

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

DAY & DATE: Thursday, May 3, 2018 at 8:00 AM
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:03 A.M.
MEMBERS PRESENT: Chairman Supervisor Adam Fischer, Vice Chair Supervisor
William Winch, Secretary Supervisor Marion Hokamp,
Supervisor Lance Pliml, Supervisor Dennis Polach
EXCUSED: None.
OTHERS PRESENT: Supervisors, Doug Machon and Bill Clendenning, Fritz
Schubert, Forest Administrator; Sandra Green, Parks and
Forestry Office Manager; Chad Schooley, Parks and
Forestry Director; Roland Hawk, Highway Commissioner;
Caitlin Carmody, Highway Accounting Technician; Gavin
Hutchinson, WI DNR; John Peckham, Highway
Accounting Supervisor; John Kunding, Futurewood
Forest Products; Amy Kaup, IT Department; Laura
Delaney, Delaney Forest Products; Marla Cummings,
Finance Department; Pam Ironside, Wazeecha Inclusion
Project

1. Call meeting to order. Meeting called to order at 8:00 am. Adam would like to make a few brief comments. He is honored to be sitting in the chair role. He hopes to earn each of the committee and department head's trust. Adam announced a small change in how future HIRC meetings will be conducted. HIRC committee members and the recording secretary will be seated at the conference room main table. Department heads and other department county employees or those who wish to speak during public comments will be called to the conference table to speak by the chair of the committee. Until such time, those individuals will remain seated away from the main table.
2. Public comments. Pam Ironside from Wazeecha is here to speak about her ongoing project that she and Chad Schooley, Parks & Forestry Director have been discussing in recent months. Chad spoke to this indicating that as he develops the five year plan, they are working together to create more accessibility for all people within the parks system. Ms. Ironside stated she is not looking at making a big playground structure within the parks system but looking to have discussions on smaller low or no mobility accessible structures within the parks. Mr. Schooley and Ms. Ironside will continue to collaborate on this project in the future and both recommend they continue to keep other people interested in this project and to be involved as much as possible such as attending open houses or informational sessions when this comes to fruition. What Ms. Ironside is asking from the county is to continue the good working relationship. Chairman Fischer stated he would like to see this on a near future agenda for an update.

3. Approve minutes of the previous Highway, Infrastructure, and Recreation Committee meeting(s) and the minutes of the January 9, 2018 Wood County Wildlife Area Advisory Committee meeting.

Corrections to April 5, 2018 HIRC meeting minutes: Supervisor Pliml nominated Supervisor Hokamp for Secretary and Supervisor Winch for Co-Chair. Supervisor Hokamp nominated Supervisor Polach for Co-Chair. Motion to approve the previous HIRC minutes with corrections as well as other minutes listed by Pliml and second by Winch. Motion carried.

4. Review CIP department request. Chairman Fischer stated that with all the CIP's presented here today, the HIRC committee can make recommendations to the Executive committee if they see fit.

Amy Kaup is here to give a brief overview of her department's CIP. Chair Fischer stated after she is done, we will then review Highway and Parks. Ms. Kaup stated she appreciates the opportunity to be here and to explain the requests being made from IT. It's important to remember the many IT requests benefit all county employees. The upgrades include the county email system and servers. This needs to be updated in 2019.

Marla Cummings, Director of the Finance Department will send an updated copy of the accurate CIP information out to the committee as soon as possible. Supervisor Clendenning is recommending page numbers be placed on all CIP pages as well as rather than addressing a specific department head "name", it should just list as the point of contact "Department Head".

Chairman Fischer welcomes Roland Hawk for the Highway CIP presentation. Mr. Hawk started his presentation off with where the Highway Department ratings have been in the past vs. where they are now. The Highway Department seeks to have their roads better than average which is a "7". This classification is considered as a "good traveling road" and has good pavement and is in good condition. The original CIP dollar amount that was sent to finance was scaled back to \$2.5 million. Currently, they have 325 miles of highway that is in need of repair and they would be able to do about 17 miles per year at about \$150K per mile. At this rate, the roads would have about a 20 year life cycle.

Highway has allocated \$171,956 for maintenance on the tax levy. He stated they also receive many other outside revenues and they use these revenues as efficiently as they can.

The County Aid Bridge program covers replacements of culverts of 48" or bigger. They have performed a tremendous amount of town work in the recent past for replacing culverts and bridges.

GTA will be a little over \$2 Mil this year and will go directly to the roads. No equipment or materials is ever "levied". Some of it also covers operations as well such as salaries. Chairman Fischer sked if the GTA can go toward debt reduction. Roland Hawk asks that not be considered as the highway department would need that money in order to continue operating. Roland Hawk states the GTA money is left to the highway department's discretion in how it's used and if it's taken away it reduces the services to the county.

Currently, there are four bridges that need to be replaced in the county as these are in really bad shape. Supervisor Machon asked if they have checked into maximizing their revenue streams. Roland said yes they have definitely checked into this and they are maximizing in every area they can. Asphalt can be sold to municipalities within Wood County and can also be sold to DOT to a certain extent. They are maximizing this opportunity as much as they can. They will be doing some work for the DOT this coming year (about a mile) which is a

great opportunity. There is consensus of the committee that this CIP plan is fair. Chairman Fischer at this time asked for recommendations from the committee. The preliminary numbers were given and the committee will take those into consideration at the Executive Committee level.

Chairman Fischer invites Chad Schooley, the Director of the Parks Department to come to the table for his presentation. Chad handed out the five year plan focusing on 2019. Chad Schooley explained fleet vehicle purchasing. Historically, the purchase of Parks and Forestry fleet vehicles has been listed as a CIP, and not a part of the regular parks operating budget. Currently, one vehicle needs to be replaced which is a 2010 Ford ranger. This vehicle has 145K miles on it. This is the Forest Administrator's vehicle which is mostly off road and in the forests. A new wood shed is needed at North Park. Due to the new firewood ordinance, we need to have a larger shed to ensure dry firewood for our campers. The South Park Willow Run Toilet remodel is one of the last vault toilets for remodel within all of our parks. Many of our vault toilets are very old. This one specifically, is not up to ADA specs and needs to be updated. Chad Schooley pointed out that the bold items on the CIP are eligible for stewardship grant funding at a 50% match. The South Park campground expansion has been discussed for many years, as this campground continues to have the highest percentage of sites occupied throughout the summer. According to our recent survey, people want full hook-up sites as well as longer stays in our campgrounds. Moving forward with this project would generate a more consistent and steady revenue source. At the end of this year, we should have about \$300K in our non-lapsing account to pay for some of these items. In this non-lapsing account, these dollars came from previous excess revenue that was received over the past years. A portion of this fund is from equipment sales, and has been used for purchasing additional needed equipment. The Powers Bluff Development Project update will be presented to the committee at next month's meeting which is June 7, 2018 at 8:00 am at Powers Bluff in Arpin, WI. The committee is leaving the CIP as is, and the Executive Committee will discuss it at the next Executive meeting.

PARKS:

5. Parks Construction Supervisor report.
 - a. Current projects update.
 - b. Employee matters.

Motion to approve the Parks Construction Supervisor report by Hokamp and second by Pliml. Motion carried.
6. Office Supervisor report.
 - a. Snowmobile/ATV Reports
 - b. Office Update
 - c. Fundraising/Class A Raffle License. Sandra Green explained how this license would be applied for and utilized to create raffle tickets for the Powers Bluff Development Project. For example, raffles to win a week of camping. The consensus by the committee is Ms. Green is able to move forward with applying for the license.

Motion to approve the Office Supervisor report by Pliml and second by Polach. Motion carried.
7. Park and Forestry Director report.
 - a. 2018 Parks, Recreation, and Open Spaces Plan update. Chad Schooley stated he would like to see as many committee members as possible attend the open forum meetings which are scheduled this month. The other is scheduled on May 16, 2018 at 7pm at Powers Bluff. There will be comment cards available for additional comments as well as a comment portion where public can give ideas. A news release will be sent out early next week.
 - b. 2018 equipment purchasing update. Chad Schooley provided the new members with a little background on what was purchased so far and how he would like to move forward with the purchase of a mower and snowmobile for Powers Bluff.

- c. Powers Bluff Project update. Chad handed out the Powers Bluff County Park Trails Concept Plan to the committee. The HIRC approved moving forward with hiring a trail designer last year. This plan was paid for by the annual allotment of Ho-Chunk money that the P&F Department receives. More detail about this plan will be given during the Powers Bluff Project update at the June HIRC.
- d. **Motion to approve the Parks & Forestry Director's report by Pliml and second by Hokamp. Motion carried.**
- e. Special Use Permits. None.

