

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

DAY & DATE: Thursday, April 5, 2018 at 8:00 AM
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:35 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
David LaFontaine, Supervisor William Winch, Supervisor
Joseph Zurfluh
EXCUSED: None.
OTHERS PRESENT: Bill Clendenning, Wood County Board; Lance Pliml,
Wood County Board; Dennis Polach, Wood County Board;
Fritz Schubert, Forest Administrator; Sandra Green, Parks
and Forestry Office Manager; Douglas Passineau, Highway
Commissioner; Caitlin Carmody, Highway Accounting
Technician; Jack Yates, HG Meigs LLC; Jeff Schuh, FAS;
James Johnson, Midstates Equipment & Supply, Inc.

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:04 am.
2. Public comments.

Supervisor Winch mentioned that there is a good article in the County Magazine regarding county highway departments.

3. Approve minutes of the March 1, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).

Motion to approve the minutes of the March 1, 2018 HIRC meeting by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

PARKS:

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

The Committee discussed the goose control methods proposed at White Beach. They also discussed what the “LTE – II” title means. According to Supervisor Pliml, the LTE – II designation is one that indicates what types of equipment the employee is able to utilize. The Parks Department no longer utilizes the “LTE I” title.

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

5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Office Update.
 - c. Approval of ATV and Snowmobile Funding Resolutions for 2018-2019

Motion to approve the ATV and Snowmobile Funding Resolutions for 2018-2019 by W. Winch and seconded by M. Hokamp. All in favor. Motion carried.

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

6. Park and Forestry Director report.
 - a. Special Use Permits. Green provided the committee with the Special Use Permits to be approved.
 1. David Tiffany
North Park Disc Golf Course
June 3, 2018
Returning SUP.
 2. Pink Pumpkin 5k
South Park Stone Shelter
October 19-20, 2018
Returning SUP
 3. David Johnson for Kiwanis Foundation
Red Sands Beach
June 2, 2018
Returning SUP

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

Motion to approve the Parks and Forestry Director report by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

FORESTRY:

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

Schubert provided the committee with a new report format for the Timber Sale Updates. The new format was explained and discussed. Just a couple more revisions were suggested which Schubert and Green will take care of.

- b. Enbridge Pipeline: Temporary Access, Working Rights and Occupation Agreement

Schubert explained that on occasion, Enbridge Pipeline will request access to do work on their right-of-way for pipeline maintenance. It happens every year usually. It is a standard agreement and was reviewed by the Corporation Counsel office.

Motion to approve the Enbridge Pipeline Temporary Access, Working Rights and Occupation Agreement by J. Zurfluh and seconded by W. Winch. All in favor. Motion carried.

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

8. Correspondence.

Schubert shared that George Bartels will be stepping down from the Wildlife Advisory Committee. He has been a member of the committee since 1997 and has been serving as

chairman for quite a few years. They now have two vacancies on the committee which they are looking to fill. There is one known applicant whose application Schubert will be forwarding to County Board Chair for consideration/appointment along with any others that might be submitted soon. Others are encouraged to apply. Meetings are held quarterly.

Green brought forward a draft resolution on behalf of Chad Schooley, Parks and Forestry Director, that he received from Marla Cummings in Finance. The resolution is to supersede all resolutions to retain excess revenues received by departments. Supervisor Pliml stated that this resolution is currently being reviewed by the Department Heads. If it is to be reviewed by the Board, it would first go through subcommittees before being discussed on the Board floor. Green expressed concerns that Schooley and Schubert have regarding the retention of excess forestry revenues required by State Statute.

9. Approve payment of bills. **Motion to approve the payment of bills by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**
10. Revenue report. **Motion to approve the revenue report by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.**

Committee took a break at 8:55 AM and resumed at 9:00 AM.

HIGHWAY:

11. Milling and Pulverizing Quotes **Motion to approve the quotes deemed most advantageous to the county by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**
12. Bituminous Materials Quotes

Passineau explained that for PG 58-34 and PG 58-28, which are two types of oil, the standard practice has been to split the quote between the two companies with the low bidder receiving 60% of the purchases and the high bidder matching the low quote price and receiving 40% of the purchases. The reason for this is to ensure fair pricing and that the oil companies will be able to provide the department with enough product throughout the year. This year, one of the companies submitting quotes (Flint Hills Resources) listed their prices incorrectly on their submission sheet but had it listed correctly elsewhere in their documentation. They were also the low bidder. Passineau stated that his intention was to award the 40% allocation to Flint Hills and to award the 60% to HG Meigs at the low quote price.

Passineau stated the rest of the products are chosen based on quality of material and low price.

Motion to approve the quotes deemed most advantageous to the county considering the quality of product by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

13. Cold-in-Place Recycling Bid

Carmody explained that there was an addendum sent to the plan holders on Monday, April 2 that changed the amount of cold-in-place recycling listed on the plan sheet from 4 inches to 3 inches. Plan holders were instructed to submit the corrected bid by 10:00 AM on Wednesday, April 4. One plan holder, Midstates Reclamation, had mailed a bid based on the plan prior to the addendum, but their revised bid was not received until 11:00 AM on Wednesday, April 4. Therefore, the bid results reflect their original bid and not the revised one.

Motion to approve the bid deemed most advantageous to the county by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

14. Brine Making and Blending Quotes

Passineau explained that brine making operations will only continue to increase in the coming years. His department did the math and found that by building and paying for the brine making facility and equipment out of departmental funds, the pay back would be approximately 4 years on the equipment and 12 years on the entire building and equipment. Some counties who have brine making facilities have reported a 60% savings on their salt.

The difference in the two quotes was that Varitech built their quote based on a 160 gallon per minute pump and Monroe Truck built theirs on a 300 gallon per minute system. Varitech came in significantly lower with their quote, and with an upgrade in the pump to the 300 gallon per minute type, they would still be the low quote.

Motion to approve the quote deemed most advantageous to the county by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

15. Appraisal of the Pittsville Shop

Passineau stated he spoke with the company who did the original appraisal in 2013 regarding updating the appraisal. They instructed to add 10% to the appraisal. Passineau stated it is his intention to keep the salt shed building and put the Parker building and shop up for sale. The Committee approved of this plan and instructed Passineau to move forward with it.

16. Flooring at the Wisconsin Rapids Shop

Motion to replace the carpeting in the front office of the Wisconsin Rapids Shop by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

17. Shop Overhead

In a continuation of the discussion from the prior meeting, Passineau stated his recommendation is to charge 50% shop overhead to Wood County departments and 100% to municipalities.

Motion to charge 50% shop overhead to Wood County departments and 100% shop overhead to municipalities on all shop labor invoices effective January 1, 2019 by W. Winch and seconded by J. Zurfluh. All in favor. Motion carried.

18. Frac Sand update.

19. Current projects update.

20. Approve payment of bills.

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

21. Accounting Supervisor's Report.

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

22. Correspondence.

The committee discussed the procedures for the upcoming Highway Commissioner interviews.

23. Next meeting date: May 3, 2018 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495

24. **Motion to adjourn by D. LaFontaine and seconded by W. Winch at 10:35 AM. All in favor. Motion carried.**

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician