

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, OCTOBER 14, 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
Dean Morgan
Michael Keckeisen

OTHERS PRESENT: Ronald Chamberlain ~ Highway Commissioner, Marcia Kaye
~ Adams County Personnel Director and Kenneth Winegarden

MEMBER ABSENT: Patrick Gatterman ~ 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 14, 2010.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF MINUTES OF LAST MEETINGS (SEPTEMBER 9, 2010 REGULAR MONTHLY MEETING & SEPTEMBER 28, 2010 MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for September 9, 2010 Regular Monthly Meeting & September 28, 2010 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:

- **EQUIPMENT DISPOSAL & RENTAL**

MOTION BY KECKEISEN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #13 & 14, SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

THE COMMITTEE WILL CONVENE IN CLOSED SESSION PER WIS. STATS. §19.85(1)(C) FOR PURPOSES OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. DISCUSS AND/OR ACT ON HIGHWAY COMMISSIONER PERFORMANCE. Motion by Keckeisen to convene in Closed Session per Wis. Stats 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the

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governmental body has jurisdiction or exercises responsibility, second by Babcock. ROLL CALL VOTE: MORGAN – YES, KECKEISEN – YES, BABCOCK – YES, JOHNSON – YES AND GATTERMAN – ABSENT EXCUSED. MOTION CARRIED.

THE COMMITTEE WILL RECONVENE IN OPEN SESSION PER WIS. STATS. §19.85(2), TO CONSIDER AND VOTE ON APPROPRIATE MATTERS: Motion by Johnson to reconvene in Open Session per Wis. Stats. 19.85 (2), second by Keckeisen. ROLL CALL VOTE: MORGAN – YES, KECKEISEN – YES, BABCOCK – YES, JOHNSON – YES AND GATTERMAN – ABSENT EXCUSED. MOTION CARRIED.

MOTION BY MORGAN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #9 (EQUIPMENT DISPOSAL & RENTAL), SECOND BY JOHNSON. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

EQUIPMENT DISPOSAL & RENTAL: Highway Employee Kenneth Winegarden was present and expressed his concerns reference equipment disposal and rentals. *Motion by Keckeisen to sell truck #148, due to engine problems, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Keckeisen to trade equipment #299 for a 2008 Case 465 and to sell equipment #302 online, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

UNIFORM / SUPPLIES CONTRACT: A quote was received from Unifirst, with no increase for the shop employee uniforms and supplies. Unifirst is the current supplier for shop employee uniforms and supplies. The Highway Committee reviewed the quote as presented. *Motion by Keckeisen to approve a one- year contract with Unifirst for shop employee uniforms and supplies, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

TOWN ROAD WORK: Discussed town revenue streams. *Motion by Keckeisen to invite the Town of New Haven to the November Highway Committee Meeting to discuss summer work, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

BUILDINGS REPAIRS: *Motion by Keckeisen to approve the repair quote from Altmann Construction for \$12,205.00 for the heated storage building, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY ROAD “Z” (CTH “F” TO STH 21) RETAINING WALLS: *Motion by Johnson to approve the engineering task order #14 for the amount of \$11,500.00 from AECOM for the County Road “Z” (CTH “F” to STH 21) retaining walls, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON STATE D.O.T. DISCRETIONARY MAINTENANCE AGREEMENTS: 0001-06-01 & 0001-06-34: *Motion by Keckeisen to approve the State D.O.T. Discretionary Maintenance Agreements for 0001-06-01 (Emergency Repairs and Cleanup for Flood Damage) and 0001-06-34 (Permanent Repairs for Flood Damage), second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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2010 BUDGET: The Highway Committee reviewed the Trial Balance / Fund Balance Report updated to the 10/10/10 Payroll and 10/14/10 Vouchers. (REPORT ATTACHED TO MINUTES)

2011 BUDGET: The Highway Commissioner updated the Highway Committee on the 2011 Proposed Budget as reviewed by Finance Committee.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing on County Roads almost complete
- Shouldering on State Road 82
- Will be starting to put up snow fence on county and state roads
- Starting to equip trucks and graders for winter maintenance
- Painting is almost done for this year, weather permitting, just a couple of little jobs left to do.

