

**Jackson County Highway Department
Committee Meeting
11/17/2023**

1. Call to Order:

Chairman Staff called the meeting to order at 8:30 A.M. in the Conference Room at the Jackson County Highway Department, 119 Harrison Street, Black River Falls, WI on Friday, November 17, 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
Joe Rowekamp, Patrol Superintendent
Kevin Kamrowski, Operations Manager
Ann Klieforth, Accountant/Office Manager
Jeff Amo, County Board Chairman

3. Approve Committee Meeting Minutes:

The minutes from the meeting on October 18, 2023 were reviewed.

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

4. Equipment Update:

- ▶ #0057 - 2019 Western Star Tandem Axle Truck: sent to Hixton for 7th injector service. Cost = \$906.74; then sent to River States for cracked DEF pump and bad NOX sensors, repaired under warranty. Unit is back in service. Cost = Warranty
- ▶ #0084 - 2011 Mack Tri-Axle Truck: sent to Hixton for bad 7th injector doser valve. Unit is back in service. Cost = \$758.60
- ▶ #0078 - 2009 Mack Tandem Axle Truck: sent to Hixton for 7th injector service. Unit is back in service. Cost = \$1,923.99
- ▶ #0036 - 2018 Western Star Single Axle Truck: sent to Murphy's Frame & Axle for rusted out front steer spring assemblies and an alignment. Unit is back in service. Cost = \$3,891.47
- ▶ Auction listed with Wisconsin Surplus will be ending November 28th at 10:00 a.m.
- ▶ New lathe purchased and delivered to the shop. Cost = \$9000.00
- ▶ Second new Ford F550 is in at LaCrosse Truck Center. Cost = \$54,947.50

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

Kevin Kamrowski reported on the County operations:

- ▶ Finished installing culverts on CTH H
- ▶ Paved CTH N projects
- ▶ Repaired and replaced culverts, ditches and shoulders from October heavy rains throughout the county
- ▶ Hauled winter sand

Projection for next month:

- ▶ Finish hauling winter sand
- ▶ Install snowplow equipment
- ▶ Chipping down and leaning trees

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Joe Rowekamp reported on the State operations:

- ▶ Mowed brush on STH 54
- ▶ Chips and oil on crosscracks STH 12
- ▶ Finished shoulder work on I-94
- ▶ Guardrail repair on I-94
- ▶ Prepared interstate trucks for the winter season

Projection for next month:

- ▶ Continue chips & oil on crosscracks STH 12
- ▶ Continue brush mowing on STH 54
- ▶ Patch STH 12/95
- ▶ Chip downed trees in right-of-way

6. Discuss/Act on Culvert Aid Reimbursement (Bear Bluff)

Commissioner Borek reviewed a Bridge & Culvert Aid petition from Bear Bluff (appropriated in the 2024 budget) which is a four-way split between Juneau County, Jackson County, the Town of Bear Bluff and the Town of Kingston. Work is completed and charges were invoiced by Wood County, who is seeking early reimbursement, in 2023. Commissioner Borek requested payment be made in 2023 from unallocated local bridge aid funds.

M/S Chamberlain/Swanson to approve the request to pay the 2024 aid in 2023 utilizing unallocated local bridge aid funds. Carried unanimously.

7. Discuss/Act on R/W Acquisition (CTH O Bridge)

M/S Chamberlain/Swanson to utilize Jewell & Associates for right-of-way acquisition for the CTH O bridge project. Carried unanimously.

8. Discuss/Act on LTE Plow Operators

M/S Swanson/Chamberlain to approve the hire of 1-2 LTE Equipment Operators to assist with winter maintenance at the 2023 rate of \$21.52, increasing in 2024 to \$22.59. Carried unanimously.

9. Discuss/Act on Election of Commissioner State Statute 83.01 (2)

M/S Chamberlain/Swanson to approve another two year term for Commissioner Borek and forward to County Board for action. Carried unanimously.

10. Approve Vouchers

M/S Chamberlain/Kunes to approve the vouchers in the amount of \$ 614,302.65. Carried unanimously.

11. Office Manager's Report

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

12. Highway Commissioner's Report

- ▶ Commissioner Borek shared that he had received one quote for electrical updates to accommodate the lathe and milling machines purchased. Commissioner Borek requested that because there are funds remaining from that purchase, could we move forward with installation with work equal or less than the remaining budget.

M/S Chamberlain/Jensen to proceed with installation, and bring a list of work remaining to the next Committee meeting. Carried unanimously.

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- ▶ Commissioner Borek shared that there was a double box culvert on the county system that was seeping water. After inspection of the site and with DNR approval, the culvert was treated with bentonite.
- ▶ Commissioner Borek informed Committee the the Facilities RFP was sent to 9 different engineering firms and described the timeline of due dates/deadlines.

13. Employee Conferences, Training, and/or Seminars:

Commissioner Borek updated the Committee on upcoming training:

- ▶ Reminder that Commissioner Borek will be attending Winter Road School - January 22, 2024-
January 24, 2024

14. Set/Confirm future Highway Committee Dates

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

December 13, 2023 @ 8:30 A.M.

January 17, 2024 @ 8:30 A.M.

15. Motion to Closed Session: Employee Evaluation State Statute 19.85(1)(c)

M/S Chamberlain/Swanson to enter into closed session for employee evaluation. Carried unanimously.

16. Motion to return to Open Session to complete remaining agenda items

M/S Swanson/Chamberlain to return to open session after employee evaluation. Carried unanimously.

17. Adjournment

M/S Jensen/Swanson to adjourn the meeting. Meeting adjourned at 10:15 A.M. Carried unanimously.