

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**WEDNESDAY, NOVEMBER 17, 2010 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Florence Johnson, Vice-Chairperson
Patrick Gatterman, Secretary
Michael Keckeisen

OTHERS PRESENT: Ronald Chamberlain ~ Highway Commissioner, Andy Steinke,
Berniece Tangney, Brad Seiler, Jerry Poehler, Glen Licitar
and Patrick Pare

MEMBER ABSENT: Dean Morgan ~ Excused

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 Wednesday, November 17, 2010.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN AND KECKEISEN.
MEMBER ABSENT: MORGAN ~ EXCUSED

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

APPROVAL OF MINUTES OF LAST MEETING (OCTOBER 14, 2010 REGULAR MONTHLY MEETING): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for OCTOBER 14, 2010 Regular Monthly Meeting, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- **HIGHWAY COMMITTEE DISCUSSION WITH TOWN OF NEW HAVEN REFERENCE TOWN WORK:**
- **HUTCHINSON PROPERTY CLEANUP**

HIGHWAY COMMITTEE DISCUSSION WITH TOWN OF NEW HAVEN REFERENCE TOWN WORK: Highway Committee, Highway Commissioner and Town of New Haven discussed concerns and issues reference snow removal services and other maintenance work that the Adams County Highway Department can provide.

STATE OF WIS. DEPT OF TRANSPORTATION RMA (ROUTINE MAINTENANCE AGREEMENT): *Motion by Keckeisen to approve the 2011 State Routine Maintenance Agreement (RMA) as presented in the amount of \$601,000, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
NOVEMBER 17, 2010 ~ 9:00 A.M.**

2011 COMPOSITE RATE FOR WINTER MAINTENANCE EQUIPMENT AGREEMENT: *Motion by Gatterman to approve using Composite Rates as set by State D.O.T. for the 2011 Winter Maintenance for snow plow trucks, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CTH "B" SURVEY MARKERS: Highway Commissioner explained that the property owner in Section 13, Town of Springville located on County Road "B" called to inform the Highway Department that the survey markers are missing on his property and that they were never replaced after the construction. *Motion by Keckeisen to not replace the corner survey markers on the property located in Section 13, Town of Springville on County Road "B", due to the time since the project was completed, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

2011 REAL ESTATE ACQUISITIONS: CTH Z (CTH F TO STH 82), CTH Z (18TH LANE TO WOOD COUNTY LINE), AND CTH N LIVING SNOW FENCE: *Motion by Keckeisen to resume the Real Estate Acquisitions effective 1/1/2011 for the County Road "Z" Projects between County Road "F" to State Road 82 and 18th Lane to Wood County Line and the County Road "N" Living Snow Fence, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

FUEL BIDS: *Motion by Gatterman to continue with the current fuel contract with Scully Oil Company for fuel through 2011, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL TO BID OUT 2011 REPLACEMENT PLOW TRUCK: *Motion by Keckeisen to approve advertising for plow truck bids, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CONSIDER APPROVAL TO BID OVERLAY PROJECTS / MATERIALS CTH "B" (CTH "E" TO STH 82) AND (STH 82 TO STH 23): *Motion by Keckeisen, second by Gatterman to bid overlay projects for County Road "B"(CTH "E" to STH 82) and County Road "B" (STH 82 to STH 23) with two options:*

- 1) *Letting mix and using county forces*
- 2) *Letting the project with a requirement to utilize Adams County trucks in addition to the contractors haulers*

VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

COMPLETE STREET REQUIREMENTS: The Highway Committee and Commissioner reviewed the street requirements. (COPY OF RULE ATTACHED)

ASE CERTIFICATION TRAINING: *Motion by Keckeisen to place the ASE Certification Training on the December 2010 Meeting Agenda for possible Closed Session with the Personnel Director, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CROSSROADS SAFETY MANAGEMENT GROUP TRAINING: *Motion by Gatterman to approve Crossroads Safety Management Group Training for the year 2011 for*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
NOVEMBER 17, 2010 ~ 9:00 A.M.**

an amount not to exceed \$2,100.00, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

2010 BUDGET: The Highway Committee reviewed the Trial Balance / Fund Balance Report updated to the 11/07/10 Payroll and November Vouchers. (REPORT ATTACHED TO MINUTES)

HUTCHINSON PROPERTY CLEANUP: Highway Committee and Commissioner discussed the Hutchinson property cleanup and fence concerns. Jerry Poehler, Town of Springville Supervisor had no concerns with the fence staying up. ***Motion by Johnson that the Highway Committee recommends that fence and gate on the Hutchinson property to remain so no further dumping occurs until property is sold and that Highway Department will not remove said fence and gate at no cost, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- NCRPC ~ Strategic Planning Participant
- Local Service Consolidation Committee
- Snow Fence ~ almost completed
- Bike Trail Grant
- SRTS Grants
- Equipment Classification Change / Sander & V-Box ~ one unit

FINANCIAL REPORT: ***Motion by Gatterman to approve the October 2010 Financial Report as audited, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

VOUCHERS: The Highway Department check summary report was presented to the Committee for review. Committee members reviewed the November 4, 2010, Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. ***Motion by Keckeisen to approve the check summary report / vouchers as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: NONE

ADJOURN AND NEXT MEETING DATE: ***Motion by Johnson, second by Babcock, to adjourn until the next scheduled meeting for the Highway Department on, Monday, December 6, 2010 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

Meeting adjourned at 12:11 P.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

84.01 TRUNK HIGHWAYS

3. Any person to whom 49 CFR 26, as that section existed on October 1, 1999, requires or specifically authorizes the department to disclose such information.

(33) HIGHWAY PROJECT DESIGN INVENTORY. By July 1, 2014, and continuously thereafter, the department shall maintain an inventory of completed designs for highway projects such that the estimated costs of the inventory of projects for each program is not less than 65 percent of the annual amount of funding provided to each program. The department shall maintain an inventory for each of the following:

- (a) Major highway projects under s. 84.013 (2) (a).
- (b) Reconditioning, reconstruction, and resurfacing projects under s. 84.013 (2) (b).
- (c) Southeast Wisconsin freeway rehabilitation projects under s. 84.014 (2).

(34) FARMLAND PRESERVATION EXEMPTION. Chapter 91 and ordinances adopted, rules promulgated, and agreements entered into under that chapter apply to the department only with respect to buildings, structures, and facilities to be used for administrative or operating functions, including buildings, land, and equipment to be used for the motor vehicle emission inspection and maintenance program under s. 110.20.

(35) (a) In this subsection:

1. "Bikeway" has the meaning given in s. 84.60 (1) (a).
2. "Pedestrian way" has the meaning given in s. 346.02 (8) (a).

(b) Except as provided in par. (c), and notwithstanding any other provision of this chapter or ch. 82, 83, or 85, the department shall ensure that bikeways and pedestrian ways are established in all new highway construction and reconstruction projects funded in whole or in part from state funds or federal funds appropriated under s. 20.395 or 20.866.

(c) The department shall promulgate rules identifying exceptions to the requirement under par. (b), but these rules may provide for an exception only if any of the following apply:

1. Bicyclists or pedestrians are prohibited by law from using the highway that is the subject of the project.
2. The cost of establishing bikeways or pedestrian ways would be excessively disproportionate to the need or probable use of the bikeways or pedestrian ways. For purposes of this subdivision, cost is excessively disproportionate if it exceeds 20 percent of the total project cost. The rules may not allow an exception under this subdivision to be applied unless the secretary of transportation, or a designee of the secretary who has knowledge of the purpose and value of bicycle and pedestrian accommodations, reviews the applicability of the exception under this subdivision to the particular project at issue.
3. Establishing bikeways or pedestrian ways would have excessive negative impacts in a constrained environment.
4. There is an absence of need for the bikeways or pedestrian ways, as indicated by sparsity of population, traffic volume, or other factors.
5. The community where pedestrian ways are to be located refuses to accept an agreement to maintain them.

History: 1971 c. 40, 125; 1973 c. 12; 1973 c. 243 s. 82; 1975 c. 189; 1977 c. 29 ss. 918 to 924, 1654 (1), (8) (a), (f), 1656 (43); 1977 c. 190, 272; 1979 c. 221, 314; 1981 c. 346 s. 38; 1983 a. 27, 130; 1985 a. 29, 300; 1987 a. 27; 1989 a. 31, 125, 345; 1993 a. 246; 1995 a. 225, 338; 1997 a. 27, 106; 1999 a. 9; 2001 a. 16; 2005 a. 25, 89, 392, 410; 2007 a. 20, 97, 125; 2009 a. 28.

84.011 Who to sign contracts. The secretary, or the secretary's designees, may sign and execute in the name of the department any conveyance or any contract or agreement with the federal government or its departments, subdivisions of this state, other states or subdivisions of other states, corporations, limited liability companies, associations, partnerships and individuals.

History: 1977 c. 29; 1993 a. 112, 490; 2007 a. 135.

84.012 Setoffs. All amounts owed by this state under this chapter are subject to being set off under s. 73.12.

History: 1985 a. 29.

84.013 Highway projects. (1) In this section:

(a) "Major highway project" means a project, except a project providing an approach to a bridge over a river that forms a boundary of the state or a southeast Wisconsin freeway rehabilitation project under s. 84.014, which has a total cost of more than \$5,000,000 and which involves any of the following:

1. Constructing a new highway 2.5 miles or more in length.
2. Reconstructing or reconditioning an existing highway by either of the following:
 - a. Relocating 2.5 miles or more of the existing highway.
 - b. Adding one or more lanes 5 miles or more in length to the existing highway.
3. Improving to freeway standards 10 miles or more of an existing divided highway having 2 or more lanes in either direction.

(b) "Reconditioning" means work in addition to resurfacing. "Minor reconditioning" includes pavement widening and shoulder paving. "Major reconditioning" includes improvement of an isolated grade, curve, intersection or sight distance problem to improve safety. Major reconditioning projects may require additional property acquisition.

(c) "Reconstruction" means total rebuilding of an existing highway to improve maintainability, safety, geometrics and traffic service. It is accomplished basically on existing alignment, and major elements may include flattening of hills and grades, improvement of curves, widening of the roadbed, and elimination or shielding of roadside obstacles. Normally reconstruction will require additional property acquisition.

(d) "Resurfacing" means placing a new surface on an existing highway to provide a better all-weather surface and a better riding surface, and to extend or renew the pavement life. It generally involves no improvement in capacity or geometrics. Resurfacing may include some elimination or shielding of roadside obstacles, culvert replacements, signals, marking, signing and intersection improvements. Usually no additional property acquisition is required; except possible minor acquisition for drainage and intersection improvements.

(2) (a) Subject to ss. 84.555 and 86.255, major highway projects shall be funded from the appropriations under ss. 20.395 (3) (bq) to (bx) and (ct) and (4) (jq) and 20.866 (2) (ur) to (uum) and (uus).

(b) Except as provided in ss. 84.014, 84.03 (3), and 84.555, and subject to s. 86.255, reconditioning, reconstruction and resurfacing of highways shall be funded from the appropriations under ss. 20.395 (3) (cq) to (cx) and 20.866 (2) (uur) and (uut).

(3) The department may proceed with construction of the following major highway projects:

(ab) STH 11 extending approximately 7.6 miles from west of Burlington to STH 36/83 east of Burlington, designated as the Burlington bypass, in Walworth and Racine counties.

(ac) USH 12 extending approximately 11.6 miles from the junction of USH 12 and I 90/94 to approximately 0.75 miles south of Ski Hi Road in Sauk County.

(ae) USH 53 extending approximately 6.2 miles between I 90 and USH 14/61 near 7th Street in La Crosse, La Crosse County.

(ag) STH 57 extending approximately 17.3 miles from the junction of STH 57 with CTH "A" to STH 42 in Kewaunee and Door counties.

(ai) USH 141 extending approximately 15.4 miles between Lemere Road and 6th Road in Oconto and Marinette counties.

