

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

DAY & DATE: Thursday, February 7, 2019
PLACE: Wood County Highway Department, 555 17th Ave N,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 10:50 A.M.
MEMBERS PRESENT: Chairman Adam Fischer, Supervisor Marion Hokamp,
Supervisor Lance Pliml, Supervisor Dennis Polach
Supervisor William Winch
EXCUSED:
OTHERS PRESENT: Supervisor Bill Clendenning, Wood County Board;
Commissioner Roland Hawk, Highway; Accounting
Supervisor John Peckham, Highway; Accounting
Technician Caitlin Carmody, Highway; Director Chad
Schooley, Parks and Forestry; Administrator Fritz
Schubert, Forestry; Director Amy Kaup, Information
Technology; Director Marla Cummings, Finance; Director
Kimberly McGrath, Human Resources; Chairperson Arne
Nystrom, Town of Grand Rapids; Mike Wiberg, Aqua
Skiers; Jason Sachs, Aqua Skiers; Tim Christensen, citizen

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

Tim Christensen, citizen, was present to discuss disc golf fees at South Wood County Park. He stated that he has been disc golfing at South Park since 1974 when he and his friends created “holes” out of landmarks in the park. In the 1990’s, he was contacted by then Parks Director Ron Arendt to create a course at Willow Run. They did fundraising and managed to secure enough funding to put in the Disc Golf Association baskets at South Park. They were installed in 1999. He was recently out to the course on Christmas Eve and found out that the Parks Department is considering charging fees to play there. He is not in favor of it because the baskets and tees at South Park were all donated. He is asking the committee to reconsider their decision to charge fees at South Park.

Arne Nystrom, Chairperson for Town of Grand Rapids, was present to discuss item 10.a. “Street lighting requests at CTH Z (Griffith Ave) – Brookshire Court and Sampson Street”. He stated that the intersection at CTH Z and Sampson St. has seen many accidents, one recently with injuries, and many unreported “slide ins”. It is a very dark corner and a resident is requesting a light be installed there. Supervisor Clendenning stated he wondered where the Village of Port Edwards is on the matter since it was a village resident who sent the letter to the Town of Grand Rapids board. He thinks it is an issue between the two municipalities.

4. Correspondence.

Roland Hawk stated that the Highway department has received many calls of private driveway culverts freezing. A few of them are ongoing issues. In the past, the Highway department has sent letters to property owners if they have deficient culverts stating that they need to get them replaced. Many of the repeat issues are due to deficient culverts. Current driveway policy does not allow the County to replace deficient culverts and charge the property owner for the cost of the replacement. Hawk would like to see this policy changed

and will be bringing it back to the committee in the future. For the time being, they will continue thawing private driveway culverts as needed.

5. **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 by L. Pliml and seconded by M Hokamp. Supervisor Fischer pulled the Highway Accounting Supervisor's Report for discussion. **All in favor. Motion carried.**

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

John Peckham stated that the report in question is the Accounts Receivable Aging Schedule. He stated that Marla Cummings, Finance Director, had concerns with the report as there was not supporting documentation from the General Ledger included in the packet as well, so there would be no evidence of where the numbers came from. Peckham agreed that the inclusion of supporting documentation is a good practice and he would include it with any future reports not generated directly from the general ledger. He further stated that when she looked at the General Ledger on Monday, February 4th, it didn't tie out with the AR Aging Schedule he included in the packet. Peckham stated it wouldn't tie out because the report was run on January 25th, and the General Ledger is dynamic, meaning that the numbers in there change daily depending on when invoices are paid or entered. The Accounts Receivable Aging Schedule is a static report or a snapshot of one moment in time, and was not meant to be updated constantly by account activity. A reconciliation would be possible but a direct tie-out would not.

Fischer asked the committee how they would like to see this report presented, if at all, in the future. The committee decided they did not need the AR Aging Schedule included in the packet unless there was a significant issue of outstanding payments.

Motion to approve the Accounting Supervisor's report by L. Pliml and seconded by D. Polach. All in favor. Motion carried.

