

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

DAY & DATE: Thursday, August 3, 2017
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 12:22 P.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
David LaFontaine, Supervisor William Winch, Supervisor
Joseph Zurfluh
EXCUSED: Not applicable.
OTHERS PRESENT: Dennis Polach, Wood County Board Supervisor; Bill
Clendenning, Wood County Board Supervisor; Chad
Schooley, Parks and Forestry Director; Fritz Schubert,
Forest Administrator; Douglas Passineau, Highway
Commissioner; John Peckham, Highway Accounting
Supervisor; Caitlin Carmody, Highway Accounting
Technician; Marlene Stucland, Village of Hewitt Board;
Dan Borchardt, MSA Professional Services; Ken
Josephson, citizen from Marshfield; Sue Brown, citizen
from Hewitt; Brian Haferman, Village of Hewitt Fire
Chief; Roger Meyer, Village of Hewitt Fire Department;
Maxine Kremer, Maxine's Sweet Treats; Lois Kremer,
citizen from Pittsville; Gavin Hutchinson, Wisconsin DNR

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

Supervisor Clendenning expressed his discontent with the length of time that roads are staying closed when the County Highway Department does work on them. He explained that people will get tickets for going on closed roads and insurance won't pay if an accident occurs on a closed road. He had already spoken to Commissioner Doug Passineau on the issue. Passineau stated that there are times when a road does need to be closed, but it is understandable when people are upset that a road is closed for a long time. He stated it is an internal issue that has already been discussed and dealt with. Clendenning also stated that municipalities need to make sure they inform the State or County when they are going to be working in their right-of-way. Passineau stated there is a permit process for that that they would need to follow. Supervisor Breu suggested bringing it up at a Towns' Association meeting.

3. Approve minutes of the July 10, 2017 Highway, Infrastructure, and Recreation Committee meeting(s) and approve minutes of the April 4, 2017 Wood County Wildlife Area Advisory Committee meeting.

Supervisor Winch stated that on page six paragraph four of the HIRC minutes; it states that there are not lights or arms at the railroad crossing on County Highway T and that there would be a significant cost to the Village to install them. He stated there are arms and lights installed there already. It was restated that should quad arms be installed or if the arms had to move, that would be an additional cost to the Village. Winch requested that the minutes be amended to reflect this clarification.

Motion to approve the minutes of the July 10, 2017 HIRC meeting as amended and the August 4, 2017 Wood County Wildlife Area Advisory Committee Meeting by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

At this time, the Committee addressed item number 11 on the agenda, "Village of Hewitt Quiet Zone".

Following the discussion of item 11, they took a break from 9:27 A.M. and resumed at 9:35 A.M. to address item 6.d. Special Use Permits.

Following that discussion, they returned to the regular agenda with item 4 "Parks Construction Supervisor Report".

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. Office Update.

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

6. Park and Forestry Director report.
 - a. County Conservation Grant resolution

W. Winch stated he would like the fiscal note to include mention of the fact that it is a 100% reimbursement from the Wisconsin Department of Natural Resources and Consolidated Musky Club.

Motion to approve the County Conservation Grant resolution with a fiscal note amendment to include language regarding reimbursement of the grant made by W. Winch and seconded by D. LaFontaine. All in favor. Motion carried.

- b. Parks, Recreation and Open Spaces Plan Update

Schooley stated that the Planning and Zoning Department would like a motion from the committee to proceed with the Parks, Recreation, and Open Spaces Plan that is required to obtain various grant fundings.

Motion to begin the process of updating the Parks, Recreation, and Open Spaces Plan made by J. Zurfluh and seconded by W. Winch. All in favor. Motion carried.

- c. Draft of Park Ordinance updates

Schooley stated he included the draft for the Committee's review. Final approval will be in September.

Motion to approve the draft ordinance and direct the Park and Forestry Director to bring back to the committee for final approval in September made by D. LaFontaine and seconded by M. Hokamp. All in favor. Motion carried.

d. Special Use Permits.

- Maxine's Sweet Treats
Presented by Maxine Kremer
Permit to drive through campgrounds and sell novelty ice cream out of her ice cream truck.

Schooley stated some questions had come up at the last HIRC meeting and since that Maxine was not present to address and he would like her to address them at this time. Schooley stated his concern was safety of the campers and finding a way to limit the permit so that not just any business could access the parks for the purposes of their business. He stated they don't currently have a process to address this type of seller's permit and it has always been handled on a case by case basis.

Kremer stated she believed it would take her one to one and a half hours to drive through a park. She would only like to do this on Saturdays between 6:00 pm and 8:00 pm or 2:00 pm to 4:00 pm. Given that the camping season is almost over, she would like any kind of fee waived for this year and the matter of a fee discussed for the next year. Schooley stated he had considered a season fee for access but would not like to charge it for the remainder of this year.

Kremer stated she currently sells within a variety of villages and towns in Wood County. They usually charge between \$10-\$15 for an annual seller's permit.

Schooley inquired about the music and her insurance levels.

Kremer stated the music can be turned down and there are a variety of songs/sounds so that it doesn't get too repetitive. She currently holds food liability insurance, truck insurance, a Wisconsin Seller's Permit, and does annual health inspections. She would be able to provide copies of all the policies/permits/inspections results upon request.

Schooley stated that the Special Use Permit language does require liability insurance of \$1 million with Wood County named as "additionally insured".

LaFontaine asked what parks she would sell at. Kremer stated North Wood County Park and Dexter.

Motion to allow Maxine's Sweet Treats to sell ice cream in the county parks subject to rules and regulations that the Parks Director set forth made by J. Zurfluh and seconded by D. LaFontaine. All in favor. Motion carried.

- Multi-Metro Deer Management
South Wood County Park
Repeat permit.

