

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

**DAY & DATE:** Thursday, March 1, 2018  
**PLACE:** Wood County Highway Department, 555 17<sup>th</sup> Ave North,  
Wisconsin Rapids, WI 54495  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 12:00 Noon  
**MEMBERS PRESENT:** Chairman Al Breu, Supervisor Marion Hokamp, Supervisor  
David LaFontaine, Supervisor William Winch, Supervisor  
Joseph Zurfluh  
**OTHERS PRESENT:** Dennis Polach, Wood County Board; Bill Clendenning,  
Wood County Board; Parks and Forestry Director Chad  
Schooley; Forest Administrator Fritz Schubert; Highway  
Commissioner Douglas Passineau; State Forester Gavin  
Hutchinson; Director of Finance, Marla Cummings arrived  
at 9:10 am; WI DOT Doug Meeks; Highway Accounting  
Technician Caitlin Carmody; Highway Department Brad  
Martinson and John Peckham

1. Call meeting to order. Meeting called to order at 8:04 am.
2. Public comments. None.
3. Approve minutes of the February 1, 2018 Highway, Infrastructure, and Recreation Committee meeting(s).  
**Motion by LaFontaine and Zurfluh to approve the February 1, 2018 HIRC minutes.**

**PARKS:**

4. Parks Construction Supervisor report.
  - a. Current projects update.
  - b. Employee matters.  
**Motion D. LaFontaine and second by M. Hokamp to approve the Parks Construction Supervisor report. Motion carried.**
5. Office Supervisor report.
  - a. Snowmobile/ATV Reports. Discussion was held regarding the vehicle that was stuck in the ATV Park and left for approximately three weeks without notification to the parks office. Penalties and fines were also discussed. The ordinance will be reviewed and the violation(s) dollar value will be considered.
  - b. Office Update  
**Motion by D. LaFontaine and second by J. Zurfluh to approve the Parks Office Supervisor report. Motion carried.**
6. Park and Forestry Director report.
  - a. Quotes for 1-ton flat bed. We have a 2004 Ford 1-ton flatbed at North Park that will be replaced. Three quotes were received. The first was the Dodge, at \$37,958, the second is the Chevy at \$38,214 and the third is the Ford at \$38,315.82. The old truck will be placed on Wisconsin Surplus Auction.  
**Motion by D. LaFontaine and second by J. Zurfluh to approve the quote that is most advantageous to Wood County. Motion carried.**
  - b. Quotes for SP shop addition. The old shop is not conducive to storing larger equipment, and is primarily used for storing lumber, garbage cans, and other miscellaneous items. C. Schooley believes this structure was used by the original

park caretakers. It is approximately a 20x35 structure, and has two walk through doors for access. It has a wooden floor and is sitting on a concrete block foundation. The location of the building, at 5410 North Beach Road, is not ideal due to being outside of a secure fenced in area. The Department intends on placing this building on the Wisconsin Surplus Auction site, as it may be able to be moved. Once they remove the building they would convert that area into additional parking stalls for people who are utilizing the walking trails. In order to replace this lost storage area, they would add a bay to the current maintenance shop building. Quotes for the addition to the building: Eagle Construction is \$24,900 and Rich Builders quote is \$20,050. Quotes for replacing the old steel on the existing shop roof: \$10,090 and Rich \$8,050. Rich Builders was the low quote for both the addition and shop roof replacement.

**Motion by D. LaFontaine and second by B. Winch to approve the quote that is most advantageous to Wood County. Motion Carried.**

- c. Bids for White Beach retaining wall replacement. This wall has been failing for the past several years. There are budgeted dollars for this project in the parks capital projects account. There are bids from Property Works, Paul's Landscaping, Wolosek Landscaping and Smith Restorations.

**Motion by D. Lafontaine and second by M. Hokamp to approve the quote that is most advantageous to Wood County. Motion Carried.**

- d. 2019-2023 CIP. A review of the Capital Improvement Plan was passed out to the committee members. Some of the input from the current Parks, Recreation, and Open Spaces Plan survey was taken into consideration. W. Winch requested discussing further about the funding of the Powers Bluff project. This discussion will be at the May HIRC.

