



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, September 1, 2015

8:00 a.m.

Committee Room

1425 Wisconsin Drive

Jefferson, Wisconsin 53549

**Committee Members:** George Jaeckel - Chairman, Walt Christensen - Vice Chairman, Al Counsell - Secretary, Carlton Zentner, Ron Buchanan

**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 August 4, 2015 Highway Committee meeting and August 11, 2015 Joint Highway/Finance Committee meeting
7. Communications
8. Old Business    a. None
9. New Business    a. Discussion and possible action on the potential purchase of land parcels in the southeastern section of the county  
                          b. Discussion on updated information on the design of satellite facilities for sites in Lake Mills and Concord  
                          c. Discussion on monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date – October 6, 2015
13. Adjourn

*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, August 4, 2015**

The Jefferson County Highway Committee met on Tuesday, August 4, 2015, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; George Jaeckel; Walt Christensen; Al Counsell; Carlton Zentner

Members absent: None

Also Present: William Kern, Highway Commissioner  
Ben Wehmeier, County Administrator  
J. Blair Ward, Corporation Counsel  
Ann Jenswold, Highway Department  
Bill Buglass, Payne & Dolan  
Michael Brunk, CTH N Resident  
Scott Reandeau, CTH N Resident  
Erik Olsen, Attorney  
Jim Mode, County Board Supervisor  
Erik Coonen, Highway Department  
Brian Udovich, Highway Department  
Ruth Langholff, CTH J Resident  
Robert Runge, CTH J Resident  
Mary Preston, Tn Sumner  
Connie Schroedl, CTH J Resident  
Kim Sizer, CTH J Resident

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the July 7, 2015 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Counsell to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner

NOES: None

ABSENT: None

ABSTAIN: None



**CORRESPONDENCE:**

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

Michael Brunk and his attorney, Erik Olsen, were present to comment on their concerns regarding the contract that Mr. Brunk had entered into with the Jefferson County Highway Department reference County Highway N.

Several residents from County Highway J were present to voice their concerns regarding the CTH J project scope, speed limit, and lack of information being shared regarding the project.

Mary Preston from the Town of Sumner was present to state her concern regarding the mowing of milkweed along the right-of-way.

**HIGHWAY COMMISSIONER'S REPORT:**

- **Construction Projects**

- CTH "W" (Near new Highway Facility)

Progress: Only work to be finished is the surface mat of asphalt. The surface mat will be placed in August after the completion of the binder mat of asphalt on CTH A.

- CTH "N" (CTH B – CTH A) – 5.0 miles

Progress: Roadway construction is complete and all of the binder asphalt is complete. Crews will be working on finishing all slope and landscape work and closing and restoring all borrow sites. Surface asphalt will be completed in August/September.

- CTH "A" (Lake Mills - Watertown) – 10.0 miles

Progress: All pulverizing and grading is complete, asphalt paving is in progress.

- CTH "J" (CTH G - Jefferson)

Progress: Begin construction work in August on section between STH 89 and the City of Jefferson

- CTH "P" (CTH E – CTH F) – 2.91 miles

Progress: In design phase, anticipate construction to begin in 2017

- **Winter Maintenance**
- **General Maintenance**

Crews finished all landscaping work and bike trail connection on county property near new highway facility, trail paving is complete

Crews are working on surface patching and shoulder maintenance

Crews are nearing the completion of the first mowing cut on all county and state highways

- **Office/Shop Staff**

Shop staff is busy moving equipment to new building and organizing shop parts and room

Office staff is still moving and organizing files and plans from the old facility to the new facility

- **Lake Mills/Concord Satellite Facilities**

Design/plans for the satellite facilities were shown to the Committee. The design should go out to bid within the next couple of weeks, and then will proceed to the County Board with bid results.

