

MINUTES OF THE HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE: March 12, 2020
PLACE: Wood County River Block Auditorium,
111 W. Jackson St., WI Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:33 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch, Supervisor Marion Hokamp, Supervisor Lance Pliml, Supervisor Dennis Polach

OTHERS PRESENT: Sandra Green, Parks & Forestry Office Supervisor; Chad Schooley, Parks & Forestry Director; Fritz Schubert, Forest Administrator; Roland Hawk, Highway Commissioner; Gavin Hutchinson, DNR Forester; Peter Kastenholz, Corporation Counsel

1. Call meeting to order. Meeting called to order at 8am.
2. Declaration of Quorum. Declared.
3. Public comments. Bill Clendenning, mentioning the following items:
 - a. Sand shed build.
 - b. Would also like to know about the 71st street culvert that is underneath Kellner Road (goes from a farm through a creek to a drainage area that the town dug out) and then goes into Lake Wazeecha. This culvert has been causing a lot of flooding and he is unable to find any info on it.
 - c. They are looking at Washington St. to get a 90/10 grant. The County should be involved in the study of this since it affects County Trunk U. This is on next agenda.
4. Correspondence.
 - a. F. Schubert asked if the committee reviewed the email he sent out regarding the advertising/commercial for logging and snowmobile trails. The committee members did not get a chance to review so F. Schubert will re-send it and discuss at next meeting.
 - b. Chip sealing information (Hwy.) Tabled for April next meeting.
 - c. Information only. Roland implemented the seasonal weight postings.
 - d. C. Schooley; regarding Wellness employee discounts for camping/user fees for employees. Possible future agenda item regarding discounts to employees vs. general public.
 - e. R. Hawk stated that the WCHA is accepting nominations for Vice-Chair. Nominations are due in April if anyone is interested.
5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings.
 - b. Department Staff Reports
 - c. Department Vouchers
 - d. Department Revenue Reports
6. Review items, if any, pulled from consent agenda. **Motion to approve by L. Pliml and second by M. Hokamp. Motion carried.**
7. ATV Update. R. Hawk met with Jeff Masephol regarding trails and routes. Sandra Green will be setting up and meeting with all clubs in Wood County in the very near future. C. Schooley spoke about updates on the Dexter ATV sites. Conditions were conducive to trenching at this location recently so staff was able to install the 10 electrical peds and bury the wire. All 10 sites will now have electricity this upcoming camping season.
8. **HIGHWAY**
 - a. CTH V Bridge Bids. Earth, Inc. is the low bidder.
 - b. CTH N Bridges (2) Bids. Radtke Contractors is the low bidder. Both funded by the "CHIP" program. Both bids came in below the engineers estimates.

Motion by L. Pliml to approve bids a. and b. and second by D. Polach.

- c. Bituminous Materials Bids. Bids opened on March 10th. MEIGS was low bid for PG 58-28 at \$499.31 per ton and Flint Hills agreed to match that for 40% of the quantity for the year.

Motion by L. Pliml to accept low bids by MIGS and Flint Hills and second by B. Winch. Motion carried.

