

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

**DAY & DATE:** Thursday, June 7, 2018 at 7:00 AM  
**PLACE:** Powers Bluff County Park Shelter  
**MEETING TIME:** 8:00 A.M.  
**ADJOURNMENT TIME:** 10:50 A.M.  
**MEMBERS PRESENT:** Chairman Adam Fischer, Supervisor Marion Hokamp, Supervisor William Winch, Supervisor Lance Pliml, Supervisor Dennis Polach  
**EXCUSED:** None.  
**OTHERS PRESENT:** Supervisor Bill Clendenning; Supervisor Doug Machon; Douglas Passineau, Highway Commissioner; Roland Hawk, Highway Engineer; Chad Schooley, Parks and Forestry Director; Fritz Schubert, Forest Administrator; Caitlin Carmody, Highway Accounting Technician; Nancy Levy, Highway Administrative Assistant; Maxine Kremer, Maxine's Sweet Treats

1. Call meeting to order. Meeting called to order by Supervisor Fischer at 8:00 am.
2. Quorum declared.
3. Public comments.

Supervisor Polach inquired why the agenda format had changed to have a "Consent Agenda" section and if committee members would still be able to ask questions on the items within the consent agenda. Fischer explained that the agenda was changed to expedite the approval of departmental reports. If a supervisor has a question on an item within the consent agenda, that item can be pulled out for review following the approval of the consent agenda.

1. Correspondence. None.
2. **CONSENT AGENDA**
  - a. Approve Minutes from previous committee meetings
  - b. Department Staff Reports
  - c. Department Vouchers
  - d. Department Revenue Reports

**Motion to approve the consent agenda made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.**

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

Winch had pulled out the Department Vouchers to discuss further. He stated that he would like to see departments purchasing items from Wood County businesses instead of Menards (which is technically located in Marathon County) whenever possible.

**Motion to instruct departments to purchase items within Wood County whenever possible made by W. Winch and seconded by L. Pliml.**

Fischer stated that he would prefer to provide a consensus on the issue rather than make a motion. Winch stated a consensus has been done in the past, but it hasn't changed actions by the departments. Pliml stated he believed the departments were doing everything they

could in the best interest of the County but that sometimes, the cost is higher to travel to multiple in-county stores to obtain supplies rather than making one stop at Menards.

**Fisher called for a vote. Aye: Polach, Hokamp, Winch. Nay: Pliml, Fischer. Motion carried.**

At this time, the committee jumped to item 9a, followed by remaining Special Use Permits, and then returned to item 7.

4. ATV Update

R. Hawk shared that he and Schooley had met with the Planning and Zoning Department in May to do an inventory of ATV opportunities in Wood County. Planning and Zoning has created a map of what is currently available. Future meetings will include the following topics:

1. Identify areas that are easily accessible
2. Identify those areas that are attractive for use as trailheads or access points
3. Identify opportunities to extend ATV opportunities further north

They have another meeting set for next Wednesday to continue their efforts.

5. HIGHWAY

a. Bids for County Highway Improvement Project – County Highway B

There was one bidder – WK Construction for a total of \$475,927.20.

**Motion to accept the bid for the County Highway Improvement Project on County Highway B by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

b. Quotes for Pittsville Shop

There was one bidder for this as well – Hay Creek Pallet. They had two proposals, both came in significantly under the appraised value of the lots. The recommendation of Commissioner Passineau was to reject the quotes and put it out again for quotes.

**Motion to extend the deadline on the quotes for Pittsville Shop for an additional 60 days made by L. Pliml and seconded by D. Polach. All in favor. Motion carried.**

c. Personnel

Passineau stated that Diane Bannerman, the Highway Department's Administrative Assistant recently retired and they are in the process of hiring to fill that vacancy.

There is an employee who had their Commercial Driver's License terminated as of June 7<sup>th</sup>. His court date was established for August 2<sup>nd</sup>, and in the meantime, he has been granted an occupational license so that he can drive to work and back. However, it is a condition of his employment to maintain a valid CDL. Passineau believed it would be appropriate, based on previous occurrences, human resources policy, and the job requirement to therefore terminate the employee. The committee provided concensus to support the Commissioner in the termination of the employee.

d. Capital Improvement Projects

Passineau shared with the committee the five year capital improvement plan for construction work on county roads. The project schedule is determined based on road ratings and average daily traffic counts. Passineau stated that he believed a \$2.5 million annual debt service grant would be sufficient to maintain the current road rating status, but that it is possible that \$2.3 million could also be sufficient.

**Motion to direct the Highway Department to seek \$2.3 million in bonding for 2019 for the continuation of the capital improvement plan by M. Hokamp and seconded by L. Pliml. All in favor. Motion carried.**

e. Permit Fees

Passineau stated that in the packet, there is a review of the permit fee schedule for many other highway departments. He will be revisiting this list and coming up with recommendations to reasonably increase our current fee schedule for the July meeting.

The committee took a break at 9:12 AM and reconvened at 9:20 AM.

## **6. PARKS AND FORESTRY**

a. Fee for ice cream vendor special use permit

Maxine Kremer was present to represent her ice cream vending business, Maxine's Sweet Treats. She is requesting a special use permit to sell in North Wood County Park for the remainder of the summer up to October. The permit would allow her access to the park from noon to 8:00 PM, 7 days a week for the purposes of driving her ice cream truck around and selling treats to campers and park visitors. The committee had approved the permit last summer on a trial basis, but due to scheduling conflicts, she was unable to visit the parks at all.

Director Schooley had inquired with a few other government entities at the bequest of the committee regarding permit fees for this type of vending. He obtained three responses and shared those responses with the committee. Schooley stated that he would like to put together a more formal agreement process for vendors and perhaps go to bidding it out in the future. Ms. Kremer stated she has permits from many local villages and none exceed \$25 annually. The items she sells are low cost, and she views it more as a service to the community than a money making endeavor.

**Motion to approve the special use permit for Maxine's Sweet Treats with no fee for one year made by L. Pliml and seconded by W. Winch. All in favor. Motion carried.**

Schooley shared another special use permit with the committee.

Limitless Boot Camp 6k Run and Obstacle Course

South Park, August 26<sup>th</sup>, 2018

Renting all three shelters, wooded area and open field by Red Sands beach. Fundraiser for cancer research.

**Motion to approve the special use permit by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

b. Powers Bluff Development Project update presentation

Schooley presented on the revised Powers Bluff Development Project, which breaks the whole project into four phases. In addition to these four phases, there are three phases of trail development that will be funded separately and hopefully completed with mostly volunteer work. Schooley expressed difficulty getting community support for the project, in the current format as a \$4.3 million Capital Campaign. By breaking it up into 4 phases, there is more grant opportunities and less matching funds that will have to be raised. This will also get more people into the park which will increase awareness and interest in following through with the other 3 phases. Schooley also asked for support from the committee members at meetings and public events, which has been lacking in the past.

**Motion to approve the four phase structure for the Powers Bluff Development Project and encourage the Parks and Forestry Director to seek funding from private donors and grants by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.**

c. Spring Timber Bid Results and Award Contracts

F. Schubert stated that there were eight timber bids up for sale. Six were ultimately sold. He will be rebidding the other two for June 19<sup>th</sup> opening. If there are no bidders, he can then attempt to direct sell them.

**Motion to accept the recommendation of the highest bidders by L. Pliml and seconded by D. Polach. All in favor. Motion carried.**

d. Wood County Wildlife Area Advisory Committee – Recommendation for Appointment to Fill Vacancy

Fischer stated he had interviewed the two applicants to the vacancy. It is his recommendation to appoint Dawn Schmutzer to the vacant position on the Wood County Wildlife Area Advisory Committee. Schmutzer showed significant interest and passion and has a long history of involvement in the Area.

**Motion to recommend Dawn Schmutzer as appointment to Wood County Wildlife Area Advisory Committee by A. Fischer and seconded by L. Pliml. All in favor. Motion carried.**

e. 2018/19 HIRC Meeting Location Schedule

Schooley provided the 2019 HIRC Meeting Location Schedule developed by his office.

7. Future Agenda Items

Fischer stated the ATV Update will remain on the agenda indefinitely.

Pliml requested that an update on the quotes for the Pittsville Shop be added to the August meeting agenda.

8. Set next regular meeting date: July 5, 2018 at the Dexter County Park Shelter Building 3715 State Hwy 80, Pittsville, WI 54466 at 8:00 AM.

9. Tour of the Powers Bluff County Park for those wishing to attend.

10. Fischer declared the meeting adjourned at 10:50 AM.

Signed electronically by, Secretary Marion Hokamp

*Marion Hokamp*

Minutes taken by Caitlin Carmody, Accounting Technician