FINANCIAL REPORT: *Motion by Johnson to approve the September 2010 Financial Report as audited, second by Babcock. 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 October 7, 2010, Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson 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 Keckeisen, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Friday, October 29, 2010 at 8:30 A.M. to attend the North Central Region Commissioner / Committee Members Fall Meeting. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:30 P.M.

Respectfully submitted,

Ronald Chamberlain, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

ADAMS COUNTY HIGHWAY DEPARTMENT

TRIAL BALANCE 10/10 PAYROLL & 10/14 VOUCHERS

FUND BALANCE 10/10 PAYROLL & 10/14 VOUCHERS

<u>Description</u>	<u>Account #</u>	<u>DEBITS</u>	<u>CREDITS</u>	<u>DEBITS</u>	<u>CREDITS</u>
County Treasurer	11100		\$ 218,714.92	\$ -	\$ (218,714.92)
Due from Others	13100	\$ 50,459.96		\$ 50,459.96	
Cost Pool / Sm. Tools~Fringes	13630	\$ 107,335.47		\$ 107,335.47	
Due from State	14200	\$ 214,521.93		\$ 214,521.93	
Due from Towns, City, Village	14400	\$ 13,259.86		\$ 13,259.86	
Materials & Supplies	16110	\$ 1,072,290.96			
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	\$ 6,804,098.62			
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	\$ 58,514.29	
Revenue Due From Others	46310		\$ 104,957.15	(\$114,500.00)	WETLANDS MONEY
4.25% Records & Reports	46319		\$ 3,738.45	(\$120,953.05)	CTH J PROJECT DUE TO KRAEMER
Revenue Due From State	47230		\$ 798,634.42		
4.25% Records & Reports	47292		\$ 34,252.79	\$ (176,938.76)	FUND BALANCE AS OF 10/10
Revenue Radio Reimbursement	47294		\$ 2,189.32		PAYROLL & 10/14 VOUCHERS
Revenue GPL Reimbursement	47295		\$ 7,178.81		
Revenue Salt Storage Reimbursement	47296		\$ 10,595.59		
Revenue Equip Storage Reimbursement	47297		\$ 49,207.40		
Revenue Due from Towns, City, Village	47330		\$ 248,476.19		
4.25% Records & Reports	47392		\$ 10,023.18		
Misc. Revenues	48300		\$ 147,106.29		
Insurance Recoveries	48400				
Administration Expense	53110	\$ 312,050.38			
Bridges Expense	53182				
Patrol Superintendent Expense	53191	\$ 88,198.08			
Radio Expense	53192	\$ 13,217.42			
General Public Liability Expense	53193	\$ 28,261.72			
Incidental Labor Costs / Fringes	53210		\$ 33,511.00		
Small Tools	53220	\$ 13,489.56			
Shop Operations Expense	53230	\$ 58,884.76			
Fuel Handling	53232	\$ 2,986.48			
Machinery Operations	53240		\$ 340,980.16		
Gravel Pits Operations	53250				
Buildings & Grounds Operations	53270	\$ 97,880.46			
County Trunk Highways	53310	\$ 3,140,487.80			
County Trunk Highways Snow Removal	53311	\$ 293,825.68			
CityTrunk Highways Road Construction	53312	\$ 766,077.12			
State Road Maintenance	53321	\$ 728,075.97			
C.H.I.P. Project ~ CTH "J"	53350	\$ 67,863.67			
Town, City, Village Expenses	53330	\$ 248,476.19			
Others Expenses	53400	\$ 104,957.15			
Payable from prior year 2004	59210	\$ 88,000.00			
		\$ 17,892,399.72	\$ 17,892,399.72		