



Agenda

Jefferson County Highway Committee Meeting

Tuesday, October 3, 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 August 29, 2017 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Review 2018 Highway Department recommended budget
 b. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (October 31, 2017)
13. Adjourn

Note: The Highway Committee may discuss and take action on any item specifically listed on the agenda.

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 29, 2017

The Jefferson County Highway Committee met on Tuesday, August 29, 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, Blane Poulson
Members absent: None
Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator

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

HIGHWAY COMMITTEE MINUTES: The minutes from the July 25, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Reese to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braughler, Poulson
NOES: None
ABSENT: None
ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- Donna Hollinger, Town of Jefferson Chair: Regarding speed reduction on CTH "Y" from Highway 18 to F&J Town Line roads

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: Large culvert installation complete, binder paving on the section of 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.

- **Winter Maintenance**

- **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 Staff**

2018 Highway Department budget was completed and is in review by County Administration

OLD BUSINESS

- **NONE**

NEW BUSINESS

9a. Review and discuss 2017 construction project schedule

Commissioner Kern reviewed the 2017 construction project schedule with the Committee, and questions were answered. 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:	08/03/17	\$ 259,002.53
BILLS:	08/09/17	\$ 136,880.91
BILLS:	08/29/17	\$ 227,875.22
COMMITTEE:	JULY	\$ 275.64
P CARD:	AUG-BRIAN	\$ 205.00
P CARD:	AUG-BILL	\$ 80.00
P CARD:	AUG-GENERAL	\$ 2,851.53
TOTALS:		\$ 627,170.83

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

Carried by the following roll call:

AYES: Reese, Buchanan, Braughler, Kelly, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Braughler to adjourn.

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, October 3, 2017, at the Jefferson County Highway Department.

Approval:

Jefferson County Highway Department 2018 Budget Highlights

9/11/17

Budget Highlights

1. **Highway Department Budget (Levy)** – The Highway Department budget requires a total tax levy of \$5,694,096, which is a \$500 increase in the 2017 levy.
2. **Construction Budget** – The 2018 construction levy budget along with County Highway Improvement Project (CHIP) funding from the Wisconsin Department of Transportation (WisDOT) will allow the county to pave approximately 11.2 miles of county highway in 2018. The long-term goal of the department is to replace pavements every 20 years and this is accomplished with a 12 to 13 mile per year pavement turnover.
3. **Staffing** - The Highway Department had significant trouble hiring seasonal employees in 2016. In 2017 the Highway Department increased wages for seasonal employees and also created a class of CDL temporary positions. The Highway Department received an improved number of applicants in 2017 and hired four (4) seasonal employees and two (2) CDL temporary employees. The Department will continue the pool worker model in 2018, and will continue to hire both seasonal and CDL temporary employees based on work load needs.

Project 3R Program (Average Costs per mile)

Resurface - \$300,000/mi

Rehabilitation - \$500,000/mi

Reconstruction - \$900,000/mi

Construction and Paving Program

The 2018 construction and paving program will allow the completion of approximately 11.2 miles. This falls just short of the goal set by the department of turning over pavements 12 to 13 miles per year, with a 20-year life cycle of the asphalt pavement.

2018 Projects

- | | |
|---|------------|
| ▫ CTH Y (Johnson Creek – STH 26 (Watertown) | 4.90 miles |
| ▫ CTH CW (CTH SC – Waukesha County) | 5.30 miles |
| ▫ CTH P (CTH E – CTH F) *Phase II | 1.00 miles |

Summary Maps

Four (4) summary maps included: Pavement Ratings, Potential Projects, 2018 Highway Projects, 5-Year Highway Improvement Plan

Highway Department

The Jefferson County Highway Department is responsible for upgrading, repairing and maintaining 390 lane-miles of state highways, including 100 lane-miles of Interstate Highway 94, along with 521 lane-miles of county trunk highways, and various town highways as requested.

MISSION

To provide a safe and efficient highway system for all highway users in Jefferson County.

