



Agenda

Jefferson County Highway Committee Meeting

Tuesday, August 29, 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 July 25, 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 (September 26, 2017)
13. Adjourn
14. Project Tour – CTH Y, CTH P

**No County business will be conducted*

Note: The Highway Committee may discuss and take action on any item specifically listed on the agenda. The Highway Committee will be taking a tour of two 2017 projects, if anyone is interested in joining the tour, please contact the Highway Commissioner at least 24 hours in advance of the meeting.

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, July 25, 2017

The Jefferson County Highway Committee met on Tuesday, July 25, 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 Braughler

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 June 27, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Braughler to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braughler

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 "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.

- **Winter Maintenance**

- **General Maintenance**

Crews are finished with most county and state mowing. First cut 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 Staff**

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

OLD BUSINESS

- **NONE**

NEW BUSINESS**9a. Review and discuss 2017 construction project schedule**

Superintendent Sean Heaslip addressed and updated the Committee on the current projects. He stated that on CTH "P" crews were digging 200 – 300 feet per day, there will be some pulverizing done in the future, and there is a goal for culvert installation the second week of August. CTH "Y" from Highway 18 – Highway 26, the last day for mainline asphalt will be this week. There will still be shouldering and striping to do. He stated that mowing operations are almost complete, and the bridge deck sealing project is on hold waiting for material. He also stated that there is a pre-construction meeting next week for the Highway 18 WisDOT project. Finally, the large diameter culvert on CTH "J" south of Highway 12 is waiting for a DNR permit; this should come by this fall or next spring. 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:	07/11/17	\$ 659,529.60
BILLS:	07/20/17	\$ 160,724.44
BILLS:	07/25/17	\$ 273,864.54
COMMITTEE:	JUNE	\$ 765.61
P CARD:	JULY-BILL	\$ 198.00
P CARD:	JULY-GENERAL	\$ 3,870.87
TOTALS:		\$1,098,953.06

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, Braughler, Kelly

NOES: None

ABSENT: Poulson

ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Kelly to adjourn at 8:55 a.m.

Carried by the following roll call:

AYES: Reese, Buchanan, Braughler, Kelly

NOES: None

ABSENT: Poulson

ABSTAIN: None

The next meeting will be held on Tuesday, August 29, 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

8/23/2017

[illegible]

Grade Crew Paving Crew
Culvert Crew Shoulder Crew

8/23/2017

[illegible]

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

8/17/2017 15:56

08/17/17

LABOR 8-15-17
EQUIPMENT 08-15-17
MATERIALS 08-06-17
SHOP MATERIALS 08-06-17

PERCENT OF LABOR YEAR 62.19%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,967,139.46	924,950.53	0.00	1,042,188.93	47.02%
53312 COUNTY CONSTRUCTION	5,525,000.00	2,688,833.30	0.00	2,836,166.70	48.67%
53313 WINTER MAINTENANCE	905,926.13	374,176.19	0.00	531,749.94	41.30%
	8,398,065.59	3,987,960.02	0.00	4,410,105.57	47.49%
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	3,987,960.02	0.00	4,410,105.57	47.49%

53311 C.T.H.S. MAINTENANCE		2017	
8/17/2017 15:56			
LABOR 8-15-17			
EQUIPMENT 08-15-17			
MATERIALS 08-06-17			
SHOP MATERIALS 08-06-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,127,021.00	1,130,310.00	
SECTION 10 311.830			47,234.01
SECTION 11 311.831			76,444.59
SECTION 12 311.832			90,536.19
SECTION 13 311.833			145,628.13
SECTION 14 311.834			43,082.69
SECTION 15 311.835			59,419.32
SECTION 16 311.836			47,557.23
SECTION 17 311.837			69,236.09
SECTION 18 311.838			23,734.12
SECTION 840 MISC. INCL. TRAINING			53,304.74
SECTION 840 BRIDGE INSPECTIONS			4,148.00
SECTION 840.01 DOWN-TIME		55.00	2,010.60
SECTION 840.			0.00
EXPENSE	662,335.71	662,335.71	662,335.71
REMAINING	464,685.29	467,974.29	
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	82,488.71	82,488.71	82,488.71
REMAINING	44,625.29	50,011.29	82,401.75
PAVEMENT MARKING 311.840	137,000.00	145,000.00	
EXPENSE	102,586.07	102,586.07	102,586.07
REMAINING	34,413.93	42,413.93	
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	43,533.00	43,533.00	43,533.00
REMAINING	26,467.00	26,467.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	6,000.00	7,000.00	1,351.63
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	1,351.63	1,351.63	1,351.63

53311 C.T.H.S. MAINTENANCE		2017	
8/17/2017 15:56			
LABOR 8-15-17			
EQUIPMENT 08-15-17			
MATERIALS 08-06-17			
SHOP MATERIALS 08-06-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
REMAINING	4,648.37	5,648.37	
TOTAL EXPENSE BY ACTIVITY	924,950.53	924,950.53	924,950.53
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	924,950.53	924,950.53	
TOTAL REMAINING	847,184.00	1,042,188.93	
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	
8/17/2017 15:56			
LABOR 8-15-17			
EQUIPMENT 08-15-17			
MATERIALS 08-06-17			
SHOP MATERIALS 08-06-17	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	4,333.23
CTH "P" (CTH E TO CTH F 2.91 mi.	1,900,000.00	1,900,000.00	609,102.02
CTH Y (CTH D - CTH F) 3125.918.2	990,000.00	990,000.00	861,609.26
CTH Y (USH 18 - STH 26)	1,600,000.00	1,600,000.00	1,219,056.03
	-108,000.00	0.00	-
EXPENSE	2,694,100.54	2,694,100.54	2,694,100.54
REMAINING	1,687,899.46	2,830,899.46	
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	(5,267.24)
TRAINING			0.00
EXPENSE	-5,267.24	-5,267.24	(5,267.24)
REMAINING	5,267.24	5,267.24	
TOTAL EXPENSE BY ACTIVITY	2,688,833.30	2,688,833.30	
BUDGETED TOTAL	5,172,000.00	5,525,000.00	
TOTAL EXPENSES	2,688,833.30	2,688,833.30	
TOTAL REMAINING	2,483,166.70	2,836,166.70	