## **OLD BUSINESS**

NONE

## **NEW BUSINESS**

### **9a. Discussion on preliminary 2016 Highway Department budget**

Commissioner Kern reviewed the 2016 budget highlights for highway maintenance and also 2016 construction projects. He stated that the budget is very similar to the present 2015 budget. Questions were answered. No Motion

### **9b. Review monthly financial account summary (YTD)**

Commissioner Kern reviewed the financial account summary with the Committee. Questions were answered. No Motion

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

BILLS:	07/15/15	\$ 33,229.76
BILLS:	07/22/15	\$ 35,128.59
BILLS:	07/28/15	\$ 290,066.07
BILLS:	08/04/15	\$ 75,530.20
P CARD:	JULY	\$ 125.32
COMMITTEE:	JUNE	\$ 622.56
TOTALS:		\$ 434,702.50

It was moved by Mr. Christensen and seconded by Mr. Buchanan that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Counsell to adjourn at 9:15 a.m.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

The next meeting will be held on Tuesday, August 11, 2015 at 6:00 p.m., at the Jefferson County Courthouse, Room 202.

Approval:

\_\_\_\_\_  
 \_\_\_\_\_  
 Al Counsell, Secretary



Jefferson County  
Joint Finance and Highway Committee Minutes  
August 11, 2015

Finance Committee members: Braughler, James B (Vice Chair) Poulson, Blane-Absent  
Hanneman, Jennifer (Secretary) Schroeder, Jim  
Jones, Richard C. (Chair)

Highway Committee members: George Jaeckel (Chair) Al Counsell  
Ron Buchanan Carlton Zentner-Absent  
Walt Christensen

1. **Call to order** – Jim Schroeder called the meeting to order at 6:00 p.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Blane Poulson and Carlton Zentner who were excused. Staff in attendance were Ben Wehmeier, Blair Ward, Bill Kern, Brian Udovich, Mark Watkins, Joe Nehmer and Brian Lamers. Other County Board members included Laura Payne, Steve Nass and Amy Rinard. Others present included Alexa Zoellner from Jefferson Daily Union.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No Changes
5. **Communications** –None
6. **Public Comments** – None
7. **Discussion and possible action on the acquisition of up to 8 acres of land outside the city limits of Lake Mills from parcels #018-0713-2341-000 and/or #018-0718-2342-000, for the purpose of re-aligning highway A and potential creation of a county park.**  
Wehmeier explained that the resolution was changed from the initial 8 acres to 4 acres. The land is currently owned by 4 family members and is up for a judicial sale. It was discussed that for the Highway A realignment approximately 1.52 acres would be needed leaving a remnant parcel of approximately 1.69 acres. Watkins talked about the erosion and runoff issues into Rock Lake from that property caused by the former landowner which had been continuing for many years. Nehmer talked about interest by the DNR in purchasing an adjoining parcel of property that would allow access to Rock Lake. There was discussion about the cost of the land purchase. Wehmeier stated that the resolution authorized up to the asking price, but could be less with the ability of the Administrator to negotiate the price. From the Highway Committee a motion was made by Buchanan/Counsell to give approval for the Administrator to negotiate for the purchase of land, not to exceed 4 acres, at a negotiated price with approximately 1.52 acres to be purchased using funds from the Highway budget for the realignment of County Highway A and the remaining remnant, approximately 1.69 acres, to be purchased using contingency funds. The motion passed 4-0. From the Finance Committee a motion was made by Braughler/Hanneman to approve using highway department funds to purchase the land necessary for the realignment of County

Highway A and using contingency funds to purchase the remnant. The motion passed 4-0. This was the same motion passed by the Highway Committee.

8. **Adjourn Joint Finance and Highway Committee**-For the Highway Committee a motion was made by Buchanan/Christensen to adjourn at 6:45p.m. The motion passed 4-0. For the Finance Committee a motion was made by Hanneman/Braugher to adjourn at 6:45p.m. The motion passed 4-0.

#### **Finance Committee Only**

1. **Call to order** – Richard Jones called the meeting to order at 6:45 p.m.
2. **Roll call (establish a quorum)** – All committee members were present except for Blane Poulson who was excused. Staff in attendance were Ben Wehmeier, Blair Ward and Brian Lamers.
3. **Certification of compliance with the Open Meetings Law** – Wehmeier certified that notice of the meeting complied with the Open Meetings Law.
4. **Approval of the agenda**-No Changes
5. **Communications** –None
6. **Public Comments** – None
7. **Discussion and possible action on a resolution for budget adjustments to move capital funds from the HVAC project at the Courthouse to improvements to Courthouse parking lots.** Wehmeier explained the savings with the repair of the HVAC and the moving of funds from one capital account to another for the purpose of improvements to parking lots at the Courthouse. A motion was made by Braugher/Hanneman to adjust the budget for Courthouse HVAC to improvements to Courthouse parking lots. The motion passed 4-0.
8. **Adjourn** – A motion was made by Hanneman/Braugher to adjourn at 6:50p.m. The motion passed 4-0.

Respectfully submitted,

Jennifer Hanneman  
Finance Committee  
Jefferson County  
/bll

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

8/27/2015 10:11

08/27/15

LABOR 08-21-15  
EQUIPMENT 08-21-15  
MATERIALS 08-21-15  
SHOP MATERIALS 08-20-15

PERCENT OF LABOR YEAR 63.84%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,878,552.80	880,480.93	0.00	998,071.87	46.87%
53312 COUNTY CONSTRUCTION	7,095,329.00	2,413,339.51	0.00	4,681,989.49	34.01%
53313 WINTER MAINTENANCE	879,600.00	436,827.27	0.00	442,772.73	49.66%
	9,853,481.80	3,730,647.71	0.00	6,122,834.09	37.86%
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!
	9,853,481.80	3,730,647.71	0.00	6,122,834.09	37.86%



53311 C.T.H.S. MAINTENANCE		2015	
8/27/2015 10:11			
LABOR 08-21-15			
EQUIPMENT 08-21-15			
MATERIALS 08-21-15			
SHOP MATERIALS 08-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<u>GENERAL PATROL</u>	1,108,311.00	1,242,052.00	
SECTION 10 311.830			46,605.05
SECTION 11 311.831			57,478.24
SECTION 12 311.832			55,404.04
SECTION 13 311.833			74,007.95
SECTION 14 311.834			57,760.44
SECTION 15 311.835			85,756.32
SECTION 16 311.836			86,591.31
SECTION 17 311.837			57,055.93
SECTION 18 311.838			37,874.20
SECTION 840 MISC. INCL. TRAINING			20,131.87
SECTION 840.01 DOWN-TIME		0.00	1,184.21
SECTION 840.04 LAKE MILLS WETLAND DEL.			0.00
EXPENSE	579,849.56	0.00	579,849.56
REMAINING	528,461.44	1,242,052.00	
<u>CRACK SEAL</u>	75,000.00	80,000.00	
NORMAL CRACK SEALING EXP.	67,357.42	67,357.42	67,357.42
REMAINING	7,642.58	12,642.58	
<u>SIGNING 311.844</u>	125,000.00	130,000.00	
NORMAL SIGNING EXPENSE	93,677.73	93,677.73	93,677.73
REMAINING	31,322.27	36,322.27	82,992.00
<u>PAVEMENT MARKING 311.840</u>	135,000.00	140,000.00	
EXPENSE	116,284.24	116,284.24	116,284.24
REMAINING	18,715.76	23,715.76	
<u>BITUMINOUS SEALCOATING</u>	240,000.00	250,000.00	
CTH		Gal.	0.00
0.0 miles		Tons	
CTH		Gal.	0.00
0.0 miles		Tons	
CTH		Gal.	0.00
0.0 miles		Tons	
EXPENSE	0.00	0.00	0.00
REMAINING	240,000.00	250,000.00	
<u>BUILDING ALLOCATION</u>	20,000.00	30,000.00	
ESTIMATED EXPENSE	19,152.00	19,152.00	19,152.00
REMAINING	848.00	10,848.00	
<u>MISC., HIT &amp; RUNS, INVENT. ADJ.</u>			
HIT & RUNS	5,000.00	6,500.00	4,159.98
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	4,159.98	4,159.98	4,159.98
REMAINING	840.02	2,340.02	
TOTAL EXPENSE BY ACTIVITY	880,480.93	300,631.37	880,480.93

