

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, AUGUST 14, 2014 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock ~ Chairperson
Florence Johnson ~ Vice-Chairperson
Jake Roseberry
Dan Wysocky
Mark Hamburg

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Scott Whitsett,
Roger Nelson, Bill Betzig, Bob Buerger, Matt Morrow and
Everett Johnson

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, August 14, 2014.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, ROSEBERRY, WYSOCKY AND HAMBURG. ALL MEMBERS PRESENT.

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

APPROVAL OF MINUTES OF LAST MEETINGS (JULY 2, 2014 & JULY 10, 2014): *Motion by Johnson to approve the Minutes as printed of the Adams County Highway Department Committee Meetings for July 2, 2014 and July 10, 2014, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

SALE OF MATERIALS: Adams County Corporation Counsel Ken Wagner was present to discuss the sale of materials. Purchases must be made by a town for their use only. Corporation Counsel advised that a letter be drafted to towns explaining the rules for sale of materials and that the language reference State Statues be included on material sale slips. Corporation Counsel will review the revised material slips with Highway Commissioner.

REVIEW & ACT ON BIG FLATS SALT SHED REPAIR BIDS: Only one bid was received for the Big Flats Sale Shed repair: Altmann Construction Company Inc. \$21,400.00. *Motion by Hamburg to accept the Altmann Construction bid to repair the Big Flats Salt Shed for an amount of \$21,400.00, second by Roseberry. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & ACT ON COUNTY ROAD P ENGINEERING SERVICES: The following bids were received for the County Road P Engineering Services:

- Ayres \$185,500.00

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- Jewell \$194,699.20
- MSA \$207,000.00
- AECOM \$219,732.00
- GRAEF \$221,238.96
- S E H \$289,048.00

Consultants that were present introduced themselves and what company they represent. Highway Committee Member Hamburg stated that a property owner has expressed displeasure of the proposals and has concerns about the project. ***Motion by Roseberry to award the County Road P Engineering Services to Ayres Associates for an amount of \$185,500.00, second by Wysocky. ROLL CALL VOTE: Johnson – YES, Wysocky – YES, Roseberry – YES, Hamburg – NO, Babcock – YES. MOTION CARRIED.***

STATE ROAD 13 DETOUR ROUTE: Wis. Dept. of Transportation will have an overlay project on State Road 13 from County Road E to the Railroad Tracks in Adams. Improvements will be done to the railroad tracks that will result in a need to close the road and the State would like to utilize CTH F / CTH Z / CTH J as a detour route for 3-5 days. ***Motion by Hamburg to allow the Wis. Dept. of Transportation to utilize CTH F / CTH Z / CTH J as a detour route for approximately 3-5 days while improvements are made to the railroad crossing on State Road 13, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

COUNTY ROAD I ~ DITCH RESHAPING: Highway Commissioner informed the Committee that ditch shaping on County Road I could be part of the general maintenance for 2015, as ditch shaping is being considered on County Road B.

STH 73 / CTH D / 1ST AVENUE INTERSECTION SIGNING: Highway Commissioner informed the Committee that signing at the intersection of STH 73 / CTH D / 1st Avenue has been questioned by a property owner after the removal of a stop sign on County Road D. The Adams County Traffic Safety Committee met on August 13, 2014 and recommended that the signing remain as is.

WISCONSIN ACT 377: Highway Commissioner informed Committee about the Public Meeting to be held on August 22, 2014 from 9:00 A.M. – NOON, at the Community Center reference Wisconsin Act 377 / Implements of Husbandry (IoH).

REVIEW & ACT ON RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR HIGHWAY PATROL SUPERINTENDENT: A Resolution to approve out of state travel was reviewed by the Committee. This Resolution is being presented to allow Highway Patrol Superintendent Dennis Premo to travel to Orange City, Iowa to inspect the paint truck prior to accepting delivery. ***Motion by Hamburg to sign and forward to County Board a Resolution to Approve Out of State Travel for the Highway Patrol Superintendent to Orange City, Iowa to perform pre-delivery inspect of purchased paint truck, second by Roseberry. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

REVIEW & APPROVE FIVE YEAR PLAN: Highway Committee reviewed the Highway Department Five Year Plan and discussed that it is only a Plan and will need adjustments based on budgets and requirements. ***Motion by Johnson to approve the Highway***

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Department Five Year Plan and to note that this is only a plan, which may need adjustments, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

REVIEW & APPROVE 2015 HIGHWAY BUDGET: Highway Commissioner presented the 2015 Highway Budget to the Highway Committee with no increase in the Highway County Levy amount from 2014, which was \$3,423,672.00. The Highway Committee and Commissioner reviewed and discussed all of the documents that make up the Highway Budget. *Motion by Wysocky to approve and forward to the Administration/Finance Committee the 2015 Highway Budget as presented with no increase to the County Levy from the prior year: TOTAL REVENUES \$6,209,094.00, TOTAL EXPENSES \$6,209,094.00 COUNTY TAX LEVY \$3,423,672.00, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Mowing
- Patching
- Painting
- Seal Coating Portage County
- State Road 13 Concrete Repairs

FINANCIAL REPORT: *Motion by Wysocky to approve the July 2014 Financial Report as audited, second by Hamburg. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. *Motion by Johnson to approve the Monthly Check Summary report as presented, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS: NONE

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Wysocky, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, September 11, 2014 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:55 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

RESOLUTION _____-2014
RESOLUTION TO APPROVE OUT OF STATE TRAVEL FOR HIGHWAY
PATROL SUPERINTENDENT

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INTRODUCED BY: HIGHWAY COMMITTEE

INTENT & SYNOPSIS: To approve out-of-state travel and accommodations for the Highway Patrol Superintendent to Orange City, Iowa for two days during the month of October or November of 2014.

FISCAL NOTE: \$1,000.00; in Highway Budget

WHEREAS: The Adams County Employee Handbook Chapter 8, Section 1.02, requires all out-of-state travel and related expenses be authorized by Resolution of the County Board; and

WHEREAS: Pre delivery inspection of the Paint Truck will decrease/eliminate items of non compliance upon delivery, resulting in the truck not returning to the manufacturer for deficiencies once delivered.

NOW THEREFORE, BE IT RESOLVED by the Adams County Board of Supervisors hereby approves out-of-state travel for the Highway Patrol Superintendent to Orange City, Iowa to perform a pre delivery inspection of purchased Paint Truck.

Recommended for adoption by the Highway Committee this 14th day of August, 2014.

Adopted _____
Defeated _____ by the Adams County Board of Supervisors this
Tabled _____ day of September, 2014.

County Board Chair	County Clerk

- Reviewed by Corporation Counsel
- Reviewed by Administrative Coordinator/Director of Finance