MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE

DAY & DATE:	Thursday, February 04, 2016
PLACE:	Wood County Highway Shop, 555 17th Ave N, Wisconsin Rapids, WI 54494
MEETING TIME:	8:00 A.M.
ADJOURNMENT TIME:	11:30 A.M.
MEMBERS PRESENT:	Chairman Al Breu, Vice Chairman Trent Miner, Secretary Dennis Polach, Member Marion Hokamp, Member William Winch
MEMBERS NOT PRESENT:	None.
OTHERS PRESENT:	Chad Schooley, Park and Forestry Director; Fritz Schubert, Forest Administrator; Sandra Green, Park and Forestry Office Supervisor; Caitlin Carmody, Highway Accounting Technician; Roland Hawk, Highway Engineer; George Bartels, Wood County Wildlife Advisory Committee; Shane Wucherpfennig, County Conservationist; Joe Zurfluh, Wood County Board Member; Thomas Turchi, City of Marshfield; Steve Grant; Wisconsin Department of Natural Resources

1. Chairman Al Breu called the meeting to order at 8:00 A.M.
2. Public comments.

   Member W. Winch brought forth some concerns from a constituent regarding the firewood ordinance that the Committee approved at the January 7, 2016 meeting. The constituent had asked if the Park and Forestry department planned to only get wood that was cut on County land. The constituent also asked if heat treated firewood was allowed. Chad Schooley provided a "Summary of Firewood Usage and Future Needs Estimate" that he had put together regarding past firewood usage at the parks and what the anticipated increase would be. He informed the Committee that currently, all firewood sold at the parks is cut from dead wood found within the parks. However, with the increased volume of wood needed, their staff may not be able to keep up with the demand. He presented alternative solutions. It was determined that the Park and Forestry Department would attempt to furnish the additional demand with wood from our own forests. F. Schubert and C. Schooley will work on putting together a plan as to how this will be done. C. Schooley also received Committee consensus to lower the price per rack of firewood from $6 to $5 for this one year at minimum. Members of the public and campers are not allowed to bring in any firewood, except for untreated, clean dimensional lumber.

3. Approve the minutes of the January 07, 2016 Highway Infrastructure and Recreation Committee meeting.

D. Polach made a motion to approve the January 07, 2016 Highway Infrastructure and Recreation Committee Meeting minutes. M. Hokamp seconded the motion. Motion carried.

PARKS:

4. Parks Construction Supervisor report.
    a. Current projects update.

    There was discussion regarding the need for an architect to draw up the building plans for the new Dexter shop. Since the building exceeds the minimum cubic foot threshold, the plans need to be submitted by an architect, or possibly an engineer, in order to be State certified. They have an architect currently working on the plans and he is almost done with them.

    b. Employee matters.

T. Miner made a motion to approve the Parks Construction Supervisor report. D. Polach seconded the motion. Motion carried.

5. Office Supervisor report.
    a. Snowmobile/ATV program funding resolutions

    T. Miner made a motion to approve the snowmobile/ATV program funding resolutions. M. Hokamp seconded the motion. Motion carried.

    b. Wood Trust requires meeting minutes to indicate that I have been authorized to be issued a corporate credit card under my name and with a limit of $10,000.

    As Heather Gehrt resigned her position with the Park and Forestry Department, her credit card is no longer in use. Sandra Green, replacing her in the Office Supervisor position, will need to be issued a credit card in her stead.

    T. Miner made a motion to authorize Sandra Green to be issued a corporate credit card in her name with a limit of $10,000. D. Polach seconded the motion. Motion carried.

T. Miner made a motion to approve the Office Supervisor report. M. Hokamp seconded the motion. Motion carried.

6. Park and Forestry Director report.
    a. Funding plan for Dexter shop and storage building construction

    C. Schooley provided a funding plan for the new Dexter shop as requested by the Committee at the January 07, 2016 meeting. Possible Highway contributions, in exchange for the Forestry Building, include using 2016 Ho-Chunk funds earmarked for the Highway Department, or providing material, equipment and man-power for construction site prep work.

S. Wucherpfennig came forth at this time to discuss the future of the Forestry shop located at the highway shop in Wisconsin Rapids. At present, Land and Water Conservation are using part of the Forestry shop for their storage and tree sales. S. Wucherpfennig and C. Schooley had looked back through the Committee records to determine if there was ever a formal agreement made for this arrangement or if it was just a verbal agreement. They could not find any records of this agreement being made on paper. S. Wucherpfennig requested that should the Highway Department take over the ownership of that shop that the Land and Water Conservation Department be allowed to use and maintain their portion of the facility without monetary compensation, as they have been doing in the past. R. Hawk from the Highway Department attended at this time. He indicated that the Highway Department's concern is that there be division between the portions to ensure security of the building. The Committee discussed coming up with a Memorandum of Agreement for the use of this space and to discuss it further at a future meeting.

b. Carry over request of excess 2015 revenues

M. Hokamp made a motion to approve the carry over request for excess 2015 revenues and to forward request to Executive Committee. T. Miner seconded the motion. Motion carried.

c. Special Use Permits.

No Special Use Permits were brought forth.

The Park and Forestry Department was awarded a WiDNR Recreation Boating Facilities (RBF) grant to fund up to 48%, for a maximum of $120,000.00, of the dredging project of the far east end of Lake Wazeecha.

T. Miner made a motion to approve the Park and Forestry Director report. D. Polach seconded the motion. Motion carried.

FORESTRY:

7. Forest Administrator report.
    a. Timber Sale Update.
    b. Wood County Wildlife Area Lease Amendment: Discussion and Resolution.

