



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, November 7, 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 October 3, 29, 2017 Highway Committee meeting
7. Communications
8. Old Business                    a. Update on progress with Concord and Lake Mills satellite shops
9. New Business                    a. Review and discuss the Wisconsin County Highway Association (WCHA) Utility Accommodation Policy  
    b. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (December 12, 2017 – 5:30 p.m.)
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, October 3, 2017**

The Jefferson County Highway Committee met on Tuesday, October 3, 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  
Ann Jenswold, Highway Department  
Brian Udovich, Highway Department

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the August 29, 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, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

**CORRESPONDENCE:**

Newsletters/E-Mails:

- Karen Rybold-Chin: Regarding mowing of pollinator species along the right of way

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: 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.
- **Winter Maintenance**
- **General Maintenance**  
Crews working on fall mowing cut on county highways  
Crews finished small paving project for Johnson Creek and will be completing several small paving projects for townships  
Crews working on site preparation work for the Concord and Lake Mills satellite shops and also working on salt shed for Concord
- **Office/Shop Staff**  
2018 Highway Department recommended budget was reviewed by Administration and Finance Committee.

**OLD BUSINESS**

- NONE

**NEW BUSINESS**

**9a. Review 2018 Highway Department recommended budget**

Commissioner Kern reviewed the 2018 recommended budget with the Committee, including projects on CTH "Y"; CTH "CW"; and CTH "P", pavement ratings, staffing, and future projects. 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:  | 09/05/17     | \$ 44,527.04       |
| BILLS:  | 09/13/17     | \$ 597,888.84      |
| BILLS:  | 09/20/17     | \$ 161,426.13      |
| BILLS:  | 10/03/17     | \$ 136,296.08      |
| P CARD: | SEPT-BRIAN   | \$ 241.00          |
| P CARD: | SEPT-GENERAL | \$ <u>6,151.16</u> |
| TOTALS: |              | \$ 946,530.25      |

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. Reese to adjourn at 8:55 a.m.

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

The next two meetings will be held on Tuesday, November 7, 2017 (8:00 a.m.) and Tuesday, December 12, 2017 (5:30 p.m.), at the Jefferson County Highway Department.

Approval: \_\_\_\_\_  
\_\_\_\_\_

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

11/3/2017 12:50

11/03/17

LABOR 10-26-17  
EQUIPMENT 10-24-17  
MATERIALS 10-17-17  
SHOP MATERIALS 10-17-17

PERCENT OF LABOR YEAR **81.92%**

| ACCOUNT                          | AVAILABLE           | SPENT               | APPROVED<br>TRANSFER | BALANCE             | PERCENT SPENT  |
|----------------------------------|---------------------|---------------------|----------------------|---------------------|----------------|
| <b>53311 COUNTY MAINTENANCE</b>  | 1,967,139.46        | 1,351,393.00        | 0.00                 | 615,746.46          | 68.70%         |
| <b>53312 COUNTY CONSTRUCTION</b> | 5,525,000.00        | 3,866,210.32        | 0.00                 | 1,658,789.68        | 69.98%         |
| <b>53313 WINTER MAINTENANCE</b>  | 905,926.13          | 374,176.19          | 0.00                 | 531,749.94          | 41.30%         |
|                                  | <b>8,398,065.59</b> | <b>5,591,779.51</b> | <b>0.00</b>          | <b>2,806,286.08</b> | <b>66.58%</b>  |
| <b>53314 BRIDGE MAINTENANCE</b>  | 0.00                | 0.00                | 0.00                 | 0.00                | #DIV/0!        |
| <b>53315 FUNDED PROGRAMS</b>     | 0.00                | 0.00                | 0.00                 | 0.00                | #DIV/0!        |
|                                  | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>          | <b>0.00</b>         | <b>#DIV/0!</b> |
|                                  | <b>8,398,065.59</b> | <b>5,591,779.51</b> | <b>0.00</b>          | <b>2,806,286.08</b> | <b>66.58%</b>  |



