

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, FEBRUARY 9, 2012 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 ~ Arrived at 9:10 a.m./Excused
at 12:30 p.m.
Dean Morgan
Michael Keckeisen
Alexandria Beckman – SAYL Member

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Sarah Stoll,
Dianne Schubert, Bruce Engel and John Knott

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, February 9, 2012.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, KECKEISEN, MORGAN AND SAYL MEMBER ~ BECKMAN. MEMBER ABSENT: GATTERMAN ~ EXCUSED ~ ARRIVED AT 9:10 A.M.

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

APPROVAL OF MINUTES OF LAST MEETING (JANUARY 12, 2012 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JANUARY 12, 2012 Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- County Road "G" Brushing Concerns ~ Property Owner Stoll
- County Road "G" Brushing Concerns ~ Property Owner Knott
- Fuel Purchases ~ Wisconsin River Co-op Services

COUNTY ROAD "G" BRUSHING CONCERNS ~ PROPERTY OWNER STOLL: Sarah Stoll was present to discuss her concerns reference the right-of-way brushing that is being done on her property on County Road "G". *Motion by Gatterman continue to brush and limb trees per the Highway Policy adopted in 2007 and agree to meet with land owner on site to verify trees that are on the right-of-way line, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
FEBRUARY 9, 2012 ~ 9:00 A.M.**

COUNTY ROAD "G" BRUSHING CONCERNS ~ PROPERTY OWNER KNOTT:

John Knott was present to discuss his concerns reference the right-of-way brushing that is being done on his property on County Road "G". *Motion by Gatterman continue to brush and limb trees per the Highway Policy adopted in 2007 and agree to meet with land owner on site to verify trees that are on the right-of-way line, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

FUEL PURCHASES ~ WISCONSIN RIVER CO-OP SERVICES: Dianne Schubert representative for the Wisconsin River Co-op Services was present to discuss the fuel purchasing for the highway department and inquire if this could be open for bidding. Currently the Highway Department gets their fuel from Scully Oil Company, which was bid several years ago and that agreement has not changed. Highway Commissioner was instructed to find out if the Highway Department is in a contract agreement with Scully Oil Company. *Motion by Keckeisen to tabled until the March 2012 Highway Committee Meeting, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ADVERTISE FOR BIDS:

A) CTH E CONSTRUCTION: *Motion by Keckeisen to advertise for bids on the County Road "E" (County Road "G" to 1st Avenue) Construction Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

B) CTH B OVERLAY: *Motion by Keckeisen to advertise for bids on the County Road "B" (State Road 82 to County Road "E") Overlay Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

C) TRUCK: *Motion by Keckeisen to advertise for bids on purchasing a tandem axle truck, with a clause in the bidding documents that states there will be a late fee charge of \$100.00 per day if truck is not delivered by an agreed date, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY DEPARTMENT OPERATIONS / TRANSITION COMMITTEE UPDATES: Highway Commissioner updated the Highway Committee on discussion and decision made at the Transition Committee Meetings.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: *Motion by Gatterman to approve the Offering Price Reports as prepared by Timber-Selissen Land Specialist for parcels: 138, 222, 223 & 224 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

RESOLUTION COUNTY ROAD "Z" TIGER GRANT: *Motion by Gatterman to apply for the 2012 TIGER GRANT if the prior application, 2011 TIGER GRANT Project placed in the top 100, providing the engineering cost for submitting the project is an acceptable amount, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

ASE CERTIFICATIONS: Discussed the ASE certification status of shop employees and that the Transition Committee has not addressed this topic yet. *Motion by Keckeisen to require all shop employees hired after 9/28/11 be ASE certified per job description, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
FEBRUARY 9, 2012 ~ 9:00 A.M.**

**HIGHWAY COMMITTEE MEMBER PATRICK GATTERMAN WAS
EXCUSED AT 12:30 P.M.**

ACT ON LETTER OF RESIGNATION FOR HIGHWAY EMPLOYEE: Highway Employee Greg Soley submitted a letter of resignation effective April 9, 2012. *Motion by Keckeisen to accept the letter of resignation effective April 9, 2012 for highway employee Greg Soley, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON STATE D.O.T. TRAFFIC MAINTENANCE AGREEMENTS: *Motion by Johnson to approve the State D.O.T. Traffic Maintenance Agreements for 2012 in the amount of \$134,820.00, which consists of the following projects: North Central Pavement Marking \$128,000.00 / Traffic Signing \$6,820.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Crack fill on County Road "B" between State Road 82 and County Road "E"
- Brushing on County Road "G" between State Road 21 and State Road 73
- Winter Maintenance ~ citizen concerns

FINANCIAL REPORT: *Motion by Keckeisen to approve the December 2011 Financial Report ~ Prior to Audit as presented, second by Johnson. 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 February 7, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Keckeisen to approve the Monthly Check Summary report as presented, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Fuel Quotes
- Oil Quotes
- ASE Certifications
- Road Weight Postings
- Winter Maintenance ~ Ice Slicer

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, March 8, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 1:30 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

