



Jefferson County Highway Committee Meeting

Tuesday, September 10, 2013

8:00am

Office of the Highway Commissioner – Committee Room
141 West Woolcock Street
Jefferson, Wisconsin

Committee Members: Ron Buchanan, Chairman; George Jaeckel, Vice Chairman; Al Counsell, Secretary; Glen Borland, Blane Poulson

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
6. Minutes from August 6, 2013 Highway Committee meeting
7. Communications
8. Old Business a. Discuss Highway Department facility planning for Jefferson, Lake Mills, and Concord
9. New Business a. Review monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Adjourn

Note: The Highway Committee may discuss and/or take action on any item specifically listed on the agenda.

"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, August 6, 2013

The Jefferson County Highway Committee met on Tuesday, August 6, 2013, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Ron Buchanan; Glen Borland; George Jaeckel; Al Counsell

Members absent: Blane Poulson

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
John Molinaro, County Board Chairman
Bill Buglass, Payne & Dolan

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

HIGHWAY COMMITTEE MINUTES: The minutes from the July 17, 2013 Highway meeting, having been distributed in advance, it was moved by Mr. Jaeckel and seconded by Mr. Borland to approve the minutes as printed.

Carried by the following roll call:

AYES: Buchanan, Counsell, Borland, Jaeckel

NOES: None

ABSENT: Poulson

ABSTAIN: None

CORRESPONDENCE:

- NONE

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Project/Construction Work**

CTH C (Hoopen Road – US 12) – Construction work is complete, paving is in progress

CTH N (CTH B – CTH E) – Project will begin in early August, utility work is complete

- **General Maintenance**

Crews are working on mowing all state and county highways, first cut mowing on all highways is complete

Crews are completing seal coat work on county highways and for others

Crews are completing various signing repair work

Crews are completing guardrail/bridge repairs at various locations

- **Winter Maintenance**

- **Office/Shop**

OLD BUSINESS

- NONE

NEW BUSINESS

9a. Discuss Highway Department facility planning for Jefferson, Lake Mills, and Concord

It was moved by Mr. Jaeckel and seconded by Mr. Borland to approve the conceptual site plan and building sizes prepared by Barrientos Design & Consulting (August 1, 2013), with a not to exceed budget for \$15,000,000.00 for hard construction costs.

Carried by the following roll call:

AYES: Buchanan, Borland, Jaeckel, Counsell

NOES: None

ABSENT: Poulson

ABSTAIN: None

9b. Discuss 2014 Highway Department budget

Commissioner Kern reviewed the 2014 submitted Highway Department budget with the Committee and answered questions. No Motion.

9c. Review monthly financial account summary

The Highway Commissioner discussed the financial account summary with the Committee, and answered questions. No Motion

10. Highway Operations Report

The Commissioner reviewed the operations report with the Committee regarding current operations, and answered questions. No Motion.

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

BILLS:	07/23/13	\$ 277,642.20
BILLS:	07/31/13	\$ 395,996.93
BILLS:	08/06/13	<u>\$ 104,860.42</u>
TOTALS:		\$ 778,499.55

It was moved by Mr. Jaeckel and seconded by Mr. Borland that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Buchanan, Borland, Jaeckel, Counsell

NOES: None

ABSENT: Poulson

ABSTAIN: None

Motion by Mr. Counsell and seconded by Mr. Jaeckel to adjourn at 9:35 a.m.

Carried by the following roll call:

AYES: Buchanan, Borland, Jaeckel, Counsell

NOES: None

ABSENT: Poulson

ABSTAIN: None

Approval:

