

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

DAY & DATE: Thursday, January 04, 2018
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 11:30 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
David LaFontaine, Supervisor William Winch, Supervisor
Joseph Zurfluh
EXCUSED: None.
OTHERS PRESENT: Supervisor Lance Pliml, Supervisor Bill Clendenning,
Supervisor Dennis Polach, Parks and Forestry Director
Chad Schooley, Highway Commissioner Douglas
Passineau, Forest Administrator Fritz Schubert, Highway
Accounting Technician Caitlin Carmody

1. Call meeting to order. Meeting called to order by Supervisor Breu at 8:01 am.
2. Public comments.

Supervisor Winch has received calls from some constituents regarding trains blocking railroad crossings for upwards of 15 minutes. He had called the mayor of the City of Wisconsin Rapid's office to talk about the matter. He is under the impression the City might be in the process of addressing this issue. He requested the matter be added to the next HIRC agenda.

3. Approve minutes of the December 7, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).

Supervisor Winch requested that the minutes be amended to replace the references to "Amish vehicles" or "Amish buggy" to read "animal-drawn vehicle" on page 2, item 12.

Motion to approve the minutes of the December 7, 2018 Highway, Infrastructure, and Recreation Committee as amended by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

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 M. Hokamp. All in favor. Motion carried.
5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Resolution to amend the 2017 Snowmobile Program budget

C. Schooley advised that this is reimbursement for expenses exceeding the 2017 Snowmobile Program budget for grooming.

Motion to approve the resolution to amend the 2017 Snowmobile Program budget by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

c. Office Update.

Motion to approve the Office Supervisor report by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.

6. Park and Forestry Director report.

a. 2018 Work Plan

Schooley advised that there are two goals listed in there and if there were any changes, the committee could make them.

Supervisor Winch inquired about the Powers Bluff notation on page 14. He stated that he believed financing would need to be approved and that he would like to see a finalized plan for the project. Schooley advised that he has already provided the plan to the committee and that he was instructed to move forward with the funding plan he had that included fundraising. Supervisor LaFontaine stated that the only way to get real costs is to approve the department to go to an engineering firm to get plans drawn up. Otherwise, they have to work with the estimates Schooley has provided. Supervisor Winch stated that the committee had not approved any resolution for borrowing. Schooley stated that borrowing was not part of the funding plan as it was approved. He is expected to fundraise the costs.

Motion to approve the Parks portion of the 2018 Work Plan by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

b. Discussion about Department impact from elimination of HR recruiter position

Schooley shared with the committee a memo sent to all department heads by Warren Kraft, Human Resources Director, that discusses the impact to all departments from the elimination of the HR recruiter position. Schooley stated there is a department head meeting being held to address the letter. The letter outlines a number of things that departments could now be responsible for since that position was eliminated by the County Board. Schooley stated that most of the things were always handled by Human Resources in the past and if his department would now be responsible for them, it would be a significant impact and training would have to be provided. Supervisor Zurfluh stated that he felt the change could have waited until the end of 2018 which would have allowed departments time to learn the process. Zurfluh stated he would like to see the matter discussed at the Executive Committee meeting.

c. Special Use Permits.

Jigsaw Run for Autism Awareness
May 5, 2018 at South Park
Rent all 3 shelter buildings

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

Motion to approve the Park and Forestry Director report by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

FORESTRY:

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

Schubert stated that right now the weather is great for completing sales. The one sale listed was finished last week. Now they are moving into older sales.

- b. Resolution to approve the 2018 Forestry Work Plan

Schubert explained that the Forest Administrator's Grant from the Wisconsin Department of Natural Resources that pays for part of his position requires a county board approved resolution in order for the department to receive the funding. There was discussion regarding how the elimination of the forest mill tax will impact this funding and other forestry grants. Schubert said he wasn't sure but that he believes there is significant benefit to the counties to have their own employees managing their properties instead of a state employee like it used to be.

