

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

DAY & DATE: Monday, July 10, 2017
PLACE: Wood County Highway Department, 555 17th Ave North,
Wisconsin Rapids, WI 54495
MEETING TIME: 8:00 A.M.
ADJOURNMENT TIME: 11:00 A.M.
MEMBERS PRESENT: Chairman Al Breu, Supervisor Marion Hokamp, Supervisor
William Winch, Supervisor Joseph Zurfluh
EXCUSED: Supervisor David LaFontaine
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; Caitlin Carmody, Highway Accounting
Technician; Kris Hawley, Village of Hewitt Trustee; Dan
Borchardt, MSA Professional Services; Ken Josephson,
citizen from Marshfield

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

Supervisor Clendenning stated that he has been getting complaints regarding mowing operations on CTH W. Apparently, a member of the public is mowing along the highway right-of-way and it has been causing issues. Breu stated the issue could be revisited when Passineau was present for the second half of the meeting.

3. Approve minutes of the June, 1, 2017 Highway, Infrastructure, and Recreation Committee meeting(s).

A correction to the minutes was made. "Ken J. from Marshfield" was corrected to "Ken Josephson from Marshfield".

Motion to approve the minutes of the June 1, 2017 HIRC meeting with the correction to Mr. Ken Josephson's name spelling by W. Winch and seconded by M. Hokamp. All in favor. Motion carried.

PARKS:

4. Parks Construction Supervisor report.
 - a. Current projects update.

Schooley pointed out the revenue of the recent auction to be \$1995.00. He stated that it has been the policy of the committee in the past to put that revenue into a non-lapsing equipment fund because it will be used to purchase new equipment. Due to the recent County Board rules update, this would need to be approved by the HIRC and Executive Committee.

Motion to put \$1995.00 revenue from recent auction into the non-lapsing Parks and Forestry equipment fund and to forward said motion to the Executive Committee for approval made by W. Winch and seconded by J. Zurfluh. All in favor. Motion carried.

- b. Employee matters.

Motion to approve the Parks Construction Supervisor report by J. Zurfluh 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 W. Winch and seconded by J. Zurfluh. All in favor. Motion carried.

- 6. Park and Forestry Director report.

Zurfluh asked for more information on the bullet point on Schooley's report regarding the dam monitoring software problems. Schooley stated they have electronic monitoring at both the Dexter dam and the Wazeecha dam, though they are run on different programs. The Dexter dam's program can be problematic because it causes server issues to the point where they have to contact Information Technology staff on off hours to have the server reset. They are looking into replacing the Dexter dam's monitoring program with the same program they have for the Wazeecha dam.

Breu asked if the heavy rains have impacted dam operations at all. Schooley stated it has resulted in a lot of overtime for their staff and the DOT is planning bridge repairs downstream of the Dexter dam sometime in July.

Schooley shared that he had contacted Planning and Zoning regarding completion of a Certified Survey Map for the Dexter Shop. He was told to speak with a private contractor. He contacted one who provided an estimate of \$1,200 for completion of the CSM. However, upon discussion with Peter Kastenholz of Corporation Counsel, Schooley was advised that a CSM is not required for sale of a property. Therefore, the committee determined that a CSM would not need to be completed.

- a. 2016 Parks and Forestry Annual Report

Winch stated his desire to have the Parks and Forestry finances separate to get a better idea of what the Parks have for revenues and expenses, and what Forestry has for revenues and expenses. Zurfluh asked Schooley what additional burden that would place on the office staff. Schooley stated it wouldn't be too hard to separate out their labor expenses, except in the cases where Forestry staff is working on Parks projects and vice versa. Schubert pointed out there there is also shared equipment that would need to be tracked separately then. Schooley stated that they do divide out the budgets by line items, but there are a lot of overlapping expenses that could be challenging to divide out – mostly labor and equipment related. Schubert stated that if the committee would like them to pursue this further, they would need to do some additional research and brainstorming before being able to present anything to the committee. The committee felt this would be appropriate and requested that Schooley and Schubert prepare some information to present at a later meeting.

