

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, June 4, 2008**

The Jefferson County Highway Committee met on Wednesday, June 4, 2008, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; Blane Poulson; Robert Yachinich; John Molinaro; Glen Borland

Members absent: None

Also Present: William Kern, Highway Commissioner  
Ann Jenswold, Highway Account Clerk  
Bill Buglass, Payne & Dolan  
Tom Boguszewski, Earth Tech

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the May 14, 2008 meeting, having been distributed in advance, it was moved by Mr. Poulson and seconded by Mr. Yachinich to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

**CORRESPONDENCE:**

- E-mail from Tim Griep, Town of Koshkonong Chairman, regarding payment approval for winter maintenance
- WisDOT 2008-2011 tentative road projects

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- Tom Boguszewski, Earth Tech, familiarized the committee with the services that Earth Tech can offer, along with office locations and key employees.
- Bill Buglass, Payne & Dolan, informed the committee of Columbia County Highway Committee's discussion of privatizing their parts department to cut costs.

**HIGHWAY COMMISSIONER'S REPORT:**

- **General Maintenance work being done**

Patching – Various patching on state, county, and town highways

Patching – Patching on I-94 (Emergency contract final, work will begin ASAP)

Bridge and Sign maintenance on county, state, and town roads

Brushing and tree removal work

Crack sealing work for County and State Highways

- **Project Work**

CTH "G" (STH 89 – STH 19)

Drainage and shoulder improvements ready to start

Utility pole removal and re-work

CTH "X" (CTH B – Watertown)

Pulverizing and grading work complete

Paving and shouldering work in progress

CTH "D" (STH 106 – US 18)

Ready to begin culvert installations and minor grading work

CTH "E" (Bridge Overpass I94)

Bridge work in complete, highway is open

CTH "A" (US 18 – London Road)

Federal aid project begins June 2, road will be closed and detoured

Parks Department

Assisting in the dog park expansion project

Assisting in the Korth Park soil and foundation work

Miscellaneous Town Projects

Ditching and culvert work in Town of Farmington

Town of Koshkonong fully paid all winter maintenance payables this month

- **Shop Operations and Office Operations**

Routine vehicle maintenance work

Setting up new tri-axle trucks (2 trucks complete, working on 3<sup>rd</sup>)

2007 Financial Report is complete

**OLD BUSINESS**

- None

**NEW BUSINESS**

**9a. Discuss Highway Department Facilities.**

Commissioner Kern gave an expected timeline regarding the facility study. The appraisal is currently being worked on. The facility study should be completed and discussed with the committee by July 2008. In August, the County Board will be invited to the Highway Department to tour the facility and the consultant will give a brief presentation of the facility study at the August 2008 County Board meeting.

**9b. Review 2007 Financial/Annual Report.**

The 2007 Financial/Annual Report was handed out to the Highway Committee for review. The Commissioner gave an overview of the report. The layout of the report and equipment was discussed and questions were answered.

**9c. Review 2008 monthly financial account summary.**

Commissioner Kern reviewed the account summary with the committee.

**10. Highway Operations Report.**

Commissioner Kern reported that CTH "X" is currently being paved and will continue into next week, CTH "D" will be pulverized next week, and CTH "G" was pushed back due to delays on utilities. He mentioned that Town work was slim due to the costs associated with winter maintenance. The two positions discussed at the May meeting, Fleet Manager and Operations Manager, were discussed at the Human Resource Committee level and will be going to County Board in June. The Highway Department's sign department was discussed and committee questions were answered.

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

BILLS:	05/23/08	72,787.08
BILLS:	06/04/08	176,834.31
COMMITTEE:	APRIL	<u>382.52</u>
TOTALS:		\$250,003.91

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

Carried by the following roll call:

- AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland
- NOES: None
- ABSENT: None
- ABSTAIN: None

The next regular Highway Committee meeting will be held on July 1, 2008, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Molinaro and seconded by Mr. Poulson to adjourn at 9:30 a.m.

Carried by the following roll call:

- AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland
- NOES: None
- ABSENT: None
- ABSTAIN: None

Approval:

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Blane Poulson, Secretary