

# ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, APRIL 14, 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 ~ Excused at 10:30 A.M.  
Dean Morgan  
Michael Keckeisen  
Myke Rake, SAYL Member~Arrived at 10:00 A.M.

**OTHERS PRESENT:** Patrick Kotlowski ~ Interim Highway Commissioner, Dave Selissen, Kay & Earl Martz, Roland Hawk, Chris Blum, Sherrie Patten 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, April 14, 2011.

**WAS THE MEETING PROPERLY ANNOUNCED? YES**

**ROLL CALL:** BABCOCK, JOHNSON, GATTERMAN, MORGAN AND KECKEISEN. ALL MEMBERS PRESENT. SAYL MEMBER ~ MYKE RAKE CALLED AND WILL BE ARRIVING AT APPROX. 10:00 A.M.

**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 (MARCH 10, 2011 REGULAR MONTHLY MEETING):** *Motion by Keckeisen to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for MARCH 10, 2011 Regular Monthly Meeting, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**PUBLIC PARTICIPATION ON AGENDA ITEMS:** Public Participation was requested for the following Agenda item:

- Living Snow Fence: 1. CTH "N" Project ~ Brushing Debris Olson-Martz Property
- Living Snow Fence: 2. CTH "N" Project ~ Jurisdictional Offers
- Review & Act on Consultant selection for County Road "C" (CTH "Z" to STH 13) Design Project
- Review & Approve County Road "Z" (STH 82 to CTH "F") Appraisals, Jurisdictional Offers & Offering Price Reports

## **LIVING SNOW FENCE:**

**1. CTH "N" PROJECT ~ BRUSHING DEBRIS OLSON-MARTZ PROPERTY:** Kay Martz discussed the debris on her property and showed the Highway Committee pictures reference her concerns. Discussed notification procedure for permission to

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remove debris on landowner's property. *Motion by Keckeisen to clean up the property on County Road "N" by raking and removing debris and prior to this clean up property owners Earl & Kay Martz will need to be contacted, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**2. CTH "N" PROJECT ~ JURISDICTIONAL OFFERS:** Kay Martz discussed the Living Snow Fence proposal reference her property located on County Road "N" and expressed opposing the project, Mrs. Martz also stated that she was speaking on behalf of the adjacent property owners (Cook) and they too oppose the project. Mrs. Martz showed the Highway Committee pictures supporting the opposition. Sherrie Patten property owner on CTH "N" also expressed opposing the living snow fence project on her property. Discussed the Adams County Highway Department's notification procedure for permission to erect snow fence or plow windrows on landowner's property. *Motion by Gatterman to forward to Adams County Corporation Counsel a request to draft a contract that would not expire unless notified by either party that it be cancelled, which would provide access for snow fence, windrows or corn rows / stubble on County Road "N" and that the current Jurisdictional Offers for living snow fence on these properties be not executed, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**3. CTH "B" ~ ENGINEERING SERVICE AGREEMENT:** *Motion by Johnson to hold, do not sign and do not return the task orders on the County Road "B" ~ Engineering Service Agreements for Living Snow Fence and to have the Highway Commissioner draft a letter to the property owners informing them of the intent to install living snow fence on their property, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Committee Member Patrick Gatterman was excused from the meeting at 10:35 a.m.

**4. CTH "J" ~ ENGINEERING SERVICE AGREEMENT:** *Motion by Johnson to hold, do not sign and do not return the task orders on the County Road "J" ~ Engineering Service Agreements for Living Snow Fence and to have the Highway Commissioner draft a letter to the property owners informing them of the intent to install living snow fence on their property, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON CONSULTANT SELECTION FOR COUNTY ROAD "C" (CTH "Z" TO STH 13) DESIGN PROJECT:** The following estimates were received for the County Road "C" (CTH "Z" to STH 13) Design Project:

Ayres	\$13,800.00	Jewell	\$12,670.00
MSA	\$25,700.00	SEH	\$42,400.00
AECOM	\$18,900.00	Tetra Tech	\$30,500.00

Roland Hawk representing Jewell was present and briefly talked to the Highway Committee about his company and the familiarity that his company has with BIA (Bureau of Indian Affairs) Projects. *Motion by Keckeisen to award the Design Project for County Road "C" (CTH "Z" to STH 13) to Jewell for the amount of \$12,670.00, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

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**STH 13 & CTH “K” ~ UNDERGROUND TANK REMOVAL ~ SOIL CONTAMINATION:** *Motion by Keckeisen to allow the Department of Commerce to proceed with underground tank removal at State Road 13 & County Road “K” and to waive work in right-of-way fees, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & APPROVE COUNTY ROAD “Z” (18<sup>TH</sup> LANE TO WOOD COUNTY LINE) APPRAISALS, JURISDICTIONAL OFFERS, CONDEMNATIONS & OFFERING PRICE REPORTS:** NONE / NO ACTION TAKEN

**REVIEW & APPROVE COUNTY ROAD “Z” (STH 82 TO CTH “F”)**  
**APPRAISALS, JURISDICTIONAL OFFERS & OFFERING PRICE REPORTS:** Dave Selissen from Timber-Selissen Land Specialists briefly explained to Highway Committee the offering price reports and jurisdictional offers that are being presented at this meeting. *Motion by Keckeisen to approve offering prices as prepared by Timber-Selissen Land Specialists for parcels: 114, 138, 144, 185 and 191 for the County Road “Z” (State Road 82 to County Road “F”) Project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED. Motion by Morgan to approve the Jurisdictional Offers as prepared by Timber-Selissen Land Specialist for parcels: 177 and 178 on the County Road “Z” (State Road 82 to County Road “F”) Project, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.* Chris Blum representing SEH updated the Highway Committee on the County Road “Z” BIA (Bureau of Indian Affairs) Project that his company is currently contracted with for the Adams County Highway Department.

**SELECT & APPROVE SEAL COAT PROJECTS:** *Motion by Keckeisen to proceed forward with the County Road “G” (STH 21 to CTH “A”) Seal Coat Project and to place on hold the County Road “Z” Seal Coat Project until determined if funding is available for this project, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**MILESTONE MATERIALS ~ CHIPS / SEAL COAT & BASE GRAVEL / SHOULDERS ON CTH “B”:** *Motion by Johnson to purchase from Milestone Materials, chips for County Road “G” Seal Coat Project / 2,100 tons @ \$9.85 per ton \$20,685.00 and ¾ dense base gravel for County Road “B” Shoulders / 5,000 tons @ \$6.15 per ton \$30,750.00, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**EQUIPMENT DISPOSAL:** *Motion by Johnson to sell truck #146 and attachments on the Wisconsin Surplus On-line Auction and at this time to retain #397 grader and reconsider in future for disposal, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**CTH CONSTRUCTION / MAINTENANCE PRIORITIES POLICY:** The draft CTH Construction / Maintenance Priorities Policy to be incorporated into the Adams County Highway Department Departmental Policy was discussed: *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. Motion by Keckeisen to include in the language for CTH Construction / Maintenance Priorities: to allow the Highway Committee and Commissioner the ability and flexibility to act*

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*in the best interest of the County, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**2011-2012 WINTER MAINTENANCE:** *Motion by Morgan to use Ice Slicer on County Winter Maintenance Sections: 1, 2 & 9 for the 2011-2012 Winter Maintenance Season, second by Keckeisen. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REVIEW & ACT ON 2010 ACTUAL EQUIPMENT CHARGES FOR TOWN SNOW REMOVAL:** Reports were presented to the Highway Committee that documents expenses were greater than revenues for the 6 yard, quad-axle and tandem-axle trucks used to plow snow in towns. The agreement with the towns is to charge actual cost or state rate whichever is greater for equipment rates to towns for snow plowing and the rate will be determined yearly. *Motion by Keckeisen to approve and proceed with billing towns for actual equipment costs for snow removal for the year of 2010, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**ROAD CLOSURE FOR EVENTS POLICY:** *Motion by Morgan to table the Road Closure for Events Policy pending facts and more investigation, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

**REPORT ON HIGHWAY DEPARTMENT OPERATIONS:** NONE

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

**IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:**

- Scenic Highways
- Road Closure for Events Policy

**ADJOURN AND NEXT MEETING DATE:** The next regular monthly meeting will be held on Thursday, May 12<sup>th</sup>, 2011 ~ 9:00 A.M. at the Highway Department. *Motion by Keckeisen, second by Morgan, to adjourn until the next meeting. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 1:00 P.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

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