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

Schooley provided a draft budget to the committee and wants the Committee to review it and get a hold of him if they have questions/concerns. Schooley would like to have it approved in September. Schooley also brought up his concerns with future budgets in regards to general operating costs and Capital Improvement items. He would like the committee to consider an option that would continue allotting the normal annual tax levy amount, with annual increases if possible, to cover a portion of the general operations budget. He would like all dollars that remain at the end of the year, in excess of the budgeted tax levy amount because of excess revenues or unspent expenses, to be placed in the non-lapsing Capital Projects account. This account would then be used for Capital Improvements, as well as for 50/50 cost share grant projects. The Committee agreed that this should be pursued more and instructed Schooley to draft a resolution to that effect. **Motion to approve the Park and Forestry Director report by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

FORESTRY:

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

Fritz Schubert introduced Gavin Hutchinson, the new forest liaison for the Wisconsin Department of Natural Resources.

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

8. Correspondence.

Schooley stated they have received a \$1,000 donation to the Powers Bluff Donation Fund from Dr. Robert Freckman.

9. Approve payment of bills. **Motion to approve the payment of bills by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**
10. Revenue report. **Motion to approve the revenue report by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.**

Committee took a break at 11:15 AM and resumed at 11:25 AM.

HIGHWAY:

11. Village of Hewitt Quiet Zone

Dan Borchardt from MSA Professional Services was present to talk on behalf of the Village of Hewitt. He stated that on July 12th, the Village of Hewitt and he met with the Village of Hewitt Fire Chief, Brian Haferman, regarding the 60% plan for the proposed quiet zone. Following this meeting, the Fire Department submitted a letter of comments about the proposed plan. MSA wrote up a response letter and presented that to the committee and the Fire Department today.

Borchardt went on to address some of the concerns that the Fire Department had expressed.

1. Closure of Apple Ln

Borchardt stated that the Federal Railroad Administration stated the improvements made to the intersection would actually be safer with Apple Lane closed. The FRA did not consider having a drivable curb to be a safe improvement.

2. Turn around in a dead end
Borchardt stated that Haferman had come up with a plan to address how the fire department would deal with a fire happening on Apple Ln.
3. Pedestrians on CTH T and conflicts with Implements of Husbandry (IOH)
Borchardt stated this issue would be addressed by drivers yielding to bikers and pedestrians if the situation called for it. He did not see where widened shoulders would improve the safety for pedestrians.

At this time, the committee discussed the matter of pedestrian and driving traffic conflict further. Borchardt clarified that the road does not have a designated bike path. It is currently bike accessible which just means that it has widened shoulders. To create a designated bike path, it would need to be signed and painted accordingly. Furthermore, pedestrian accommodations need to be kept separate from bike accommodations. In other words, there would need to be a sidewalk for the road to properly accommodate pedestrians. That is not currently in the plans.

Marlene Stucland of the Village of Hewitt Board stated that safety, health, and the welfare of their citizens is of the utmost concern and regard. They have to consider both how to make the area safe and how to improve the health and well-being of their citizens. She asked if there was a way to put up a “yield to pedestrians and bikers” sign there. Passineau stated there was a signage standard that would apply there, but he is not certain that it would allow for that type of signage.

Motion to approve the Village of Hewitt Quiet Zone on CTH T application made by W. Winch.

Breu stated he would like to hear from the Fire Department at this time.

Brian Haferman, Village of Hewitt Fire Chief, was present to represent the Fire Department. Haferman stated he just received the MSA response letter and would like more time to review it.

Breu stated he would like to hold a special meeting to discuss this subject. He stated he would like the Fire Department and the Village of Hewitt to come to an agreement before the County made a decision on the matter.

Stucland stated the Fire Department would be responsible for coming up with a workable plan to address their fire needs with the revised intersection.

Passineau stated that any time there are changes to access on a County road; it is always a concern for the Highway Department. He stated the 60% plan as he saw it was acceptable, but there is obviously still some confusion between the Village and the Fire Department.

Motion to grant the authority for approval of the CTH T Village of Hewitt Quiet Zone to Douglas Passineau, Highway Commissioner, on the condition that the Village of Hewitt and the Village of Hewitt Fire Department provide a plan to him by September 10th, 2017 made by D. LaFontaine.

W. Winch withdrew his previous motion.

W. Winch seconded the motion made by D. LaFontaine.

Supervisor Zurfluh asked if Passineau had the statutory authority to approve the plan. Passineau stated that yes, he does.

All in favor. Motion carried.

12. Highway Department's Draft Budget

John Peckham shared the draft budget with the committee and he would be bringing it back for final review in September.

Motion to review the draft budget and revisit at the September HIRC meeting made by D. LaFontaine and seconded by J. Zurfluh. All in favor. Motion carried.

13. Frac Sand update.

Passineau received a call from Mr. Tom Giardani from Completion Materials. They had filed Chapter 11 on Tuesday and are in the process of trying to sell. Our Corporation Counsel department is aware of it and is moving forward. Completion currently owes us approximately \$300,000.

14. Current projects update.

15. Approve payment of bills.

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

16. Accounting Supervisor's Report.

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

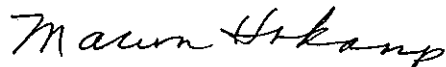
17. Correspondence.

18. Next meeting date: Monday, August 7, 2017 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495 and Thursday, September 7, 2017 at Wood County Highway Department, 555 17th Ave. North, Wisconsin Rapids, WI 54495.

19. Motion to adjourn.

Motion to adjourn by D. LaFontaine and seconded by W. Winch at 12:22 PM. All in favor. Motion carried.

Signed by, Secretary Marion Hokamp



Minutes taken by Caitlin Carmody, Highway Accounting Technician