7. ATV Update

Hawk stated that members of Highway, Planning and Zoning, and Parks and Forestry Departments traveled to visit with Jackson County staff to discuss plans for Wood County ATV trails and to discuss a portion of Jackson County roads that will need to be opened to allow for through traffic from Wood. Chad Schooley stated that the meeting provided them with a lot of good info on trail development, grant writing, and the permitting process. Schooley will be submitting grants for the April session and will need a resolution signed at the March meeting to do so. Fritz Schubert stated he has identified a possible portion of logging roads in the Wood County Forest in the Town of Hiles that could be opened as an ATV trail. It is about 5 miles long and 80% of it is on current logging roads. There would be about 1 mile of new construction including a potential bridge. Hawk stated that all routes are now signed. There was an issue where the Village of Auburndale signed a portion of a County Highway outside their jurisdiction and posted at 55 MPH which would have to have been requested through the Highway department. He will be addressing the issue with Village representatives.

8. IT Printer/Copier Management Program

Amy Kaup stated that the Information Technology department is going to be presenting a plan to the Board that would consolidate the various printer contracts that are currently standing in the County. Four different vendors have currently bid on the plan. She stated that regardless of who gets the contract, the structure of it compared to our current contract will change. Per copy cost of printing will decrease but there will be a hardware expense now. IT is looking to take over the hardware expenses which will increase their budget but reduce department printing budgets. Schooley stated there are no significant issues with the plan as it relates to his department. Hawk concurred. There was consensus from the committee in favor of the plan.

9. Discuss Control Environment Resolution

Fischer stated that the Finance Department brought up the 2016 internal control environment resolution again for discussion at the Executive Committee. The Executive Committee sent it back to department committees for further discussion.

Hawk stated he spoke with Peckham about the issue. Peckham assured him that communication between the Highway department and Finance has always been open and transparent. Peckham submitted his opinions on the issue in the packet for the committee's review.

The committee agreed that the way issues are currently handled between Finance and Highway are sufficient and that should there be any issues that the two departments can't resolve on their own, they can then bring them to the committee. Fischer stated he would bring the feedback to the next Executive Committee meeting.

10. HIGHWAY

- a. Street lighting requests on CTH Z (Griffith Ave) – Brookshire Court and Sampson Street

Hawk stated that there are no lights on the County Highway system that they maintain. They have installed lights on the system, but the maintenance is always transferred to the local municipality. As stated by Chairperson Nystrom during public comments, there is a request to install a light at CTH Z and Sampson St. Hawk also received a request for a light at Brookshire County and CTH Z as well. He stated it is usually the approach to a road that is an issue. There is a method to follow to determine what changes should be made to address the issue and then once it is decided, the County would pay for installation and would transfer the maintenance and operation to the municipality.

Motion to allow the County Highway department to participate in the installation of a light and costs associated and to transfer the maintenance and operation responsibilities for the light(s) to the local municipality for the intersections at CTH Z and Sampson St and CTH Z and Brookshire Court made by L. Pliml and seconded by D. Polach. All in favor. Motion carried.

b. Culvert Quotes

Motion to allow the Highway Department to purchase culverts in a cost effective manner that is most advantageous to the County made by L. Pliml and seconded by M. Hokamp. All in favor. Motion carried.

c. Five Year Capital Improvement Plan

Hawk stated item 10.j. relates to this one as well and addressed both at the same time. He requested to purchase a New Holland disc bine mower (cost less than <\$25,000 so quote process is not required) and a John Deere tractor off of the State contract. These items are included in the five year plan and if these specific items are purchased, he believes it will provide the Highway department with a mower and tractor that has superior safety features and the ability to lessen their mowing time six fold because of speed and efficiency.

