35,000.00	40,197.98	0.00	0.00	-5,197.98	114.9%
62010000	520000	10100	STATE AID FRINGE					
		22,000.00	22,000.00	19,799.00	0.00	0.00	2,201.00	90.0%
TOTAL FORESTRY STATE AID		57,000.00	57,000.00	59,996.98	0.00	0.00	-2,996.98	105.3%
<b>0101 WILDLIFE HABITAT</b>								
62010100	571000	10101	WILDLIFE HABITAT MISCELLANEOUS					
		4,700.00	4,700.00	0.00	0.00	0.00	4,700.00	.0%
TOTAL WILDLIFE HABITAT		4,700.00	4,700.00	0.00	0.00	0.00	4,700.00	.0%
<b>0102 CCF</b>								
62010200	511000	10102	CCF SALARIES AND WAGES					
		1,957.00	1,957.00	3,957.52	0.00	0.00	-2,000.52	202.2%

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
62010200	520000	10102	CCF FRINGE						
		734.00	734.00	2,832.14	0.00	0.00	-2,098.14	385.9%	
62010200	531320	10102	CONTRACTED SERVICES						
		223.00	223.00	0.00	0.00	0.00	223.00	.0%	
62010200	571000	10102	CCF MISCELLANEOUS						
		978.00	978.00	1,370.98	0.00	0.00	-392.98	140.2%	
62010200	596001	10102	CCF EQUIPMENT ALLOCATION						
		1,000.00	1,000.00	7,773.17	0.00	0.00	-6,773.17	777.3%	
TOTAL CCF									
		4,892.00	4,892.00	15,933.81	0.00	0.00	-11,041.81	325.7%	
<b>0103 SNOWMOBILE STATE AID</b>									
62010300	571000	10103	SNOWMOBILE MISCELLANEOUS						
		90,000.00	90,000.00	0.00	0.00	0.00	90,000.00	.0%	
62010300	595000	10103	SNOWMOBILE CLUB EXPENDITURE						
		0.00	0.00	161,837.73	0.00	0.00	-161,837.73	100.0%	
TOTAL SNOWMOBILE STATE AID									
		90,000.00	90,000.00	161,837.73	0.00	0.00	-71,837.73	179.8%	
<b>0104 ATV STATE AID</b>									
62010400	511000	10104	ATV SALARIES AND WAGES						
		20,136.00	20,136.00	17,478.38	0.00	0.00	2,657.62	86.8%	
62010400	520000	10104	ATV FRINGE						
		6,712.00	6,712.00	11,813.19	0.00	0.00	-5,101.19	176.0%	
62010400	531320	10104	CONTRACTED SERVICES						
		4,440.00	4,440.00	0.00	0.00	0.00	4,440.00	.0%	
62010400	571000	10104	ATV MISCELLANEOUS						
		1,678.00	1,678.00	9,888.62	0.00	0.00	-8,210.62	589.3%	
62010400	595000	10104	ATV CLUB EXPENDITURES						
		22,000.00	22,000.00	36,386.95	0.00	0.00	-14,386.95	165.4%	
62010400	596001	10104	ATV EQUIPMENT ALLOCATION						
		5,034.00	5,034.00	19,787.35	0.00	0.00	-14,753.35	393.1%	
62010400	596006	10104	ATV GRAVEL						
		0.00	0.00	3,618.60	0.00	0.00	-3,618.60	100.0%	
TOTAL ATV STATE AID									
		60,000.00	60,000.00	98,973.09	0.00	0.00	-38,973.09	165.0%	

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062		FORESTRY						
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
<b>0106 FOREST ROAD AID</b>								
62010600	511000	10106	FOREST ROAD SALARIES AND WAGES					
			6,222.00	6,222.00	4,301.47	0.00	1,920.53	69.1%
62010600	520000	10106	FOREST ROAD FRINGE					
			3,457.00	3,457.00	3,005.79	0.00	451.21	86.9%
62010600	571000	10106	FOREST ROAD MISCELLANEOUS					
			13,826.00	13,826.00	40,034.42	0.00	-26,208.42	289.6%
62010600	596000	10106	FOREST ROAD EQUIP ALLOCATION					
			11,060.00	11,060.00	4,665.36	0.00	6,394.64	42.2%
62010600	596006	10106	ROADS GRAVEL					
			0.00	0.00	546.00	0.00	-546.00	100.0%
TOTAL FOREST ROAD AID								
			34,565.00	34,565.00	52,553.04	0.00	-17,988.04	152.0%
<b>0108 COUNTY FORESTRY</b>								
62010800	511000		CO FORESTRY SAL AND WAGE					
			311,016.00	311,016.00	265,034.81	0.00	45,981.19	85.2%
62010800	511001		CO FORESTRY PER DIEM					
			3,600.00	3,600.00	3,465.79	0.00	134.21	96.3%
62010800	520000		CO FORESTRY FRINGE					
			174,657.00	174,657.00	151,850.66	0.00	22,806.34	86.9%
62010800	531010		CO FORESTRY AUDITING SERVICES					
			1,700.00	1,700.00	2,302.36	0.00	-602.36	135.4%
62010800	531320		CONTRACTED SERVICES					
			5,000.00	5,000.00	4,519.05	0.00	480.95	90.4%
62010800	531321		REGENERATION CONT SERV					
			45,000.00	45,000.00	35,197.00	0.00	9,803.00	78.2%
62010800	551000		CO FORESTRY INSURANCE					
			8,500.00	8,500.00	0.00	0.00	8,500.00	.0%
62010800	552001		CO FORESTRY TELEPHONE					
			2,500.00	2,500.00	2,143.42	0.00	356.58	85.7%
62010800	554001		PRINTING ALLOCATION					
			900.00	900.00	635.27	0.00	264.73	70.6%
62010800	555000		CO FORESTRY TRAVEL TRAINING					
			2,000.00	2,000.00	1,141.00	0.00	859.00	57.1%
62010800	560000		CO FORESTRY OFFICE SUPPLIES					
			1,500.00	1,500.00	975.66	0.00	524.34	65.0%



FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
62010800	571000	CO FORESTRY	MISCELLANEOUS					
	35,000.00		35,000.00	32,403.44	0.00	0.00	2,596.56	92.6%
62010800	591000	CO FORESTRY	DEPRECIATION					
	70,000.00		70,000.00	0.00	0.00	0.00	70,000.00	.0%
62010800	596001	CO FORESTRY	EQUIPMENT					
	35,000.00		35,000.00	31,474.59	0.00	0.00	3,525.41	89.9%
62010800	596006	FORESTRY	GRAVEL ALLOCATION					
	0.00		0.00	742.50	0.00	0.00	-742.50	100.0%
TOTAL COUNTY FORESTRY								
	696,373.00		696,373.00	531,885.55	0.00	0.00	164,487.45	76.4%
<b>0109 PARKS</b>								
62010900	511000	PARKS	SALARIES AND WAGES					
	92,717.00		92,717.00	87,746.54	0.00	0.00	4,970.46	94.6%
62010900	511001	PARKS	PER DIEM					
	1,000.00		1,000.00	0.00	0.00	0.00	1,000.00	.0%
62010900	520000	PARKS	FRINGE					
	40,721.00		40,721.00	47,658.61	0.00	0.00	-6,937.61	117.0%
62010900	531320	CONTRACTED	SERVICES					
	10,000.00		10,000.00	21,400.00	0.00	0.00	-11,400.00	214.0%
62010900	551000	PARKS	INSURANCE					
	4,000.00		4,000.00	0.00	0.00	0.00	4,000.00	.0%
62010900	552001	PARKS	TELEPHONE					
	300.00		300.00	378.60	0.00	0.00	-78.60	126.2%
62010900	554001	PRINTING	ALLOCATION					
	800.00		800.00	494.10	0.00	0.00	305.90	61.8%
62010900	555000	PARKS	TRAVEL TRAINING					
	400.00		400.00	0.00	0.00	0.00	400.00	.0%
62010900	560000	PARKS	OFFICE SUPPLIES					
	1,000.00		1,000.00	402.89	0.00	0.00	597.11	40.3%
62010900	570000	PARKS	RECREATIONAL TRAILS					
	15,000.00		15,000.00	0.00	0.00	0.00	15,000.00	.0%
62010900	571000	PARKS	MISCELLANEOUS					
	8,000.00		8,000.00	9,959.83	0.00	0.00	-1,959.83	124.5%
62010900	596001	PARKS	EQUIPMENT ALLOCATION					
	20,000.00		20,000.00	30,365.66	0.00	0.00	-10,365.66	151.8%
62010900	596006	GRAVEL	ALLOCATION					
	0.00		0.00	120.75	0.00	0.00	-120.75	100.0%
TOTAL PARKS								
	193,938.00		193,938.00	198,526.98	0.00	0.00	-4,588.98	102.4%

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY							
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED

0110 FORESTRY BUILDING

62011000	511000	FORESTRY BUILDING SAL AND WAGE						
	0.00	0.00		7,112.46	0.00	0.00	-7,112.46	100.0%
62011000	520000	FORESTRY BUILDING FRINGE						
	0.00	0.00		4,705.08	0.00	0.00	-4,705.08	100.0%
62011000	531320	CONTRACTED SERVICES						
	6,200.00	6,200.00		0.00	0.00	0.00	6,200.00	.0%
62011000	571000	FORESTRY BUILDING MISC						
	12,000.00	12,000.00		14,309.55	0.00	0.00	-2,309.55	119.2%
62011000	596001	FORESTRY BUILDING EQUIP ALLOC						
	3,000.00	3,000.00		2,260.69	0.00	0.00	739.31	75.4%
TOTAL FORESTRY BUILDING								
	21,200.00	21,200.00		28,387.78	0.00	0.00	-7,187.78	133.9%

0112 LAND AGENT

62011200	511000	LAND AGENT SALARIES AND WAGES						
	9,043.00	9,043.00		8,174.81	0.00	0.00	868.19	90.4%
62011200	511001	LAND AGENT PER DIEM						
	200.00	200.00		0.00	0.00	0.00	200.00	.0%
62011200	520000	LAND AGENT FRINGE						
	4,380.00	4,380.00		3,992.12	0.00	0.00	387.88	91.1%
62011200	551000	LAND INSURANCE						
	650.00	650.00		0.00	0.00	0.00	650.00	.0%
62011200	552001	LAND AGENT TELEPHONE						
	200.00	200.00		216.36	0.00	0.00	-16.36	108.2%
62011200	554001	PRINTING ALLOCATION						
	500.00	500.00		282.33	0.00	0.00	217.67	56.5%
62011200	560000	LAND OFFICE SUPPLIES						
	500.00	500.00		230.22	0.00	0.00	269.78	46.0%
62011200	571000	LAND AGENT MISCELLANEOUS						
	500.00	500.00		0.00	-90.00	0.00	500.00	.0%
62011200	596001	LAND AGENT EQUIPMENT ALLOCATIO						
	1,000.00	1,000.00		1,439.96	0.00	0.00	-439.96	144.0%
TOTAL LAND AGENT								
	16,973.00	16,973.00		14,335.80	-90.00	0.00	2,637.20	84.5%

0113 BEAVER

62011300	532000	BEAVER EXPENDITURE						
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FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL	APPROP	REVISED					
	5,500.00	5,500.00	5,761.39	0.00	0.00	-261.39	104.8%
TOTAL BEAVER	5,500.00	5,500.00	5,761.39	0.00	0.00	-261.39	104.8%

0114 FORESTRY EQUIPMENT

62011400 511000	EQUIPMENT SALARIES AND WAGES	0.00	9,278.11	0.00	0.00	-9,278.11	100.0%
62011400 520000	EQUIPMENT FRINGE	0.00	6,143.61	0.00	0.00	-6,143.61	100.0%
62011400 543000	EQUIPMENT REPAIR AND MAINTENAN	0.00	21,461.51	0.00	0.00	-21,461.51	100.0%
62011400 562001	EQUIPMENT FUEL	0.00	28,036.26	3,189.63	0.00	-28,036.26	100.0%
62011400 565002	EQUIPMENT SMALL TOOL EXPEND	0.00	401.95	0.00	0.00	-401.95	100.0%
62011400 571000	EQUIPMENT MISCELLANEOUS	0.00	125.00	0.00	0.00	-125.00	100.0%
62011400 596001	EQUIPMENT EQUIPMENT ALLOCATION	0.00	-116,264.15	0.00	0.00	116,264.15	100.0%
TOTAL FORESTRY EQUIPMENT		0.00	-50,817.71	3,189.63	0.00	50,817.71	100.0%

0115 PHOTO

62011500 561410	PHOTO EXPENDITURE	10,626.00	10,626.00	0.00	0.00	10,626.00	.0%
TOTAL PHOTO		10,626.00	10,626.00	0.00	0.00	10,626.00	.0%

0116 PD GRT AND PARKS IMPROVEMENTS

62011600 571000	PARKS IMPROVE -MISCELLANEOUS	112,929.00	112,929.00	62,870.00	0.00	50,059.00	55.7%
TOTAL PD GRT AND PARKS IMPROVEMEN		112,929.00	112,929.00	62,870.00	0.00	50,059.00	55.7%

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>0117 MISC DAM</b>									
62011700	520000	MISC DAM FRINGE							
	6,469.00	6,469.00		0.00	0.00	0.00	6,469.00	.0%	
TOTAL MISC DAM				0.00	0.00	0.00	6,469.00	.0%	
	6,469.00	6,469.00		0.00	0.00	0.00	6,469.00	.0%	
<b>0185 FOREST ACCESS PLAN</b>									
62018500	511000	FOREST ACCESS SALARIES							
	0.00	0.00		6,152.05	0.00	0.00	-6,152.05	100.0%	
62018500	520000	FOREST ACCESS FRINGE							
	0.00	0.00		3,699.27	0.00	0.00	-3,699.27	100.0%	
62018500	571000	FOREST ACCESS MISCELLANEOUS							
	49,060.00	49,060.00		18,254.74	0.00	0.00	30,805.26	37.2%	
62018500	596000	FOREST ACCESS EQUIPMENT							
	0.00	0.00		8,126.59	0.00	0.00	-8,126.59	100.0%	
62018500	596006	FOR ACCESS GRAVEL ALLOCATION							
	0.00	0.00		1,050.75	0.00	0.00	-1,050.75	100.0%	
TOTAL FOREST ACCESS PLAN				37,283.40	0.00	0.00	11,776.60	76.0%	
	49,060.00	49,060.00		37,283.40	0.00	0.00	11,776.60	76.0%	
<b>0241 CCF- MISCELLANEOUS</b>									
62024100	511000	CCF MISC WAGES AND SALARIES							
	0.00	0.00		736.83	0.00	0.00	-736.83	100.0%	
62024100	520000	CCF MISC FRINGE							
	0.00	0.00		503.65	0.00	0.00	-503.65	100.0%	
62024100	571000	CCF- MISCELLANEOUS							
	3,219.00	3,219.00		553.99	0.00	0.00	2,665.01	17.2%	
62024100	596001	EQUIPMENT ALLOCATION CCF MISC							
	0.00	0.00		1,669.18	0.00	0.00	-1,669.18	100.0%	
62024100	596006	CCF MISC GRAVEL							
	0.00	0.00		929.25	0.00	0.00	-929.25	100.0%	
TOTAL CCF- MISCELLANEOUS				4,392.90	0.00	0.00	-1,173.90	136.5%	
	3,219.00	3,219.00		4,392.90	0.00	0.00	-1,173.90	136.5%	

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>0245 RUFF GROUSE</b>									
62024500	571000		RUFF GROUSE MISCELLANEOUS						
	5,577.00		2,279.00	0.00	0.00	0.00	2,279.00	.0%	
TOTAL RUFF GROUSE									
	5,577.00		2,279.00	0.00	0.00	0.00	2,279.00	.0%	
<b>0261 UNDERDOWN IMPROVEMENTS - HORSE</b>									
62026100	571000	10083	MISCELLANEOUS						
	6,785.00		7,444.00	0.00	0.00	0.00	7,444.00	.0%	
TOTAL UNDERDOWN IMPROVEMENTS - HO									
	6,785.00		7,444.00	0.00	0.00	0.00	7,444.00	.0%	
<b>0263 SUSTAINABLE FORESTRY GRANT</b>									
62026300	511000	10086	SUSTAINABLE FORESTRY-WAGE						
	0.00		0.00	313.72	0.00	0.00	-313.72	100.0%	
62026300	520000	10086	SUSTAINABLE FORESTRY- FRINGE						
	0.00		0.00	115.61	0.00	0.00	-115.61	100.0%	
62026300	571000	10086	SUSTAINABLE FORESTRY-MISC						
	54,750.00		54,750.00	7,155.20	0.00	0.00	47,594.80	13.1%	
62026300	596001	10086	SUSTAINABLE EQU ALLOC						
	0.00		0.00	442.79	0.00	0.00	-442.79	100.0%	
TOTAL SUSTAINABLE FORESTRY GRANT									
	54,750.00		54,750.00	8,027.32	0.00	0.00	46,722.68	14.7%	
<b>0265 RECREATION OFFICER - GRANT</b>									
62026559	598000	10090	TRANSFER OUT - REC GRANT						
	76,045.00		76,045.00	0.00	0.00	0.00	76,045.00	.0%	
TOTAL RECREATION OFFICER - GRANT									
	76,045.00		76,045.00	0.00	0.00	0.00	76,045.00	.0%	

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ACCOUNTS FOR: 0062	FORESTRY								
ORIGINAL	APPROP	REVISED	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
<b>0268 SUST GARLIC MUSTARD GRT</b>									
62026800	571000	10197	RC&D EXPENDITURE						
		0.00	0.00	12,124.00	0.00	0.00	-12,124.00	100.0%	
TOTAL SUST GARLIC MUSTARD GRT									
		0.00	0.00	12,124.00	0.00	0.00	-12,124.00	100.0%	
<b>2029 ARPA GRANTS</b>									
62002900	511000	29004	ARPA WAGES-CAMP NEW WOOD						
		0.00	0.00	4,299.19	0.00	0.00	-4,299.19	100.0%	
62002900	511000	29006	ARPA WAGE-HAYMEADOW/PRAIRIE						
		0.00	0.00	415.86	0.00	0.00	-415.86	100.0%	
62002900	520000	29004	ARPA FRINGE-CAMP NEW WOOD						
		0.00	0.00	2,947.71	0.00	0.00	-2,947.71	100.0%	
62002900	520000	29006	ARPA FRINGE-HAYMEADOW/PRAIRIE						
		0.00	0.00	289.56	0.00	0.00	-289.56	100.0%	
62002900	596001	29004	ARPA EQUIP ALLOC-CAMP NEW WOOD						
		0.00	0.00	7,303.69	0.00	0.00	-7,303.69	100.0%	
62002900	596001	29006	ARPA EQUIP ALLOC-HAYMEADOW						
		0.00	0.00	955.12	0.00	0.00	-955.12	100.0%	
62002900	596006	29004	ARPA GRAVEL-CAMP NEW WOOD						
		0.00	0.00	237.60	0.00	0.00	-237.60	100.0%	
62002900	596006	29006	ARPA GRAVEL-HAYMEADOW/PRAIRI						
		0.00	0.00	86.40	0.00	0.00	-86.40	100.0%	
TOTAL ARPA GRANTS									
		0.00	0.00	16,535.13	0.00	0.00	-16,535.13	100.0%	
TOTAL FORESTRY									
		1,510,601.00	1,507,962.00	1,756,777.05	3,099.63	0.00	-248,815.05	116.5%	
TOTAL EXPENSES									
		1,510,601.00	1,507,962.00	1,756,777.05	3,099.63	0.00	-248,815.05		

FORESTRY LAND & PARKS DEPT YTD DECEMBER

FOR 2023 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
1,510,601.00	1,507,962.00	1,756,777.05	3,099.63	0.00	-248,815.05	116.5%

GRAND TOTAL

\*\* END OF REPORT - Generated by Jeni Burton \*\*



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**FORESTRY, LAND & PARKS DEPARTMENT**  
**801 N. SALES STREET, SUITE 106**  
**MERRILL, WI 54452-1632**  
**Phone (715) 539-1034**  
**Fax (715) 539-8091**

**LINCOLN COUNTY FOREST Planting of 58,000 containerized trees on 72 acres in spring  
2024**

Bids were opened on Thursday, December 21, 2023 @ 3:15 p.m.

Forestry staff present: Dean Bowe  
Visitors present: Jeni Burton

One (1) bid was received, opened and read as follows:

1. Superior Forestry Service, Inc. \$ 75.00/ acre totaling \$ 5,400.00.

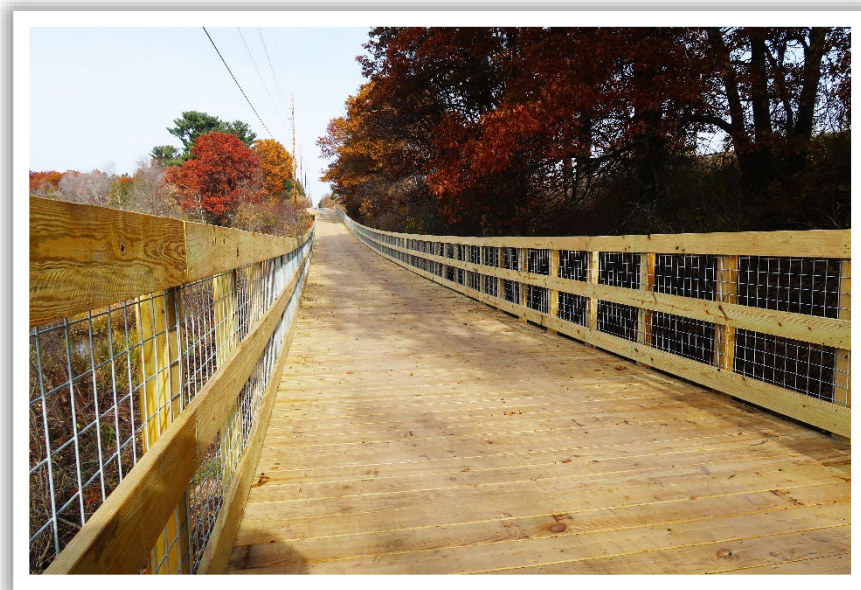


# Qualifications

for Engineering Design Services

## ATV Trail – USH 8 Corridor

Forestry, Land, and Parks Department, Lincoln County



Presented to:

**Dean Bowe**

Director of Forestry, Lands, and  
Parks



November 17, 2023



330 N. 4th Street  
Wausau, WI 54403-5417

Telephone: 715-845-8000

[www.becherhoppe.com](http://www.becherhoppe.com)



330 N. 4th Street, Wausau, WI 54403-5417  
715-845-8000 | becherhoppe.com

November 17, 2023

Mr. Dean Bowe  
Administer of Parks, Lands, and Recreation Department  
Lincoln County  
801 N. Sales St. Suite 106  
Merrill, WI 54452

Subject: Qualifications of Engineering Design Services  
ATV Trail, USH 8 Corridor

Dean,

Thank you for reaching out via phone on November 6<sup>th</sup> to provide Becher Hoppe with information regarding the ATV trail on USH 8 from Derleth Rd to Essex Rd. I am pleased to provide you and the County with more information about Becher Hoppe.

In the information provided you will find that we have completed the design and construction of multi-use path projects, and we have also worked extensively on WisDOT projects. It is our belief that the true challenge of this project lies not in the overall design, but in the coordination associated with it. We understand the importance of having a knowledgeable partner when undertaking the design of an ATV trail for the County. It is crucial that this partner be well-versed in WisDOT practices and have the ability to develop a design that meets all necessary requirements within WisDOT right-of-way.

As we approach the scope of this project, we are aware that the County has a rough idea of where they would like to construct the trail, but there are many unknowns. Our team is prepared to assist the County in navigating the constraints in order to determine the true feasibility of this trail. The full scope of the design work will be further determined as we begin our preliminary investigations.

With our office located in Wausau, WI our team is very familiar with this proposed trail area. We have worked with the City of Tomahawk on installing multi-use trails throughout the city. Our project manager, Aaron Wallner, was a construction and materials oversight engineer of the USH 8 / STH 51 reconstruction project of 2018. Lastly, Senior Project Engineer Archie Becher serves as an on-call engineer for King's Dam.

Aside from a professional capacity, our team takes a special interest in this project as many of our staff frequently visit the Tomahawk area for hunting, fishing, or other recreational purposes. It is our passion to assist communities with projects in which we are able to enjoy along with them. We are excited for the opportunity to work with Lincoln County on this project!

Respectfully,

A handwritten signature in black ink that reads "Matthew T. Graun".

Matthew T. Graun  
Vice President

A handwritten signature in blue ink that reads "Aaron Wallner".

Aaron Wallner  
Project Manager

## Membership

American Council of  
Engineering Companies (ACEC)  
American Public Works Association (APWA)  
American Society of Civil Engineers (ASCE)  
American Water Works Association (AWWA)  
Institute of Transportation Engineers (ITE)  
International Right of Way  
Association (IRWA)  
National Society of  
Professional Engineers (NSPE)  
National Society of  
Professional Surveyors (NSPS)  
Wisconsin Airport  
Management Association (WAMA)  
Wisconsin Society of Land  
Surveyors (WSLS)

## Awards

2019 ACEC Engineering Excellence –  
Best in State for Special Project:  
Alexander Airport Park  
2017 WisDOT Excellence in Highway Design –  
Best Rural Project: WIS 54 & CTH U  
Intersection  
Engineering Excellence State  
Finalist Award (ACEC)  
2023 – Central Wisconsin Airport  
Runway/Taxiway Improvements  
2021 – City of Schofield  
Maryland/Radtke Roadways  
2014 – Wausau Downtown  
Airport SRE Building  
2013 – Wausau Wastewater  
Treatment Plant  
2012 – City of Wausau - 400 Block  
Excellence in Airport Engineering  
(WisDOT Bureau of Aeronautics)  
2022 – Price County Airport  
2021 – Central Wisconsin Airport  
2014 – Price County Airport  
2013 – Merrill Municipal Airport  
2012 – Crandon-Steve Conway  
Municipal Airport  
Project of the Year Award (APWA)  
2012 – City of Wausau 400 Block



## Our Mission

*To improve communities through engineering excellence.*

Becher Hoppe provides professional services to government, business, and individuals from our headquarters in Central Wisconsin. We offer planning, design, and construction services for civil engineering projects that involve airports, highways, roadways, trails, water and wastewater treatment systems, municipal utilities, stormwater management, dams, solid waste facilities, and agricultural site development. Other services include real estate appraisal and acquisition, mapping, land planning, and land surveying. We have been serving our clients since 1954.

## Our Core Values

*Service, Integrity, Excellence, Partnership*

The Associates at Becher Hoppe carefully assess each client's project needs to create innovative solutions. Our employee group is diverse in education, expertise and experience. Employees with construction review responsibilities also have substantial field experience. Our knowledgeable team works hard and enjoys the collaborative effort with our clients to fulfill their project goals.

## Company Information

Address: 330 N. 4th Street, Wausau, WI 54403-5417

Telephone Number: 715-845-8000

Website Address: [www.becherhoppe.com](http://www.becherhoppe.com)

## References

**Mr. Roger Petrick**  
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[roger.petrick@co.price.wi.us](mailto:roger.petrick@co.price.wi.us)

**Andrew Sims**  
Marathon County  
Assistant Parks & Recreation Director  
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715-261-1573  
[Andrew.sims@co.marathon.wi.us](mailto:Andrew.sims@co.marathon.wi.us)

**Amanda Bartz**  
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Clerk-Treasurer  
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715-453-4040  
[abartz@tomahawkwi.gov](mailto:abartz@tomahawkwi.gov)

**Mark Thuot**  
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Public Works Director  
220 Park Street, Schofield, WI 54476  
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[mthuot@cityofschofield.org](mailto:mthuot@cityofschofield.org)

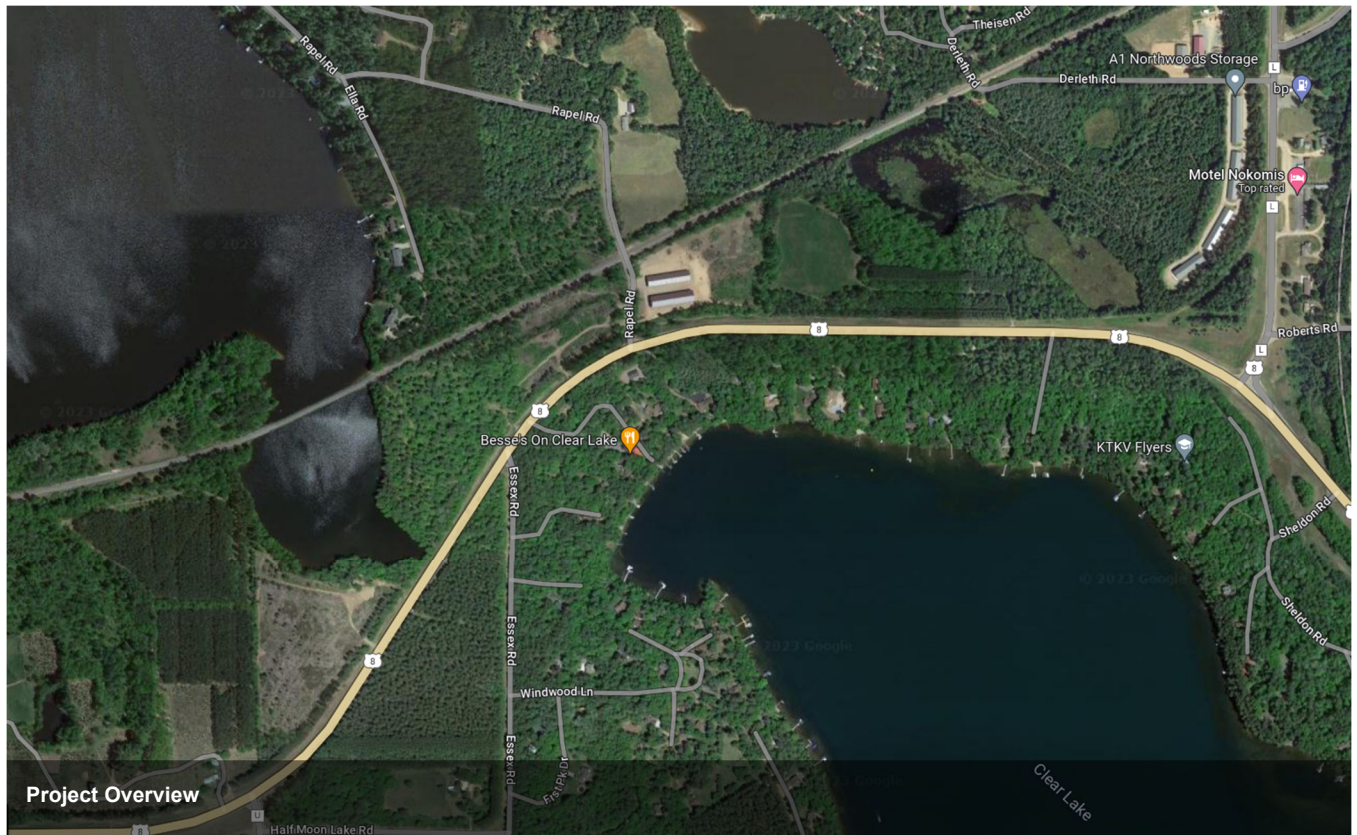
**Monty Brink**  
Oconto County Forest Administrator  
301 Washington St., Rm 3017  
Oconto, WI 54153  
920-834-6995  
[monty.brink@co.oconto.wi.us](mailto:monty.brink@co.oconto.wi.us)

**Eric Lindman, PE**  
City of Wausau  
Director of Public Works & Utilities  
407 Grant St., Wausau, WI 54403  
715-261-6740  
[eric.lindman@ci.wausau.wi.us](mailto:eric.lindman@ci.wausau.wi.us)

## Project Understanding

Becher Hoppe understands the County proposes to make improvements to the ATV/Snowmobile trail which runs along USH 8 between Derleth Rd and Essex Rd. There are other alternatives which can be explored through the design, however Derleth Rd to Essex Rd is the preferred alternative. This route will help residents gain access to the Lincoln County Snowmobile and ATV trail system.

While approaching this project, there have been several constraints and project challenges identified, which can affect the scope and overall project costs. The first of which is the trail's vicinity in relation to Lake Nokomis. Lake Nokomis is just north of the project location and its water level is controlled by a dam which is on the SW corner of the lake. This dam is owned and operated by Wisconsin Valley Improvement Company (WVIC). As the owner of the dam, it is our understanding that WVIC also maintains an easement of 30' offset from the Lake Nokomis Ordinary High Water Mark. The proposed trail must stay outside of this easement area. The second major constraint is that the trail will be on the north side of the USH 8 Right-of-Way (ROW). Therefore, limiting our workable space while avoiding the Lake Nokomis OHW, and maintaining a safe distance from USH 8.



The County is looking for prices for the survey, engineering design, coordination, and construction oversight for 2 trail alternatives. The first segment will be the largest, running from Derleth Rd to CTH U just past Essex Rd. The second alternative will consist of a much smaller segment from Rapel Rd to Essex Rd. Both alternatives will keep the trail on the north side of the USH 8 ROW, and will cross to the south end at Essex Rd.

Project challenges which can affect the project scope and cost include:

1. Coordination with WVIC
2. WisDOT approval for grading work within R/W
3. WisDOT approval for crossing near Essex Rd
4. WDNR Wetland Coordination
5. WDNR Stormwater Coordination
6. Coordination with the Town of Bradley
7. Coordination with Lincoln County Highway Department
8. Utility Coordination
9. Coordination with Various railroad entities
10. Discussions with Local Residents and clubs



## Approach

Becher Hoppe's approach to successfully navigating the USH 8 ATV Trail project involves a strong team approach built on experience from previous projects. Our team at Becher Hoppe and our partners will provide the County with the required knowledge and experience to coordinate with all stake holders, gauge the feasibility of the project, and provide support to move the project into the next steps. Through this proposal we will demonstrate that our team has the experience to exceed the requirements needed to make this project a success.

There are many stakeholders associated with this project, and their input is crucial to ensuring that the trail design goes as smoothly as possible. Our team has a close working relationship with many of these stakeholders including WisDOT and WDNR staff. Our firm also specializes in dam and floodplain design and is therefore very comfortable with the required coordination with WVIC.

Our approach to this project will follow that of many other successful projects which we have completed:

- Conduct design kick-off meeting with the County, utilities, WisDOT, WVIC, Harrison Hills ATV Club, and other stakeholders to discuss project scope and goals, collect as-built information from County staff, and establish a design delivery schedule. The meeting will also begin the permitting process for the required WisDOT permits. Much of the design near the CTH L intersection will be built around their comments.
- Determine the feasibility of the trail and routes described above.

- Begin coordination with environmental entities including, Wisconsin DNR, U.S. Fish and Wildlife Service, and Army Corps of Engineers.
- Coordinate design plans with Minneapolis, St. Paul and Sault Ste. Marie Railroad as the project falls within 1,000 feet of the at-grade crossing at Rapel Rd.
- Update the County and ATV Club with preliminary plans to review typical sections, public involvement plans, drainage concerns, traffic impacts, trail location, and any other concerns that arose in initial design efforts. This meeting will provide all stake holders the opportunity to confirm the 2D layout and approve of the direction of all ancillary items associated with it.
- Follow the agreed upon public involvement practices. Such efforts can include in person meetings, virtual meetings, or mailings to notify the public and gather comments.
- Update all stakeholders at 60% completion to verify project design before applying for final permits.
- Obtain necessary WisDOT Work in Right-of-Way and Highway Crossing permits and WDNR Wetland Impact and Notice of Intent permits.
- Prepare all documents for the Winter 2024 advertisement and 2025 construction



## Proven Success and Experience with Similar Projects in Rural and Urban Design

Becher Hoppe has delivered many successful projects for many satisfied customers which include townships, cities, villages, counties, and state agencies. Working with many different agencies has given our staff exposure to a wide variety of roadway projects ranging from small locally funded urban or rural projects, State funded local urban and rural roadway projects, and WisDOT urban and rural projects.

Many of these projects have impacted multiple stakeholders and required permitting through several different agencies.

## Public Involvement

As the scope of the project develops, it may be beneficial to coordinate project efforts with the general public. Our team has worked on many projects which have required simple public outreach, and we have also worked on projects which have required legislative involvement due to the nature of the projects. As the project develops, we will work with the County to build a Public Involvement Plan that identifies key personal who will be impacted and how best to notify them of the project. Our estimate includes efforts to coordinate and host 1 public meeting, however, if the County does not see a need for any special outreach, this can be eliminated from our scope.

