

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

**DAY & DATE:** Thursday, December 5, 2019  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 11:24 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml (via  
phone), Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Bill Clendenning; Peter Kastenzholz,  
Corporation Counsel; Commissioner Roland Hawk,  
Highway; Director Chad Schooley, Parks and Forestry;  
Forest Administrator Fritz Schubert, Parks and Forestry;  
Sarah Salewski, Health; Kristie Egge, Health; Caitlin  
Carmody, Highway; James Patrick, Town of Cary; Russ  
Copeland, Town of Dexter; Dennis Palmer, Town of  
Dexter; Randy Moody, Town of Port Edwards; Kathleen  
Plucinski, Town of Remington; Jim Good, Town of  
Richfield; Pete Winistorfer, Town of Rock; Gary Krause,  
Town of Seneca; Gavin Hutchinson, Wisconsin  
Department of Natural Resources; Shaun Johnson,  
Stainless & Repair; Derrick Backaus, Stainless & Repair;  
Wade Neville, Monroe Truck Equipment; Joe Sebben,  
Scaffidi Trucks; John Kunding, Futurewood

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Fischer declared a quorum.
3. Public comments. None. *Supervisor Fischer indicated that he would allow public comments during agenda item discussion.*
4. Correspondence.

Fischer shared an email he received from Supervisor Jake Hahn regarding a Clark County ordinance that now allows ATV travel on all county roads. Hahn requested that the HIRC address it at their January meeting. Fischer stated they would discuss whether to add it to the January agenda at the end of the meeting.

5. Health Department Presentation on River Riders Bike Share Program and Potential Sponsorships

Sara Salewski and Kristie Egge from the Health Department were present to address the committee. They shared the 2019 River Riders Bike Share Program Report, which discusses the results of the 2019 bike share season. The new White Sands Beach location at South Wood County Park proved the most popular location with 58% of the utilization happening there. Individuals from 25 counties in Wisconsin and 22 different states used the service. Residents of Wood County took Eighty-three percent of trips. The highest use was found among individuals age 18-24.

The Health Department is looking to continue this program, but to do so, they need to acquire sponsors for the six locations. They have secured three sponsors so far: City of Wisconsin Rapids, Ho Chunk Nation, and the Health and Human Services Committee. The Health and Human Services Committee recommend they ask the Highway Infrastructure and Recreation Committee for support as South Wood County Park had the highest utilization. It would cost \$9,000 each year for a full sponsorship and logos would be added to the bikes in return. The cost covers the bikes, the maintenance of the bikes; data received from the program, and offers a low or no cost membership to riders. Every three years, Zagster replaces the bikes and donates the old ones to the community.

Fischer stated they would discuss sponsorship later in the agenda and thanked the presenters.

6. **CONSENT AGENDA**

- a. Approve minutes from previous committee meetings
- b. Department Staff Reports
- c. Department Vouchers
- d. Department Revenue Reports

**Motion to approve the consent agenda less pages 3, 10, 14, 17, and 18 by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

7. Review items, if any, pulled from consent agenda

Page 3: Supervisor Winch asked if the committee had approved the sale of the low use properties (8c in the minutes) or not at the previous meeting. It was confirmed that this is an agenda item.

Page 10: Winch questioned the reference to MSA Professionals. Chad Schooley explained that this is the company hired to do the Powers Bluff Development Project phase 1 plan, and that was an agenda item. Winch stated he thought the bike trail was put in at no cost. It was clarified that the single-track bike trail was going to be done by in part by volunteers, but no progress has really been made yet.

Page 14: Winch questioned why there were multiple payments to Dean Altmann Trucking for hauling the backhoe. Hawk explained that the Highway Department needed the backhoe to be moved multiple times and those were each individual payments.

