

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

THURSDAY, JUNE 14, 2012 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
Patrick Gatterman ~ Excused at 12:30 p.m.
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Harry Hays,
Gloria Hays, Jason Hays and Chris Blum

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, June 14, 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 (MAY 10, 2012 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for MAY 10, 2012 Regular Monthly Meeting, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

- County Road "Z" Driveway Drainage ~ Harry Hays
- SEH / Chris Blum ~ Bridges

COUNTY ROAD "Z" DRIVEWAY DRAINAGE ~ HARRY HAYS: Harry Hays was present to discuss his drainage and driveway concerns on County Road Z. Highway Committee instructed the Commissioner to shoot some grades on the Hays property by house and culvert and report back to Committee next month. Chris at Adams County Land & Water Department will be contacted reference grass waterway. This item will be placed back on the July Highway Committee Meeting agenda.

SEH / CHRIS BLUM ~ BRIDGES: Chris Blum representative from SEH (Short Elliott Hendrickson) was present to discuss the new federal requirements reference bridge inspections. Letter will be sent to the railroad that the county is no longer required to due railroad bridge inspections and that they are responsible for their own bridge inspections. Towns will also be sent a letter informing them of the new federal requirements, which are verification of the Structure Inventory & Appraisal form and stream bed profiling.

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REVIEW & ACT ON CREW CAB TRUCK BIDS: The following bids were received for the crew cab truck:

Company Name	Model	Price
Rudig Jensen	Ram ST 1500 4X4 Crew Cab	\$ 25,807.00
Rudig Jensen	Ford F150 XLT 4X4 Style Side Crew Cab	\$ 26,702.00
V & H Auto	Ford F150 XLT 4X4 Style Side Crew Cab	\$ 27,157.00
A-F Motors	Chevy Silverado 1500 Crew Cab	\$ 29,035.06

Motion by Bays to award the bid for the crew cab truck to A-F Motors for the amount of \$29,035.06 as being in the best interest of the county, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.

CULVERT AID PETITION ~ TOWN OF EASTON ~ EDGEWOOD DRIVE: *Motion by Gatterman to approve the Culvert Aid Petition that was submitted by the Town of Easton for Edgewood Drive for an amount of \$26,000, County share \$13,000 and to forward this petition to County Board to be acted on at the next County Board Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

RESOLUTION TO RESCIND RESOLUTION 1-1999 & WITHDRAW RESOLUTION #2010-11: Highway Committee and Commissioner briefly discussed creating a resolution to rescind resolution #1-1999 & withdraw resolution #2010-11, these two resolutions reference positions tied to painting contracts. NO ACTION WAS TAKEN.

ASE CERTIFICATIONS: Highway Committee & Commissioner discussed ASE Certification testing and requirements. Highway Commissioner was instructed to draft a policy based on the Highway Committee direction and present this policy at the next month Highway Committee Meeting.

MECHANIC TRAINING / WORKSHOP: *Motion by Bays to send Shop Foreman to 07ISX CM871 Engine Qualification 2006-30Q / 4 day training, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

COUNTY ROAD “G” CONSTRUCTION PROJECT: Briefly discussed the future County Road “G” Construction Projects and funding for these projects.

PAVEMENT INSPECTION CONTRACT ~ COUNTY ROAD E CONSTRUCTION PROJECT: Highway Commissioner updated the Highway Committee on the pavement inspection agreement for County Road E that was provided by AECOM Technical Services for an amount of \$10,220.00.

REVIEW & APPROVE STATE DISCRETIONARY MAINTENANCE AGREEMENTS (DMA): *Motion by Gatterman to approve the State D.O.T. Discretionary Maintenance Agreements which consists of the following projects: Emergency Repairs and Cleanup for Inclement Weather Damage & Permanent Repairs for Inclement Weather Damage, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
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APPROVE PERSONNEL REQUISITION FORM TO FILL VACANT HIGHWAY POSITION: *Motion by Bays to approve the Personnel Requisition form to fill the vacant highway position and to offer the three top candidates that interviewed for the highway jobs the vacant positions, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

UPDATE ON HIGHWAY/SOLID WASTE COOPERATION: A meeting was held with Personnel Director, Solid Waste Director and Highway Commissioner, a memo was posted asking for volunteers to work cooperatively between the departments.

SAFETY SHOE POLICY: *Motion by Gatterman to reimburse up to \$75.00 on safety shoes and or safety glasses, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

HIGHWAY COMMITTEE MEMBER GATTERMAN WAS EXCUSED AT 12:45 P.M.

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Shaping on County Road E Project, gravel has been placed on the hill cut
- Seal Coating in Portage/Wood and just did County Road Z in Adams County
- Trying to start mowing / short on employees
- CARQUEST / joined US Communities / benefits reduced costs

FINANCIAL REPORT: *Motion by Bays to approve the May 2012 Financial Report as audited, second by Babcock. 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 June 7, 2012, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Bays to approve the Monthly Check Summary report as presented, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- ASE Certifications
- County Road "Z" Driveway Drainage ~ Harry Hays

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

Meeting adjourned at 12:50 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

