



Agenda

Jefferson County Highway Committee Meeting

Tuesday, July 25, 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 Braugher,
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 June 27, 2017 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Review and discuss 2017 construction project schedule
 b. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (August 29, 2017)
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, June 27, 2017

The Jefferson County Highway Committee met on Tuesday, June 27, 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; Blane Poulson

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Alice Fischer, Highway Department

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

HIGHWAY COMMITTEE MINUTES: The minutes from the May 30, 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, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- Richard Riedel E-mail: Regarding CTH "Y" (Hwy 18 – Hwy 26) speed zone study request

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

- CTH "P" (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: Project preparation started June 19, crews will begin construction work over the next few weeks and work will go into the late fall.

- CTH "Y" (CTH D – CTH F) – 3.00 miles

Project Type: Pulverize and Resurface

Progress: Project is substantially complete, should be fully open by June 28.

- CTH "Y" (US 18 – STH 26) – 4.75 miles

Project Type: Pulverize and Resurface

Progress: Pulverizing is complete, paving work is in progress.

- CTH "J" (CTH G – Jefferson, Hwy Site Access Road)

Project Type: Landscaping, Paving Access Road

Progress: Landscaping work completed, access road has been prepared for paving.

- **Winter Maintenance**

- **General Maintenance**

Crews are finished with most county mowing and working on first cut of all state highways.

Crews finished spring shoulder repair work on state and county highways.

Crews will prepare site work at both Concord and Lake Mills for the satellite building projects.

Crews are completing herbicide/invasive weed spraying on county and state highways.

- **Office/Shop Staff**

Office staff is nearing completion of all financial summaries for 2016 annual report

Shop staff has finished all new 8 single axle trucks and they should all be in use.

OLD BUSINESS

8a. Discussion and possible action to approve an Intergovernmental agreement between Jefferson County and the City of Watertown for road maintenance services

It was moved by Mr. Buchanan and seconded by Mr. Poulson to approve entering into an Intergovernmental Agreement for road maintenance and snow removal services between Jefferson County and the City of Watertown.

Carried by the following roll call:

AYES: Reese, Buchanan, Braugher, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

NEW BUSINESS

9a. Review and discuss 2017 construction project schedule

Highway Commissioner Kern reviewed the construction schedule with the Committee. He discussed the CTH "P" project. CTH "Y" project: East section is almost done, and the North section should have first mat done by the 4th of July. He discussed state sealcoating and weed spraying. No Motion

9b. 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:	06/06/17	\$ 69,601.00
BILLS:	06/08/17	\$ 9,998.00
BILLS:	06/13/17	\$ 304,640.59
BILLS:	06/20/17	\$ 9,998.00
BILLS:	06/27/17	\$ 208,974.86
COMMITTEE:	MAY	\$ 348.83
P CARD:	JUNE-BILL	\$ 297.00
P CARD:	JUNE-GENERAL	\$ 1,143.42
TOTALS:		\$ 605,001.70

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

Carried by the following roll call:

AYES: Reese, Buchanan, Braugher, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Kelly to adjourn at 8:30 a.m.

Carried by the following roll call:

AYES: Reese, Buchanan, Braughler, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

The next meeting will be held on Tuesday, July 25, 2017, at the Jefferson County Highway Department.

Approval:

