

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

DAY & DATE: Thursday, December 6, 2018
PLACE: Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 9:54 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor William Winch, Supervisor Marion Hokamp, Supervisor Lance Pliml, Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Supervisor Bill Clendenning, County Board; Director Chad Schooley, Parks and Forestry; Forest Administrator Fritz Schubert, Parks and Forestry; Adam DeKleyn, Planning and Zoning; Commissioner Roland Hawk, Highway; Accounting Supervisor John Peckham, Highway; Shop Superintendent Brad Martinson, Highway; Accounting Technician Caity Carmody, Highway; Lead person Joachim Mangen, Highway; Director Marla Cummings, Finance; Lacey Bell, Finance; Roy James, Fabick CAT

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.
4. Correspondence.

Roland Hawk shared correspondence from OMNI Associates regarding increased estimated construction costs of around \$390,000 on the STP Urban Project on County Highway U from State Highway 54 to South Biron Drive. The increased costs are due to an anticipated increase in truck traffic on the road following purchase of the paper mill plant by Nine Dragons. The road needed additional engineering to accommodate for the estimated increase of 300 trucks per day due to the plant expansion. Hawk stated that it is unlikely that the Department of Transportation will expand their funding portion of the project to absorb these costs. He will be in contact with them and submitting change management documentation in the hopes of securing additional funding, but has stated that all other counties have been denied in their requests so far. Hawk provided three solutions for the committee to consider going forward: to absorb the additional expense into the 2020 construction budget; to ask Nine Dragons to cost share the expense; or to not do the improvement to the pavement plan as recommended by the engineering firm. Hawk stated he will keep the committee informed as to the progress of this issue.

Chad Schooley informed the committee he had received approval of a grant for \$76,000 for the White Sands Shelter improvements. This grant covers 50% of the cost and is through the Department of Natural Resources.

5. **CONSENT AGENDA**
 - a. Approve minutes from previous committee meetings
 - b. Department Staff Reports
 - c. Department Vouchers

Motion to approve the consent agenda by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.

6. Review items, if any, pulled from consent agenda
7. Brine Building Tour

This agenda item was moved to follow item 12.

The committee viewed the new brine truck for the Highway's liquid-only route as well as the new brine building. Joachim Mangen was present to discuss the brine operation with the committee.

8. Discussion of Amazon Business Account and County Credit Cards

Marla Cummings was present to discuss these issues with the committee. First she addressed the Amazon Business Account. She stated she was informed by Amazon that we have 6 business accounts and 26 non-business accounts that are being used by staff in the County. They would like to consolidate these to one business account held by Finance with purchasing authority to whomever needs it to that one account. Cummings is working with departments to determine who has Amazon accounts and who would need to be given the purchasing authority.

Next, Cummings addressed the credit card issue. She stated that she is aware that different departments have their own credit cards through varying banks. Cummings would like to switch to having purchasing cards available instead that would be administered by Finance and approved by department heads. The County Board would have to approve this issue.

The committee and department employees present discussed the various accounting controls each department has for credit cards. They also discussed having a purchase order system where all items purchased would need a purchase order completed first.

9. HIGHWAY

a. Commissioner's 2019 goals and evaluation form rankings

The committee addressed item 9.b. first and then returned to item 9.a.

Hawk presented potential goals for 2019 and his vision for the Highway Department. The five goals were:

1. Implement ATV routes and work with Parks and Forestry to develop mainline ATV trail.
2. Develop a Social Media page (i.e. Facebook page) to share news, detours, permits, construction progress, etc.
3. Implement a cost-saving salt brine program to reduce salt use by ten percent (10%) in 2019, while maintaining the required level of service.
4. Utilize a minimum of 90% of the WDOT 2019 RMA contract.
5. Implement a GIS base map of all County Highway culverts; record location, length, size, age, and condition.

The committee discussed the goals and informed Hawk he could choose his own from the list.

b. Backhoe Replacement Plan Presentation

Roy James from Fabick CAT was present to discuss this topic. Hawk stated Highway currently has a track backhoe and a rubber tired backhoe. The rubber tired backhoe is deemed more valuable to the department because of its versatility. Therefore, they have been looking into selling the track backhoe and replacing it with a rubber tired one. The state's Department of Transportation has an approved vendor list that counties and municipalities are allowed to purchase from without going through the bidding process. Hawk has discussed the matter with Corporation Counsel Peter Kastenholtz and he is in agreement that this is an approved method of purchasing for the Highway department. Fabick CAT has a guaranteed buyback program that would allow the department to purchase a new rubber tired hoe and have it bought back after a 5 year/5000 hour period for a guaranteed amount. After "running the numbers", the department determined this would be a more

cost effective method of purchasing this type of equipment for them. The department would not be obligated to do the buyback but Fabick would still buy them back regardless of if another backhoe is purchased from them to replace it. During the 5 year/5000 hour period, the backhoe would be under full warranty. Brad Martinson stated they would put the old track backhoe on the surplus auction site with a minimum purchase price equal to the minimum trade-in listed by Fabick CAT to see if the department can get more back for it.

Motion to approve the purchase of a rubber tired backhoe through Fabick CAT's buyback program made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.

10. **PARKS:**

- a. Director's 2019 goals and evaluation form rankings

The committee discussed the goals provided in the committee packet by Schooley. They informed him he could select his three goals from the 5 provided.

- b. 2018 Parks, Recreation and Open Spaces Plan Update draft

Adam DeKleyn from Planning and Zoning was present to discuss the draft. Schooley stated he wanted to have the plan ready for adoption at the December County Board, but they just finished the draft and would like to allow time for review and comment. Therefore, he would like it approved in January 2019.

DeKleyn suggested doing the resolution co-sponsored with the Conservation, Education & Economic Development Committee because other municipalities can apply for grants under the county's outdoor recreation plan if they don't have their own completed.

Schooley stated he would like to put the draft on the website and allow the county board supervisors as well as the public to review it there. It was recommended that he host an open house to solicit public comment as well, although a significant amount of public comment went into the development of the plan.

The committee agreed to co-sponsor the resolution for approval with CEED and address it at the January meeting.

- c. Revenue Reports

Motion to approve the Parks and Forestry Revenue Report by L. Pliml and seconded by D. Polach. All in favor. Motion carried.

- d. 2019 HIRC Meeting Location Schedule

Schooley pointed out that the July meeting would fall on Thursday, July 4, 2019 which is a holiday. The committee agreed to move the meeting to Wednesday, July 3, 2019.

- e. Review and approval of revision to the Wood County Wildlife Area Advisory Committee "Roberts Rules of Order".

Office Manager Sandra Green had reviewed the Wood County Wildlife Area Advisory Committee's standing rules recently and made applicable updates to them that were presented in the packet.

Motion to approve the updates to the Wood County Wildlife Area Advisory Committee's standing rules made by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.

11. Future Agenda Items.

Fischer requested that the CTH U Village of Biron jurisdictional transfer be added to the January meeting.

12. Set next regular meeting date: January 3, 2019 at 8:00 am at the Wood County River Block Building at 111 W. Jackson St., Wisconsin Rapids, WI 54495 in the auditorium on the 2nd floor.

13. Fischer declared the meeting adjourned at 9:54 AM.

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician