



Agenda

Jefferson County Highway Committee Meeting

Tuesday, February 27, 2018

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 January 30, 2018 Highway Committee meeting
7. Communications
8. Old Business a. Update on satellite shop progress
9. New Business a. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (March 27, 2018 – 8:00 a.m.)
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, January 30, 2018

The Jefferson County Highway Committee met on Tuesday, January 30, 2018, 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 Braugler; 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 December 12, 2017 Highway meeting, having been distributed in advance, it was moved by Mr. Poulson and seconded by Mr. Kelly to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Buchanan, Kelly, Braugler, Poulson

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

• **Construction Projects**

Staff is reviewing and planning for the 2018 projects, including CTH P (Phase II), CTH CW, and CTH Y (north)

• **Winter Maintenance**

• **General Maintenance**

Crews are busy with winter maintenance operations with several storms and a few drifting/frost events in January

Several of the new quad-axle plow trucks are set to be put into service in the next few weeks, trucks are equipped with 900 gallon liquid brine tanks in box

Crews completed several guardrail and sign repairs

Crews continue to work on brushing on county and state highways, and fence repair work on I-94

• **Office/Shop Staff**

Shop staff is completing set-up work on new quad-axle trucks

Office staff is closing out all transactions and work for 2017 to prepare balances and carryover for 2018

OLD BUSINESS

8a. Update on satellite shop progress

Commissioner Kern discussed the progress of the satellite shop construction in both Lake Mills and Concord. Pictures were reviewed of the progress at the Concord shop. No Motion

NEW BUSINESS

9a. 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:	12/18/17	\$ 178,051.06
BILLS:	12/27/17	\$ 37,300.41
BILLS:	01/08/18 for 2017	\$ 63,544.91
BILLS:	01/15/18 for 2017	\$ 348,720.65
BILLS:	01/29/18 for 2017/2018	\$ 261,300.04
COMMITTEE:	DECEMBER	\$ 348.83
P CARD:	JAN-GENERAL	\$ 146,901.65
P CARD:	JAN-BILL	\$ (69.00)
TOTALS:		\$1,036,098.55

It was moved by Mr. Poulson and seconded by Mr. Braughler 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. Kelly to adjourn at 9:05 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, February 27, 2018, at the Jefferson County Highway Department.

Approval:

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

2/22/2018 7:03

02/22/18

LABOR 12-31-17
EQUIPMENT 12-31-17
MATERIALS 12-31-17
SHOP MATERIALS 12-31-17

PERCENT OF LABOR YEAR **100.00%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,968,932.54	1,692,053.80	0.00	276,878.74	85.94%
53312 COUNTY CONSTRUCTION	5,534,415.52	4,218,675.31	0.00	1,315,740.21	76.23%
53313 WINTER MAINTENANCE	905,926.00	634,157.97	0.00	271,768.03	70.00%
	8,409,274.06	6,544,887.08	0.00	1,864,386.98	77.83%
53314 BRIDGE MAINTENANCE	0.00	0.00	0.00	0.00	0.00%
53315 FUNDED PROGRAMS	0.00	0.00	0.00	0.00	0.00%
	0.00	0.00	0.00	0.00	0.00%
	8,409,274.06	6,544,887.08	0.00	1,864,386.98	77.83%

Jefferson County Highway Department Highway Operations Report

February, 2018

Operations Summary

Construction Projects

▫ Staff is reviewing and planning for 2018 projects including CTH P (Phase II), CTH CW, CTH Y (north), and Korth Lane

General Maintenance

- Crews were busy with numerous winter storm events in January and February.
- The new quad-axle plow trucks were put into service, the new trucks are equipped with 900 gallon liquid brine tanks in box and will be placed on both county and state routes.
- Crews completed several guardrail and sign repairs
- Crews are working on asphalt patching and brushing work on county and state highways

Office/Shop

- Shop staff completed set-up on new quad-axle fleet (6 Trucks)
- Office staff is closed out all transactions and work for 2017 and is preparing balances and carryover for 2018.