

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, MAY 12, 2011 AT 9:00 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
Myke Rake, SAYL Member~Arrived at 10:00 A.M.

OTHERS PRESENT: Patrick Kotlowski ~ Interim Highway Commissioner, Marcia Kaye ~ Adams County Personnel Director, Seth Tolley ~ Adams County Sheriff's Department Lieutenant, Everette Johnson and Barbara Morgan

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, May 12, 2011.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, GATTERMAN, MORGAN, KECKEISEN AND SAYL MEMBER – RAKE. 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 (APRIL 14, 2011 REGULAR MONTHLY MEETING): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for APRIL 14, 2011 Regular Monthly Meeting, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

ROAD CLOSURE FOR EVENTS POLICY: Discussed how the Adams County Highway Department and Sheriff's Department handles road closures when events take place. Both the Highway Department and Sheriff's Department will contact other counties and gather policies and/or data on how they handle road closure events and this information will be forwarded to the Adams County Corporation Counsel for review.

THE COMMITTEE WILL CONVENE IN CLOSED SESSION PER WIS. STATS. 19.85(1) (C) FOR THE PURPOSES OF CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. DISCUSS AND/OR ACT ON COMPENSATION FOR NEWLY SELECTED HIGHWAY COMMISSIONER: *Motion by Keckeisen to go into Closed Session per Wisconsin Statutes 19.85(1)(c) for the purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, second by Gatterman. ROLL CALL VOTE:*

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Babcock ~ YES, Johnson ~ YES, Keckeisen ~ YES, Morgan ~ YES, Gatterman ~ YES. Motion Carried.

THE COMMITTEE WILL RECONVENE IN OPEN SESSION PER WIS. STATS. 19.85(2), TO CONSIDER AND VOTE ON APPROPRIATE MATTERS: *Motion by Gatterman to reconvene in Open Session per Wisconsin Statutes 19.85(2) to consider and vote on appropriate matters, second by Gatterman. ROLL CALL VOTE: Babcock ~ YES, Johnson ~ YES, Keckeisen ~ YES, Morgan ~ YES, Gatterman ~ YES. Motion Carried.*

DISCUSS AND/OR ACT ON CURRENT OR FUTURE JOB OPPORTUNITIES IN THE HIGHWAY DEPARTMENT: *Motion by Keckeisen to authorize the Interim Highway Commissioner to research and determine which Patrol Superintendent Position to advertise for employment and begin the process, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD "Z" (18TH LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORT: *Motion by Keckeisen to approve the Jurisdictional Offer as prepared by Timber-Selissen Land Specialist for parcel 64 on the County Road "Z" (18th Lane to Wood County Line) Project, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

REVIEW & APPROVE COUNTY ROAD "Z" (STH 82 TO CTH F) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORT: *Motion by Morgan to approve the Jurisdictional Offers as prepared by Timber-Selissen Land Specialist for parcels: 104, 157 and 176 on the County Road "Z" (State Road 82 to County Road "F") Project, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Keckeisen to approve offering prices as prepared by Timber-Selissen Land Specialists for parcels: 92, 101 and 149 for the County Road "Z" (State Road 82 to County Road "F") Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

CTH CONSTRUCTION / MAINTENANCE PRIORITIES POLICY: *Motion by Gatterman to accept the CTH Construction Maintenance Priorities Policy as revised, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. REVISED POLICY AS ACCEPTED BY HIGHWAY COMMITTEE:* CTH Construction/Maintenance Priorities First priority being maintenance and second priority being reconstruction, prioritized on road classification and hazards. First priority is being to address those instances which have a history of severe crashes; second priority being given to the classifications in the following order: major collectors, then minor collectors and finally local roads. In each classification highest priority would then be based on ADT and economic impact. The Highway Committee and Highway Commissioner may at their discretion and authority alter the Maintenance and or Construction schedule to except external funding sources pending availability.

SCENIC BYWAYS: Interim Highway Commissioner presented updated maps of the Scenic Byways Project for the Highway Committee to review.

ASE TRAINING PROPOSALS: *Motion by Keckeisen to postpone acting on the ASE Training Proposal that was presented, due to the Highway Department waiting for additional proposal to be submitted, second by Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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STATE OF WIS. DEPT OF TRANSPORTATION DMA(S) (DISCRETIONARY MAINTENANCE AGREEMENTS): *Motion by Gatterman to approve the State D.O.T. Discretionary Maintenance Agreements which consists of the following projects: Emergency Repairs and Cleanup for Flood/Tornado Damage & Permanent Repairs for Flood/Tornado Damage, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Truck Equipment Disposal ~ August-September
- Seven Sisters Pulp ~ Fall ~ Reviewed Plan
- State D.O.T. (LFA) \$61,473.59 ~ State Road 82 Shoulders
- PECFA update / email communication ~ CTH "C" & CTH "Z"
- State Highway Rodeo ~ Two employees will be asked to participate
- Tornado Clean-up ~ Parks Department
- Snow Fence removal has been completed
- Town of Big Flats ~ Culvert Work
- Debris clean up on Olson-Martz Property has been completed
- Calcium Chloride Tank at Shop collapsed / burst ~ DNR was contacted reference the spill

FINANCIAL REPORT: *Motion by Keckeisen to approve the April 2011 Financial Report as audited, second by Gatterman. 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 May 6, 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 Gatterman. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Road Closure for Events Policy
- Living Snow Fence
- Calcium Chloride Tank ~ Insurance Claim ~ DNR Correspondence

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

Meeting adjourned at 12:30 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE

