

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

DAY & DATE: Thursday, June 2, 2016

PLACE: Wood County Highway Shop, 555 17th Ave S, Wisconsin Rapids, WI 54495

MEETING TIME: 8:00 AM

ADJOURNMENT TIME: 10:54 AM

MEMBERS PRESENT: Chairman Allen Breu, Member Dave LaFontaine, Secretary Marion Hokamp, Vice Chair William Winch

MEMBERS NOT PRESENT: Member Joe Zurfluh

OTHERS PRESENT: County Board Member Bill Clendenning, County Board Member Dennis Polach, Park and Forestry Director Chad Schooley, Forest Administrator Fritz Schubert, Highway Commissioner Douglas Passineau, Highway Accounting Technician Caity Carmody, Scott Whitsett from Jewell Associates Engineers, Inc.

1. Chairman Allen Breu called the meeting to order at 8:05 A.M.
2. Public comments.
3. Approve minutes of the May 5, 2016 and May 17, 2016 Highway, Infrastructure, and Recreation Committee meeting(s).

Motion to approve the minutes for the May 5, 2016 and May 17, 2016 Highway, Infrastructure, and Recreation Committee meetings by D. LaFontaine and seconded by M. Hokamp. All in favor. MC

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.
 - b. Employee matters.

Motion to approve the Parks Construction Supervisor report by D. LaFontaine and seconded by W. Winch. All in favor. MC

5. Office Supervisor report.
 - a. Snowmobile/ATV Reports
 - b. Office Update

Motion to approve the Office Supervisor report by D. LaFontaine and seconded by M. Hokamp. All in favor. MC

6. Park and Forestry Director report.

W. Winch discussed questions he had received from the public regarding whether or not the newly found presence of Emerald Ash Borer in central Wisconsin will affect the firewood ordinance at the County Parks. C. Schooley stated the plan is to get through the first year with the new firewood policy, track usage, and reevaluate at the end of the year. It was reiterated that a camper can bring in dimensional, clean, untreated lumber still. There were only two noted instances of campers bringing in outside firewood over the Memorial Day weekend and in both cases, the campers were local, so they were able to take the wood home instead of having it confiscated.

At this time, 6b "Wood County Pay Progression Plan – Employee Recruitment & Retainment Policy" was discussed.

a. Per Diem for Wood County Wildlife Area Advisory Committee

C. Schooley provided a summary of the various subcommittees and ad-hoc committees that have citizen members and how members are compensated per diem or mileage. The summary was put together by the County Clerk's office. There are very few sub-committees or ad-hoc committees that reimburse their citizen members – most pay their County Board appointees only. Pay for mileage and per diem comes from the County Clerk's budget, and therefore would ultimately be approved by the Judicial and Executive Committee, not the HIRC. The request for per diem and mileage came from Supervisor Dennis Polach, not a citizen member. Therefore, based on the information provided, Chairman Breu stated the status quo should remain until it becomes an issue, and then can be discussed again. There was consensus from the Committee members.

b. Wood County Pay Progression Plan - Employee Recruitment & Retainment Policy

D. Passineau, Highway Commissioner, joined the meeting for this portion. Passineau and Schooley explained the Draft Employee Recruitment and Retainment Policy to the Committee. Department Heads have joined together to develop a consistent strategy for providing flexibility with the pay progression plan during the hiring process. Currently, there is no consistent guidance on how to address pay progression with potential new employees. The policy is in its draft phase and is currently being reviewed by department heads and HR, and taken to oversight committees for review and input as well. As written, it provides department heads with the flexibility to start highly trained new hires at higher than step 1 in the grade of the position, if deemed necessary. It also provides them with the ability to offer vacation within the first year of employment as a recruitment tool. There is also a provision to bump employees up an additional step if they have an outstanding review.

Motion to approve the draft Employee Recruitment and Retainment Policy as a concept and direction for the department heads to provide an update to the HIRC at July's meeting by D. LaFontaine and seconded by M. Hokamp. All in favor. MC

At this time, the Committee next discussed 6a. "Per Diem for Wildlife Area Advisory Committee" and then continued with 6c. "Special Use Permits".

c. Special Use Permits.

None.

Motion to approve the Park and Forestry Director Report by M. Hokamp and seconded by W. Winch. All in favor. MC

FORESTRY:

7. Forest Administrator report.
 - a. Timber Sale Update.

Motion to approve the Forest Administrator report by D. LaFontaine and seconded by M. Hokamp. All in favor. MC

8. Correspondence.

There was no correspondence to discuss.

At this time, the committee skipped to 10. "Revenue Report" and then continued to 9. "Approve payment of bills."

