

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

DAY & DATE: December 3, 2015
PLACE: Wood County Courthouse, 400 Market St., Wisconsin Rapids, WI 54494, Room 115
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 12:10 P.M.
MEMBERS PRESENT: Chairman, Al Breu; Vice-Chairman, Trent Miner; Secretary, Dennis Polach; Member, Marion Hokamp; and Member, William Winch
OTHERS PRESENT: Wood County Board Member, Bill Clendenning; Highway Commissioner, Doug Passineau; Park and Forestry Director, Chad Schooley; Park and Forestry Construction Supervisor, Dennis Quinell; Forest Administrator, Fritz Schubert; Highway Accounting Technician, Caitlin Carmody; Wood County Finance Director, Mike Martin; Wood County Deputy Finance Director, Marla Cummings; Marathon County Highway Commissioner, Jim Griesbach; DNR Forestry Liaison, Steve Grant; Jason Sachs, Aqua Skiers; John Kunding, Futurewood; Darrell Kauth, USSA

1. Chairman A. Breu called the meeting to order at 8:00 A.M.
2. Public comments:

Jim Griesbach, Highway Commissioner for Marathon County, was in attendance. He thanked the committee and Wood County Highway Commissioner Douglas Passineau for their quick response and support when they had a fire in one of their shops and lost a building. The Wood County Highway Department opened up its Marshfield shop to an employee from Marathon County to help ease some of the displacement pressures their outlying shops were receiving since the fire.

Darrell Kauth from United Special Sportsman Alliance, Inc (USSA) was in attendance to discuss the upkeep of two disabled hunting blinds that were built on Wood County Forest Land. The blinds were built as part of an Eagle Scout project. Kauth offered volunteer assistance from the USSA for upkeep of the blinds if the Park and Forestry Department would be able to provide some type of signage to deter individuals who are not in need of the disabled hunting blinds from using them. The Committee approved Fritz Schubert, Forest Administrator, to explore the legalities of posting part of Wood County Forest Land closed to unauthorized members of the public, and what other options may be available.

At this time, the Committee jumped to agenda item 6.d. Following the discussion of 6.d., the Committee jumped to agenda item 7.b. Following 7.b., the Committee resumed the agenda on item 3.

3. The minutes of the November 05, 2015 Highway Infrastructure & Recreation Committee meetings were reviewed.

A motion was made by T. Miner and seconded by D. Polach to approve the above-mentioned minutes. Motion carried.

PARKS:

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

A motion was made by T. Miner and seconded by M. Hokamp to approve the Parks Construction Supervisor report. Motion carried.

5. Office Supervisor report.
 - a. Snowmobile/ATV Reports.
 - b. Office update.

A motion was made by T. Miner and seconded by D. Polach to approve the Office Supervisor report. Motion carried.

6. Park and Forestry Director report.
 - a. Powers Bluff recreation area development discussion

Design Unlimited had attended the November 05 meeting to present their proposal for the new Powers Bluff Shelter Building. Park and Forestry Director Chad Schooley reviewed this information and provided a preliminary business plan. The Committee requested that Schooley develop a fundraising plan.

- b. Dexter Park/ Forestry shop construction discussion

Schooley showed videos of the Dexter Park/Forestry shop and the Committee discussed the construction of a new shop complex south of the Dexter Park Campground entrance. There would be two buildings – one a heated shop with office area, and the other a cold storage building. There is money set aside in Capital Improvement for next year for this construction. There are other funding sources that the Department is considering at this time as well. The Committee directed Parks and Forestry to move forward with plans to build the new buildings at Dexter Park.

- c. “No Firewood” draft policy

Schooley presented a draft Firewood Restriction Ordinance that would restrict park users from bringing in firewood from outside the parks.

A motion was made by D. Polach and seconded by T. Miner to move forward with the resolution process for adopting the Firewood Restriction Ordinance and thereby approving the preliminary ordinance. Motion carried.

d. Special Use Permits.

i. Aqua Skiers

- 50th Anniversary WI State Water Ski Show
July 21-24th, 2016
Setup is the weekend prior and will have shelter reserved through the 26th.
- World Water Ski Show
September 9-11th, 2016
Some setup and practicing prior. Will have a similar contract to what is created for the State Water Ski Show.
- Calendar of dates
Aqua Skiers provided a calendar of dates in 2016 for which they would like the Red Sands Beach on Lake Wazeecha closed and which dates they would like lake closures as well. Lake closures for Lake Wazeecha have to be approved by the Town of Grand Rapids. Jason Sachs from the Aqua Skiers was present to discuss the calendar. There was some concern that the lake closures would cause conflict with other user groups, but the dates for closures will be shared with the public. The Special Use Permit covers the beach closures.

A motion was made by T. Miner and seconded by M. Hokamp to approve the Aqua Skiers Special Use Permits and to direct the Parks and Forestry Director to review fees and agreements. Motion carried.

- ii. Kiwanis Club Youth Outdoors Day at Nepco Lake Park
January 16th, 2016 from 10:00 A.M. to 3:00 P.M.
The Club will pay a four hour fee for use of the Shelter Building. The Parks and Forestry Department has provided \$2 off coupons to participants for use at Powers Bluff in the past.
- iii. Port Edwards Lions Fishery
January 31st, 2016
- iv. 42nd Annual Pittsville Lions Fisheree, Dexter Park, shelter fee waived for event, February 7, 2016.
- v. Lake Dexter Ice Races
February 14th, 2016 (setup on the 13th)
They do not use the shelter building.

- vi. Jigsaw Walk/Run for Autism Awareness
May 7th, 2016. Red Sands Beach Pavilion and Enclosed Shelter rented for event. Walk trail around lake is route used.
- vii. I Walk for Life (Pregnancy Resource Center)
May 14th, 2016
They rent the enclosed shelter. The walk trail around lake is route used.

A motion was made by T. Miner and seconded by D. Polach to approve the above listed Special Use Permits. Motion carried.

A motion was made by T. Miner and seconded by M. Hokamp to approve the Park and Forestry Director's report. Motion carried.

FORESTRY:

- 7. Forest Administrator report.
 - a. Timber Sale Update.
 - b. Contract Extension: #703 Futurewood

Futurewood representative John Kundinger was present for this portion of the meeting and provided a letter requesting an extension of their contract. Forestry Administrator Fritz Schubert recommended extension of the above listed contract with no increase in stumpage.

A motion was made by T. Miner and seconded by D. Polach to approve the extension of contract for #703 for Futurewood with no increase in stumpage. Motion carried.

- c. Land Trade Proposal/Discussion.

Schultz proposed a land trade with a landowner in Town of Remington. The Forestry Department would acquire a 104 acre parcel and the landowner would receive an 80 acre parcel. An appraisal needs to be completed. The Committee directs the Forest Administrator to move forward with the land appraisals.

- d. Enbridge Pipeline Maintenance Dig/Agreement

Enbridge has indicated they have a section of pipeline behind the shooting range that is in need of maintenance. The agreement for the dig has been approved by Corporation Counsel.

A motion was made by D. Polach and seconded by B. Winch to approve the Enbridge Pipeline Maintenance Dig Agreement. Motion carried.

A motion was made by T. Miner and seconded by D. Polach to approve the Forest Administrator's report. Motion carried.

8. Correspondence.

The permitted trapper at harvested around 20 muskrats on Lake Wazeecha and 30 on Nepco Lake.

Parks and Forestry Department will be reimbursed by the Wisconsin Department of Transportation for the hours spent lowering the water level at Dexterville.

There have been no accidents or injuries by Park and Forestry employees for the month of November.

Discussion on the Park Ordinance prohibiting dogs in the parks without leashes: many people will let their dogs off leash except when park employees are near. The Department has not pushed enforcement on this issue, but as it is becoming more of an issue, they would like the Committee's approval to step up enforcement. The Committee recommended enforcing the ordinance, but do so after communicating with Grand Rapids and the Sheriff Department regarding support in doing so.

