

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, SEPTEMBER 8, 2011 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan
Michael Keckeisen

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Peter Hansen
and Chris Murphy

MEMBERS ABSENT: Florence Johnson ~ Excused
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, September 8, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

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

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

APPROVAL OF MINUTES OF LAST MEETING (AUGUST 11, 2011): *Motion by Keckeisen to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for AUGUST 11, 2011 Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- TIGER Grant
- Adams County Land & Water Conservation Dept / 659 County Road "A"

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

COUNTY ROAD "B" & STATE ROAD 23 RUMBLE STRIPS: Highway Commissioner informed the Committee that after the paving was completed on County Road "B", he gave directions to get the rumble strips re-installed and both ends were marked and installed, however previously there were not rumble strips at the intersection of STH 23. *Motion by Keckeisen to postpone the County Road "B" & State Road 23 rumble strips until the October 2011 meeting and to compile information from the State D.O.T. and to confer with the County Corporation Counsel reference liability, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
SEPTEMBER 8, 2011 ~ 9:00 A.M.**

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

TIGER GRANT: Peter Hansen representing AECOM was present and informed the Highway Committee and Commissioner of the status on the application for the Tiger Grant. (Attached is the document that was presented to the Committee from AECOM: Adams County TIGER Grant Application – Scope of Work and Schedule)

ADAMS COUNTY LAND & WATER CONSERVATION DEPT / 659 COUNTY ROAD “A”: Chris Murphy representing the Adams County Land & Water Conservation Department was present to provide information regarding the water concerns reference the property at 659 County Road “A”. ***Motion by Keckeisen to shoot grades across the property frontage at 659 County Road “A” to verify that the water will continue east into the wooded area, offer landowner a culvert in the west driveway and eliminate the other two driveways, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & APPROVE COUNTY ROAD “Z” (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: ***Motion by Keckeisen to approve the Nominal Payment Parcel Report as prepared by Timber-Selissen Land Specialist for parcels: 132 to 132F on the County Road “Z” (18th Lane to Wood County Line) Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & APPROVE COUNTY ROAD “Z” (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS: ***Motion by Keckeisen to approve the Condemnations documents as prepared by Timber-Selissen Land Specialist for parcels: 79 and 187 on the County Road “Z” (State Road 82 to County Road “F”) Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

FRONTIER INVOICES: ***Motion by Keckeisen to deny payment to Frontier until work is completed as stated in letter dated April 6, 2009 from Timbers-Selissen Land Specialist addressed to Steve Ackerson of Verizon, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*** (Attached is a copy of the letter)

REVIEW & ACT ON VACANT HIGHWAY POSITION: ***Motion by Keckeisen to advertise to fill the vacant highway mechanic position, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

UPDATE ON STATE BUDGET BILL: NO UPDATES TO REPORT

2012 HIGHWAY BUDGET: Highway Chairperson Babcock updated the Highway Committee on the budget cuts in the administration accounts that were made at the Administrative & Finance Committee Meeting.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing coming to the end on STH Roads, will begin fall mowing on CTH Roads
- Completed seal coating with City of Wisconsin Rapids

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
SEPTEMBER 8, 2011 ~ 9:00 A.M.**

- Painting for State and other counties, both trucks running
- CTH "O" construction in progress, paving scheduled for week of 9/12/11
- Attended meeting in Madison with Legislators reference the Scenic Byways
- Marquette County is using our trucks for paving in their county

FINANCIAL REPORT: *Motion by Morgan to approve the August 2011 Financial Report as audited, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. The Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department was not available, as this meeting was being held prior to the reports being generated, the report that the Committee will be reviewing this month is generated from the Highway CHEMS Program. *Motion by Morgan to approve the Monthly Check Summary report as presented, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- County Road "B" & State Road 23 Rumble Strips
- Adams County Land & Water Conservation Dept / 659 County Road "A"

SET NEXT MEETING DATE AND ADJOURN: *Motion by Keckeisen, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, October 13, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:30 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

Adams County TIGER Grant Application - Scope of Work and Schedule

DRAFT

- 1) **Preparatory Activities** – CH by 8/29
 - a) Outline pre-application and designate team member responsibilities *Completed*
 - b) Outline application and designate team member responsibilities *Completed*
 - c) Confirm Adams County grants.gov access, DUNS number, and updated CCR # with Adams County Administrative Officer *Completed*
 - d) Update Project references in approved MPO, State and other plans *Completed*
 - e) Provide Sample support letter *Completed*
 - 2) **Update Status and Costs by Project Segments** – PH with PK by 9/1
 - a) NEPA status – *Completed*
 - b) ROW acquisition and final design status – *Completed*
 - c) Plans, specs and estimates and – *Completed*
 - d) Construction completion – *Completed*
 - e) Project Costs – *Received*
 - f) Confirm scope of construction has not changed from 2010 application – *Completed*
 - 3) **Update and Analyze Transportation Data by Project Segment** – PH by 9/8
 - a) Accident Data and Pavement and Bridge condition data, – *Updated/ongoing*
 - b) Analyze all transportation data for use in Benefit-Cost and for inclusion in grant application. – *Ongoing*
 - 4) **Update Economic Data and Monetize Benefits** – TH by 9/13
 - a) Document Economic Distress
 - b) Compute transportation, safety, health & other benefits by project segment.
 - 5) **Calculate Benefit – Cost Ratio by Project Segment** – TH by 9/15 *(CTHF - STH 21)*
(STH 02 - CTHF)
 - 6) **Choose Segment for TIGER application based on program criteria** – by 9/22
 - 7) **Prepare and Submit Pre-Application** – In advance of 9/27
 - 8) **Obtain Support Letters** – PK with PH support
 - 9) **Revise Application text (CH), tables and map (PH)** – by 9/27
 - 10) **Set-up and Copy technical back-up into Internet Repository** – PH by 10/21
 - 11) **Review Draft** – All by 10/14
 - 12) **Revise Draft and Layout final copy** – CH with AECOM Marketing by 10/21
 - 13) **Finalize and Submit** – Adams County with support from CH by 10/28
- PAST FACILITIES*



Timbers-Selissen
LAND SPECIALISTS, INC.

Acquisition • Relocation • Property Management • Project Management

2115 East Clairemont, Suite 2A, Eau Claire, WI 54701

Phone No.: 715.830.0544

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Toll Free: 888.830.0546

April 6, 2009

COPY

Verizon
Attn: Steve Ackerson
2222 West Wisconsin Street
Portage, WI 53901

Re: CTH F – STH 21
CTH Z, Adams County
Parcel 302

Dear Mr. Ackerson:

Enclosed for your records is a copy of the Audit Agreement that has been signed by Ronald Chamberlain, Adams County Highway Commissioner. A copy of the Conveyance of Rights in Land is also enclosed for your records. We will record the original Conveyance with the Register of Deeds.

As outlined in the Audit Agreement, the \$203,390 payment will be made to Verizon after the work to move the affected facilities has been completed. To receive payment, please submit a payment request letter along with a copy of the approved Audit Agreement directly to Ronald Chamberlain, Adams County Highway Department.

If you have any questions, please contact me at Toll Free at 888.830.0546.

Sincerely,

Timbers-Selissen Land Specialists, Inc.

Laura J. Humphrey
Real Estate Specialist

Enclosures