

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE**

**THURSDAY, MARCH 12, 2015 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

**OTHERS PRESENT:** Patrick Kotlowski ~ Highway Commissioner, Bob Buerger,  
Dave Foss and Jeff Abramson

**MEMBER ABSENT:** Mark Hamburg ~ Excused

**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, March 12, 2015.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, ROSEBERRY AND WYSOCKY. MEMBER ABSENT: HAMBURG ~ EXCUSED

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

**APPROVAL OF MINUTES OF LAST MEETING (FEBRUARY 12, 2015):** *Motion by Wysocky to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for February 12, 2015 Regular Monthly Meeting, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:**

- Highway Committee did recognize Dave Foss, his concern was the agreement letter reference drainage on County Road A. Highway Committee informed Mr. Foss that his item was not on the agenda and would be placed on the April Committee Meeting Agenda.
- Review & Act on Preliminary CTH "P" Design

**REVIEW & ACT ON TRUCK EQUIPMENT BIDS:** Highway Department only received one truck equipment bid and it was from Universal Truck Equipment for the amount of \$148,595.00. Highway Committee reviewed the truck equipment bid reference base price, deduct and option 1 & 2. *Motion by Roseberry to award the truck equipment bid to Universal Truck Equipment for the base price of \$148,595.00 minus dumping function (\$3,600.00) for an amount of \$144,995.00, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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**REVIEW & ACT ON MOWER BIDS:** Highway Department received two mower bids:

- Diamond Mowers Inc.                      Model#DFW180-C                      \$20,210.00
- Riesterer & Schnell                      Model#CX15                      \$18,280.00

Highway Committee reviewed the mower bids and the mower from Riesterer & Schnell does meet the specs and the mower from Diamond Mowers Inc. does not meet the specs. ***Motion by Johnson in the best interest of the County to award the mower bid to Riesterer & Schnell for an amount of \$18,280.00, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON OIL QUOTES:** The following quotes were received:

<u>MATERIALS</u>	<u>HENRY MEIGS</u>	<u>FLINT HILLS</u>
CRS & HFRS	\$2.2247 / GALLON	\$1.99 / GALLON
CRS-2P & HFRS-2P	\$2.6247 / GALLON	\$2.39 / GALLON
CRS-2PD	\$1.9472 / GALLON	N/A

<u>APPLICATION CHG</u>	<u>HENRY MEIGS</u>	<u>PEARSON BROS</u>
CRS & HFRS	\$.1200 / GAL	\$.4200 / GAL
CRS-2P & HFRS-2P	\$.1200 / GAL	\$.4200 / GAL
CRS-2PD	\$.1200 / GAL	N/A

<u>MATERIAL &amp; APPLIED</u>	<u>HENRY MEIGS</u>	<u>FLINT / PEARSON</u>
CRS & HFRS	\$2.3447 / GALLON	\$2.41 / GALLON
CRS-2P & HFRS-2P	\$2.7447 / GALLON	\$2.81 / GALLON
CRS-2PD	\$2.0672 / GALLON	N/A

***Motion by Roseberry to accept the oil quote from Henry G. Meigs LLC for the 2015 season, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.***

**REVIEW & ACT ON PRELIMINARY CTH “P” DESIGN:** Jeff Abramson from Ayres Associates was present to review and discuss the Preliminary CTH “P” Design. Highway Committee reviewed and discussed the Preliminary CTH “P” Design as presented. A PUBLIC INFORMATIONAL MEETING will be held on April 22, 2015 at the New Haven Town Hall from 5:00 p.m. to 7:00 p.m.

**REVIEW & ACT ON COUNTY ROAD Z BRIDGE LIGHTING:** Highway Commissioner reviewed with the Highway Committee previous minutes from Highway Committee and Traffic Safety Committee reference the County Road Z bridge lighting. Traffic Safety Committee recommended that the lights remains on. Adams Columbia Electric Co-op has contacted the Highway Department and the lights will be turned off, if a responsible unit does not come forward to accept billing. ***Motion by Roseberry to have the Highway Department take***

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*responsibility and pay for lights on County Road Z by the Klein Creek Bridge area, second by Wysocky. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REQUEST APPROVAL TO ADVERTISE FOR 2015 CONSTRUCTION**

**PROJECTS:** Highway Commissioner discussed with the Committee the overlay projects on County Road G, EE & O. Discussed with the Committee the need to shorten the County Road O overlay project and add County Road G (STH 21 to CTH C) seal coat project. *Motion by Wysocky to authorize the Highway Commissioner to advertise for bids for the 2015 Construction Projects, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON WASH BAY IMPROVEMENT:** Highway Commissioner discussed with the Highway Committee the wash bay floor that does not drain properly, repairs and engineering is estimated at approximately \$60,000. Highway Committee asked the Commissioner to get an estimated cost on a new wash bay area and to bring back to the Committee.

**REVIEW & ACT ON UTILITY POLICY:** Highway Committee reviewed the current and proposed Utility Policy. Highway Commissioner explained the need for the updated as the original policy was implemented in 1998:

- Proposed Policy has marking requirements for assets or utility boxes in the Right-of-Way that are visual to crews performing maintenance
- Proposed Policy is similar to what other counties have implemented making it more uniform for utility companies across the state.

*Motion by Wysocky to accept the proposed Utility Policy as presented, second by Roseberry. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON SAFETY EQUIPMENT:** Highway Committee reviewed the Adams County Employee Handbook, correspondence from Attorney Dan Borowski and OSHA compliance document. *Motion by Wysocky that Highway Employees will be responsible for payment of logging boots, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:**

- Brushing / Cutting Right-of-Way on STH 21
- Brushing / Cutting / Trimming Right-of-Way on CTH EE & CTH Z
- Winter Maintenance
- Crack Filling on CTH D & CTH W
- Patching
- PBM (Performance Based Maintenance) Agreements / STH 13 North Crack Filling

**FINANCIAL REPORT:** *Motion by Wysocky to approve the Final December 2014 & February 2015 Financial Reports as audited, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- CTH A Drainage ~ Dave Foss
- Wash Bay

**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, April 9, 2015 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 12:10 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

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