

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**THURSDAY, JANUARY 13, 2011 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  
Dean Morgan  
Michael Keckeisen

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner, Seamus Geoghegan and Dick Marino

**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 Thursday, January 13, 2011.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

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

**APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 6, 2010 REGULAR MONTHLY MEETING):** *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for DECEMBER 6, 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 item:

- **REVIEW & ACT ON RESOLUTION FOR SEVEN SISTERS GRAVEL PIT OPERATING AGREEMENT**

**REVIEW & ACT ON RESOLUTION FOR SEVEN SISTERS GRAVEL PIT OPERATING AGREEMENT:** Kraemer Company representatives, Dick Marino & Seamus Geoghegan were present and expressed their interest in operating the Seven Sisters Quarry which would include a 5 year operating agreement. *Motion by Keckeisen to approve and forward to County Board for action a Resolution to enter into an Operating Agreement for the Seven Sisters Quarry with the Kraemer Company, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & APPROVE COUNTY ROAD "Z" (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS & OFFERING PRICE REPORTS:** *Motion by Keckeisen to approve the appraisals and offering price reports as prepared by Timber-Selissen Land Specialists for parcels: 12, 26, 81, 90, 97, 124, 131, 144, 204, 221, 226, 229 and 230 on the County Road "Z" (18<sup>th</sup> Lane to Wood County Line) Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING  
JANUARY 13, 2011 ~ 9:00 A.M.**

**HIGHWAY SHOP BUILDING REPAIRS:** *Motion by Keckeisen to approve a quote for items #3A and #5 for a total amount of \$15,350.00 from Altman Construction Company for repairs in the highway shop wash bay, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Johnson to approve a quote from B.A. Machining for an amount of \$7,180.00 for a waste oil furnace and 400 gallon storage tank, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*  
(QUOTES ATTACHED)

**ASE CERTIFICATIONS:** Discussed a policy for ASE Certifications that would be presented at the March Highway Committee Meeting for an effort and pass based performance measure.

**REVIEW HIGHWAY DEPARTMENT POLICY:** *Motion by Gatterman to approve the Revision #7 dated 1/3/2011 to the Adams County Highway Department Departmental Policy, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*  
(REVISED HIGHWAY DEPARTMENT DEPARTMENTAL POLICY ATTACHED)

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Brushing Operation
- Brushing State Road 13 (LFA)
- Crackfilling
- Snow Removal

**FINANCIAL REPORT:** *Motion by Keckeisen to approve the December 2010 Financial Report ~ Prior to Audit & Voucher Payables as audited, second by Morgan. 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 January 7, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson to approve the Monthly Check Summary report 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 Morgan, to adjourn until the next scheduled meeting for the Highway Department on Thursday, February 10, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:05 A.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

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

**RESOLUTION TO  
ENTER INTO AN OPERATING AGREEMENT FOR THE SEVEN SISTERS  
QUARRY WITH THE KRAEMER COMPANY**

**INTRODUCED BY:** Highway Committee

**INTENT & SYNOPSIS:** To enter into a five (5) year operating agreement for drilling, blasting and / or crushing services at the Seven Sisters Quarry (Property) with The Kraemer Company, LLC (Kraemer).

**FISCAL NOTE:** Cost savings to County in manpower and equipment purchases; payment to County per ton for any material mined in excess of that claimed by County. Additionally the Highway Department shall be paid a royalty for each ton of material sold by the Kraemer Company to entities other than the County, currently \$0.6538/ton.

**WHEREAS:** Kraemer has been competently operating the Seven Sisters Quarry since 2003 on behalf of the Adams County Highway Department; and

**WHEREAS:** Contracting for drilling, blasting and / or crushing services will bring a savings to the Highway Department and to the County by not having to provide these services, acquire the specialized equipment, and assume the liability for operating a non-metallic surface mine; and

**WHEREAS:** This is a cost effective and efficient means to ensure an adequate supply of aggregate material for use by the County;

**NOW THEREFORE, BE IT RESOLVED:** That the Adams County Board of Supervisors hereby approves entering into a five (5) year operating agreement with The Kraemer Company for the operation of the Seven Sisters Quarry.

Dated this 13<sup>th</sup> day of January, 2010

Garry Bobrick

Dean R. Morgan

Flora Johnson

Peter G. Hallum

Michael J. Keckisen

Adopted \_\_\_\_\_  
Defeated \_\_\_\_\_  
Tabled \_\_\_\_\_

by the Adams County Board of Supervisors this  
15th day of February, 2011.

\_\_\_\_\_  
County Board Chair

\_\_\_\_\_  
County Clerk

# PROPOSAL



## ALTMANN CONSTRUCTION COMPANY, INC.

Adams County  
TO: 1342 County Road "F"  
Adams, WI 53910  
Ron Chamberlain Updated 1  
ATTN: \_\_\_\_\_

January 4, 2011  
DATE: 608-339-3355  
PHONE: Multiple Projects  
PROJECT: Adams  
LOCATION: Page 2

Subject to all terms and conditions contained herein, we thank you for the opportunity to submit the following proposal:  
Provide labor, material, equipment and supervision as required to complete the following work:

**Price #3A - Install new walk doors in wash bay:**

Remove two (2) existing hollow metal doors and frames  
Furnish and install two (2) new FRP doors and frames, doors to have half lites to match existing layout. Both doors will have thresholds, weather-stripping, stainless steel closures and locksets  
Select color from manufactures standard choices

TOTAL PRICE:.....\$6,100.00

**Price #4 - Wash bay drain modification:**

~~Saw-cut approx 100 LF of existing concrete slab and remove approx. 200 SF of existing floor  
Excavate around existing catch basin in order to adjust cover height  
Pump out existing catch basin in order to adjust cover height  
Form new concrete "trough" wide enough for Adams County skid steer bucket  
Furnish and install #5 rebar in new slab and dowel into existing at 16" oc  
Furnish and install a metal cover grate with angle iron supports over "trough"~~

~~TOTAL PRICE:.....\$9,885.00~~

**Price #5 - Paint wash bay:**

Degrease, pressure wash walls and needle gun steel column, pipe bollards and piping  
Furnish and install two (2) coats of Sherwin Williams tile clad epoxy paint on above items and existing roof girts exposed on ceiling

TOTAL PRICE:.....\$9,250.00

**Exclusions:**

- All Electrical, Plumbing, HVAC, Wage Rate

This proposal shall remain in effect for a period of 30 days from the date hereof and will become a binding contract upon acceptance by the purchaser. Work will not proceed until the attached acceptance copy of this proposal is received by Altmann Construction Co., Inc.

TERMS OF PAYMENT: NET 15 Days from date of invoice

DOWN PAYMENT: \_\_\_\_\_

THIS AGREEMENT INCLUDES ALL PROVISIONS AS DETAILED ON THE REVERSE SIDE. EACH OF THE UNDERSIGNED ACKNOWLEDGE RECEIPT OF AN EXACT COPY OF THIS AGREEMENT.

ALTMANN CONSTRUCTION CO., INC.

By: \_\_\_\_\_

Ronald J. Adamski

ACCEPTED THIS

13<sup>th</sup> day of JANUARY, 2011

By: \_\_\_\_\_

P.O. Box 65, 5921 Plover Road, Wisconsin Rapids, WI 54495-0065 Tel: 715-421-2550 Fax: 715-423-2310  
Toll Free WI only: 800-828-3249 e-mail: altmann@wctc.net www.altmannconstruction.com

White: Original Copy



Canary: Acknowledgement Copy

Rev. 10/09



**B.A. MACHINING**  
333 HWY G  
BROOKS, WI 53952  
PHONE(608)584-5555  
FAX(608)584-5557  
bamachine@maqs.net

Adams County Highway Dept.  
County Rd. F  
Adams Wi. 53910

Attn. Ron C. 1/10/11

Ron

Please find below the quote for the A-225 A.C.E. Waste Oil Furnace and 400 gallon inside storage tank.

1 - A.C.E. , A-225 Waste Oil Furnace, w/ 165 gallon tank option. \$4995.00

1 - 400 gallon storage tank w/ drain, vent fill bungs. \$2185.00  
(Painted and labeled)

(Both items delivered)

Thank you for letting us quote these items.

