

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

**DAY & DATE:** Thursday, June 6, 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:** 11:06 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor Marion Hokamp,  
Supervisor Lance Pliml (attended via phone conference),  
Supervisor Dennis Polach, Supervisor William Winch

**EXCUSED:**

**OTHERS PRESENT:** Supervisor Bill Clendenning, Wood County Board;  
Chairman Doug Machon, Wood County Board;  
Commissioner Roland Hawk, Highway Department;  
Accounting Technician Caity Carmody, Highway  
Department; John Peckham, Highway Department; Sandra  
Green, Parks & Forestry Office Supervisor; Director Chad  
Schooley, Parks and Forestry; Forest Administrator Fritz  
Schubert, Parks and Forestry; Forester Gavin Hutchinson,  
Wisconsin Dept. of Natural Resources; Arnie Nystrom;  
Rueben VanTassel, Justin Conner and Jason Grueneberg  
from Planning & Zoning; Jodi Lubeck assisting Supervisor  
B. Winch;

1. Call meeting to order.
2. Declaration of Quorum.
3. Public comments. Sandra Green commented regarding the ATV/UTV Ribbon Cutting Ceremony held last night at the casino. There were about 75 people present. The doors opened at 4:30 pm, the ceremony began at 5:00 pm. Ribbon cutting took place at approximately 5:30 pm. Adam, recognized June 6, anniversary of D-Day. Veterans raised their hands and a moment of silence taken by all.
4. Correspondence. R. Hawk spoke about their CIP and needs for long range planning. He would like to schedule a special meeting in the near future. Agreed upon date and time, Monday, June 17, 2019 at 1:00 pm at the courthouse in Room 114. Additionally, the July 11, 2019 HIRC meeting has been changed to July 2, 2019 at 8am at South Park Enclosed Shelter.
5. **CONSENT AGENDA**
  - a. Approve minutes from previous committee meetings
  - b. Department Staff Reports
  - c. Department Vouchers
  - d. Department Revenue Reports
6. Review items, if any, pulled from consent agenda

Supervisor Winch requested to have pages 4, 13 and 25 pulled.

He had questions regarding the CTH U highway project and if the change order was approved. Roland explained this. Fischer stated if Roland would need an official agreement, it would be brought back to the committee.

On page 25, he had questions regarding under “Other” the South Park old shop was not yet removed. C. Schooley stated it went through Wisconsin Surplus Auction last fall and awarded for the minimum bid of \$5. One of the requirements was a performance bond. The winning bidder did not remove the building in the required timeframe, and has not returned communications in several months, so the performance bond retained. The shop will go back on auction and if they cannot sell it, they will look into demolition costs to remove from the site.

On page 27, B. Winch would like explanation on two checks to the same recipient. R. Hawk stated they are payments to the property owners for the easements and right-of-ways. It is the same property and paid with two separate payments due to a drainage problem that needed to be resolved. B. Winch said we had talked about not doing anything further with the Village of Biron until we worked out that payment not coming back from years ago. During B. Winch’s absence, the committee gave R. Hawk direction to speak with the V. of Biron administrator. Nothing has been officially approved (it would have to come back to committee). It can change if someone on the committee does not want this to happen.

Supervisor Fischer pulled pages 10, 13, 27.

Page 10; under ATV plan, R. Hawk will give an update on working with the final steps with the DOT. Submitted request for access across the Nekoosa Bridge. County will sign that crossing regarding the Nekoosa Bridge. Everything else is signed and ready to go. Revisions will be forwarded to the State of WI and await approval.

Page 13; C. Schooley gave an update on the Powers Bluff Recreation Trail Single Track Trail plan. Justin Connor, GIS Specialist, is in contact with those individuals and trying to put together a trail map that will identify safety issues, signing, emergency, etc. The parking area was completed this week said F. Schubert. They also need to work out some sort of maintenance agreement. At some point, that agreement will be presented to this committee for final approval.

D. Polach asked to pull pages 25 and 27 regarding Check 925 to WIRAP Treasurer (Highway) for excavator and bridgework. R. Hawk explained. He also had a question on page 27 regarding the White Sand Beach Project water fountain purchase.

C. Schooley explained.

**Motion to approve all that were removed from the consent agenda by M. Hokamp and second by B. Winch. All in favor. Motion carried.**

C. Schooley explained the Special Use Permit request regarding the Aqua Skier shows this summer on Sunday evenings. They have a request to have a food vendor there for ski participants as well as for the public to utilize. They attached a schedule to begin June 23, 2019 through August 25, 2019. They will have three different vendors rotating throughout the summer on Sunday evenings from 5:30 to 8:00 pm. C. Schooley does not have an issue with this and encourages approval. **Motion to approve by B. Winch and second by D. Polach. All in favor. Motion carried.**

7. Storage shed modification for Land & Water Conservation: S. Wucherpfennig explained that a new piece of equipment they now have would not fit into the shed. It is a no-till drill that they will have for many years so he began looking at options for storage. He received bids from two businesses to widen the door. The consensus is to go with a 16’ door. **Motion by M. Hokamp and second by second by D. Polach to expand to a 16’ door. All in favor. Motion carried.**

8. Unused/ Low -Use County Property. R. Hawk, C. Schooley, J. Connor to come forward for discussion. Supervisor Fischer introduced this, as there is a lot of property under the jurisdiction of this committee. A. Fischer inquired as to the future plans for these properties. J. Connor, Planning & Zoning, gave a presentation. The link is on the county website for this presentation. The links are [app.woodcogis.com/countyproperty](http://app.woodcogis.com/countyproperty) and [app.woodcogis.com/propertypresentation](http://app.woodcogis.com/propertypresentation)

R. Hawk came to the table to discuss slide #11. C. Schooley came to the table for slide #12. On one of the highway properties, it was thought it may have served as a dump in the Town of Rock previously. Planning & Zoning will check records in office to see if there is record of this. There is no long-range plan for the Highway properties. C. Schooley stated that at a recent meeting, which included Chairman Fischer, Supervisor Breu, Justin Connor from Planning & Zoning, and Roland Hawk, a small parcel in South Park was brought to his attention as unused/low used county property. He was asked to look into the process of selling park property. Schooley also identified another low use area in the park boundary, which is dislocated from the main park by a city owned parcel (old railroad bed). C. Schooley did some research on what steps are required to sell park property. If a park is purchased or developed with grant funding through the state or federal government there are stipulations. The boundary of this park is set and determined at the time of the grant application, and if Wood County ever wants to change it, they would have to replace it with equal or higher value outdoor recreation properties. This proposed change would need approval by the WI DNR and National Parks Dept. D. Machon asked if the acreage has to match or just the value. C. Schooley said most likely, both would need to be evaluated. L. Pliml highly disagrees in parting with any parks acreage. A. Fischer stated that if the committee chooses to sell these properties by South park, it sounds like there would need to be a land trade. Suggestions are:

- a. Using value from existing properties if they are not a part of funded parks (for example, Powers Bluff). That could serve as value. It does not have to be in the same general location as long as it serves Wood County residents.
- b. City owned old railroad bed – trying to create a better trail system from Kellner up to 32<sup>nd</sup> street connecting with the city’s trail system. That may not work if we just did a lease or user agreement, it would most likely have to be purchased but they are not interested in selling right now.

The committee would be willing to discuss the sale of the highway properties (those three parcels highlighted in yellow) at a future meeting. Add to future agenda items to begin this process of these three parcels. The consensus is to place on next agenda to discuss selling these properties.

Going back to the parks is a little more complicated due to the policies through the State (to purchase other property equal or greater value). L. Pliml stated he is not in favor of selling these properties. B. Winch would like to explore selling the park parcels, as well as D. Polach, M. Hokamp and A. Fischer see no harm in looking at it.

9. ATV Update. R. Hawk stated he is moving through the approval process from the DOT and received access to cross bridges. He is also working with the Town of Remington. Also, the Hwy 54 and Hwy 80 bridges. He needs to work with the Town of Dexter in order to modify their ordinance. R. Hawk received a request from some constituents in the Town of Seneca. They would like permission to ride on CTH Q. At the time of their request, Roland told them no. Now that we have gotten to this point, we are receiving more requests. He received nine names looking to have access to CTH Q from Young Road to STH 73. CTH Q is 45 mph, is more rural and has a good setting for this. Right now ATV’s can come up Ridge Road and then it stops. They are looking to receive access east to STH 73 to Homestead Golf Course. Ultimately, these routes

opening up will get you to Pittsville. D. Machon asked what road open to ATVs has the highest traffic in Wood County. R. Hawk stated CTH Q and CTH C are the highest volume roads. CTH V and CTH A South has very low use. CTH T, in Auburndale is also very low use. R. Hawk is trying to keep usage on county highways on the ones that have the lowest volume. L. Pliml is in favor of opening CTH Q. Drivers will adapt to both being vehicles and ATV's on the highway and will only benefit Homestead and the county ATV enthusiasts. R. Hawk's recommendation is to open CTH Q – **Motion by L. Pliml and second by M. Hokamp to open CTH Q to ATV access. All in favor. Motion carried.**

J. Grueneberg stated the Town of Rudolph approved an ordinance on 6/4/2019 to allow ATV's on all township roads. However, Green was informed later in the day that the project was on hold. The Township did not realize they would need to cover the cost of signage. This a concern for them.

R. Hawk also stated the main route all would be complete within approximately two weeks.

Supervisor Fischer asked to move to 10B at this time.

## 10. HIGHWAY

- a. Temporary Access to CTH Z at Intersection with STH 13. A letter is included in the packet for review as well as a copy of the site plan sheet. R. Hawk had a conversation last fall with Realtor, M. Springer. What are the benefits of doing this? Motion to write them a temporary permit by (they must put in a curb and gutter along CTH Z driveway so that in the end the folks going through their driveway they would not see that. They have incorporated the things that R. Hawk requested. This will be 6-8 months. **Motion to approve temporary access to CTH Z that is in non-compliance to our highway access policy by M. Hokamp and second by B. Winch. All in favor. Motion carried.**
- b. Voucher Listing Report Format – M. Cummings. At the last meeting, it was discussed on how the vouchers were being formatted as they look different compared to the past. Discussion ensued regarding the vouchers. The committee would like to see an Executive Summary. Instead of seeing 100 bills paid to same vendor, they would see only one bill to include all bills. J. Peckham stated that he learned about the Executive Summary and according to Resolution 16-2-1, he has a direct communication line with Finance and in that role, he reported to M. Cummings that the committee was interested in changing the format revision to the report. Finance handed down a directive to process every invoice individually, which greatly expanded the format of the report. Prior to that, each department batched all invoices for one vendor together and paid with one check. Now it is required to pay individually and that is why we see \$2 and \$3 invoices. J. Peckham let Finance know that the committee was interested in changing this process. He also told her at that time that in addition he would provide the expanded version to sign and take to County Board. After discussions, they thought that maybe having both reports might be more confusing than having the single long one. The consensus is that if we cannot go back to the old way of processing vouchers, which ultimately would be better for everyone involved, then it would be best to move forward with providing the full voucher report to the committee rather than creating an additional Executive Summary that would just create more work for that person in the department.
- c. CTH U Projects. On the Bridgewater Project, they are anticipating the paving should be completed by the end of this month. We need to accept the new roadway and dedicate a portion of it to the Village of Biron and a portion to Town

of Grant in Portage County, and the other portion will be abandoned. They discussed the Village of Biron accepting maintenance of the newly constructed CTH U (Eagle Road). The committee agreed the \$6,800 debt needs to be satisfied before moving forward.

- d. CTH H Project. American Asphalt won the bid. A “Change Management” document went to the DOT and was approved. The County’s portion of the project went from \$600K to \$400K. That project will begin just before the 4<sup>th</sup> of July.
- e. Coulee Frac Sand Agreement. R. Hawk is almost finished with this agreement. Should be complete in the next two weeks.
- f. Wood County was chosen by the DOT to be a distribution county for road signs. Since that happened, the sign shop has steadily been receiving and distributing signs to counties throughout central Wisconsin. They hired an LTE to work throughout the summer but they are learning it is not enough. They have to provide specialized equipment training to the people who are going to work on that equipment to install signs. Other sign shops have two sign shop employees assigned. R. Hawk would like to assign an additional full time person in the sign shop. If he can demonstrate there is enough work to assign a full time position and that it would be covered between State funding and other municipal work, he asked if the committee would recommend and approve this. He just wants the committee to be aware of what he is up against in the very near future. This will be an agenda item at a later date.

