

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, May 3, 2016

The Jefferson County Highway Committee met on Tuesday, May 3, 2016, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; Ron Buchanan; Mike Kelly; Blane Poulson; James Braughler

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, Administrator
Jim Schroeder, County Board Chair
Ann Jenswold, Highway Department

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

5. ELECTION OF HIGHWAY COMMITTEE CHAIR

It was moved by Mr. Buchanan to nominate Don Reese as Highway Committee Chair.

It was moved by Mr. Kelly to nominate Ron Buchanan as Highway Committee Chair.

Motion to close nominations was made. A roll call vote was taken, resulting in Mr. Reese as Highway Committee Chair.

5. ELECTION OF HIGHWAY COMMITTEE VICE-CHAIR

It was moved by Mr. Poulson to nominate Ron Buchanan as Highway Committee Vice-Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Poulson, Braughler

NOES: None

ABSENT: None

ABSTAIN: None

5. ELECTION OF HIGHWAY COMMITTEE SECRETARY

It was moved by Mr. Poulson to nominate Mike Kelly as Highway Committee Secretary. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Poulson, Braughler

NOES: None

ABSENT: None

ABSTAIN: None

HIGHWAY COMMITTEE MINUTES: The minutes from the April 5, 2016 Highway meeting, having been distributed in advance, it was moved by Mr. Reese and seconded by Mr. Buchanan to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Poulson, Braughler

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters:

- 2016 Summer Highway Conference: June 6 – 8, 2016 at Chula Vista Resort, Wisconsin Dells, WI
- Bids for Highway Satellite Shops came in to high – The Infrastructure Committee will formally reject all bids tomorrow at their meeting.

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**
- CTH "J" (CTH G – City of Jefferson) – 4.00 miles

Project Type: Reconstruction

Progress: Removed asphalt surface over east portion of roadway. Construction work is in progress.

- CTH “Y” (US 18 – CTH D)
Project Type: Resurfacing
Progress: Project is planned to begin in late May or early June
- CTH “A” (Crossman Road – City of Lake Mills)
Project Type: Reconstruction
Progress: Project is on-hold until necessary right-of-way is purchased
- CTH “W” (Near new facility)
Project Type: Resurface
Progress: Remaining landscaping and bike trail connection is in-progress. Paving work for trail was completed on April 27

- **Winter Maintenance**

- **General Maintenance**
Bridge crew completed several small projects and is preparing to seal bridge decks starting in May
Crews finished several brushing projects for the DOT/County Highways
Crews are working on gravel shoulder maintenance work
Crews have completed four of the ten crack seal projects for county highways
Storage racks for materials were installed in cold storage building

- **Office/Shop Staff**
Most safety awareness training for employees is complete, except for a handful of larger pieces of equipment, training will continue in May

Office staff is working on the 2015 financial report

OLD BUSINESS

NONE

NEW BUSINESS

10a. Review annual meeting calendar and set dates for future Highway Committee meetings

Administrator Wehmeier and Board Chair Schroeder addressed the Committee on how meetings are being looked at and designed around the County Board meetings.

It was moved by Mr. Buchanan and seconded by Mr. Kelly to move the Highway Committee meetings to the fourth (4th) Tuesday of each month at 8:00 a.m.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Poulson, Braughler

NOES: None

ABSENT: None

ABSTAIN: None

10b. Review and discuss potential speed zone changes on CTH B (West of Johnson Creek city limits)

Commissioner Kern reviewed the existing speed limits and proposed speed limits along CTH B West of the Johnson Creek City Limits. He reviewed information regarding the placement of the new Johnson Creek school driveway and proposed 35 mph zone. He stated that the Village of Johnson Creek will also need to adopt the same proposed speed zones, since the zone is partially in their limits. The speed zones will be monitored to see if any adjustments need to be made in the future. He also stated that discussions revolving around the pedestrian sidewalk for the school children are being planned.

It was moved by Mr. Buchanan and seconded by Mr. Poulson to approve the speed zones as presented on CTH B for the new Johnson Creek School complex.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Poulson, Braughler

NOES: None

ABSENT: None

ABSTAIN: None

10c. Review 2016 highway project schedules

Commissioner Kern reviewed and discussed the project schedule for 2016 and answered Committee questions. No Motion

10d. Discuss 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:	04/13/16	\$ 50,615.73
BILLS:	05/03/16	\$ 125,195.94
P CARD:	APR-GENERAL	\$ 215,536.78
P CARD:	APR-BRIAN	\$ 82.00
P CARD:	APR-BILL	\$ 82.00
COMMITTEE:	MARCH	\$ <u>270.22</u>
TOTALS:		\$ 391,782.67

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

Carried by the following roll call:

- AYES: Reese, Buchanan, Kelly, Poulson, Braughler
- NOES: None
- ABSENT: None
- ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Reese to adjourn at 8:57 a.m.

Carried by the following roll call:

- AYES: Reese, Buchanan, Kelly, Poulson, Braughler
- NOES: None
- ABSENT: None
- ABSTAIN: None

The next meeting will be held on Tuesday, May 24, 2016 at 8:00 a.m., at the Jefferson County Highway Department.

Approval: _____
