

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, May 29, 2018

The Jefferson County Highway Committee met on Tuesday, May 29, 2018, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; John Kannard; Dick Schultz; Michael Wineke; Lloyd Zastrow

Members absent: None

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

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

4. ELECTION OF HIGHWAY COMMITTEE CHAIR

It was moved by Mr. Schultz and second by Mr. Wineke to nominate Don Reese as Highway Committee Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

4. ELECTION OF HIGHWAY COMMITTEE VICE-CHAIR

It was moved by Mr. Schultz and second by Mr. Zastrow to nominate John Kannard as Highway Committee Vice-Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

4. ELECTION OF HIGHWAY COMMITTEE SECRETARY

It was moved by Mr. Kannard and second by Mr. Wineke to nominate Dick Schultz as Highway Committee Secretary. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

HIGHWAY COMMITTEE MINUTES: The minutes from the March 27, 2018 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Kannard to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**
- CTH "P" (CTH E – CTH F) – 4.00 miles
Project Type: Reconstruction (2017/2018)
Progress: Phase II of project will begin around June 25th.
- CTH "Y" (Johnson Creek – STH 26)
Project Type: Culverts/Drainage, Pulverize and Resurface
Progress: Culvert and drainage work in-progress, will begin pulverizing road after Memorial Day

- CTH “CW” (CTH SC – Waukesha County)
Project Type: Pulverize and Resurface
Progress: Project will begin approximately July 1st.
- Korth Lane (CTH S – Termini)
Project Type: Construction, Pulverizing, Resurface
Progress: Paving work is complete, need to finish shouldering and landscape work
- Concord/Lake Mills Satellite Shops
Project Type: Grading and Paving Work
Progress: Project will begin in May
- **Winter Maintenance**
- **General Maintenance**
Crews are finishing shoulder retrieval and maintenance work on both county and state highways
Crews are crack sealing numerous county highways
Crews will begin 1st mowing pass on state and county highways after Memorial Day
KSW is nearing the completion of the Lake Mills satellite shop. Finish work on the building, approach slab, and dirt work should be completed by late June
- **Office/Shop Staff**

OLD BUSINESS

- NONE

NEW BUSINESS

10a. Overview of the Open Meetings Law

Administrator Wehmeier reminded the Committee on Open Meeting Law guidelines, stating that it takes 3 out of 5 members present to create a quorum, whether via telephone, e-mail, get-togethers, along with the discussion of County business. He discussed concerns and penalties in association with quorums. No Motion

10b. Overview of Highway Department operations and policy oversight

Commissioner Kern reviewed the operations of the Highway Department, stating that not only is work done on county and town roads, but a large amount of our work comes from contracting with WisDOT. He stated our operations are different from other departments within the County

as we have different performance issues, work with pavement conditions and bridges, and a budget that revolves around these differences. He informed the committee on machinery operations and rates. Questions were answered. No Motion

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

The Committee discussed dates for upcoming meetings, and concluded that the Highway Committee will meet on the last Tuesday of each month at 8:30 a.m. No Motion

10d. Discuss monthly financial account summary (YTD)

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

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

BILLS:	04/02/18	\$ 86,002.40
BILLS:	04/16/18	\$ 70,944.82
BILLS:	04/30/18	\$ 33,335.08
BILLS:	05/14/18	\$ 85,126.80
BILLS:	05/21/18	\$ 64,277.21
BILLS:	05/29/18	\$ 117,933.11
COMMITTEE:	MARCH	\$ 350.21
P CARD:	APR-GENERAL	\$ 9,152.52
P CARD:	APR-BRIAN	\$ 82.00
P CARD:	APR-BILL	\$ 82.00
P CARD:	MAY-GENERAL	\$ 2,797.32
P CARD:	MAY-BRIAN	\$ 726.47
P CARD:	MAY-BILL	\$ 1,107.30
TOTALS:		\$ 471,917.24

It was moved by Mr. Zastrow and seconded by Mr. Schultz that the bills are allowed as reviewed.

Carried by the following roll call:

- AYES: Reese, Kannard, Schultz, Wineke, Zastrow
- NOES: None
- ABSENT: None
- ABSTAIN: None

Motion by Mr. Reese and seconded by Mr. Kannard to adjourn at 9:20 a.m.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

The next meeting will be held on **Tuesday, June 26, 2018, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: _____
