

# ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, JULY 12, 2012 AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Dean Morgan, Vice-Chairperson  
Florence Johnson  
Patrick Gatterman ~ Excused at 12:00 p.m.  
James Bays

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Jack Albert ~ Corporation Counsel, Marcia Kaye ~ Personnel Director, Gloria Hays, Harry Hays, Jason Hays, Jerry Wiessinger, Rodney Sernek, Joseph Sernek, Bill Poytinger, Jim Dean, Gerald Wittbrodt, Katie Wittbrodt and Jon Sonnenberg

**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, July 12, 2012.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, GATTERMAN, MORGAN AND BAYS.  
ALL MEMBERS PRESENT.

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

**APPROVAL OF MINUTES OF LAST MEETING (JUNE 14, 2012):** *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JUNE 14, 2012 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 items:

- County Road "Z" Driveway Drainage ~ Harry Hays
- ATV Route ~ County Road D (between 9<sup>th</sup> & 10<sup>th</sup> Avenue) ~ Town of Rome

**COUNTY ROAD "Z" DRIVEWAY DRAINAGE ~ HARRY HAYS:** Harry Hays was present to discuss his drainage and driveway concerns on County Road Z. Discussed with the property owner the elevation shots in the area and have referred him to Natural Resources Conservation Services.

**ATV ROUTE ~ COUNTY ROAD D (BETWEEN 9<sup>TH</sup> & 10<sup>TH</sup> AVENUE) ~ TOWN OF ROME:** Town of Rome ~ Jon Sonnenberg presented the application and supporting materials for the ATV Route on County Road D. Highway Department sent certified letters to property owners that are adjacent to County Road "D", between 9<sup>th</sup> and 10<sup>th</sup> Avenue. Information reference the traffic counters with speeds and the roadway characteristics were discussed. There was written / oral communications and public input in favor and against the

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ATV Route on County Road D. *Motion by Bays to deny the Town of Rome the ATV Route on County Road D due to safety concerns, second by Babcock. ROLL CALL VOTE: Babcock ~ YES, Johnson ~ YES, Bays ~ YES, Morgan ~ YES, Gatterman ~ YES. 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 ONGOING SELECTION AND EVALUATION OF CANDIDATES FOR TRUCK DRIVER/LABORER POSITION: *Motion by Bays to go into Closed Session per Wis. Stats. 19.85(1)(c), to discuss and or act on ongoing selection and evaluation of candidates for truck driver / laborer position, second by Gatterman. ROLL CALL VOTE: Babcock ~ YES, Johnson ~ YES, Bays ~ YES, Morgan ~ YES, Gatterman ~ YES. MOTION CARRIED.***

**THE COMMITTEE WILL RECONVENE IN OPEN SESSION PER WIS. STATS. §19.85(2), TO CONSIDER AND VOTE ON APPROPRIATE MATTERS: *Motion by Bays to go back into Open Session per Wis. Stats. 19.85(2) to consider and vote on appropriate matters, second by Gatterman. ROLL CALL VOTE: Babcock ~ YES, Johnson ~ YES, Bays ~ YES, Morgan ~ YES, Gatterman ~ YES. MOTION CARRIED.***

**HIGHWAY COMMITTEE MEMBER GATTERMAN WAS EXCUSED AT 12:00 P.M.**

**SCENIC BYWAYS:** Highway Commissioner explained to the Committee the Scenic Byways Route and the Highway Commissioner will be attending next Scenic Byways meeting as more detail will be discussed including financial responsibilities.

**ADAMS COUNTY PERSONNEL & GENERAL ADMINISTRATIVE POLICIES / ADAMS COUNTY EMPLOYEE HANDBOOK ~ COUNTY FAIR COOPERATION:** Highway Committee reviewed the Adams County Policy on county employees performing work during the Adams County Fair.