9. Approve payment of bills.

Motion to approve the payment of bills by D. LaFontaine and seconded by W. Winch. All in favor. MC

10. Revenue report.

Motion to approve the Revenue Report by M. Hokamp and seconded by D. LaFontaine. All in favor. MC

Committee recessed momentarily at 9:19 AM and resumed meeting at 9:35 AM.

HIGHWAY:

11. Update CTH T Bridge engineering and information (Jewell Associates).

Scott Whitsett from Jewell Associates Engineers, Inc. was in attendance. He provided an overview of his company and their involvement in the CTH T Bridge engineering. The surveying for the project is done and they are working on the preliminary design. They have already been working with the Wisconsin Department of Natural Resources on the general wetland permits. The project is still on schedule for 2017.

12. Discuss CTH Y CHIP-D Project.

D. Passineau provided an update on the CTH Y CHIP-D project. The Highway Department received matching funding under the Local Roads Improvement Program to complete this project in 2017. D. Passineau provided a copy of the confirmation letter. The Highway Department is completing the engineering on the project this year and working with the City of Marshfield on some questions regarding the city limits.

13. Discuss and possibly act on CTH AA Beam Guard bids.

The Highway Department only received one bid from Earth Inc. for this

Motion to approve the lump sum cost bid by Earth Inc. for the CTH AA Beam Guards by D. LaFontaine and seconded by W. Winch. All in favor. MC

14. Discuss purchase of 15 foot pull behind mower.

The purchase of a 15 foot pull behind mower this year is part of the capital improvement plan passed by the Committee earlier in the year. Since the total cost will be under \$20,000, the Highway Department does not need to seek quotes. They will be purchasing this and receiving it in the next few weeks.

15. Discuss and possibly act on resolution for negotiation of purchase of land adjacent to Wisconsin Rapids Highway shop.

Motion to approve and submit to the County Board the resolution for negotiation of purchase of land adjacent to the Wisconsin Rapids Highway Shop by D. LaFontaine and seconded by W. Winch. All in favor. MC

16. Discuss and possibly act on resolution for State Legislative transportation funding action.

The resolution put forth by the Highway Department resolves to urge the Governor and Legislature to find a sustainable funding solution for transportation projects. It indicates the funding solution "includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system."

W. Winch stated he does not approve of the resolution because he does not believe the State is protecting the transportation fund from being raided as the public demanded in a passed referendum in 2014. Furthermore, he does not agree with the "Whereas" that states that "from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees".

Motion to approve and submit to County Board the resolution for State Legislative transportation funding action by D. LaFontaine and seconded by M. Hokamp. W. Winch opposed the motion for the above stated reasons. MC

17. Frac Sand update.

D. Passineau shared an email sent to him from Tom Giordani from Completion Minerals in response to Passineau's demand for payment of their outstanding balance. The email outlines a proposed payment plan that would carry for 24 months from no later than August 31st, 2016.

D. LaFontaine inquired what we are currently charging for interest. Passineau stated 1.5% per month. Passineau stated he was still working with Peter Kastenholz of Corporation Counsel to determine if a lien can be placed on Completion's equipment to further encourage payment of the outstanding balance. Passineau also stated he is happy to receive the response from Mr. Giordani and is looking forward to moving forward.

18. Current projects update.

W. Winch stated he had more inquiries about the jurisdictional transfer between CTH A and STH 80/186. He suggested putting together something stating that we are just in the process of exploring this. D. Passineau stated that he has meetings with representatives from the Wisconsin Department of Transportation regarding this project. At the present time, the Wisconsin DOT has stated they do not have the money to complete the feasibility study required. A. Breu stated it would be helpful if the

State advertised in the newspaper when they have people out surveying and why. Passineau stated that the Wisconsin DOT does advertise in the paper and on their website when they have meetings regarding any road construction project. Very few people reportedly attend these.

19. Approve payment of bills.

Motion to approve the payment of bills by D. LaFontaine and seconded by W. Winch. All in favor. MC

20. Accounting Supervisor's Report.

There was discussion regarding the State and Local Fund being in the negative. D. Passineau indicated that that was due to accounting errors made by the previous Accounting Supervisor and the reason we charge 2% for administrative fees on our invoices to local municipalities or other County departments.

Motion to approve the Accounting Supervisor's Report by W. Winch and seconded by M. Hokamp. All in favor. MC

21. Correspondence.

There was no correspondence to discuss.

22. Next meeting date: Wednesday, July 6, 2016 at the Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495

23. Motion to adjourn by D. LaFontaine and seconded by M. Hokamp. All in favor. MC
Meeting adjourned at 10:54 AM.



Marion Hokamp, Secretary

Minutes taken by Caitlin Carmody, Highway Accounting Technician