

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Tuesday, March 1, 2016**

The Jefferson County Highway Committee met on Tuesday, March 1, 2016, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: George Jaeckel; Ron Buchanan; Walt Christensen; Donald Reese

Members absent: Al Counsell

Also Present: William Kern, Highway Commissioner  
Ben Wehmeier, Administrator  
Ann Jenswold, Highway Department

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the February 1, 2016 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Reese to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Christensen, Buchanan, Reese

NOES: None

ABSENT: Counsell

ABSTAIN: None

**CORRESPONDENCE:**

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- NONE

**HIGHWAY COMMISSIONER'S REPORT:**

• **Construction Projects**

Crews have started brushing and tree removal on CTH J to prepare for 2016 project  
Supervisors are drafting 2016 project schedule for all maintenance and construction projects

• **Winter Maintenance**

Crews have completed normal winter maintenance operations over the last month, will continue to keep equipment prepared for winter operations through March

Crews continue to use more broad-based anti-icing treatments on county and state highways

• **General Maintenance**

Crews are working on several brushing projects for the DOT/County Highways

Crews are working on surface patching and shoulder maintenance

Crews are completing sign work on state and county highways

Crews moved all remaining items from the old highway facility

• **Office/Shop Staff**

Several training programs were completed in the last month including chain saw training, loader training, skid steer training, and material safety training

Office staff closed books for 2015 and will start compiling the 2015 financial report

Several tours of the new facility were given in the last month including other County Highway Departments, State Patrol staff, Central and Regional DOT staff, local Administrators, and private Heavy Equipment company

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**9a. Discuss 2016 highway project schedule**

Commissioner Kern handed out and discussed a schedule of 2016 long range projects, showing when the different crews would be working on CTH "J" and CTH "Y" during the upcoming

weeks and months. He also handed out construction and maintenance projects maps showing 2016 seal coat, crack sealing, and pavement marking. Also shown was a 5 year highway project plan and 2015 pavement PASER ratings. No Motion

**9b. Discussion on monthly financial account summary (YTD)**

Commissioner Kern reviewed the financial account summary with the Committee, and questions were answered. No Motion

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

BILLS:	02/04/16	\$	3,439.23
BILLS:	02/15/16	\$	69,680.53
BILLS:	03/01/16	\$	61,837.35
P CARD:	FEB-GENERAL	\$	7,523.65
P CARD:	FEB-BILL	\$	185.86
COMMITTEE:	JANUARY	\$	<u>419.18</u>
TOTALS:		\$	143,085.80

It was moved by Mr. Buchanan and seconded by Mr. Reese that the bills are allowed as reviewed.

Carried by the following roll call:

- AYES: Jaeckel, Christensen, Buchanan, Reese
- NOES: None
- ABSENT: Counsell
- ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Reese to adjourn at 8:50 a.m.

Carried by the following roll call:

- AYES: Jaeckel, Christensen, Buchanan, Reese
- NOES: None
- ABSENT: Counsell
- ABSTAIN: None

The next meeting will be held on Tuesday, April 5, 2016 at 8:00 a.m., at the Jefferson County Highway Department.

Approval: \_\_\_\_\_  
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 Al Counsell, Secretary