Jefferson County Highway Department
Project Schedule 2017

Grade Crew ■ Paving Crew ■
Culvert Crew ■ Shoulder Crew ■

Updated Last

7/20/2017

	Month	April				May				June				July				August			September			October				November									
	Week	3-Apr-16	10-Apr-16	17-Apr-16	24-Apr-16	1-May-16	8-May-16	15-May-16	22-May-16	29-May-16	5-Jun-16	12-Jun-16	19-Jun-16	26-Jun-16	3-Jul-16	10-Jul-16	17-Jul-16	24-Jul-16	31-Jul-16	7-Aug-16	14-Aug-16	21-Aug-16	28-Aug-16	4-Sep-16	11-Sep-16	18-Sep-16	25-Sep-16	2-Oct-16	9-Oct-16	16-Oct-16	23-Oct-16	30-Oct-16	6-Nov-16	13-Nov-16	20-Nov-16	27-Nov-16	
Project/Activity Description																																					
CTH P (CTH F to Woody LN)																																					
CTH F to W1791																																					
Traffic Control/Close Road																																					
Misc Removals																																					
Pavement Removals																																					
Utilities																																					
Grading																																					
Storm Sewer/Culvert Installation																																					
Restoration																																					
Pulverize Asphalt Section																																					
Fine Grade																																					
Red Top for Asphalt																																					
Asphalt Binder Lift																																					
Asphalt Surface Lift																																					
Shouldering Gravel																																					
Paint Markings																																					
Signing																																					
Weather Delay																																					
Open to Traffic From CTH E to Hustisford and Rockvale																																					
W1791 to Woody LN																																					
Traffic Control/Close Road																																					
Misc Removals																																					
Pavement Removals																																					
Grading																																					
Storm Sewer/Culvert Installation																																					
Restoration																																					
Fine Grade																																					
Concrete Curb and Gutter																																					
Red Top for Asphalt																																					
Asphalt Binder Lift																																					
Asphalt Surface Lift																																					
Shouldering Gravel																																					
Paint Markings																																					
Signing																																					
Weather Delay																																					
Remove Traffic Control/Open Road																																					
CTH Y (STH 26 to STH 18)																																					
Traffic Control/Close Road																																					
Pulverize and Relay Pavement																																					
Fine Grade and Red Top																																					
Asphalt Binder Lift																																					
Asphalt Surface Lift																																					
Shouldering Gravel																																					
Paint Markings																																					
Signing																																					
Remove Traffic Control/Open Road																																					

Jefferson County Highway Department
Project Schedule 2017

Grade Crew ■ Paving Crew ■
Culvert Crew ■ Shoulder Crew ■

Updated Last

7/20/2017

	Month	April				May				June				July				August				September				October				November								
Project/Activity Description	Week	3-Apr-16	10-Apr-16	17-Apr-16	24-Apr-16	1-May-16	8-May-16	15-May-16	22-May-16	29-May-16	5-Jun-16	12-Jun-16	19-Jun-16	26-Jun-16	3-Jul-16	10-Jul-16	17-Jul-16	24-Jul-16	31-Jul-16	7-Aug-16	14-Aug-16	21-Aug-16	28-Aug-16	4-Sep-16	11-Sep-16	18-Sep-16	25-Sep-16	2-Oct-16	9-Oct-16	16-Oct-16	23-Oct-16	30-Oct-16	6-Nov-16	13-Nov-16	20-Nov-16	27-Nov-16		
CTH Y (CTH D to Rome) Road Oped on 6-29-17																																						
Traffic Control/Close Road																																						
Pulvervize and Relay Pavement																																						
Fine Grade and Red Top																																						
Asphalt Binder Lift																																						
Asphalt Surface Lift																																						
Shouldering Gravel																																						
Paint Markings																																						
Signing																																						
Remove Traffic Control/Open Road																																						
CTH A (Lake Mills)																																						
Pending																																						
STH 18 (Cambridge to Jefferson)																																						
Culvert Liner Replacement																																						
Culvert Replacement																																						
City/Town/Village Projects																																						
Maintenance Work County/State																																						
Roadside Maintenance County/State																																						
Mowing																																						
Shoulder IH 94 (Completed)																																						
Tent Grinding IH 94																																						
Ditching																																						
Seal Coat																																						
Crack Seal																																						
STH 106 - Fort Atkinson to CTH CI																																						
STH 89 - Lake Mills to Waterloo																																						
Bridge Maintenance																																						
Deck Sealing and Joint Sealing - 19 Bridges																																						
Hot Rubbering STH 26 Bridge Approaches (Fort, Jefferson, & Watertown)																																						
Weed Spraying																																						
County/State Spraying Jefferson County																																						
Dane County Weed Spraying																																						

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

7/20/2017 7:51

07/20/17

LABOR 7-7-17
EQUIPMENT 07-7-17
MATERIALS 07-06-17
SHOP MATERIALS 07-06-17

PERCENT OF LABOR YEAR 51.51%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,967,139.46	843,359.57	0.00	1,123,779.89	42.87%
53312 COUNTY CONSTRUCTION	5,525,000.00	1,573,106.38	0.00	3,951,893.62	28.47%
53313 WINTER MAINTENANCE	905,926.13	374,176.19	0.00	531,749.94	41.30%
	8,398,065.59	2,790,642.14	0.00	5,607,423.45	33.23%
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	2,790,642.14	0.00	5,607,423.45	33.23%

53311 C.T.H.S. MAINTENANCE		2017	
7/20/2017 7:51			
LABOR 7-7-17			
EQUIPMENT 07-7-17			
MATERIALS 07-06-17			
SHOP MATERIALS 07-06-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,127,021.00	1,130,310.00	
SECTION 10 311.830			40,808.11
SECTION 11 311.831			69,119.74
SECTION 12 311.832			83,315.72
SECTION 13 311.833			142,677.49
SECTION 14 311.834			40,972.49
SECTION 15 311.835			56,610.29
SECTION 16 311.836			42,567.68
SECTION 17 311.837			60,511.98
SECTION 18 311.838			20,199.31
SECTION 840 MISC. INCL. TRAINING			49,153.99
SECTION 840 BRIDGE INSPECTIONS			4,148.00
SECTION 840.01 DOWN-TIME		31.50	1,343.08
SECTION 840.			0.00
EXPENSE	611,427.88	611,427.88	611,427.88
REMAINING	515,593.12	518,882.12	
CRACK SEAL	75,000.00	85,000.00	
NORMAL CRACK SEALING EXP.	32,655.41	32,655.41	32,655.41
REMAINING	42,344.59	52,344.59	
SIGNING 311.844	127,114.00	132,500.00	
NORMAL SIGNING EXPENSE	75,412.93	75,412.93	75,412.93
REMAINING	51,701.07	57,087.07	68,250.75
PAVEMENT MARKING 311.840	137,000.00	145,000.00	
EXPENSE	86,646.47	86,646.47	86,646.47
REMAINING	50,353.53	58,353.53	
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	36,057.00	36,057.00	36,057.00
REMAINING	33,943.00	33,943.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	6,000.00	7,000.00	1,159.88
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	1,159.88	1,159.88	1,159.88

53311 C.T.H.S. MAINTENANCE		2017	
7/20/2017 7:51			
LABOR 7-7-17			
EQUIPMENT 07-7-17			
MATERIALS 07-06-17			
SHOP MATERIALS 07-06-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
REMAINING	4,840.12	5,840.12	
TOTAL EXPENSE BY ACTIVITY	843,359.57	843,359.57	843,359.57
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	843,359.57	843,359.57	
TOTAL REMAINING	928,775.00	1,123,779.89	
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	
7/20/2017 7:51			
LABOR 7-7-17			
EQUIPMENT 07-7-17			
MATERIALS 07-06-17			
SHOP MATERIALS 07-06-17	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	16,491.46
CTH N 4.00 mi. (CTH B - CTH A)	0.00	85,000.00	2,831.23
CTH "P" (CTH E TO CTH F 2.91 mi.)	1,900,000.00	1,900,000.00	68,422.53
CTH Y (CTH D - CTH F) 3125.918.2	990,000.00	990,000.00	852,200.17
CTH Y (USH 18 - STH 26)	1,600,000.00	1,600,000.00	649,559.69
	-108,000.00	0.00	-
EXPENSE	1,573,013.62	1,573,013.62	1,573,013.62
REMAINING	2,808,986.38	3,951,986.38	
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	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
MISC., INVENTORY ADJUSTMEN	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	92.76
TRAINING			0.00
EXPENSE	92.76	92.76	92.76
REMAINING	-92.76	-92.76	
TOTAL EXPENSE BY ACTIVITY	1,573,106.38	1,573,106.38	
BUDGETED TOTAL	5,172,000.00	5,525,000.00	
TOTAL EXPENSES	1,573,106.38	1,573,106.38	
TOTAL REMAINING	3,598,893.62	3,951,893.62	

[illegible]

[illegible]

7/20/2017 7:58

LABOR 7.7.13

EQUIPMENT 57-2.17

MATERIALS OF 26-17

SHOP MATERIALS 27.36.17

CTH N 4,00 ml. (CTH B - CTH A)

Description: Construction, Pave, Shoulder

[illegible]

Description: Pave and Shoulder

[illegible]

Description: Pulverize, Pave Shoulder			006	021	031	032	043	061	062	065	093	094	126	187	190	191	192	195	196	197	199	200	209	221	240	247	401	
ORIGINAL BUDGET	RE ESTIMATED TOTAL	HOURS	TOTAL	RA-MILLING	RS GRAVEL	M SWEEP	M TRAFFIC	WOODY	RF CULVERT	RF DITCH	RF APPURT	SUPRENGA	TRAINING	JE/DC	RUMBLE	S COURSE	DR & CLVT	CUT/FILL	SEED/LND	UNDERCUT	SURF MAIN	SIDEWALK	INTERSECT	CLUGRUB	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
05/05/17		6.00	264.52																									264.52
05/08/17		17.00	6,610.32														5,775.00											52.92
05/09/17		13.00	669.76																									
05/10/17		18.00	912.70																									105.80
05/11/17		20.00	962.23																									204.33
05/12/17		63.60	3,481.98																									
05/15/17		62.00	4,488.70	4,104.55																	38.50							503.51
05/16/17		60.75	5,378.78	5,227.33																								384.15
05/17/17		98.50	8,917.11	8,709.68																								46.93
05/18/17		109.50	8,649.66	5,192.11						822.85																		105.80
05/19/17		103.76	13,813.43	4,976.00																								
05/20/17		2.00	150.62																									
05/22/17		115.00	13,781.48	2,374.39																								
05/23/17		119.50	12,603.62	2,358.30																								
05/24/17		120.50	12,450.52	2,486.84																								