## Survey Capabilities and Equipment

Becher Hoppe's survey team will contact Diggers Hotline to locate and mark the existing utilities within the project area. We will then conduct the necessary topographic, and utility locate surveys to establish a base map which documents existing utilities, topography, limits of construction and property ownership. This will aid us in designing the project drainage, construction quantities, slope intercepts/construction limits, and reconstruction of any street crossings. Our survey crew will also set project benchmarks and control points for use during construction.

## Experience in Constructability Reviews

All of our design staff have spent time in the field in some capacity. By having a well-rounded staff with ample construction experience, our team can review project plans to ensure that they will be effectively biddable and constructable.

Along with the standard milestone meetings mentioned earlier, our team will also put the plans through several rounds of internal reviews to ensure that they are of the upmost quality. These internal reviews will involve our staff looking at the plans as if they are a contractor looking to bid on and build the project. We understand that an extra review in the office from a fresh set of eyes can avoid costly change orders when in the field, or addendums just before bidding.



## Ability to Complete Projects withing Given Timeline and Budget

Regardless of the nature of the project or its sponsor, our team always strives for client satisfaction by keeping our projects on schedule and on budget. We have a long list of clients who choose to come back to Becher Hoppe because of our commitment to quality and client satisfaction.

Our team is always striving for new ways to provide top of the line service, whether it's using the most up to date technology, building personal relationships with clients and regulatory agencies, or pulling from our previous experiences. We will utilize these tools to look for efficiencies throughout the life of the project so that we may provide the highest quality service.

There is always the potential for unforeseen instances which can increase a project cost or throw off its timeline. This is why our team plans to answer as many of the project unknowns before moving forward with any specific design alternative. Our thorough project approach minimizes the potential for these instances. If a hurdle cannot be avoided, and it will impact either the budget or timeline, our staff will communicate with County and WisDOT staff, so that proper accommodations can be made.



Multi-Use Trail; Tomahawk, WI



# Estimated Project Cost & Schedule

As stated in the Project Understanding and Approach, there are many unknown challenges associated with this project. The prices stated below are based on assumptions made by our design team. Actual project costs may vary depending on the results of initial investigations and discussions with effected parties. Our team is open to creating a phased approach with the design and permitting for this project as well. We may be able to adjust the scope and fees for our services after initial conversations with project stakeholders and the overall feasibility is better defined.

## Estimated Project Costs – Full Project (Derleth to CTH U) Design

<b>Field, Topographic Survey, Base Map</b>		
	Cost	Hours
Field Survey & Base Map	<b>\$11,458</b>	<b>86</b>
<b>Project Management and Stakeholder Meetings</b>		
Project Management, Coordination, & Meetings - Kick Off Meeting - Utility Coordination - Meetings with local stakeholders and clubs	<b>\$6,084</b>	<b>35</b>
<b>Preliminary Design</b>		
Preliminary Design - Preliminary Analysis and Feasibility Determination - Preliminary Layout - Constr. Plan Set-up & Prelim Drawings	<b>\$5,075</b>	<b>35</b>
<b>Final Design/Bidding</b>		
Final Design - Final Layout and Design - Final Constr. Plans - Quantities Bidding Services - Bid Package Assembly & Distribution, Bidder Questions, Addendums, Review, Award Recommendation	<b>\$8,175</b>	<b>55</b>
<b>Agency Coordination</b>		
WisDOT - Work in R/W Permit - Highway Crossing Permit WDNR - Wetland Impact Permit - Notice of Intent WVIC	<b>\$5,020</b>	<b>36</b>
<b>Total Design (Time and Materials)</b>	<b>\$35,812</b>	<b>247</b>

# Estimated Project Cost & Schedule

## Estimated Project Cost - Full Project (Derleth to CTH U) Construction

<b>Resident Project Representative</b>		
	Cost	Hours
On site representation and oversight	<b>\$12,240</b>	<b>100</b>
<b>Construction Administration</b>		
	Cost	Hours
- <i>Submittal Review</i>	<b>\$1,700</b>	<b>10</b>
- <i>Preparation of Change Orders and Work Change Directives</i>		
- <i>Review and Recommend Pay Applications</i>		
- <i>Preparation of Record Drawings</i>		
<b>Construction Staking</b>		
	Cost	Hours
	<b>\$15,067</b>	<b>116</b>
<b>Total Construction (Time and Material)</b>	<b>\$29,007</b>	<b>226</b>

# Estimated Project Cost & Schedule

## Estimated Project Costs – Short Project (Rapel to Essex) Design

<b>Field, Topographic Survey, Base Map</b>		
	Cost	Hours
Field Survey & Base Map	<b>\$5,307</b>	<b>42</b>
<b>Project Management and Stakeholder Meetings</b>		
	Cost	Hours
Project Management, Coordination, & Meetings <ul style="list-style-type: none"> <li>- Kick Off Meeting</li> <li>- Utility Coordination</li> <li>- Meetings with local stakeholders and clubs</li> </ul>	<b>\$3,279</b>	<b>19</b>
<b>Preliminary Design</b>		
	Cost	Hours
Preliminary Design <ul style="list-style-type: none"> <li>- Preliminary Analysis and Feasibility Determination</li> <li>- Preliminary Layout</li> <li>- Constr. Plan Set-up &amp; Prelim Drawings</li> </ul>	<b>\$2,595</b>	<b>18</b>
<b>Final Design/Bidding</b>		
	Cost	Hours
Final Design <ul style="list-style-type: none"> <li>- Final Layout and Design</li> <li>- Final Constr. Plans</li> <li>- Quantities</li> </ul> Bidding Services <ul style="list-style-type: none"> <li>- Bid Package Assembly &amp; Distribution, Bidder Questions, Addendums, Review, Award Recommendation</li> </ul>	<b>\$5,200</b>	<b>34</b>
<b>Agency Coordination</b>		
	Cost	Hours
WisDOT <ul style="list-style-type: none"> <li>- Work in R/W Permit</li> <li>- Highway Crossing Permit</li> </ul>	<b>\$1,700</b>	<b>10</b>
<b>Total Design (Time and Materials)</b>	<b>\$18,081</b>	<b>123</b>

# Estimated Project Cost & Schedule

## Estimated Project Cost – Short Project (Rapel to Essex) Construction

<b>Resident Project Representative</b>		
	<b>Cost</b>	<b>Hours</b>
On site representation and oversight	<b>\$6,120</b>	<b>50</b>
<b>Construction Administration</b>		
- <i>Submittal Review</i>	<b>Cost \$1,020</b>	<b>Hours 6</b>
- <i>Preparation of Change Orders and Work Change Directives</i>		
- <i>Review and Recommend Pay Applications</i>		
- <i>Preparation of Record Drawings</i>		
<b>Construction Staking</b>		
	<b>Cost \$7,476</b>	<b>Hours 60</b>
<b>Total Construction (Time and Material)</b>	<b>\$14,616</b>	<b>116</b>

## Additional Services

Becher-Hoppe Associates, Inc. will provide additional services as may be required, and will provide a Proposal for such services upon your request. Please review the additional services section in our Project Understanding and Approach. Possible Additional Services include:

- Arch/historic investigations
- Wetland delineation
- Additional public outreach
- Coordination with agencies not listed



330 N. 4th Street, Wausau, WI 54403-5417  
715-845-8000 | becherhoppe.com

## 2024 Rate Schedule

<u>Classification</u>	<u>Hourly Rate</u>	<u>Per Diem</u>	<u>Rate</u>
Project Engineer III	\$190	Meal-Breakfast (at IRS rate)	\$13.00
Project Engineer II	\$170	Meal-Lunch (at IRS rate)	\$15.00
Project Engineer I	\$150	Meal-Dinner (at IRS rate)	\$26.00
Civil 3D Designer	\$165	Travel (at IRS rate)	\$0.655/mile
Resource Manager	\$165	Lodging	At Cost
Staff Engineer	\$115		
Engineer Intern	\$90		
		<b><u>Field Equipment</u></b>	<b><u>Rate</u></b>
CAD Technician III	\$125	GPS	\$40/Hour
CAD Technician II	\$115	Robotic Total Station	\$40/Hour
CAD Technician I	\$105	Drone	\$100/Hour
		<b><u>Supplies</u></b>	<b><u>Rate</u></b>
Project Representative III	\$140	Postage	At Cost
Project Representative II	\$115	Printing Materials	At Cost
Project Representative I	\$105		
		<b><u>Other</u></b>	<b><u>Rate</u></b>
Survey Supervisor	\$150	Permitting / Plan Approval Fees	At Cost
Survey Technician II	\$110	Sub-consultant's Fee X	1.03
Survey Technician I	\$100	Expert Witness Rate X	2
Real Estate Specialist II	\$170	Overtime Rate X	1.25
Technical Assistant	\$110		

Updated 10/24/23

*Becher-Hoppe Associates, Inc. reserves the right to adjust any portion of the rate schedule as needed annually to reflect the firm's salary and reimbursable expenses review practices. Invoice billing rates will be adjusted accordingly.*

# **SCOPE OF SERVICES**

## **ATV Trail Derleth Rd. to CTH U.**

### **Lincoln County Forestry**

#### **I. PROJECT DESCRIPTION**

Lincoln County Forestry would like to build an ATV trail using the existing USH 8 Right-of-Way in the Town of Bradley from Derleth Rd to CTH U. A plan will be developed to assist the Forestry department with DOT and DNR permits, bidding, and construction of the proposed trail.

#### **II. ENGINEERING SERVICES DESIGN- (LUMP SUM) \$70,500**

MSA Professional Services proposes to complete the following services:

1. Perform full Topographic survey for the project length.
2. Call Diggers hot line to coordinate utility locates.
3. Verify Right-of-Way locations within project limits.
4. Provide wetland delineation services for the project length.
5. Develop a project cover sheet with a location map.
6. Develop typical sections for trail construction. The trail width is 12-feet with two 1-foot shoulders total 14-feet.
7. Develop plans (plan and profile with cross sections) for the trail.
8. Develop plans with erosion control.
9. Provide Permit application and coordination for the trail construction on WisDOT property.
10. Provide coordination with WVIC.
11. Complete project specifications for the project.
12. Complete and submit a Notice to Intent with the WDNR for land disturbance greater than 1 acre.
13. Provide cost estimates for grant application for trail construction.
14. Complete and submit Zoning variance application.
15. Provide bidding services including answering questions during the bid period, review bids, and make a recommendation of award to the lowest responsive bidder for the project. The bids will be received and accepted through QuestCDN.com via the online electronic bid service.
16. Meetings with the owner or prospective contractors (2) total.

#### **III. CONSTRUCTION SERVICES (ESTIMATED HOURLY) \$11,735**

1. Provide part time observation of the project by the Project Engineer. Estimated 8 hours.

2. Provide part time construction observation of the project by a Resident Project Representative for the duration of the project. An RPR is budgeted to be available 68 hours over the life of the project.
3. Observe the work and inform the Owner as to compliance with plans and specifications.
4. Provide interpretations of the plans and specifications and assist the Owner in interaction with the Contractor.
5. Review and make recommendations for pay requests and contract change order requests from the Contractor.
6. Complete project close out, substantial and final completion forms.

**IV. SCHEDULE**

1. Begin fieldwork	Upon approval of contract 2024.
2. Plan to Lincoln County Forestry and WisDOT	December 2024
3. Final Plans and Estimate	February 2025
4. Grant Award	Fall of 2025
5. Advertise for Bid	January 2026
6. Bid Opening	February 2026
7. County Awards Project to Contractor	February 2026
8. Construction Begins	May 2026
9. Construction - Substantial Completion	October 2026
10. Construction - Final Completion	November 2026

**IV. ASSUMPTIONS AND CONDITIONS OF SERVICE**

1. This project will not require easements.
2. This proposal includes boundary information for Right-of Way from Derleth Rd to CTH U. MSA assumes that these lands are owned by WisDOT and the project will not require any additional property for construction.
3. A topographic survey will be completed as part of this scope of work.
4. No level loop will be run through control points.
5. Utility Locates will be requested by calling Diggers hotline by MSA. MSA is not responsible for accuracy of locates. Should the utility fail to locate the utility within the time we are on site to collect topography additional site visits to collect utility information shall be considered additional services.
6. Soil boring are not required.
7. The following additional studies and reports are not included:
  - a. Archaeological Survey
  - b. Real Estate or Right-of-way transactions
8. Permit application for trail to be submitted to WisDOT and WDNR.
9. Only permit applications specifically listed are included with this scope of services.
10. If project coordination meetings are required beyond the meeting listed above, they will be considered as additional services and completed on a time and material basis.

11. MSA is not responsible for the timeliness or outcome of agency reviews or approvals.
12. The contractor will be responsible for staking the project.
13. If the client requests work beyond this Scope of Services or if there is a change to work in progress, the client will be advised of the scope of the additional services and the estimated corresponding fee for approval prior to starting the work. A written contract amendment will be provided for approval by the Owner.
14. All work will be done in accordance with the terms and conditions set forth in the contract. Items not specifically mentioned in the scope of services are not a part of this contract.
15. Lump sum costs include the cost of reimbursable expenses such as: fax, telephone, mileage, equipment, photocopying, and plan reproduction.
16. Plan specification if requested will be considered an additional service.
17. Bidding, if requested, will be considered an additional service.
18. Project plans and specification will be provided in PDF format. Printed copies of plans and specification can be provided based on printing cost at the time of delivery.
19. Any retaining walls needed for the project will be a performance specification for contractor design. Should MSA need to provide a retaining wall design that shall be considered additional services.
20. RPR services are estimated at 68 hours.
21. All fees are the responsibility of the owner.



# **SCOPE OF SERVICES**

## **ATV Trail Rapel Rd. to Essex Rd.**

### **Lincoln County Forestry**

#### **I. PROJECT DESCRIPTION**

Lincoln County Forestry would like to build an ATV trail using the existing USH 8 Right-of-Way in the Town of Bradley from Rapel Rd to Essex Rd. A plan will be developed to assist the Forestry department with DOT permits, Bidding and construction of the proposed trail.

#### **II. ENGINEERING SERVICES DESIGN- (LUMP SUM) \$26,895**

MSA Professional Services proposes to complete the following services:

1. Perform full Topographic survey for the project length.
2. Verify Right-of-Way locations within project limits.
3. Develop a project cover sheet with location map.
4. Develop typical sections for trail construction. The trail width is 12-feet with two 1-foot shoulders total 14-feet.
5. Develop plans (plan and profile with cross sections) for the trail.
6. Develop plans with erosion control.
7. Provide Permit application and coordination for the trail construction on WisDOT property.
8. Complete project specifications for the project
9. Provide bidding services including answering questions during the bid period, review bids, and make a recommendation of award to the lowest responsive bidder for the project. The bids will be received and accepted through QuestCDN.com via the online electronic bid service.
10. Meetings with the owner or prospective contractors (2) total.

#### **III. CONSTRUCTION SERVICES (ESTIMATED HOURLY) \$3345**

1. Provide part time observation of the project by the Project Engineer.
2. Provide part time construction observation of the project by a Resident Project Representative for the duration of the project. An RPR is budgeted to be available 20 hours over the life of the project.
3. Observe the work and inform the Owner as to compliance with plans and specifications.
4. Provide interpretations of the plans and specifications and assist the Owner in interaction with the Contractor.
5. Review and make recommendations for pay requests and contract change order requests from the Contractor.

6. Complete project close out, substantial and final completion forms.

#### **IV. SCHEDULE**

- |   |                                 |
|---|---------------------------------|
| 1. Begin fieldwork                            | Upon approval of contract 2024. |
| 2. Plan to Lincoln County Forestry and WisDOT | October 2024                    |
| 3. Final Plans                                | December 2024                   |
| 4. Advertise for Bid                          | January 2025                    |
| 5. Bid Opening                                | February 2025                   |
| 6. County Awards Project to Contractor        | February 2025                   |
| 7. Construction Begins                        | May 2025                        |
| 8. Construction - Substantial Completion      | November 2025                   |
| 9. Construction - Final Completion            | November 2025                   |

#### **IV. ASSUMPTIONS AND CONDITIONS OF SERVICE**

1. This project will not require easements.
2. This proposal includes boundary information for Right-of Way from Rapel Rd to Essex Rd. MSA assumes that these lands are owned by WisDOT and the project will not require any additional property for construction.
3. A topographic survey will be completed as part of this scope of work.
4. Soil boring are not required.
5. The following additional studies and reports are not included:
  - a. Wetland Delineation
  - b. Archaeological Survey
  - c. Real Estate or Right-of-way transactions
6. Permit application for trail to be submitted to WisDOT.
7. Only permit applications specifically listed are included with this scope of services.
8. The total disturbance of the project is less than one acre and therefore will not require a NOI permit from WDNR.
9. If project coordination meetings are required, they will be considered as additional services and completed on a time and material basis
10. MSA is not responsible for the timeliness or outcome of agency reviews or approvals.
11. Contractor will be responsible for staking the project.
12. If the client requests work beyond this Scope of Services or if there is a change to work in progress, the client will be advised of the scope of the additional services and the estimated corresponding fee for approval prior to starting the work. A written contract amendment will be provided for approval by the Owner.
13. All work will be done in accordance with the terms and conditions set forth in the contract. Items not specifically mentioned in the scope of services are not a part of this contract.
14. Lump sum costs include the cost of reimbursable expenses such as: fax, telephone, mileage, equipment, photocopying, and plan reproduction.
15. Plan specification if requested will be considered an additional service.

16. Bidding, if requested, will be considered an additional service.
17. Project plans and specification will be provided in PDF format. Printed copies of plans and specification can be provided based on printing cost at the time of delivery.
18. RPR services are estimated at 20 hours.
19. All fees are the responsibility of the owner.



# REI

**CIVIL & ENVIRONMENTAL  
ENGINEERING, SURVEYING**

## **Survey and Civil Design**

**Hwy 8 ATV Trail Reroute (Option 1)  
801 N Sales St, Suite 106  
Merrill, WI 54452**



**Submitted To:**

Lincoln County Forestry, Land & Parks Dept.

Dean Bowe

801 N Sales St, Suite 106

Merrill, WI 54452

December 12, 2023

**Proposal Prepared By:**

REI Engineering, Inc.

