



Agenda

Jefferson County Highway Committee Meeting

Tuesday, January 30, 2018

8:00 A.M.

Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

Committee Members: Don Reese-Chairman, Ron Buchanan-Vice
Chairman, Mike Kelly-Secretary, James Braughler,
Blane Poulson

Highway Commissioner: William T. Kern

AGENDA

1. Call meeting to order
2. Roll Call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approve minutes from December 12, 2017 Highway Committee meeting
7. Communications
8. Old Business a. Update on satellite shop progress
9. New Business a. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (February 27, 2018 – 8:00 a.m.)
13. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, December 12, 2017

The Jefferson County Highway Committee met on Tuesday, December 12, 2017, at 5:30 P.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; Ron Buchanan; Mike Kelly; James Braughler; Blane Poulson

Members absent: None

Also Present: William Kern, Highway Commissioner
Ann Jenswold, Highway Department

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

HIGHWAY COMMITTEE MINUTES: The minutes from the November 7, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Braughler to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braughler, Poulson

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 I is complete.

- CTH "Y" (CTH D – CTH F) – 3.00 miles

Project Type: Pulverize and Resurface

Progress: Project is complete.

- CTH "Y" (US 18 – STH 26) – 4.75 miles

Project Type: Pulverize and Resurface

Progress: Project is complete.

- CTH "J" (CTH G – Jefferson, Hwy Site Access Road)

Project Type: Landscaping, Paving Access Road

Progress: Paving is complete.

- **Winter Maintenance**

- **General Maintenance**

Crews working on shoulder maintenance and improvements on numerous county highways

Crews completed salt shed move to Concord

Crews are working on site work at satellite shop sites

Crews completed several culvert replacements and guardrail installations

Early-fill salt deliveries were completed in November, and all county/state salt sheds are filled to capacity

- **Office/Shop Staff**

Shop staff set-up all plow trucks for winter maintenance and will be expecting the first of the new quad-axle trucks to arrive in the next month

Office staff will begin working on closing out all transactions for 2017

OLD BUSINESS

8a. Update on satellite shop progress

Commissioner Kern updated the Committee on the satellite shops stating that although Lake Mills had some delays from rain, permits, and materials, foundation work is currently being done. He stated that the concrete slab will not be done right away, the building will be erected first and should go quick. He said that he is expecting completion by end of February or early March. The Concord shop had some delays due to missing roof paneling. The interior is currently being worked on, and by next week the building should be closed up. The new date for completion will be end of January 2018. No Motion

NEW BUSINESS

9a. 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:	11/16/17	\$ 61,073.44
BILLS:	11/21/17	\$ 59,049.03
BILLS:	12/07/17	\$ 33,739.55
COMMITTEE:	OCTOBER	\$ 348.83
COMMITTEE:	NOVEMBER	\$ 203.52
P CARD:	NOV-GENERAL	\$ 9,062.39
P CARD:	NOV-BRIAN	\$ 213.21
P CARD:	NOV-BILL	\$ 82.00
P CARD:	DEC-GENERAL	\$ 126,329.16
P CARD:	DEC-BRIAN	\$ 575.00
P CARD:	DEC-BILL	\$ 297.00
TOTALS:		\$ 290,973.13

It was moved by Mr. Buchanan and seconded by Mr. Braugler that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Reese, Buchanan, Braugler, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Kelly to adjourn at 6:15 p.m.

Carried by the following roll call:

AYES: Reese, Buchanan, Braugher, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

The next meeting will be held on Tuesday, January 30, 2018, at the Jefferson County Highway Department.

Approval:

Jefferson County Highway Department Highway Operations Report

January, 2018

Operations Summary

Construction Projects

- Staff is reviewing and planning for 2018 projects including CTH P (Phase II), CTH CW, CTH Y (north)

General Maintenance

- Crews are busy with winter maintenance operations with several storms and a few drifting/frost events in January
- Several of the new quad-axle plow trucks are set to be put into service in the next few weeks, trucks are equipped with 900 gallon liquid brine tanks in box.
- Crews completed several guardrail and sign repairs
- Crews continue to work on brushing on county and state highways, and fence repair work on I94

Office/Shop

- Shop staff is completing set-up work on new quad-axle trucks
- Office staff is closing out all transactions and work for 2017 to prepare balances and carryover for 2018