

***MINUTES OF THE
HIGHWAY, INFRASTRUCTURE & RECREATION COMMITTEE***

1. **DAY & DATE:** August 8, 2020
2. **PLACE:** Wood County Courthouse, Rm 114,
400 Market Street, Wisconsin Rapids, WI 54495
3. **MEETING TIME:** 9:00 A.M.
4. **ADJOURNMENT TIME:** 11:07 A.M.
5. **MEMBERS PRESENT:** Chairman Jacob Hahn, Supervisor John Hokamp,
Supervisor Lee Thao, Supervisor David LaFontaine
PRESENT VIA WEBEX: Supervisor Al Breu

6. **OTHERS PRESENT:** Chad Schooley, Parks & Forestry Director; Fritz Schubert, Forest Administrator; Roland Hawk, Highway Commissioner; John Peckham, Highway Accounting Supervisor; Supervisor Dennis Polach; Supervisor Bill Clendenning; Peter Kastenzholz, Corporation Counsel
PRESENT VIA WEBEX: Chairman Lance Pliml; Trent Miner, County Clerk; Lisa Keller, IT; Ed Newton, Finance

7. Call meeting to order. Meeting called to order at 9 A.M.

8. Declaration of Quorum. Declared.

9. Public comments. Bill Clendenning commented that a person on CTH U wanted a leaning tree cut down. He wanted to know if the Highway Department would do it. Roland Hawk, Highway Commissioner, stated that the trunk of the tree is on private property and, therefore, cannot be touched by the Department. However, the Department can cut the tree back to the right-of-way and will do so when the bucket truck is available. That should happen sometime in the next couple of weeks. No other public comments.

10. Correspondence. Fritz Schubert, Forest Administrator, discussed the topic of the Town of Hiles considering abandoning a town road. When this happens, Schubert would like to put it in the state county forest road program. Schooley mentioned that the grant that was submitted for the accessible playground structure at White Sands Beach was not selected by the Legacy Foundation for funding this year.

11. Approve minutes from previous committee meetings. The wording in 13c may be a bit murky. The Chair will discuss it with the minutes-taker from last month's meeting. In addition, Bill Clendenning shared a comment from a participant at last month's meeting. Rhonda Carrell wrote in an e-mail to him "I do not have pics of the crew spraying. A Saratoga resident followed the boom truck (not broom) and witnessed the spraying. My pics are of the dying plants that have been sprayed across the tributary and in wetland areas." **Motion by D. LaFontaine, second by Lee Thao to approve the minutes from the previous committee minutes. Motion carried.**

12. Closed Session. **Motion by D. LaFontaine, second by Al Breu to go into closed session per Wis. Stat. s.19.85 (1) (g) to discuss settlement of the MACU litigation. Roll call voice vote was taken (Hahn-aye, LaFontaine-aye, Hokamp-aye, Thao-aye, and Breu-aye).** Closed session minutes maintained separately by Chair. **Motion by D. LaFontaine, second by Al Breu to return to open session. Motion carried.**

13. ATV Trail/Route System Update. R. Hawk said there has not been a chance to meet since the last meeting. He did get requests to open part of CTH Z. He responded that, each quarter, requests would be reviewed. The next review will be done in September. Another request, provided by Sandra Green, was for CTH JJ. Hawk informed her that the plan and/or requests will come back to the HIRC in September.

Schooley said that reconstruction of the ATV Intensive Use Area parking lot has begun with P&F crews removing several trees. In addition, they will be relocating the washdown area and offloading ramp. Further plans include the removal of a 4-foot chain link fence and replacing with large boulders as an attractive, more natural alternative.

14. HIGHWAY

a. Highway Staff Reports.

R. Hawk met with Rhonda Carrell, Town of Saratoga Supervisor, on CTH Z, identifying areas that would not get herbicide treatment in the future.

Steve Budnik, Transportation, wants some indoor bus space at the Highway Department's Marshfield Shop. There is not adequate inside space at this time. While the Department has wanted to build a new storage building, a salt shed has taken priority. Budnik proposed building a pole shed but Hawk instead suggested the use of an existing steel shed that is already in place. It could serve the needs of Transportation with an investment of less than \$15,000. Hawk received an estimate of a little over \$6,000 for an overhead door, and an estimated additional \$6,000 - \$8,000 for driveway, electrical upgrades, etc.

Hawk would offer Budnick a 24-30 month lease to cover Transportation's share of the costs. Budnick requested that his department be involved in planning the design and construction of any future new storage building. D. LaFontaine commented that continued negotiations are a good idea and Hahn said it would be better to try and work with the steel shed rather than building a new pole shed at this time.

CTH U is entering its final phase. Throughout the entire construction year, there have been only three days of delays. Hawk commented that the Department is hoping to get normal traffic back by the end of September.