Page 17: Winch questioned why the Highway Department was renting a backhoe. Hawk explained that they sold the track backhoe because it was not used as much and purchased a second rubber-tired backhoe, which could be used much more frequently and was in fact running pretty much every day. Then they just rented a track backhoe whenever it was needed for a project and charged the rental back to the project, which was often recouped from municipalities.

Page 18: Winch questioned what the soil testing done by REI was for. Hawk explained that was to test Parcel 2, which the Highway Department was attempting to sell but had previously been a town dump.

Winch questioned other duplicate payments and it was explained that each invoice is paid separately, so if a part were ordered multiple times, you would see multiple entries.

**Motion to approve the removed items from the consent agenda by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

Schooley asked to address the Special Use Permits in his Director's report. Schooley stated he received the new annual request from Aqua Skiers for the use of the White Sands Beach for their ski shows and practices. He has been in touch with the project manager for the Biron river site and he indicated it should be ready by June of 2020. The director of the Aqua Skiers stated if that site was ready, they would be doing their Tuesday through Thursday practices there for the summer, but was still requesting the rest of the dates. Schooley stated there were a few dates that were in addition to previous years' request – May 26-28. Schooley stated that the Aqua Skier president confirmed the August 22<sup>nd</sup> and Labor Day Weekend events would not be at the Lake Wazeecha site.

Schooley stated the Aqua Skiers requested the committee discuss it now but that they would like to be present for the actual approval at the next meeting. Fischer stated it would be added to the January agenda.

*At this time, the committee moved to agenda item #9 and followed it with item #8.*

8. ATV Update

Hawk stated they finally got approval from the DNR for the Town of Remington ordinance. It is currently sitting with the Wisconsin Department of Transportation for approval. It will open State Highway 80 from Necedah Road to County Highway X and then CTH X from STH 80 to Ball Road. He is hoping this will be done by the end of the year. Sandra Green from the Parks and Forestry Department will also be creating a report showing the County funds used in 2019. He said it was also brought to his attention that in the Town of Port Edwards ATV riders are crossing STH 54 at Swiggum Ln. He stated that unless there is an enforcement action done there, the County Highway Department could not do anything because the Township opened up all their roads and people are riding illegally in the right of way.

Schooley stated the ATV planning group met again. P&F has a large grant award project starting in 2020. They may be applying for some funding for additional kiosks and signing (including an entrance one at Dexter park) and to add a north/south mainline trail. Route signing is not eligible for the DNR's grant funding, however. The townships and county have already signed all the routes, but the problem is with consistent signing. If they wanted to re-sign anything, they would have a funding issue to do that as the ATV clubs have not been financially involved in developing the routes and the departments have not discussed setting aside continued funding in their budgets for it. Hawk stated that last year, Planning and Zoning and HWY put in \$5000 for route signage but he thinks they would need to budget \$10,000-\$20,000 each year for replacements from damage, theft, or wear and tear. He would like to see the HIRC establish an account to fund signs, and any other costs not eligible for grant funding, in the future until the clubs get more involved. Green will be setting up a meeting with all the ATV clubs.

*Following item #8, the committee moved to item #11.c and then returned to #10.*

9. Discussion on concerns from Wood County Townships on the Wood County Parks, Forestry, and Highway Departments

Fischer opened the floor for public comments. James Patrick from the Town of Cary stated that State Statute requires municipalities to clear up any trees that fall in the roads or ditches in order to keep the roads passable. However, that tree is actually owned by the property owner. In the case of private property owners, the Township gives those 30 days to clean up the tree. If they do not clean it up in 30 days, the Township does and then sends them a bill for the service. Patrick stated that five townships have 75% of the County owned property and those are the five poorest townships. He shared a document that was drafted to show the cost to the township for county property being off the tax roll. He stated that townships provide the road coverage and maintenance to access these properties, but they do not get any funding from property taxes or the county for it. Patrick stated those townships do get 10% of the logging revenue, but it does not amount to much. He stated if they are required to clean the County's ditches out, they should be allowed to bill the County for it just as they do private property owners.

