

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Wednesday, May 14, 2008

The Jefferson County Highway Committee met on Wednesday, May 14, 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
Gary Petre, County Administrator
Sharon Schmeling, County Board Chairperson
Ann Jenswold, Highway Account Clerk
Bill Bugliss, Payne & Dolan

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

ELECTION OF HIGHWAY COMMITTEE CHAIR, VICE-CHAIR, AND SECRETARY:

The election of Highway Committee Chair, Vice-Chair, and Secretary took place, producing the following results: Chairperson – Ron Buchanan; Vice-Chairperson – John Molinaro; Secretary – Blane Poulson.

HIGHWAY COMMITTEE MINUTES: The minutes from the April 9, 2008 meeting, having been distributed in advance, it was moved by Mr. Molinaro 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:

- WisDOT letter stating that RMA (Routine Maintenance Agreement) is over budget
- WisDOT Memo of Understanding regarding Salt Shed Reimbursement Agreement

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- None

HIGHWAY COMMISSIONER'S REPORT:

- **General Maintenance work being done**

Patching – Various patching on state, county, and town highways

Patching – Patching on I-94 Large Crews

Bridge and Sign maintenance on county, state, and town roads

Brushing and tree removal work

Crack sealing work for County and State Highways

- **Project Work**

CTH "G" (STH 89 – STH 19)

Completed major tree removal for CTH "G" project

Removing stumps and clearing slopes

Utility pole removal and re-work

CTH "X" (CTH B – Watertown)

Will begin project in May, and will begin paving in early June

Parks Department

Assisting in the dog park expansion project

Assisting in the Korth Park soil and foundation work

Fair Park

Built additional parking lanes for Fair Park

- **Shop Operations and Office Operations**

Routine vehicle maintenance work

Working on the set-up of new tri-axle trucks

2007 Financial Report

OLD BUSINESS

10a. Discuss progress on facility study and property appraisal.

The following was discussed: Work is still being done regarding the revisions on changes previously talked about. There are discussions with appraisers taking place. The City of Jefferson has been in contact with Sharon Schmeling and stated the North Industrial Park would be a better place for the Highway Department to relocate. The City wants the Department relocated. There will be more discussion and information to be received in the future. No motions made.

NEW BUSINESS

11a. Review bids received for gravel inventories.

The committee discussed the bids for gravel inventories.

It was moved by Mr. Molinaro and seconded by Mr. Poulson to accept the bid from B.R. Amons & Sons, Inc. from Elkhorn, WI and to allow Commissioner Kern the ability to negotiate timing.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

11b. Review the resolution for County Highway Aide Petitions and make recommendation to County Board for approval.

It was moved by Mr. Poulson and seconded by Mr. Molinaro to submit a resolution to the County Board for approval for the County Highway Aide Petitions.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

11c. Approve contract for 2008 bridge inspections.

K.Johnson Engineering is the consultant for the Highway Departments bridge inspections. Mr. Molinaro asked Commissioner Kern to report back in the next few months if any of the 21 bridges are being re-rated.

It was moved by Mr. Yachinich and seconded by Mr. Poulson to approve the contract for \$3905.00 with K.Johnson Engineering.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

11d. Discuss 2008-09 Salt Purchase Contracts.

The committee discussed that in the past we bid our own salt prices instead of going with the state salt bid. We did this for flexibility on needed amounts and storage issues. Today bidding our own, the department runs the risk of volatility in prices due to gas costs increasing. The average ton of salt bids over the past years is 5000 tons. The committee concluded to leave the judgment up to Commissioner Kern.

11e. Review small vehicle state bids.

The committee discussed the pros and cons of trading vehicles versus auctioning vehicles. The discussion concluded that the result was to get more value from our vehicles. The committee is looking at trading 4 vehicles and auctioning 2 vehicles. No motion made.

11f. Review and discuss potential land purchase in Waterloo.

The committee discussed the land purchase in Waterloo. Discussion took place regarding Frontier being interested in selling the lot next to the Palmyra shop on Highway 19. The committee concluded that even if the County property was sold in the future, the added land from Frontier would be an asset in regards to the resale value. No motion made.

11g. Review management position retirements, re-organization, and transition plan.

The Highway Commissioner presented the idea of the creation of two new positions to the Highway Department. An Operations Manager that would oversee road maintenance duties. This position would eliminate a Construction Superintendent position. A Fleet Manager position would oversee the shop operations of vehicle maintenance of the Highway department, and in the future possibly the vehicle maintenance for all County vehicles. This position would eliminate the Shop Superintendent position. There may be a possibility of part-time work during the transition period for the Shop Superintendent. The commissioner stated that these positions would be degreed positions. The department would employ the same number of full time employees.

It was moved by Mr. Yachinich and seconded by Mr. Borland to forward the positions to the Human Resource Committee for approval.

Carried by the following roll call:

AYES: Buchanan, Poulson, Yachinich, Molinaro, Borland

NOES: None

ABSENT: None

ABSTAIN: None

11h. Review 2008 monthly financial account summary.

The Highway Committee reviewed the financial status of the department. No motions were made.

12. Highway Operations Report.

The Highway Committee went through Commissioner Kern’s report. No motions were made

The Summer Highway Conference was discussed: The conference will be held June 9 -11, 2008 at the Kalahari Convention Center in Wisconsin Dells, WI. Mr. Buchanan is interested in attending. He will be driving up Tuesday, June 10 and then back, and driving up Wednesday June 11, and back. Mr. Borland is also interested and will get back regarding his availability.

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

BILLS:	04/16/08	20,520.23
BILLS:	04/24/08	33,062.59
BILLS:	05/07/08	22,377.50
BILLS:	05/14/08	180,780.26
COMMITTEE:	MARCH	<u>272.52</u>
TOTALS:		\$257,013.10

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 regular Highway Committee meeting will be held on June 4, 2008, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Molinaro and seconded by Mr. Poulson to adjourn at 9:35 a.m.

Carried by the following roll call:

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

Approval: _____

Blane Poulson, Secretary