Three bridges are under construction. According to the contract, the contractor was able to work from June 15 – October 15. The bids were all won by the same contractor and, because of the generous time frame for work; the Department got a pretty good price. Due to some issues with other projects, however, the contractor would like to extend the time frame to November 1. Hawk has a problem with this because the Department is doing their own construction along the routes of the bridges and the delay would cause a conflict, especially with the CTH V bridge. Hawk said that the contractor must complete the CTH V bridge due to a sunset on the LRIP funding for that project. The two bridges on CTH N could be delayed until next year if the contractor will honor this year's bid price.

b. Highway Revenue Report. Reviewed.

c. Highway Vouchers. A discussion from last month's meeting about streamlining the voucher process was continued. Parks and Highway Department personnel met with Finance to discuss. While all agree that the current system is not as efficient, time wise, the Single Audit Requirements dictate that each invoice must be entered individually. Discussion was had on

using P-Cards for many purchases. The downside, per Ed Newton, is that the reference in the General Ledger will only say "US Bank". We wouldn't know who was getting paid how much without looking up each individual US Bank transaction. Finance is currently working with IT on a summary report for the Committees. **Motion by D. LaFontaine, second by Lee Thao to approve Highway Department vouchers. Motion carried.**

- d. Highway Draft Budget. The Highway Draft Budget was not ready at the time of the meeting. J. Peckham stated that he will have it ready and sent to R. Hawk by Thursday of next week. Hawk will have to send it to Finance by the following Monday.
- e. Service Agreement with Towns. R. Hawk commented that at least one town is serious about pursuing an agreement with Highway regarding winter service. Hawk requested Committee approval to negotiate more detailed agreements with Towns, which may necessitate additional staff and/or equipment in the future. **Motion by D. LaFontaine, second by Al Breu to grant authority to the Highway Commissioner to enter into negotiations and agreements with Wood County municipalities. Motion carried.**

15. PARKS AND FORESTRY

- a. Parks & Forestry Staff Reports. F. Schubert stated Sandra Green, the office supervisor, is still working on putting together reports of where pulpwood, mostly hardwood, aspen, and a little Oak, has been hauled over the last 5 years to find out what percentage was hauled to Verso (NewPage, Biron and WI Rapids locations). Once those numbers are finalized, the information will be brought back to the committee. F. Schubert noted that, in a 2018 document, about 25% of pulpwood went to the Wisconsin Rapids mill.
- b. Powers Bluff ski/snowboard rental future. C. Schooley had several comments for the Committee regarding this subject. The long-time concessionaires at Powers Bluff retired about 5 years ago and, at that time, the County purchased their equipment. Much of the equipment is 20-30 years old. It is wearing out and that is becoming a safety concern. The County does not get a lot of rental revenue from the equipment. Last year, 122 rentals brought in approximately \$1,200. During the year prior, there were 44 rentals. Schooley said that, if the County is going to continue the rental practice, a significant investment should be made in new equipment. Even if rental is discontinued, the ski hill would continue to operate, though tubing is, by far, the more popular activity at the park.

The Department will be looking at new concessionaires and rental companies but there is little interest in downhill ski rental due to the uncertainty of rental revenue with potentially short seasons.

Motion by J. Hahn, second by J. Hokamp to phase out downhill ski/ snowboard rental equipment as it ages and look into private rental companies. Motion carried.

- c. Special Use Permits. C. Schooley gave a brief description of the requested special permit.

Multi-Metro Deer Management has, for several years, submitted an annual request to utilize approved portions of South Wood County Park for the purpose of allowing certified archers to harvest deer during the archery season. The group has operated without issue or incident so

Schooley recommends continuing the practice. **Motion by D. LaFontaine, second by Al Breu to grant the Special Use Permit to Multi-Metro Deer Management. Motion carried.**

- d. 2021 Draft Budget. Office Manager Sandra Green e-mailed draft documents to the Committee and those were reviewed.
- e. Parks and Forestry Revenue Reports. F. Schubert commented that the Certification Audit happened this week and went well. When all the regional audits are done, a report will be sent. **Motion by D. LaFontaine, second by Lee Thao to approve. Motion carried.**
- f. Parks and Forestry Vouchers. **Motion by D. LaFontaine, second by Lee Thao to approve. Motion carried.**

16. Future Agenda Items. None discussed.

17. Set next regular meeting date: September 3, 2020 at 9:00 A.M. at Wood County Courthouse, Rm 114, 400 Market Street, Wisconsin Rapids, WI 54495

18. Adjournment. Meeting adjourned by Chairman Hahn at 11:07 A.M.

Minutes taken and recorded by Highway Department Accounting Supervisor John Peckham