4080 N 20th Avenue

Wausau, WI 54401

(715) 675-9784

**COMPREHENSIVE  
SERVICES WITH  
PRACTICAL  
SOLUTIONS**



# Why Choose REI?

Thank you for requesting a proposal from REI Engineering, Inc. (REI). We have enclosed a copy of REI's Professional Services Agreement. If the Agreement is acceptable, please sign and return to our office. We will begin our services upon receipt of the executed agreement and your authorization.

We offer comprehensive services with practical solutions. Client satisfaction is achieved through a

clear understanding of the regulatory process and applying it to your project.

At REI, your opinion matters. We contact every client to evaluate and improve our services. We listen to you and offer solutions according to your expectations.

**The following statistics demonstrate our commitment to exceeding your expectations and are based on a 5 year average.**



Would you hire REI again?

100%



Did REI meet your expectation on the quality of service?

99.6%



99.4%



Did REI meet your deadlines?

99%

Did REI keep you informed on project progress?

How would you rate REI out of 5 stars?



*What are our clients saying?*

"From the initial contact and continued direction...I have found REI to be an absolute asset to see the pace of my projections and projects to be fully completed on time. Very knowledgeable and professional."

*Northcentral Technical College*

"I can always count on REI to provide me the services they promise by the deadlines we (sometimes even unreasonably) set for them."

*Ruder Ware*

"I had an outstanding experience working with REI from start to finish. REI is very knowledgeable and did an excellent job keeping me informed on the progress of the job." *Jon Thompson, Etco Electric Supply, Inc.*

"REI has been an excellent organization to work with. They make it a pleasure to do business with them. As we at Incredible Bank would say REI is incredible."

*Incredible Bank*

"REI Continues to be a very reliable and capable business partner. They instill confidence, meet deadlines, and are just good people to do business with. From the person that answers the phone, to the various individuals engaged in the final outcome; professionalism, courtesy and service is outstanding."

*Greenheck Fan Corporation*

**REIengineering.com**

# What REI Can Do For You

REI Engineering specializes in exceeding client expectations in civil engineering, surveying, environmental and safety consulting. Client satisfaction is achieved through a clear understanding of the regulatory

process and applying it to individual projects. Simply put - the vast number of repeat clients at REI indicate that we align our priorities with those of the client's to accomplish success.



## CIVIL ENGINEERING DESIGN AND CONSTRUCTION

Unmatched project delivery supported by integrity and quality



## LAND SURVEYING

Premier, accurate provider of surveying and land planning services, with commitment to efficient technology utilization and regulatory developments



## ENVIRONMENTAL CONSULTING AND EMERGENCY RESPONSE

Dedicated and experienced professionals apply critical thinking to deliver cost effective solutions



## SAFETY CONSULTING

Identifying economic solutions to comply with safety and regulatory compliance, implementing plans and executing training

"From the first phone call to REI to the completion of the inspection, REI has kept us informed of every step that needed to be completed and when it was scheduled. REI understood the urgency of our situation and was instrumental in making sure communication with the WI DNR and the Town of Roosevelt was shared. We would highly recommend REI!!!

*Cheryl Ustianowski,  
Town of Roosevelt*

"It was very easy to work with REI, they were very prompt with getting in touch with me on where our project was at all times. It exceeded my expectations as to how fast it all got done. I thought it was very nice how the owner took the time to come in and introduce herself to me and just chat when I came down for our first meeting, to me, that goes a long ways. I would definitely recommend your service to anyone I know. Thanks again"

REI provided survey and design services for our company. Our project included a site survey and topographic survey, zoning compliance services, design services which included consideration for relocation of tractor/trailer access to loading docks, location of new septic mound system, erosion control plan including a storm water retention pond and building expansion. A Storm Water Management Plan was developed for our company. We initially consulted with Tom Radenz and Mike Mohr was the Project Engineer that worked on our project. Mike was very professional and knowledgeable - he was responsive to our questions/changes and was considerate of timing requirements. He attended and presented at town meetings on our behalf and was a pleasure to work with. We were very happy with the services provided by REI for our project."

*Goetsch's Welding & Machine, Inc."*

[REIEngineering.com](http://REIEngineering.com)



# Professional Services Agreement

Project: Survey and Civil Design  
Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
Date: December 12, 2023

0.00	<b>Project Description and Understanding</b>
	REI has relied on the following project understanding and representations provided by the Client in preparing the Scope of Services and fee estimate.
0.01	The "Project" consists of creating a full construction plan set and permit development to entitle the reroute of an approximate 1.4 mile stretch of Lincoln County ATV trail to parallel Hwy 8 within WisDOT right-of-way. This proposal and fee estimate are based on information provided by the Client and a preliminary site visit conducted by REI.
0.02	REI and our subconsultants have permission to access the site to perform survey and design work.
0.03	A topographic survey will be completed to assist in plan development and will encompass only areas planned to be disturbed in addition to adjacent right of way areas as needed to locate utilities.
0.04	This scope of services includes one request for digger's hotline services to mark the public underground utilities. If the utilities are not marked within the requested time limit, additional coordination will be needed to get the underground utilities marked. If this occurs, additional fees may be warranted and added to the project as additional expenses on a time and material basis.
0.05	REI's fee assumes that the work will be performed in the absence of heavy snow cover. Should the work schedule require that REI performs the work during heavy snow cover, REI will work with the Client to perform the work as efficiently as possible. The Client understands that additional fees may be incurred due to the field conditions and that multiple field visits may be required to locate the required features.
0.06	Total construction disturbance is anticipated to exceed 1 acre, therefore the project will be required to abide by local and state stormwater management requirements. If design criteria cannot be provided to meet the guidelines of post-construction stormwater for trails, specific stormwater management facility(ies) may be required. REI has included an alternate for design of specific stormwater facility(ies) and on-site soil verification (test pits) under <b>Alt 1</b> . The Client would need to provide backhoe and operator for excavation of test pits.
0.07	Various project areas about WDNR-mapped wetlands. REI has included an allowance for a wetland delineation under Sub A. Given that we are outside of the growing season, a hydric determination can be completed, but a revisit will be required once the growing season resumes in 2024 (late April-early May typically).
0.08	Meeting attendance will be as outlined within REI's Professional Services Agreement. Additional meetings will be attended on a Time and Materials Basis.
0.09	REI's scope of services does not include assembly of multiple bid packages, as-built preparation, access permitting, easement mapping/descriptions, wetland permitting services or issues pertaining to environmental contamination. Reissuance of plan sets as requested by others can be implemented upon request on a time and materials basis.
0.10	Changes to the "final layout plan" (provided by Client), as requested by the Client, will be performed as Additional Services.
0.11	Additional Services as requested by the Client will be included to REI's base contract as a contract amendment (or change order). REI will supply the Client with fee estimates associated with the Additional Services upon request.
0.12	All electronic data used to prepare deliverable documents is the property of REI Engineering, Inc. and will be transferred only to the Client in relation to the preparation of the project deliverables. REI reserves the right to control the release of the electronic data following the completion of our scope of services.
0.13	Reimbursable expenses such as application, review, recording, publication, and permit fees are not included in REI's base contract and will be obtained directly from the Client or added to the contract. REI can provide a budgetary estimate for these fees upon request.
0.14	For the construction phase, REI estimates that the project duration will be 4-6 weeks. We assumed that an average of (2) mobilizations per week would be representative. Most erosion control inspections are anticipated to occur in tandem with our onsite time, with some erosion inspections continuing forward past the conclusion of construction. This phase of the project would be billed at Time and Materials using the fee estimates as Allowances. REI would be able to provide construction staking services on behalf of the project under future agreement (either direct with the Client or contractor).



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

## 0.50 Fee Schedule

It is understood that services provided by REI will be reimbursed by the Client following a time & materials rate. The "Project Base Totals" outlined below provide a good faith estimate of what it will involve to complete our understanding of current scope at hand. The fee will be invoiced monthly on a prorated basis as services are provided.

The following breakdown is provided for informational purposes.

1.00	Information Gathering	\$900
2.00	Land Surveying	\$9,000
3.00	Design Development	\$8,100
4.00	Regulatory Review	\$3,500
5.00	Storm Water Management	\$3,000
6.00	Construction Documents	\$6,800
7.00	Bidding Services	\$2,600
8.00	Construction Engineering & Observation	\$14,800 (allowance)

<b>Project Base Total</b>	<b>\$48,700</b>
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### Subcontractor Services

Sub A Wetland Delineation	\$6,000 (allowance)
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<b>Project Total w/ Subs</b>	<b>\$54,700</b>
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### Project Alternates

ALT1 Stormwater Facility Design	\$2,500
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<b>Project Total w/ Subs and Alternates</b>	<b>\$57,200</b>
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General Conditions: See Final Page  
 Advanced Payment:           **\$4,900**          

Note: This cost estimate does not include fees assessed or charged by an approving authority such as review fees, advertising fees, permit application fees, or recording fees. These shall be paid for directly by the client.

By executing this Agreement, the Client and REI acknowledge that this Agreement is limited to the expressly enumerated Scope of Services and Deliverables; that it is premised upon the Client representations set forth herein; and that it is subject to the general and supplemental conditions (if any) incorporated herein.

Client: _____	<b>REI Engineering, Inc.</b>
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: <u>Jim Borysenko</u>
Title: _____	Title: <u>CE Dept. Manager</u>
Date: _____	Date: _____





# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

REI's services will be specifically limited to the following work scope:

	Provided by Client	Not Included	Included
<b>1.00 Information Gathering</b>			
1.01 Legal Description of the Subject Property	X		
1.02 Title Opinion/Abstract Depicting Deed Restrictions & Easements		X	
1.03 Available Site Survey Information		X	
1.04 GIS or Tax Parcel Mapping Data			X
1.05 WDNR Wetland Inventory Mapping			X
1.06 Wetland Delineation			<b>Sub A</b>
1.07 FEMA Flood Plain Mapping		X	
1.08 Soils Mapping		X	
1.09 Geotechnical Exploration		X	
1.10 Initial Land Use Concepts		X	
1.11 Zoning Ordinances		X	
1.12 Shoreland Zoning		X	
1.13 Subdivision Ordinances		X	
1.14 Existing Property Mapping			X
1.15 Available Utility Mapping		X	
1.16 Private Utility Records		X	
1.17 Private Utility Locate		X	
1.18 Roadway Design Plans		X	
1.19 Site Visit			X
1.20 WDNR Endangered Resources Review		X	
1.21 Phase 1 Environmental Site Assessment		X	

**Information Gathering Fee:** \$900

	Provided by Client	Not Included	Included
<b>2.00 Land Surveying</b>			
2.01 Request Diggers Hotline Marking			X
2.02 Topographic Survey - U.S.G.S. or Local Elevation Datum including:			X
2.02.01 Identify Existing Property Boundary (GIS)			X
2.02.02 Ground Contours <u>  1  </u> foot intervals			X
2.02.03 Water Bodies/Drainage Courses			X
2.02.04 Streets, Drives, Sidewalks, Pavement Areas			X
2.02.05 Visible Utilities			X
2.02.06 Underground Utility Markings			X
2.02.07 Utility Inverts (Manholes, Inlets, Culverts)			X
2.02.08 Treelines			X
2.02.09 Individual Trees <u>  6  </u> inches and larger		X	
2.02.10 Buildings and Structures		X	
2.02.11 Signs			X
2.02.12 Retaining Walls		X	
2.02.13 Landscape Features		X	
2.02.14 Other Features as Found			X
2.03 Subdivision/Survey of Lands		X	
2.04 Incorporate Wetland Mapping provided by Sub A			X
2.05 Generate Electronic Survey Map			X
2.06 QA/QC Independent Review			X

**Land Surveying Fee:** \$9,000



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

	Provided by Client	Not Included	Included
<b>3.00 Design Development</b>			
3.01 Client Meetings			<b>X</b>
3.01.01 REI Office/Phone/Virtual # of Meetings <u>1</u>			<b>X</b>
3.01.02 Client Office # of Meetings <u>0</u>		<b>X</b>	
3.01.03 Project Location # of Meetings <u>0</u>		<b>X</b>	
3.01.04 Other # of Meetings <u>0</u>		<b>X</b>	
3.02 Title Sheet			<b>X</b>
3.03 Existing Conditions Plan			<b>X</b>
3.04 Demolition/Removal Plan		<b>X</b>	
3.05 Construction Phasing Plan		<b>X</b>	
3.06 Project Overview/Alignment Plan			<b>X</b>
3.07 Site Layout Plan		<b>X</b>	
3.08 Site Grading, Drainage, and Erosion Control Plan			<b>X</b>
3.09 Spot Grading Detail			<b>X</b>
3.10 Site Utility Plan		<b>X</b>	
3.11 Construction Details			<b>X</b>
3.12 Water Main (Public)		<b>X</b>	
3.13 Sanitary Sewer (Public)		<b>X</b>	
3.14 Roadways		<b>X</b>	
3.15 Landscape Plan		<b>X</b>	
3.16 Site Lighting Plan		<b>X</b>	
3.17 Mapping Exhibits		<b>X</b>	
3.17.01 Annexation Exhibits		<b>X</b>	
3.17.02 Easement Exhibits		<b>X</b>	
3.17.03 Street/Alley Vacation Exhibits and Descriptions		<b>X</b>	
3.18 Preliminary Earthwork Estimate			<b>X</b>
3.19 Preliminary Opinion of Probable Construction Cost		<b>X</b>	
3.20 QA/QC Independent Review			<b>X</b>

**Design Development Fee: \$8,100**



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

4.00 Regulatory Review	Provided by Client	Not Included	Included
4.01 Permitting/Regulatory Approvals			<b>X</b>
4.01.01 Municipality Number of Meetings 0		<b>X</b>	
4.01.02 Site Plan/Zoning Application Completion		<b>X</b>	
4.01.03 Site Plan Package to Client for Submittal		<b>X</b>	
4.01.04 Submit Site Plan/Zoning Package to Municipality		<b>X</b>	
4.01.05 Driveway/Access Permitting		<b>X</b>	
4.01.06 DSPS (Exterior Plumbing)		<b>X</b>	
4.01.07 Water and Sanitary		<b>X</b>	
4.01.08 Storm and Drainage		<b>X</b>	
4.01.09 WDNR (Public Utilities)		<b>X</b>	
4.01.10 Public Water Main		<b>X</b>	
4.01.11 Public Sanitary Main		<b>X</b>	
4.01.12 WisDOT Number of Meetings 0			<b>X</b>
4.01.13 Work in Right of Way			<b>X</b>
4.01.14 Driveway		<b>X</b>	
4.01.15 Utilities		<b>X</b>	
4.01.16 County Number of Meetings 0			<b>X</b>
4.01.17 Site Plan		<b>X</b>	
4.01.18 Trail			<b>X</b>
4.01.19 Other		<b>X</b>	

**Regulatory Review Fee: \$3,500**

5.00 Storm Water Management	Provided by Client	Not Included	Included
5.01 Onsite Soils Verification			<b>Alt 1</b>
5.01.01 Identify Soil Test Locations			<b>Alt 1</b>
5.01.02 Coordinate Excavator Services	<b>Alt 1</b>		
5.01.03 Preparation of Soil Logs			<b>Alt 1</b>
5.01.04 Coordinate Requirements with Geotechnical Engineer		<b>X</b>	
5.02 Field Testing for Soil Infiltration Rate		<b>X</b>	
5.03 Storm Water Management Facility Design		<b>X</b>	
5.03.01 On-Site Storm Water Detention/Retention		<b>X</b>	
5.03.02 Off-Site Storm Water Detention/Retention		<b>X</b>	
5.03.03 On-Site Infiltration		<b>X</b>	
5.03.04 On-Site Total Suspended Solids (TSS) Removal			<b>Alt 1</b>
5.03.05 On-Site Phosphorous Removal		<b>X</b>	
5.03.06 Underground Storm Water Detention/Retention		<b>X</b>	
5.03.07 Decorative Storm Water Detention/Retention		<b>X</b>	
5.03.08 Design considerations within protective setbacks			<b>X</b>
5.04 Storm Water Management Plan Permitting			<b>X</b>
5.04.01 WDNR (NOI)			<b>X</b>
5.04.02 Municipality		<b>X</b>	
5.04.03 WisDOT		<b>X</b>	
5.04.04 County		<b>X</b>	
5.05 Stormwater Facility As-Built Certification		<b>X</b>	
5.06 Industrial Stormwater Pollution Prevention Plan		<b>X</b>	
5.07 QA/QC Independent Review			<b>X</b>

**Storm Water Management Fee: \$3,000**



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

		Provided by Client	Not Included	Included
6.00	<b>Construction Documents</b>			
6.01	Client Meetings			<b>X</b>
6.01.01	REI Office/Phone/Virtual # of Meetings <u>1</u>			<b>X</b>
6.01.02	Client Office # of Meetings <u>0</u>		<b>X</b>	
6.01.03	Project Location # of Meetings <u>0</u>		<b>X</b>	
6.01.04	Other # of Meetings <u>0</u>		<b>X</b>	
6.02	Phased Bid Packages Total Packages <u>0</u>		<b>X</b>	
6.03	Technical Specifications for REI Design			<b>X</b>
6.03.01	Within Drawing Set			<b>X</b>
6.03.02	Document Format (REI, CSI, AIA, Client)		<b>X</b>	
6.03.03	Special Requirements		<b>X</b>	
6.04	Project Manual			<b>X</b>
6.04.01	Contract Document Type (EJCDC, AE, Client)			<b>X</b>
6.05	Title Sheet			<b>X</b>
6.06	Existing Conditions Plan			<b>X</b>
6.07	Demolition/Removal Plan			<b>X</b>
6.08	Construction Phasing Plan		<b>X</b>	
6.09	Project Overview/Alignment Plan			<b>X</b>
6.10	Site Layout Plan		<b>X</b>	
6.11	Site Grading, Drainage, and Erosion Control Plan			<b>X</b>
6.12	Spot Grading Detail			<b>X</b>
6.13	Site Utility Plan		<b>X</b>	
6.14	Construction Details			<b>X</b>
6.15	Roadway Plans		<b>X</b>	
6.16	Landscape Plan		<b>X</b>	
6.17	Site Lighting Plan		<b>X</b>	
6.18	Pavement Section Recommendation		<b>X</b>	
6.19	Final Cut/Fill Analysis			<b>X</b>
6.20	Project Quantity Estimate			<b>X</b>
6.21	Deliverables			<b>X</b>
6.21.01	Electronic Copies			<b>X</b>
	PDF Format			<b>X</b>
	DWG Format		<b>X</b>	
6.21.02	Construction Drawings (Hardcopy)		<b>X</b>	
	11" x 17" Number <u>0</u>		<b>X</b>	
	24" x 36" Number <u>0</u>		<b>X</b>	
	Specifications/Project Manual Number <u>0</u>		<b>X</b>	
6.21.03	Digital Terrain Model (DTM)		<b>X</b>	
6.22	QA/QC Independent Review			<b>X</b>

