

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

DAY AND DATE: Thursday, February 2, 2023
PLACE: Highway Department, 555 17th Ave N, Wisconsin Rapids, WI 54495
MEETING TIME: 9:00 a.m.
ADJOURNMENT TIME: 10:49 a.m.
MEMBERS PRESENT: Chairperson Jake Hahn, Supervisor Dave LaFontaine, Supervisor Lee Thao, Supervisor John Hokamp, Supervisor Al Breu

OTHERS PRESENT: Roland Hawk, Highway Commissioner; Fritz Schubert, Forest Administrator; Supervisor Bill Clendenning, Supervisor Dennis Polach, Supervisor Jeff Penzkover, Brandon Dammann, Highway Patrol Superintendent, Norman Barrientos, Barrientos Design & Consulting; Ruben VanTassel, Courthouse Maintenance; Sandra Green, Parks and Forestry Office Supervisor; Rachel Krause, Highway Program Assistant;

OTHERS PRESENT VIA WEBEX: County Board Chair Lance Pliml; Ed Newton, Finance Director; Chad Schooley, Parks & Forestry Director

1. Call meeting to order. Meeting called to order at 9:00 a.m.
2. Declaration of quorum. Quorum declared.
3. Public comments. B. Clendenning upset that highway approved a permit for a driveway on CTH W for a Dollar General and he was not notified as the County Board Supervisor that represents that district. He would have liked to have been made aware that a Dollar General was considering a location in his district. R. Hawk explained that the request for access came to his department and his department did what it has the authority to do and that is to approve or deny access. CTH W roundabout is moving along and the right-of-way plat has been complete. Final cost estimates will be available soon. B. Clendenning voiced his concerns about changes being made that access to Wazeecha Ave will be a right turn in and out.
4. Correspondence. R. Hawk received a call from a property owner concerned about the Dollar General access being approved for CTH W. R. Hawk was approached by the Portage County Highway Commissioner to form an agreement for winter storm plowing. Wood County would plow CTH O to CTH M in Portage County this is safer for our plow drivers to turn around than to make this attempt at the County line. Portage County would then plow CTH PP to CTH O and would also be in charge of plowing the intersections. R. Hawk will be in touch with Corporation Council to see if a legal document will need to be drawn up. R. Hawk talked with a consultant, who has experience with grant writing, at WCHA Winter Road School who was able to offer some insight on grant opportunities that would allow for the reconstruction of CTH A. R. Hawk intends to enter into a contract with this consultant and submit for the grant period that will be due in November. This consultant will seek to receive a letter of support from the Secretary of Transportation. The Highway Department will host a Local Road Forum February 23rd, topics will include grant opportunities, County, State, and Federal aid available to municipalities, and R. Hawk will also be attending the Towns Association meeting on February 17th to talk about this same topic.
5. Approve minutes from previous committee meetings. **A. Breu made a motion to approve the minutes, second by D. LaFontaine. Motion carried.**
6. ATV Trail/Route system update. None.
 - a. Route Updates
7. **HIGHWAY**
 - a. Highway staff reports. Staff approached a property owner on CTH F that has been parking in the right-of-way and did not receive a response. The Sheriff's Department was asked to get involved and this then resulted in the vehicle being moved. The Engineer position has been vacant for 9 months. R. Hawk will be working with HR and will be going before the operations committee with a recommendation that the position be moved up a grade. R. Hawk is looking for support from this committee for this change. **A. Breu made a motion to approve increasing the grade for Engineer by one grade, second by J. Hokamp. Motion carried.** R. Hawk will be attending the NACE conference in Alabama. The trip will be reimbursed by WCHA so a resolution is not needed but R. Hawk would like the committee's approval to travel. **Motion to approve R. Hawk traveling to Gulf Shores Alabama for the NACE Conference**

by J. Hahn, second by A Brue. Motion carried. Highway received a request for a permit to move an over width, over height and overweight item down CTH A. Highway closed CTH A during the move and the company will reimburse the department for those costs.

