

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**THURSDAY, JANUARY 11, 2007, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
David Renner, Secretary  
Robert Dixon  
Florence Johnson

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner  
Myrna Diemert ~ Solid Waste Director & Hank Strohmeyer ~ Solid Waste Foreman, Dan & Solveig Patton, Jay Weidman, Rick Stone, Rob Standeven and Tim Garrigan

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, January 11, 2007.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, MORGAN, RENNER, DIXON AND JOHNSON. ALL MEMBERS PRESENT.

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

**APPROVAL OF MINUTES OF LAST MEETING (DECEMBER 14, 2006):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for December 14, 2006, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- Driveway Access ~ CTH "E" ~ Patton
- Review & Act on Single Axle Rear Drive Truck Bids

**HIGHWAY**

**DRIVEWAY ACCESS ~ CTH "E" ~ PATTON:** Dan and Solveig Patton were present to request an additional driveway on their property, due to safety issues. County Road "E" is a very busy road and the Patton's are backing up their semi-truck into their property on this road. *Motion by Morgan to approve an additional driveway access for Dan and Solveig Patton on County Road "E", second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON SINGLE AXLE REAR DRIVE TRUCK BIDS:** The following bids were received for the Single Axle Rear Drive Truck:

<b>Vendor</b>	<b>Make/Model</b>	<b>Single Axle Truck</b>
Badger	Sterling L8511	<b>\$70,979.00</b>
Peterbuilt WI	340 Peterbuilt	\$70,634.00
Truck Country	Freightliner/M2 112V	\$90,842.00
Mid-State	7500 International	\$70,453.00
V&H	Sterling L8500	\$69,643.00

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***Motion by Dixon that in the best interest of Adams County to award the Single Axle Rear Drive Truck bid to Badger Truck Center for the price of \$70,979.00, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

***CTH "G" ~ HAZARD ELIMINATION GRANT: Motion by Renner to correct the curves on County Road "G" and Duck Creek Avenue through the Hazard Elimination Grant in a manner as to affect the minimum number of property owners as possible, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**TRI-COUNTY COOPERATIVE AGREEMENT:** A County Highway Department Cooperative Agreement between Adams, Waushara and Marquette Counties was reviewed as presented. This agreement addresses:

- These three Highway Departments to work together where and whenever possible
- Manpower / Equipment Sharing
- Cooperative Purchasing

***Motion by Morgan to approve the County Highway Department Cooperative Agreement as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (AGREEMENT ATTACHED TO MINUTES)***

**RESOLUTION ~ OUT OF STATE TRAINING:** ***Motion by Dixon to approve a Resolution for out of state training for two highway employees to attend Etnyre chip spreader and Distributor School in Oregon, Illinois and to forward this Resolution to County Board to be acted on at the February 2007 County Board Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**EQUIPMENT ~ PICKUP TRUCKS:** ***Motion by Morgan to allow the Highway Commissioner to advertise for pickup truck bids, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON HIGHWAY DEPARTMENT DEPARTMENTAL POLICY:** ***Motion by Renner to approve the Highway Department Departmental Policy as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (POLICY ATTACHED TO MINUTES)***

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ An 8000# forklift has been purchased for \$23,150.00 from Yale Equipment Services.
- ✓ The new equipment trailer is on board.
- ✓ The 2006 State RMA contract ended with \$590.90 in the day-to-day accounts and \$15,000.00 in the reserve. I hope to get this carry over in some form of RMA.
- ✓ The equipment to be disposed of will be going on line in the next 1 to 2 weeks.
- ✓ All the necessary repairs to the shop are complete.
- ✓ Working with the Sheriff's Department to obtain overweight enforcement. It appears that they will be able to supply the training if we can supply the equipment. I am currently researching that equipment, but it definitely looks feasible.
- ✓ Brushing on STH 21 is complete, we are currently brushing on various portions of the CTH and are crack filling various areas of the CTH.
- ✓ The advertisement for the Class three truck driver laborer is in the paper.
- ✓ CHEMS Training for staff is ongoing and is being supplied by our office staff.
- ✓ ASE certifications are in process for our mechanical staff.