PROGRAM DESCRIPTION

- Reconstructs county and town highways including grading work, pulverizing of existing pavement and placing of base materials
- Rehabilitates county, state and town highways
- Pulverizes, mills and resurfaces county highways
- Resurfaces state, city, town and village roads in Jefferson County when requested
- Performs seal coating and crack sealing on county, state and town highways
- Removes snow and prevents ice accumulation on county and state highways
- Performs sign installation and maintenance on county, state and town highways
- Marks, fabricates, erects, and maintains all guard rails and reflectors on highways under county jurisdiction
- Clears and cleans culverts and performs other related drainage work
- Maintains and replaces culverts and bridges
- Maintains and repairs all Highway Department equipment
- Performs welding for all Highway Department equipment
- Issues permits to install driveways onto County Trunk Highways and to work on highway right-of-ways
- Consults with private individuals on installation of culverts and driveways
- Provides emergency assistance in times of natural disasters
- Supports other county departments in completion of special projects

Highway Department

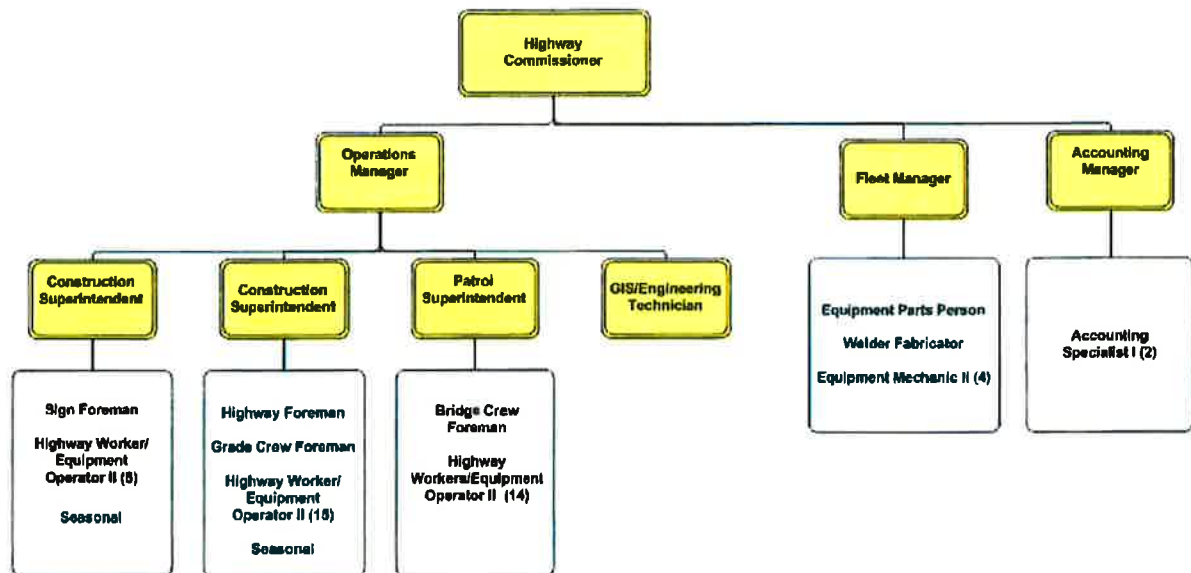
PERFORMANCE MEASURES

PERFORMANCE MEASURES	2013 ACTUAL	2014 ACTUAL	2015 ACTUAL	2016 ACTUAL	2017 ACTUAL
Pavement Ratings (Average 1 to 10 Scale, Goal: 6.0)	5.6	5.7	5.5	5.6	5.6
County Miles Paved (Goal: 12.8 miles)	9.3	7.4	13.0	10.0	9.6
Bridge Ratings (1-100 Scale, Goal: 80.0)	84.2	84.2	84.6	84.6	82.7

Pavement Ratings - The pavement ratings listed in the performance measure chart represent the average pavement ratings for all Jefferson County highways. Goal 6.0 (Below goal, 5.6)

County Miles Paved – The performance measure chart lists the total county highway miles paved from 2013-2017. Goal 12.8 miles paved (2017 below goal at 9.6 miles)

Bridge Ratings – All county bridges are rated bi-annually using the WisDOT/FHWA bridge inspection standards. The bridge sufficiency ratings of all bridges will range from 0-100. There are no county bridges currently eligible for federal/state replacement funding based on the sufficiency ratings: Goal: 80.0 (Above goal, 82.7)



