

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**FRIDAY, OCTOBER 12, 2012 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
Florence Johnson  
Patrick Gatterman  
James Bays

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Marcia Kaye ~  
Personnel Director, Fred Heider, Matt Morrow, Quirin Klink  
and Kenneth Winegarden

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway  
Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on  
Friday October 12, 2012.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, GATTERMAN, MORGAN AND BAYS.  
ALL MEMBERS PRESENT.

**APPROVAL OF AGENDA:** *Motion by Johnson to approve the Agenda as presented,  
second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF MINUTES OF LAST MEETING (SEPTEMBER 12, 2012  
REGULAR MONTHLY MEETING):** *Motion by Bays to approve the Minutes as printed of  
the Adams County Highway Department Committee Meeting for SEPTEMBER 12, 2012  
Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION  
CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public participation was  
requested for the following Agenda items:

- MSA Professional Services
- Update & Review Bike & Pedestrian Planning ~ North Central Wisconsin  
Regional Planning Commission
- Review & Approve Job Descriptions

**MSA PROFESSIONAL SERVICES:** Quirin Klink & Matt Morrow Representatives  
from MSA Professional Services discussed their company's services with the Highway  
Committee and what they can offer to the County. NO ACTION OR MOTIONS MADE.

**UPDATE & REVIEW BIKE & PEDESTRIAN PLANNING ~ NORTH CENTRAL  
WISCONSIN REGIONAL PLANNING COMMISSION:** Fred Heider, Representative from  
NCWRPC updated the Highway Committee and Commissioner on the progress of the Bicycle &  
Pedestrian Plan and presented the plan timeline.

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***MOTION BY JOHNSON TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #12) REVIEW & APPROVE JOB DESCRIPTIONS, SECOND BY BABCOCK. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & APPROVE JOB DESCRIPTIONS:** Shop Foreman Kenneth Winegarden expressed his concerns reference the revisions to the Shop Foreman Job Description. Marcia Kaye – Adams County Personnel Director reviewed with the Highway Committee and Commissioner the revisions to the Shop Foreman and Mechanic Job Descriptions. ***Motion by Gatterman to approve the revised job descriptions for Shop Foreman and Mechanic as presented and to be brought back post wage study, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

***MOTION BY GATTERMAN TO RETURN TO THE ORIGINAL AGENDA, SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**COUNTY ROAD G PROJECT ~ TASK ORDER ~ AECOM:** Discussed the drainage problems at the intersection of CTH G & CTH O. Task order was not available, no action taken.

**REVIEW & APPROVE COUNTY ROAD “Z” (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS:** ***Motion by Gatterman to approve the Administrative Revision document as prepared by Timber-Selissen Land Specialist for parcel 117 on the County Road “Z” (18<sup>th</sup> Lane to Wood County Line) Project, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**JOB VACANCIES / PAINT CONTRACTS:** Discussed the current job vacancies within the Highway Department and a proposal to tie the vacancies to prior resolutions for painting contracts with the State Department of Transportation. **NO ACTION TAKEN.**

**EQUIPMENT PURCHASE / GRINDER:** Grinder #98 which was purchased in 2002 at a cost of \$14,340.00 needs major repairs:

- estimated repair parts \$9,000 which does not include labor
- price for a new improved design grinder is \$22,525 (less \$1,000 discount if ordered in October)

***Motion by Bays to purchase a new grinder from Miller-Bradford & Risberg for an amount of \$21,525.00, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVISED 2013 PROPOSED HIGHWAY BUDGET:** The Highway Committee and Commissioner reviewed and discussed the revisions to the Highway Budget, due to the decrease of \$154,371.63 in the GTA (General Transportation Aids). ***Motion by Gatterman to approve and forward to the Finance Committee the Revised 2013 Highway Budget as presented with a decrease of \$154,371.63 in the General Transportation Aids Revenues: TOTAL REVENUES \$6,962,025, TOTAL EXPENSES \$6,962,025 COUNTY TAX LEVY \$3,423,672.00, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Shoulder Maintenance
- CTH G Culvert Replacements

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- CTH B Overlay Project
- General Engineering Service

**FINANCIAL REPORT:** *Motion by Gatterman to approve the September 2012 Financial Report as audited, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**VOUCHERS:** The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the September 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Gatterman to approve the Monthly Check Summary report as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** NONE

**SET NEXT MEETING DATE AND ADJOURN:** *Motion by Johnson, second by Bays, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, November 8, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:05 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

**THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE**