Al Counsell, Secretary

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

9/5/2013 15:22

09/05/13
PRELIMINARY

LABOR 08-31-13

EQUIPMENT 08-31-13

MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13

SHOP MATERIALS CHARGED TO COUNTY JOBS 08-31-13

PERCENT OF LABOR YEAR 66.58%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,775,887.79	963,595.48	0.00	812,292.31	54.26%
53312 COUNTY CONSTRUCTION	5,179,377.90	2,457,261.30	0.00	2,722,116.60	47.44%
53313 WINTER MAINTENANCE	770,224.53	774,364.46	0.00	(4,139.93)	100.54%
	7,725,490.22	4,195,221.24	0.00	3,530,268.98	54.30%
53314 BRIDGE MAINTENANCE	0.00	0.00	0.00	0.00	#DIV/0!
53315 FUNDED PROGRAMS	0.00	0.00	0.00	0.00	#DIV/0!
	0.00	0.00	0.00	0.00	#DIV/0!
	7,725,490.22	4,195,221.24	0.00	3,530,268.98	54.30%

53311 C.T.H.S. MAINTENANCE		2013	
9/5/2013 15:22			
LABOR 08-31-13			
EQUIPMENT 08-31-13			
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13			
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,171,227.00	1,171,227.00	
SECTION 10 311.830			66,804.99
SECTION 11 311.831			63,247.21
SECTION 12 311.832			72,864.62
SECTION 13 311.833			86,035.20
SECTION 14 311.834			61,473.63
SECTION 15 311.835			74,217.84
SECTION 16 311.836			75,098.59
SECTION 17 311.837			71,145.37
SECTION 18 311.838			31,353.44
SECTION 840 MISC. INCL. TRAINING			26,949.82
SECTION 840 GPS			0.00
SECTION 840.03 COURTHOUSE PARKING LOT			0.00
SECTION 840.01 DOWN-TIME		20.75/0	775.05
WAGE ADJUSTMENTS			0.00
EXPENSE	629,965.76	629,965.76	629,965.76
REMAINING	541,261.24	541,261.24	
CRACK SEAL	75,000.00	75,000.00	
NORMAL CRACK SEALING EXP.	41,173.23	41,173.23	41,173.23
REMAINING	33,826.77	33,826.77	
SIGNING 311.844	125,000.00	125,000.00	
NORMAL SIGNING EXPENSE	77,203.70	77,203.70	77,203.70
REMAINING	47,796.30	47,796.30	83,225.00
PAVEMENT MARKING 311.840	135,000.00	135,000.00	
EXPENSE	85,610.59	85,610.59	85,610.59
REMAINING	49,389.41	49,389.41	
BITUMINOUS SEALCOATING	240,000.00	240,000.00	
CTH D SEC. 16		Gal.	70,201.21
		Tons	
CTH D SEC. 10		Gal.	56,101.78
		Tons	
EXPENSE	126,302.99	126,302.99	126,302.99
REMAINING	113,697.01	113,697.01	
BUILDING ALLOCATION	28,000.00	28,000.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	28,000.00	28,000.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	5,000.00	5,000.00	3,339.21
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	3,339.21	3,339.21	3,339.21
REMAINING	1,660.79	1,660.79	
TOTAL EXPENSE BY ACTIVITY	963,595.48	963,595.48	963,595.48

53311 C.T.H.S. MAINTENANCE		2013	
9/5/2013 15:22			
LABOR 08-31-13			
EQUIPMENT 08-31-13			
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13			
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
ORIGINAL BUDGETED TOTAL	1,750,887.79	1,750,887.79	
APPROVED BUDGET CHANGES	0.00	0.00	
APPROVED BUDGET	1,750,887.79	1,750,887.79	
APPROVED CARRY OVER	25,000.00	25,000.00	
TOTAL AVAILABLE	1,775,887.79	1,775,887.79	
TOTAL EXPENSES	963,595.48	963,595.48	
TOTAL REMAINING	812,292.00	812,292.00	