Highway Department

Financial Summary

	2016 Actual	2017 Estimate	2017 Amended Budget	2018 Budget	Change from 2017 Amended Budget	
					\$	%
Revenues						
Intergovernmental Revenues	1,837,119	1,889,076	1,829,209	2,089,751	260,542	14.24%
Licenses & Permits	15,665	12,155	7,750	12,155	4,405	56.84%
Public Charges	9,571	9,000	6,200	9,000	2,800	45.16%
Intergovernmental Charges	3,655,189	3,241,849	3,068,285	3,269,701	201,416	6.56%
Misc. Revenues	141,107	63,021	87,135	51,973	(35,162)	-40.35%
Other Financing Sources	-	-	-	-	-	-
Total Revenues	5,658,651	5,215,101	4,998,579	5,432,580	434,001	8.68%
Expenditures						
Personnel Expenses	6,917,730	6,857,756	6,807,257	7,070,029	262,772	3.86%
Purchased Services	494,108	512,529	222,521	330,360	107,839	48.46%
Operating Costs	6,322,739	7,082,896	6,725,843	6,021,584	(704,259)	-10.47%
Allocations	(2,919,809)	(3,585,889)	(3,543,406)	(4,175,049)	(631,643)	17.83%
Depreciation	1,531,403	1,511,815	1,508,401	1,536,815	28,414	1.88%
Interdept. Charges	75,981	168,482	73,727	167,579	93,852	127.30%
Other Expenses	202,932	179,695	3,267,148	175,565	(3,091,583)	-94.63%
Total Expenditures	12,625,084	12,727,284	15,061,491	11,126,883	(3,934,608)	-26.12%
Property Taxes	5,808,537	5,694,096	5,694,096	5,694,596	500	0.01%
Addition to (Use of) Fund Balance	(1,157,896)	(1,818,087)	(4,368,816)	293		

Summary Highlights:

The 2018 budget provides \$5,694,596 in tax levy, which is a \$500 increase in levy from the 2017 amended budget.

Summary of Capital Items:

Road Projects:

Levy

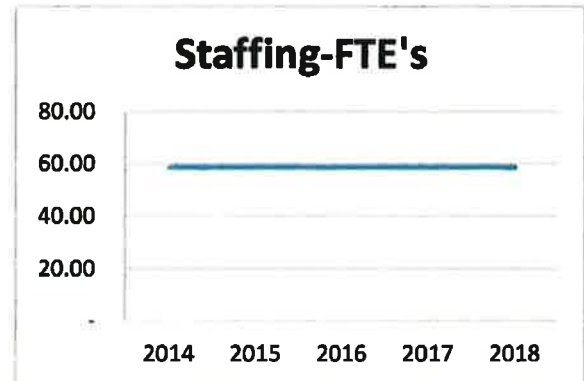
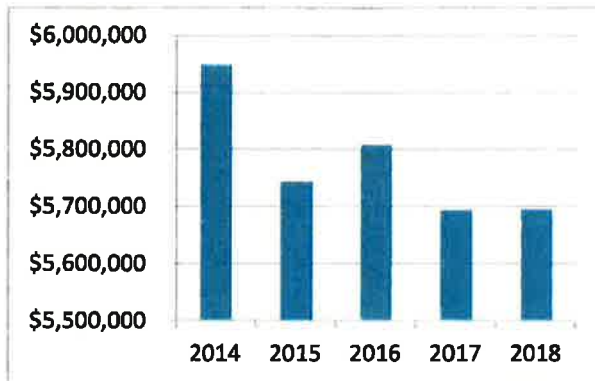
\$ 860,000	CTH P (CTH E-CTH F) Construction Phase 2	1.00 Miles
\$ 1,400,000	CTH CI (STH 106-CTH Z) Resurface	5.10 Miles
<u>\$ 1,700,000</u>	CTH Y (Johnson Creek-STH 26) Rehabilitation	4.75 Miles
\$ 3,960,000	Total Road Project Expense	

