

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Wednesday, March 3, 2010**

The Jefferson County Highway Committee met on Wednesday, March 3, 2010, 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  
Sharon Schmeling, County Board Chairperson  
Ann Jenswold, 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 3, 2010 meeting, having been distributed in advance, it was moved by Mr. Yachinich and seconded by Mr. Buchanan to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro; Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

**CORRESPONDENCE:**

- Wisconsin DOT: Regarding Federal Aid Programs – Roads and Bridges

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- None

**HIGHWAY COMMISSIONER'S REPORT:**

- **Project Work**

- **General Maintenance**

Crews working on tree and brush removal

Crews are patching and repairing various pavements

Crews are beginning to complete house demolitions for emergency government

- **Winter Maintenance**

Average January-February for winter maintenance storms/costs

Using salt brine more in recent storms, positive feedback from employees

Discussing GPS/Storm data systems for plow trucks

- **Office/Shop**

Ongoing project preparation for construction projects

Reviewing specific functions of shop operations to improve internal controls

**OLD BUSINESS**

None

**NEW BUSINESS**

**9a. Review limestone crushing bids and take action.**

The Committee reviewed the crushing bids that were received. Crushing and blasting were included in the bidding process. Frank Bros., Inc. was the lowest bidder with \$1.78/ton.

It was moved by Mr. Borland and seconded by Mr. Molinaro to approve the bid from Frank Bros., Inc. for \$1.78/ton for crushing of limestone materials at the Strasburg Quarry in Jefferson.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

**9b. Discuss final non-lapsing funds carryover requests.**

The Committee reviewed and discussed the final non-lapsing and carryover of fund balances request for the year ending December 31, 2009. The Finance Committee approved the carryover of funds in the amount of \$11,501,961.21. The request now goes to County Board. No Motion.

**9c. Discuss parts inventory turnover and management.**

The Highway Commissioner discussed concerns regarding the current parts inventory and how changes need to be implemented to track parts inventory and purchases in the future. The department currently has large inventory amounts that are no longer of value to the department. Ways of disposal of old and useless inventory was discussed. Commissioner Kern remarked that in the end a smaller inventory on hand will result making the department in-line with industry standards for this type of operation. No Motion.

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

The Highway Commissioner reviewed the account summary with the Committee and answered any questions that they had. No Motion.

**10. Highway Operations Report**

The Commissioner reviewed the past month's operations, primarily focusing on chainsaws that were sold at a recent auction. The report that the Commissioner shared with the Committee regarding previous years sharpening, maintenance, and repairs compared to current costs was enlightening and eye opening for the Committee members. The summary report will be shared with other County Board members who have similar concerns and questions regarding the chainsaw sales. No Motion.

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

BILLS:	02/17/10	\$ 60,135.36
BILLS:	03/03/10	109,653.54
COMMITTEE:	JANUARY	<u>376.00</u>
TOTALS:		\$ 170,164.90

It was moved by Mr. Molinaro and seconded by Mr. Borland 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 April 14, 2010, starting at 8:00 A.M. at the Jefferson County Highway Department.

Motion by Mr. Borland and seconded by Mr. Yachinich to adjourn at 9:05 a.m.

Carried by the following roll call:

AYES: Buchanan, Yachinich, Molinaro, Borland

NOES: None

ABSENT: Poulson

ABSTAIN: None

Approval:

\_\_\_\_\_

\_\_\_\_\_

Blane Poulson, Secretary