- b. Highway revenue report. **Motion to approve by D. LaFontaine, second by J. Hokamp. Motion carried.**
- c. Highway vouchers. **Motion to approve by J. Hokamp, second by L. Thao. Motion carried.**
- d. WR Highway shop space needs study presentation. Norman Barrientos of Barrientos Design & Consulting presented the finding of the space needs study conducted by his firm. He gave options to repair and options for building new and gave his recommendation for the optimal scenario. Currently he sees the biggest need to be fleet storage and the repair garage. R. Hawk added the currently building lacks fire suppression and if something were to catch on fire we would likely lose our entire fleet.
- e. Culvert Quotes. **Motion to approve by A. Breu, second by J. Hokamp. Motion carried.**
- f. Sand and Aggregate Quotes. **Motion to approve by D. LaFontaine, second by A. Breu. Motion Carried.**
- g. Online payment option. The department has received requests for the ability to pay invoices online with a credit or debit card. We have been working with RTVision to provide this option and that is now complete.
- h. Village of Auburndale right-of-way transfer. R. Hawk met with Village of Auburndale representatives, they would like to obtain some right-of-way between the viaduct and the intersection of Main Street (Old US 10). R. Hawk is willing to JT the segment of CTH P from K to USH 10 and will be attending the Village Board meeting Monday, February 6.
- i. Wisconsin Rapids back up power. R. Hawk has authorized electrical work to be done to the WR shop to allow a generator that was purchased for the plant to be plugged into the building to power what is necessary if there were a power outage.
- j. Resolution to add a Crusher Operator. Funding this position would be achieved by reducing overtime, the cost of renting equipment, and reducing the amount of virgin oil needed to produce asphalt because of the fines created by the crushing operation that can be added to the recycle already used in producing asphalt. **Motion to approve the resolution to create a crusher operator position for the Highway Department by D. LaFontaine, second by A. Breu. Motion carried.**
- k. Exchange of ARPA funds for levy funds. R. Hawk worked with finance to exchange ARPA finds allocated to the department with levy funds. If ARPA funds were used in construction projects it would negatively impact the GTA received.

8. PARKS AND FORESTRY

- a. Parks & Forestry staff reports.
- b. Special Use permits. 1. Pittsville Lions ice fisheree on Lake Dexter Feb. 5 with use of the shelter building. 2. Central Wisconsin Racing Association motorcycle and ATV races on Lake Dexter Feb. 19. 3. Aqua Skiers calendar request for Red Sands Beach Closure in summer of 2023 for practices/shows . **Motion to approve the special use permits by D. LaFontaine, second by L. Thao.**
- c. Increase annual safety boot purchase reimbursement for maintenance employees. The reimbursement amount has not changes since C. Schooley has been involved. His recommends an increase from \$100 to \$200 for FTE's and from \$50 to \$100 for LTE's. **Motion to approve by D. LaFontaine, second by A. Breu. Motion carried.**
- d. Resolution to carryover funds from unspent and incomplete 2022 Capital Projects. **Motion to approve the resolution by J. Hahn, second by J. Hokamp. Motion carried.**
- e. 2024 P&F user fees. C. Schooley explained that the timing is different because of the online reservation system and reservations being able to be made a year in advance. Historically an increase for camping reservations would have been done every 5 years but C. Schooley is looking to do a more gradual increase, possibly every year. J. Hokamp would like to see camping fees go up by \$2. C. Schooley will evaluate annually and if a larger increase is needed. It can be done for 2025 **Motion to approve 2024 P&F user fees by D. LaFontaine, second by J. Hokamp. Motion carried.**
- f. Powers Bluff Rules. J. Hahn inquired why double tubing is not allowed. C. Schooley explained that it is a safety concern and exceptions are made on a case by case basis. Current tubes are not designed for two riders. J. Hahn would like to see it changed to allow double rider for the rest of the season. C. Schooley would like to not go back and the majority of the committee agreed that the change should not be made.
- g. Parks and Forestry revenue reports. **Motion to approve by D. LaFontaine, second by L. Thao. Motion carried.**

- h. Parks & Forestry vouchers. **Motion to approve by J. Hokamp, second by A. Breu. Motion carried.** .
9. Attendance at Meetings. J. Hahn is requesting a per diem for attending the WCHA Winter Road School. **Motion to approve by D. LaFontaine, second by J. Hokamp. Motion carried.**
10. Future Agenda Items. Space Needs Study for Highway.
11. Set next regular meeting date: March 2, 2023 at 9:00 am at Wood County Highway Department, 555 17th Ave North, Wisconsin Rapids, WI 54495
12. Adjournment. L. Thao was excused at 10:31 a.m. J. Hahn adjourn the meeting at 10:49 a.m.

*Minutes are in draft form until approved at the next HIRC meeting.
Recording Secretary, Rachel Krause, Highway Program Assistant*