

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, May 6, 2014

The Jefferson County Highway Committee met on Tuesday, May 6, 2014, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Ron Buchanan; George Jaeckel; Al Counsell; Walt Christensen; Carlton Zentner

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Ann Jenswold, Highway Department
Erik Coonen, Highway Department
Timm Punzel, Highway Department

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

3. ELECTION OF HIGHWAY COMMITTEE CHAIR

It was moved by Mr. Christensen and seconded by Mr. Jaeckel to nominate Ron Buchanan as Highway Committee Chair.

It was moved by Mr. Counsell and seconded by Mr. Zentner to nominate George Jaeckel as Highway Committee Chair.

Motion to close nominations was made by Mr. Zentner seconded by Mr. Christensen. A secret ballot was cast resulting in Mr. Jaeckel as Highway Committee Chair.

3. ELECTION OF HIGHWAY COMMITTEE VICE-CHAIR

It was moved by Mr. Buchanan and seconded by Mr. Zentner to nominate Walt Christensen as Highway Committee Vice-Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Counsell, Christensen, Zentner

NOES: None

ABSENT: None

ABSTAIN: None

3. ELECTION OF HIGHWAY COMMITTEE SECRETARY

It was moved by Mr. Christensen and seconded by Mr. Buchanan to nominate Al Counsell as Highway Committee Secretary. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Counsell, Christensen, Zentner

NOES: None

ABSENT: None

ABSTAIN: None

HIGHWAY COMMITTEE MINUTES: The minutes from the March 3, 2014 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Counsell to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Counsell

NOES: None

ABSENT: None

ABSTAIN: Christensen; Zentner

CORRESPONDENCE:

- Lisa Meinholz, WISDot – memo regarding next season’s salt bid
- Summer Highway Conference – June 2-4, 2014-Chula Vista – Wisconsin Dells

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER’S REPORT:

• **Project/Construction Work**

Crews cleared trees, brush, and boulders from new Highway Facility site

Crews built temporary access road for Annex Road and provided all detour signing for CTH “W” (CTH “W” resurfacing will be completed after the utility work)

Crews are beginning construction work on CTH “N” the week of May 5th

CTH “G” resurfacing project will be scheduled for Mid-May to Mid-June

- **General Maintenance**

Crews are completing various signing repair work and numerous sign/post replacements

Crews are grading and repairing gravel shoulders on both state and county highways

Crews are completing guard rail repairs

Crews are working on county crack seal work on county highways (30% complete)

- **Winter Maintenance**

- **Office/Shop**

Office staff is finishing work on 2013 financial report summary

Shop staff completed set-up work on several small trucks and the new sign truck

Design work is still in progress for CTH "J", CTH "A", and CTH "P"

OLD BUSINESS

- NONE

NEW BUSINESS

9a. Review Highway Committee meeting calendar for the remainder of 2014

The Committee discussed the 2014 meeting calendar. The only change the Committee decided on was to change the June 3 Highway Committee meeting to May 29. No Motion.

9b. Discuss 2014 highway construction projects including CTH "W" resurfacing and Annex Road access

Commissioner Kern stated that the design phase and utilities for the CTH "A" project are moving slower than expected and the construction will be moved to the 2015 budget. In the meantime, the money that was budgeted for the CTH "A" project this year will be utilized for the CTH "W" project. The temporary road was briefly discussed and the possibility of the road becoming a bike path or walk path to keep pedestrians off of CTH "W". There will be more discussion on this at a later date. No Motion.

9c. Highway Facility project construction update

The Highway Commissioner shared the construction schedule with the Committee, stating that utilities are behind due to the weather conditions we have had. He stated that Collins Road to Annex Road will be repaved after the utilities are complete, and also noted that the retention pond is being worked on. He noted that the final two bids for bulk fluid and the fueling station will be finalized at the Infrastructure Meeting tomorrow and then brought to the County Board at the May 13 meeting. There was also discussion on having Highway Committee tours of the facility during critical points of the project. No Motion

9d. Review monthly financial account summary

The Highway Commissioner discussed the financial account summary with the Committee, and answered questions. He discussed the winter maintenance account and the use of general maintenance funds. He discussed the construction account and the work on CTH "N" with weather related delays. No Motion

10. Highway Operations Report

The Commissioner reviewed the operations report with the Committee regarding current operations. Questions were answered. No Motion.

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

BILLS:	03/06/14	\$ 201,192.00
BILLS:	03/19/14	\$ 88,045.80
BILLS:	04/03/14	\$ 43,371.45
BILLS:	04/10/14	\$ 1,142.16
BILLS:	04/16/14	\$ 14,794.81
BILLS:	04/23/14	\$ 293,612.91
BILLS:	05/01/14	\$ 5,801.70
BILLS:	05/06/14	\$ 406,731.88
BRIDGE AID:	2014	\$ 64,708.58
COMMITTEE:	MARCH	\$ 341.64
TOTALS:		\$1,119,742.93

It was moved by Mr. Counsell and seconded by Mr. Christensen that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Counsell, Christensen, Zentner

NOES: None

ABSENT: None

ABSTAIN: None

Motion by Mr. Christensen and seconded by Mr. Zentner to adjourn at 9:20 a.m.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Counsell, Christensen, Zentner

NOES: None

ABSENT: None

ABSTAIN: None

Approval:

Al Counsell, Secretary