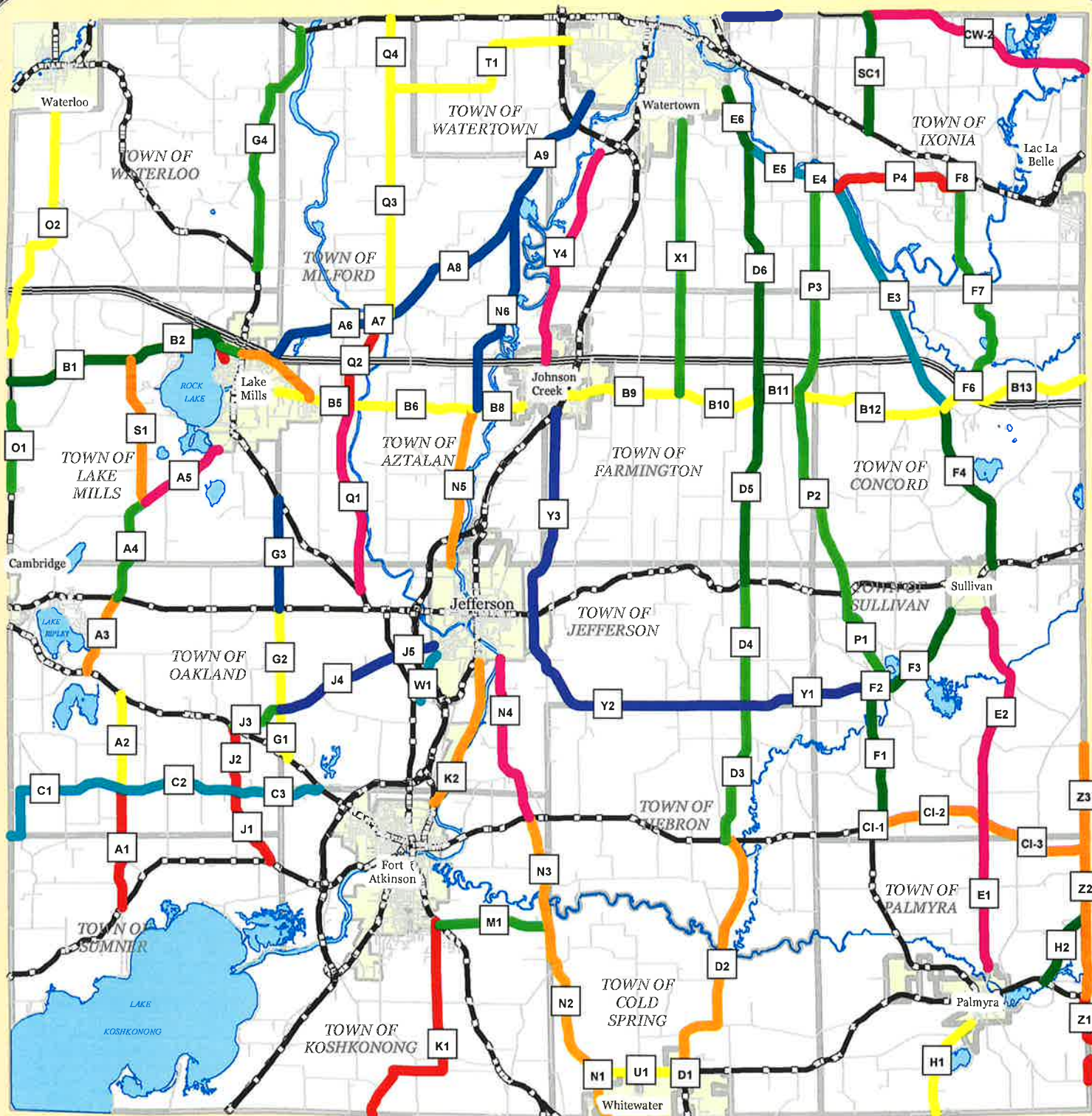
Funding for Road Projects:

\$ 3,565,325	Tax Levy
<u>\$ 394,675</u>	Local Road Improvement Grant from State Funding
\$ 3,960,000	Total Funding for Road Projects

Equipment

\$ 1,600,000	Tri/Quad Axle Plow Trucks (6)
<u>\$ 110,000</u>	Highway Maintenance Support Equipment-Trade in \$10,000
\$ 1,710,000	Subtotal New Equipment
<u>\$ 410,000</u>	Less Trade Ins
<u>\$ 1,300,000</u>	Total New Equipment