**Construction Documents Fee: \$6,800**



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 1)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

	Provided by Client	Not Included	Included
<b>7.00 Bidding Services</b>			
7.01 Schedule of Bid Items and Quantities			X
7.02 Engineer's Estimate of Probable Construction Cost			X
7.03 Advertise for Bids			X
7.04 Plan Distribution (Electronic)			X
7.05 Bid Addenda			X
7.06 Bidders' Questions			X
7.07 Attend Bid Opening		X	
7.08 Bid Tabulation		X	
7.09 Bidders' Qualifications		X	
7.10 Recommendation			X
7.11 Notice of Award		X	

**Bidding Services Fee:** **\$2,600**

	Provided by Client	Not Included	Included
<b>8.00 Construction Engineering &amp; Observation</b>			
8.01 Preconstruction Meeting			X
8.02 Shop Drawing Review		X	
8.03 On-Site Construction Visits			X
8.03.01 Number of Visits <u>12</u> Hour Allowance <u>60</u>			X
8.03.03 Weekly - Anticipated Number of Hours <u>10</u>			X
8.04 Erosion Control Inspection & Report			X
8.04.01 Number of Weeks <u>12</u>			X
8.05 Review & Comment on Payment Application (2)			X

**Construction Engineering & Observation Fee:** **\$14,800**

	By Client	By REI	None
<b>9.00 Misc. Project Responsibilities</b>			
9.01 Title Opinion/Abstract depicting Deed Restrictions & Easements			X
9.02 Provide or Approve Final Trail Alignment for REI's Use in Engineering Design	X		
9.03 Perform Wetland Delineation		<b>Sub A</b>	
9.04 Stormwater Facility Design		<b>Alt 1</b>	
9.05 Negotiate any temporary grading/construction easements	X		

Additional services will be reimbursed based upon REI's standard hourly and unit rates in effect when the services are provided. The fee schedule is subject to annual adjustment. The hourly rates for 2023 are:

Senior Consultant	\$160	Senior Engineering Technician	\$100
Project Manager	\$150	Professional Land Surveyor	\$133
Project Engineer	\$135	Land Survey Technician	\$95
Engineer/Sr. Designer	\$115	CAD Technician	\$100
Landscape Designer	\$115	Surveyor Field Time - 1	\$133
Designer	\$105	Surveyor Field Time - 2	\$190
Senior CAD Technician	\$105	Administrative	\$68

Additional direct expenses will be reimbursed at REI's cost, multiplied by ten percent. Mileage will be reimbursed at \$0.76/mile. Miscellaneous expenses including paper, in-house reproductions (excluding subcontracted printing costs), telephone calls, surveying supplies, and drafting supplies will be reimbursed by means of a 4 percent surcharge added to REI's invoices.

REI will notify the Client of Additional Services performed prior to invoicing.

## General Conditions

### **PART 1: SERVICES AND DELIVERABLES**

REI Engineering, Inc. ("REI") agrees to provide to Client the services and deliverables (the "Services and Deliverables") enumerated in the attached Work Scope and Professional Services Agreement (collectively with these General Conditions, the "Agreement") subject to these General Conditions. Amendments to the Agreement shall be in writing and approved by both REI and Client or may be as verbally requested by Client if subsequently confirmed by REI in writing and actually provided or performed by REI. The Agreement shall not be effective until it is signed by both REI and Client. REI may withdraw this Agreement at any time prior to execution by REI and Client. In the event these General Conditions conflict with any terms contained in the Work Scope, Professional Services Agreement, or any other agreement between Client and REI, these General Conditions shall control.

### **PART 2: FEES FOR SERVICES**

**2.1** Client agrees to compensate REI for the Services and Deliverables by REI, its subcontractors, or subconsultants in accordance with the Agreement. REI will submit invoices to Client approximately monthly and a final invoice upon completion of the Services and Deliverables. Invoices will show charges based on the Agreement. A detailed itemization of charges will be provided at Client's request for a reasonable charge.

**2.2** Client will pay the balance stated on the invoice unless Client notifies REI in writing of the particular item that is alleged to be incorrect within fifteen (15) days from the invoice date. Client will be deemed to have accepted all invoice amounts not disputed within such 15-day period. Payment of undisputed amounts is due within thirty (30) days after each invoice date. On past due accounts, Client will pay a finance charge of 1.5% per month.

**2.3** REI will notify Client in advance of schedule costs that are expected to exceed the estimates in the Agreement. In such events, Client may: (a) authorize additional funds to complete the Services and Deliverables as originally defined; (b) redefine the Work Scope in order to fit the remaining funds; or (c) request the work related to the Services and Deliverables is stopped at the specific expenditure level. If option (c) is chosen, REI will turn over such data, results, and material completed at the authorized level, and neither REI nor Client shall have further obligation or liability except for payment of work performed and other obligations arising prior to the date of termination of this Agreement.

**2.4** Unless explicitly set forth in the Work Scope, providing testimony, expert witness services, or other services related to legal proceedings are not included in the Services and Deliverables. In the event REI voluntarily agrees or is required to provide such services, such services shall be deemed additional services and Client shall pay REI for such services at rates equal to double REI's then-current hourly rates and shall reimburse REI for any costs and expenses REI incurs in the course of such services.

### **PART 3: SITE INFORMATION/SITE ACCESS/DELIVERABLES**

**3.1** Client shall inform REI of all known information regarding existing and proposed conditions of the property that may affect REI's completion of the Services and Deliverables. Client will immediately provide to REI any new information of which Client becomes aware during the course of the project.

**3.2** Client agrees to provide REI, prior to REI starting the Services and Deliverables, all information known or available to Client regarding the presence and location of any buried or concealed pipes, tanks, cables, utilities, or other manmade objects on or beneath the property that may affect or may be affected by REI in completing the Services and Deliverables. Client agrees to waive any claim against REI and to indemnify, defend, and hold harmless REI, its subcontractors, consultants, agents, and employees from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from damaged utilities, concealed pipes, tanks, cables, or other manmade objects not made known to REI by Client. Client agrees to hold harmless and indemnify REI from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from damage to buried pipes, cables, or utilities improperly marked or designated by "Diggers Hotline" or similar other utility location service.

**3.3** Client shall provide to REI accurate and reliable information regarding property lines and property ownership, unless ascertainment of the same is expressly included within the Work Scope. Client agrees to indemnify and hold harmless REI from any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from inaccurate or incomplete information provided hereunder or otherwise failing to comply with the requirements of this Part 3.3.

**3.4** Client shall furnish right of entry to REI, its subcontractors, employees, and agents as deemed necessary by REI to complete the Services and Deliverables. Client agrees to cooperate with REI such that the Services and Deliverables can be completed. Client agrees to hold REI harmless from any losses or penalties due to delays in the completion of the Services and Deliverables arising from Client's failure to comply with this Part 3.4.

**3.5** REI provides the Services and Deliverables to Client for Client's sole and exclusive use only in connection with the project contemplated in this Agreement and only for the Services' and Deliverables' intended purpose.

**3.6** While REI will take reasonable precautions to minimize any damage to property, it is understood by Client that in the normal course of REI's services, some damage may occur. The restoration of any damage is the responsibility of Client. If Client directs REI to restore property to its former condition, the costs associated with restoration will be added to REI's fee.

**3.7** In accepting and utilizing any drawings, documents, specifications, reports, calculations, estimates, data, and other work product created or developed by REI pursuant to this Agreement (collectively, the "Documents and Data"), Client covenants and agrees that all such Documents and Data shall remain the property of REI, and REI shall retain all common law, statutory, and other rights, including copyrights, whether the project is completed or not; provided, however, that, so long as Client pays REI the fees due under the Agreement, REI hereby grants to Client a royalty-free, fully paid-up, perpetual, irrevocable, transferable, and non-exclusive right and license to use the Documents and Data. Client agrees that Documents and Data furnished to Client that are not paid for as provided in this Agreement will be returned to REI upon demand and will not be used by Client for any purpose whatsoever. Client further agrees not to use the Documents and Data, in whole or in part, for any purpose or project other than the project that is the subject of the Agreement. Client shall make no claim against REI resulting in any way from unauthorized changes or reuse of the Documents and Data for any other project by anyone. In addition, Client agrees, to the fullest extent permitted by law, to indemnify and hold REI harmless from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from any changes made by anyone other than REI or from any reuse of the Documents and Data without the prior written consent of REI. In the event of conflict between electronic media and sealed drawings, sealed drawings govern.

### **PART 4: HAZARDOUS MATERIALS**

**4.1** Client shall inform REI of any and all hazardous waste or toxic substances located or present on the property, the disposal or discharge of which requires notification to the Wisconsin Department of Natural Resources or any other governmental agency pursuant to Section 292.11 of the Wisconsin Statutes or any other applicable environmental law or regulation. Client agrees to indemnify and hold harmless REI from any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from the discharge, disposal, or spill of any hazardous or toxic substance on the property not identified by Client and made known to REI.

**4.2** Client and REI acknowledge that, prior to the starting its services, REI has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic or hazardous substance or other material found, identified, or as yet unknown on the property.

**4.3** If, in the course of performance of this Agreement, hazardous or toxic substances are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Work Scope, Services and Deliverables, time schedule, and payment schedule will become subject to renegotiation or termination at the discretion of REI. Client agrees to hold harmless REI from all claims, penalties, losses, or liabilities arising from a delay in the completion of the services or work due to the unanticipated discovery of hazardous or toxic substances.

**4.4** Client releases REI from any claim for damages, penalties, or remedial orders resulting from or arising out of any pre-existing environmental conditions at the site where the services or work is being performed that was not directly or indirectly caused by and did not result from, in whole or in part, any error or omission of REI, its subcontractors, agents, employees, and representatives.

**4.5** Nothing contained within this Agreement shall be construed or interpreted as requiring REI or its subcontractors to assume the status of a generator, storer, treator, or disposal facility as defined in any federal, state or local statute, regulation, or rule governing treatment storage, transport, and/or disposal of hazardous or toxic materials.

#### **PART 5: SUBCONTRACTORS**

Client hereby acknowledges that REI may use the services and goods of subcontractors to perform the Services and Deliverables set forth in this Agreement. To the extent the subcontractors are chosen and utilized at the full discretion of REI, REI shall remain responsible to Client for the work and services of its subcontractors. If Client exercises any control over the selection of subcontractors utilized to complete the Services or Deliverables or utilizes or arranges for other contractors to perform work and services relating to, associated with, or otherwise affecting the Services and Deliverables provided by REI, REI shall not be liable or responsible for the means, methods, or quality of the work performed by such subcontractors or contractors, and Client agrees to hold harmless and indemnify REI from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from or due to, in whole or in part, such subcontractor's or contractor's work.

#### **PART 6: LIMITATIONS OF LIABILITY**

**6.1** Client hereby agrees that in no event shall REI's aggregate liability arising out of the Services and Deliverables or this Agreement for any and all claims asserted against REI, whether arising out of contract, tort, statute, or otherwise, exceed the greater of: (a) the fees paid to REI pursuant to this Agreement; or (b) the proceeds of REI's professional liability insurance policy.

**6.2** Notwithstanding any other provision contained in the Agreement, in no event shall REI be liable for any special, indirect, incidental, punitive, or consequential damages of any kind, including, without limitation, lost profits or loss of use, regardless of the form of the claim and regardless of whether any such damages were foreseeable.

**6.3** Client or Client's construction contractor shall have sole and complete responsibility for job site conditions (at all times and not limited to normal working hours) during the course of construction, including construction means and methods, and safety of all persons and property.

**6.4** Client agrees to hold harmless, indemnify and defend REI from and against any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising out of, or in any way connected with: (a) the presence, discharge, release, or escape of contaminants of any kind; or (b) the acts, omissions, or work of Client or third parties, except for such liability as may arise out of REI's own negligence or willful misconduct in the performance of this Agreement.

#### **PART 7: INSURANCE**

REI will carry workers compensation insurance and public liability and property damage insurance policies that REI considers adequate. Certificates of insurance will be provided to Client upon request. REI will not be responsible for any loss or liability arising from negligence, actions, or omissions by Client or by others.

#### **PART 8: FORCE MAJEURE**

Neither party shall be deemed in default of the Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment) results, without its fault or negligence, from any cause beyond its reasonable control including, without limitation, acts of God, acts of civil or military authority, embargoes, epidemics, war, riots insurrections, fires explosions, earthquakes, floods, adverse weather conditions, strikes, or lock-outs. Should unanticipated conditions develop necessitating changes in the Work Scope, REI will notify Client as soon as reasonably practicable. REI will take any and all measures to preserve and protect the safety of REI's personnel, the public, and/or environment, and Client agrees to waive any claim against REI related to such measures.

#### **PART 9: PERMITS**

**9.1** Client agrees to obtain all necessary permits, licenses, and approvals required for completion of the Services and Deliverables unless acquisition of the same is expressly included in the Work Scope. REI makes no guarantees or promises regarding approval of any petition, application, or request for permits, licenses, or approvals necessary for the completion of the Services and Deliverables. Client agrees to hold REI harmless from all losses or damages arising from the denial of any petition, application, or request for necessary permits, licenses, or approvals unless said denial is due solely to the negligence of REI.

**9.2** REI will assist Client in applying for permits from regulatory agencies to the extent stated in the Work Scope.

**9.3** Services required by regulatory agencies as a condition of permit approval, but which are not included in the Work Scope, will be considered additional services for which Client will pay REI additional compensation at REI's then current rates. REI will not perform additional services without Client's consent.

**9.4** It is understood that REI's Services and Deliverables are limited to the items in the Work Scope. REI has and will have no additional responsibility for compliance with federal, state, or local permitting requirements. Without limited the foregoing, REI has and will have no responsibility for compliance with the Wisconsin Statutes and the Wisconsin Administrative Code, including but not limited to Wisconsin Statutes Chapters 30 and 31 and Wisconsin Administrative Code Sections NR151, NR216, and TRANS 233, or the site erosion control plan, to whatever extent each applies to the project. Client agrees to indemnify, defend, and hold REI harmless from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, resulting from noncompliance with the requirements of Wisconsin Statutes and of the Wisconsin Administrative Code other than for tasks specifically identified in the Work Scope to be performed by REI.

#### **PART 10: STANDARD OF CARE**

Services and Deliverables performed and provided by REI under this Agreement will be performed and provided with the level of care and skill ordinarily exercised by members of the profession currently practicing in similar conditions, time, and location. Except as provided in the previous sentence, REI MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES AND DELIVERABLES, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; OR (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

#### **PART 11: TERMINATION**

This Agreement may be terminated by Client upon not less than seven (7) days' written notice to REI in the event the project contemplated by this Agreement is permanently abandoned. If the project is abandoned by Client for more than ninety (90) consecutive days, REI may terminate this Agreement by giving written notice. In the event of termination, Client will compensate REI in full for services performed prior to termination, together with additional services that are made necessary by the termination. Such compensation will be on the basis of REI's standard hourly rates in effect at the time of termination.

#### **PART 12: REI EMPLOYEES**

Client agrees that, during the term of this Agreement and for a period of six (6) months after the termination of this Agreement for any reason, neither Client nor any of its representatives or affiliates shall directly or indirectly solicit for employment or contract for services any REI Employee. Client agrees that during this period it will not otherwise induce, influence, or encourage any REI Employee to terminate employment with REI. "REI Employee" for purposes of this section means any employee of REI with whom the Client had contact as a result of the services provided under this Agreement. This Part 12 does not apply to general solicitation through the media or by a search firm that is not directed specifically to any employees of REI unless such solicitation is undertaken as a means to circumvent this Part 12. The Client agrees that the restrictions contained in this Part 12 are reasonable. Upon a determination that any term or provision of this Part 12 is invalid, illegal, or unenforceable, the court may modify this Part 12 to substitute the maximum duration, scope, or geographical area legally permissible under such circumstances to the greatest extent possible to effect the restrictions originally contemplated by the parties. Client agrees that if it breaches this Part 12, it shall remit a recruitment fee to REI in an amount equal to the REI Employee's salary for the immediately prior six (6) months. Client agrees that this fee will be delivered to REI within thirty (30) days of the date of a breach of this Part 12.

#### **PART 13: MISCELLANEOUS**

This represents the entire Agreement between the parties and supersedes all prior representations or agreements. No alterations to, or modification of, the terms and conditions of this Agreement shall be effective except as specifically provided in this Agreement or as agreed by both REI and Client in writing. Client shall not assign its interest in this Agreement without the consent of REI, which consent may be withheld in REI's sole discretion. Client shall reimburse REI for all costs incurred by REI in collecting late payments or enforcing REI's rights under this Agreement, including reasonable attorneys' fees and court costs. This Agreement shall be construed in accordance with the laws of the State of Wisconsin without giving effect to its conflict of laws principles.



# REI

**CIVIL & ENVIRONMENTAL  
ENGINEERING, SURVEYING**

## **Survey and Civil Design**

**Hwy 8 ATV Trail Reroute (Option 2)  
801 N Sales St, Suite 106  
Merrill, WI 54452**



**Submitted To:**

Lincoln County Forestry, Land & Parks Dept.

Dean Bowe

801 N Sales St, Suite 106

Merrill, WI 54452

December 12, 2023

**Proposal Prepared By:**

REI Engineering, Inc.

4080 N 20th Avenue

Wausau, WI 54401

(715) 675-9784

**COMPREHENSIVE  
SERVICES WITH  
PRACTICAL  
SOLUTIONS**





# Why Choose REI?

Thank you for requesting a proposal from REI Engineering, Inc. (REI). We have enclosed a copy of REI's Professional Services Agreement. If the Agreement is acceptable, please sign and return to our office. We will begin our services upon receipt of the executed agreement and your authorization.

We offer comprehensive services with practical solutions. Client satisfaction is achieved through a

clear understanding of the regulatory process and applying it to your project.

At REI, your opinion matters. We contact every client to evaluate and improve our services. We listen to you and offer solutions according to your expectations.