ADAMS COUNTY HIGHWAY DEPARTMENT

TRIAL BALANCE

11/7/10 PAYROLL & ALL NOV VOUCHERS

FUND BALANCE

11/7/10 PAYROLL & ALL NOV VOUCHERS

<u>Description</u>	<u>Account #</u>	<u>DEBITS</u>	<u>CREDITS</u>	<u>DEBITS</u>	<u>CREDITS</u>
County Treasurer	11100		\$ 189,440.83	\$ -	\$ (189,440.83)
Due from Others	13100	\$ 76,224.82		\$ 76,224.82	
Cost Pool / Sm. Tools~Fringes	13630	\$ 107,335.47		\$ 107,335.47	
Due from State	14200	\$ 29,093.98		\$ 29,093.98	
Due from Towns, City, Village	14400	\$ 4,120.13		\$ 4,120.13	
Materials & Supplies	16110	\$ 1,043,317.53			
Prepaid Expenses	16200	\$ -		\$ -	
Land	18200	\$ 124,991.09			
Buildings	18300	\$ 2,972,279.14			
Depreciation ~ Buildings	18390		\$ 829,605.17		
Land Improvements	18400	\$ 448,056.90			
Depreciation ~ Land Improvements	18490		\$ 121,733.40		
Machinery & Equipment	18500	\$ 6,820,882.55			
Depreciation ~ Machinery & Equip	18590		\$ 3,442,085.17		
Gravel Pits	18600	\$ 27,014.15			
Office & Engineering Equip	18800	\$ 5,359.20			
Depreciation~Office & Engineering	18890		\$ 1,211.20		
Accounts Payable	21100		\$ -		\$ -
Vested Employee Benefits / S. L.	23200		\$ 86,332.78		\$ (86,332.78)
Vested Employee Benefits / OPEB	23300		\$ 12,614.96		\$ (12,614.96)
Cost Pool / Sm. Tools~Fringes	26430		\$ 9,400.27		\$ (9,400.27)
Retained Earnings	33000		\$ 6,400,058.40		
General Property Taxes ~ Cty Levy	41110		\$ 3,358,012.00		
State Local Transportation Aids	43531		\$ 1,617,434.30		
Grant Money Due from State	43506			\$ -	
Grant Money Due from State C.H.I.P.	43537		\$ 4,346.40		\$ (81,014.44)
Revenue Due From Others	46310		\$ 123,614.28		
4.25% Records & Reports	46319		\$ 4,438.49	(\$114,500.00)	WETLANDS MONEY
Revenue Due From State	47230		\$ 862,871.09	(\$120,953.05)	CTH J PROJECT DUE TO KRAEMER
4.25% Records & Reports	47292		\$ 36,847.95		
Revenue Radio Reimbursement	47294		\$ 2,189.32	\$ (316,467.49)	FUND BALANCE AS OF 11/07
Revenue GPL Reimbursement	47295		\$ 7,178.81		PAYROLL & ALL NOVEMBER VOUCHERS
Revenue Salt Storage Reimbursement	47296		\$ 10,595.59		
Revenue Equip Storage Reimbursement	47297		\$ 49,207.40		
Revenue Due from Towns, City, Village	47330		\$ 298,344.99		
4.25% Records & Reports	47392		\$ 12,037.91		
Misc. Revenues	48300		\$ 164,297.86		
Insurance Recoveries	48400				
Administration Expense	53110	\$ 343,538.54			
Bridges Expense	53182				
Patrol Superintendent Expense	53191	\$ 98,361.80			
Radio Expense	53192	\$ 16,879.62			
General Public Liability Expense	53193	\$ 28,261.72			
Incidental Labor Costs / Fringes	53210		\$ 39,633.24		
Small Tools	53220	\$ 15,216.33			
Shop Operations Expense	53230	\$ 65,294.83			
Fuel Handling	53232	\$ 3,693.05			
Machinery Operations	53240		\$ 367,488.70		
Gravel Pits Operations	53250				
Buildings & Grounds Operations	53270	\$ 103,811.83			
County Trunk Highways	53310	\$ 3,271,143.55			
County Trunk Highways Snow Removal	53311	\$ 306,724.90			
CtyTrunk Highways Road Construction	53312	\$ 777,414.79			
State Road Maintenance	53321	\$ 784,181.65			
C.H.I.P. Project ~ CTH "J"	53350	\$ 67,863.67			
Town, City, Village Expenses	53330	\$ 298,344.99			
Others Expenses	53400	\$ 123,614.28			
Payable from prior year 2004	59210	\$ 88,000.00			
		\$ 18,051,020.51	\$ 18,051,020.51		