

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, February 4, 2009**

The Jefferson County Highway Committee met on Wednesday, February 4, 2009, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; Blane Poulson; Robert Yachinich; John Molinaro

Members absent: Glen Borland

Also Present: William Kern, Highway Commissioner  
Ann Jenswold, Highway Account Clerk  
Gary Petre, County Administrator  
Bill Buglass, Payne & Dolan

Purpose of the meeting was to review and approve vouchers and other highway business.

**HIGHWAY COMMITTEE MINUTES:** The minutes from the January 14, 2009 meeting, having been distributed in advance, it was moved by Mr. Molinaro and seconded by Mr. Yachinich to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro

NOES: None

ABSENT: Borland

ABSTAIN: Poulson

**CORRESPONDENCE:**

- None

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- None

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project Work**

None

- **Maintenance work**

General Maintenance

Crews working on tree and brush removal

Crews completing repair work over shop office to stop major water leaks

Work for Others

Crews are finishing several small maintenance projects for towns and other departments

- **Winter Maintenance**

Continue to monitor and handle winter storms and ice events, several days in early to mid-January had early morning black ice conditions.

Over half the supply of salt was used by January 10

- **Office/Shop**

Completing end of year physical inventories

Closing books for 2008 and compiling data for financial reports

**OLD BUSINESS**

None

**NEW BUSINESS**

**9a. Review Committee meeting dates for the next year.**

The Committee discussed meeting dates for the next year and concluded that Highway Committee meetings will continue to be held on the first Wednesday of each month at 8:00 a.m. at the Highway Office. No motion made.

**9b. Review monthly financial account summary.**

The Commissioner discussed the 2008 financial status of the department. He stated that we will not be looking at transfers that were previously discussed, but will have a carryover balance. The year-end process is still in the completion stages, and as it is completed further data will be evaluated. The Commissioner engaged the committee on discussion and questions. No motion made.

**9c. Review 2008 end of year financial account status and recommendations for 2009 carryover or funds transfers.**

The Commissioner continued the discussion of the year end status and stated that the department is a week away from closing the books. Once the books are closed, the construction accounts and winter maintenance accounts will be looked at again. No motion made.

**10. Highway Operations Report**

The Commissioner reviewed the Operations Report with the Committee, and questions were answered. Mr. Molinaro questioned the snow fence operations and how the determination is made for fence placement. The Commissioner discussed the shop roof and the new facility and bonding issue. There will be further discussion next month. The Committee also discussed the possible stimulus package and how funds may affect the department. No motion made.

**REVIEW & APPROVE VOUCHERS:** The vouchers held the following totals resulting:

BILLS:	01/21/09 For 2008	\$ 7,813.18
BILLS:	01/21/09 For 2009	39,189.52
BILLS:	02/04/09 For 2008	16.55
BILLS:	02/04/09 For 2009	<u>84,892.11</u>
TOTALS:		\$131,911.36

It was moved by Mr. Poulson and seconded by Mr. Yachinich that the bills are allowed as reviewed.

Carried by the following roll call:

- AYES: Buchanan, Poulson, Yachinich, Molinaro
- NOES: None
- ABSENT: Borland
- ABSTAIN: None

The next Highway Committee meeting will be held on March 4, 2009, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Yachinich and seconded by Mr. Poulson to adjourn at 8:50 a.m.

Carried by the following roll call:

- AYES: Buchanan, Poulson, Yachinich, Molinaro
- NOES: None
- ABSENT: Borland
- ABSTAIN: None

Approval: \_\_\_\_\_  
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Blane Poulson, Secretary