53311 C.T.H.S. MAINTENANCE		2015	
9/27/2015 10:11			
LABOR 08-21-15			
EQUIPMENT 08-21-15			
MATERIALS 08-21-15			
SHOP MATERIALS 08-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
ORIGINAL BUDGETED TOTAL	1,708,311.00	1,708,311.00	
APPROVED BUDGET CHANGES	0.00	50,241.80	
APPROVED BUDGET	1,708,311.00	1,758,552.80	
APPROVED CARRY OVER	0.00	120,000.00	
TOTAL AVAILABLE	1,708,311.00	1,878,552.80	
TOTAL EXPENSES	880,480.93	880,480.93	
TOTAL REMAINING	827,830.00	998,072.00	

# 53312 C.T.H.S. CONSTRUCTION 2015

8/27/2015 10:11

LABOR 08-21-15

EQUIPMENT 08-21-15

MATERIALS 08-21-15

SHOP MATERIALS 08-20-15

ORIGINAL BUDGET

RE-ESTIMATED TOTALS

TOTAL

## BITUMINOUS SURFACING

CTH N 4.00 mi. (CTH B - CTH A)	0.00	1,671,768.00	644,179.87
CTH A (STH 94 - WTTN) 10.00 MILES	3,066,289.00	3,066,289.00	1,481,652.14
CTH A 2.00 mi. (Hope Lake Road - Lake Mills)	740,700.00	940,700.00	1,043.07
CTH J 3.75 mi. (CTH G TO JEFFERSON/STH)	697,000.00	933,572.00	88,056.39
CTH J (CULVERT)	0.00	110,000.00	-
CTH "P" (CTH E TO CTH F 2.91 mi.)	0.00	83,000.00	-
CTH W (ROAD/SITE WORK) 0.00 mi. ( )	0.00	245,000.00	185,859.58
CONSTRUCTION JOB	0.00	0.00	-
	0.00	0.00	-
EXPENSE	2,400,791.05	2,400,791.05	2,400,791.05
REMAINING	2,103,197.95	4,649,537.95	

## ENGINEERING

CTH	0.00	0.00	0.00
CTH	0.00	0.00	0.00
CTH	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	

## BUILDING ALLOCATION

ESTIMATED EXPENSE	45,000.00	45,000.00	
REMAINING	28,728.00	28,728.00	28,728.00
	16,272.00	16,272.00	

## MISC., INVENTORY ADJUSTMEN

ESTIMATED EXPENSE	0.00	0.00	
REMAINING	0.00	0.00	0.00

## ICC COMPUTER CHARGES

IP TELEPHONY ALL	0.00	0.00	0.00
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	

## MISC.

TRAINING	0.00	0.00	(16,485.45)
EXPENSE	-16,179.54	-16,179.54	305.91
REMAINING	16,179.54	16,179.54	(16,179.54)

## TOTAL EXPENSE BY ACTIVITY

	2,413,339.51	2,413,339.51	
BUDGETED TOTAL	4,548,989.00	7,095,329.00	
TOTAL EXPENSES	2,413,339.51	2,413,339.51	
TOTAL REMAINING	2,135,649.49	4,681,989.49	





# Jefferson County Highway Department Highway Operations Report

September 2015

## Operations Summary

### **Construction Projects**

#### ***CTH W (Near new Highway Facility)***

*Progress:* Paving is complete, minor shouldering and landscaping will need to be finished in September.

#### ***CTH N (CTH B - CTH A) - 5.00 miles***

*Progress:* Roadway construction is complete and all of the binder asphalt is complete. Crews will be working on closing and restoring the main borrow site. Surface asphalt will be completed in September/October.

#### ***CTH A (Lake Mills - Watertown) - 10.00 miles***

*Progress:* All pulverizing and grading is complete, the binder mat of asphalt is all complete. The final mat of asphalt will be completed in September.

#### ***CTH J (CTH G - Jefferson)***

*Progress:* Begin construction work in September on section between STH 89 and the City of Jefferson

#### ***CTH P (CTH E - CTH F) - 2.91 miles***

*Progress:* In design phase, anticipate construction to begin in 2017

### **General Maintenance**

- Crews are nearly complete with all the seal coat projects for state, county, towns, and cities
- Crews are working on surface patching and shoulder maintenance
- Crews are nearing the completion of the first mowing cut on all county and state highways

### **Office/Shop Staff**

- Shop staff is busy moving equipment to new building and organizing shop and parts room
- Office staff is still moving and organizing files and plans from the old facility to the new facility