**Motion by D. LaFontaine and J. Zurfluh to remove the two bottom lines on the worksheet, approve the proposed summary of the 2019-2023 Capital Improvement Plan and forward to Finance. Motion carried.**

Last item on the park director's report: Park Plantation thinning was discussed which F. Schubert and C. Dammann are working on.

- e. Special Use Permits. None.

**Motion by J. Zurfluh and second by M. Hokamp to approve the Parks and Forestry Director report. Motion carried.**

#### **FORESTRY:**

##### 7. Forest Administrator report.

- a. Timber Sale Update. Timber sale activity is going ok. F. Schubert met with Dan Peterson from Verso to try and market the two timber sales that received no bids during the past two bid openings. The rules regarding bidding procedures on county forest timber sales allow for a direct sale after two unsuccessful biddings. The total value of the direct sale must equal or exceed the minimum acceptable bid as previously advertised. Dan Peterson is interested in one of the sales and has submitted an offer which exceeds the minimum acceptable bid by approximately \$300. The other timber sale will be reappraised and rebid during our spring/summer bid opening.

**Motion by J. Zurfluh and second by D. LaFontaine to issue the contract to Dan Peterson from Verso. Motion carried.**

**Motion by J. Zurfluh and second by D. LaFontaine to approve the Forest Administrator report. Motion carried.**

8. Correspondence. C. Schooley had a phone call discussion with Supervisor Kramer regarding ATV's in Wood County and utilizing routes and highway sections, as well as possible County owned properties.

9. Approve payment of bills.

**Motion by J. Zurfluh and second by D. LaFontaine to approve the Parks & Forestry payment of bills. Motion carried.**

10. Revenue report.

**Motion by D. LaFontaine and second by J. Zurfluh to approve the Parks & Forestry revenue report. Motion carried.**

#### **HIGHWAY:**

11. Shop Rates and Costs (Doug Meeks, Wisconsin Dept. of Transportation). Shop rates are made up of Labor and Fringe Benefits. Historically, the Highway Department has not charged an overhead rate, which would cover a portion of the Department's expenses for such things as heat and lights. Doug Meek, a consultant for the Wisconsin Department of Transportation, attended the meeting to discuss the concept of overhead rates as well as the practice of charging them to the Highway Department books. In addition, he talked about the possibility of the oversight committee authorizing the Department to charge an overhead rate to entities outside the Department, such as the Parks and Sheriff's Departments and municipalities. He handed out several documents showing how the overhead rate is calculated and how it affects the total revenues and expenses of the Department. Discussion with the Committee included the possibility of using different rates for other County departments than the rates that would be used for municipalities. Furthermore, some felt that, because of budgeting, it would be fair to those involved to put off instituting the rates until 2019. The Committee felt that any further discussion and action will be decided at the next regularly scheduled HIRC meeting.

12. Sale of Pittsville Shop. Segregate the shop and keep the salt shed there and sell the rest. They are getting close to moving forward with this.

13. Quotes for Small Grader. Bid information was handed out.

**Motion by J. Zurfluh and second by D. LaFontaine to go with the quote that is most advantageous to the county. Motion carried.**

14. Quotes for Pneumatic Tired Roller. Bid information was handed out.

**Motion by J. Zurfluh and second by D. LaFontaine to go with the quote that is most advantageous to the county. Motion carried.**

15. Frac Sand update. No update.

16. Current projects update. Winter snow and ice control; sign repairs, asphalt repairs, salt brining, rubberized crack filling, frozen culverts, etc.

17. Approve payment of bills.

**Motion by D. LaFontaine and second by J. Zurfluh to approve the Highway payment of bills. Motion carried.**

18. Accounting Supervisor's Report.

**Motion by D. LaFontaine and second by M. Hokamp to approve the Accounting Supervisor's report. Motion carried.**

19. Correspondence. D. Passineau's retirement is July 5, 2018.

20. Next meeting date: April 5, 2018 at the Wood County Highway Department, 555 17<sup>th</sup> Ave. North, Wisconsin Rapids, WI 54495 at 8:00 am.

21. Motion to adjourn.

**Motion by D. LaFontaine and second by J. Zurfluh to adjourn at 12:00 noon.**

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Sandra Green, Parks & Forestry Office Supervisor