

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**WEDNESDAY, SEPTEMBER 12, 2012 AT 1:00 P.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Florence Johnson
Patrick Gatterman
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Seamus Geoghegan, Kyle Wagoner, Everette Johnson and Barbara Morgan

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 1:00 P.M., on Wednesday, September 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 Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (AUGUST 9, 2012 REGULAR MONTHLY MEETING): *Motion by Bays to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for AUGUST 9, 2012 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 items:

- Review & Act on Engineering Agreement for CTH "C" & CTH "Z" Northeast Corner ~ County Property ~ Soil Contamination
- Resolution to authorize an additional 225,000 tons of materials to be mined from the Seven Sisters Gravel Pit

REVIEW & ACT ON ENGINEERING AGREEMENT FOR CTH "C" & CTH "Z" NORTHEAST CORNER ~ COUNTY PROPERTY ~ SOIL CONTAMINATION: Kyle Wagoner Representative from AECOM was present and explained task order #24 to complete the closure process and explained the background on the county property that is located on the northeast corner of CTH "C" & CTH "Z". *Motion by Gatterman to approve Task Order #24 as presented by AECOM for the amount of \$10,900.00, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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RESOLUTION TO AUTHORIZE AN ADDITIONAL 225,000 TONS OF MATERIALS TO BE MINED FROM THE SEVEN SISTERS GRAVEL PIT: Seamus Geoghegan Representative from Kraemer Company was present to explain why the additional 225,000 tons of material would need to be mined from the Seven Sisters Gravel Pit which is due to the reconstruction of CTH G and a development project in the Town of Rome. ***Motion by Bays to approve and forward to County Board a Resolution to Mine an Additional 225,000 ton of material from the Seven Sisters Pit during the calendar year 2012-2013, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON AMENDMENT TO ENGINEERING AGREEMENT FOR CTH Z (CTH F – STH 82): Highway Commissioner Kotlowski explained the Amendment to the Engineering Agreement was due to the additional services that are required to document the historical properties. ***Motion by Bays to approve Amendment #1 for an amount not to exceed \$4,576.16 on the CTH Z (CTH F – STH 82) Engineering Agreement which is due to additional services that are required to document the historical properties that are located in this section, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON COOPERATIVE AGREEMENT WITH HO-CHUNK NATION: Highway Commissioner Kotlowski explained that the Ho-Chunk Nation has committed to the CTH C overlay project in Adams County and will fund \$500,000.00 for this specific project. ***Motion by Johnson to approve Cooperative Agreement Number: 7-2012 Adams County, CTH C Project (F5543945), with Ho-Chunk Nation, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & ACT ON CTH E CHANGE ORDER: ***Motion by Bays to approve the County Road E (CTH G -1st Ave) Change Order for the amount of \$4,775.00, to install two driveways that were overlooked in the original plans, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

COUNTY HIGHWAY DEPARTMENT COOPERATIVE AGREEMENT: ***Motion by Gatterman to approve the Revised County Highway Department Cooperative Agreement as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (AGREEMENT ATTACHED TO MINUTES)***

COUNTY ROAD Z BRIDGE LIGHTING: Highway Committee Member Gatterman updated the Committee and Commissioner on possible funding sources to pay for the street lights in the area of the two bridges (Klein & Burch) that are located on CTH Z. Examples of reflective sheeting were viewed that will be added to the bridge wing walls and deck. This information will be forwarded to interested individual.

STATE DEPARTMENT OF TRANSPORTATION CLASSIFICATION OF MAINTENANCE ACTIVITIES: Highway Commissioner presented and briefly explained changes to the Committee the Revised Classification of Maintenance Activities that was introduced by the State Dept. of Transportation and what effect it would have on the Highway Department Operations with the State.

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BRUSHING PROJECTS 2012 - 2013: Highway Committee and Commissioner discussed the 2012-2013 brushing projects, which will be to complete brushing on CTH G and then proceed to CTH Z beginning with the north end.

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, ADMINISTRATIVE REVISIONS, CONDEMNATIONS & OFFERING PRICE REPORTS: NONE

SCENIC BYWAYS: Highway Commissioner updated the Committee on the Scenic Byways:

- Phase 1 Engineering Costs came in at \$88,000 to \$48,000, two engineering firms were interviewed on Sept 11, initial cost to county would roughly be \$5,000, more information reference funding for Phase 1 should be available at the next Highway Committee Meeting
- Phase 2 Additional Funds would be required

JOB VACANCIES / PAINT CONTRACTS: Briefly discussed the two job vacancies at the Highway Department and the previous Resolutions creating positions. Highway Commissioner will ask Adams County Corporation Counsel to attend the October Highway Committee Meeting to further discuss this topic.

