

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, November 27, 2018

The Jefferson County Highway Committee met on Tuesday, November 27, 2018, at 8:30 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

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

Members absent: None

Also Present: William Kern, Highway Commissioner
Ann Jenswold, Highway Department
Sean Heaslip, Highway Department
Greg Koepfel, Highway Department
Ben Wehmeier, County Administrator
J. Blair Ward, Corporation Counsel
Bridget Olson, Aztalan
Rick Winter, Aztalan
David Messmer, Milford
Yvette Messmer, Milford
Charles Untz, Remnant Parcel CTH "B"

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

HIGHWAY COMMITTEE MINUTES: The minutes from the October 30, 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, Wineke, Zastrow, Schultz, Kannard

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

All major construction projects are substantially complete

- **Winter Maintenance**

Highway Department employees had a comprehensive training day on winter maintenance operations on October 19, 2018. The training included discussion and video training on operations and material use, and also included a WisDOT presentation on liquid salt brine use

Crews recently completed winter maintenance equipment calibration and testing

Crews were called in for first winter maintenance snow event on November 9

Crews are mixing and storing salt brine at all shop locations

All salt deliveries for the state and county were completed in October and early November

Shop staff is finishing up winter equipment set-up on trucks including some additional liquid salt brine application systems

- **General Maintenance**

Crews have finished the additional mowing needs on state and county highways

Crews are completing some additional pavement repair projects and shoulder work before winter

- **Office/Shop Staff**

OLD BUSINESS

8a. Discussion and possible action on selling a remnant parcel of property owned for highway purposes to Rick Winter

Corporation Counsel, J. Blair Ward, gave history of property remnants being sold in the past. Mr. Winter spoke regarding access to his property from CTH "B", and access points for the Messmer and Untz properties, which currently use his land for access points. He spoke in reference to why he would like to purchase the remnant of the parcel owned by the County.

Mr. Messmer spoke on behalf of his concerns regarding the purchase of the remnant parcel by Mr. Winter, and proposed for the County to divide the remnant into thirds for ease of entry for all three properties.

Mr. Untz spoke on behalf of his concerns regarding the purchase of the remnant parcel by Mr. Winter, referencing the safety of getting his equipment out of the field onto a curved roadway with deep ditches and road pitch.

J. Blair Ward stated that he had no objection to the sale, but there is a need for access to property for all three property owners. He stated that the county surveyor should be involved in this decision process.

Commissioner Kern stated that the Highway Department will take a look at the area for access points before the next meeting. No Motion

NEW BUSINESS

9a. Discuss CTH “P” (CTH E – CTH F) project including private drainage tiles and drainage

Commissioner Kern updated the Committee stating that the private property owner thought that the Highway Department damaged their private drainage tile during the CTH “P” project work. The tile is clay tile installed many years ago. Superintendents Heaslip and Koeppel stated that utilities were bored before and after construction. Heaslip discussed drainage in the area, and showed the natural flow of water to the South. They stated that this was very old tile. Koeppel stated that he marked this tile when he was a patrolman 18 or 19 years ago. Drainage issues in this area were discussed. Currently the resident has not requested a permit to work in the right of way. Commissioner Kern and the Highway staff feel that the private drainage tile is not the County’s responsibility, and nothing further needs to be done.

It was moved by Mr. Schultz and seconded by Mr. Kannard that nothing further needs to be done regarding the private drainage tile, and that the County does not have the responsibility to fix this issue.

Carried by the following roll call:

AYES: Reese, Wineke, Zastrow, Kannard, Schultz

NOES: None

ABSENT: None

ABSTAIN: None

9b. Discuss future budget and capital project planning process

Commissioner Kern discussed the budget planning process and timelines with the Committee. He explained how the department plans for highway projects, and how he plans to include the Committee in the upcoming year on the decision making process. No Motion

9c. 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:	11/05/18	\$	95,223.07
BILLS:	11/12/18	\$	84,320.19
BILLS:	11/26/18	\$	126,424.96
COMMITTEE:	OCT	\$	334.95
P CARD:	NOV-GENERAL	\$	6,155.61
P CARD:	NOV-BILL	\$	82.00
P CARD:	NOV-BRIAN	\$	508.14
P CARD:	NOV-GREG	\$	<u>798.17</u>
TOTALS:		\$	313,847.09

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

- Carried by the following roll call:
AYES: Reese, Wineke, Zastrow, Kannard, Schultz
NOES: None
ABSENT: None
ABSTAIN: None

Motion by Mr. Reese and seconded by Mr. Zastrow to adjourn at 10:55 a.m.

- Carried by the following roll call:
AYES: Reese, Wineke, Zastrow, Kannard, Schultz
NOES: None
ABSENT: None
ABSTAIN: None

The next meeting will be held on **Monday, December 17, 2018, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: _____