**REVIEW & APPROVE COUNTY ROAD “Z” (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS: NONE**

**ASE CERTIFICATION POLICY:** Discussed the ASE Certification Policy for the Shop Foreman and Mechanics. *Motion by Bays to approve the draft ASE Certification Policy as presented, second Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* (ASE CERTIFICATION POLICY ATTACHED TO MINUTES)

**MECHANIC TRAINING / WORKSHOP:** Discussed mechanic training opportunities.

**UNIFORM CONTRACT:** Reviewed the one year annual uniform contract submitted by Unifirst Corporation. *Motion by Johnson to approve the one year annual uniform contract with Unifirst Corporation, pending review and approval by Adams County Corporation Counsel, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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**RESOLUTION RECOGNIZING DAN WILLIAMS FOR HIS YEARS OF SERVICE TO ADAMS COUNTY:** *Motion by Johnson to approve, sign and forward to County Board a Resolution Recognizing Dan Williams for his Years of Service to Adams County, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**UPDATE ON HIGHWAY / SOILD WASTE COOPERATION:** A memo was posted asking for volunteers to work cooperatively between the departments, highway had no signatures.

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- County Road E Construction Project: Shaping/Culverts/Gravel/Paving
- Mowing right-of-ways
- Centerlining State and County Roads
- WisDOT assed \$83,000 to the South West Painting Contract
- Advertising for bids for County Road B Overlay Project
- SEH Bridge

**FINANCIAL REPORT:** *Motion by Morgan to approve the June 2012 Financial Report as audited, second by Babcock. 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 June 2012, 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 Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- Job Descriptions
- SEH ~ Chris Blum
- Scenic Byways

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

Meeting adjourned at 1:40 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

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

# ADAMS COUNTY ASE CERTIFICATION

July 2012

## SHOP FOREMAN

### **CERTIFICATIONS REQUIRED:**

- Medium Heavy Truck
  - T1 thru T8
- Automobile and Light Truck
  - A1 thru A9
- Truck Equipment
  - E1 thru E3

### **WAGES:**

- An increase in wages of \$0.08 per certification may be granted upon completion and documentation of passage. The adjustment will take place on the next payroll.
- If at any time a required certification is not maintained the wage will be decreased accordingly.
- There will be no further compensation adjustment for master certification.

### **REGISTRATION and TEST FEES:**

- Registration fee to be paid by Adams County.
- The test fee will be paid by Adams County up to two attempts, if unsuccessful after the second attempt the test fee will be the responsibility of the employee.

### **TESTING:**

- Tests may be scheduled and taken on County time.
- Transportation to and from the test site may be provided.

### **TIME CONSTRAINTS for COMPLIANCE:**

- All certifications shall be acquired one year after the adoption of this policy.
- If at any time a certification is not successfully recertified, the employee will have six months to again become certified in that element.

The above policy will take precedence over all previous ASE certification requirements. Wages will be adjusted accordingly to be brought in line with the terms outlined above.

## ADAMS COUNTY ASE CERTIFICATION

July 2012

### **MECHANICS:**

#### **CERTIFICATIONS REQUIRED:**

- There are no certifications required. The mechanic may pursue certification and be eligible for the wage benefits below.

#### **WAGES:**

- An increase in wages of \$0.08 per certification may be granted upon completion and documentation of passage. The adjustment will take place on the next payroll.
- If at any time after a certification that was previously passed is not successfully passed and recertified the wage will be decreased accordingly.
- There will be no further compensation adjustment for master certification.

#### **REGISTRATION and TEST FEES:**

- Both to be paid by the employee.

#### **TESTING:**

- Tests may be scheduled and taken on County time.
- Transportation to and from the test site may be provided.

#### **TIME CONSTRAINTS for COMPLIANCE:**

- Certifications may be pursued at the mechanics discretion.

The above policy will take precedence over all previous ASE certification requirements. Wages will be adjusted accordingly to be brought in line with the terms outlined above.