Payment was received from the Wisconsin Department of Natural Resources for the Wood County Wildlife Area Lease. With payment, the State provided an amendment to the lease agreement that further clarified the time frame for payment.

T. Miner made a motion to approve the resolution to amend the Wood County Wildlife Area Lease as indicated in the amendment put forth by

the Wisconsin Department of Natural Resources. D. Polach seconded the motion. Motion carried.

F. Schubert provided a written summary of a ruffed grouse study that was being completed on the Sandhill Wildlife Area by a student from University of Wisconsin – Madison.

F. Schubert indicated he currently has 5 timber sales that are ready to be bid out. However, he would like to push the bid back until April 4th to add some additional ones and allow loggers to finish with their spring break-up before bidding. The Committee provided consensus.

T. Miner made a motion to approve the Forest Administrator report. W. Winch seconded the motion. Motion carried.

8. Correspondence.

C. Schooley indicated there have been no claims for the Department for either injuries or property damage for the month of January.

C. Schooley discussed two potential memorial benches. The Committee agreed he could continue with approving them as he saw fit.

C. Schooley and other office staff attended a tour of the River Block building with Jason G., P&Z Director. C. Schooley expressed interest in being involved with the meetings with the architect hired by Wood County, if there is any chance that the P&F office would be moved to that location.

9. Approve payment of bills.

T. Miner made a motion to approve the payment of bills. W. Winch seconded the motion. Motion carried.

10. Revenue report.

T. Miner made a motion to approve the revenue report. D. Polach seconded the motion. Motion carried.

The Committee took a break at 9:41 A.M. and resumed at 9:49 A.M.

HIGHWAY:

11. Discuss the traffic control changes at the intersection of CTH Y and Galvin Avenue in the City of Marshfield.

T. Turchi from the City of Marshfield spoke regarding the proposed traffic control changes at the intersection of CTH Y and Galvin Avenue in the City of Marshfield. The proposal is to complete a stop sign reversal on this intersection, changing the stop sign placement to CTH Y and Becker and creating through movement on Galvin Ave since Galvin Ave sees significantly more traffic. In the process of the stop sign reversal, there would be a period of time where it would be a four way stop.

Additionally, the City of Marshfield would like the Highway Department to lower the speed limit on CTH Y to 35 miles per hour about a quarter mile from the intersection. The City of Marshfield would be responsible for all the signage and all other modifications. This proposal was approved by the City of Marshfield's Common Council and Public Works Board.

T. Miner made a motion to direct the Wood County Highway Department to work with the City of Marshfield on reducing the speed limit on CTH Y to 35 miles per hour a quarter mile from the aforementioned intersection, and to change the traffic control signing at the aforementioned intersection as proposed by the City of Marshfield. M. Hokamp seconded the motion. Motion carried.

12. Discuss and possibly move forward on a resolution for speed limit reduction in work zones.

    T. Miner made a motion to approve the language of the proposed ordinance to provide the Wood County Highway Commissioner with the authority to temporarily reduce the speed limit in work zones and to send the ordinance to the County Board for approval. D. Polach seconded the motion. Motion carried.

13. Discuss Transportation Sales Tax.

    The Wisconsin State Legislature is currently working on a bill to allow counties to charge a half a percent of sales tax for transportation purposes. The State would collect the tax and then distribute to the counties and their respective municipalities. It would be a long term funding option instead of debt service. This will likely be discussed in the fall session.

14. Discuss adopting the Wisconsin County Highway Association utility policy.

    The Wisconsin County Highway Association has developed a utility policy that other counties have adopted in lieu of developing their own utility policies. Adopting the WCHA's policy would provide uniformity across the state and also legal protection since it was drafted by the WCHA legal counsel. The Wood County Highway Department would be responsible for developing an addendum to the policy that would cover any information specific to Wood County and the fees associated with the utility permits.

    The Committee provided consensus for the Wood County Highway Department to move forward with developing an addendum to the WCHA utility policy specific to Wood County and to bring back to the Committee for approval at a future meeting.

15. Frac Sand update.

    There has been no progress on outstanding payments.

    The Highway Department will be replacing the CTH B bridge which falls under a current frac sand contract. The Wisconsin Department of Transportation will be putting out bids for this project.

16. Current projects update.

    R. Hawk discussed the current projects that are being done at this time and projects the Highway Department plans to do during the construction season.

17. Approve payment of bills.

    T. Miner made a motion to approve the payment of bills. D. Polach seconded the motion. Motion carried.

18. Accounting Supervisor's Report.
    T. Miner made a motion to approve the Accounting Supervisor's report. D. Polach seconded the motion. Motion carried.

19. Correspondence.

    There was a truck roll-over on STH 54 by CTH D where a large quantity of wood chips that were being hauled were dumped in the roll-over. The owner of the property has rights to claim the wood chips but if they chose not to, the DOT will likely contract the Highway Department to complete the clean-up.

    Every spring, R. Hawk puts together a seminar for the various Wood County municipalities regarding roadway updates. This year, the seminar is being held on February 17th at the Hotel Mead. R. Hawk invited the Committee members to attend.

20. Next meeting date: March 03, 2016 at the Wood County Courthouse, Room 115.

21. Motion to adjourn.

    T. Miner made a motion to adjourn the meeting. W. Winch seconded the motion. Motion carried.

Dennis Polach

Dennis Polach, Secretary
Minutes taken by Caitlin Carmody, Highway Accounting Technician