Dismiss at 10:33 for a five-minute break.

Reconvene at 10:38 am.

## 11. PARKS AND FORESTRY

- a. Powers Bluff Development Project. C. Schooley included the cost breakdown of the project in the packet, and handed out maps of the project. The estimate for phase 1, as of last year, was \$1M. That cost is most likely larger at this point, because the cost estimates were created 2 years ago. The grant C. Schooley applied for in May reflected these cost increases, and ultimately did not include parts of phase 1, including the playground, ice skating rink and fishing pond. C. Schooley discussed the grant application with Beth Norquist, DNR Community Grants Specialist. She gave a lot of positive feedback but did warn that they did receive many grants this year, so if awarded, Wood County may receive less than 50% matching grants. These grants are typically awarded in September. A. Fischer felt we should discuss this at the table and what would this do to us in the future if we turn down the money because we cannot pay the county portion. C. Schooley felt that it would not put Wood County in a good light if it is offered to us and we refuse it. We do have a two-year window where we would be able to complete this project. A. Fischer believes in this project but would realistically like it to be 100% funded by grant funding and donations. If that is not possible, Wood County would be bonding for money for the remainder of the grant. C. Schooley stated that the DNR rep said that we could adjust our scope of the project down somewhat to make it up to a 50% grant match. There could be things in the grant that we could forego to bring that amount down. An option is eliminating the blacktop on the entrance road and leave gravel. C. Schooley does not like to do that because our gravel roads are damaged quite often. A. Fischer opens it up to the committee for discussion. D. Polach asked if by accepting the money, are there any conditions that they would expect from Wood County. Yes, we would have to match the dollar amount and the obligation that Wood County

would have to keep this property open for public outdoor recreation in perpetuity. A. Fischer asked if we bonded for this project but did not go through with the project, would we be “on the hook” for that bonding and for the resulting interest charges. C. Schooley stated this is a question for Finance. We do not want it to affect the taxpayer. C. Schooley suggests that Wood County does not bond for the project at this time, and to wait and see is we receive a grant for the project. **Motion is to have the \$1M removed from the 2020 Parks and Forestry CIP request, while continuing to support the project and all grant applications and donation solicitations to fund the Powers Bluff Development Project by A. Fischer, second by M. Hokamp. B. Winch-No. Reason is he does not believe the grand total cost estimate is accurate. Motion carried.**

- b. Parks Revenue Report. **Motion to approve the Parks Revenue report by M. Hokamp and second by D. Polach. All in favor. Motion carried.**
  - c. Forestry Revenue Report. F. Schubert came forward and gave an overview of May. The results were typical for April and May, because of the time of year when the ground is wet as well as oak wilt restrictions in place contracts. Currently have one active timber sale. Ground conditions have been very wet, causing the contractors to have decreased production rates, and issues with logging machinery and pulp truck access. Logging activity typically picks up in June/July when weather becomes warmer and dryer. The deadline for attending the WCFA conference is tomorrow so its’ best to sign up as soon as possible. **Motion to approve the Forestry Revenue report by D. Polach and second by A. Fischer. All in favor. Motion carried.**
  - d. Recommendation of renewals of Wood County Wildlife Advisory Committee Members. **Motion to recommend approval, to the County Board Chairman, of the three current members who applied by D. Polach and second by M. Hokamp. All in favor. Motion carried.**
12. Future Agenda Items
- a. Highway and Parks and Forestry - Unused/Low Use Property
  - b. Highway - Sign Shop Workload
  - c. Highway - Resolution by Corporation Council for CCAP changes for County Citations
13. Set next regular meeting date: **Tuesday, July 2, 2019 at 8:00 am** at South Park Enclosed Shelter, 7111 South Park Rd., WI Rapids, WI 54494  
There is also a Special HIRC Meeting scheduled for **June 17, 2019 at 1:00 pm** at the Wood County Courthouse, 400 Market St., WI Rapids, WI 54495, Room 115

14. Adjournment. Meeting adjourned at 11:06 am.

Signed by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Wood County Parks & Forestry Office Supervisor