

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Tuesday, July 31, 2018**

The Jefferson County Highway Committee met on Tuesday, July 31, 2018, at 8:30 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  
J. Blair Ward, Corporation Counsel  
Ann Jenswold, Highway Department  
Scott Henderson, Intern Jefferson County

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the June 26, 2018 Highway meeting, having been distributed in advance, it was moved by Mr. Wineke and seconded by Mr. Zastrow 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: In progress, construction and grading work on the east end

- CTH "Y" (Johnson Creek – STH 26)

Project Type: Culverts/Drainage, Pulverize and Resurface

Progress: Paving is complete, will be working on shouldering and pavement marking over the next two weeks

- CTH "CW" (CTH SC – Waukesha County)

Project Type: Pulverize and Resurface

Progress: Existing pavement is pulverized, will start paving work in the next week

- Korth Lane (CTH S – Termini)

Project Type: Construction, Pulverizing, Resurface

Progress: Project is complete

- Concord/Lake Mills Satellite Shops

Project Type: Grading and Paving Work

Progress: Building work for both buildings is substantially complete, site preparation and paving work will be completed in August or September

- **Winter Maintenance**

- **General Maintenance**

Crews will be seal coating CTH "N" and STH 89 (North) in August

Crews completed the first mowing cut on all state and county highways

Crews have completed several small paving and other miscellaneous town projects

- **Office/Shop Staff**

**OLD BUSINESS**

**8a. Update on satellite shop construction**

Commissioner Kern updated the Committee on the satellite shops, stating that the contractor is planning on finishing the pond and dirt work for the Lake Mills facility next week. He stated that paving for both satellite facilities should take place late August or early September. He stated that winter maintenance operations should be working out of these facilities this season. The Committee had discussion regarding holding the September Highway meeting at one of the satellite locations. No Motion

**NEW BUSINESS**

**9a. Discussion and possible action related to Palmyra Satellite Site**

Commissioner Kern and Corporation Counsel, J. Blair Ward, reported on the Palmyra satellite site, stating that the site lease dates back to 1941. The Highway Department has not used the satellite shop in Palmyra for approximately 15 years. The Committee discussed termination of this lease.

It was moved by Mr. Wineke and seconded by Mr. Schultz to inform the County Administrator that the Committee would like to notify the owner of this property that we are no longer interested in this property, and we would like to terminate the lease from 1941.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

**9b. 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:	07/02/18	\$ 374,059.90
BILLS:	07/09/18	\$ 79,775.72
BILLS:	07/16/18	\$ 326,306.87
BILLS:	07/30/18	\$ 148,067.68
COMMITTEE:	JUNE	\$ 622.22
P CARD:	JUL-GENERAL	\$ 1,185.04
P CARD:	JUL-BRIAN	\$ 83.64
TOTALS:		\$ 930,101.07

It was moved by Mr. Reese and seconded by Mr. Zastrow 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. Schultz and seconded by Mr. Reese to adjourn at 9:15 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 **Monday, August 27, 2018, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: \_\_\_\_\_  
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