

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, November 4, 2009**

The Jefferson County Highway Committee met on Wednesday, November 4, 2009, 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  
Gary Petre, County Administrator  
Ann Jenswold, Highway Department  
Bill Buglass, Payne & Dolan

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the October 7, 2009 meeting, having been distributed in advance, it was moved by Mr. Yachinich and seconded by Mr. Poulson 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:**

- Winter Highway Conference January 11 – 13, 2010 at the Kalahari Resort in Wisconsin Dells
- CrossRoads article regarding Highway equipment use

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- NONE

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project Work**

CTH "F":

Consultant is about 90% complete on design preparation

CTH "D":

Project is complete for 2009; approximately 4 miles of surface paving will remain for 2010

- **General Maintenance**

Crews working on shoulder repairs and surface maintenance on county and state roads

Crews are finishing mowing operations on all county and state highways

- **Winter Maintenance**

Crews are preparing for winter maintenance operations including revising the liquid tank set-ups to include salt brine.

Salt sheds are full and crews will begin to install snow fence in select locations over the next few weeks

Shop employees are working on new county plow trucks, nine of the twelve new plow trucks are in service

**OLD BUSINESS**

**8a. Review and discuss 2010 Highway Department budget and budget amendments.**

The Commissioner stated that letters were sent to the towns and municipalities for Road Aid and Bridge Aid. He commented that the future may hold revisions or adjustments to the current Aid rules. There was no County Board amendments presented that affected the Highway budget. The Highway budget stands as is. No motion made.

**NEW BUSINESS**

**9a. Discuss possible consolidation of the Infrastructure Committee with the Highway Committee.**

County Administrator, Gary Petre, gave background information regarding consolidation of the Infrastructure Committee with the Highway Committee. Consideration has to be given to the possible downsizing of the County Board, and thus looking at committee assignments. The Highway Committee discussed their views on the idea of consolidation. This topic will be addressed and discussed in the future with more information from the County Administrator, as he researches the surrounding counties and their committee assignments. No motion made.

**9b. Review and discuss leases on Marquardt and Fischer properties and make possible changes in terms.**

The Commissioner stated that these leased properties are used primarily to store materials. The Marquardt lease is approximately \$4500.00 per year, and the Fischer lease is approximately \$170.00 per year. Commissioner Kern stated that the department is currently looking for another property to lease. Until the time comes when an area is located, we are looking at renewing the current leases and changing the terms to include that there would be a 3 to 6 month notice to terminate the lease. Commissioner Kern has spoken to both property owners, and both owners are agreeable to this.

It was moved by Mr. Yachinich and seconded by Mr. Molinaro to renew the leases with the new option to withdraw and modify the term of the agreements.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

**9c. Review and approve 2010 WisDOT Routine Maintenance Agreement, and all other WisDOT contracts for 2010.**

The Highway Commissioner discussed the 2010 RMA contract from WisDOT. He stated that the contract was reduced by 9 ½% from the prior year. He stated that the statewide contracts were discussed this past Friday at the district meeting in LaCrosse. He noted that future lane miles will be a problem with STH 26 development, and the need for more employees and equipment to cover this area. The state realizes this and knows that money needs to be budgeted for these changes.

It was moved by Mr. Molinaro and seconded by Mr. Borland to sign the 2010 Routine Maintenance Agreement, and any other small contracts that may come up during the contract period with the state.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

**9d. Review Highway Department 2009 account balances and possible account designation changes.**

Commissioner Kern stated he would like to transfer \$105,000.00 from the CTH "A" project (US 18-Lake Mills) and reallocate it: \$35,000.00 to the CTH "F" (US 18-CTH B), stimulus project, and \$70,000.00 to the CTH "N" (CTH B-CTH A).

It was moved by Mr. Yachinich and seconded by Mr. Molinaro to reallocate the CTH A” funds as per Commissioner Kern’s request.

Carried by the following roll call:

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

**9e. Review monthly financial account summary.**

The Highway Commissioner discussed the financial account summary. He answered any questions that the Committee had. No motion made.

**10. Highway Operations Report**

The Commissioner discussed current operations of the department and answered any questions that the Committee had. He discussed the salt brine tanks and the hopes that salt usage will be reduced. He stated that other counties that are using the salt brine have stated their salt usage is down, and that it keeps the material on the road instead of moving off. Highway department staff is currently receiving training on this. No motion made.

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

BILLS:	10/14/09	\$ 163,994.67
BILLS:	10/23/09	148,062.32
BILLS:	11/04/09	143,776.87
COMMITTEE:	SEPTEMBER	<u>270.60</u>
TOTALS:		\$ 456,104.46

It was moved by Mr. Yachinich and seconded by Mr. Borland 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 Highway Committee meeting will be held on December 2, 2009, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Molinaro and seconded by Mr. Poulson to adjourn at 9:20 a.m.

Carried by the following roll call:

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

Approval:

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Blane Poulson, Secretary