Jim Good from the Town of Richfield spoke next. He stated that it is disgusting when spring comes and everyone leaves their garbage in the township ditches. He stated that after the July storm they had 10 people spend three days in the township just trying to get the roads passable. He also stated that loggers have dropped trees on the road and the township has had to address it with them, although this was on private property.

Dennis Palmer from the Town of Dexter spoke next. He stated that if the land is there for the public use, the public should be paying for it. He asked how the 10% logging revenue actually works. Schooley explained that it is a prorated amount based off how many acres of county forest a township has. Townships who do not have any county forest do not get any of that money.

Fischer stated that he was hearing two main issues – one was maintaining ROW and road access for County owned lands and the other is that the townships feel like they are not getting enough funding from the County for the road maintenance.

Patrick stated he would like lands owned by the County to be treated the same as private landowners and for townships to be able to bill the County for cleanup of the roads.

Fischer asked if anyone has ever contacted the County when trees are down to get them cleaned up. Patrick stated he had not because there was no mechanism for that.

Hawk stated that he agrees it is disgusting when things are dumped on the side of the ditch. He stated he does not believe it is the responsibility of the County to clean that up though as it is an enforcement issue. He said that the Highway Department's practice for downed trees is to clear back to the property line and leave the wood for the landowner to handle. He stated if the townships wanted assistance with getting trees cleaned up, they need only call Parks and Forestry or the Highway Department and have them clean it up.

Fischer stated he understood the townships' frustrations and that if there is not a mechanism for communication, then one should be created. He stated he is sure that Parks and Forestry are not intentionally leaving trees lay in the roadway and that it is more likely that they just do not know about it. He stated the County is a service organization and if there is a service issue, then it needs to be fixed. He stated that if the issue is that the townships want more money for having county land in their township,

this would be a tougher issue to address because then they are discussing the County budget. He stated if townships are looking for greater compensation, he would like to see something in writing and sent to Schooley and then it can be discussed further.

Pliml stated he is not willing to make wide sweeping change in policy but that the service response can certainly be discussed especially in storm or disaster response.

Schooley agreed on the communication issue. He stated he did have one township contact them for cleanup for downed trees and the Forestry staff were out there working on it. He stated he hoped no one had the experience where they contacted Parks and Forestry Dept. and did not see a response.

Kathy Plucinski from the Town of Remington stated that Adams County has a program called Fire Wise where Townships and landowners do the cleanup and the County hires a contractor to come do the cleanup of the material they place on the side of the road. The County could look into State funding for a process like this.

Pete Winistorfer from the Town of Rock stated that their township has a policy where the supervisors cut the trees back to the right of way and give the landowner 30 days to clean it all up. If the landowner doesn't, the township cleans it up and bills them an hourly rate to clean it back to the property line. He encourages townships to keep hourly record of their work if it does get to that point.

Fischer stated he would like the County to be treated the same as landowners and that he would be appalled if the departments did not respond. He stated he would like to direct the Highway Commissioner and Parks and Forestry Director to work with the townships to come up with a system so that the towns are heard and the County has time to respond. There was consensus on the committee. Fischer stated he would give Hawk and Schooley 60 days to work with the townships and then present a plan for communication at the February HIRC meeting. The townships named James Patrick of the Town of Cary as their representative.

## 10. HIGHWAY

### a. Discuss Highway Commissioner's 2020 Goals

Hawk identified his two goals for 2020 as:

- To build a GIS database to manage the department's assets. He would like to inventory at least 20 miles of road a year.
- To have the online permitting process completed for all Highway Department permits by the end of next year.