53312 C.T.H.S. CONSTRUCTION 2017

10/20/17 7:51

LABOR 7.7.17

CTH Y (USH 18 - STH 26)

EQUIPMENT 87.2.17

Description: Pulverize and Pave

MATERIALS 87.26.17

SHOP MATERIALS 87.26.17	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL	006	021	031	032	043	051	052	055	092	094	126	188	190	191	192	195	196	197	199	200	209	221	240	247	401
	1,600,000.00	1,600,000.00		0.00																									
01/13/17			3.00	146.27																									
01/19/17			4.00	1,412.44																									
06/01/17			26.00	1,169.07									1,169.07									797.29							
06/05/17			23.00	1,096.42									706.68																
06/06/17			22.00	1,224.82									956.86																
06/07/17			20.00	993.52	883.36								110.16																
06/12/17			39.75	4,094.60	3,874.10																								
06/13/17			91.00	8,315.54	5,542.06								275.72				2,338.04												
06/14/17			91.60	9,086.31	5,383.84								24.50				3,153.04												
06/15/17			56.25	10,126.46	6,137.10												3,957.06												
06/16/17			63.75	8,500.44	3,804.33												4,696.11												
06/18/17			0.50	41.70																									
06/19/17			66.00	8,658.17	4,084.81												3,970.84												
06/20/17			146.00	10,264.34	1,677.31				282.95				555.02				5,375.46												
06/21/17			286.25	116,764.27	19,543.75				1,475.33								6,481.49												
06/22/17			222.00	19,244.47					658.95				313.57				4,020.39												
06/23/17			206.25	67,983.17					1,140.17				71.04				4,753.94												
06/24/17			18.00	1,692.63													1,692.63												
06/25/17			0.50	44.67																									
06/26/17			336.50	105,810.68					609.59				52.55				6,207.90												
06/27/17			289.50	97,165.66					934.73				584.99				922.80												
06/28/17			146.25	13,903.07		12,897.02	336.20		367.24								302.61												
06/29/17			258.25	100,906.40					1,306.52																				
07/03/17			1.00	75.79																									
07/05/17			50.25	1,979.89																									
07/06/17			173.50	6,021.70		265.90			550.87																				
07/07/17			45.50	52,837.17	(25,925.50)	6,158.74	405.60		1,247.51				279.38				1,724.26												
				0.00																									
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				0.00																									
REMAINING	960,440.31	960,440.31	2,720.50	549,663.69	50,894.67	19,321.66	741.80	8,973.86	0.00	0.00	0.00	0.00	5,099.54	0.00	0.00	0.00	48,597.61	0.00	0.00	0.00	8,427.56	503,217.05	0.00	0.00	0.00	0.00	1,927.13	0.00	1,358.81
								8,973.86														502,419.76							

Jefferson County Highway Department Highway Operations Report

July, 2017

Operations Summary

Construction Projects

CTH P (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: Road excavation work began July 10th on west section of CTH P.

CTH Y (CTH D – CTH F) – 3.00 miles

Project Type: Pulverize and Resurface

Progress: Project is complete!

CTH Y (US 18 – STH 26) – 4.75 miles

Project Type: Pulverize and Resurface

Progress: Final surface mat of asphalt is in-progress, project should be substantially complete by July 31.

CTH J (CTH G – Jefferson, Hwy Site Access Road)

Project Type: Landscaping, Paving Access Road

Progress: Landscaping work completed, access road has been prepared for paving.

General Maintenance

- Crews are finished with most county and state mowing. First cut of mowing should be completed in the next two weeks.
- Crews completed site preparation work for the Concord satellite building and will work on Lake Mills site when all permits are obtained.

Office/Shop

- Office staff completed 2016 Annual Report; staff is working on 2018 Highway Department budget