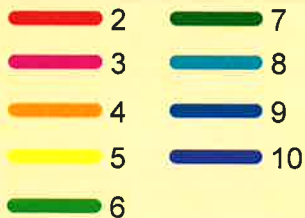


Jefferson County Highways

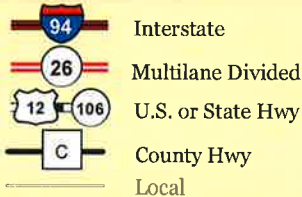
2017 Pavement Conditions



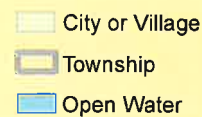
Pavement Condition

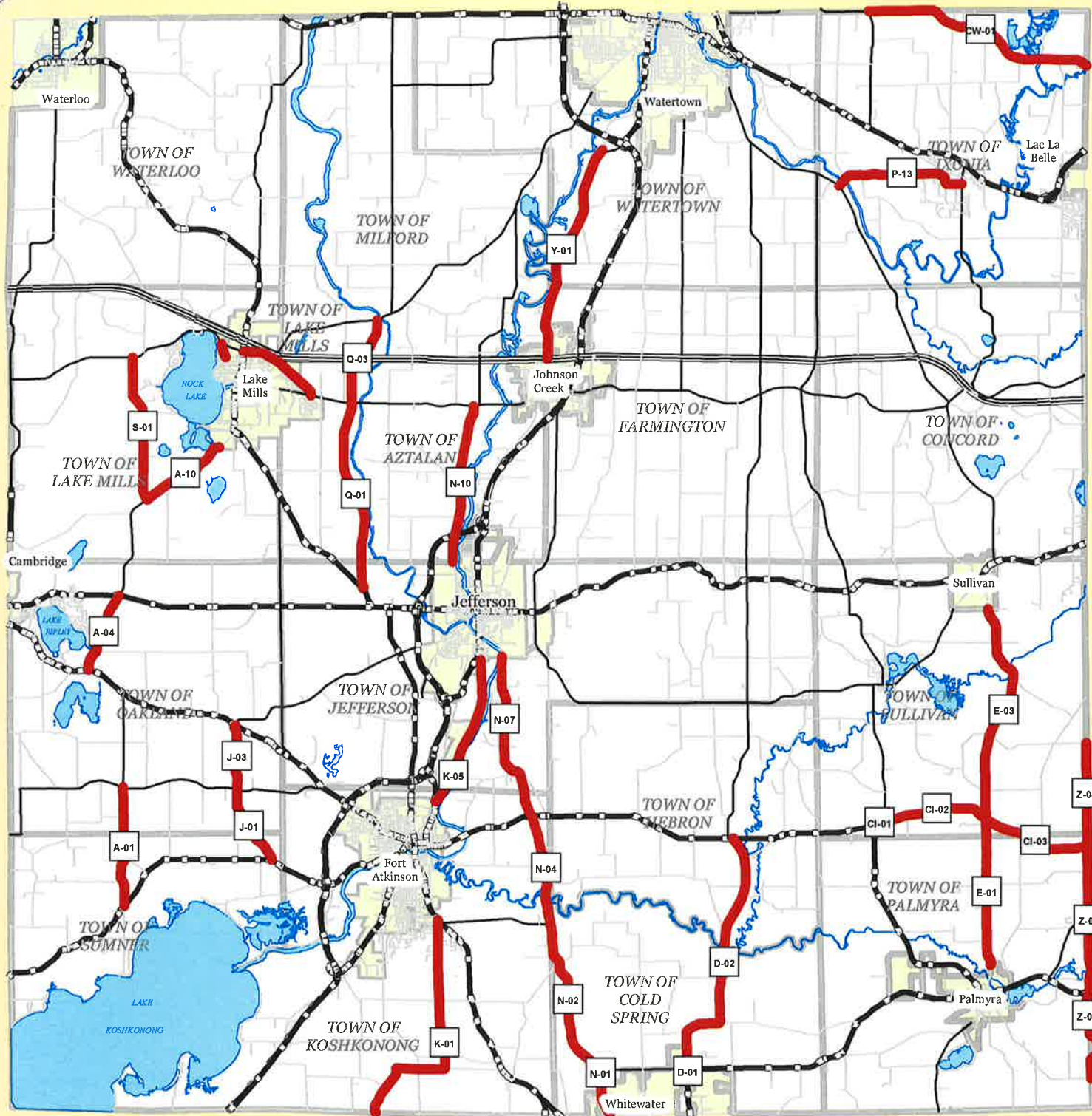


Road Classification



Features









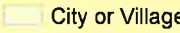
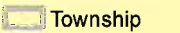

