

**ADAMS COUNTY PUBLIC WORKS COMMITTEE**

**THURSDAY, MARCH 8, 2007, AT 9:00 A.M.  
HIGHWAY DEPARTMENT CONFERENCE ROOM  
1342 COUNTY ROAD "F", ADAMS, WI**

**MEMBERS PRESENT:** Larry Babcock, Chairperson  
David Renner, Secretary  
Robert Dixon  
Florence Johnson

**OTHERS PRESENT:** Ronald Chamberlain ~ Highway Commissioner  
Myrna Diemert ~ Solid Waste Director

**MEMBER ABSENT:** Dean Morgan ~ Excused

**CALL MEETING TO ORDER:** The Meeting of the Adams County Public Works Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, March 8, 2007.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, RENNER, DIXON AND JOHNSON. MEMBER ABSENT: MORGAN ~ EXCUSED.

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

**APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 8, 2007, FEBRUARY 9, 2007 & FEBRUARY 16, 2007):** *Motion by Renner to approve the Minutes as printed of the Adams County Public Works Committee Meeting for February 8, 2007, February 9, 2007 & February 16, 2007, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE**

**HIGHWAY**

**CTH "M" & CTH "G" RIGHT-OF-WAY BRUSHING:** *Motion by Dixon to move ahead with the CTH "M" & CTH "G" Right-of-Way clearance per policy, since the land owner did not appear before the Public Works Committee, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**BIKE ROUTES / TRAILS:** *Motion by Renner to have the Highway Commissioner file for all four portions of CTH "Z" for construction & bike routes under the STP RURAL PROGRAM in the following order:*

- CTH "Z" (STH 21 to 18<sup>th</sup> Lane)
- CTH "Z" (STH 21 to CTH "F")
- CTH "Z" (STH 82 to CTH "F")
- CTH "Z" (18<sup>th</sup> Lane to Wood County Line)

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*to support the Adams County Tourism Industry and additionally to contact State & Federal Legislators for their support of these projects, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**WETLAND BANK:** *Motion by Johnson to postpone the Wetland Bank until the April 2007 Public Works Meeting, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH "J" (STH 13 TO CTH "G") FUNDING:** *Motion by Dixon to present a Bonding Resolution for CTH "J" (STH 13 to CTH "G") to the Public Works Committee on March 20, 2007 at 5:30 p.m. at a Special Public Works Meeting, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**OPERATIONS STUDY UPDATE:** *Motion by Johnson to approve the Operations Study Update Report as presented by the Highway Commissioner and to forward this report to County Board Members, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. (REPORT ATTACHED TO MINUTES)*

**PAINTING CONTRACTS:** The Highway Commissioner informed the Public Works Committee of the loss of the Northwest Region Painting Contract.

**REVIEW & ACT ON STATE D.O.T. TRAFFIC SIGNING TMA:** *Motion by Renner to approve the State D.O.T. Traffic Signing Discretionary Maintenance Agreement for 2007 in the amount of \$5,500.00, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON STATE D.O.T. SOUTHWEST REGION PAVEMENT MARKING TMA:** *Motion by Dixon to approve the State D.O.T. Southwest Region Traffic Maintenance Agreement for 2007 in the amount of \$172,000.00, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON STATE D.O.T. NORTH CENTRAL REGION PAVEMENT MARKING TMA:** *Motion by Renner to approve the State D.O.T. North Central Region Traffic Maintenance Agreement for 2007 in the amount of \$144,000.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CONSIDER REFILLING CURRENT VACANCY:** *Motion by Dixon to refill the current vacancy at the Highway Department off the eligibility list, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SEASONAL HELP:** *Motion by Renner to hire up to four seasonal help, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**COPY MACHINE:** *Motion by Johnson to purchase a new copy machine for the Highway Department at a cost of \$4,700.00, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

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**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- ✓ The Department has been brushing in various locations on the CTH system. We will be starting the brushing project on CTH E from CTH G to the Marquette County Line shortly.
- ✓ The past two weeks have been primarily winter maintenance with the past two large storms.
- ✓ We are crack filling on various CTHS.
- ✓ On the 8<sup>th</sup> and 9<sup>th</sup> of March we will be concentrating on cleaning culverts in preparation for spring melt.
- ✓ Seasonal weight limits will be going on CTHS on the 19<sup>th</sup> of March.

*Motion by Johnson to approve the Highway Department Operations Report as presented, second by Dixon. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES: NONE**

**FINANCIAL REPORT:** *Motion by Dixon to approve the February 2007 Financial Report as audited, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PAYROLL & VOUCHERS:** The Highway Department payroll and vouchers were presented to the Committee. *Motion by Johnson to approve all payrolls and vouchers as audited, second by Renner. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**SOLID WASTE**

**COMMUNICATIONS/CORRESPONDENCE/OTHER BUSINESS:** There were no communications, correspondence, or other business to bring before the Committee.

**FINANCIAL REPORT:** Ms. Diemert presented and reviewed the February 2007 Financial Report for discussion and approval. *Motion by Johnson, second by Renner, to approve the February 2007 Financial Report as presented. All in favor. Motion carried.*

Next, Ms. Diemert presented two Friday checks for approval. *Motion by Renner, second by Dixon, to approve the two Friday checks as presented. All in favor. Motion carried.*

**SITE REPORT:** Ms. Diemert handed out and reviewed copies of the Site Report for February/March 2007 (see attached copy) and discussion was held. *Motion by Dixon, second by Renner, to approve the Site Report as presented. All in favor. Motion carried.*

**APPROVAL OF ANY TRAININGS OR CONFERENCES:** Ms. Diemert had no new training requests to present.

**REI GRANT PARTNER AGREEMENT(S):** Ms. Diemert stated that she had no new REI Grant Agreements to bring before the Committee.

**UPDATE ON OFFICE SUPERVISOR/LOSS CONTROL & SAFETY OFFICER:** Ms. Diemert updated the Committee on the position resolution that was passed at County Board on Tuesday, February 20, 2007. Corporation Counsel's office is advertising the position County-

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wide as well as through normal advertising channels statewide. The Committee set up a special meeting on Monday, March 26, 2007 at 9:00 AM to screen applications. The Committee also set up a special meeting on Monday, April 9, 2007 at 9:00 AM at the courthouse for interviews.

**DISCUSSION OF BOND PROJECTS:** Ms. Diemert presented a Capital Improvements 2006-2010 sheet from the 2007 Budget describing the bonding projects for the Solid Waste Department. Discussion was held on each item listed. *Motion by Johnson, second by Dixon, to proceed with the bond projects as presented and draw up a resolution for the Solid Waste projects. All in favor. Motion carried.* A special meeting has been scheduled for March 20, 2007 at 5:30 PM to approve the resolution for the bond and bring it to County Board in April.

**2006 COMP TIME/OVERTIME REPORT REVIEW:** Ms. Diemert presented the Solid Waste portion of the 2006 Comp Time/Overtime Report that was handed out at the County Clerk's office. Ms. Diemert pointed out that all of the old hours accumulated had been used and the amount of Comp Time/OT in the Solid Waste Department has been dramatically reduced and was now in compliance with the County policy. The Committee reviewed the accrual and hours used in the Department.

**VOUCHERS:** The vouchers were presented to the Committee along with a list of purchase orders as described in Chapter Eight: Budgeting and Accounting Policies, Section 4 of the Adams County Personnel & General Administrative Policies Manual. Committee members reviewed the list and asked questions where necessary. *Motion by Johnson, second by Renner, to approve and sign the voucher list. All in favor. Motion carried.*

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:** Ms. Diemert stated she may have a resolution regarding supporting the recycling grant funding during the State budget process. She had no other new items to place on the next agenda at this time.

**NEXT MEETING DATE AND ADJOURN:** The next regular monthly meeting will be held on Thursday, April 12, 2007, at 9:00 A.M. at the Highway Department. *Motion by Renner, second by Dixon, to adjourn until the next meeting. All in favor. Motion carried.*

Meeting adjourned at 2:37 P.M.

Respectfully submitted,

David Renner, Secretary

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