

**Jackson County Highway Department**  
**Committee Meeting**  
**November 20, 2024**

**1. Call to Order**

Chairman Chamberlain 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 Wednesday, November 20, 2024.

**2. Roll Call**

The following Highway Committee members were present: Ed Chamberlain, Mike Kunes, John Higgins, Mike Beck and David Holen.

Jay Borek, Highway Commissioner  
Kevin Kamrowski, Operations Manager/Patrol Superintendent  
Jeff Amo, County Board Chairman  
Cindy Altman, County Clerk  
Jessica McDonald, Director of Human Resources

**3. Approve Committee Meeting Minutes**

The minutes from the meeting on October 16, 2024, were reviewed.

**M/S** Higgins/Kunes to approve the Highway Committee minutes as presented. Carried unanimously.

**4. Equipment Update**

- ▶ #0024 – 2014 Ford F-250: Sent back to Osseo Ford to calibrate the new used transmission we installed from Conrads Auto Salvage. Unit is back in service. Cost: \$190.00
- ▶ #2122 – 2022 Bobcat T770: Sent to Komro Sales for left final hydraulic hose leak. Will be back in service Wednesday. Cost: Under warranty.

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

Kevin Kamrowski, Operations Manager, reported on County operations:

- ▶ Apply chips and oil on CTH M, finished installing culverts on CTH N, Paved over the top of culverts on CTH N, hauled washed sand for winter salt/sand mix, paver patched CTH F for the Village of Alma Center sewer utility addition and continued hauling tailings on the bike trail for the Parks Department.

Projection for next month:

- ▶ Install snowplow equipment, replace guardrail post in Courthouse parking lot, start brush mowing and chipping downed trees from the summer storms.

Kevin Kamrowski, Operations Manager, reported on State Operations for Joe Rowekamp:

- ▶ Installed culvert liner on STH 54 at CTH H, mowed brush on I-94 and STH 27, repaired asphalt/concrete on I-94, guardrail repair and installed snow equipment on trucks.

Projection for next month:

- ▶ Snow and ice removal, apply brine, mow brush on I-94/STH 27, apply chips and oil on STH 95 east to Alma Center.

**6. Discuss/Act Facility Needs Study**

Commissioner Borek reviewed the proposal from Barrientos Design & Consulting for a 10% Design of the Facility Needs Study with the Committee, asked for questions and/or comments and read the proposed Resolution #05-03-2023.

**M/S** Higgins/Kunes to sign Resolution # 05-03-2023 and move forward with barrientos Design & Consulting for a 10% Design of the proposed facility. Carried unanimously.

## **7. Discuss/Act on Right of Way Acquisition (CTH V)**

Commissioner Borek spoke with Committee about the potential for right of way acquisition for the CTH V Bridge over Wilson Creek, which is not within the scope of Ho-Chunk funding but would most likely be needed and recommended that it be handled by the design firm.

**M/S** Kunes/Beck to move ahead with CTH V bridge project including right of way acquisition handled by the design firm. Carried unanimously.

## **8. Discuss/Act on Lower Shop Electrical (Build. #2)**

Commissioner Borek informed Committee of electrical work that needs updating at the Lower Shop. Current service is not sufficient, and safety is a concern.

**M/S** Higgins/Holen to accept the quote from Bush Electric to update the electrical circuits at the Lower Shop in Building #2. Carried unanimously.

## **9. Discuss/Act on Purchase Shop Equipment (Wheel Balancer)**

Commissioner Borek reviewed a request and quotes from the Shop for a new wheel balancer as their current balancer is becoming obsolete with our fleet.

**M/S** Higgins/Holen to replace the wheel balancer with a unit from Snap-On for \$6,171.00. Carried unanimously.

## **10. Discuss/Act on 2025 Routine Maintenance Agreement (WisDOT)**

Commissioner Borek reviewed the 2025 WisDOT Routine Maintenance Agreement with the Committee.

**M/S** Higgins/Beck to sign the agreement for 2025. Carried unanimously.

## **11. Approve Vouchers**

**M/S** Higgins/Kunes to approve the vouchers in the amount of \$180,400.54. Carried unanimously.

## **12. Office Manager's Report**

The 2024 year-to-date financial analysis was presented by Ann Klieforth.

## **13. Highway Commissioner's Report**

- ▶ Updated Committee on the status of the CTH O corner realignment project at the McKenna Rd intersection. Resurfacing will be done in the spring, with costs being shared between WisDOT and Jackson County.
- ▶ Informed Committee that while at the Tribal Transportation conference, they discussed the potential for cost sharing for the engineering of the river crossing project.
- ▶ Informed Committee that he has discussed with WisDOT the need for a school zone speed limit on STH 108 at the Melrose Mindoro School location.

## **14. Employee Conferences, Training and/or Seminars**

Commissioner Borek informed the Committee of the upcoming Winter Highway Conference in Wisconsin Dells on January 13, 2025-January 15, 2025. Commissioner requested permission to have Kevin Kamrowski, Operations Manager attend, along with any other Committee members who are interested.

**M/S** Higgins/Holen to send Kevin Kamrowski to Winter Highway Conference. Carried unanimously.

## **15. Set/Confirm Future Highway Committee Dates**

December 17, 2024 @ 8:30 A.M (Changed from earlier date set of December 18, 2024)

January 22, 2025 @ 8:30 A.M

## **16. Motion to Closed Session State Statute 19.85 (1)(c) Employee Status**

Committee entered into closed session at 9:42 A.M.

**17. Discuss/Consider Reconvening to Open Session for the Purpose of Discussion and Possible Consideration on the Matter Entertained/Discussion in Closed Session.**

Committee reconvened into open session at 10:09 A.M. No action taken.

**18. Adjournment**

**M/S** Higgens/Holen to adjourn the meeting. Carried unanimously and meeting adjourned at 10:11 A.M.