- d. Milling and Pulverizing Quotes. These are not official bids so no motions are needed.
- e. GSB 88 maintenance contracts. R. Hawk said they would like to do this in more urban areas where they have curb and gutter. Its' an asphalt rejuvenator, covered with a sand like material. He would like to bid two or three separate projects and be able to award each bidder with a separate project for comparison purposes. **Motion to do a trial to use both contractors without the low bid exempting this project from the bid process to develop a comparison process for future. Motion by L. Pliml and second by A. Fischer. Motion carried.**
- f. 50/50 Road Aid Program. This allows municipalities to designate \$4K a year for up to three years in a row. The county allocates a match, which results up to \$12K for a specific project. The match is budgeted in levy and goes into a fund used for a match on these 50/50 programs. R. Hawk is proposing removing the 3 year limit and allow them to do bigger projects vs. getting three years in and looking for something to spend their allocation on, proposing remove the cap on the number of years. Highway will still receive the benefits of doing the work for these municipalities. Allocate \$5k year instead of \$4k and remove the cap on the years. **Motion by L. Pliml to adopt the proposal to increase the match from \$4000 / year to \$5000 / year, remove the cap on the number of years, and adopt the 50% match by L. Pliml and second by D. Polach. Motion carried.**
- g. Flagging Certification Policy. State Highways over 35mp must have certified flaggers and use temporary rumble strips.
Motion to adopt the State Certified Flagger Policy for County Highways, to include certified flaggers and temporary rumble strips on county highways with posted speeds 35 mph or greater by D. Polach and second by M. Hokamp. Motion carried.
- h. Out-of-State Travel. Highway Commission, R. Hawk. **Motion for approval of Out-of-State travel by L. Pliml and second by D. Polach. Motion carried.**
- i. Summer Help and Engineering Intern pay rates. Summer help increase to \$14, with a CDL, \$16. LTE Truck Drivers are at \$18 (required CDL). This will not affect the Highway budget as wages are covered in projects. Engineering Tech Interns will start at \$16/hr. The HR Department recommended this. **Motion by L. Pliml to approve increase in wages and second by M. Hokamp. Motion carried.**
- j. Adler Road Trail Extension, Marshfield, Wisconsin. City is looking to apply for a grant to extend the trail. R. Hawk included a letter in the packet with details requesting support from the HIRC. **Motion to approve by L. Pliml and second by B. Winch. Motion carried.**
- k. Oversize/Overweight/Seasonal Truck Permit & Utility Permit. R. Hawk has completed research on neighboring counties. Its' designed for a 1-time use for some, but for milk, garbage and septic haulers, there is a permit designed specifically for them and is valid for their entire posted season. R. Hawk is requesting the cost of the OS/OW permit increase from \$25 to \$50 to be consistent with the other permits.
Regarding utility permits, R. Hawk is looking to raise the fee as well. Currently, the fee is \$25 for the permit. Request is to increase the application fee to \$50. The boring fee would be \$100 and the open cut would be \$500. These fees are all in comparison to Marathon, Portage and Adams counties. **Motion by L. Pliml to adopt the policy as outlined by the Highway Commissioner and to adopt the schedule modeled by Portage County for \$35 per additional 1000 feet. and second by D. Polach.**

9. PARKS AND FORESTRY

- a. Parks Revenue Report. C. Schooley pointed out the increased revenues for the open shelter reservations. This increase is due to the two new shelters at White Beach that are now available for rentals starting May 30th. Along with these new facilities comes additional staffing needs for cleaning. Schooley provided an overview regarding employee needs for the future. He discussed shelter reservations and cleaning days that are scheduled throughout the year. It is becoming more and more difficult to have all shelter buildings cleaned by 8am with the number of staff we currently have. It is a staffing pressure point in the department right now. Some hours will be adjusted and we will do our best with what we currently have budgeted. Future staffing needs will be requested as we move into budget season, focusing on LTEs when possible to keep labor expenses low. Other areas of concern are office staff numbers. Specifically, the Office Supervisor/Snowmobile & ATV Coordinator position. With the addition of the ATV program taking off and additional office duties over the years, there may be a need for additional staff. **Motion to approve the Parks Revenue report by L. Pliml and second by M. Hokamp. Motion carried.**
 - b. Forestry Revenue Report. F. Schubert stated February was a very good month. L. Pliml noted that he spoke with Dan from Verso Corporation and offered an unsolicited compliment that F. Schubert is doing an excellent job in his position. **Motion to approve the Forestry Revenue report by L. Pliml and second by B. Winch. Motion carried.**
 - c. Wood County Forest 15-Year Comprehensive Land Use Plan - Draft Chapter 400. B. Winch had questions regarding the Town Severance Payments and the Forestry Ordinance. F. Schubert and S. Green answered Mr. Winch's questions.
 - d. Discuss concerns from Wood County townships. C. Schooley organized a meeting with Wood County staff and representatives from a few town boards. They began the discussion regarding addressing right-of-way and clean-up duties adjacent to town roads and county owned properties. How do we verify the clean up has been done? He will bring recommendations forward to the April meeting after all parties have a chance to review them.
10. The committee may go into closed session per Wis. Stat. s. 19.85(1) (g) to confer with counsel over litigation with Members Advantage Credit Union. (9:03 am).
Motion by L. Pliml and second by D. Polach. Roll call – all Yes. Motion carried.
11. Return to open session at 9:28 am.
12. Future Agenda Items. Bill Clendenning regarding:
- a. Sand Shed build would like to know more information.
 - b. 71st street culvert that is underneath Kellner Road
 - c. Washington St., 90/70 grant. The County should be involved in the study.
- Forestry - 15-year plan. Review and discuss next drafter chapter.
Parks - Towns discussion by C. Schooley.
Supervisor Hokamp's last meeting / retirement.
13. Set next regular meeting date: April 2, 2020 at 8:00 am at the Wood County Highway Shop, 555 17th Ave North, Wisconsin Rapids, WI 54495
14. Adjournment. **Meeting adjourned at 9:33 am.**

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor