

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, March 5, 2013

The Jefferson County Highway Committee met on Tuesday, March 5, 2013, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Ron Buchanan; Blane Poulson; Glen Borland; George Jaeckel; Al Counsell

Members absent: None

Also Present: William Kern, Highway Commissioner
Gary Petre, County Administrator
John Molinaro, County Board Chairman
Ann Jenswold, Highway Department
Carlton Zentner, County Board Supervisor
Terri Palm-Kostroski, Human Resources
Brian Udovich, Highway Department
Todd Berger, Highway Department
Dan Lemke, 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 February 5, 2013 Highway meeting, having been distributed in advance, it was moved by Mr. Poulson and seconded by Mr. Counsell to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Poulson, Counsell

NOES: None

ABSENT: None

ABSTAIN: Borland, Jaeckel

CORRESPONDENCE:

- NONE

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- Ann Jenswold spoke regarding agenda item 9a – wage study results for the Highway Department Equipment Operators
- Dan Lemke spoke regarding agenda item 9a – wage study results for the Highway Department Equipment Operators
- County Board Supervisor, Carlton Zentner, spoke regarding the new Highway facility and the formation of committees to review the process

HIGHWAY COMMISSIONER'S REPORT:

- **Project/Construction Work**

Planning work for 2013 projects is in progress

- **General Maintenance**

Crews are completing maintenance projects for the county and various towns

Crews are completing various signing repair work

Crews are completing guardrail/bridge repairs at various locations

Crews are working on brushing work on county and state highways

- **Winter Maintenance**

Crews busy with numerous winter storms in January and February

All seasonal salt orders have been completed

- **Office/Shop**

Shop employees are working on final tri-axle plow truck set-up

Staff has closed the books for 2012, and now is working on end of year reports

OLD BUSINESS

8a. Approve Jurisdictional Transfer agreements between Jefferson County and the City of Watertown and the Town of Watertown on County Trunk Highway Y (Transfers associated with the STH 26 bypass project)

Commissioner Kern reviewed and discussed with the Committee two resolutions prepared for the March County Board meeting regarding the jurisdictional transfer agreements between Jefferson County and the City and Town of Watertown. The agreement for the Town of Watertown would remove the existing CTH "Y" from New CTH "Y" to the City of Watertown south limits from the County Highway system. This section of roadway is 1.4 miles in length. The agreement for the City of Watertown would remove the existing CTH "Y" from the City of Watertown south limits to Church Road from the County Highway system. This section of roadway is 0.3 miles in length.

It was moved by Mr. Jaeckel and seconded by Mr. Counsell to approve the jurisdictional transfer agreements for CTH "Y" to both the Town of Watertown and the City of Watertown, and forward the resolutions to the County Board.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Counsell

NOES: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

9a. Discuss the wage study results for the Highway Worker and Equipment Operator positions and recommend changes to grade placement or Personnel Ordinance language

Human Resource Director, Terri Palm-Kostroski, supplied information concerning the Carlson Dettmann wage study in regards to the Highway Department Equipment Operators. The Committee asked questions and heard thoughts and concerns from Highway personnel.

It was moved by Mr. Jaeckel and seconded by Mr. Counsell to deny the previous recommendation by Carlson Dettmann, that would have placed the Equipment Operators in a pay grade 5, and approve to place the Equipment Operators in a pay grade 4. When operating equipment, there would be an additional premium added to their pay grade 4 rate. This recommendation will be forwarded to the Human Resource Committee.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Counsell

NOES: None

ABSENT: None

ABSTAIN: None

9b. Discuss equipment rental agreements for 2013

Commissioner Kern reviewed and discussed with the Committee the Dozer rentals for the 2013 construction year. The Commissioner recommended entering into agreement with Roland Machinery for a Komatsu D65PX-17 dozer for \$7636.00 per month.

It was moved by Mr. Jaeckel and seconded by Mr. Counsell to approve an agreement with Roland Machinery for a Komatsu D65PX-17 dozer for the 2013 construction year, in the amount of \$7636.00 per month.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Counsell

NOES: None

ABSENT: None

ABSTAIN: None

9c. Review monthly financial account summary

The Highway Commissioner discussed the financial account summary with the Committee, and answered questions. No Motion

10. Highway Operations Report

The Commissioner reviewed the operations with the Committee regarding current operations, highlighting the winter maintenance season thus far. No Motion.

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

BILLS:	02/07/13	\$ 83,076.72
BILLS:	02/20/13	\$ 155,064.73
BILLS:	02/26/13	\$ 106,184.23
BILLS:	03/05/13	\$ 173,074.83
COMMITTEE:	JANUARY	\$ 477.10
TOTALS:		\$ 517,877.61

It was moved by Mr. Jaeckel and seconded by Mr. Poulson that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Counsell

NOES: None

ABSENT: None

ABSTAIN: None

The next Highway Committee meeting will be Tuesday, April 2, 2013 at the Jefferson County Highway Department.

Motion by Mr. Jaeckel and seconded by Mr. Borland to adjourn at 9:15 a.m.

Carried by the following roll call:

AYES: Buchanan, Poulson, Borland, Jaeckel, Counsell

NOES: None

ABSENT: None

ABSTAIN: None

Approval:

 Al Counsell, Secretary