

**Jackson County Highway Department**  
**Committee Meeting**  
**9/20/2023**

**1. Call to Order:**

Chairman Staff called the meeting to order at 9:30 A.M. in the Conference Room at the Jackson County Highway Department, 119 Harrison Street, Black River Falls, WI on Wednesday, September 20, 2023.

**2. Roll Call:**

The following Highway Committee members were present: Ed Chamberlain, Charles Jensen, Mike Kunes, Alton Staff, and Adrian Swanson.

Also present:

Jay Borek, Highway Commissioner  
Jeff Amo, County Board Chairman  
Ann Klieforth, Office Manager

**3. Approve Committee Meeting Minutes:**

The minutes from the meeting on August 30, 2023 were reviewed.

**M/S** Chamberlain/Swanson to approve the Highway Committee minutes as presented. Carried unanimously.

**4. Equipment Update:**

- ▶ #0072 - 2010 Mack Tandem Truck: sent back to Mid-State for faulty TCM not compatible with new transmission. Unit is back in service. Cost = \$3,224.96

**5. Update on Highway Operations (County and State):**

Commissioner Borek reported on the County operations:

- ▶ Finished shouldering on CTH HH
- ▶ Paved bridges and culverts on CTH N
- ▶ Fall mowing
- ▶ Chip seal/Durapatch CTH O

*Projection for next month:*

- ▶ Replace culverts on CTH H
- ▶ Chip seal/Durapatch CTH O
- ▶ Continue fall mowing
- ▶ Pave over culverts on CTH H

Commissioner Borek reported on the State operations:

- ▶ Chip and oil cross cracks on Highway 12 north of Merrillan
- ▶ Shouldering county and state highways
- ▶ Worked on routine maintenance list
- ▶ Cleaned ditches and culverts in various locations

*Projection for next month:*

- ▶ Taking salt in
- ▶ Chip and oil STH 12 north of BRF
- ▶ Shoulder work on I-94
- ▶ Routine maintenance list

**06. Discuss/Act on Mutual Aid Agreement (City Point)**

Commissioner updated Committee on the conditions of the agreement for CTH Z.

**M/S** Jensen/Chamberlain to approve the Mutual Aid Agreement with City Point. Carried unanimously.

**Jackson County Highway Department**  
**Committee Meeting**  
**9/20/2023**

**07. Discuss/Act on Loader Lease (Rest Area)**

M/S Chamberlain/Swanson to lease the loader from Harmer Contractors Equipment. Carried unanimously.

**08. Discuss/Act on Bridge and Culvert Aid Resolution**

Commissioner Borek reviewed changes and additions on the Bridge and Culvert Aid Resolution, with an updated total of \$96,847.00.

M/S Chamberlain/Swanson to approve the resolution for bridge and culvert aid as presented. Carried unanimously.

**09. Approve Vouchers**

M/S Chamberlain/Swanson to approve the vouchers in the amount of \$ 262,036.03 Carried unanimously.

**10. Office Manager's Report**

The 2023 year-to-date financial analysis was presented by Ann Klieforth, Office Manager.

**11. Highway Commissioner's Report**

- ▶ Commissioner Borek updated Committee on the construction status
- ▶ Commissioner updated Committee on the CTH O Corner Reconstruction project, noting that the Iron Mine gravel did not pass specifications. The consultants and WisDOT recommend leaving it for the winter to allow for any further change.
- ▶ Commissioner updated Committee on the CTH N structures project.
- ▶ Commissioner advised Committee that the paving of culvert replacements will be grouped, if possible, for cost effectiveness.

**12. Employee Conferences, Training, and/or Seminars:**

Commissioner Borek updated the Committee on upcoming training:

- ▶ Two employees are currently attending WCHA-LDG Road School
- ▶ Fall Commissioners & Committee Member's meeting is set for October 2, 2023 in St Croix County. Commissioner Borek inquired about finalizing those attending.

**16. Set/Confirm future Highway Committee Dates**

The following meeting dates have been set for the Highway Committee:

October 18, 2023 @ 8:30 A.M.

November 15, 2023 @ 8:30 A.M.

**17. Adjournment**

M/S Jensen/Swanson to adjourn the meeting. Meeting adjourned at 10:31 A.M. Carried unanimously.