

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

DAY & DATE: Thursday, March 2, 2017
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:37 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor David LaFontaine,
Supervisor William Winch, Supervisor Joseph Zurfluh
EXCUSED: Secretary Marion Hokamp
OTHERS PRESENT: County Board Supervisors Dennis Polach, Bill
Clendenning; Park and Forestry Director Chad Schooley;
Forest Administrator Fritz Schubert; WDNR Forester Steve
Grant; Chris Potts, Landowner; Highway Accounting
Technician Caity Carmody; Highway Accounting
Supervisor John Peckham; Highway Engineer Roland
Hawk

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:02 am.
2. Public comments. None.
3. Approve minutes of the February 2, 2017 Highway, Infrastructure, and Recreation Committee meeting(s).

Motion to approve the minutes of the February 2, 2017 HIRC meeting by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

PARKS:

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

Schooley provided a map of the South Park shop layout regarding a comment on the Construction Supervisor's report about an addition. The plan is to remove the old shop located at the end of N Beach Road, renovate the Beach House storage, and add an addition on to the Main Shop on N Beach Road. They are in the process of obtaining estimates.

At this point, the Committee skipped to "6.b. Review and possibly act on quotes for skid steer trailer". Following that, they returned to the Parks Construction Supervisor Report.

- b. Employee matters.

Motion to approve the Parks Construction Supervisor report by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion Carried.

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

Motion to approve the Office Supervisor report by D. LaFontaine and seconded by B. Winch. All in favor. Motion carried.

6. Park and Forestry Director report.
- a. Township of Port Edwards ATV route

Schooley stated that Randy Bowden from the ATV club had visited him to discuss an advisory referendum that passed in the Town of Port Edwards last election regarding adding ATV routes on two town roads – Kimball Ave by the Wood County ATV area and Creamery Rd that goes to the casino.

Schooley stated that he had spoken with Duane Arendt, Town of Port Edwards Chairman, regarding this as well. Arendt had indicated it would be discussed at the next town meeting and that the referendum did not mean that it was a “done deal”.

Schubert questioned how the proposed routes would impact the snowmobile trails out there. Schooley indicated that the proposal has a seasonal and daytime hour restriction, apparently, that would likely handle those questions.

- b. Review and possibly act on quotes for skid steer trailer.

The estimate came in at approx. \$5300 with an additional \$150 for the ramp upgrade. Schooley indicated they would like to move forward with this purchase and put the old trailer up on the auction surplus site.

Supervisor Clendenning indicated that Rule 43 has been passed that may impact the sale of county property that was purchased using tax levy. The Legislative and Judicial Committee are going to be discussing the rule again tomorrow and Clendenning suggested it might be beneficial for Schooley to attend that meeting.

Breu suggested that Schooley look into what the trade-in value would be. Winch suggested that Schooley also discuss the possibility of sharing a trailer with Highway Department if they already have one.

Motion to allow the Parks and Forestry Director to move forward with the purchase of a skid-steer trailer by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

- c. Special Use Permits.

Wisconsin State Water Ski Show

July 20th - 23rd

Red Sands Beach

Will be using enclosed shelter building, Red Sands Beach Pavilion, and open shelter.

This is an annual request. There is currently a waiver in place for waiving the cost of the Red Sands Beach Shelter rental. This waiver would be in effect this year and next year and is part of an agreement, approved by the HIRC, and was made when the ski club assisted the Parks Department with the construction of the shelter.

Motion to approve the Special Use Permits by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

Winch brought up the matter of putting up acoustic panels in the Nepco Lake Shelter building again. He had attended a function out there recently that had a DJ and the acoustics were so bad that the DJ had to be shut down early. He asked Schooley what the status was of getting the previously discussed acoustic panels installed. Schooley indicated that it was not high on his priority list at the moment, but he could certainly continue to research options and bring it back to the committee next month. The estimates that he did receive were higher than he would like. Breu suggested considering an increase in rental fees to cover the cost of the acoustic panels.

Motion to approve the Park and Forestry Director report by B. Winch and D. LaFontaine. All in favor. Motion carried.

FORESTRY:

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

Revenue is down for February due to an early thaw and the unseasonably warm weather. There is still some hauling being done, but no active logging at the moment.

Motion to approve the Forest Administrator's report by D. LaFontaine and B. Winch. All in favor. Motion carried.

8. Correspondence. None.
9. Approve payment of bills. **Motion to approve the bills by J. Zurfluh and seconded by B. Winch. All in favor. Motion carried.**
10. Revenue report.

Schooley indicated they do not have a revenue report completed this month due to their Office Supervisor being out on leave, but will bring February's and March's to the April meeting.

Committee took a break at 9:50 AM and resumed at 9:59 AM.

HIGHWAY:

11. Review and approve CTH U contract with Omni Associates.

Hawk shared an update on the STP-Urban project on CTH U. Omni Associates had forwarded a draft of their engineering contract on Friday. Hawk had budgeted \$250,000-\$275,000 for design and engineering for the project. The first contract came in at \$320,000. Hawk had been working on ways to get the design cost down and will be discussing them with Commissioner Doug Passineau when he returns from vacation.

Winch asked if this was the project that Classic Development had said they would pay for. Hawk stated that Classic Development is doing a different portion of CTH U around the lake whereas this project is for CTH U from STH 54 to S Biron Dr. Winch asked if private contractors will be completing the construction on the project. Hawk stated that yes, contractors will be bid out through the Department of Transportation's process.

LaFontaine asked if there would be parking restrictions on the new roadway. Hawk stated that there would be no parking allowed on the road.