Jefferson County Highways 2018 Potential Projects



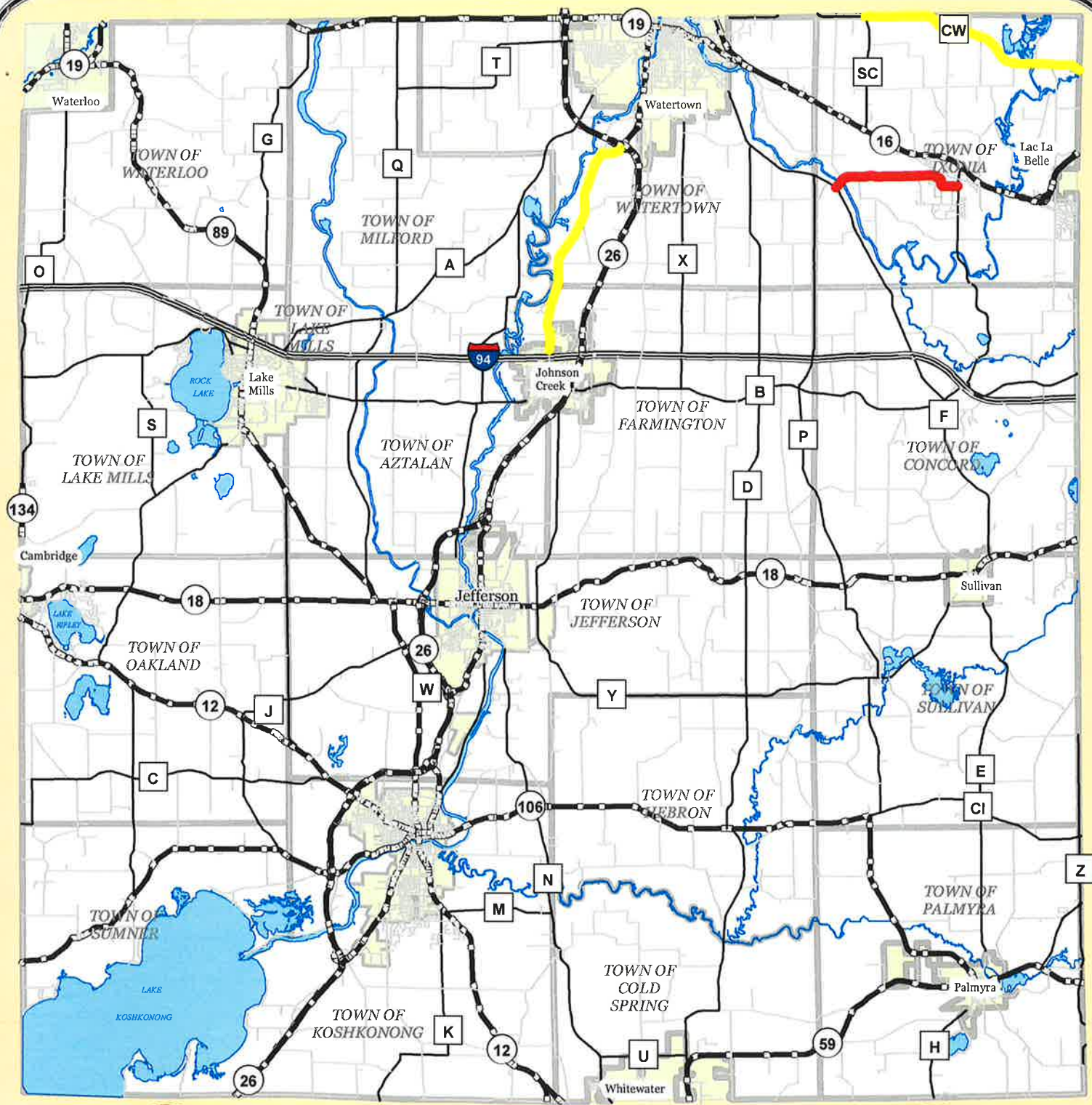
Road Classification

-  Interstate
-  Multilane Divided
-  U.S. or State Hwy
-  County Hwy
- Local

Features

-  City or Village
-  Township
-  Open Water





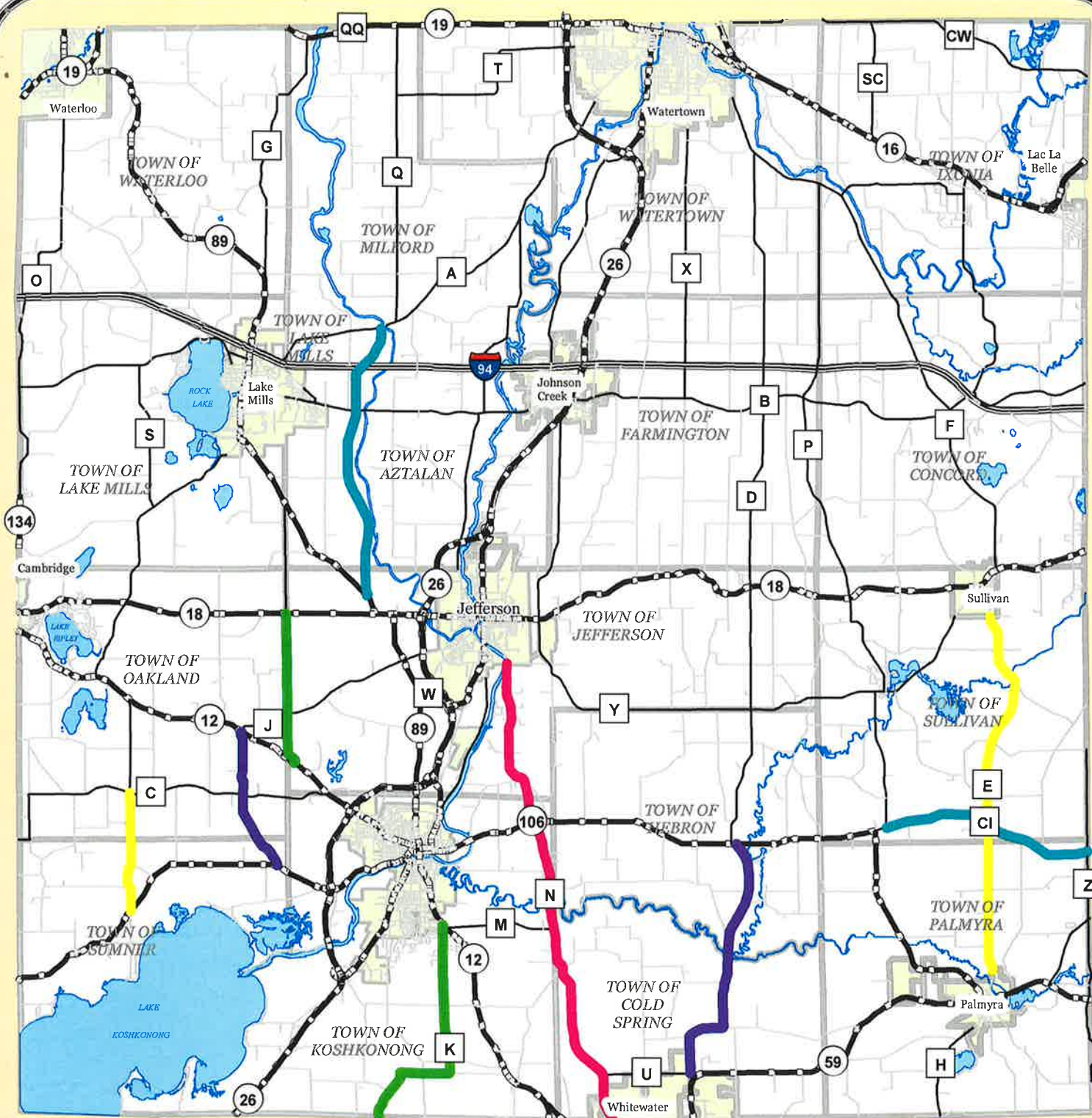
Jefferson County Highways

2018 Highway Projects



Project Type	Road Classification	Features
— Reconstruction	Interstate	 City or Village
— Resurface	Multilane Divided	 Township
	U.S. or State Hwy	 Open Water
	County Hwy	
	Local	





Jefferson County Highways

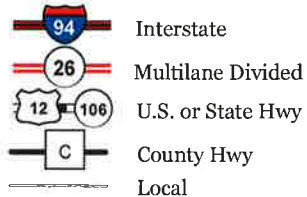
5 Year Improvement Plan



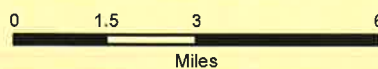
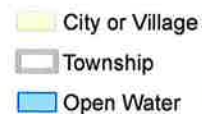
Project Year



Road Classification



Features



JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

9/26/2017 14:16

09/26/17

LABOR 9-16-17
EQUIPMENT 09-14-17
MATERIALS 08-30-17
SHOP MATERIALS 08-30-17

PERCENT OF LABOR YEAR 70.96%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,967,139.46	972,746.19	0.00	994,393.27	49.45%
53312 COUNTY CONSTRUCTION	5,525,000.00	3,422,722.77	0.00	2,102,277.23	61.95%
53313 WINTER MAINTENANCE	905,926.13	374,176.19	0.00	531,749.94	41.30%
	8,398,065.59	4,769,645.15	0.00	3,628,420.44	56.79%
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	4,769,645.15	0.00	3,628,420.44	56.79%

53311 C.T.H.S. MAINTENANCE		2017	
9/26/2017 14:16			
LABOR 9-16-17			
EQUIPMENT 09-14-17			
MATERIALS 08-30-17			
SHOP MATERIALS 08-30-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,127,021.00	1,130,310.00	
SECTION 10 311.830			49,879.19
SECTION 11 311.831			76,820.25
SECTION 12 311.832			92,071.92
SECTION 13 311.833			147,454.66
SECTION 14 311.834			43,667.04
SECTION 15 311.835			61,819.33
SECTION 16 311.836			54,842.93
SECTION 17 311.837			74,739.62
SECTION 18 311.838			23,789.22
SECTION 840 MISC. INCL. TRAINING			55,505.94
SECTION 840 BRIDGE INSPECTIONS			4,148.00
SECTION 840.01 DOWN-TIME		58.00	2,124.08
SECTION 840.			0.00
EXPENSE	686,862.18	686,862.18	686,862.18
REMAINING	440,158.82	443,447.82	
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	87,619.76	87,619.76	87,619.76
REMAINING	39,494.24	44,880.24	94,022.00
PAVEMENT MARKING 311.840	137,000.00	145,000.00	
EXPENSE	114,334.91	114,334.91	114,334.91
REMAINING	22,665.09	30,665.09	
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	49,672.00	49,672.00	49,672.00
REMAINING	20,328.00	20,328.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	6,000.00	7,000.00	1,601.93
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	1,601.93	1,601.93	1,601.93

53311 C.T.H.S. MAINTENANCE		2017	
9/26/2017 14:16			
LABOR 9-16-17			
EQUIPMENT 09-14-17			
MATERIALS 08-30-17			
SHOP MATERIALS 08-30-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
REMAINING	4,398.07	5,398.07	
TOTAL EXPENSE BY ACTIVITY	972,746.19	972,746.19	972,746.19
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	972,746.19	972,746.19	
TOTAL REMAINING	799,389.00	994,393.27	
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	
9/26/2017 14:16			
LABOR 9-16-17			
EQUIPMENT 09-14-17			
MATERIALS 08-30-17			
SHOP MATERIALS 08-30-17	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<u>BITUMINOUS SURFACING</u>			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	790,000.00	790,000.00	1,120.18
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	20,935.48
CTH "P" (CTH E TO CTH F 2.91 mi.	1,900,000.00	1,900,000.00	1,322,357.84
CTH Y (CTH D - CTH F) 3125.918.2	990,000.00	990,000.00	862,227.23
CTH Y (USH 18 - STH 26)	1,600,000.00	1,600,000.00	1,223,549.46
	-108,000.00	0.00	-
EXPENSE	3,429,070.01	3,429,070.01	3,429,070.01
REMAINING	952,929.99	2,095,929.99	
<u>ENGINEERING</u>			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	
<u>BUILDING ALLOCATION</u>	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<u>MISC., INVENTORY ADJUSTMEN</u>	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<u>ICC COMPUTER CHARGES</u>	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	
<u>MISC.</u>	0.00	0.00	(6,347.24)
TRAINING			0.00
EXPENSE	-6,347.24	-6,347.24	(6,347.24)
REMAINING	6,347.24	6,347.24	
TOTAL EXPENSE BY ACTIVITY	3,422,722.77	3,422,722.77	
BUDGETED TOTAL	5,172,000.00	5,525,000.00	
TOTAL EXPENSES	3,422,722.77	3,422,722.77	
TOTAL REMAINING	1,749,277.23	2,102,277.23	

53312 C.T.H.S. CONSTRUCTION 2017

0000017 14 18

LASCE 9.16.17

CTH A 2.00 mi. (Crossman Rd - Lake Mills)

EQUIPMENT 25,543.7

Description: Pulverize, Pave, Shoulder

NATIONALS 09-30-17

[illegible]

[illegible]

[illegible]

53512 C.T.H.S. CONSTRUCTION 2017

ENDPOINT 14.16
 LABOR & 14.17
 EQUIPMENT 14.18
 MATERIALS 14.19
 EXIST MATERIALS 14.20

CTH "P" (CTH E TO CTH F 2.91 mi.)
 Description: Pave and Shoulder

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2025/07/14 14:18

LARGE 5-16-17

CTH Y (USH 18 - STH 26)

Description: Pulverize and Pave

[illegible]

Jefferson County Highway Department Highway Operations Report

September, 2017

Operations Summary

Construction Projects

CTH P (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: Phase I is complete!

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 working on fall mowing cut on county highways
- Crews finished small paving project for Johnson Creek and will be completed several small paving projects for townships
- Crews working on site preparation work for Concord and Lake Mills satellite shops and also working on salt shed for Concord

Office/Shop

- 2018 Highway Department recommended budget was reviewed by Administration and Finance Committee.