[illegible]

2017

LABOR R-15-17

EQUIPMENT 20 46 43

MATERIAL S.08-05-17

SHOP MATERIALS 08-06-17

CTH J (access rd.)

[illegible]

[illegible]

2017

MATERIALS 5 DE-DE-17

Description: Pave and Shoulder

[illegible]

2017

LABOR 8.15.17

CTH Y (CTH D - CTH F) 3125.918.2

Description: Pulverize. Pave Shoulder

ORIGINAL BUDGET	RE-ESTIMATED TOTALS
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REMAINING

128,390.74

05/02/2017 15:58

EQUIPMENT 08-15-17

EQUIPMENT 08-15-17	Description: Pulverize and Pave
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MATERIALS 06-06-17

MATERIALS 96-017				006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040
SHOP MATERIALS 06-06-17				ORIGINAL BUDGET	RE ESTIMATED TOTAL	W/000	TOTAL	RAMBLING	RE GRAVEL	W SWEEP	W TRAFFIC	EV WOODY	RF CULVERT	RF DITCH	RF ASPHALT	A SUPREMACY	A TRAINING	JEDC	BIKE TRAIL	B COURSE	DR & CLVT	CUT/FILL	SEDIMENT	UNDERCUT	SURF MAIN	W/000000	INTERSECTN	CURB/GRUB	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	1,412.44																			797.29													
06/01/17					25.00	1,169.07										1,169.07																						
06/05/17					21.00	1,096.42										706.66																						
06/06/17					22.00	1,224.82										956.86																						
06/07/17					20.00	993.52										110.16																						
06/12/17					39.75	4,094.60										3,874.10																						
06/13/17					91.00	8,315.54										5,542.06																						
06/14/17					91.60	9,086.31										5,383.84																						
06/15/17					95.26	10,126.48										6,137.10																						
06/16/17					63.76	5,500.44										3,804.33																						
06/18/17					0.60	41.70																																
06/19/17					66.00	6,858.17										4,084.81																						
06/20/17					145.00	10,264.34										282.95																						
06/21/17					285.25	117,525.27										1,677.31																						
06/22/17					222.00	19,244.47										858.95																						
06/23/17					206.25	68,648.17										313.57																						
06/24/17					18.00	1,692.63										71.04																						
06/25/17					0.50	44.67																																
06/26/17					335.50	106,713.18										52.55																						
06/27/17					289.50	108,610.52										717.47																						
06/28/17					146.25	21,630.89										661.64																						
06/29/17					268.25	114,130.42										1,551.16																						
07/01/17						5,031.32																																
07/03/17					1.00	75.79																																
07/05/17					50.25	3,712.45																																
07/06/17					173.50	36,743.61																																
07/07/17					45.50	2,482.62										205.78																						
07/08/17					1.00	69.33																																
07/10/17					77.50	5,514.07																																
07/11/17					105.75	21,740.16										2,629.55																						
07/12/17						39.80																																
07/13/17					108.50	10,449.57																																
07/14/17					86.75	8,147.58																																
07/15/17					1.00	75.79																																
07/17/17					34.00	4,077.07																																
07/18/17					258.50	94,278.99										1,639.09																						
07/19/17					281.25	94,946.69										1,670.57																						
07/20/17					229.50	74,611.76										1,260.69																						
07/21/17					162.25	73,709.73										1,075.43																						
07/23/17					1.00	75.79																																
07/24/17					83.50	4,949.52																																
07/25/17					174.75	37,308.21										1,101.19																						
07/26/17					182.50	48,555.89										1,251.36																						
07/27/17					114.50	9,667.30										463.00																						
07/28/17					156.75	22,285.90										676.22																						
07/30/17					0.50	41.92																																
07/31/17					175.00	18,098.16																																
08/01/17					123.00	8,553.31										102.88																						
08/02/17					79.00	5,163.54																																
08/03/17					7.00	233.97																																
						0.00																																
						0.00																																
						4,919.81																																
						6,164.00	1,219,066.03	50,930.66	73,700.70	1,562.76	23,116.67	0.00	0.00	2,629.55	0.00	5,344.34	0.00	0.00	0.00	56,876.84	4,852.43	0.00	4,823.72	9,505.71	943,728.85	10,633.92	26,442.46	0.00	0.00	3,280.09	0.00	1,627.33						
REMAINING				380,343.97	380,343.97																																	

Jefferson County Highway Department Highway Operations Report

August, 2017

Operations Summary

Construction Projects

CTH P (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: Large culvert installation complete, binder paving on the section from CTH E to Rockvale Road the last week of August.

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: Project is complete!

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 finished all seal coat work including STH 106 (Fort Atkinson – CTH CI)
- Crews completed site preparation work for the Concord satellite building and will work on Lake Mills site when all permits are obtained.

Office/Shop

- 2018 Highway Department was completed and is review by County Administration