Winch asked how Parks and Forestry will maintain a zero percent increase in their tax levy this year. Schooley explained that the Parks and Forestry Department has

maintained the same tax levy for the past several years for the operating budget. The fluctuation of the tax levy is due to approved capital improvements for the department. Schooley explained that they have been under their budgeted tax levy every year for the past several years. Schubert also explained that they do receive funding from other grants and programs and those factor into their budget.

Motion to approve the 2016 Parks and Forestry Annual Report by M. Hokamp and seconded by J. Zurfluh. All in favor. Motion carried.

b. Special Use Permits.

- Walk for Life fundraiser
Saturday, May 12, 2018
South Park enclosed shelter building
They do pay for use of the building.
- Maxine Kramer, Ice cream truck permit
Schooley stated that he requested more information from Ms. Kremer about her request, but has not heard anything in response.
- Aqua Skiers Inc.
August 6, 2017 and August 20, 2017
Red Sands Beach closure for practice
These were not included in the original schedule of closure dates but they have been printed in the fliers that the club sends out. August 6th would be an additional practice prior to their nationals tournament. August 20th falls after the nationals tournament. There is currently a shelter building rental on August 20th. Schooley has not yet contacted the renters to find out if they would have an issue with the closure.

Zurfluh stated that he is fine with the 6th practice if it is necessary for nationals or world tournament preparation, however, he feels like it should have been included in their original requested dates. He did not agree with the 20th practice as it falls after their tournament, it was not included in their original request, and there is a potential conflict with shelter building usage.

Motion to approve the Aqua Skiers Special Use Permit for August 6th, but deny the August 20th request made by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carried.

Motion to approve the Walk for Life fundraiser Special Use Permits by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carried.

Motion to approve the Parks and Forestry Director report by M. Hokamp and seconded by W. Winch. All in favor. Motion carried.

FORESTRY:

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

Schubert stated that the biggest factor in the decline in sales this last month was the wet ground conditions. Harvesting restrictions also play a role in that. He is hoping for more activity next month with drier weather.

- b. Timber Contract Extensions

Schubert presented 9 timber contract extensions. He stated that completion of timber contracts largely depends on weather conditions and with the wet conditions this winter and spring, it has been difficult for many of their contractors to complete their contracts. Schubert recommended extending the 9 contracts to July of 2018.

Motion to grant the nine presented contract extensions for completion by July 1, 2018 with no increase in stumpage made by J. Zurfluh and seconded by M. Hokamp. All in favor. Motion carried.

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

8. Correspondence.

Schooley shared with the committee an email regarding a citizen's complaint of the use of the Red Sands Beach by the Aqua Skiers. Zurfluh stated he appreciated seeing an actual signed email instead of just comments on social media as they held more merit in his eyes.

Schooley also shared a news article regarding a spring wildflower guided walk hosted by Dr. Robert Freckman at Powers Bluff Park.

9. Approve payment of bills. **Motion to approve the payment of bills by J. Zurfluh and seconded by W. Winch. All in favor. Motion carried.**

10. Revenue report. **Motion to approve the revenue report by M. Hokamp and seconded by J. Zurfluh. All in favor. Motion carried.**

Committee took a break at 9:16 AM and resumed at 9:28 AM.

HIGHWAY:

11. Village of Hewitt Quiet Zone

Kris Hawley, Village of Hewitt Trustee, was present. He stated that there has been a significant amount of research done on the detrimental effects of train horns on the environment and on community health. The Village of Hewitt Fire Department (FD) had expressed concerns regarding the proposed quiet zone and Hawley believes those concerns have been addressed and accounted for in their planning. Hawley stated he has had trouble getting a response from the FD on the revised plans due to scheduling conflicts.

Dan Borchardt, MSA Professional Services, was present to represent the Village of Hewitt ad-hoc committee as well. His business has completed a 60% plan and are open to comments and suggestions on this plan. He stated that this plan addresses concerns raised by the FD. He specifically pointed out that the FD had questioned how they would be able to turn onto Birch with 22' axles. In their 60% plan, they have planned to cut the curbhead off at the turn and widen it with asphalt. Birch Ln does only lead to one house.