Motion to approve the resolution to approve the 2018 Forestry Work Plan by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

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

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

Supervisor Winch asked if Schooley did a profit/loss analysis on firewood this year. Schooley said no, but that he could complete that for the committee again.

Motion to approve the revenue report by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.

Committee took a break at 9:18 AM and resumed at 9:31 AM.

HIGHWAY:

11. Culvert Quotes

Discussed the culvert quotes that were submitted. The Highway Department uses a variety of culvert types depending on the type of project, so they typically pick and choose from the lists provided. Passineau stated that they must meet a specification sheet provided. The Department tries to replace culverts with plastic culverts because they have a lot longer life span. They have been doing this for about 20 years and Passineau estimates that at least half if not much more than that of the County's culverts are now plastic. Supervisor Winch asked if the department sells culverts to townships. Passineau stated yes and that there is no markup on them.

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

12. Mastic Mixer Quotes

Motion to approve the purchased of a mastic machine from the lowest quote provided by D. LaFontaine and seconded by W. Winch. All in favor. Motion carries.

13. Marshfield Shop Light Quotes

Motion to approve the quote received for the Marshfield Shop Light installation by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carries.

14. CTH A Jurisdictional Transfer Resolution

Passineau stated he has spoken with a variety of officials at the Wisconsin Department of Transportation about this proposed jurisdictional transfer. They are aware of the resolution. There is much support throughout the county for this transfer to occur.

Motion to approve the County Highway A Jurisdictional Transfer Resolution by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carries.

15. CTH N Bridge

There are two bridges on County Highway N that are going to be replaced under the STP-Rural program. They are under 20' and the department wants to make them 20' so that they are included in the Department of Transportation bridge program.

Passineau also advised that the CTH T County Highway Improvement (CHI) project will not be able to be funded through the CHI program like originally planned. The department was supposed to advertise the project in two consecutive weeks, but there was a full week where it wasn't advertised between the two. This project will still be done, but will have to be done through different funding. The CHI funding can be transferred to another project.

16. Management Training with Fred Prior

Passineau stated that the department is in negotiation with Fred Prior to host a training for the management team and lead persons. It will be around \$3000 and would be held hopefully at the end of February. Passineau stated these seminars are very valuable to the management staff.

Motion to approve a management training seminar for highway staff with Fred Prior by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

17. Open Office Position

The highway department's Administrative Assistant, Diane Bannerman, is still out on approved leave and Passineau stated he would like to hire someone to fill the position until she returns.

Motion to fill the Administrative Assistant position on a limited term basis by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

The committee asked if the Accounting Technician's time could be tracked when it comes to recruitment duties to get a better understanding of how much time is devoted to the process within the Department. Passineau stated that will be done.

18. Public Involvement Meeting – CTH U Project January 11, 2018 5:00 – 7:00 PM

Passineau stated there is a STP – Urban project on County Highway U from State Highway 54 to where the trucks drop off their logs. There will be curb and gutter installed as well as a sidewalk, and this will increase the load capacity for the road as well. There is a public meeting at the Biron Town Hall to discuss this project and all County Board members are invited to attend.

19. Class I Notice – CTH T Bridge Repairs

The repairs to be made to County Highway T are estimated to be under \$25,000. A Class I notice is required.

Motion to approve a Class I Notice of the bridge repairs on County Highway T by D. LaFontaine and seconded by W. Winch. All in favor. Motion carried.

20. Frac Sand update.

Passineau stated that he heard Completion is going through foreclosure, but has not heard any updates since. Money from the frac sand agreement will be used on the County Highway H STP-Rural bridge and the County Highway T bridge repairs.

21. Current projects update.

22. Approve payment of bills.

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

23. Accounting Supervisor's Report.

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

24. Correspondence.

Passineau stated he is in the process of writing a response to the letter received from the Village of Hewitt Quiet Zone Committee that was discussed at the December committee meeting.

25. Next meeting date: February 1, 2018 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495

26. Motion to adjourn.

Motion to adjourn by D. LaFontaine and seconded by J. Zurfluh at 11:30 AM. All in favor. Motion carried.

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician