

**JEFFERSON COUNTY HIGHWAY COMMITTEE
MEETING MINUTES**

Tuesday, February 5, 2013

The Jefferson County Highway Committee met on Tuesday, February 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; Al Counsell

Members absent: Glen Borland, George Jaeckel

Also Present: William Kern, Highway Commissioner
Gary Petre, County Administrator
John Molinaro, County Board Chairman
Ann Jenswold, Highway Department
Carlton Zentner, County Board Supervisor
Erik Coonen, Highway Department
Brian Udovich, Highway Department
Patricia Cicero, Land/Water Conservation
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 January 2, 2013 Highway meeting, having been distributed in advance, it was moved by Mr. Counsell and seconded by Mr. Buchanan to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Counsell

NOES: None

ABSENT: Borland, Jaeckel

ABSTAIN: Poulson

CORRESPONDENCE:

- NONE

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

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**

Major winter storm in December cost \$127,000 (County Highways)

Crews out for several winter storms over the last few weeks

- **Office/Shop**

End of year inventories completed

Staff is working on closing books for 2012 and completing end of year reports

OLD BUSINESS

8a. Discuss request for proposal for architectural & engineering services for Jefferson County Highway Facility

Commissioner Kern handed out and discussed the Request for Proposal for Architectural & Engineering Services for the Jefferson County Highway Department Facility. He stated that the proposal would be going to the County Board in March. If approved at the Infrastructure meeting on the 19th, the proposal would be released on February 20. Proposals will be due on March 15, 2013 at 2:00 p.m.

NEW BUSINESS

9a. Discuss final design services for Lake Mills Satellite Shop

Commissioner Kern reviewed with the Committee Barrientos Architectural/Engineering Services Proposals for the final shop designs for the Lake Mills and Concord Satellite Shops.

It was moved by Mr. Poulson and seconded by Mr. Counsell to move forward with Barrientos Design, and forward the final design proposals to the Infrastructure Committee.

Carried by the following roll call:

AYES: Buchanan, Poulson, Counsell

NOES: None

ABSENT: Jaeckel, Borland

ABSTAIN: None

9b. CTH A (CTH S – Lake Mills) – Discuss resurfacing project scheduled for 2013

The Committee discussed realignment of the upper end of the roadway, versus staying with the resurface project as scheduled on CTH “A”. Some thoughts considered included property owner issues, funding, project design, and right of way purchase. Patricia Cicero from Land/Water Conservation was on hand to provide some insight into the land owner issues. After discussion by the Committee, it was concluded to add this item to the March agenda, allowing time to receive more information regarding design. No Motion.

9c. 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)

The Committee discussed the changes to CTH “Y” that came about with the STH 26 bypass project. The jurisdictional transfers are being finalized and will be brought forward to the County Board within the next month or two. No Motion.

9d. Review monthly financial account summary

The Highway Commissioner discussed the financial account summary with the Committee, and answered questions. He stated that the 2012 year end numbers are still being finalized. There will be more information available for next month’s meeting. No Motion

10. Highway Operations Report

The Commissioner reviewed the operations with the Committee regarding current operations. He commented on the fact that the December storm had lots of drifting. The clean-up costs for the County Highways, for the late December storm, was \$127,000. No Motion.

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

BILLS:	01/08/13 For 2012	\$	308,819.93
BILLS:	01/08/13 For 2013	\$	31,411.44
BILLS:	01/17/13 For 2012	\$	15,480.79
BILLS:	01/17/13 For 2013	\$	1,219.53
BILLS:	01/29/13 For 2012	\$	32,449.14
BILLS:	01/29/13 For 2013	\$	129,003.88
BILLS:	02/05/13	\$	56,728.97
COMMITTEE:	DECEMBER	\$	<u>396.05</u>
TOTALS:		\$	575,509.73

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

Carried by the following roll call:

AYES: Buchanan, Poulson, Counsell
NOES: None
ABSENT: Jaeckel, Borland
ABSTAIN: None

The next Highway Committee meeting will be Tuesday, March 5, 2013 at the Jefferson County Highway Department.

Motion by Mr. Poulson and seconded by Mr. Counsell to adjourn at 8:55 a.m.

Carried by the following roll call:

AYES: Buchanan, Poulson, Counsell
NOES: None
ABSENT: Jaeckel, Borland
ABSTAIN: None

Approval:

Al Counsell, Secretary