Passineau inquired about the lost street parking with the new road plan. Borchardt stated that the Village would lose 200' of parking by the tracks and 250' on the north side.

Breu asked if the Village would have to acquire any property to make this plan work. Borchardt stated that the land around the improvements is owned by the railroad company.

Breu stated his concern of the road width for access by implements of husbandry. Borchardt stated that with the shoulder and curb, they would have 18' lanes of hard roadway to operate on.

Breu asked if the road would still be a straight shot after the addition of the median. Borchardt stated that in the northbound lane it would be, but in the southbound lane, it would not.

Borchardt stated that the FD had also questioned the lack of pedestrian access on the proposed plan. Borchardt stated that the project is not long enough to accommodate pedestrian access. The FD had also stated concerns about losing access to Apple Ln. Borchardt stated that they could put in removable posts and hard surface to make a right turn into the intersection possible and that in an emergency situation, it would suffice.

Winch asked if they would have crossing arms and lights at the tracks. Borchardt stated they would keep the lights and signing but that they would not have crossing arms as the Federal Railroad Administration does not deem them necessary and there would be a significant cost to the Village to put them in.

Passineau asked how the Village intended to get the FD to cooperate on the matter. Zurfluh recommended a special meeting for all concerned parties to convene and move the plan forward. Breu stated he would like to see a written statement from the FD approving the plan before he would feel comfortable approving it as it would be negligent of the county to approve the plan if there were still safety concerns.

Borchardt asked if there was anything that the Highway Department was concerned about. Passineau stated he would like to see parking there still, but that the loss of parking is really on the Village as the Highway Department is only responsible for the 11' lanes.

Hawley stated his frustration as the Village has been holding public meetings on this matter for two years and the FD only came to one meeting. Zurfluh stated he understood the frustration, but that the HIRC had not been included since the beginning and would need to give the matter appropriate attention.

Hawley stated that there is apparently a Fire Chiefs' meeting on Wednesday, July 12th.

Zurfluh recommended holding a special meeting in Marshfield for all interested parties to attend and discuss. The committee and the Village of Hewitt agreed upon Wednesday, July 19th, 2017 at 8:00 PM at the Marshfield Highway Shop on Galvin Ave.

12. Pittsville Shop

Passineau stated there are only a few staff left reporting out of the Pittsville shop. They are getting closer to selling the shop, but have not begun the process yet. When they do, the plan is to keep the salt sheds and sell the buildings. There would be a loader left at the salt sheds as well with electric hookup. Supervisor Clendenning asked if the revenue from the sale of that shop would go into a non-lapsing account. Passineau stated that the Highway Department originally funded that building, so the revenue from the sale would go back into their own accounts.

13. Personnel Matters

Passineau stated that there are two new mechanics starting today and they will be interviewing to fill the open truck operator position on Tuesday and Wednesday.

14. Frac Sand

Passineau stated that he has seen no activity at the frac sand plant. With the funding received via frac sanding and the STP-Rural program, CTH H west will be milled and repaved probably next year.

15. Current Projects

Supervisor Clendenning asked about mowing operations on CTH W. Passineau stated they mow once a summer on county highways and they do not mow back to the fence line. If private individuals are mowing the right-of-way, they would need a permit to do work in the right-of-way.

16. Payment of Bills

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

17. Accounting Supervisor's Report

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

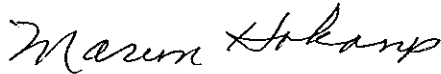
18. Correspondence. None.

19. Next meeting date: July 19th, 2017 at 8:00 PM at Wood County Highway Department, 2300 N. Galvin Ave, Marshfield, WI 54449 and August 3rd, 2017 at 8:00 AM at Wood County Highway Department, 555 17th Ave N, Wisconsin Rapids, WI 54495.

20. Motion to adjourn.

Motion to adjourn by W. Winch and seconded by J. Zurfluh at 11:00 AM. All in favor. Motion carried.

Signed by, Secretary Marion Hokamp



Minutes taken by Caitlin Carmody, Highway Accounting Technician