



Agenda

Jefferson County Highway Committee Meeting

Tuesday, November 3, 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, Ron Buchanan, Don Reese

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 October 6, 2015 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Discussion on project schedule and work priorities
 b. Discussion and approve 2016 Routine Maintenance Agreement (RMA) with WisDOT
 c. Discussion on monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date – December 1, 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, October 6, 2015

The Jefferson County Highway Committee met on Tuesday, October 6, 2015, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: George Jaeckel; Ron Buchanan; Walt Christensen; Al Counsell; Donald Reese

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Ann Jenswold, Highway Department
Erik Coonen, Highway Department
Andy Selle, City of Fort Atkinson
Laura Payne, County Board Supervisor

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

HIGHWAY COMMITTEE MINUTES: The minutes from the September 1, 2015 Highway meeting, having been distributed in advance, it was moved by Mr. Christensen and seconded by Mr. Counsell to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Christensen, Counsell

NOES: None

ABSENT: None

ABSTAIN: Buchanan, Reese

CORRESPONDENCE:

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

- CTH "W" (Near new Highway Facility)

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

- CTH "N" (CTH B – CTH A) – 5.0 miles

Progress: All mainline paving is complete; crews will finish paving intersections and shouldering in October.

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

Progress: All mainline paving is complete; crews will finish paving intersections and shouldering in October.

- CTH "J" (CTH G - Jefferson)

Progress: Project is on hold, will determine in the next week if we will start this fall or delay until early spring. Crews are behind schedule based on the significant facility site work completed in 2015.

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

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

- **Winter Maintenance**

- **General Maintenance**

Crews have completed all seal coat projects for state, county, towns, and cities

Crews are working on surface patching and shoulder maintenance

Crews will be doing final mowing cuts in all needed areas before winter

- **Office/Shop Staff**

Shop staff is busy with day-to-day work and still assisting in moving items from old facility

OLD BUSINESS

NONE

NEW BUSINESS

9a. Discussion on the satellite facility design for Lake Mills and Concord.

Commissioner Kern shared a redesign to the facilities. The redesign shared showed pull in bays instead of drive through bays and a smaller square footage. Previously approved by County Board was a square footage of 12,500. The current design shows a facility with approximately 9,000 square feet. There is a meeting with the architects to discuss costs. Options are still being reviewed for Lake Mills to meet the city's design requirements. 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:	09/09/15	\$ 510,018.25
BILLS:	09/16/15	\$ 642,491.17
BILLS:	10/06/15	\$ 667,872.42
P CARD:	SEPTEMBER	\$ 4,326.93
COMMITTEE:	AUGUST	<u>\$ 449.98</u>
TOTALS:		\$1,825,158.75

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

Carried by the following roll call:

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

Motion by Mr. Buchanan and seconded by Mr. Counsell to adjourn at 8:45 a.m.

Carried by the following roll call:

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

The next meeting will be held on Tuesday, November 3, 2015 at 8:00 a.m., at the Jefferson County Highway Department.

Approval:

Al Counsell, Secretary

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

10/28/2015 8:35

10/28/15

LABOR 10-17-15
EQUIPMENT 10-17-15
MATERIALS 10-20-15
SHOP MATERIALS 10-20-15

PERCENT OF LABOR YEAR 79.45%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,878,552.80	1,138,123.01	0.00	740,429.79	60.59%
53312 COUNTY CONSTRUCTION	7,095,329.00	4,738,451.78	0.00	2,356,877.22	66.78%
53313 WINTER MAINTENANCE	879,600.00	436,827.27	0.00	442,772.73	49.66%
	9,853,481.80	6,313,402.06	0.00	3,540,079.74	64.07%
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	6,313,402.06	0.00	3,540,079.74	64.07%

53311 C.T.H.S. MAINTENANCE		2015	
10/28/2015 8:35			
LABOR 10-17-15			
EQUIPMENT 10-17-15			
MATERIALS 10-20-15			
SHOP MATERIALS 10-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<u>GENERAL PATROL</u>	1,108,311.00	1,242,052.00	
SECTION 10 311.830			48,511.94
SECTION 11 311.831			59,605.34
SECTION 12 311.832			55,676.29
SECTION 13 311.833			75,302.49
SECTION 14 311.834			61,102.11
SECTION 15 311.835			87,521.54
SECTION 16 311.836			88,192.17
SECTION 17 311.837			58,295.95
SECTION 18 311.838			40,725.31
SECTION 840 MISC. INCL. TRAINING			17,005.14
SECTION 840.01 DOWN-TIME		54.25	2,569.89
SECTION 840.04 LAKE MILLS WETLAND DEL.			0.00
EXPENSE	594,508.17	0.00	594,508.17
REMAINING	513,802.83	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	109,310.61	109,310.61	109,310.61
REMAINING	15,689.39	20,689.39	103,285.00
<u>PAVEMENT MARKING 311.840</u>	135,000.00	140,000.00	
EXPENSE	131,998.07	131,998.07	131,998.07
REMAINING	3,001.93	8,001.93	
<u>BITUMINOUS SEALCOATING</u>	240,000.00	250,000.00	
CTH B (Dane Co. - CTH "V")	3.45	30,509 Gal.	105,338.56
5.20 miles	cost per gal. sprayed	2,025.43 Tons	
CTH SC (US 16 - Dodge Co.)	3.68	16,200 Gal.	59,591.75
2.63 miles	cost per gal. sprayed	504.5 Tons	
Reseals??	3.41	12,335 Gal.	42,023.45
0.0 miles	cost per gal. sprayed	433.25 Tons	
EXPENSE	206,953.76	206,953.76	206,953.76
REMAINING	33,053.37	43,046.24	
<u>BUILDING ALLOCATION</u>	20,000.00	30,000.00	
ESTIMATED EXPENSE	23,835.00	23,835.00	23,835.00
REMAINING	(3,835.00)	6,165.00	
<u>MISC., HIT & 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	1,138,123.01	543,614.84	1,138,123.01

