

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

**DAY & DATE:** Thursday, October 4, 2018  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Avenue N,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 9:35 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor William Winch,  
Supervisor Marion Hokamp, Supervisor Lance Pliml,  
Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Doug Machon; Roland Hawk, Highway  
Commissioner; Chad Schooley, Parks and Forestry  
Director; Fritz Schubert, Forest Administrator; Jason  
Grueneberg, Planning and Zoning Director; Gavin  
Hutchinson, Wisconsin Department of Natural Resources;  
Caity Carmody, Highway Accounting Technician; Marla  
Cummings, Finance Director; Heath Hiles, citizen; Jeremy  
Eswein, citizen

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.

Hawk shared that the Wisconsin Department of Transportation has accepted the changes to the Memorandum of Understanding regarding the new brine maker and building. They will be allowing the County to charge for brine in a way that allows us to cost pool the expenses. The MOU should be coming soon for Hawk to sign.

Schooley stated that the specs for the tree thinning at South Park, north of the disc golf area, are being sent out to select loggers. It is a 25 acre timber harvest that is all pine. They will be receiving bids for it until the 18<sup>th</sup> of October. The contract will be for 2 years.

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

**Motion by L. Pliml and second by M. Hokamp to approve the consent agenda with a correction to the minutes to remove Supervisor Dave LaFontaine's name and without discussion items pulled from the Department Vouchers. All in favor. Motion carried.**

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

**Motion by W. Winch and second by L. Pliml to approve the items pulled from the consent agenda for discussion. All in favor. Motion carried.**

## 7. ATV Update

Grueneberg was present to update the committee. He stated he has spent the last month trying to find routes on the ground that would enable a rider to get from the ATV park in southeastern Wood County over to Jackson County. One difficult area was the Town of Remington which is not, at present, open to ATV travel on township roads. The route that they came up with that only operates on legally open roads is about a 2-3 hour ride and has few areas to stop for gas or provisions. The appeals of this route are that it goes through cranberry country, past the bombing range, and includes many natural lands.

The group also identified some sections of County Forest land in southern Wood County that could be easily utilized as ATV trails. They plan to propose it to the County Board in November to open about 8 miles of southern Wood County for trails.

They have a few other routes they would like to review for feasibility. There have been a few new municipalities coming on board with opening their roads to ATV traffic since this process started, so the map is already needing some updates. Hawk is looking at bridge crossings and sections to open on highways. Schooley shared that they are still awaiting the arrival of a few custom signs for Dexter Park. Their goal is to get Dexterville open soon and remain open through November.

The group is also looking into the costs for maintaining trails via grading, storm cleanup, sign maintenance, and general maintenance. They won't have a real cost until people actually start using them.

## 8. Discussion of Efficiency Audit of Fiscal Staff of County

Cummings was present to brief the committee on the upcoming efficiency audit. Her department had contacted a CPA firm to review our accounting procedures to determine if there are any areas we could improve. Highway, Human Services, Sheriff's, Treasurer, and Finance are all identified as departments to review. The question is if there is a better way to do things. There is no intention of people losing responsibilities, downsizing, or reorganizing, but rather finding ways to improve the process and allow for shifting responsibilities.

The committee discussed the audit. Fischer stated he believed an efficiency audit is always a good thing and he is in favor of it. He stated there was a bit of "sticker shock" at the estimated cost. Pliml said it couldn't hurt and would be worth the money. Winch said he would prefer to see accountants work with the Finance Department to find efficiencies without having to do the audit externally. Cummings said it is their intention and by directive from the Executive Committee to work with department heads and fiscal staff in each department to find efficiencies as well. The committee agreed that Fischer take their support back to the Executive Committee.

*At this time, the committee jumped to item 10.a.*

## 9. HIGHWAY

### a. Cooperative Agreements

**Motion by M. Hokamp and second by L. Pliml to approve the cooperative agreements for Adams, Clark, Juneau, and Portage County Highway Departments. All in favor. Motion carried.**

b. Quotes on Three (3) Pickup Trucks

**Motion by L. Pliml and second by D. Polach to approve the low bid from V & H Automotive for the purchase of three pickup trucks. All in favor. Motion carried.**

c. Personnel Policy on Safety Gear

Hawk stated that in May of 2017, the committee approved an expansion of the former \$100 per year steel-toe boot allowance to \$200 and for it to be used on any personal safety gear. Recently, Hawk was informed by Human Resources that this policy is not in compliance with Internal Revenue Service standards for employee benefits. On their recommendation, the \$200 would be payable on a reimbursement basis and the department would have employees turn in receipts similar to the tool allowance program. The committee would like Hawk to bring back a revised policy for them to review.

d. Policy on Step Up Pay for Truck Operators

Hawk stated that there are a number of employees who currently fill in doing jobs at a higher pay grade than their normal pay grade. He would like to provide them compensation for the additional responsibilities. The current Human Resources policy allows only for a pay increase of 5% after 10 consecutive full days working in a higher pay position. His proposal is to allow a pay increase of 10% after 4 hours working in a higher pay position. There are a number of situations in which this would and would not apply and Hawk provided the committee with a revised policy indicating some of those. The committee would like Hawk to bring back some solid numbers on budget impact before approving.

e. Bridgewater Development Right of Way Exchange

Hawk reviewed the exchange agreement that was signed in 2015 between the Village of Biron and the County Highway Department to exchange a section of right-of-way on CTH U for the Bridgewater Development project. The company's goal is to have the paving done this year, but Hawk thinks that may be a bit ambitious. Once the jurisdictional transfer takes place, the Village of Biron would take over the segment of road. The new segment of CTH U may be completed in 2018 but the existing CTH U may not be removed until 2019. Hawk would like to see the Village maintain the old CTH U portion while the two routes are open. Hawk is working on an agreement with the Village to maintain until the old segment is removed or the jurisdictional transfer is completed.

Winch stated that the Village of Biron has not paid yet on a bond issue that they had with the County. The committee agreed that they should pay that before completion of the jurisdictional transfer. They directed Hawk to speak with the County's Corporation Counsel Peter Kastenholz.

**Motion made by W. Winch and seconded by D. Polach to agree to the Village of Biron's request for jurisdictional transfer of the County Highway U segment contingent upon payment of outstanding bond issue amount. All in favor. Motion carried.**

10. **PARKS:**

- a. County Forest single track bike trail presentation.

Heath Hiles was present to give a presentation on the single track bike trail that exists in the County Forest. He described how single track bike trails offer fun and challenging mountain biking experiences and how our county forests are uniquely suited for them. He and some other members of the public including Jeremy Eswein (also present) have developed, with the permission of Fritz Schubert, the County Forest Administrator, about 3.5 miles of mountain biking trail access within the County Forest. They would like to expand it to at least 12 miles, if not more. Hiles shared with the committee a series of photos and videos highlighting the work they have done on the trail so far. To date, they have entirely funded the construction with their own time and money. If they were looking into developing more, Hiles said he would certainly welcome some additional funding.

Fischer asked if this had been approved through the committee. Schubert stated no; that he felt as County Forest Administrator it was within his right to approve it. However, he did note that they went beyond the original approval to add in the ramp features. He would like to see some policy established for future development efforts.

The committee requested that Schooley, Schubert, and Hiles bring back an official recommendation to the committee before they approve anything further involving County funds.

- b. Discuss new disc golf fee for South Wood County Park

Schooley stated that they did put up a sign about the new fee for the disc golf course and they have not received any feedback from the public on it, so they intend to move forward with it.

- c. Revenue Report

**Motion by M. Hokamp and second by D. Polach to approve the revenue report. All in favor. Motion carried.**

- d. Contract extensions for Timber Sales 747, 748, 749, 750 that all expire October 2018.

**Motion by L. Pliml and second by M. Hokamp to approve the contract extensions for timber sales 747, 748, 749, and 750. All in favor. Motion carried.**

11. Future Agenda Items.

12. Set next regular meeting date: Thursday, November 1, 2018 at 8:00 AM at the Wood County Highway Department, 555 17<sup>th</sup> Ave N, Wisconsin Rapids, WI 54495

13. Fischer declared the meeting adjourned at 9:35 AM.

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Caitlin Carmody, Highway Accounting Technician