



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, January 28, 2020

8:30 A.M.

Committee Room  
1425 Wisconsin Drive  
Jefferson, Wisconsin 53549

**Committee Members:** Walt Christensen – Chair, John Kannard- Vice Chair,  
Dick Schultz – Secretary, Michael Wineke, Lloyd  
Zastrow,

**Highway Commissioner:** William T. Kern

### AGENDA

1. Call meeting to order
2. Roll Call
3. Certification of compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment (Members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approve minutes from December 31, 2019 Highway Committee meeting
7. Communications
8. Old Business                      a. None
9. New Business                      a. Discuss roadside vegetation management/maintenance  
    b. Discuss ATV/UTV use on county highways  
    c. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (February 25, 2020 - 8:30 a.m.)

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made

**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Tuesday, December 31, 2019**

The Jefferson County Highway Committee met on Tuesday, December 31, 2019, at 8:30 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Walt Christensen; John Kannard; Dick Schultz; Michael Wineke; Lloyd Zastrow

Members absent: None

Also Present: William Kern, Highway Commissioner

Purpose of the meeting was to review and approve vouchers and other highway business.

**HIGHWAY COMMITTEE MINUTES:** The minutes from the December 3, 2019 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Wineke to approve the minutes as printed.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

**CORRESPONDENCE:**

Newsletters/E-Mails:

- Winter Highway Conference Agenda – Chula Vista Resort, Wisconsin Dells January 13-15,2020

News Releases/Notices:

- None

**PUBLIC COMMENT:**

- None

**HIGHWAY COMMISSIONER'S REPORT:**

- **Winter Maintenance**

Crews have completed anti-icing and minor winter storm work through the first two weeks of December

All trucks should now be calibrated for winter maintenance

Crews have produced over 400,000 gallons of salt brine

- **Construction Projects**

- **Miscellaneous Projects**

- **General Maintenance**

Crews are working on miscellaneous brushing on state and county highways

Crews are completing some additional pavement repair projects and shoulder work

- **Office/Shop Work**

Office staff is working on end-of-year close out of 2019 accounts

Physical inventories will take place over the next few weeks

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**9a. Discuss monthly financial account summary (YTD)**

Commissioner Kern reviewed the financial account summary with the Committee, and answered questions. No Motion

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

BILLS:	12/09/19	\$	2,238.15
BILLS:	12/16/19	\$	21,721.38
BILLS:	12/23/19	\$	339,759.91
P-CARD:	DEC-BRIAN	\$	341.43
P-CARD:	DEC-BILL	\$	27.02
P-CARD:	DEC-GENERAL	\$	<u>4,273.57</u>
TOTALS:		\$	368,361.46

It was moved by Mr. Schultz and seconded by Mr. Wineke that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke, Zastrow  
NOES: None  
ABSENT: None  
ABSTAIN: None

Motion to adjourn, by Mr. Kannard and seconded by Mr. Zastrow at 9:00 a.m.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke, Zastrow  
NOES: None  
ABSENT: None  
ABSTAIN: None

The next meeting will be held on **Tuesday, January 28, 2020, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: \_\_\_\_\_  
\_\_\_\_\_

**JEFFERSON COUNTY HIGHWAY DEPARTMENT  
SUMMARY OF MAJOR COUNTY ACCOUNTS**

1/23/2020 8:47

**01/23/20**

<b>LABOR 12-31-19</b>					
<b>EQUIPMENT 12-31-19</b>					
<b>MATERIALS 12-31-19</b>					
<b>SHOP MATERIALS 12-31-19</b>					
			<b>PERCENT OF LABOR YEAR</b>		<b>100.00%</b>
			<b>APPROVED</b>		
			<b>TRANSFER</b>		
				<b>BALANCE</b>	
					<b>PERCENT SPENT</b>
<b>53311 COUNTY MAINTENANCE</b>	2,561,209.02	2,094,695.35	0.00	466,513.67	81.79%
<b>53312 COUNTY CONSTRUCTION</b>	5,725,547.88	4,880,594.29	0.00	844,953.59	85.24%
<b>53313 WINTER MAINTENANCE</b>	1,180,819.40	853,465.30	0.00	327,354.10	72.28%
	<b>9,467,576.30</b>	<b>7,828,754.94</b>	<b>0.00</b>	<b>1,638,821.36</b>	<b>82.69%</b>
<b>53314 BRIDGE MAINTENANCE</b>	0.00	0.00	0.00	0.00	0.00%
<b>53315 FUNDED PROGRAMS</b>	0.00	0.00	0.00	0.00	0.00%
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>9,467,576.30</b>	<b>7,828,754.94</b>	<b>0.00</b>	<b>1,638,821.36</b>	<b>82.69%</b>

53313 WINTER MAINTENANCE 2019

1/23/2020 8:48

LABOR 12-31-19

EQUIPMENT 12-31-19

MATERIALS 12-31-19

SHOP MATERIALS 12-31-19

WINTER MAINTENANCE

348,045.40

832,774.00

1,180,819.40

TOTAL

071

072

073

(ROADEO)

094

126

W\_PLW/APY

W\_NONSTRM

W\_ANTIICE

A\_TRAINING

JE/DC

Labor

C.O.

BUDGET

127,004.94

104,704.92

16,788.51

1,354.06

4,157.45

Fringe

96,256.43

79,536.33

12,888.94

961.69

2,869.47

Machinery

308,746.09

282,742.35

22,310.99

3,622.48

70.27

Transfers/Journal Entries

0.00

Materials

205,632.84

203,729.55

515.17

1,204.14

183.98

EXPENSE

737,640.30

737,640.30

670,713.15

52,503.61

7,142.37

7,281.17

0.00

REMAINING

443,179.10

TOTAL EXPENSE BY ACTIVITY

ORIGINAL BUDGET TOTAL

832,774.00

APPROVED CARRY OVER

348,045.40

TOTAL AVAILABLE

1,180,819.40

APPROVED TRANSFER

0.00

TOTAL AVAILABLE

1,180,819.40

ESTIMATED EXPENSES (equipment storage/building & grounds)

115,825.00

TOTAL EXPENSES

853,485.30

2846710

TOTAL REMAINING

327,354.10

date

reg. hours

o.t. hours

total hours

\$ labor

\$ incidental

\$ sm tool

\$ equipment

\$ salt

\$ salt brine

\$ calcium

\$ beet juice

\$ sand

\$ misc.

1/1/2019

0.00

34.75

34.75

1,165.13

908.92

43.58

2,883.27

5,343.75

777.98

1/2/2019

110.50

2.25

112.75

2,573.88

2,007.88

96.22

6,147.20

4,275.00

1,171.94

1/3/2019

43.50

43.50

964.61

752.49

38.06

2,330.21

375.00

119.00

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	<b>HOURLY COSTS</b>		<b>27.514</b>	<b>18.99</b>	<b>0.47</b>	<b>86.032</b>	<b>29.609</b>	<b>0.264</b>	<b>0.006</b>	<b>0.005</b>	<b>0.043</b>	<b>6.524</b>
						<b>306,948.39</b>	<b>1,822.33</b>	<b>239,762.93</b>	<b>1,151.62</b>	<b>452.08</b>	<b>1,494.26</b>	
						<b>equip. total</b>	<b>tons salt</b>	<b>gallons brine</b>	<b>calcium</b>	<b>gallons beet</b>		

53311 C.T.H.S. MAINTENANCE		2019		
1/23/2020 8:48				
LABOR 12-31-19				
EQUIPMENT 12-31-19				
MATERIALS 12-31-19				
SHOP MATERIALS 12-31-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS		TOTAL
<b>GENERAL PATROL</b>	<b>1,254,325.00</b>	<b>1,254,325.00</b>		
General Maintenance - 311.01				1,487,957.64
EXPENSE	1,487,957.64	1,487,957.64		1,487,957.64
REMAINING	(233,632.64)	(233,632.64)		
<b>CRACK SEAL</b>	<b>85,000.00</b>	<b>85,000.00</b>		
NORMAL CRACK SEALING EXP.	100,122.12	100,122.12		100,122.12
REMAINING	(15,122.12)	(15,122.12)		
<b>SIGNING 311.844</b>	<b>132,500.00</b>	<b>132,500.00</b>		
NORMAL SIGNING EXPENSE	172,185.07	172,185.07		172,185.07
REMAINING	(39,685.07)	(39,685.07)		132,500.00
<b>PAVEMENT MARKING 311.840</b>	<b>145,000.00</b>	<b>145,000.00</b>		
EXPENSE	177,775.61	177,775.61		177,775.61
REMAINING	(32,775.61)	(32,775.61)		
<b>BITUMINOUS SEALCOATING</b>	<b>230,000.00</b>	<b>230,000.00</b>		
CTH A		Gal.		207,389.07
5.2 miles		Tons		
CTH		Gal.		0.00
0.0 miles		Tons		
CTH		Gal.		0.00
0.0 miles		Tons		
CTH		Gal.		0.00
0.0 miles		Tons		
RESEAL ROADS				0.00
EXPENSE	207,389.07	207,389.07		207,389.07
REMAINING	22,610.93	22,610.93		
<b>BUILDING ALLOCATION</b>	<b>91,466.00</b>	<b>91,466.00</b>		
ESTIMATED EXPENSE	0.00	0.00		0.00
REMAINING	91,466.00	91,466.00		
<b>MISC., HIT &amp; RUNS, INVENT. ADJ.</b>				
HIT & RUNS	6,000.00	6,000.00		8,583.73
FIRE CALLS	0.00	0.00		0.00
MISC	0.00	0.00		37,046.06
FARM TECH DAYS	0.00	0.00		3,758.17
INVENTORY ADJUSTMENTS		0.00		0.00
ESTIMATED EXPENSE	49,387.96	49,387.96		49,387.96
REMAINING	(43,387.96)	(43,387.96)		
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>2,194,817.47</b>	<b>2,194,817.47</b>		<b>2,094,695.35</b>
ORIGINAL BUDGETED TOTAL	1,944,291.00	1,944,291.00		
APPROVED BUDGET CHANGES	0.00	0.00		
APPROVED BUDGET	1,944,291.00	1,944,291.00		
APPROVED CARRY OVER	616,918.02	616,918.02		
TOTAL AVAILABLE	2,561,209.02	2,561,209.02		
TOTAL EXPENSES	2,094,695.35	2,094,695.35		
TOTAL REMAINING	466,514.00	466,514.00		



**53312 C.T.H.S. CONSTRUCTION 2019**

1/23/2020 8:48			
LABOR 12-31-19			
EQUIPMENT 12-31-19			
MATERIALS 12-31-19			
SHOP MATERIALS 12-31-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>BITUMINOUS SURFACING</b>			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	0.00	895,637.07	114,800.15
CTH J (access rd.)	0.00	77,319.80	141,205.73
CTH B - Waukeshau to Dane	2,896,214.00	2,896,214.00	3,001,959.96
CTH "J" (STH 106 TO US 12) Phase I	100,000.00	100,000.00	-
CTH CI (STH 106 - STH Z)	1,600,000.00	1,600,000.00	1,465,763.94
General Paving	0.00	0.00	-
<b>EXPENSE</b>	<b>4,723,729.78</b>	<b>4,723,729.78</b>	<b>4,723,729.78</b>
<b>REMAINING</b>	<b>-127,515.78</b>	<b>845,441.09</b>	
<b>ENGINEERING</b>			0.00
CTH A (C - 106)	0.00	0.00	0.00
CTH H recording fees	0.00	0.00	0.00
CTH J (C - STH 12)	0.00	0.00	0.00
CTH K (STH 12 - ROCK CO)	0.00	0.00	0.00
<b>EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REMAINING</b>	<b>0.00</b>	<b>0.00</b>	
<b>BUILDING ALLOCATION</b>	<b>0.00</b>	<b>156,377.01</b>	
<b>ESTIMATED EXPENSE</b>	<b>156,377.01</b>	<b>156,377.01</b>	<b>156,377.01</b>
<b>REMAINING</b>	<b>(156,377.01)</b>	<b>0.00</b>	
<b>MISC., INVENTORY ADJUSTMEN</b>	<b>0.00</b>	<b>0.00</b>	
<b>ESTIMATED EXPENSE</b>	<b>487.50</b>	<b>487.50</b>	<b>487.50</b>
<b>REMAINING</b>	<b>(487.50)</b>	<b>(487.50)</b>	
<b>ICC COMPUTER CHARGES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
IP TELEPHONY ALL	0.00	0.00	0.00
<b>ESTIMATED EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REMAINING</b>	<b>0.00</b>	<b>0.00</b>	
<b>MISC.</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TRAINING</b>			<b>0.00</b>
<b>EXPENSE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>REMAINING</b>	<b>0.00</b>	<b>0.00</b>	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>4,880,594.29</b>	<b>4,880,594.29</b>	
<b>BUDGETED TOTAL</b>	<b>4,596,214.00</b>	<b>5,725,547.88</b>	
<b>TOTAL EXPENSES</b>	<b>4,880,594.29</b>	<b>4,880,594.29</b>	
<b>TOTAL REMAINING</b>	<b>(284,380.29)</b>	<b>844,953.59</b>	

# Jefferson County Highway Department Highway Operations Report

January 28, 2020

## Operations Summary

### **Winter Maintenance**

- Crews have completed snow removal for several large snow events and icing events in January.
- Crews have produced 900,000 gallons of salt brine this winter

### **General Maintenance**

- Crews are working on miscellaneous brushing and tree removal on state and county highways
- Crews are completing pavement patching and repairs between winter storms

### **Office/Shop Work**

- Office staff is closing out all 2019 accounts and will begin processing the 2019 end-of-year summaries
- Physical inventories are completed for 2019 end-of-the-year