Hawk stated that public meetings will be held further on in the process to advise landowners and community members of the details of the project and construction plan and that the contractors will be expected to do a weekly update to the DOT once the project is underway in 2020.

At this point, the committee skipped to agenda item 19 as the landowner in question was present at the time. Then they returned to item 12.

12. Discuss Sheriff Department weight limits program.

All seasonal weight limits have been posted. Peckham advised the committee of a procedure Highway has where they provide the Sheriff's Department with additional funding for their staff to work overtime to enforce the weight limits. Around May they provide Highway with a report letting them know how the season went.

13. Discuss and possibly act on quotes for replacement of rear windows.

The Highway Department received one quote for the replacement of the rear windows. It was higher than originally thought, but they would still like to move forward with it.

Motion to approve the Altmann Construction quote for replacement of rear windows by D. LaFontaine and second by J. Zurfluh. All in favor. Motion carries.

14. Discuss and possibly act on quotes for asphalt plant scale.

Highway received three quotes for the replacement of the asphalt plant scale. They are replacing it because the current scale is too short and therefore causes issues with loading of the trucks which also causes issues with segregation of asphalt. The scale that is currently there will be moved to the Marshfield shop.

Each quote had some deviation from the specifications. Peckham requested that the committee approve the Commissioner to move forward with the quote that is deemed most advantageous to the County so Passineau may further review the specifications and deviations and find the best fit.

Motion to approve the Highway Commissioner to move forward with the quote deemed most advantageous to the County by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carries.

15. Discuss personnel updates.

Peckham shared that Highway Accounting Technician Caity Carmody had been appointed as an interim Director to the CHEMSPro Board of Directors. CHEMSPro is the cost accounting software that the Highway department uses to track expenditures, materials, and equipment. Carmody had been noted for her skills working with the program by board members when implementing RTVision electronic time keeping. The Board meets every other month and puts on a conference every fall.

Motion to formally commend Caity Carmody for her achievement in being appointed to the CHEMSPro Board of Directors made by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.

Tyler Dove recently started in the capacity of Truck Operator.

The mechanic position is as yet unfilled, but the department has held interviews and is pursuing a candidate.

16. Discuss salt shed inventories.

The State salt sheds are quite low and the State DOT has indicated they do not want to order more salt at this time. The Highway Department has not yet utilized their early fill, so they are being allowed to order more salt.

17. Discuss bituminous bids.

Bituminous bid specifications have been sent out as of yesterday. Opening will be in April.

18. Discuss hauling of gravel.

Peckham advised the committee that the Department is required to spend down 5% of the debt issue proceeds within 6 months of the bond issue, which was done in October of 2016. In order to meet this obligation, the Department stockpiles ½" gravel and manufactured sand at the asphalt plant. Those products will be used exclusively for highway construction projects during the summer.

19. Discussion and possible action on driveway location near CTH V and Cary-Hiles Road.

Hawk provided the following to the committee: an aerial view of the lot in question, a copy of Chapter 701.05 Section (6) of the 701 Land Subdivision Ordinance, and a copy of Wood County Highway Department's Policy #9 "Driveways – County Trunk Highways". Both the policy and the ordinance show language indicating that when a property borders both a county highway and a lower jurisdiction road (such as a town road), the access will be from the lowest jurisdictional road. The property in question borders CTH V and Cary-Hiles Road and the landowner, Chris Potts, is requesting access from CTH V instead of Cary-Hiles Road, contrary to County policy and ordinance.

Potts stated that because of the drainage on his lot, the septic system would have to be in the southern portion of the lot that borders Cary-Hiles Road and the house has to be built on the north end of the lot, bordering CTH V. He is requesting a variance of the policy so that instead of building a 400'+ driveway from Cary-Hiles Road to his house, he could build an approximately 200' driveway from CTH V. He indicated he can position the driveway from CTH V so that it is at least 500' from the intersection with Cary-Hiles Road to stay in compliance with that portion of the policy.

Breu asked if building the driveway off of Cary-Hiles Rd would change the planned orientation of the house. Potts stated that yes, it would. He would prefer the orientation to be facing CTH V as his family also owns land across the county highway to the west.

Winch asked if we know what the average daily traffic count is for that roadway. Hawk stated the last counts are not recent (5+ years old), but that he believes the count was about 300.

Potts asked if approved, how far his house should be from the north lot line. Hawk stated he believed the minimum was 25'.

Motion to approve a variance to the Wood County Highway policy to allow Chris Potts to build a driveway off of County Trunk Highway V at least 500' north of the center of the intersection of CTH V and Cary-Hiles Road by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.

Hawk informed Potts that Patrol Superintendent Bernard Karaliunas would be in touch with him regarding the actual permit and the details of what culvert pipe is allowed there.

20. Frac Sand update.

There was an article in the newspaper indicating that the City of Marshfield is suing Completion about \$153,000 for back taxes. Our latest invoice to them was \$203,000.

21. Current projects update.

22. Approve payment of bills.

Motion to approve payment of Wood County Highway bills by D. LaFontaine and seconded by B. Winch. All in favor. Motion carried.

23. Accounting Supervisor's Report.

Motion to approve the Accounting Supervisor's report by W. Winch and seconded by D. LaFontaine. All in favor. Motion carried.

24. Correspondence.

25. Next meeting date: April 6, 2017 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495

26. Motion to adjourn.

Motion to adjourn by W. Winch and seconded by D. LaFontaine at 10:37 AM. All in favor. Motion carried.

Signed by, Supervisor Dave LaFontaine, Acting Secretary



Minutes taken by Caity Carmody, Highway Accounting Technician