

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, March 4, 2009**

The Jefferson County Highway Committee met on Wednesday, March 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  
Ann Jenswold, Highway Account Clerk  
Matthew Kursella, Wolf Paving  
Bill Buglass, Payne & Dolan  
Erik Coonen, Highway Fleet Manager

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the February 4, 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:**

- Letter from the Secretary Wisconsin DOT, regarding stimulus fund and deadlines
- Letter from Jefferson Eagles Booster Club, regarding use of parking lot for fund raising

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- None

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project Work**

None

General Maintenance

Crews working on tree and brush removal

Crews completing repair work over shop office to stop major water leaks

Work for Others

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

- **Winter Maintenance**

Continue to monitor and handle winter storms and ice events, several days in early to mid-January had early morning black ice conditions.

Over half the supply of salt was used by January 10

- **Office/Shop**

Staff is completing end of year physical inventories

Staff will be closing books for 2008 and compiling data for financial reports

**OLD BUSINESS**

**8a. Review final 2008 fund transfers or non-lapsing request.**

The Commissioner discussed the final balances and engaged the Committee in discussion regarding the loss of the winter maintenance fund, and the retention of the FEMA, Fringe Benefit, CTH "G", Inventory, and Equipment funds. No motion made.

**NEW BUSINESS**

**9a. Review potential Federal-Aid projects for 2009-2010 and any potential funding from recent federal legislation.**

The Committee discussed the \$105,000.00 set aside for the CTH "A" project, which has not been started yet. They discussed delaying the project or dropping it to address a new project of 4 miles on CTH "F", which would meet the criteria for the stimulus package.

It was moved by Mr. Molinaro and seconded by Mr. Yachinich to add the 4 mile stretch of the CTH "F" project to the federal aid project list and to hire an engineering consulting firm to complete the design work and other requirements for submittal.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

**9b. Review and approve bids for skid-steer loader.**

The Committee discussed the bids, which included a 40” planer, as well as the bobcat from Midstate Equipment. The Commissioner made a recommendation to the Committee for the purchase from Midstate Equipment.

It was moved by Mr. Molinaro and seconded by Mr. Poulson to purchase the bobcat and planer from Midstate Equipment with a trade.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

**9c. Discuss the strategic planning process and Highway Department involvement.**

The Committee discussed the strategic planning committee and the involvement of Commissioner Kern in it.

It was moved by Mr. Molinaro and seconded by Mr. Yachinich to approve Commissioner Kern’s placement on the committee.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

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

Commissioner discussed the financial status of the department. The Commissioner engaged the committee on discussion and questions. No motion made.

**10. Highway Operations Report**

The Commissioner reviewed the Operations Report with the Committee, and questions were answered. Commissioner Kern discussed the informational meeting that will be held at the Sullivan Town Hall on Thursday, March 5 at 7:00 p.m. regarding the reconstruction of CTH “P”. No motion made.

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

BILLS:	02/20/09	\$134,519.58
BILLS:	03/04/09	396,321.65
COMMITTEE:	JANUARY	<u>270.60</u>
TOTALS:		\$531,111.83

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 April 1, 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 9:02 a.m.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

Approval:

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Blane Poulson, Secretary