

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, April 25, 2017

The Jefferson County Highway Committee met on Tuesday, April 25, 2017, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

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

Members absent: Blane Poulson

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
J. Blair Ward, Corporation Counsel
Alice Fischer, Highway Department
Brian Udovich, Highway Department
Richard Schultz, City of Watertown

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

HIGHWAY COMMITTEE MINUTES: The minutes from the March 28, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Kelly to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braughler

NOES: None

ABSENT: Poulson

ABSTAIN: None

The minutes from the April 11, 2017 Highway Committee/Infrastructure Committee joint meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Kelly to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braughler

NOES: None

ABSENT: Poulson

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- Turnout for Transportation – Wednesday, May 10, 2017 beginning at 8:00 a.m. at the Madison Club

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**
- CTH "P" (CTH E – CTH F) – 4.00 miles
Project Type: Reconstruction (2017/2018)
Progress: Crews will be starting preliminary construction work on the west end (CTH E) of the project in May.
- CTH "Y" (CTH D – CTH F) – 3.00 miles
Project Type: Pulverize and Resurface
Progress: Project scheduled to begin in June
- CTH "Y" (US 18 – STH 26) – 4.75 miles
Project Type: Pulverize and Resurface
Progress: Project scheduled to begin in June/July
- CTH "J" (CTH G – Jefferson, Hwy Site Access Road)
Project Type: Landscaping, Paving Access Road
Progress: Project work will be completed in May
- **Winter Maintenance**

- **General Maintenance**

Crews are working on county/state crack seal projects as the weather permits

Crews are sweeping excess salt, sand, and other material from several bridges and highways

Crews will be grading and rolling gravel shoulders over the next month

Several large culverts were replaced on both state and county highway over the last month and several more will be replaced or lined for the US 18 project this summer

- **Office/Shop Staff**

Closed out all 2016 accounting for maintenance and projects

Office staff is beginning to compile all financial summaries for 2016 annual report

Shop staff is preparing all construction equipment for upcoming season

Shop staff has removed most of the plow equipment and will finish the remaining trucks in the next few weeks

OLD BUSINESS

- NONE

NEW BUSINESS

9a. Review and discuss 2017 construction project schedule

Highway Commissioner Kern reviewed the construction schedule with the Committee. He stated that the CTH “P” project may start next week. The CTH “Y” project will start after Memorial Day and will continue through July. The CTH “A” project may start later in the year. No Motion

9b. Discuss monthly financial account summary (YTD)

Commissioner Kern reviewed the financial account summary with the Committee. He stated that all winter charges were included in the summary, and that approximately \$531,000.00 was left in the budget for next season. He also relayed that approximately \$138,000.00 was carried over from 2016 General Maintenance. No Motion

10. Discussion and possible action to approve entering into an Agreement with the City of Watertown for road maintenance and snow removal services on segments of West Street and Gypsy Road

Administrator Wehmeier addressed the Committee stating that originally a jurisdictional transfer was discussed with the City of Watertown regarding segments of West Street and Gypsy Road, but now we are looking at a maintenance agreement.

The Committee had discussion regarding the “opt out” clause. Corporation Counsel, J. Blair Ward, explained that the agreement does not address improvements. Commissioner Kern stated that an option might be a shorter time agreement, posing no risks.

It was moved by Mr. Buchanan to enter into an annual agreement with the City of Watertown, reference segments of West Street and Gypsy Road. There was no second to the motion.

After further discussion by the Committee, Mr. Buchanan withdrew his motion.

Corporation Counsel, J. Blair Ward, will rewrite the agreement with language regarding annual renewal, and language regarding 60 days if party does not want to continue. This agreement will be brought back to the next Highway meeting.

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

BILLS: 04/11/17	\$ 451,867.89
BILLS: 04/18/17	\$ 239,242.35
BILLS: 04/25/17	\$ 19,451.63
BRIDGE AID 2017	\$ 67,465.41
COMMITTEE: MAR	\$ 348.83
P CARD: BRIAN	\$ 385.88
P CARD: APR-GENERAL	<u>\$ 36,798.98</u>
TOTALS:	\$ 815,560.97

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

Carried by the following roll call:

- AYES: Reese, Buchanan, Braughler, Kelly
- NOES: None
- ABSENT: Poulson
- ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Kelly to adjourn at 9:00 a.m.

Carried by the following roll call:

- AYES: Reese, Buchanan, Braughler, Kelly
- NOES: None
- ABSENT: Poulson
- ABSTAIN: None

The next meeting will be held on Tuesday, May 30, 2017, at the Jefferson County Highway Department.

Approval: _____