SAFETY SHOE POLICY: *Motion by Gatterman to approve reimbursing highway employees \$75.00 for safety shoes providing they have proof of purchase, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VENDING SERVICES / BREAK ROOM ACCOMMODATIONS: Discussed proposed vending services and current break room accommodations. NO ACTION TAKEN.

REVISED 2013 PROPOSED HIGHWAY BUDGET: The Highway Committee and Commissioner reviewed and discussed the revisions to the Highway Budget, due to the increase in funding from the Ho-Chunk Nation for CTH C. *Motion by Johnson to approve and forward to the Finance Committee the Revised 2013 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$7,116,396, TOTAL EXPENSES \$7,116,396 COUNTY TAX LEVY \$3,423,672.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Seal Coating in Marquette County & Portage County
- Shoulder Maintenance
- Backhoe Rental for CTH G Culvert Work / Replacing culverts on CTH G
- Roadeo October 2 at Juneau Cty Highway Dept
- Painting Contracts for State are very close to being completed
- Contract for Snow Plowing will be sent to Town of New Chester & Town of Springville
- Living Snow Fence / CTH E & CTH G

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SEPTEMBER 12, 2012 ~ 1:00 P.M.**

FINANCIAL REPORT: *Motion by Gatterman to approve the August 2012 Financial Report as audited, second by Bays. 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 August 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. ***Motion by Gatterman to approve the Monthly Check Summary report as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Job Vacancies / Paint Contracts

SET NEXT MEETING DATE AND ADJOURN: *Motion by Bays, second by Johnson, to adjourn until the next scheduled meeting for the Highway Department on, Friday, October 12, 2012 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 4:25 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

County Highway Department Cooperative Agreement

1) Justification:

This agreement is being entered into in the interests of providing the best possible, most cost effective service to the taxpayer; in order to do this it is necessary for County Highway Departments to work together where and whenever possible. Historically this cooperation has never been an issue; the Departments have always cooperated with each other as much as possible. However this cooperative effort needs to be recognized and in today's world of disaster funding, grant reporting requirements and case law, that recognition should be done in writing.

2) Manpower/Equipment Sharing:

- a) Few Wisconsin Counties can afford to own all of the road construction equipment that needs to be used to reconstruct or maintain the roads within the County. Therefore the undersigned Counties agree to utilize each others equipment as needed.
- b) When utilizing equipment from the adjacent County(s), a County will accept the appropriate manpower with that equipment. Also, in the event of large projects Counties will consider utilizing adjacent County workforce. Utilizing manpower in these ways will maximize a County's ability to utilize its workforce without having to expand that workforce.
- c) Charges for equipment cooperatively shared will be charged in accordance with Chapter 5 of the WisDOT Maintenance Manual. Charges for labor will be charged in manner to be in compliance with State Accounting Practices and Collective Bargaining Agreements. Labor charges will include Incidental Labor Rate charges. Administrative charges set by the County in accordance with the appropriate WisDOT procedures will be honored as well.
- d) The owner of the equipment may authorize use of the equipment without sending corresponding manpower. When equipment is sent without manpower, the receiving County shall reimburse owner County for the cost of damages to equipment due to the intentional or reckless misconduct of receiving County's workforce.
- e) Any liability resulting from the use of the equipment shall remain with the County operating the equipment.

3) Cooperative Purchasing:

- a) When considering the purchase of specialty equipment the undersigned Counties will inquire with adjacent Counties to coordinate which county has what equipment and what resources to buy that equipment.
- b) When a specialized piece of equipment is owned by one of the undersigned Counties the undersigned Counties will attempt to make use of it, so as to ensure that all of the equipment receives as much utilization as possible.
- c) When bidding out materials, equipment and supplies each County will share those bid results with adjacent Counties. If the vendor approves those adjacent Counties may be able to utilize those bid prices to further reduce their own project costs.

Agreed to and Signed by:

Adams County Highway Committee

Dated: 9/12/12

Garry Babcock
Thomas Johnson
James Bays
Robert [unclear]
Dean R Morgan

Pat Kocloud
Adams County Commissioner

Waushara County Highway Committee

Dated: 6/31/12

Ernest E. [unclear]
Wonna Ralata
Dennis Widdie

Thomas A. Dehke
Waushara County Commissioner

Marquette County Highway Committee

Dated: _____

Marquette County Commissioner

Green Lake County Highway Committee

Dated: _____

Green Lake County Commissioner