

**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	<u>\$ 297.00</u>
TOTALS:	\$ 290,973.13

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

Carried by the following roll call:

AYES: Reese, Buchanan, Braughler, 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, Braughler, 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: _____