FORESTRY:

- 8. Forest Administrator report. Fritz introduced Gavin Hutchinson from the State DNR to the new committee. Fritz requested that we move to item (c.).

(c) Timber Sale Contract Extensions: #719, #724, #731, #740, #741, #744, #745.

Fritz included an outline of how the committee is involved in approving these extensions. His recommendation is to extend all of the contracts until March 31, 2019 with no increase in stumpage. It is very typical that we have sales that do not get cut due to weather and other conditions.

Motion to approve the Timber Sale Contract extensions by Pliml and second by Winch. Motion carried.

- a. Timber Sale Update. Fritz handed out his monthly revenue report to the committee.
- b. Wood County Wildlife Area Advisory Committee – new member recommendations for appointment. There are a total of three open positions. Two of those individuals completed applications as “returning applicants”. For the third open seat, the department received four applications. A long discussion was held regarding how to move forward with choosing someone. Fritz Schubert included the “Rules of Order” for those on the committee not familiar with how this process works. Supervisor Pollach is a member of the Wood County Wildlife Area Advisory Committee and recommends the two existing individuals remain on the committee.

Motion by Supervisor Pollach to approve the two returning members, second by Supervisor Pliml. Motion carried.

The committee discussed how to choose the third person. Who can provide education to the committee that doesn't already exist? The next meeting is July 10th, 2018 and the opinion of the committee is that the most qualified position be considered. The HIRC committee is recommending phone calls be placed to each applicant for a short interview prior to the next meeting at which time, recommendations will be made.

Fritz notified the committee of an upcoming bid opening on May 18, 2018 at 8:30 am at the Parks & Forestry office in the River Block building.

Motion to approve the Forest Administrator report by Winch and second by Hokamp. Motion carried.

- 9. Correspondence. None.
- 10. Approve payment of bills.
Motion by Pliml and second by Hokamp to approve payment of bills. Motion carried.
- 11. Revenue report. Moving forward this will be included in the packet and will indicate the “as of” revenue dates on the report.
Motion to approve the Parks and Forestry Revenue report by Pliml and second by Hokamp. Motion carried.

HIGHWAY:

12. Quotes for crushing at Smith Pit. Roland Hawk passed out information to the committee. Earth, Inc. was the low bid on this project.

Motion to accept the bid most advantageous to Wood County by Pliml and second by Winch. Motion carried.

13. Bids for Chemical Warm Mix and Compaction aid. Information was passed out to the committee.

Motion to accept the bid most advantageous to Wood County by Pliml and second by Hokamp. Motion carried.

14. Bids for CTH E Bridge.

Motion to approve the bid most advantageous to Wood County by Winch and second by Polach. Motion carried.

15. Personnel. We have one LTE we recently hired who is returning. A second LTE as well as other summer help positions will be starting on Monday. These are seasonal positions. An agreement to replace the engineer position was agreed upon and has been submitted to HR.

16. Fuel System. They had to upgrade the fuel system because the software they used previously was obsolete. The new fuel software system will be put into motion beginning sometime this next week.

17. Current projects update. Discussed. Spring staff training day was held for all employees at the Highway department.

18. Approve payment of bills.

Motion to approve the payment of highway's bills by Pliml and second by Winch. Motion carried.

19. Accounting Supervisor's Report.

Motion to approve the accounting supervisor's report by Winch and second by Pliml. Motion carried.

20. Correspondence. Roland would like to say that the road limits for Wood County will come off Tuesday, May 8th south of Highway 173 and on Thursday, May 10th, everything north of Highway 173.

We opened bids for the brine building this morning. We have one bidder but we have some alternatives that he will discuss with them. Tentatively plan to do a meeting prior to County Board to approve this bid. Highway will schedule a special HIRC meeting prior to County Board on May 15, 2018.

21. Next meeting date: June 7, 2018 at Powers Bluff County Park, 6990 Bluff Drive in Arpin, WI 54410 with a tour after the meeting. The July meeting, we'll be meeting at Dexter County Park and the August meeting will be held at Nepco County Park.

22. Motion to adjourn.

Motion to adjourn at 10:03 am by Winch and second by Fischer. Motion carried.

Signed by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor