

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, APRIL 11, 2013 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
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Dennis Premo ~ Highway Patrol Superintendent, Barb Morgan, Kelly Wolf Dan Rossiter, Bryan Bula, Barbara Weade, Craig Mattson, Fred Heider, Everett Johnson and Janet Boddy.

MEMBER ABSENT: 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, April 11, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, MORGAN AND BAYS. MEMBER ABSENT: GATTERMAN ~ EXCUSED

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

APPROVAL OF MINUTES OF LAST MEETING (MARCH 14, 2013): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for March 14, 2013 Regular Monthly Meeting, second by Babcock. VOICE VOTE, 3 YES / 1 ABSTAINED~BAYS. MOTION CARRIED.*

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

- County Road B Driveway Access ~ Bryan Bula
- Review & Act on County Road G Material Bids
- Review & Act on Task Order #1 ~ AECOM
- Review & Act on General Engineering Service Contract ~ AECOM
- Update County Road G & County Road O Drainage ~ AECOM
- Discuss & Revise the Adams County Bicycle & Pedestrian Plan

COUNTY ROAD B DRIVEWAY ACCESS ~ BYRAN BULA: Bryan Bula was present to discuss his request for a driveway access on County Road "B". Driveway access was denied by the Highway Department as two driveways already exist on his parcel of land and in the County Driveway Ordinance, section 5.2 only one access is allowed per agricultural parcel and section 5.9 corner lots. A video was viewed by all that were present. *Motion by Bays to*

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approve the additional driveway access for Bryan Bula on County Road "B" as there is no safety concerns, property owner will remove three to four trees on Elk Drive which will allow the Highway Department to move the stop sign on Elk Drive & County Road B to be in compliance, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & ACT ON COUNTY ROAD G MATERIAL BIDS: The following bids were received for the County Road G Material:

COMPANY	24" WIDE/13,500 TON	26" WIDE/14,550 TON
D.L. Gasser	\$ 542,970.00	\$ 585,201.00
Northeast Asphalt	\$ 564,894.00	\$ 608,830.20

Motion by Bays to reconstruct County Road G using a 26' pavement width, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Committee felt seal coating a 26' width should not be an issue in the future, may need to do in two passes.

Motion by Bays to award the County Road G Material Bid to D.L. Gasser Construction for the amount of \$585,201.00, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Highway Committee requested that in the future to bid material and construction simultaneously if bidding them separate.

REVIEW & ACT ON TASK ORDER #1 ~ AECOM: Discussed Task Order #1 submitted by AECOM. NO ACTION TAKEN.

REVIEW & ACT ON GENERAL ENGINEERING SERVICE CONTRACT ~ AECOM: Briefly discussed the General Engineering Service Contract. NO ACTION TAKEN

UPDATE COUNTY ROAD G & COUNTY ROAD O DRAINAGE ~ AECOM: Dan Rossiter presenting AECOM explained that about half of the survey work is completed for the County Road G & County Road O Drainage project and the remainder of the survey work should be finished in two weeks. Design work will start after the survey work is completed and the project will probably require right-of-way acquisitions. AECOM will be present at the May Highway Committee Meeting to update the Committee on the project.

HIGHWAY COMMISSIONER PATRICK KOTLOWSKI WAS EXCUSED AT 11:00 A.M.

DISCUSS & REVISE THE ADAMS COUNTY BICYCLE & PEDESTRIAN PLAN: Fred Heider representing North Central Wisconsin Regional Planning Commission gave a brief presentation of the revisions to the Adams County Bicycle & Pedestrian Plan. Public participation by Janet Boddy and Barbara Weade. Minor revisions will be made to the plan to allow for Highway Department concerns. Fred Heider representative from North Central Wisconsin Regional Planning Commission will add a recommendation to allow for 5' paved shoulders on County Roads that are within 2 miles of the Middle School.

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REVIEW & ACT ON RESOLUTION TO APPROVE AND ADOPT THE ADAMS COUNTY BICYCLE AND PEDESTRIAN PLAN: *Motion by Bays to approve and forward to County Board a Resolution for the Adams County Bicycle and Pedestrian Plan, second by Morgan. DISCUSSION / NO ACTION TAKEN. Bays withdrew his motion. Motion by Bays to table the Resolution to approve and adopt the Adams County Bicycle and Pedestrian Plan until next month, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY ROAD C OVERLAY PROJECT / ENGINEERING SERVICE CONTRACT ~ JEWELL ASSOC.: *Motion by Bays to approve the County Road C Overlay Project Engineering Service Contract with Jewell Associations for the amount of \$15,746.88, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY ROAD Z ~ SURFACE TRANSPORTATION PROGRAM (STP) FUNDING PROJECTS: Discussed the County Road Z Surface Transportation Program Funding Projects. Highway Committee would like the Commissioner to continue working with Wisconsin Department of Transportation / Joe Benbeneck and to split the projects however necessary to obtain funding.

COUNTY ROAD M ENGINEERING / COUNTY ROAD P ENGINEERING: County Road P is in very poor condition and should be worked on prior to County Road M. Highway Committee members all agreed that the Commissioner should prioritize these projects as he feels is in the County's best interest.

DISCUSS JOB DESCRIPTIONS: Discussed revisions to job descriptions and a survey that highway employees were asked to complete. NO ACTION TAKEN.

RESOLUTION TO CREATE TWO LIMITED TERM EMPLOYEE POSITIONS: *Motion by Bays to approve a Resolution to Create Two Limited Term Employee Positions and to forward this resolution to Adams County Executive Committee for their action, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVE PERSONNEL REQUISITION FORM TO ADVERTISE FOR FILLING TWO LIMITED TERM EMPLOYEE POSITIONS: *Motion by Morgan to approve a Personnel Requisition form to Advertise for filling two Limited Term Employee Positions with the wage set at \$15.00 per hour, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- County Road Z Brushing / Tree Cutting Project
- State and County Highway Road Patching
- State and County Snow Fence Removal
- County Road G (North of County Road C) Grubbing
- Winter Maintenance

FINANCIAL REPORT: *Motion by Johnson to approve the March 2013 Financial Report as audited, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the April 5, 2013, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. ***Motion by Johnson to approve the Monthly Check Summary report as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- REVIEW & ACT ON GENERAL ENGINEERING SERVICE CONTRACT ~AECOM
- UPDATE COUNTY ROAD G & COUNTY ROAD O DRAINAGE ~ AECOM
- REVIEW & ACT ON RESOLUTION TO APPROVE AND ADOPT THE ADAMS COUNTY BICYCLE AND PEDESTRIAN PLAN

SET NEXT MEETING DATE AND ADJOURN: ***Motion by Bays, second by Morgan, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, May 9, 2013 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

Meeting adjourned at 1:00 P.M.

Respectfully submitted,

Patrick Kotlowski & Dennis Premo, Recording Secretaries

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