53311 C.T.H.S. MAINTENANCE		2015	
10/28/2015 8:35			
LABOR 10-17-15			
EQUIPMENT 10-17-15			
MATERIALS 10-20-15			
SHOP MATERIALS 10-20-15	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	1,138,123.01	1,138,123.01	
TOTAL REMAINING	570,188.00	740,430.00	

53312 C.T.H.S. CONSTRUCTION		2015	
10/28/2015 8:35			
LABOR 10-17-15			
EQUIPMENT 10-17-15			
MATERIALS 10-20-15			
SHOP MATERIALS 10-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH N 4.00 mi. (CTH B - CTH A)	0.00	1,671,768.00	1,548,789.49
CTH A (STH 94 - WTTN) 10.00 MILES	3,066,289.00	3,066,289.00	2,887,468.79
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 10)	697,000.00	933,572.00	88,874.59
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	192,702.88
CONSTRUCTION JOB	0.00	0.00	-
	0.00	0.00	-
EXPENSE	4,718,878.82	4,718,878.82	4,718,878.82
REMAINING	-214,889.82	2,331,450.18	
ENGINEERING			0.00
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	45,000.00	45,000.00	
ESTIMATED EXPENSE	35,752.50	35,752.50	35,752.50
REMAINING	9,247.50	9,247.50	
MISC., INVENTORY ADJUSTMENT	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
ICC COMPUTER CHARGES	0.00	0.00	0.00
IP TELEPHONY ALL	0.00	0.00	0.00
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
MISC.	0.00	0.00	(16,485.45)
TRAINING			305.91
EXPENSE	-16,179.54	-16,179.54	(16,179.54)
REMAINING	16,179.54	16,179.54	
TOTAL EXPENSE BY ACTIVITY	4,738,451.78	4,738,451.78	
BUDGETED TOTAL	4,548,989.00	7,095,329.00	
TOTAL EXPENSES	4,738,451.78	4,738,451.78	
TOTAL REMAINING	(189,462.78)	2,356,877.22	

53312 C.T.H.S. CONSTRUCTION		2015	
10/28/2015 8:35			
LABOR 10-17-15	CTH A 2.00 mi. (Hope Lake Road - Lake Mill		
EQUIPMENT 10-17-15	Description: Pulverize, Pave, Shoulder		
MATERIALS 10-20-15			
SHOP MATERIALS 10-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS
	740,700.00	940,700.00	0.00
04/07/15			1,043.07
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			1,043.07
REMAINING	939,656.93	939,656.93	

53312 C.T.H.S. CONSTRUCTION		2015		
10/28/2015 8:35				
LABOR 10-17-15	CTH J (CULVERT)			
EQUIPMENT 10-17-15	Description: Design			
MATERIALS 10-20-15				
SHOP MATERIALS 10-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	HOURS	TOTAL
	0.00	110,000.00		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
REMAINING	0.00	110,000.00		

2015

0.00

[illegible]

10/28/2015 8:35						
LABOR 10-17-15						
EQUIPMENT 10-17-15						
MATERIALS 10-20-15				061	093	206
SHOP MATERIALS 10-20-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	S_SUPSTR	A_SUPRENG	BRIDGE INSP.
<u>BRIDGES MAINTENANCE</u>						
carried over as a payable	-	-	-			
carried over as a payable	-	-	-			
	-	-	-			
BRIDGE INSPECTIONS	-	-	-			-
(19,308.33 is available as a payable)						
EXPENSE	-	-	-	-	-	-
REMAINING	-	-				
<u>BUILDING ALLOCATION 313.05</u>	-	-				
ESTIMATED EXPENSE	-	-	-			
REMAINING	-	-				
TOTAL EXPENSE BY ACTIVITY			-	-	-	-
ORIGINAL BUDGETED TOTAL	-					
TOTAL EXPENSE	-					
REMAINING AMOUNT	-					

53315 C.T.H.S. FUNDED PROGRAMS 2015							
10/28/2015 8:35							
LABOR 10-17-15							
EQUIPMENT 10-17-15							
MATERIALS 10-20-15						EXPENSE	BALANCE
SHOP MATERIALS 10-20-15						TOTAL	REMAINING
FUNDED PROGRAMS - LEVY	13 C.O.	14 levy	14 revenue	14 transfer	available		
315-			-		-	-	-
315-	-	-	-		-	-	-
315-901-03 CTH N (C.T.H. B - C.T.H. A)	-	-	-	-	-	-	-
(TRANSFER TO 53312 CTH N, 2013 CONSTRUCTION)	-						
REMAINING							
TOTAL EXPENSE BY ACTIVITY	-	-	-	-	-	-	-

Jefferson County Highway Department Highway Operations Report

November 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 October.

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

Progress: Project is complete!

CTH A (Lake Mills - Watertown) - 10.00 miles

Progress: Project is complete!

CTH J (CTH G - Jefferson)

Progress: Project will start in the spring of 2016.

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

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

General Maintenance

- Crews recently completed several town/village paving projects
- Crews are working on surface patching and shoulder maintenance
- Crews are working on the final mowing cuts in all needed areas before winter
- Crews completed gravel base and grading work for salt sheds; just starting the asphalt paving work