**The following statistics demonstrate our commitment to exceeding your expectations and are based on a 5 year average.**



Would you hire REI again?

100%



Did REI meet your expectation on the quality of service?

99.6%



99.4%



Did REI meet your deadlines?

99%

Did REI keep you informed on project progress?

How would you rate REI out of 5 stars?



*What are our clients saying?*

"From the initial contact and continued direction...I have found REI to be an absolute asset to see the pace of my projections and projects to be fully completed on time. Very knowledgeable and professional."

*Northcentral Technical College*

"I can always count on REI to provide me the services they promise by the deadlines we (sometimes even unreasonably) set for them."

*Ruder Ware*

"I had an outstanding experience working with REI from start to finish. REI is very knowledgeable and did an excellent job keeping me informed on the progress of the job." *Jon Thompson, Etco Electric Supply, Inc.*

"REI has been an excellent organization to work with. They make it a pleasure to do business with them. As we at Incredible Bank would say REI is incredible."

*Incredible Bank*

"REI Continues to be a very reliable and capable business partner. They instill confidence, meet deadlines, and are just good people to do business with. From the person that answers the phone, to the various individuals engaged in the final outcome; professionalism, courtesy and service is outstanding."

*Greenheck Fan Corporation*

**REIengineering.com**

# What REI Can Do For You

REI Engineering specializes in exceeding client expectations in civil engineering, surveying, environmental and safety consulting. Client satisfaction is achieved through a clear understanding of the regulatory

process and applying it to individual projects. Simply put - the vast number of repeat clients at REI indicate that we align our priorities with those of the client's to accomplish success.



## CIVIL ENGINEERING DESIGN AND CONSTRUCTION

Unmatched project delivery supported by integrity and quality



## LAND SURVEYING

Premier, accurate provider of surveying and land planning services, with commitment to efficient technology utilization and regulatory developments



## ENVIRONMENTAL CONSULTING AND EMERGENCY RESPONSE

Dedicated and experienced professionals apply critical thinking to deliver cost effective solutions



## SAFETY CONSULTING

Identifying economic solutions to comply with safety and regulatory compliance, implementing plans and executing training

"From the first phone call to REI to the completion of the inspection, REI has kept us informed of every step that needed to be completed and when it was scheduled. REI understood the urgency of our situation and was instrumental in making sure communication with the WI DNR and the Town of Roosevelt was shared. We would highly recommend REI!!!

*Cheryl Ustianowski,  
Town of Roosevelt*

"It was very easy to work with REI, they were very prompt with getting in touch with me on where our project was at all times. It exceeded my expectations as to how fast it all got done. I thought it was very nice how the owner took the time to come in and introduce herself to me and just chat when I came down for our first meeting, to me, that goes a long ways. I would definitely recommend your service to anyone I know. Thanks again"

REI provided survey and design services for our company. Our project included a site survey and topographic survey, zoning compliance services, design services which included consideration for relocation of tractor/trailer access to loading docks, location of new septic mound system, erosion control plan including a storm water retention pond and building expansion. A Storm Water Management Plan was developed for our company. We initially consulted with Tom Radenz and Mike Mohr was the Project Engineer that worked on our project. Mike was very professional and knowledgeable - he was responsive to our questions/changes and was considerate of timing requirements. He attended and presented at town meetings on our behalf and was a pleasure to work with. We were very happy with the services provided by REI for our project."

*Goetsch's Welding & Machine, Inc."*

[REIengineering.com](http://REIengineering.com)



# Professional Services Agreement

Project: Survey and Civil Design  
Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
Date: December 12, 2023

<b>0.00 Project Description and Understanding</b>
REI has relied on the following project understanding and representations provided by the Client in preparing the Scope of Services and fee estimate.
0.01 The "Project" consists of creating a full construction plan set and permit development to entitle the reroute of an approximate 1000 LF stretch of Lincoln County ATV trail to parallel Hwy 8 within WisDOT right-of-way. This proposal and fee estimate are based on information provided by the Client and a preliminary site visit conducted by REI.
0.02 REI and our subconsultants have permission to access the site to perform survey and design work.
0.03 A topographic survey will be completed to assist in plan development and will encompass only areas planned to be disturbed in addition to adjacent right of way areas as needed to locate utilities.
0.04 This scope of services includes one request for digger's hotline services to mark the public underground utilities. If the utilities are not marked within the requested time limit, additional coordination will be needed to get the underground utilities marked. If this occurs, additional fees may be warranted and added to the project as additional expenses on a time and material basis.
0.05 REI's fee assumes that the work will be performed in the absence of heavy snow cover. Should the work schedule require that REI performs the work during heavy snow cover, REI will work with the Client to perform the work as efficiently as possible. The Client understands that additional fees may be incurred due to the field conditions and that multiple field visits may be required to locate the required features.
0.06 Meeting attendance will be as outlined within REI's Professional Services Agreement. Additional meetings will be attended on a Time and Materials Basis.
0.07 REI's scope of services does not include assembly of multiple bid packages, as-built preparation, access permitting, easement mapping/descriptions, wetland permitting services or issues pertaining to environmental contamination. Reissuance of plan sets as requested by others can be implemented upon request on a time and materials basis.
0.08 Changes to the "final layout plan" (provided by Client), as requested by the Client, will be performed as Additional Services.
0.09 Additional Services as requested by the Client will be included to REI's base contract as a contract amendment (or change order). REI will supply the Client with fee estimates associated with the Additional Services upon request.
0.10 All electronic data used to prepare deliverable documents is the property of REI Engineering, Inc. and will be transferred only to the Client in relation to the preparation of the project deliverables. REI reserves the right to control the release of the electronic data following the completion of our scope of services.
0.11 Reimbursable expenses such as application, review, recording, publication, and permit fees are not included in REI's base contract and will be obtained directly from the Client or added to the contract. REI can provide a budgetary estimate for these fees upon request.
0.12 For the construction phase, REI estimates that the project duration will be 2 weeks. We assumed that an average of (2) mobilizations per week would be representative. Most erosion control inspections are anticipated to occur in tandem with our onsite time, with some erosion inspections continuing forward past the conclusion of construction. This phase of the project would be billed at Time and Materials using the fee estimates as Allowances. REI would be able to provide construction staking services on behalf of the project under future agreement (either direct with the Client or contractor).



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

## 0.50 Fee Schedule

It is understood that services provided by REI will be reimbursed by the Client following a time & materials rate. The "Project Base Totals" outlined below provide a good faith estimate of what it will involve to complete our understanding of current scope at hand. The fee will be invoiced monthly on a prorated basis as services are provided.

The following breakdown is provided for informational purposes.

1.00	Information Gathering	\$600
2.00	Land Surveying	\$2,800
3.00	Design Development	\$3,700
4.00	Regulatory Review	\$1,800
5.00	Construction Documents	\$3,000
6.00	Bidding Services	\$1,800
7.00	Construction Engineering & Observation	\$6,200 (allowance)

<b>Project Base Total</b>	<b>\$19,900</b>
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General Conditions: See Final Page  
 Advanced Payment:           **\$2,000**          

Note: This cost estimate does not include fees assessed or charged by an approving authority such as review fees, advertising fees, permit application fees, or recording fees. These shall be paid for directly by the client.

By executing this Agreement, the Client and REI acknowledge that this Agreement is limited to the expressly enumerated Scope of Services and Deliverables; that it is premised upon the Client representations set forth herein; and that it is subject to the general and supplemental conditions (if any) incorporated herein.

Client: _____	<b>REI Engineering, Inc.</b>
Signature: _____	Signature: _____
Printed Name: _____	Printed Name: <u>Jim Borysenko</u>
Title: _____	Title: <u>CE Dept. Manager</u>
Date: _____	Date: _____



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

REI's services will be specifically limited to the following work scope:

	Provided by Client	Not Included	Included
<b>1.00 Information Gathering</b>			
1.01 Legal Description of the Subject Property	X		
1.02 Title Opinion/Abstract Depicting Deed Restrictions & Easements		X	
1.03 Available Site Survey Information		X	
1.04 GIS or Tax Parcel Mapping Data			X
1.05 WDNR Wetland Inventory Mapping			X
1.06 Wetland Delineation			Sub A
1.07 FEMA Flood Plain Mapping		X	
1.08 Soils Mapping		X	
1.09 Geotechnical Exploration		X	
1.10 Initial Land Use Concepts		X	
1.11 Zoning Ordinances		X	
1.12 Shoreland Zoning		X	
1.13 Subdivision Ordinances		X	
1.14 Existing Property Mapping			X
1.15 Available Utility Mapping		X	
1.16 Private Utility Records		X	
1.17 Private Utility Locate		X	
1.18 Roadway Design Plans		X	
1.19 Site Visit			X
1.20 WDNR Endangered Resources Review		X	
1.21 Phase 1 Environmental Site Assessment		X	

**Information Gathering Fee:** \$600

	Provided by Client	Not Included	Included
<b>2.00 Land Surveying</b>			
2.01 Request Diggers Hotline Marking			X
2.02 Topographic Survey - U.S.G.S. or Local Elevation Datum including:			X
2.02.01 Identify Existing Property Boundary (GIS)			X
2.02.02 Ground Contours <u>    1    </u> foot intervals			X
2.02.03 Water Bodies/Drainage Courses			X
2.02.04 Streets, Drives, Sidewalks, Pavement Areas			X
2.02.05 Visible Utilities			X
2.02.06 Underground Utility Markings			X
2.02.07 Utility Inverts (Manholes, Inlets, Culverts)			X
2.02.08 Treelines			X
2.02.09 Individual Trees <u>    6    </u> inches and larger		X	
2.02.10 Buildings and Structures		X	
2.02.11 Signs			X
2.02.12 Retaining Walls		X	
2.02.13 Landscape Features		X	
2.02.14 Other Features as Found			X
2.03 Subdivision/Survey of Lands		X	
2.04 Incorporate Wetland Mapping provided by Sub A		X	
2.05 Generate Electronic Survey Map			X
2.06 QA/QC Independent Review			X

**Land Surveying Fee:** \$2,800



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

	Provided by Client	Not Included	Included
<b>3.00 Design Development</b>			
3.01 Client Meetings			<b>X</b>
3.01.01 REI Office/Phone/Virtual # of Meetings 1			<b>X</b>
3.01.02 Client Office # of Meetings 0		<b>X</b>	
3.01.03 Project Location # of Meetings 0		<b>X</b>	
3.01.04 Other # of Meetings 0		<b>X</b>	
3.02 Title Sheet			<b>X</b>
3.03 Existing Conditions Plan			<b>X</b>
3.04 Demolition/Removal Plan		<b>X</b>	
3.05 Construction Phasing Plan		<b>X</b>	
3.06 Project Overview/Alignment Plan			<b>X</b>
3.07 Site Layout Plan		<b>X</b>	
3.08 Site Grading, Drainage, and Erosion Control Plan			<b>X</b>
3.09 Spot Grading Detail			<b>X</b>
3.10 Site Utility Plan		<b>X</b>	
3.11 Construction Details			<b>X</b>
3.12 Water Main (Public)		<b>X</b>	
3.13 Sanitary Sewer (Public)		<b>X</b>	
3.14 Roadways		<b>X</b>	
3.15 Landscape Plan		<b>X</b>	
3.16 Site Lighting Plan		<b>X</b>	
3.17 Mapping Exhibits		<b>X</b>	
3.17.01 Annexation Exhibits		<b>X</b>	
3.17.02 Easement Exhibits		<b>X</b>	
3.17.03 Street/Alley Vacation Exhibits and Descriptions		<b>X</b>	
3.18 Preliminary Earthwork Estimate			<b>X</b>
3.19 Preliminary Opinion of Probable Construction Cost		<b>X</b>	
3.20 QA/QC Independent Review			<b>X</b>

**Design Development Fee: \$3,700**



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

4.00 Regulatory Review	Provided by Client	Not Included	Included
4.01 Permitting/Regulatory Approvals			<b>X</b>
4.01.01 Municipality Number of Meetings 0		<b>X</b>	
4.01.02 Site Plan/Zoning Application Completion		<b>X</b>	
4.01.03 Site Plan Package to Client for Submittal		<b>X</b>	
4.01.04 Submit Site Plan/Zoning Package to Municipality		<b>X</b>	
4.01.05 Driveway/Access Permitting		<b>X</b>	
4.01.06 DSPS (Exterior Plumbing)		<b>X</b>	
4.01.07 Water and Sanitary		<b>X</b>	
4.01.08 Storm and Drainage		<b>X</b>	
4.01.09 WDNR (Public Utilities)		<b>X</b>	
4.01.10 Public Water Main		<b>X</b>	
4.01.11 Public Sanitary Main		<b>X</b>	
4.01.12 WisDOT Number of Meetings 0			<b>X</b>
4.01.13 Work in Right of Way			<b>X</b>
4.01.14 Driveway		<b>X</b>	
4.01.15 Utilities		<b>X</b>	
4.01.16 County Number of Meetings 0			<b>X</b>
4.01.17 Site Plan		<b>X</b>	
4.01.18 Trail			<b>X</b>
4.01.19 Other		<b>X</b>	

**Regulatory Review Fee:** **\$1,800**



# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

	Provided by Client	Not Included	Included
<b>5.00 Construction Documents</b>			
5.01 Client Meetings			<b>X</b>
5.01.01 REI Office/Phone/Virtual # of Meetings <u>1</u>			<b>X</b>
5.01.02 Client Office # of Meetings <u>0</u>		<b>X</b>	
5.01.03 Project Location # of Meetings <u>0</u>		<b>X</b>	
5.01.04 Other # of Meetings <u>0</u>		<b>X</b>	
5.02 Phased Bid Packages Total Packages <u>0</u>		<b>X</b>	
5.03 Technical Specifications for REI Design			<b>X</b>
5.03.01 Within Drawing Set			<b>X</b>
5.03.02 Document Format ( <b>REI, CSI, AIA, Client</b> )		<b>X</b>	
5.03.03 Special Requirements		<b>X</b>	
5.04 Project Manual			<b>X</b>
5.04.01 Contract Document Type ( <b>EJCDC, AE, Client</b> )			<b>X</b>
5.05 Title Sheet			<b>X</b>
5.06 Existing Conditions Plan			<b>X</b>
5.07 Demolition/Removal Plan			<b>X</b>
5.08 Construction Phasing Plan		<b>X</b>	
5.09 Project Overview/Alignment Plan			<b>X</b>
5.10 Site Layout Plan		<b>X</b>	
5.11 Site Grading, Drainage, and Erosion Control Plan			<b>X</b>
5.12 Spot Grading Detail			<b>X</b>
5.13 Site Utility Plan		<b>X</b>	
5.14 Construction Details			<b>X</b>
5.15 Roadway Plans		<b>X</b>	
5.16 Landscape Plan		<b>X</b>	
5.17 Site Lighting Plan		<b>X</b>	
5.18 Pavement Section Recommendation		<b>X</b>	
5.19 Final Cut/Fill Analysis			<b>X</b>
5.20 Project Quantity Estimate			<b>X</b>
5.21 Deliverables			<b>X</b>
5.21.01 Electronic Copies			<b>X</b>
PDF Format			<b>X</b>
DWG Format		<b>X</b>	
5.21.02 Construction Drawings (Hardcopy)		<b>X</b>	
11" x 17" Number <u>0</u>		<b>X</b>	
24" x 36" Number <u>0</u>		<b>X</b>	
Specifications/Project Manual Number <u>0</u>		<b>X</b>	
5.21.03 Digital Terrain Model (DTM)		<b>X</b>	
5.22 QA/QC Independent Review			<b>X</b>

**Construction Documents Fee: \$3,000**





# Professional Services Agreement

Project: Survey and Civil Design  
 Site Name: Hwy 8 ATV Trail Reroute (Option 2)  
 Client: Lincoln County Forestry, Land & Parks Dept.

REI Project No.: new  
 Date: December 12, 2023

	Provided by Client	Not Included	Included
<b>6.00 Bidding Services</b>			
6.01 Schedule of Bid Items and Quantities			X
6.02 Engineer's Estimate of Probable Construction Cost			X
6.03 Advertise for Bids			X
6.04 Plan Distribution (Electronic)			X
6.05 Bid Addenda			X
6.06 Bidders' Questions			X
6.07 Attend Bid Opening		X	
6.08 Bid Tabulation		X	
6.09 Bidders' Qualifications		X	
6.10 Recommendation			X
6.11 Notice of Award		X	

**Bidding Services Fee:** **\$1,800**

	Provided by Client	Not Included	Included
<b>7.00 Construction Engineering &amp; Observation</b>			
7.01 Preconstruction Meeting			X
7.02 Shop Drawing Review		X	
8.03 On-Site Construction Visits			X
7.03.01 Number of Visits      4      Hour Allowance      20			X
7.03.03 Weekly - Anticipated Number of Hours      10			X
8.04 Erosion Control Inspection & Report			X
8.04.01 Number of Weeks      6			X
8.05 Review & Comment on Payment Applications (1)			X

**Construction Engineering & Observation Fee:** **\$6,200**

	Misc. Project Responsibilities	By Client	By REI	None
8.01	Title Opinion/Abstract depicting Deed Restrictions & Easements			X
8.02	Provide or Approve Final Trail Alignment for REI's Use in Engineering Design	X		
8.03	Perform Wetland Delineation			X
8.04	Stormwater Facility Design			X
8.05	Negotiate any temporary grading/construction easements	X		

Additional services will be reimbursed based upon REI's standard hourly and unit rates in effect when the services are provided. The fee schedule is subject to annual adjustment. The hourly rates for 2023 are:

Senior Consultant	\$160	Senior Engineering Technician	\$100
Project Manager	\$150	Professional Land Surveyor	\$133
Project Engineer	\$135	Land Survey Technician	\$95
Engineer/Sr. Designer	\$115	CAD Technician	\$100
Landscape Designer	\$115	Surveyor Field Time - 1	\$133
Designer	\$105	Surveyor Field Time - 2	\$190
Senior CAD Technician	\$105	Administrative	\$68

Additional direct expenses will be reimbursed at REI's cost, multiplied by ten percent. Mileage will be reimbursed at \$0.76/mile. Miscellaneous expenses including paper, in-house reproductions (excluding subcontracted printing costs), telephone calls, surveying supplies, and drafting supplies will be reimbursed by means of a 4 percent surcharge added to REI's invoices.

REI will notify the Client of Additional Services performed prior to invoicing.

## General Conditions

### **PART 1: SERVICES AND DELIVERABLES**

REI Engineering, Inc. ("REI") agrees to provide to Client the services and deliverables (the "Services and Deliverables") enumerated in the attached Work Scope and Professional Services Agreement (collectively with these General Conditions, the "Agreement") subject to these General Conditions. Amendments to the Agreement shall be in writing and approved by both REI and Client or may be as verbally requested by Client if subsequently confirmed by REI in writing and actually provided or performed by REI. The Agreement shall not be effective until it is signed by both REI and Client. REI may withdraw this Agreement at any time prior to execution by REI and Client. In the event these General Conditions conflict with any terms contained in the Work Scope, Professional Services Agreement, or any other agreement between Client and REI, these General Conditions shall control.

### **PART 2: FEES FOR SERVICES**

**2.1** Client agrees to compensate REI for the Services and Deliverables by REI, its subcontractors, or subconsultants in accordance with the Agreement. REI will submit invoices to Client approximately monthly and a final invoice upon completion of the Services and Deliverables. Invoices will show charges based on the Agreement. A detailed itemization of charges will be provided at Client's request for a reasonable charge.

**2.2** Client will pay the balance stated on the invoice unless Client notifies REI in writing of the particular item that is alleged to be incorrect within fifteen (15) days from the invoice date. Client will be deemed to have accepted all invoice amounts not disputed within such 15-day period. Payment of undisputed amounts is due within thirty (30) days after each invoice date. On past due accounts, Client will pay a finance charge of 1.5% per month.

**2.3** REI will notify Client in advance of schedule costs that are expected to exceed the estimates in the Agreement. In such events, Client may: (a) authorize additional funds to complete the Services and Deliverables as originally defined; (b) redefine the Work Scope in order to fit the remaining funds; or (c) request the work related to the Services and Deliverables is stopped at the specific expenditure level. If option (c) is chosen, REI will turn over such data, results, and material completed at the authorized level, and neither REI nor Client shall have further obligation or liability except for payment of work performed and other obligations arising prior to the date of termination of this Agreement.

**2.4** Unless explicitly set forth in the Work Scope, providing testimony, expert witness services, or other services related to legal proceedings are not included in the Services and Deliverables. In the event REI voluntarily agrees or is required to provide such services, such services shall be deemed additional services and Client shall pay REI for such services at rates equal to double REI's then-current hourly rates and shall reimburse REI for any costs and expenses REI incurs in the course of such services.

### **PART 3: SITE INFORMATION/SITE ACCESS/DELIVERABLES**

**3.1** Client shall inform REI of all known information regarding existing and proposed conditions of the property that may affect REI's completion of the Services and Deliverables. Client will immediately provide to REI any new information of which Client becomes aware during the course of the project.

**3.2** Client agrees to provide REI, prior to REI starting the Services and Deliverables, all information known or available to Client regarding the presence and location of any buried or concealed pipes, tanks, cables, utilities, or other manmade objects on or beneath the property that may affect or may be affected by REI in completing the Services and Deliverables. Client agrees to waive any claim against REI and to indemnify, defend, and hold harmless REI, its subcontractors, consultants, agents, and employees from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from damaged utilities, concealed pipes, tanks, cables, or other manmade objects not made known to REI by Client. Client agrees to hold harmless and indemnify REI from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from damage to buried pipes, cables, or utilities improperly marked or designated by "Diggers Hotline" or similar other utility location service.

**3.3** Client shall provide to REI accurate and reliable information regarding property lines and property ownership, unless ascertainment of the same is expressly included within the Work Scope. Client agrees to indemnify and hold harmless REI from any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from inaccurate or incomplete information provided hereunder or otherwise failing to comply with the requirements of this Part 3.3.

**3.4** Client shall furnish right of entry to REI, its subcontractors, employees, and agents as deemed necessary by REI to complete the Services and Deliverables. Client agrees to cooperate with REI such that the Services and Deliverables can be completed. Client agrees to hold REI harmless from any losses or penalties due to delays in the completion of the Services and Deliverables arising from Client's failure to comply with this Part 3.4.

**3.5** REI provides the Services and Deliverables to Client for Client's sole and exclusive use only in connection with the project contemplated in this Agreement and only for the Services' and Deliverables' intended purpose.

**3.6** While REI will take reasonable precautions to minimize any damage to property, it is understood by Client that in the normal course of REI's services, some damage may occur. The restoration of any damage is the responsibility of Client. If Client directs REI to restore property to its former condition, the costs associated with restoration will be added to REI's fee.

**3.7** In accepting and utilizing any drawings, documents, specifications, reports, calculations, estimates, data, and other work product created or developed by REI pursuant to this Agreement (collectively, the "Documents and Data"), Client covenants and agrees that all such Documents and Data shall remain the property of REI, and REI shall retain all common law, statutory, and other rights, including copyrights, whether the project is completed or not; provided, however, that, so long as Client pays REI the fees due under the Agreement, REI hereby grants to Client a royalty-free, fully paid-up, perpetual, irrevocable, transferable, and non-exclusive right and license to use the Documents and Data. Client agrees that Documents and Data furnished to Client that are not paid for as provided in this Agreement will be returned to REI upon demand and will not be used by Client for any purpose whatsoever. Client further agrees not to use the Documents and Data, in whole or in part, for any purpose or project other than the project that is the subject of the Agreement. Client shall make no claim against REI resulting in any way from unauthorized changes or reuse of the Documents and Data for any other project by anyone. In addition, Client agrees, to the fullest extent permitted by law, to indemnify and hold REI harmless from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from any changes made by anyone other than REI or from any reuse of the Documents and Data without the prior written consent of REI. In the event of conflict between electronic media and sealed drawings, sealed drawings govern.

### **PART 4: HAZARDOUS MATERIALS**

**4.1** Client shall inform REI of any and all hazardous waste or toxic substances located or present on the property, the disposal or discharge of which requires notification to the Wisconsin Department of Natural Resources or any other governmental agency pursuant to Section 292.11 of the Wisconsin Statutes or any other applicable environmental law or regulation. Client agrees to indemnify and hold harmless REI from any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from the discharge, disposal, or spill of any hazardous or toxic substance on the property not identified by Client and made known to REI.

**4.2** Client and REI acknowledge that, prior to the starting its services, REI has not generated, handled, stored, treated, transported, disposed of, or in any way whatsoever taken responsibility for any toxic or hazardous substance or other material found, identified, or as yet unknown on the property.

**4.3** If, in the course of performance of this Agreement, hazardous or toxic substances are discovered that pose unanticipated or extraordinary risks, it is hereby agreed that the Work Scope, Services and Deliverables, time schedule, and payment schedule will become subject to renegotiation or termination at the discretion of REI. Client agrees to hold harmless REI from all claims, penalties, losses, or liabilities arising from a delay in the completion of the services or work due to the unanticipated discovery of hazardous or toxic substances.

**4.4** Client releases REI from any claim for damages, penalties, or remedial orders resulting from or arising out of any pre-existing environmental conditions at the site where the services or work is being performed that was not directly or indirectly caused by and did not result from, in whole or in part, any error or omission of REI, its subcontractors, agents, employees, and representatives.

**4.5** Nothing contained within this Agreement shall be construed or interpreted as requiring REI or its subcontractors to assume the status of a generator, storer, treator, or disposal facility as defined in any federal, state or local statute, regulation, or rule governing treatment storage, transport, and/or disposal of hazardous or toxic materials.

#### **PART 5: SUBCONTRACTORS**

Client hereby acknowledges that REI may use the services and goods of subcontractors to perform the Services and Deliverables set forth in this Agreement. To the extent the subcontractors are chosen and utilized at the full discretion of REI, REI shall remain responsible to Client for the work and services of its subcontractors. If Client exercises any control over the selection of subcontractors utilized to complete the Services or Deliverables or utilizes or arranges for other contractors to perform work and services relating to, associated with, or otherwise affecting the Services and Deliverables provided by REI, REI shall not be liable or responsible for the means, methods, or quality of the work performed by such subcontractors or contractors, and Client agrees to hold harmless and indemnify REI from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising from or due to, in whole or in part, such subcontractor's or contractor's work.

#### **PART 6: LIMITATIONS OF LIABILITY**

**6.1** Client hereby agrees that in no event shall REI's aggregate liability arising out of the Services and Deliverables or this Agreement for any and all claims asserted against REI, whether arising out of contract, tort, statute, or otherwise, exceed the greater of: (a) the fees paid to REI pursuant to this Agreement; or (b) the proceeds of REI's professional liability insurance policy.

**6.2** Notwithstanding any other provision contained in the Agreement, in no event shall REI be liable for any special, indirect, incidental, punitive, or consequential damages of any kind, including, without limitation, lost profits or loss of use, regardless of the form of the claim and regardless of whether any such damages were foreseeable.

**6.3** Client or Client's construction contractor shall have sole and complete responsibility for job site conditions (at all times and not limited to normal working hours) during the course of construction, including construction means and methods, and safety of all persons and property.

**6.4** Client agrees to hold harmless, indemnify and defend REI from and against any and all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, arising out of, or in any way connected with: (a) the presence, discharge, release, or escape of contaminants of any kind; or (b) the acts, omissions, or work of Client or third parties, except for such liability as may arise out of REI's own negligence or willful misconduct in the performance of this Agreement.

#### **PART 7: INSURANCE**

REI will carry workers compensation insurance and public liability and property damage insurance policies that REI considers adequate. Certificates of insurance will be provided to Client upon request. REI will not be responsible for any loss or liability arising from negligence, actions, or omissions by Client or by others.

#### **PART 8: FORCE MAJEURE**

Neither party shall be deemed in default of the Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment) results, without its fault or negligence, from any cause beyond its reasonable control including, without limitation, acts of God, acts of civil or military authority, embargoes, epidemics, war, riots insurrections, fires explosions, earthquakes, floods, adverse weather conditions, strikes, or lock-outs. Should unanticipated conditions develop necessitating changes in the Work Scope, REI will notify Client as soon as reasonably practicable. REI will take any and all measures to preserve and protect the safety of REI's personnel, the public, and/or environment, and Client agrees to waive any claim against REI related to such measures.

#### **PART 9: PERMITS**

**9.1** Client agrees to obtain all necessary permits, licenses, and approvals required for completion of the Services and Deliverables unless acquisition of the same is expressly included in the Work Scope. REI makes no guarantees or promises regarding approval of any petition, application, or request for permits, licenses, or approvals necessary for the completion of the Services and Deliverables. Client agrees to hold REI harmless from all losses or damages arising from the denial of any petition, application, or request for necessary permits, licenses, or approvals unless said denial is due solely to the negligence of REI.

**9.2** REI will assist Client in applying for permits from regulatory agencies to the extent stated in the Work Scope.

**9.3** Services required by regulatory agencies as a condition of permit approval, but which are not included in the Work Scope, will be considered additional services for which Client will pay REI additional compensation at REI's then current rates. REI will not perform additional services without Client's consent.

**9.4** It is understood that REI's Services and Deliverables are limited to the items in the Work Scope. REI has and will have no additional responsibility for compliance with federal, state, or local permitting requirements. Without limited the foregoing, REI has and will have no responsibility for compliance with the Wisconsin Statutes and the Wisconsin Administrative Code, including but not limited to Wisconsin Statutes Chapters 30 and 31 and Wisconsin Administrative Code Sections NR151, NR216, and TRANS 233, or the site erosion control plan, to whatever extent each applies to the project. Client agrees to indemnify, defend, and hold REI harmless from all claims, damages, or other losses, including but not limited to reasonable attorneys' fees, resulting from noncompliance with the requirements of Wisconsin Statutes and of the Wisconsin Administrative Code other than for tasks specifically identified in the Work Scope to be performed by REI.

#### **PART 10: STANDARD OF CARE**

Services and Deliverables performed and provided by REI under this Agreement will be performed and provided with the level of care and skill ordinarily exercised by members of the profession currently practicing in similar conditions, time, and location. Except as provided in the previous sentence, REI MAKES NO WARRANTY WHATSOEVER WITH RESPECT TO THE SERVICES AND DELIVERABLES, INCLUDING ANY (a) WARRANTY OF MERCHANTABILITY; OR (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, WHETHER EXPRESS OR IMPLIED BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

#### **PART 11: TERMINATION**

This Agreement may be terminated by Client upon not less than seven (7) days' written notice to REI in the event the project contemplated by this Agreement is permanently abandoned. If the project is abandoned by Client for more than ninety (90) consecutive days, REI may terminate this Agreement by giving written notice. In the event of termination, Client will compensate REI in full for services performed prior to termination, together with additional services that are made necessary by the termination. Such compensation will be on the basis of REI's standard hourly rates in effect at the time of termination.

#### **PART 12: REI EMPLOYEES**

Client agrees that, during the term of this Agreement and for a period of six (6) months after the termination of this Agreement for any reason, neither Client nor any of its representatives or affiliates shall directly or indirectly solicit for employment or contract for services any REI Employee. Client agrees that during this period it will not otherwise induce, influence, or encourage any REI Employee to terminate employment with REI. "REI Employee" for purposes of this section means any employee of REI with whom the Client had contact as a result of the services provided under this Agreement. This Part 12 does not apply to general solicitation through the media or by a search firm that is not directed specifically to any employees of REI unless such solicitation is undertaken as a means to circumvent this Part 12. The Client agrees that the restrictions contained in this Part 12 are reasonable. Upon a determination that any term or provision of this Part 12 is invalid, illegal, or unenforceable, the court may modify this Part 12 to substitute the maximum duration, scope, or geographical area legally permissible under such circumstances to the greatest extent possible to effect the restrictions originally contemplated by the parties. Client agrees that if it breaches this Part 12, it shall remit a recruitment fee to REI in an amount equal to the REI Employee's salary for the immediately prior six (6) months. Client agrees that this fee will be delivered to REI within thirty (30) days of the date of a breach of this Part 12.

#### **PART 13: MISCELLANEOUS**

This represents the entire Agreement between the parties and supersedes all prior representations or agreements. No alterations to, or modification of, the terms and conditions of this Agreement shall be effective except as specifically provided in this Agreement or as agreed by both REI and Client in writing. Client shall not assign its interest in this Agreement without the consent of REI, which consent may be withheld in REI's sole discretion. Client shall reimburse REI for all costs incurred by REI in collecting late payments or enforcing REI's rights under this Agreement, including reasonable attorneys' fees and court costs. This Agreement shall be construed in accordance with the laws of the State of Wisconsin without giving effect to its conflict of laws principles.



Dean Bowe <dean.bowe@co.lincoln.wi.us>

**REGISTRATION: Spring County Forest Administrators Meeting - February 13-15, 2024**

Rebekah Luedtke <rebekah@wisconsincountyforests.com>  
To: Rebekah Luedtke <rebekah@wisconsincountyforests.com>  
Bcc: dean.bowe@co.lincoln.wi.us

Mon, Dec 18, 2023 at 11:20 AM



**2024 Spring  
CFA Meeting**

February 13-15, 2024  
Madison, WI

**REGISTER NOW!**

Greetings! The Spring CFA Meeting is set for February 13th - 15th, 2024 at the Madison Concourse Hotel in Madison, WI.

**ALL ARE WELCOME!**

(That goes for all county forest staff, committee members and DNR staff)

Before anyone asks, there's no draft agenda yet. A draft agenda will be sent out soon and a final one closer to the meeting. There will be no virtual attendance option for the Spring CFA Meeting.

**WHEN:** Tuesday, February 13 - Thursday, February 15, 2024

**WHERE:** The Madison Concourse Hotel - <https://maps.app.goo.gl/buVcWuPXQuXo5NoR8>

**COST:** \$125 flat fee. Registration fees will be invoiced for no-shows or cancellations within 5 days of the event.

**RSVP DEADLINE: FEBRUARY 2ND** by emailing [rebekah@wisconsincountyforests.com](mailto:rebekah@wisconsincountyforests.com)

**SCHEDULE OF EVENTS**

Tuesday, February 13th

- 8:30 AM: Board of Directors meeting
- Noon: Lunch
- 1:00 PM: Visit to Capitol (Legislative Hearing & Tour)
- 4:30 - 6:30 PM: Reception with invited legislators

Wednesday, February 14th

- 8:30 AM: Spring CFA Meeting (breaks, lunch, refreshments included)
- 5 PM: Social Hour
- 6 PM: Group dinner (informal, no agenda w/ bar)

Thursday, February 15th

- TBD: Working to schedule tours of the USFS Forest Products Lab. If tours can not be scheduled, the normal agenda with presenters will continue from 8:30 till noon.

*(start times subject to change)*

**REGISTRATION**

See attached registration form. Return to me by February 2nd

**LODGING**


A limited block of rooms is set aside at The Madison Concourse Hotel for lodging needs on the 12th, 13th & 14th at the government rate (\$98). Reservations may be made by calling (800-356-8293), use block name: WI County Forests Spring Administrators Meeting or by following this link: <https://reservations.travelclick.com/6388?groupID=3819858>. **Block expires January 18, 2024.**

Any questions, please let me know.

Kind regards,  
Rebekah

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2 attachments

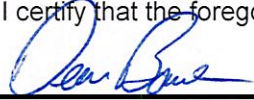
 2024 Spring CFA Meeting Registration Form.docx  
234K

Lincoln County Employee Timesheet

Name: Dean Bowe Department: Forestry Pay Period: 11/27/2023 To: 12/10/2023  
 Employee Number: 197  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

11/27	11/28	11/29	11/30	12/1	12/2	12/3	12/4	12/5	12/6	12/7	12/8	12/9	12/10	Hours	Pay Category	FMLA hours
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun			
9.5	9	9	8.5	8			9	9	8.5	8.5	8.5			87.5	Regular:	
														0	Vacation:	
														0	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
9.5	9	9	8.5	8	0	0	9	9	8.5	8.5	8.5	0	0	87.5	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
 \_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_


APPROVED BY: \_\_\_\_\_

Lincoln County Employee Timesheet

Name: Dean Bowe Department: Forestry Pay Period: 12/11/2023 To: 12/24/2023  
 Employee Number: 197  
 Representative Status: Nonrepresented  
 FLSA Status: Exempt

12/11	12/12	12/13	12/14	12/15	12/16	12/17	12/18	12/19	12/20	12/21	12/22	12/23	12/24	Hours	Pay Category	FMLA hours
9.5	8	9.5	9.5	8			9	8.5	8.5	8				78.5	Regular:	
														0	Vacation:	
											8			8	Holiday:	
														0	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
9.5	8	9.5	9.5	8	0	0	9	8.5	8.5	8	8	0	0	86.5	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
 \_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_


COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Lincoln County Employee Timesheet

Name: Dean Bowe		Department: Forestry				Pay Period:										
Employee Number: 197																
Representative Status: Nonrepresented																
FLSA Status: Exempt						From: 12/25/2023		To: 1/7/2024								
12/25	12/26	12/27	12/28	12/29	12/30	12/31	1/1	1/2	1/3	1/4	1/5	1/6	1/7			
Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Hours	Pay Category	FMLA hours
	8	7	8					9	9	7.5	8.5	2		59	Regular:	
														0	Vacation:	
8				8			8							24	Holiday:	
		1								1				2	Paid Sick Allowance:	
														0	Paid Funeral Leave:	
														0	Worker's Compensation:	
8	8	8	8	8	0	0	8	8	8	8	8	0	0	80	<b>TOTAL HOURS PAID</b>	
														0		
														0		
8	8	8	8	8	0	0	8	9	9	8.5	8.5	2	0	85	<b>TOTAL HOURS REPORTED</b>	

I certify that the foregoing is true and correct.