9. Approve payment of bills.

A motion was made by T. Miner and seconded by D. Polach to approve the payment of bills. Motion carried.

10. Revenue report.

A motion was made by T. Miner and seconded by D. Polach to approve the revenue report. Motion carried.

Committee took a break at 10:37 A.M.
Meeting resumed at 10:47 A.M.

HIGHWAY:

At this time, the Committee jumped to agenda item 15. T. Miner left at 11:00 A.M. Following agenda item 15, they resumed with agenda item 11.

11. Discuss Surface Transportation Program (STP) Urban and Rural Approvals for CTH U and CTH H.

The Highway Department has had two major projects approved for Surface Transportation Project funding from the Wisconsin DOT. They are:

1. CTH H from Lincoln to Fairhaven for design and Construction (STP-Rural)
2. CTH U from STH 54 to Biron Dr. for Construction (STP-Urban)

12. Discuss CHIP and CHIP-D applications for funding.

The Highway Department has submitted applications seeking funding on the following projects under the County Highway Improvement Program with the Wisconsin DOT:

1. Approximately \$200,000 for the bridge on CTH T under CHIP
2. Approximately \$245,000 for CTH Y 1 mile west of Marshfield under CHIP-D

13. Discuss and possibly act on Capital Improvement for 2016.

The Highway Department presented their updated 5-year Capital Improvement plan.

A motion was made by M. Hokamp and seconded by D. Polach to approve the 5-year Capital Improvement plan. Motion carried.

14. Discuss and possibly act on funds transfer resolution. (John Peckham)

Bituminous production and bituminous revenue both exceeded the budget line items in the 2015 budget.

A motion was made by D. Polach and seconded by B. Winch to approve the Funds Transfer Resolution. Motion carried.

15. Discuss and possibly act on Internal Control environment. (Mike Martin, Marla Cummings)

Mike Martin, Finance Director, and Marla Cummings, Deputy Finance Director, were present for this portion of the meeting. They discussed the new Internal Control framework that will set the relationship and amount of oversight that the Finance Department has with the following departments: Highway, Edgewater, and Human Services.

16. Frac Sand update.
17. Current projects update.
18. Approve payment of bills.

A motion was made by D. Polach and seconded by M. Hokamp to approve the payment of bills. Motion carried.

19. Accounting Supervisor's Report.

A motion was made by M. Hokamp and seconded by B. Winch to approve the Accounting Supervisor's report. Motion carried.

20. Correspondence.

Passineau shared an article in the Pittsville Record thanking the Highway Department for their "excellent and timely work" on the construction on East Lane.

Passineau shared a job posting for the City of Wisconsin Rapids that shows a laborer position with a starting pay of \$21.95.

Passineau discussed updated direction from the Risk and Safety Department regarding Personal Protective Equipment that indicates what PPE the Highway Department is responsible for providing to employees.

B. Winch left at 11:40 am.

21. Go into closed session pursuant to §19.85 (1)(c), Wisconsin Statutes for the purpose of evaluating the 2015 performance of the Highway Commissioner and Park and Forestry Director and for determining the goals and objectives for the 2016 evaluation.

A motion was made by M. Hokamp and seconded by D. Polach to have the Committee enter a closed session at 11:45 A.M. Motion carried.

22. Return to open session.

A motion was made by D. Polach and seconded by M. Hokamp to return to open session at 12:09 P.M. Motion carried.

23. Next meeting date: December 10th, 2015 at the Wood County Highway Department. Next regularly scheduled meeting date: January 07, 2016 at the Wood County Courthouse, Room 115.

24. Motion to adjourn.

A motion was made by D. Polach and seconded by M. Hokamp to adjourn at 12:10 P.M. Motion carried.



Dennis Polach, Secretary

Minutes taken by Caitlin Carmody, Highway Accounting Technician