Motion to approve the purchase of the New Holland disc bine mower for under \$25,000 and the John Deere tractor off of the State contract made by M. Hokamp and seconded by L. Pliml. All in favor. Motion carried.

d. Referral from Judicial and Legislative Committee for an Ad Hoc Committee to explore the need for a Property Committee

Fischer stated the J&L Committee requested that he appoint two members to the Ad Hoc Committee that was developed to explore the need for a Property Committee. There was consensus from the HIRC to participate in the Ad Hoc Committee. Fischer stated he would decide who to appoint and contact them via email.

e. Permit fee structure and online permitting

Hawk stated that they had a meeting with RTVision (who the Highway Department currently uses for electronic timesheets) regarding an online permitting system they offer. The initial fee to set up online permitting through them is \$4500 and then there are fees for each permit we set up. In conjunction with this, he would like to revise the current fee schedule as the Administrative Assistant Nancy Levy did a study to compare fees from around the state and found that our current schedule is inconsistent with other counties.

Pliml asked if this particular vendor is the best vendor and if it would be valuable to get 72 counties to do licensing through them. Amy Kaup stated that the benefit to RTVision is that we already have a server set up for them. She does believe it would be advantageous to collaboratively work with other counties on this.

Hawk stated he would also like to add a permit to allow companies and individuals to get a permit to allow them to run during seasonal weight restrictions either for a single load or up to a certain number of loads.

Motion to approve the purchase of an online permitting system and to update the fee schedule made by L. Pliml and seconded by A. Fischer. All in favor. Motion carried.

- f. Resolution designating April 8-12, 2019 a Work Zone Awareness Week in Wood County

Hawk shared an email with the committee from Trent Miner, County Clerk, requesting that the committee not do a resolution about Work Zone Awareness Week but instead just declare it so in a motion and submit any informational documentation to the County Board packet.

Motion to declare April 8-12, 2019 as Work Zone Awareness Week in Wood County made by D. Polach and seconded by M. Hokamp. All in favor. Motion carried.

- g. CTH U (Eagle Road) update

Hawk stated that he included in the packet the stormwater maintenance agreement for CTH U (Eagle Road) that he has forwarded to the Village of Biron for approval. Upon approval, the Village would take over maintenance of the stormwater system that the County will be installing when they reconstruct that portion of roadway. Hawk also stated that the DOT has come back with additional requests for concrete improvements on the original plan that increase the total project cost about \$400,000.

- h. CTH U (Bridgewater/Classic Development) update

Hawk stated this project is moving along. The Highway department needs to accept the new right-of-way and make sure the new construction on the road meets our standards and then they will work with the Village of Biron to abandon the old right-of-way.

- i. Intersection of CTH Z and 8th Street – communication and imminent project

Hawk stated the City of Wisconsin Rapids has contacted him regarding improvements at the intersection of 8th Street and CTH Z (Griffith Ave). There has been an increase in traffic along CTH Z over the years and the only improvements made to the intersection in the past were in regards to painting. The City has done some engineering on this intersection and would like to reconstruct it to accommodate the increased traffic. If the Highway department were to do so, they would need to buy right-of-way on that intersection and there are landowners on that corner who were historically opposed to it. There is also a long range plan that includes updating this road to bring STH 54 traffic through.

- j. Purchase of new tractor and mower. *This was covered during discussion under item c.*

11. PARKS AND FORESTRY:

- a. Request by Aqua Skiers to have additional beach closures in 2019

Schooley stated that a few months back, the committee approved the 2019 beach closure request for Sunday night shows and Monday night practices. Now the Aqua Skiers group is requesting the beach be closed Tuesday through Thursday every week during the summer as well. They stated they no longer have access to their Wisconsin River practice site because the Bridgewater Development project is finally underway.

Schooley stated he asked them to consider what days were necessary and what days were just desired and try to scale back their request. Schooley said that while the lake is not technically closed (except during the state waterski show tournament in July), it is difficult for other users to occupy the lake when the ski group is out there. He would like the practices to return to the river long term but would always be interested in keeping the State Ski Show on Lake Wazeecha.

Pliml stated that they don't close the lake down. He said there are never more than four people on the beach after 5:00 PM every day anyway. He believe is it valuable economic development and provides opportunities for youth.