53313 C.T.H.S. CONSTRUCTION		2012	
9/5/2013 15:22			
LABOR 08-31-13			
EQUIPMENT 08-31-13			
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13			
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH A 2.00 mi. (Hope Lake Road - Lake Mills)	405,000.00	100,000.00	3,624.41
CTH C 1.00 mi. (S. Cedar Road - CTH A)	342,686.24	2,729,737.24	2,286,948.13
CTH C 7.00 mi. (Hoopen Road - US 12)	2,082,051.00	0.00	-
CTH E 5.30 mi. (CTH P TO CTH F)	270,000.00	270,000.00	-
CTH J 0.00 mi. (CTH G to Jefferson)	103,114.00	103,114.00	27,578.17
CTH J (STH 106 - US 12)	100,000.00	100,000.00	-
CTH N 2.30 mi. (CTH B - CTH A)	1,570,000.00	1,688,864.66	22,399.95
CTH P 0.00 mi. (CTH E - Ixonia)	65,000.00	65,000.00	-
CTH SC	0.00	0.00	33,981.47
POSSIBLE JOB CHANGES	0.00	0.00	-
misc.	0.00	0.00	393.75
EXPENSE	2,371,301.47	2,371,301.47	2,371,301.47
REMAINING	2,161,549.77	2,585,414.43	
ENGINEERING			0.00
CTH P (E-F)	0.00	0.00	0.00
CTH A (LAKE MILLS TO WTTN)	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
BUILDING ALLOCATION	54,017.00	54,017.00	
ESTIMATED EXPENSE	35,964.52	35,964.52	35,964.52
REMAINING	18,052.48	18,052.48	
MISC., INVENTORY ADJUSTMENT	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
ICC COMPUTER CHARGES	66,380.00	66,380.00	48,219.80
IP TELEPHONY ALL	2,265.00	2,265.00	1,508.04
ESTIMATED EXPENSE	49,727.84	49,727.84	49,727.84
REMAINING	18,917.16	18,917.16	
MISC.	0.00	0.00	0.00
TRAINING			267.47
EXPENSE	267.47	267.47	267.47
REMAINING	-267.47	-267.47	
TOTAL EXPENSE BY ACTIVITY	2,457,261.30	2,457,261.30	
BUDGETED TOTAL	5,060,513.24	5,179,377.90	
TOTAL EXPENSES	2,457,261.30	2,457,261.30	
TOTAL REMAINING	2,603,251.94	2,722,116.60	