**Motion to approve the Highway Commissioner's 2020 goals made by D. Polach and seconded by W. Winch. All in favor. Motion carried.**

*At this time, the committee chose to skip forward to 10.c. to accommodate L. Pliml who would need to be excused thereafter.*

b. Review recent Patrol Truck Quotes

Hawk explained that after they received approval last month for the quotes for the two tandem axle trucks and their equipment, a number of things came to light. One was that they could not accommodate the m-drive transmission on the Mack truck per manufacturer recommendations and they would therefore need to use the Allison transmission. This would be an additional \$8,000 per truck. The seller offered to waive the subscription fees for the maintenance manuals for three years in exchange. Hawk stated that it would be his preference to see the committee approve sticking with the Mack truck even though it was going to be more expensive than originally anticipated because the cost is still cheaper over the life of the truck which is 15-20 years due to less maintenance needs. He had Brad Martinson, Shop Superintendent, put together a cost analysis to help compare the trucks based on examples of each that are currently in the Highway Department's fleet.

**Motion to approve the continuation of the Mack truck purchase made by D. Polach and seconded by M. Hokamp. All in favor, Motion carried.**

*At this time, L. Pliml was excused to leave by the chairman.*

Hawk stated he still had some concerns about the way the Monroe equipment that was approved last month would fit on the Mack truck – specifically in regards to the underbody and tailgate. He stated he would like to have the truck built to incorporate a wedge for the brine tank and salt on top and put a specialized spreader on the tailgate. In addition, the Monroe equipment would add additional weight to the trucks when they are already having a hard time keeping the crew under weight on the roads. Wade Neville from Monroe Truck stated that he was operating under the understanding that if they could make the scraper fit and the price wouldn't change, they were awarded the bid. He stated their engineers did do new drawings and submitted them to Martinson and that he told Martinson that Monroe would build whatever needed to be built. Shaun Johnson from Stainless and Repair stated that they had maintained the specifications entirely. Hawk stated that the Monroe equipment has a very high cost for use and the weight is much higher than what they want for their drivers. The Stainless and Repair equipment would allow drivers to stay under weight and still haul a significant amount. Hawk stated it is a very unique truck that they have not bid before which is why there is so much conflict here.

**Motion to go with the recommendation of the Highway Commissioner to purchase the truck meeting the specifications set forth by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

- c. **Motion to enter into closed session pursuant to Wis. Stats 19.85(1)(e) at 9:34 AM to discuss sale of parcel in Town of Cary by W. Winch and seconded by M. Hokamp. Roll call vote was held. Aye: A. Fischer, W. Winch, M. Hokamp, L. Pliml, D. Polach. Nay: none. Motion carried.**
- d. The Committee returned to open session at 9:47 AM.
- e. Resolution for Sale of Low-Use Highway Properties

Hawk explained that the parcel 2 sale was just closed on Monday and the final bid amount was listed in the resolution. The other two parcels were already approved for sale at the previous meeting.

**Motion to accept the bid and approve the resolution for sale of three parcels made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.**

- f. Ordinance 402 - Highway Administration addition

Fischer stated that he would like it to be the practice of the Highway Commissioner to discuss the negotiation of any sale or purchase of property with the Committee prior to negotiation. He believes there should be a check and balance of power.

**Motion to approve the addition of section 2 to Ordinance 402 made by A Fischer and seconded by M. Hokamp. All in favor. Motion carried.**

- g. Resolution for NACE Conference Commissioner Travel

Hawk stated the resolution shows the maximum that would be spent for the out of state travel to Alabama for the National Association of County Engineer's annual conference. He is still working with other county commissioners to reduce the costs.

**Motion to approve the resolution for NACE Conference travel for the Highway Commissioner made by D. Polach and seconded by M. Hokamp. (No vote: W. Winch – does not approve of out-of-state travel in general.) Motion carried.**

*At this time, the committee addressed the Parks and Forestry agenda in the following order: 11.f, 11.e, 11.g&h, 11.a, 11.b, and finally 11.d.*

## **11. PARKS AND FORESTRY**

- a. Director's 2020 Goals and Evaluation Feedback

Schooley presented 11 possible 2020 goals and the Committee settled on the following:

- 1.) Make recommendations, and begin implementing funding plan for phase 1 of Powers Bluff Development Project. Continue applying for grants for project.
- 2.) Assist in administering ATV development grant.
- 3.) Review P&F personnel work duties/assignments for current and future operations, and make staffing recommendations to HIRC.