Schooley stated that two years ago, the group requested to use the lake for practices because of an accident involving a young boy and a vehicle on the road where they park out at the river site. The committee approved it for the remainder of that summer at that time. Last year, they requested to use it for Sunday and Monday only. Their initial request for this year was also for Sunday and Monday. He does not want to see other users of the lake limited for five out of seven days of every week during the summer.

Fischer asked if the request was just for 2019. Pliml stated that they would address future requests in the future. Fischer stated that if this was a temporary request, then he is okay with it, but if it is a long term request, his opinion could shift. Clendenning stated it has been a temporary request for a long time.

Jason Sachs, representing the Aqua Skiers, stated that the request is just for 2019. He stated they would "love to continue to use Lake Wazeecha in the future", however. He stated they are not "kicking people off the beach" until they are ready to start which is usually after 4:30 PM. The Ski Show is treated differently, but for practices they do not stop other boaters. He stated that because of the development, they do not have any other location for practice this year. He stated that they provide resources to the park that the public is using even when they are not there and that they would like to make more improvements to the site that they could invest in. He stated that if they reduce the number of practices this year, he is confident they would be losing membership.

Motion to approve the schedule requested by the Aqua Skiers for the use of the Red Sands Beach for 2019 was made by L. Pliml and seconded by D. Polach.

Pliml stated he "doesn't think there is a better use of the beach" and that he has not seen any conflict of use. Polach stated he agrees with what Pliml is saying and that the Aqua Skiers have done a lot of good out there. Fischer clarified that the request is for 2019, every Sunday-Thursday in June, July and August from 4:30 PM until dark unless it is closed for the full day (like during the Ski Show and week of set up prior).

Hokamp stated that this is a county park and they are going to come back next year with the same request. She stated she believes they would take over South Wood County Park.

Fischer stated he will support the 2019 request but that if the request goes beyond 2019, the committee should have a serious strategic conversation about the use of this park since there is obviously a lot of conflicting opinions.

Schooley stated that when the initial request was approved, there was a \$300 fee applied because they are utilizing a portion of the park even if they are not renting the

shelter. He would like to see that fee increased if they are using the park for double the time.

Fischer asked if the motion could be amended to include an increased fee. Pliml asked Sachs if they would have to go back to the Aqua Skiers board for approval. Mike Wiberg, also representing the Aqua Skiers, stated that the board already expected an increased fee and approved it.

Pliml amended the motion to: to approve the schedule requested by the Aqua Skiers for the use of the Red Sands Beach for 2019 and to charge an additional \$300 for the additional use. D. Polach seconded the amendment. All in favor. Motion to amend the motion carried.

Fischer called for a vote on the amended motion. All in favor. Motion carried.

b. Parks Revenue Report

Schooley asked if he needed to keep bringing a paper copy of the reports if he was going to be emailing them in advance. The committee agreed that no, that was not necessary.

Motion to approve both the Parks Revenue Report and the Forestry Revenue Report made by M. Hokamp and seconded by A. Fischer. All in favor. Motion carried.

c. Forestry Revenue Report

12. Future Agenda Items.

The committee decided to address the public comments of Tim Christensen and discuss the Disc Golf fees.

Committee took a break at 9:53 AM and resumed at 9:57 AM.

13. **Motion to go into closed session per Wis. Stat. s. 19.85(1)(c) to discuss the compensation package of the Parks and Forestry Director made by D. Polach and seconded by M. Hokamp. Roll call vote. Ayes: Hokamp, Polach, Pliml, Fischer. Nays: none.**

14. **Motion to reenter open session made by M. Hokamp and seconded by D. Polach. All in favor. Motion carried.**

15. **Motion to recommend to the Executive Committee to adjust the current Park and Forestry Director position from a Grade 13 Step 8 to a Grade 14 Step 6. All in favor. Motion carried.**

16. Next regular meeting date: March 7, 2019 at 8:00 AM at the Wood County River Block Auditorium, 111 W. Jackson St, WI Rapids, WI 54495.

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

Signed electronically by, Secretary Marion Hokamp

Marion Hokamp

Minutes taken by Caitlin Carmody, Highway Accounting Technician