

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Wednesday, December 3, 2008

The Jefferson County Highway Committee met on Wednesday, December 3, 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

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

HIGHWAY COMMITTEE MINUTES: The minutes from the November 5, 2008 meeting, having been distributed in advance, it was moved by Mr. Molinaro 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:

- 2009 Winter Highway Conference – January 26, 27 & 28, 2009 Kalahari Resort

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- None

HIGHWAY COMMISSIONER'S REPORT:

- **Project Work**

CTH "G" (STH 89 – STH 19)

Project is complete for 2008, final surface paving to be completed in 2009

Projects for Others

Paving projects are all completed

- **Maintenance work**

General Maintenance

Crews busy working on shoulder maintenance and repairs

Work for Others

Crews are finishing several small maintenance projects for towns and other departments

- **Winter Maintenance**

Crews are installing snow fence and preparing sections and trucks for winter plowing

OLD BUSINESS

None

NEW BUSINESS

9a. Review single axle and tri-axle truck and truck equipment bids and make a recommendation.

The Committee reviewed the truck and equipment bids and discussed the recommendation of purchasing (4) four single axle trucks (International 7400 SFA) for summer and winter maintenance from Capital City International for a net bid price of \$312,616 (\$78,154 per unit). The Committee discussed the recommendation of purchasing (4) four single axle truck boxes, wings, plows, and sanders from Monroe Truck Equipment for a net bid price of \$185,848 (\$46,462 per unit). Cost to include complete truck set-up by vendor.

It was moved by Mr. Molinaro and seconded by Mr. Yachinich to purchase 4 single axle trucks from Capital City International (vendor set up) and equipment from Monroe Truck Equipment.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

9a. Review single axle and tri-axle truck and truck equipment bids and make a recommendation.

The Committee reviewed the truck and equipment bids and discussed the recommendation of purchasing (2) two tri-axle trucks (International 7600 SBA) for summer and winter maintenance from Capital City International for a net bid price of \$229,800 (\$114,900 per unit). The Committee discussed the recommendation of purchasing (2) two tri-axle truck boxes, wings, plows, and sanders from Monroe Truck Equipment for a net bid price of \$88,030 (\$44,015 per unit). Trucks will be set up by county staff.

It was moved by Mr. Poulson and seconded by Mr. Yachinich to purchase 2 tri-axle trucks from Capital City International and equipment from Monroe Truck Equipment. Set up done by the county.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

9b. Review Highway Department account balances and possible account transfers.

The Commissioner discussed and made the recommendation to the Committee to transfer \$225,000 from Account 53311 (County Maintenance) to Account 53313 (Winter Maintenance); transfer \$50,000 from Account 53315 (Funded Programs) to Account 53313 (Winter Maintenance); transfer \$25,000 from Account 53314 (Bridge Maintenance) to Account 53313 (Winter Maintenance). The transfers will move a total \$300,000 into Winter Maintenance leaving a positive balance before the 2008-09 winter.

It was moved by Mr. Poulson and seconded by Mr. Molinaro to transfer the \$300,000 internally to winter maintenance from the other three accounts.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

9c. Review 2008 monthly financial account summary

The Commissioner stated that all projects except for CTH "G" were complete for the year. The Commissioner discussed the financial status of the department and engaged the committee on discussion and questions. No motion made.

10. Highway Operations Report

The Commissioner reviewed the Operations Report with the Committee and noted again that all projects except for CTH "G" were complete for the year. The department is now preparing for winter maintenance. No motion made.

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

BILLS:	11/12/08	\$130,271.70
BILLS:	11/24/08	71,410.42
BILLS:	12/03/08	223,777.76
COMMITTEE:	OCTOBER	<u>385.58</u>
TOTALS:		\$425,845.46

It was moved by Mr. Yachinich 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 Highway Committee meeting will be held on January 14, 2009, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Poulson and seconded by Mr. Yachinich to adjourn at 8:50 a.m.

Carried by the following roll call:

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

Approval: _____
Blane Poulson, Secretary