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*Motion by Johnson to approve the Highway Department Operations Report as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES: NONE**

**FINANCIAL REPORT:** *Motion by Johnson to approve the December 2006 Financial Report as audited and to transfer \$230,012.62 out of the Administration Account and put into: CTHS Winter Maintenance ~ \$140,000 / CTHS Road Construction ~ FAS ~ \$90,000.00 / New Highway Facility ~\$12.62, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PAYROLL & VOUCHERS:** The Highway Department payroll and vouchers were presented to the Committee for signatures. *Motion by Johnson to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SOLID WASTE**

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** Ms. Diemert presented copies of the "Department Head Out of Office Report" for herself for Tuesday, January 16 through Friday, January 19<sup>th</sup>. She stated that she will be out of town and will miss the January 16<sup>th</sup> County Board meeting as well as the Department Head Meeting scheduled for January 18<sup>th</sup>. There was no other business to present to the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the December 2006 Financial Report and two Friday checks for approval. She explained that there was one month of revenues to come in yet as January's revenues are for December services. She will have a final year-end report at the next meeting. *Motion by Dixon, second by Johnson, to approve the December 2006 Financial Report as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report for Dec 2006/Jan 2007 (see attached copy) and discussion was held. *Motion by Renner, second by Johnson, to approve the Site Report as presented. All in favor. Motion carried.*

**DISCUSS REQUEST FOR FREE/REDUCED CHARGES FOR HARDSHIP CASES:** Ms. Diemert presented a request from a contractor to reduce the fee for debris brought in for a burned house. Ms. Diemert presented information from the past two months on tip fee charges for four houses that had burned and been brought in by other contractors. These charges add up to approximately \$10,000 in revenues and some of the homeowners did not have any insurance. She stated that she understands that people need help when a fire or other tragedy occurs but that she is responsible to the taxpayers and it isn't her place to offer free or reduced fees and that her budget is tight enough already. She currently refers people who ask for assistance to the Social Services Department. Discussion was held. It was the consensus of the Committee that they were sympathetic towards anyone suffering damage from fire or other tragedy, however, with current budget constraints they felt they could not offer free or reduced fees to certain people. They also felt they did not want to set a precedent by offering it to one and not others.

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert presented a conference registration form for the 2007 AROW/SWANA/WCSWMA Winter Conference in Appleton on February 21, 22 & 23, 2007. She stated that she would like to send three employees to one day of the conference as there were sessions directly relating to their jobs. *Motion by Renner, second by Morgan, to allow the three employees to attend one day of the conference. All in favor. Motion carried.* Committee members then signed the authorization form for the employees. Committee members also filled out their conference registration forms and stated whether or not they needed rooms. Ms. Diemert

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will make the room reservations. The Committee signed Friday Check purchase orders for the registration fees and hotel.

**REI GRANT PARTNER AGREEMENT(S):** Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

***MOTION BY JOHNSON, SECOND BY RENNER, TO CONVENE INTO CLOSED SESSION UNDER SECTION 19.85(1)(g) OF THE WIS. STATS., TO CONFER WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED-OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.***

*The Committee went into Closed Session at 1:37 PM.*

***MOTION BY JOHNSON, SECOND BY RENNER, TO RECONVENE INTO OPEN SESSION UNDER SECTION 19.85(2) OF THE WIS. STAT., TO RENDER A DECISION REGARDING THE CREATION OF THE OFFICE MANAGER/LOSS CONTROL & SAFETY OFFICER AND THE UNION GRIEVANCE. ROLL CALL: BABCOCK-YES, RENNER-YES, MORGAN-YES, DIXON-YES, JOHNSON-YES.***

*The Committee reconvened the Open Session at 2:00 PM.*

***Motion by Johnson, second by Dixon, to deny the Union Grievance, to reaffirm their support for the Office Manager/Loss Control & Safety Officer position and to sign the new County Board Resolution, Job Description, Organization Chart, and Personnel Recruitment Form with the current date of 2007, and to present this to County Board at the March 2007 meeting when the Solid Waste Director could be present. All in favor. Motion carried.*** The Committee then signed the appropriate forms.

**VOUCHERS:** The vouchers were presented to the Committee and signed. ***Motion by Renner, second by Morgan, to approve the vouchers and send on to the Administrative & Finance Committee. All in favor. Motion carried.***

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** Ms. Diemert stated she has no new items to place on the next agenda at this time.

**NEXT MEETING DATE AND ADJOURN:** The next meeting will be held on Thursday, February 8, 2007, at 9:00 A.M. at the Highway Department. ***Motion by Johnson, second by Renner, to adjourn until the next meeting. All in favor. Motion carried.***

Meeting adjourned at 2:29 P.M.

Respectfully submitted,

David Renner, Secretary

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