Bryan C. Anderson

## **Adams County Highway Department Departmental Policy**

**This Policy shall not apply where State or Federal Statutes, rules, regulations, County wide policies or collective bargaining agreements conflict and shall supersede all previous Policies covered in the Policy.**

### **Time Policy and Work Assignments**

- Union Contract defines workday start and stop times. Employees are required to adhere to those times unless authorized overtime or time off.
- Overtime will be cleared with management prior to occurrence.
- Time off will be cleared through and approved by management.
- Work that is not County Highway Department in nature will not be done during working hours; it can be done on breaks, after normal working hours and before normal working hours.
- Personal phone calls and visits will be kept to minimum time duration.
- Personal projects will not be done during working hours, no exceptions.
- All hourly employees will punch a time clock, unless otherwise directed by management.
- Prior to personnel, other than mechanics, making parts/fuel runs, the Shop Foreman will clear that need with management staff. It will be management's discretion as to who will take care of that need.
- In the interests of public service all Highway Department management staff will inform office personnel as to when they leave the Highway Shop and when they return.

### **Safety**

Some simple, easy areas and requirements are as follow:

1. Safety vests will be worn at all times, roads closed or open, when out of equipment or vehicles on the roads, no exceptions.
2. Hardhats will be worn in all gravel pits, during all overhead operations (i.e. cruise air, loaders, fork trucks, bucket truck, tree cutting etc.) or when ever there is a chance of an object falling and hitting you on the head.
3. Safety belts will be used whenever provided regardless of how long you are operating that piece of equipment or vehicle.
4. PPE (Personal Protective Equipment) is too be used in applicable circumstances.

5. All applicable OSHA/Wisconsin Department of Commerce regulations are to be followed at all times. When in doubt these policies are available for review in the Patrol Superintendents office.
6. Equipment damage or misuse must be reported. That damage or misuse will then be investigated and appropriate action taken. If you see something that you find questionable report it, verbally is ok, in writing is better. Tell us what happened, and why you find it to be a problem.
7. If you disagree with a finding or just want your opinion heard bring it to management either in writing or verbally, grumbling solves nothing. If you think that it is a really serious issue, use your union to bring it to management's attention.

**SAFETY IS EVERYBODY'S CONCERN AND EVERYBODY, INCLUDING MANAGEMENT, IS REQUIRED TO ABIDE BY THE RULES. IF YOU SEE A SAFETY INFRACTION OR AN ACCIDENT, IT IS YOUR RESPONSIBILITY TO INFORM THE APPROPRIATE PERSON(S) REGARDING THAT ACCIDENT OR INFRACTION PROMPTLY, AT THE TIME OF THE OCCURRENCE.**

#### **Safety Equipment**

1. When safety gear is turned in that no longer meets standards it is placed in the garbage for disposal. It is no longer safe for use. The Public Works Committee has stated that if any person is caught removing that gear from the garbage for their personal use or gain, that they want the matter to be considered as theft of County property. A complaint would be filed with the Sheriff's Department and the employee may be subject to discipline per the Union Contract and the County Personnel Manual.
2. Proper safety footwear will be required at all times. These footwear requirements can be met as follow:
  - a. During all logging operations logging boots meeting OSHA Standard 1910.266 will be worn. The logging boots purchased by the employee and reimbursed by the County will be worn only at work and not taken home.
  - b. Safety shoes meeting OSHA Standard 1910.136 will be worn during all appropriate operations and in all areas that require their use.

#### **Logging Operations Procedures**

In addition to the safe logging practices that you have been trained in and the OSHA logging industry requirements, the following practices will be followed at all times.

- Flag people, proper work zones and signing will be used at all times when performing logging operations.

- When cutting a tree down the person operating the saw will communicate the need to close the road, and no cutting will occur until the road is closed.
- Prior to cutting the saw operator will ensure that there are no personnel within 1-1/2 tree lengths of the tree to be dropped.
- Once the tree is down one person will limb the tree.

### **Equipment Use Policy**

All operating equipment and/or trucks owned or operated by the Adams County Highway Department will not be allowed to be “rented out” unless it is operated by an Adams County Highway Department Employee who is operating “on the clock”. The exceptions to this rule are the Adams County Solid Waste Department, and they may only check out those pieces of equipment which are not posted to a particular Adams County Highway Department Employee, and only for use by the Solid Waste Department and; the Adams County Fair, which will utilize equipment operated by Adams County Highway Department personnel who are on the clock. The reasons for this are as follows:

1. Ensuring the proper training necessary to operate equipment and trucks.
2. Ensuring that proper maintenance being performed on equipment and trucks.
3. Cost of replacement equipment/trucks and equipment/truck maintenance.

