

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, February 23, 2021

The Jefferson County Highway Committee met on Tuesday, February 23, 2021, at 8:30 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Dick Schultz; Lloyd Zastrow; George Jaeckel; Mike Kelly (Zoom); Laura Payne (Zoom)

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
J. Blair Ward, Corporation Counsel
Brian Udovich, Highway Department
Ryan Broedlow, Highway Department
Ann Jenswold, Highway Department (Zoom)
Frankie Fuller (Zoom)
Kartechner Brothers LLC (Zoom)
Bill Blaska, Quad County Runners ATV Club

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

HIGHWAY COMMITTEE MINUTES: The minutes from the January 26, 2021 Highway meeting, having been distributed in advance, it was moved by Mr. Zastrow and seconded by Mr. Schultz to approve the minutes as printed.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- None

News Releases/Notices:

- None

PUBLIC COMMENT:

- None

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

- **Winter Maintenance**

Crews have been out on numerous winter storms in late December through mid-February. Crews continue to wing back snow in high drift areas and intersections with visibility issues.

- **General Maintenance**

Crews are working on sign installs & repairs.

Crews are working on patching repairs as needed.

- **Office/Administrative Staff**

Staff is planning and scheduling for all 2021 construction projects.

Office staff has closed books for 2020 and is beginning to develop all year-end financial reports.

OLD BUSINESS

8a. Review and discuss ATV/UTV draft ordinance for County Highways

Corporation Counsel, Blair Ward, updated last month's draft of the ATV/UTV ordinance and reviewed it with the Committee. There was discussion regarding Section 4 – ATV/UTV Routes. Jefferson County does not have a trail system, nor do they own any trails. Laura Payne was interested to know for the Towns within the County, how long their ordinances are in effect for and how many accidents/incidents have they encountered. Mr. Kelly would like to see clarification on the definition of an ATV/UTV, and agreed that the trail system needs to be further clarified referring to Section 5 – Route Signs. Commissioner Kern stated that 18 locations around the perimeter of the County would be signed. He stated that this could be done easily, and would not be a costly endeavor. He further stated that if the County started doing routes, the cost would go up, and may have to look to the Clubs to sign the routes. Furthermore, the Towns would be signing in their areas to let users know there are trails open to use. Blair Ward addressed Mr. Kelly's concern regarding ATV/UTV clarification by stating that could be added to Section 3 – Limitations, to make the definition more clear. Mr. Zastrow shared his concerns regarding functioning turn signals, along with how to enforce ATV/UTVs from not using county roads for long distances instead of going on designated roads – enforcement officers are busy and safety should be the #1 concern. Ms. Payne would like to see more data regarding speed limits and traffic volume data, as well as information regarding registered ATV/UTV ability to travel 55 MPH. Commissioner Kern stated that ATV/UTV ordinance and

safety is a standing agenda item each quarter on the Traffic Safety Committee agenda. No Motion

NEW BUSINESS

9a. Discuss and take action on 2021 asphalt product vendor bids (including Local Road Improvement Projects asphalt), 2021 asphalt milling bids, 2021 asphalt pulverizing bids

Commissioner Kern reviewed the quotes received for asphalt milling and pulverizing with the Committee.

It was moved by Mr. Jaeckel and seconded by Mr. Schultz to accept all vendors whose bids were timely for asphalt milling and pulverizing.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

Commissioner Kern reviewed the quotes received for bituminous asphalt products and application with the Committee.

It was moved by Mr. Zastrow and seconded by Mr. Kelly to accept all bids for the bituminous asphalt products and application, and to use the lowest bidder most beneficial to the County per project.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: Schultz

ABSTAIN: None

Commissioner Kern reviewed the quotes received for hot-mix asphalt with the Committee.

It was moved by Mr. Jaeckel and seconded by Mr. Kelly to accept all bids for the hot-mix asphalt, and to use the plant most beneficial to the County per project.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: Schultz

ABSTAIN: None

Highway Commissioner Kern reviewed the LRIP projects, and answered questions:

2021 Local Road Improvement Program projects for Jefferson County: County Highway N, Town of Jefferson (Curtis Mill Road), Village of Johnson Creek (Hartwig Blvd.), Village of Palmyra (Northwest St.), and Village of Sullivan (Main Street).

It was moved by Mr. Zastrow and seconded by Ms. Payne to accept the asphalt bid from Payne & Dolan, Inc. for all LRIP projects.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: Schultz

ABSTAIN: None

9b. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on considering an offer to sell a parcel of County owned property held for highway right-of-way purposes located south of Masters Drive in Jefferson

It was moved by Mr. Jaeckel and seconded by Ms. Payne to move into closed session at 9:50 a.m.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: Schultz

ABSTAIN: None

9c. Reconvene in open session for action on closed session items if necessary

It was moved by Mr. Jaeckel and seconded by Mr. Zastrow to move into open session at 10:00 a.m.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: Schultz

ABSTAIN: None

It was moved by Zastrow and seconded by Jaeckel to sell a parcel of County owned property held for highway right-of-way purposes located south of Masters Drive in Jefferson.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne
NOES: None
ABSENT: Schultz
ABSTAIN: None

9d. Discuss 2020-21 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:	02/01/21	\$ 30,601.15
BILLS:	02/08/21	\$ 38,449.43
BILLS:	02/15/21	\$ 450.00
BILLS:	02/15/21	\$ 166,464.10
COMMITTEE:	JAN	\$ 245.88
P-CARD:	JAN-GENERAL	<u>\$ 152,292.37</u>
TOTALS:		\$ 388,502.93

It was moved by Mr. Jaeckel and seconded by Mr. Kelly that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne
NOES: None
ABSENT: Schultz
ABSTAIN: None

Motion to adjourn, by Ms. Payne and seconded by Mr. Zastrow at 10:07 a.m.

Carried by the following roll call:

AYES: Zastrow, Jaeckel, Kelly, Payne
NOES: None
ABSENT: Schultz
ABSTAIN: None

The next meeting will be held on **Tuesday, March 30, 2021, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval:
