

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, August 5, 2009**

The Jefferson County Highway Committee met on Wednesday, August 5, 2009, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; Robert Yachinich; John Molinaro; Glen Borland

Members absent: Blane Poulson

Also Present: William Kern, Highway Commissioner  
Gary Petre, County Administrator  
Phil Ristow, Corporation Counsel  
Vic Imrie, County Board Supervisor  
Ann Jenswold, Highway Department  
Mo Hansen, City of Waterloo  
Matt Kinsella, Wolf Paving  
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 July 1, 2009 meeting, having been distributed in advance, it was moved by Mr. Borland and seconded by Mr. Yachinich to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

**CORRESPONDENCE:**

- Town of Ixonia – Letter regarding Road Aid & Bridge Aid Programs
- National Honor of Civil Engineers – Brian Udovich, 2009 Professional Achievement Award

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- County Board Supervisor, Vic Imrie, spoke on behalf of the Town of Milford regarding the Road Aid and Bridge Aid Programs

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project Work**

Design work nearing completion on CTH P (Rome) project

Design work is in early stage for CTH "F" project

CTH "G":

All paving is complete

Minor items remain

CTH "D":

All asphalt pulverizing is complete

Culvert and minor repair is complete

Paving work began July 29; paving and shouldering work will be in progress through August

- **General Maintenance**

Crews completing pothole patching on state, county, and town roads

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

Crews completing mowing on state (safety), county, and town roads

Crews are completing maintenance and replacement sign work

Crews completed seal coat work for county highway and several towns

Crews completed culvert and other maintenance projects for several towns

Several new trucks have arrived; mechanics are preparing trucks for service

Work for Others

None

**OLD BUSINESS**

**8a. Discuss altering or eliminating discretionary County Bridge Aid Program.**

The Committee discussed the Bridge Aid and Road Aid Programs, and the economic issues surrounding the budget. Commissioner Kern discussed budget issues and administrative issues surrounding this program regarding the County's matching portion, bookkeeping, and educational areas. He stated points regarding ridding the discretionary portion and keeping the statutory portion. Current and existing discretionary would need to be used by 12/31/2012 if the program was eliminated.

**8b. Discuss altering or eliminating discretionary County Road Aid Program.**

The Committee and Commissioner further discussed that eliminating the County Road Aid Program would eliminate the levy.

It was moved by Mr. Molinaro and seconded by Mr. Yachinich to eliminate all discretionary Road Aid and Bridge Aid, and forward to the County Board by way of resolution for debate.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

**8c. Review and discuss 2010 Highway Department budget.**

The Highway Commissioner discussed transportation aids from the state, shifting funds to winter maintenance, and cuts from general maintenance. He stated that more details will come at the next meeting. No motion made.

**NEW BUSINESS**

**9a. Discuss 2008 audit results and responses to management letter.**

Commissioner Kern discussed the sale and recording of equipment sales. The general ledger needs to have a separate line item to separate profit and loss. In regards to lime rock cost calculations, there are costs associated to the pit even if no crushing was done. All information is accounted for and stated in the Highway Department Financial Report. There needs to be some clarifications made in regards to the general ledger. The Committee will receive copies of the response once the Highway Commissioner completes it. No motion made.

**9b. Discuss status of highway facility study and maintenance improvements.**

The Infrastructure Committee met at the Highway Department and looked over the facility. Commissioner Kern and County Administrator Petre met with the City of Jefferson. The City is still interested in seeing this area redeveloped. No motion made.

**9c. Review equipment operations data.**

This item will be discussed at a future meeting.

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

Commissioner Kern reviewed the financial summary to date and answered questions from the Committee. No motion made.

**9e. Discuss County owned gravel pits.**

During the Administrative and Rules Committee meeting it was questioned if the County has the same reclamation standards as the general public. The County does have the same standards to uphold. The County files a reclamation plan for all county pits. No motion made.

**10. Highway Operations Report**

The Commissioner discussed current operations of the department and answered any questions that the Committee had. No motion made.

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

BILLS:	07/15/09	\$ 356,445.71
BILLS:	07/21/09	153,918.57
BILLS:	08/05/09	633,912.19
COMMITTEE:	JUNE	<u>435.60</u>
TOTALS:		\$1,144,712.07

It was moved by Mr. Molinaro and seconded by Mr. Yachinich that the bills are allowed as reviewed.

Carried by the following roll call:

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

The next Highway Committee meeting will be held on September 2, 2009, starting at 8:00 A.M. at the Jefferson County Highway Department.

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

Carried by the following roll call:

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

Approval:

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Blane Poulson, Secretary