  
 \_\_\_\_\_  
 Employee signature

\_\_\_\_\_  
 Supervisor signature

Mandatory for all employees

**GRANT ALLOWABLE EXPENDITURES**

GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_  
 GRANT NAME/PROJECT: \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_



## **County Forest Administrator's Report Department Activity December 2023**

### Specific Activities:

- 12/1 Look at potential tax deed properties to take
- 12/8 Finance meeting, look at woods road for Jeep Ride and Otter Lake Nature Trail re-route, return signed Access Permit
- 12/11 Committee meeting, send Organized Event Permits for signatures
- 12/13 WCFA quarterly conference call, received property purchase payment from Town of Birch
- 12/14 Leadership Training, Contact Funktion about shop building inspection, tree planting RFP site visit, check on Hiawatha Trail aggregate hauling, Land Conservation meeting
- 12/15 Post 30 day notice on two tax deed properties and mail 30 day notice to three parcel owners, interviewed about Great Pinery Heritage Waterway.
- 12/18 Attend Merrill/Wausau trail planning meeting in Wausau to go over RFP submissions, look at Clear Lake Condos dock storage along Hiawatha Trail and discuss with Surveyor and Corp Counsel, submit grant application to Lumberjack R, C & D.
- 12/19 Attend County Board meeting, safety committee meeting
- 12/21 Send deed to Town of Birch, check on Hwy C snowmobile trail issue, complete Administrator Grant Application, tree planting bids due/opened (1)
- 12/27 Look at potential roads for Jeep Ride, Hiawatha Trail aggregate hauling and stacking completed.
- 12/28 Check out hotels for County Forest Summer Tour.

Work on replacement dump truck box quote request

Work on Lumberjack R, C & D grant request

Review RFP submissions to develop a master plan for developing a hiking and biking trail connecting Merrill and Wausau.

Work on snowmobile trail issues.

Complete last two tax deed sales for 2023.

Work on contracts for new wells in New Wood and Otter Lake campgrounds

Work on logging access and snowmobile license on Tomahawk Timberlands property

Work on Prairie Dells Bridge project with Land Information staff, discuss with DNR and City of Merrill

Work on Hwy 8 ATV trail request

Work on Annual Report

Highway Department hauling aggregate for Hiawatha Trail resurfacing project

Shop crew working on: Underdown ski trail brushing and signing, Red Pine release on

Honey Rd. stand, stacking Hiawatha Trail aggregate

Foresters working on summer 2024 sales, surveying

### General Activities

2022-23 Snowmobile and ATV Grants

Forest Certification Issues

Tax Delinquent Parcels

Contact with Recreational Officer on Issues

Issue Permits

Timber Sale Monitoring and Administration

Worked with Public on Issues Brought to Office

Work with Loggers on Issues Brought to Office

Preparation of Information for Committee Meeting

State of Wisconsin Department of Natural Resources PO Box 7921 Madison, WI 53707		<b>Enforcement Patrol Monthly Report</b> Form 8700-090 (REV 01/19) Page 1 of 2		
<b>Notice:</b> This report is due to your Recreational Warden on or before the 10th of each month.		<b>X</b>	<b>ATV</b> (Chapter 23, Wis. Stats.)	
		<b>0</b>	<b>BOAT</b> (Chapter 30, Wis. Stats.)	
		<b>0</b>	<b>SNOWMOBILE</b> (Chapter 350, Wis. Stats.)	
Name of Patrol:	<b>Lincoln County Sheriff's Office</b>			
County of Patrol	<b>Lincoln</b>			
Month of Patrol	<b>December</b>	Year of	<b>2023</b>	
Date	Area patrolled or primary activity	Time of Day <i>(Military)</i>	Citations	Warnings
12/1/2023	Western Lincoln County	08:00-20:00	0	0
12/2/2023	Northern Lincoln County	07:00-19:00	3	2
12/9/2023	Eastern Lincoln County	09:00-19:00	0	0
12/16/2023	Eastern Lincoln County	09:00-20:00	0	0
12/17/2023	Northern Lincoln County	09:00-20:00	0	0
12/22/2023	Lincoln County	08:00-11:00	0	0
12/24/2023	Southern Lincoln County	08:30-18:30	0	0
12/30/2023	Northern Lincoln County	09:00-19:00	0	0
12/31/2023	Southern Lincoln County	02:00-06:30	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
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\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
\	No Activity	\	0	0
<b>Total Number of Citations &amp; Written Warnings</b>			<b>3</b>	<b>2</b>

Enforcement Patrol Monthly Report						Page 2		
Name of Patrol:		Lincoln County Sheriff's Office		County:		Lincoln		
Month:	December	Year	2023					
<b>Purchases</b>				<b>Hours Claimed</b>				
Lease		\$	-		Patrol Hours		81	
Mileage	1665.0	\$	1,090.58		Exempt Hours		12.5	
Fuel	0.0	\$	-		Administrative Hours		5	
Oil quarts	0.0	\$	-		Total Hours		98.5	
Materials, Supplies,		\$	-		Citations	3	Warnings	2
<b>Keep and number all receipts</b>				ATV Patrol Hours per citation				20.25
<b>Total Travel Supply</b>		<b>\$ 1,090.58</b>		Boat Patrol Hours per citation				0
Expenses supported by daily reports with receipts				SNO Patrol Hours per citation				0
				<b>Safety Courses Taught</b>				0
				<b>Students Certified</b>				0
<b>Recreational Crash / Accident Investigations</b>								
Fatal	0	Reports completed	0	Non-fatal	0	Reports complete	0	
Operator name(s)				Operator name(s)				
<b>1. Monthly summary (patrol activity, citations, purchases, etc....)</b>								
<p>This month I used up a fair amount of vacation time, but on the 2nd a citation was issued for PAC from an owl back in October. Also made contact with a hunter operating an atv on county land. The hunter was found to be in violation of 9 state statues/ county violations. Enforcement action was taken. On the 22nd responded to an atv and male party that broke through the ice on the Spirit Flowage. Another fisherman was able to hear the party in distress and was able to get close enough to tie a rope onto the party and hold onto him until more help arrived. The male operator was able to be removed from the water and transported to the hospital due to severe hypothermia. I spoke with the operator the following day who stated he was going out fishing when he noticed the ice looked thin so he tried turning around but broke through. No lasting injuries. On the 31st responded to an utv fatal. The utv was traveling southbound on Scott Road when lost control on the icy roads. The utv entered the east ditch line and rolled one time coming to rest on the driver's side. The passenger was removed with minimal injuries but the driver sustained fatal injuries. No helmets were worn by either and the driver was not wearing a seat belt. Alcohol and road conditions are believed to be factors at this time. The preliminary crash report has been completed waiting for blood results at this time.</p>								
<b>2. List expenses and repairs.</b>								

No costly expenses.

**All Patrols (Training)**

Prior to attending Training, it must be pre-approved by RSW. All training for which the patrol wishes to be reimbursed must be recorded in daily reports and supported with receipts or vouchers for any expenses such as tuition, mileage, meals, or hotel. Additionally, each Officer claiming training hours must work some hours for the patrol during the season in which the training is completed.	<b>Training Hours</b>
	0
	0
	0

**Boat Patrol Only (Monthly report summary)**

Violations	Citations	Warnings	Other Contacts		Officer Training Report # attending	
					New Boat Officer	0
Wearable PFDs	0	0	Comp & Safety Inspect	0	Accident Invest	0
Type IV PFDs	0	0	Search and Rescue	0	Drug Recognition	0
Fire Extinguisher	0	0	Persons Assisted	0	Other	0
Visual Distress Signal	0	0	Vessels Assisted	0	Other	0
Sound Producing Device	0	0	Patrol has #Boats	0		
OWI	0	0	Boats w/LE Radios	0		
Negligent Operation	0	0	Squads boat patrol only	0		
Navigation Rules	0	0	Media Contacts	0		
Mandatory Wear PFD	0	0	PSA Releases	0		
Reg Numbering Violations	0	0	<b>DNR Safety Course taught</b>			
other	0	0	Number of Courses	Students certified		
other	0	0	0	0		
<b>Total</b>	<b>0</b>	<b>0</b>				

I hereby certify the information on this form is true and correct.

<i>Report Prepared By</i>	<i>Signature (not required)</i>	<i>Date</i>
0		

State of Wisconsin Department of Natural Resources PO Box 7921 Madison, WI 53707	<b>Enforcement Patrol Monthly Report</b> Form 8700-090 (REV 01/19) Page 1 of 2
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<b>Notice:</b> This report is due to your Recreational Warden on or before the 10th of each month.	<b>0</b>	<b>ATV</b> (Chapter 23, Wis. Stats.)
	<b>X</b>	<b>BOAT</b> (Chapter 30, Wis. Stats.)
	<b>0</b>	<b>SNOWMOBILE</b> (Chapter 350, Wis. Stats.)

Name of Patrol:	<b>Lincoln County Sheriff's Office</b>
County of Patrol:	<b>Lincoln</b>

Month of Patrol:	<b>December</b>	Year of	<b>2023</b>
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Date	Area patrolled or primary activity	Time of Day <i>(Military)</i>	Citations	Warning s
12/14/2023	Admin	09:00-15:00	0	0
	No Activity	/	0	0
	No Activity	/	0	0
	No Activity	/	0	0
	No Activity	/	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
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	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
<b>Total Number of Citations &amp; Written Warnings</b>			<b>0</b>	<b>0</b>

Enforcement Patrol Monthly Report						Page 2	
Name of Patrol:		Lincoln County Sheriff's Office		County:		Lincoln	
Month:	December	Year	2023				
<b>Purchases</b>				<b>Hours Claimed</b>			
Lease		\$ -		Patrol Hours		0	
Mileage	96.0	\$ 62.88		Exempt Hours		0	
Fuel	0.0	\$ -		Administrative Hours		6	
Oil quarts	0.0	\$ -		Total Hours		6	
Materials, Supplies,		\$ -		Citations	0	Warnings	0
<b>Keep and number all receipts</b>				ATV Patrol Hours per citation		#DIV/0!	
<b>Total Travel Supply</b>		\$ 62.88		Boat Patrol Hours per citation		#DIV/0!	
Expenses supported by daily reports with receipts				SNO Patrol Hours per citation		#DIV/0!	
				<b>Safety Courses Taught</b>		0	
				<b>Students Certified</b>		0	
<b>Recreational Crash / Accident Investigations</b>							
Fatal	0	Reports completed	0	Non-fatal	0	Reports completed	0
Operator name(s)				Operator name(s)			
<p><b>1. Monthly summary</b> (patrol activity, citations, purchases, etc....)</p> <p>This month all I did for boat patrol was cleaned up the boat and reorganized everything for next season and got caught up on boat audit paperwork for the 2023 season. Just waiting on couple receipts and should be able to forward to the State for review.</p>							
<p><b>2. List expenses and repairs.</b></p>							

No costly expenses.

**All Patrols (Training)**

Prior to attending Training, it must be pre-approved by RSW. All training for which the patrol wishes to be reimbursed must be recorded in daily reports and supported with receipts or vouchers for any expenses such as tuition, mileage, meals, or hotel. Additionally, each Officer claiming training hours must work some hours for the patrol during the season in which the training is completed.

Training Hours
0
0
0
0

**Boat Patrol Only (Monthly report summary)**

Violations	Citations	Warnings	Other Contacts		Officer Training Report # attending	
					New Boat Officer	Other
Wearable PFDs	0	0	Comp & Safety Inspect	0	New Boat Officer	0
Type IV PFDs	0	0	Search and Rescue	0	Accident Invest	0
Fire Extinguisher	0	0	Persons Assisted	0	Drug Recognition	0
Visual Distress Signal	0	0	Vessels Assisted	0	Other	0
Sound Producing Device	0	0	Patrol has #Boats	0	Other	0
OWI	0	0	Boats w/LE Radios	0		
Negligent Operation	0	0	Squads boat patrol only	0		
Navigation Rules	0	0	Media Contacts	0		
Mandatory Wear PFD	0	0	PSA Releases	0		
Reg Numbering Violations	0	0	<b>DNR Safety Course taught</b>			
other	0	0	Number of Courses	Students certified		
other	0	0	0	0		
<b>Total</b>	<b>0</b>	<b>0</b>				

I hereby certify the information on this form is true and correct.

Report Prepared By	Signature (not required)	Date
0		

State of Wisconsin  
 Department of Natural Resources  
 PO Box 7921  
 Madison, WI 53707

**Enforcement Patrol Monthly Report**  
 Form 8700-090 (REV 01/19) Page 1 of 2

Notice: This report is due to your Recreational Warden on or before the 10th of each month.

<b>0</b>	<b>ATV</b> (Chapter 23, Wis. Stats.)
<b>0</b>	<b>BOAT</b> (Chapter 30, Wis. Stats.)
<b>X</b>	<b>SNOWMOBILE</b> (Chapter 350, Wis. Stats.)

Name of Patrol:	Lincoln County Sheriff's Office		
County of Patrol	Lincoln	Year of	2023
Month of Patrol	December		

Date	Area patrolled or primary activity	Time of Day (Military)	Citations	Warnings
12/14/2023	Admin	15:00-17:00	0	0
12/22/2023	Admin	11:00-13:00	0	0
	No Activity	/	0	0
	No Activity	/	0	0
	No Activity	/	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
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	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
	No Activity	\	0	0
<b>Total Number of Citations &amp; Written Warnings</b>			<b>0</b>	<b>0</b>



Enforcement Patrol Monthly Report						Page 2	
Name of Patrol:		Lincoln County Sheriff's Office		County:	Lincoln		
Month:	December	Year	2023				
<b>Purchases</b>				<b>Hours Claimed</b>			
Lease		\$ -		Patrol Hours		0	
Mileage	74.0	\$ 48.47		Exempt Hours		0	
Fuel		\$ -		Administrative Hours		5	
Oil quarts		\$ -		Total Hours		5	
Materials, Supplies,		\$ -		Citations	0	Warnings	0
<b>Keep and number all receipts</b>				ATV Patrol Hours per citation		#DIV/0!	
Total Travel Supply		\$ 48.47		Boat Patrol Hours per citation		#DIV/0!	
Expenses supported by daily reports with receipts				SNO Patrol Hours per citation		#DIV/0!	
				<b>Safety Courses Taught</b>		0	
				<b>Students Certified</b>		0	
<b>Recreational Crash / Accient Investigations</b>							
Fatal	0	Reports completed	0	Non-fatal	0	Reports complete	0
Operator name(s)				Operator name(s)			
<p><b>1. Monthly summary (patrol activity, citations, purchases, etc....)</b></p> <p>This month all I was able to do for snowmobile patrol hours was install the ramp system in the squad. I also picked up the snowmobile from Antigo Yamaha and set it up for the year. Due to the lack of snow and ice melting on the lake there were no patrol hours recorded.</p>							
<p><b>2. List expenses and repairs.</b></p>							

No costly expenses.

**All Patrols (Training)**

Prior to attending Training, it must be pre-approved by RSW. All training for which the patrol wishes to be reimbursed must be recorded in daily reports and supported with receipts or vouchers for any expenses such as tuition, mileage, meals, or hotel. Additionally, each Officer claiming training hours must work some hours for the patrol during the season in which the training is completed.	<b>Training Hours</b>
	0
	0
	0

**Boat Patrol Only (Monthly report summary)**

Violations	Citations	Warnings	Other Contacts		Officer Training Report # attending	
Wearable PFDs	0	0	Comp & Safety Inspect	0	New Boat Officer	0
Type IV PFDs	0	0	Search and Rescue	0	Accident Invest	0
Fire Extinguisher	0	0	Persons Assisted	0	Drug Recognition	0
Visual Distress Signal	0	0	Vessels Assisted	0	Other	0
Sound Producing Device	0	0	Patrol has #Boats	0	Other	0
OWI	0	0	Boats w/LE Radios	0		
Negligent Operation	0	0	Squads boat patrol only	0		
Navigation Rules	0	0	Media Contacts	0		
Mandatory Wear PFD	0	0	PSA Releases	0		
Reg Numbering Violations	0	0	<b>DNR Safety Course taught</b>			
other	0	0	Number of Courses	Students certified		
other	0	0	0	0		
<b>Total</b>	<b>0</b>	<b>0</b>				

I hereby certify the information on this form is true and correct.

<i>Report Prepared By</i>	<i>Signature (not required)</i>	<i>Date</i>
0		

## Lincoln County Recreation Deputy Forestry Monthly Report

For the Month of	Year
December	2023

Date	Area Patrolled	TOD	# of Citations/ Arrest	# of Warnings
6	Training			
9	Western Lincoln County	09:00-19:00	2	0
24	Southern Lincoln County	08:30-18:30	1	0
30	Eastern Lincoln County	09:00-19:00	1	0
2	Northern Lincoln County	07:00-19:00	0	4

I hereby certify the information on this form is true and correct.

Deputy Travis Watruba		
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# TIMBER SALES TO CLOSE

January 15, 2024

<b>Timber Sale Contract #</b>	<b>Contractor</b>	<b>Estimated Sold Value</b>	<b>Dollars Received</b>
T008-21	Schreiber	\$35,452.45	\$49,167.45
T012-19	Futurewood	\$40,095.50	\$43,993.42
T002-20	Schreiber	\$40,994.00	\$55,175.83