| <b>53311 C.T.H.S. MAINTENANCE</b>          |                     | <b>2017</b>         |            |
|--|---------------------|---------------------|------------|
| 11/3/2017 12:50                            |                     |                     |            |
| LABOR 10-26-17                             |                     |                     |            |
| EQUIPMENT 10-24-17                         |                     |                     |            |
| MATERIALS 10-17-17                         |                     |                     |            |
| SHOP MATERIALS 10-17-17                    |                     |                     |            |
|  | ORIGINAL BUDGET     | RE-ESTIMATED TOTALS | TOTAL      |
| <b>GENERAL PATROL</b>                      | <b>1,127,021.00</b> | <b>1,130,310.00</b> |            |
| SECTION 10 311.830                         |                     |                     | 72,144.66  |
| SECTION 11 311.831                         |                     |                     | 96,276.64  |
| SECTION 12 311.832                         |                     |                     | 112,232.51 |
| SECTION 13 311.833                         |                     |                     | 219,489.63 |
| SECTION 14 311.834                         |                     |                     | 65,994.76  |
| SECTION 15 311.835                         |                     |                     | 80,615.15  |
| SECTION 16 311.836                         |                     |                     | 81,891.09  |
| SECTION 17 311.837                         |                     |                     | 125,038.69 |
| SECTION 18 311.838                         |                     |                     | 32,644.04  |
| SECTION 840 MISC. INCL. TRAINING           |                     |                     | 59,763.77  |
| SECTION 840 BRIDGE INSPECTIONS             |                     |                     | 4,148.00   |
| SECTION 840.01 DOWN-TIME                   |                     | 73.00               | 2,605.69   |
| SECTION 840.                               |                     |                     | 0.00       |
| EXPENSE                                    | 952,844.63          | 952,844.63          | 952,844.63 |
| REMAINING                                  | 174,176.37          | 177,465.37          |            |
| <b>CRACK SEAL</b>                          | <b>75,000.00</b>    | <b>85,000.00</b>    |            |
| NORMAL CRACK SEALING EXP.                  | 32,655.41           | 32,655.41           | 32,655.41  |
| REMAINING                                  | 42,344.59           | 52,344.59           |            |
| <b>SIGNING 311.844</b>                     | <b>127,114.00</b>   | <b>132,500.00</b>   |            |
| NORMAL SIGNING EXPENSE                     | 97,052.39           | 97,052.39           | 97,052.39  |
| REMAINING                                  | 30,061.61           | 35,447.61           | 108,544.00 |
| <b>PAVEMENT MARKING 311.840</b>            | <b>137,000.00</b>   | <b>145,000.00</b>   |            |
| EXPENSE                                    | 124,112.70          | 124,112.70          | 124,112.70 |
| REMAINING                                  | 12,887.30           | 20,887.30           |            |
| <b>BITUMINOUS SEALCOATING</b>              | <b>230,000.00</b>   | <b>240,000.00</b>   |            |
| 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                               |                     |                     | 85,741.77  |
| EXPENSE                                    | 85,741.77           | 85,741.77           | 85,741.77  |
| REMAINING                                  | 144,258.23          | 154,258.23          |            |
| <b>BUILDING ALLOCATION</b>                 | <b>70,000.00</b>    | <b>70,000.00</b>    |            |
| ESTIMATED EXPENSE                          | 57,344.00           | 57,344.00           | 57,344.00  |
| REMAINING                                  | 12,656.00           | 12,656.00           |            |
| <b>MISC., HIT &amp; RUNS, INVENT. ADJ.</b> |                     |                     |            |
| HIT & RUNS                                 | 6,000.00            | 7,000.00            | 1,642.10   |
| FIRE CALLS                                 | 0.00                | 0.00                | 0.00       |
| UNCOLLECTABLES                             | 0.00                | 0.00                | 0.00       |
| INVENTORY ADJUSTMENTS                      |                     | 0.00                | 0.00       |
| ESTIMATED EXPENSE                          | 1,642.10            | 1,642.10            | 1,642.10   |



| <b>53311 C.T.H.S. MAINTENANCE</b> |                 | <b>2017</b>         |              |
|-----------------------------------|-----------------|---------------------|--------------|
| 11/3/2017 12:50                   |                 |                     |              |
| LABOR 10-26-17                    |                 |                     |              |
| EQUIPMENT 10-24-17                |                 |                     |              |
| MATERIALS 10-17-17                |                 |                     |              |
|                                   |                 |                     |              |
| SHOP MATERIALS 10-17-17           | ORIGINAL BUDGET | RE-ESTIMATED TOTALS | TOTAL        |
| REMAINING                         | 4,357.90        | 5,357.90            |              |
|                                   |                 |                     |              |
| TOTAL EXPENSE BY ACTIVITY         | 1,351,393.00    | 1,351,393.00        | 1,351,393.00 |
|                                   |                 |                     |              |
| 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                    | 1,351,393.00    | 1,351,393.00        |              |
| TOTAL REMAINING                   | 420,742.00      | 615,746.46          |              |
|                                   |                 |                     |              |
|                                   |                 |                     |              |
| 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                |              |
|---|-----------------|---------------------|--------------|
| 11/3/2017 12:50                           |                 |                     |              |
| LABOR 10-26-17                            |                 |                     |              |
| EQUIPMENT 10-24-17                        |                 |                     |              |
| MATERIALS 10-17-17                        |                 |                     |              |
| SHOP MATERIALS 10-17-17                   | ORIGINAL BUDGET | RE-ESTIMATED TOTALS | TOTAL        |
| <b>BITUMINOUS SURFACING</b>               |                 |                     |              |
| 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        | 1,747,047.18 |
| CTH Y (CTH D - CTH F) 3125.918.2          | 990,000.00      | 990,000.00          | 878,432.88   |
| CTH Y (USH 18 - STH 26)                   | 1,600,000.00    | 1,600,000.00        | 1,227,115.52 |
|   | -108,000.00     | 0.00                | -            |
| EXPENSE                                   | 3,873,531.06    | 3,873,531.06        | 3,873,531.06 |
| REMAINING                                 | 508,468.94      | 1,651,468.94        |              |
| <b>ENGINEERING</b>                        |                 |                     |              |
| 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                |              |
| <b>BUILDING ALLOCATION</b>                |                 |                     |              |
| ESTIMATED EXPENSE                         | 0.00            | 0.00                | 0.00         |
| REMAINING                                 | 0.00            | 0.00                |              |
| <b>MISC., INVENTORY ADJUSTMEN</b>         |                 |                     |              |
| ESTIMATED EXPENSE                         | 0.00            | 0.00                | 0.00         |
| REMAINING                                 | 0.00            | 0.00                |              |
| <b>ICC COMPUTER CHARGES</b>               |                 |                     |              |
| 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                | (7,320.74)   |
| TRAINING                                  |                 |                     | 0.00         |
| EXPENSE                                   | -7,320.74       | -7,320.74           | (7,320.74)   |
| REMAINING                                 | 7,320.74        | 7,320.74            |              |
| TOTAL EXPENSE BY ACTIVITY                 | 3,866,210.32    | 3,866,210.32        |              |
| BUDGETED TOTAL                            | 5,172,000.00    | 5,525,000.00        |              |
| TOTAL EXPENSES                            | 3,866,210.32    | 3,866,210.32        |              |
| TOTAL REMAINING                           | 1,305,789.68    | 1,658,789.68        |              |





53312 C.T.H.S. CONSTRUCTION 2017

10/27/2017

LABOR 10/27/17

EQUIPMENT 10/27/17

MATERIALS 10/27/17

SHOP MATERIALS 10/27/17

CTH N 4.00 mi. (CTH B - CTH A)

Description: Construction, Payr. Shoulder

REMAINING

3.95

64,524.51

64,528.46

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# Jefferson County Highway Department Highway Operations Report

November, 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:* Paving is complete!

### General Maintenance

- Crews working on shoulder maintenance and improvements on numerous county highways
- Crews nearly complete with salt shed move to Concord
- Crews finished paving work on main facility extension road to CTH J
- Crews completed large culvert replacement on CTH J and several guardrail repairs

### Office/Shop

- Shop staff is setting up all plow equipment on truck fleet