



Agenda

Jefferson County Highway Committee Meeting

Tuesday, March 28, 2017
8:00 A.M.

Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

Committee Members: Don Reese-Chairman, Ron Buchanan-Vice
Chairman, Mike Kelly-Secretary, James Braughler,
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 (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 February 28, 2017 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Discuss and approve the Local Road Improvement Program (LRIP)
asphalt purchase bids for the following county projects:
 - County Highway Y (US 18 – STH 26)
 - County Highway P (CTH E – CTH F)b. Discuss and approve bids for 2017 hot-mix asphalt
- c. Discuss and approve bids for 2017 seal coat emulsion and
application
- d. Discuss and approve bids for 2017 asphalt milling and
pulverizing.
- e. Discuss monthly financial account summary (YTD)
10. Discussion and possible action to approve entering into an Agreement with the City of
Watertown for road maintenance and snow removal services on segments of West Street
and Gypsy Road
11. Highway Operations Report
12. Review and approve vouchers
13. Set Next Meeting Date (Joint Meeting April 11th at 11:00 a.m., April 25, 2017)
14. 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, February 28, 2017

The Jefferson County Highway Committee met on Tuesday, February 28, 2017, at 8:00 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; Ron Buchanan; Mike Kelly; James Braugher

Members absent: Blane Poulson

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Ann Jenswold, Highway Department

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

HIGHWAY COMMITTEE MINUTES: The minutes from the January 31, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Braugher to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braugher

NOES: None

ABSENT: Poulson

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

- CTH "A" (Crossman Road – City of Lake Mills)

Project Type: Reconstruction

Progress: Project is on-hold until necessary right-of-way is purchased

- **Winter Maintenance**

Crews called out for a only a few minor winter events in the past month

Anti-icing crews are applying salt brine before all storms if the weather conditions warrant the application (Bridge Decks, Interstate 94, State Highway 26, and other selected secondary state and county highway sections)

- **General Maintenance**

Crews are working on county crack seal projects as the weather permits

Bridge crew completed several guardrail and small maintenance projects

Crews are finishing brush and small tree removals on I-94

Between winter storms crews are patching areas of need on county and state highways

- **Office/Shop Staff**

Completed end of year physical inventories

Closed out all 2016 accounting for maintenance and projects

Shop is preparing all construction equipment for upcoming season

OLD BUSINESS

- NONE

NEW BUSINESS

9a. Discuss 2017 construction project schedule

Superintendents Koeppl and Heaslip provided the Committee with a preview of the 2017 project schedule. They stated that beginning in May work will begin on a two year project on CTH "P" (CTH "F" to Woody Lane). CTH "Y" work will have two segments: CTH "D" to Rome, and STH 26 to STH 18. Prior to the construction work, WisDOT has requested some maintenance work to be completed along state roadways. There is a culvert replacement on STH 18, shouldering along I-94, STH 106 crack grinding and seal coating, weed spraying, bridge deck spraying and sealing, and tent grinding. Questions were answered. No Motion

9b. Discuss monthly financial account summary (YTD)

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

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

BILLS:	02/08/17 For 2016	\$ 19,036.81
BILLS:	02/09/17	\$ 71,229.56
BILLS:	02/16/17	\$ 13,088.81
BILLS:	02/28/17	\$ 1,564.44
COMMITTEE:	JAN	\$ 995.24
P CARD:	FEB-BRIAN	\$ 497.13
P CARD:	FEB-BILL	\$ 30.00
P CARD:	FEB-GENERAL	\$ <u>4,413.44</u>
TOTALS:		\$ 110,855.43

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

- Carried by the following roll call:
- AYES: Reese, Buchanan, Kelly, Braughler
 - NOES: None
 - ABSENT: Poulson
 - ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Kelly to adjourn at 8:40 a.m.

- Carried by the following roll call:
- AYES: Reese, Buchanan, Kelly, Braughler
 - NOES: None
 - ABSENT: Poulson
 - ABSTAIN: None

The next meeting will be held on Tuesday, March 28, 2017 at the Jefferson County Highway Department.

Approval: _____

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

3/23/2017 14:02

03/23/17

LABOR 03-17-17
EQUIPMENT 03-17-17
MATERIALS 03-17-17
SHOP MATERIALS 03-17-17

PERCENT OF LABOR YEAR **20.82%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,967,139.46	299,557.83	0.00	1,667,581.63	15.23%
53312 COUNTY CONSTRUCTION	5,525,000.00	2,657.26	0.00	5,522,342.74	0.05%
53313 WINTER MAINTENANCE	905,926.13	392,791.77	0.00	513,134.36	43.36%
	8,398,065.59	695,006.86	0.00	7,703,058.73	8.28%
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!
	8,398,065.59	695,006.86	0.00	7,703,058.73	8.28%

53311 C.T.H.S. MAINTENANCE		2017		
3/23/2017 14:02				
LABOR 03-17-17				
EQUIPMENT 03-17-17				
MATERIALS 03-17-17				
SHOP MATERIALS 03-17-17				
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	
GENERAL PATROL	1,127,021.00	1,130,310.00		
SECTION 10 311.830			17,348.46	
SECTION 11 311.831			31,780.80	
SECTION 12 311.832			28,977.47	
SECTION 13 311.833			38,331.44	
SECTION 14 311.834			18,706.43	
SECTION 15 311.835			18,875.37	
SECTION 16 311.836			17,708.27	
SECTION 17 311.837			34,770.25	
SECTION 18 311.838			10,203.23	
SECTION 840 MISC. INCL. TRAINING			7,550.69	
SECTION 840 BRIDGE INSPECTIONS			4,620.00	
SECTION 840.01 DOWN-TIME		0.00	0.00	
SECTION 840.04 EMERGENCY GOV ROCK RIVER PARADISE DEMO			0.00	
EXPENSE	228,872.41	228,872.41	228,872.41	
REMAINING	898,148.59	901,437.59		
CRACK SEAL	75,000.00	85,000.00		
NORMAL CRACK SEALING EXP.	14,344.91	14,344.91	14,344.91	
REMAINING	60,655.09	70,655.09		
SIGNING 311.844	127,114.00	132,500.00		
NORMAL SIGNING EXPENSE	40,460.75	40,460.75	40,460.75	
REMAINING	86,653.25	92,039.25	27,586.50	
PAVEMENT MARKING 311.840	137,000.00	145,000.00		
EXPENSE	0.00	0.00	0.00	
REMAINING	137,000.00	145,000.00		
BITUMINOUS SEALCOATING	230,000.00	240,000.00		
CTH			Gal.	0.00
0.0 miles			Tons	
CTH			Gal.	0.00
0.0 miles			Tons	
CTH			Gal.	0.00
0.0 miles			Tons	
CTH			Gal.	0.00
0.0 miles			Tons	
RESEAL ROADS			0.00	
EXPENSE	0.00	0.00	0.00	
REMAINING	230,000.00	240,000.00		
BUILDING ALLOCATION	70,000.00	70,000.00		
ESTIMATED EXPENSE	14,574.00	14,574.00	14,574.00	
REMAINING	55,426.00	55,426.00		
MISC., HIT & RUNS, INVENT. ADJ.				
HIT & RUNS	6,000.00	7,000.00	1,305.76	
FIRE CALLS	0.00	0.00	0.00	
UNCOLLECTABLES	0.00	0.00	0.00	
INVENTORY ADJUSTMENTS		0.00	0.00	
ESTIMATED EXPENSE	1,305.76	1,305.76	1,305.76	

53311 C.T.H.S. MAINTENANCE		2017	
3/23/2017 14:02			
LABOR 03-17-17			
EQUIPMENT 03-17-17			
MATERIALS 03-17-17			
SHOP MATERIALS 03-17-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
REMAINING	4,694.24	5,694.24	
TOTAL EXPENSE BY ACTIVITY	299,557.83	299,557.83	299,557.83
ORIGINAL BUDGETED TOTAL	1,772,135.00	1,809,810.00	
APPROVED BUDGET CHANGES	0.00	57,329.46	
APPROVED BUDGET	1,772,135.00	1,867,139.46	
APPROVED CARRY OVER	0.00	100,000.00	
TOTAL AVAILABLE	1,772,135.00	1,967,139.46	
TOTAL EXPENSES	299,557.83	299,557.83	
TOTAL REMAINING	1,472,577.00	1,667,581.63	
carryover	137,675.00		
budget	139,210.00		
transfer for labor	-		
excess revenue	1,632,925.00		
revenue	57,329.46		
available	1,967,139.46		

53312 C.T.H.S. CONSTRUCTION		2017		
3/23/2017 14:02				
LABOR 03-17-17				
EQUIPMENT 03-17-17				
MATERIALS 03-17-17				
SHOP MATERIALS 03-17-17				
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	
BITUMINOUS SURFACING				
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	790,000.00	790,000.00	-	
CTH J (access rd.)	0.00	160,000.00	972.76	
CTH N 4.00 mi. (CTH B - CTH A)	0.00	85,000.00	-	
CTH "P" (CTH E TO CTH F 2.91 mi.	1,900,000.00	1,900,000.00	358.16	
CTH Y (CTH D - CTH F) 3125.918.2	990,000.00	990,000.00	1,537.68	
CTH Y (USH 18 - STH 26)	1,600,000.00	1,600,000.00	761.42	
	-108,000.00	0.00	-	
EXPENSE	2,657.26	2,657.26	2,657.26	
REMAINING	4,379,342.74	5,522,342.74		
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	0.00	0.00	0.00	
REMAINING	0.00	0.00		
MISC., INVENTORY ADJUSTMEN				
ESTIMATED EXPENSE	0.00	0.00	0.00	
REMAINING	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	0.00	
EXPENSE	0.00	0.00	0.00	
REMAINING	0.00	0.00		
TOTAL EXPENSE BY ACTIVITY	2,657.26	2,657.26		
BUDGETED TOTAL	5,172,000.00	5,525,000.00		
TOTAL EXPENSES	2,657.26	2,657.26		
TOTAL REMAINING	5,169,342.74	5,522,342.74		

53312 C.T.H.S. CONSTRUCTION 2017

5/23/2017 14:22

LABOR 03-17-17 CTH Y (CTH D - CTH F) 3125.918.2

EQUIPMENT 03-17-17 Description: Pulverize, Pave Shoulder

MATERIALS 03-17-17

SHOP MATERIALS 03-17-17

	ORIGINAL BUDGET	RE ESTIMATED TOTAL	±	TOTAL	006	021	031	032	043	051	062	065	083	084	126	187	190	191	192	195	196	197	199	200	209	231	240	247	401	
					RA-MILLING	RS GRAVEL	M SWEEP	M TRAFCON	RV WOODY	RF CULVRT	RF DITCH	RF APPURTA	SUPRENCA	TRAINING	JE/OC	RUMBLE	B COURSE	DR & CLVT	CUT/FILL	SEED/LND	UNDERCUT	SURF MAIN	SIDEWALK	INTERSECTN	CLR/GRUB	GRADE RD	SIGNS	C & E LINE	HAULING	
	990,000.00	990,000.00		0.00																										
01/16/17			1.50	93.14																										93.14
01/23/17			6.00	1,019.91																										1,019.91
03/03/17			5.00	262.06																										262.06
03/10/17			2.00	162.57																										162.57
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										
				0.00																										

53312 C.T.H.S. CONSTRUCTION 2017

02/20/17 M 02
 LABOR 03-17-17 CTH Y (USH 18 - STH 26)
 EQUIPMENT 03-17-17 Description: Pulverize and Pave
 MATERIALS 03-17-17

SHOP MATERIALS 03-17-17	ORIGINAL BUDGET	RE ESTIMATED TOTAL	HOURS	TOTAL	005	021	031	032	043	051	062	065	093	094	126	188	190	191	192	196	196	197	199	200	209	231	240	247	401		
					MA-MILLING	RS GRAVEL	M. SWEET	M. TRAFCON	RV. WOODDY	RF. CULVRT	RF. DITCH	RF. AFFURT	A. SUPREND	A. TRAINING	JUDC	BIKE TRAIL	B. COURSE	CH & CLVT	CUTFILL	SEEDLAND	UNDERCLT	SURF MAIN	WALASDRIVE	INTERSECTN	CLURPAUB	GRADE RD	SIGNS	C & E LINE	HAULING		
	1,600,000.00	1,600,000.00		0.00																											
01/13/17			3.00	146.27																											
01/19/17			4.00	615.15																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											
				0.00																											

Jefferson County Highway Department Highway Operations Report

March, 2017

Operations Summary

Winter Maintenance

- Crews called out for only a few minor winter events in the past month
- Crews will begin removing all snow equipment off trucks in the next few weeks

General Maintenance

- Crews are finishing brush and small tree removals on I 94
- Bridge crew completed several guardrail and small maintenance projects
- Crews are patching areas of need on county and state highways
- Crews are working on county crack seal projects as the weather permits
- Crews are working on early season culvert replacements

Office/Shop

- Closed out all 2016 accounting for maintenance and projects
- Office staff is beginning to compile all financial summaries for 2016 annual report
- Shop is preparing all construction equipment for upcoming season