

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, March 16, 2011**

The Jefferson County Highway Committee met on Wednesday, March 16, 2011, at 10:10 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; George Jaeckel; Craig Peterson; Glen Borland

Members absent: Blane Poulson

Also Present: William Kern, Highway Commissioner  
Ann Jenswold, Highway Department  
Mike Kelley, City of Jefferson  
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 February 7, 2011 Highway meeting, having been distributed in advance, it was moved by Mr. Jaeckel and seconded by Mr. Peterson to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Jaeckel, Peterson

NOES: None

ABSENT: Poulson

ABSTAIN: Borland

**CORRESPONDENCE:**

- NONE

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- NONE

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project/Construction Work**

Major projects have been completed.

- **General Maintenance**

Surface Patching – Crews are patching and repairing various pavements

Crews are completing guardrail repairs at various locations

Crews are completing brushing work on various highways

- **Winter Maintenance**

Crews called out for numerous snow events from December thru early February

County has ordered all remaining salt on county contract, ordered all remaining salt and reserves for the state contract.

County has used nearly all of the winter maintenance allocations for 2011 as of March 11.

- **Office/Shop**

Office staff has closed the books for 2010 and is working on the annual financial report.

**OLD BUSINESS**

- NONE

**NEW BUSINESS**

**9a. Discuss land purchase for construction of new City of Jefferson sanitary lift station on Highway Department property**

Mike Kelley, City of Jefferson, spoke in regards to the sanitary lift station on the corner of Woolcock and Elizabeth Street. The lift station was built between 1950-1960, and is in need of updates. It no longer fills the required needs for this area. The City would be interested in purchasing a small parcel to place a new and updated lift station in this area.

It was moved by Mr. Borland and seconded by Mr. Peterson to support the purchase of the parcel property to the City of Jefferson for a new lift station, and to move forward to determine the value and to complete a survey.

Carried by the following roll call:

AYES: Buchanan, Jaeckel, Peterson, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

**9b. Review past, present, and future Highway Department operations**

Commissioner Kern handed out a summary sheet showing the number of full time employees through the years. In 1969, the department had 141 employees; in 1983, 94 employees; in 2008, 60 employees; and in 2010, 57 employees. He stated that through the years efficiencies changed the number of employees needed to perform duties. He mentioned that two employees were needed in the trucks at one time to operate the wing, and one to operate the plow. Today, technology has eliminated the need for two employees. Through time, technology, efficiencies, and privatization have caused the changes at the department. Privatization has caused some efficiency among the workers, as a control mechanism. The decline of employees has stabilized and potentially, the STH 26 bypass may increase the number of employees in the future. He commented that the department is pretty stable now and comfortable for where we are at, versus where we came from. He feels no changes are on the horizon in the near future. Commissioner Kern had also handed out a list showing county work that has been done in house previously, and since has been contracted out. In the last five years, all or in part, the listed operations are now done by private contractors: Hot mix operations; gravel crushing operations; pavement reclaiming; concrete curb and gutter; pavement marking; trucking; salt deliveries; and truck set-up. Commissioner Kern also had an equipment operations summary from 2001-2010. This summary shows that although the department has approximately 20% less equipment than in 2005, the average purchase value created in the equipment fund from 2006-2010 is \$920,000.00. The summary showed equipment losses in 2002 of \$69,000.00 to equipment profits in 2010 of \$385,000.00.

Regarding the Governor's budget, the Commissioner sees transportation aids cut by 10%, or \$150,000-\$160,000. However, he sees the state side of maintenance increasing, due to more lane miles in Jefferson County. With the employee benefit cuts of \$160,000-\$170,000 for County and \$100,000 for the state per year, the cuts should be offset by these savings in insurance and state retirement system. No Motion

**9c. Review final end of year 2010 financial data**

**9d. Review monthly financial account summary 2011**

The Highway Commissioner discussed the carry over amounts from 2010 into 2011. He stated that 68% of the winter maintenance budget has already been exhausted for the year. No Motion

**10. Highway Operations Report**

The Commissioner reviewed the operations with the Committee and answered any questions that they had. He stated that the annual report has been started and will be ready within a couple of months. He expressed employee concerns with the state budget regarding jobs and department uncertainties. No Motion.

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

BILLS:	02/08/11	\$	35,220.02
BILLS:	02/08/11	\$	105.00
BILLS:	02/23/11	\$	101,187.37
BILLS:	03/07/11	\$	61,098.12
BILLS:	03/16/11	\$	190,500.90
COMMITTEE:	JANUARY	\$	<u>491.51</u>
TOTALS:		\$	388,602.92

It was moved by Mr. Borland and seconded by Mr. Jaeckel that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Buchanan, Jaeckel, Peterson, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

The next Highway Committee meeting will be Monday, April 4, 2011 at the Jefferson County Highway Department at 8:00 a.m. The remaining Highway Committee scheduled meetings are confirmed at this time.

Motion by Mr. Jaeckel and seconded by Mr. Borland to adjourn at 11:40 a.m.

Carried by the following roll call:

AYES: Buchanan, Jaeckel, Peterson, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

Approval:

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Craig Peterson, Secretary