

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, OCTOBER 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

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Peter Hansen,
Richard Poulin and Mark Nickeas

MEMBER ABSENT: Michael Keckeisen ~ 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 Thursday, October 13, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF MINUTES OF LAST MEETING (SEPTEMBER 8, 2011 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for SEPTEMBER 8, 2011 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:

- TIGER Grant
- County Road "B" & State Road 23 Rumble Strips

MOTION BY GATTERMAN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #8, SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

TIGER GRANT: Peter Hansen representing AECOM was present and updated the Highway Committee and Commissioner of the status on the application for the Tiger Grant. NO ACTION TAKEN.

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

COUNTY ROAD "B" & STATE ROAD 23 RUMBLE STRIPS: Richard Poulin and Mark Nickeas were present to voice their opposition to the rumble strips that were installed on County Road "B" by the State Road 23 intersection. Peter Hansen – AECOM stated that in the

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Federal Highway Administration (FHWA) manual, prior to installing rumble strips other safety methods should first be implemented if at all possible. Information reference the installation of the rumble strips was presented to the Highway Committee by the Commissioner. ***Motion by Gatterman to correct the rumble strips at the intersection of County Road "B" & State Road 23, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

659 COUNTY ROAD "A" WATER ISSUES CONCERNS: Highway Commissioner informed the Highway Committee of a phone message that was received from the property owner at 659 County Road "A", that stated he would not be interested in the County offer to install a culvert in the west driveway and eliminate the other two driveways. **NO ACTION TAKEN.**

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: NONE

REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS, OFFERING PRICE REPORTS & ADMINISTRATIVE REVISION: ***Motion by Gatterman to approve the Administrative Revision document as prepared by Timber-Selissen Land Specialist for parcel 99 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON RESOLUTION TO AMEND LEGAL DESCRIPTION IN RESOLUTION 93-1999: ***Motion by Gatterman to recommend for adoption to County Board a Resolution to amend the Legal Description in Resolution 93-1999, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*** (COPY OF SIGNED RESOLUTION AND SURVEY DATED SEPTEMBER 6, 2011 IS ATTACHED TO MINUTES)

FRONTIER INVOICES: ***Motion by Gatterman to pay Frontier Invoices #WI8NP10AC0611 and #WI8DP10AF0711 for the amount of \$27,333.39, deduct this amount from the balance and send a letter to Frontier stating that the balance will be due upon completion of the County Road "Z" (County Road "F" to State Road 21) Project, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

HIGHWAY OPERATIONS:

- A) **EQUIPMENT PLOW ROUTES:** Discussed the plow routes: county policy, insurance, state / county and locations. Highway Commissioner will gather more information and report back to Committee at the November Highway Committee Meeting
- B) **EQUIPMENT DISPOSAL:** ***Motion by Gatterman to scrap equipment #114 and offer equipment #110 to Emergency Government and if they refuse, sell on the Wisconsin Surplus On-Line Auction, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***
- C) **PARTS DISPOSAL:** ***Motion by Johnson to offer the discontinued parts to landfill at cost and if they are not interested, sell the parts on the Wisconsin Surplus On-Line Auction, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

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UNIFORM CONTRACT: *Motion by Gatterman to sign a one year contract with Unifirst for the Highway Department shop employee's uniforms, coveralls, rugs, mats and misc. supplies, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS EXCUSED AT 11:50 A.M.

UPDATE ON STATE BUDGET BILL: Commissioner updated the Highway Committee on the State Budget Bill and discussed that some counties may be looking for other counties to participate on improvement projects.

2012 HIGHWAY BUDGET: Commissioner informed the Highway Committee that the final State General Transportation Aids (GTA) was \$11,513.73 less than originally stated, so therefore the 2012 Highway Budget will be adjusted accordingly.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing right-of-way on county roads
- Seal coating in Marquette County has been completed
- Painting for State and other Counties, both trucks running
- Fuel ~ local business asked to be included in upcoming bidding
- Scenic Byways
- Truck sold on on-line auction for \$16,750.00

FINANCIAL REPORT: *Motion by Johnson to approve the September 2011 Financial Report 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 October 6, 2011, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Morgan to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- OLSEN-MARTZ DRIFTING
- PATTEN FRONTAGE
- PLOW ROUTES

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Babcock, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, November 10, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE