



Agenda

Jefferson County Highway Committee Meeting

Tuesday, July 31, 2018
8:30 A.M.
Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

Committee Members: Don Reese - Chair, John Kannard- Vice Chair,
Dick Schultz – Secretary, Michael Wineke, Lloyd Zastrow

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 26, 2018 Highway Committee meeting
7. Communications
8. Old Business
 - a. Update on satellite shop construction
9. New Business
 - a. Discussion and Possible Action Related to Palmyra Satellite Site
 - b. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (August 28, 2018 – 8:30 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, June 26, 2018

The Jefferson County Highway Committee met on Tuesday, June 26, 2018, at 8:30 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; John Kannard; Dick Schultz; Michael Wineke; Lloyd Zastrow

Members absent: None

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 May 29, 2018 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Wineke to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

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: Phase II of project will begin around June 25th.

- CTH "Y" (Johnson Creek – STH 26)

Project Type: Culverts/Drainage, Pulverize and Resurface

Progress: Culvert and drainage work is complete, and binder mat of asphalt is complete.

Plan is to complete asphalt surface and shouldering by July 3rd.

- CTH "CW" (CTH SC – Waukesha County)

Project Type: Pulverize and Resurface

Progress: Project will begin approximately July 9th.

- Korth Lane (CTH S – Termini)

Project Type: Construction, Pulverizing, Resurface

Progress: Project is complete

- Concord/Lake Mills Satellite Shops

Project Type: Grading and Paving Work

Progress: Paving work will be completed in August

- **Winter Maintenance**

- **General Maintenance**

Crews completed all shoulder retrieval maintenance work

Crews crack sealed numerous county highways and STH 89 for WisDOT

Crews are finished mowing all 2-lane state highways and are working on county highways and 4-lane state highways

KSW has minor finish work to complete on the Lake Mills satellite building. Landscape work and the detention pond needs to be completed.

- **Office/Shop Staff**

OLD BUSINESS

8a. Update on satellite shop construction

Commissioner Kern updated the Committee on the satellite shops, stating that the Lake Mills facility should be complete within the next few weeks. Weather has been an issue in regards to the outside work. The Committee had discussion regarding holding the August Highway meeting at one of the satellite locations. 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:	06/11/18	\$ 99,207.49
BILLS:	06/18/18	\$ 47,401.31
COMMITTEE:	MAY	\$ 404.12
P CARD:	JUN-GENERAL	\$ 80,488.16
P CARD:	JUN-OLD CARD	\$ (60.00)
P CARD:	JUN-BILL	<u>\$ 396.00</u>
TOTALS:		\$ 227,837.08

It was moved by Mr. Reese and seconded by Mr. Wineke that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow
NOES: None
ABSENT: None
ABSTAIN: None

Motion by Mr. Schultz and seconded by Mr. Zastrow to adjourn at 9:05 a.m.

Carried by the following roll call:

AYES: Reese, Kannard, Schultz, Wineke, Zastrow
NOES: None
ABSENT: None
ABSTAIN: None

The next meeting will be held on **Tuesday, July 31, 2018, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval:

Jefferson County Highway Department Highway Operations Report

July, 2018

Operations Summary

Construction Projects

Korth Lane (CTH S – Termini)

Project Type: Construction, Pulverizing, Resurface

Progress: Project is complete!

CTH Y (Johnson Creek – STH 26) –

Project Type: Culverts/Drainage, Pulverize and Resurface

Progress: Paving is complete, will be working on shouldering and pavement marking over the next two weeks.

CTH P (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: In progress, construction and grading work on the east end.

CTH CW (CTH SC – Waukesha County)

Project Type: Pulverize and Resurface

Progress: Existing pavement is pulverized, will start paving work in the next week.

Concord/Lake Mills Satellite Shops

Project Type: Grading and Paving Work

Progress: Building work for both buildings is substantially complete, site preparation and paving work will be completed in August and September.

General Maintenance

- Crews will be seal coating CTH N and STH 89 (North) in August.
- Crews completed the first mowing cut on all state and county highways.
- Crews have completed several small paving and other miscellaneous town projects