53312 C.T.H.S. CONSTRUCTION 2013				
8/6/2013 18:22				
LABOR 08-31-13		CTH C 1.00 mi. (S. Cedar Road - CTH A)		
EQUIPMENT 08-31-13		Description: Design, Construction		
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13				
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	342,686.24	2,729,737.24		0.00
01/02/13				1,895.60
01/03/13				3,768.09
01/04/13				3,933.75
01/07/13				3,492.88
01/08/13				4,073.96
01/09/13				4,084.39
01/10/13				3,341.94
01/11/13				1,115.50
01/14/13				1,817.01
03/01/13				3,912.38
03/04/13				5,341.79
03/07/13				3,186.16
03/08/13				3,110.57
03/12/13				615.46
03/14/13				3,097.55
04/02/13				3,178.81
04/03/13				3,748.94
04/28/13				202.19
04/29/13				2,334.01
04/30/13				1,655.83
05/01/13				2,031.71
05/02/13				521.75
05/03/13				521.75
05/06/13				6,658.36
05/07/13				7,766.70
05/08/13				7,937.99
05/09/13				8,367.77
05/11/13				175.66
05/13/13				8,954.26
05/14/13				6,735.26
05/15/13				10,136.78
05/16/13				8,137.47
05/17/13				175.66
05/20/13				10,136.54
05/21/13				7,783.94
05/22/13				9,920.06
05/23/13				15,146.93
05/25/13				177.34
05/28/13				8,477.95
05/29/13				11,702.95
05/30/13				13,318.94
06/01/13				177.34
06/03/13				7,945.19
06/04/13				10,495.66
06/05/13				13,556.20
06/06/13				28,587.33
06/10/13				15,982.82
06/11/13				15,705.90
06/12/13				9,767.26
06/13/13				16,117.80
06/16/13				177.34
06/17/13				12,381.57
06/18/13				10,216.47
06/19/13	1,263.93	41.95	17.53	82,171.67
06/20/13	1,102.17	41.95	15.84	72,230.20
06/21/13				177.34
06/24/13				40,615.99
06/25/13				15,209.37
06/26/13				8,155.62
06/27/13	1,828.81	41.95	17.29	116,291.33
06/28/13	1,754.39	41.95	18.65	106,461.36
06/29/13				177.34
07/01/13				16,433.63
07/02/13				11,702.58
07/03/13				15,706.61
07/07/13				177.34
07/08/13				15,874.53
07/09/13				23,973.78
07/10/13	1,781.47	41.95	14.52	102,064.15
07/11/13	1,744.92	41.95	13.25	96,583.58
07/15/13	72.90	45.05	110.13	21,506.74
07/16/13	36.44	45.05	115.73	24,951.20
07/17/13	1,351.53	41.95	14.68	78,701.60
07/18/13	1,405.50	41.95	14.05	81,661.76
07/22/13	54.41	45.05	75.53	26,544.37
07/23/13				22,423.48
07/24/13				13,020.93
07/25/13				37,355.66
07/27/13				177.34
07/29/13				23,147.51
07/30/13				8,866.60
07/31/13				29,967.79
08/01/13 227.5/15	1,338.74	41.95	15.07	81,561.23
08/02/13 0/2				177.34
08/05/13 84.5/0				8,596.81
08/06/13 269.25/2	1,287.63	41.95	17.07	77,157.78
08/07/13 147/4.75	188.78	45.05	48.34	17,848.13
08/08/13 20/0				1,419.39
08/10/13 0/2				177.34
08/12/13 32.5/0				3,301.61
08/13/13 313.5/61	2,195.67	45.05	18.28	139,240.49
08/14/13 317/61.75	2,104.75	45.05	16.49	129,519.04
08/15/13 314.5/72.5	2,262.17	45.05	16.34	139,056.60
08/16/13 FRIDAY 0/404	2,259.51	45.05	18.81	144,463.92
08/17/13 0/2				177.34
08/19/13 238.25/11.75	804.29	45.05	22.44	55,011.34
08/20/13 10.5/0				868.13
08/21/13 121/2.5	127.02	45.05	9.52	7,201.08
08/22/13 4/0				415.97
08/24/13 0/2				177.34
08/26/13 194.5/0	91.53	45.05	29.52	29,193.09
08/27/13 66.5/0				13,939.38
08/31/13 0/2				177.34
				0.00
				0.00
COST PER TON TO LAY	25,055.56			2,286,948.13
REMAINING		442,789.11		

<u>53312 C.T.H.S. CONSTRUCTION</u>		<u>2013</u>	
9/5/2013 15:22			
LABOR 08-31-13		CTH C 7.00 mi. (Hoopen Road - US 12)	
EQUIPMENT 08-31-13		Description: Pave and Shoulder	
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13			
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	TOTAL
	2,082,051.00	0.00	0.00
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COST PER TON TO LAY	0.00		0.00
REMAINING	2,082,051.00	0.00	

53312 C.T.H.S. CONSTRUCTION 2013				
9/5/2013 15:22				
LABOR 08-31-13		CTH E 5.30 mi. (CTH P TO CTH F)		
EQUIPMENT 08-31-13		Description: Final Mat Pave, Shoulder		
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13				
SHOP MATERIALS CHARGED TO	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	270,000.00	270,000.00		0.00
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53312 C.T.H.S. CONSTRUCTION		2013		
9/5/2013 15:22				
LABOR 08-31-13	CTH J 0.00 mi. (CTH G to Jefferson)			
EQUIPMENT 08-31-13				
MAT. PURCHASED AND CHARGED TO JOB	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	103,114.00	103,114.00		0.00
				27,578.17
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
COST PER TON TO LAY	0.00		0.00	27,578.17
REMAINING	75,535.83	75,535.83		

53312 C.T.H.S. CONSTRUCTION		2013		
9/5/2013 15:22				
LABOR 08-31-13		CTH J (STH 106 - US 12)		
EQUIPMENT 08-31-13		Description: Design		
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13				
SHOP MATERIALS CHARGED TO COUNTY	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	HOURS	TOTAL
	100,000.00	100,000.00		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
COST PER TON TO LAY	0.00		0.00	0.00
REMAINING	100,000.00	100,000.00		

53312 C.T.H.S. CONSTRUCTION		2013		
9/5/2013 15:22				
LABOR 08-31-13		CTH N 2.30 mi. (CTH B - CTH A)		
EQUIPMENT 08-31-13		Description: Construction, Pave, Shoulder		
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13				
SHOP MATERIALS CHARGED TO	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	1,570,000.00	1,688,864.66		0.00
03/11/12				4,814.12
04/28/13				22.66
04/30/13				647.56
05/01/13				4,201.02
				0.00
06/06/13				350.00
6/29/2013				11,507.11
08/01/13				810.40
08/06/13				47.08
				0.00
COST PER TON TO LAY	0.00			22,399.95
REMAINING	1,666,464.71	1,666,464.71		

53312 C.T.H.S. CONSTRUCTION					2013
9/5/2013 15:22					
LABOR 08-31-13		CTH P 0.00 mi. (CTH E - Ixonia)			
EQUIPMENT 08-31-13		Description: Design/R-W Work Only			
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13					
SHOP MATERIALS CHARGED TO	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL	
	65,000.00	65,000.00		0.00	
				0.00	
				0.00	
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				0.00	
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53314 C.T.H.S. BRIDGES 2012						
9/5/2013 15:22						
LABOR 08-31-13						
EQUIPMENT 08-31-13						
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13				061	093	206
SHOP MATERIALS CHARGED TO COUNTY JOBS 08-	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	S_SUPSTR	A_SUPRENG	BRIDGE INSP.
BRIDGES MAINTENANCE						
carried over as a payable	-	-	-			
carried over as a payable	-	-	-			
	-	-	-			
BRIDGE INSPECTIONS	-	-	-			-
(19,308.33 is available as a payable)						
EXPENSE	-	-	-	-	-	-
REMAINING	-	-				
BUILDING ALLOCATION 313.05	-	-				
ESTIMATED EXPENSE	-	-	-			
REMAINING	-	-				
TOTAL EXPENSE BY ACTIVITY			-	-	-	-
ORIGINAL BUDGETED TOTAL	-					
TOTAL EXPENSE	-					
REMAINING AMOUNT	-					

53315 C.T.H.S. FUNDED PROGRAMS 2013

9/5/2013 15:22							
LABOR 08-31-13							
EQUIPMENT 08-31-13							
MAT. PURCHASED AND CHARGED TO JOB 08-31-13 FROM INVENTORY 08-31-13						EXPENSE	BALANCE
SHOP MATERIALS CHARGED TO COUNTY JOBS 08-31-13						TOTAL	REMAINING
FUNDED PROGRAMS - LEVY	12 C.O.	13 levy	13 revenue	13 transfer	available		
315-			-		-	-	-
315-	-	-	-		-	-	-
315-901-03 CTH N (C.T.H. B - C.T.H. A)	108,864.66	-	-	(108,864.66)	-	-	-
(25,680.85 is available as a payable and 93,183.81 is available as a carry over from 2011 & 2012)							
	-						
REMAINING							
TOTAL EXPENSE BY ACTIVITY	108,864.66	-	-	(108,864.66)	-	-	-

Jefferson County Highway Department Highway Operations Report

Highway Committee Meeting – September 10, 2013

Construction Project Work

- CTH C (Hoopen Road – US 12) - Construction, Pave, Shoulder
- **Update:* Construction work is complete, paving work is complete, finishing shouldering and pavement marking.
- CTH N (CTH B – CTH E) – Project will begin in mid-September, utility work is complete.

General Maintenance Work

- Crews are working on the second cut of mowing on county highways and additional cutting needed on state highways.
- Crews are completing various signing repair work.
- Crews are completing guardrail/bridge repairs at various locations.
- Crews are completing seal coat work on county highways and for others.