### **Snow Plow Routes**

Snow plowing is an essential function of the Highway Department. Plow routes must be filled where and whenever possible. Therefore, whenever an assigned plow route driver will be unavailable that driver will provide a minimum of a 24-hour notice to management. Such notice will either be written or by direct verbal communication with management personnel, voice messages are unacceptable.

Snowplow routes are assigned on a seniority basis. The route is then kept by the assigned driver until such time as either the driver gives it up or such time as management determines it is in the best interest of the County to remove the driver from the route.

Plow trucks are assigned to routes, and it is management’s discretion as to what route is assigned what truck.

Personal emergencies will be considered when enforcing this policy, however employees shall make every possible attempt to contact management.

### **Firewood Disposal**

During brushing and tree cutting operations; if the property owner does not want the resulting wood, that wood will be collected at a central site. Under no circumstances will Highway Employees attempt to make other arrangements for wood that the owner tells

Highway management the owner does not want. All collected wood will be put out to bid during the course of the year.

### **Key Policy**

In an effort to maintain accountability, and security, and at the same time provide for simplicity in locks and keys the new Highway Shop has been keyed with a Best key system. Each employee will be issued a specific sequenced key; each employee is responsible for the key that they are issued key. Loosing a key or borrowing your key out is grounds for disciplinary action, so maintain accountability of that key.

### **Personal Cell Phone Use**

Highway Department employees may carry their personal cell phones with them at work, if they choose to, with the following guidelines.

1. Cell phones must be turned off at all times other than breaks.
2. With the exception of breaks, during the workday cell phones may only be used for emergencies.
3. Vehicles/equipment must be pulled over and stopped prior to cell phone use.
4. The County will not compensate an employee for the availability or use of the employee's cell phone.

Any abuse of this policy will result in disciplinary measures.

### **Adams County Seasonal Help CDL Policy**

While it is in the best interest of Adams County Highway Department to employ Seasonal Help that have CDLs, it is not always possible to do so. Therefore, while the Department will encourage those seasonal employees who do not have a CDL to get one, the Department will not pay for it, nor will the test be taken with County equipment or on County time.

### **Adams County Highway Department Road Maintenance Policy**

It is the responsibility of the Adams County Highway Department to maintain good roads that are safe and well kept up. In order to ensure the performance of this responsibility the Highway Department will do the following:

All county trunk highways will be inspected a minimum of once each quarter, and discrepancies will be noted on the Road Inspection form.

Potholes and shoulders shall be repaired in a timely manner.

Other discrepancies such as excessively deep ditches, right-of-way obstructions, crack filling, rutting, major shouldering, and other large project discrepancies shall be repaired as funding, scheduling, and priorities allow.

### **Dress & Grooming Code**

For reasons of safety as well as appearance, employees are not permitted to wear shorts; also basic shirts (at least T-shirts) must be worn for the same reason. The County expects employees to maintain proper grooming and personal hygiene.

### **Cleanliness of Vehicles and Equipment**

Operators/drivers will be held responsible for keeping the vehicle they are operating/driving clean in the cab and bed. Parts and small tools must be cleaned prior to being put away.

### **Two-way Radios**

Hand held two-way radios must be signed out daily with the shop personnel, and then they must be returned nightly. All communication with two-way radios will be done in a professional and courteous manner.

### **Towing Liability**

Due to liability that may be incurred, it is the policy of the Adams County Highway Department that under no circumstances shall any employee of this department pull any non-department vehicle out of the ditch. When a vehicle is found involved in an incident, the highway employee shall report it to either the office or management immediately, who in turn shall report it to the Adams County Sheriff's Department for disposition.

### **Private Party Sales**

Due to two Attorney Generals opinions relating to county highway department sales to private persons or entities and how those sales relate to the public purpose doctrine, the Adams County Highway Department will not sell materials or supplies to private persons or entities. The exception to this policy is those items that we will be placing up for sealed bids, or those items put out for bid on the internet.

### **AUGER POLICY**

The following policy is intended to prevent accidents caused by working in or around augers as related to tailgate spreaders. Dismemberment and death have occurred during cleaning out or emptying tailgate spreaders due to body or clothing parts coming in contact with the turning auger. Effective immediately, the following new policy will be implemented.

To properly follow OSHA/DOC lockout/tag out procedures, the engine of the truck will be shut off and the key removed from the ignition whenever any work is to be done at the

auger. At no time shall there be any employee in the box of the truck while the auger or the engine is running. No employee shall use any shovel, lath or any other device to clean out an auger while the truck or auger is running.