Schooley then wanted to discuss the evaluation he received at the last meeting. Fischer had shared with him the results of his evaluation and he wanted clarification on a number of things that were discussed with him and written on the evaluation form. Schooley stated that in the future, he would like to be notified prior to the year end evaluation of any areas that he is not performing up to expectations. He also stated that the comments on the evaluation were very vague and did not refer to anything specific. He stated that it is hard to improve

on things when he doesn't know what is wrong. He asked what the followup monitoring will entail due to his 2 rating in Customer Service. Fischer stated that since he is the Chairman, he would follow up with this. It was discussed that in the future, department heads should be invited into the closed session after the committee has discussed their evaluation to discuss it further with all parties present.

b. Powers Bluff Development Project discussion

Schooley stated he would like to continue using MSA Professionals for future planning. He received a letter indicating what next steps they would take in the project (this was shared with the committee). He would like more time to review their recommendations and bring it back to the committee at a future meeting.

c. River Riders Bike Share Program Sponsorship

Fischer reiterated that Health and Human Services Committee had approved the Health Department to provide a full sponsorship to the River Riders Bike Share Program. Supervisor Rozar felt strongly that the HIRC consider it as well. Pliml stated he couldn't see the HIRC sponsoring with that kind of money because there is no return revenue to the departments from it. Fischer asked Schooley if there was even any money in the budget to use for this. Schooley explained that it was a tough year for revenues with the weather being what it was and that everyone's budget was getting tighter. If the HIRC wants to sponsor, he would like to see the committee increase the budget to make room for it. Clendenning suggested that it get added to the County Board agenda and that the money come out of contingency. Fischer stated it would be hard for the committee to approve it given that they will already be going further into levy and it would be irresponsible budgeting. Schooley stated the program in South Wood County Park was very popular. People really wanted to see more rental opportunities and it did fit that niche. The committee consensus was to not approve the sponsorship funding.

d. Karner Blue Butterfly SHCA Agreement

F. Schubert stated that this was an agreement that was entered into in the past to assist in the protection of vital habitat for the endangered Karner Blue Butterfly. It is considered an "incidental take" permit and allows forestry operations to continue working on lands while still supporting habitat conservation efforts. The agreement does not require committee member signatures and therefore would not require a resolution, but Schubert wanted to bring it to the committee's attention nonetheless.

**Motion to approve the Karner Blue Butterfly SHCA Agreement made by D. Polach and seconded by M. Hokamp. (No vote: W. Winch, no reason stated.) Motion carried.**

e. 2020 HIRC Meeting Dates & locations

The committee decided to move the March meeting to the second Thursday in March (March 12<sup>th</sup>, 2020) to accommodate those committee members wishing to attend the National Association of Counties conference.



- f. Timber Sale Contract Extensions: #748,#749, #762, #764

**Motion to approve the presented Timber Sale Contract Extensions made by A. Fischer and seconded by D. Polach. All in favor. Motion carried.**

- g. Parks Revenue Report

**Motion to approve both the Parks and Forestry revenue reports made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.**

- h. Forestry Revenue Report

12. Future Agenda Items.

- Powers Bluff Development Project
- (February) Communication policy with townships for management of right-of-way bordering county lands
- In a future meeting, the committee will discuss revising the ATV ordinance to allow operation of ATVs and UTVs on all county roads.

13. Set next regular meeting date: January 2, 2020 at the Wood County River Block Building, Auditorium at 111 W. Jackson St., WI Rapids, WI 54494

14. Fischer declared the meeting adjourned at 11:24 AM.

Minutes taken by Caitlin Carmody, Accounting Technician