

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**THURSDAY, AUGUST 11, 2011 AT 8:30 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
Florence Johnson, Vice-Chairperson  
Patrick Gatterman, Secretary  
Dean Morgan  
Michael Keckeisen

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner & Peter Hansen

**CALL MEETING TO ORDER:** The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 8:30 A.M., on Thursday, August 11, 2011.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

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

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

**APPROVAL OF MINUTES OF LAST MEETING (JULY 14, 2011):** *Motion by Gatterman to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for JULY 14, 2011 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- **TIGER Grant Application**

**SITE VISIT ~ 659 COUNTY ROAD "A" ~ PROPERTY OWNER CONCERNS:** Highway Committee and Commissioner went to 659 County Road "A", viewed and met with the property owner at this address reference his concerns about water and drainage issues. *Motion by Gatterman to refer the property owner at 659 County Road "A" to the Adams County Land & Water Conservation Department, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* Highway Committee did contact Adams County Land & Water Conservation Department and talked to Chris Murphy to inform him of the property owner's concerns and that Highway Committee was referring these concerns to his department.

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

**REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS:** *Motion by Keckeisen to approve the Jurisdictional Offers as prepared by Timber-Selissen Land Specialist for parcels: 101 and 149 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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**TIGER GRANT APPLICATION:** Peter Hansen representing AECOM was present to explain fees and application requirements for the Tiger Grant. *Motion by Keckeisen to proceed forward and submit for the Tiger Grant Application with AECOM Technical Services Inc. for an amount of \$27,500.00 reference TASK ORDER NO. 19 and to forward a Resolution to County Board authorizing the Highway Commissioner to apply for TIGER (Transportation Investment Generating Economic Recovery) Grant, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

*MOTION BY KECKEISEN TO DEVIATE FROM THE AGENDA TO ADDRESS ITEM #16, SECOND BY GATTERMAN. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**THE COMMITTEE CONTEMPLATES CONVENING INTO CLOSED SESSION UNDER SECTION 19.85(1)(C) OF THE WIS. STATUTES FOR THE PURPOSE OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE VALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICITON OR EXERCISES RESPONSIBILITY:** *Motion by Keckeisen to go into Closed Session per section 19.85(1)(c) of the Wisconsin Statutes, second by Gatterman. ROLL CALL VOTE: Keckeisen – YES, Johnson – YES, Morgan – YES, Gatterman – YES and Babcock – YES. MOTION CARRIED.*

**THE COMMITTEE CONTEMPLATES RECONVENING INTO OPEN SESSION FOLLOWING THE CLOSED SESSION UNDER SECTION 19.85(2) OF THE WIS. STATUTES TO CONTINUE WITH THE REGULAR MEETING:** *Motion by Gatterman to back into Open Session per Wisconsin Statutes 19.85(2), second by Keckeisen. ROLL CALL VOTE: Morgan – YES, Gatterman – YES, Babcock – YES, Johnson – YES and Keckeisen – YES. MOTION CARRIED. Motion by Gatterman to offer the Patrol Superintendent candidate grade 12 step 3 wage scale and to send to Executive Committee for approval and if candidate does not accept the Executive Committee decision, the next two candidates will be re-interviewed, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

**UPDATE ON STATE BUDGET AND IMPACT ON HIGHWAY DEPARTMENT:** Highway Commissioner updated the Highway Committee and discussed the State Budget impact on the Highway Department and how requests from other counties to participate on improvement projects will no longer be allowed.

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

**2012 HIGHWAY BUDGET:** Highway Commissioner presented the 2012 Highway Budget to the Highway Committee with no increase in the Highway County Levy amount from 2011, which was \$3,425,172.00. The Highway Committee and Commissioner reviewed and discussed all of the documents that make up the Highway Budget. *Motion by Johnson to approve and forward to the Finance Committee the 2012 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$7,647,202, TOTAL*

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***EXPENSES \$7,647,202 COUNTY TAX LEVY \$3,425,172.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Currently mowing on State and County right-of-ways
- Seal Coating in Lincoln County is completed
- Painting for State and other counties, both trucks running
- CTH "B" overlay is complete including the shoulder work
- CTH "O" reconstruction in progress
- Scenic Byways

***FINANCIAL REPORT: Motion by Keckeisen to approve the July 2011 Financial Report as audited, second by Morgan. 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 4, 2011, 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 Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

***REVIEW & ACT ON VACANT HIGHWAY POSITION: Motion by Keckeisen to postpone acting on the vacant highway position and to place this agenda item on the September Highway Agenda, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- TIGER Grant
- Adams County Land & Water Conservation Dept / 659 County Road "A"
- Budget Bill
- Vacant Highway Position

***SET NEXT MEETING DATE AND ADJOURN: Motion by Morgan, second by Keckeisen, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, September 8, 2011 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

Meeting adjourned at 2:15 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

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