

**Jackson County Highway Department**  
**Committee Meeting**  
**January 22, 2025**

**1. Call to Order**

Chairman Chamberlain called the meeting to order at 8:31 A.M. in the Conference Room at the Jackson County Highway Department, 119 Harrison Street, Black River Falls, WI on Wednesday, January 22, 2025.

**2. Roll Call**

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

Kevin Kamrowski, Operations Manager/Patrol Superintendent

Joe Rowekamp, Patrol Superintendent

Ann Klieforth, Accountant/Office Manager

Jeff Amo, County Board Chairman

Gena Konze, Human Resources Assistant

Joe Pilkington, Land Information

April Riley, Land Information GIS Specialist

Brian Kent, Short Elliot & Hendrickson (via Teams)

**3. Approve Committee Meeting Minutes**

The minutes from the meeting on December 17, 2024, were reviewed.

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

**4. Equipment Update**

- ▶ #0086 – 2019 F250 Ford: Sent to Osseo Ford for transmission and transfer case service. Unit is back in service. Cost: \$258.66
- ▶ #0047 – 2014 Mack Tri-Axle: Towed back to the shop by Brauner's Garage because it was inoperable on CTH P during a storm due to electrical problems. Unit is back in service. Towing Cost: \$750.00
- ▶ #0057 – 2019 Western Star Tandem Axle: Was involved in an accident on the interstate while plowing during a storm with very minimal damage from being side swiped on the driver side by a semi. The main damage was a broken driver's side window and bent mirrors. The cost was estimated at \$1445.03 for repairs to be invoiced to the responsible party.

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

Kevin Kamrowski, Operations Manager, reported on County operations:

- ▶ Snow and ice removal, brush and tree clearing on CTH N and hauling 1 ¼" base material from the Iron Mine to a stockpile.

Projection for next month:

- ▶ Snow and ice removal, brush mowing CTH P & CTH E, brush and tree clearing on CTH N and continue hauling 1 ¼" base material from the Iron Mine to the stockpile.

Joe Rowekamp, Patrol Superintendent, reported on State Operations:

- ▶ Snow and ice removal, applied brine, mowed brush on I-94 cleaning up the fence line, removed trees in the right-of-way on STH 121 in shaded areas and mastic on STH 95 concrete.

Projection for next month:

- ▶ Snow and ice removal, finish brush mowing on I-94, mastic on STH 95 concrete, remove trees in the right-of-way on STH 54 and apply brine prior to storm events.

**6. Discuss/Act on GIS-ESRI Software License [Original Agenda Item #8]**

Joe Pilkington and April Riley spoke to the Committee about the costs involved with a Small Government Enterprise Agreement for the ArcGIS software used widely throughout the County. Both Pilkington and Riley discussed the advantages and benefits for the Highway Department use of the software and what could be added to enhance the department's use in the future.

**M/S Higgins/Kunes** to proceed with acquiring a license for the Highway Department in the amount of \$1831.25 under an Enterprise Agreement. Carried unanimously.

**7. Discuss/Act on Landfill Agreement (Brian Kent – SEH)**

Brian Kent (via Teams) reviewed a brief history and some mapping of the location and boundaries of the landfill with the Committee, and the coverage of the contracted items in the proposed Professional Services Agreement. County Board Chair Jeff Amo described the funding background for the services paid by the county and how that is currently reimbursed.

**M/S Higgins/Kunes** to have Kevin Kamrowski, Operations Manager, sign the 2025 Professional Services Agreement with SEH. Carried unanimously.

**9. Discuss/Act on Co-Owned Batwing Mower**

Kevin Kamrowski updated the Committee on the status of the batwing mower as it needs a significant amount of repair and is co-owned with Clark County. There was discussion outlining the repairs and recent communication with Clark County about how to proceed.

**M/S Kunes/Higgins** to sell the mower to Clark County or jointly on Wisconsin Surplus Online Auction. Carried unanimously.

**10. Approve Vouchers**

**M/S Higgins/Kunes** to approve the vouchers in the amount of \$55,232.86. Carried unanimously.

**11. Office Manager's Report**

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

**12. Highway Commissioner's Report**

Kevin Kamrowski updated on:

- ▶ The recent Public Involvement Meeting about the Proposed Black River Crossing.
- ▶ The Facility Study including setting up other county highway facility tours for the Committee.

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

None at this time.

**14. Set/Confirm Future Highway Committee Dates**

Wednesday, February 19, 2025 @ 8:30 A.M

Wednesday, March 19, 2025 @ 8:30 A.M

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

**M/S Higgins/Beck** to enter into closed session. Carried unanimously.

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

**M/S Higgins/Holen** to reconvene into open session. Carried unanimously.

**M/S Higgins/Holen** to appoint Kevin Kamrowski as Interim Highway Commissioner. Carried unanimously.

**M/S Kunes/Higgins** to post the Highway Commissioner's position opening from February 17<sup>th</sup> – March 9<sup>th</sup>, 2025. Carried unanimously.

**17. Adjournment**

**M/S Holen/Beck** to adjourn the meeting. Carried unanimously and the meeting adjourned at 10:43 A.M.