



Agenda

Jefferson County Highway Committee Meeting

Tuesday, September 25, 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 August 27, 2018 Highway Committee meeting
7. Communications
8. Old Business
 - a. None
9. New Business
 - a. Discussion and possible action on quad-axle truck and winter equipment purchases
 - b. Discuss STP Rural Project Application – CTH N
 - c. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (October 30, 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**

Monday, August 27, 2018

The Jefferson County Highway Committee met on Monday, August 27, 2018, at 8:30 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Donald Reese; Michael Wineke; Lloyd Zastrow

Members absent: John Kannard; Dick Schultz

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
J. Blair Ward, Corporation Counsel
Ann Jenswold, Highway Department
Erik Coonen, Highway Department
Rick & Bridget Winter, CTH "B", Jefferson

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

HIGHWAY COMMITTEE MINUTES: The minutes from the July 31, 2018 Highway meeting, having been distributed in advance, it was moved by Mr. Wineke and seconded by Mr. Zastrow to approve the minutes as printed.

Carried by the following roll call:

AYES: Reese, Wineke, Zastrow

NOES: None

ABSENT: Kannard, Schultz

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

- CTH "Y" (Johnson Creek – STH 26)

Project Type: Culverts/Drainage, Pulverize and Resurface

Progress: Project is complete

- CTH "CW" (CTH SC – Waukesha County)

Project Type: Pulverize and Resurface

Progress: 1st mat of asphalt paving is complete. Pavement surface and shouldering work will be completed in September

- 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: Building work is complete. Site paving to be completed by early October

- **Winter Maintenance**

- **General Maintenance**

Crews will be seal coating CTH "N" and STH 89 (North) in late August

Crews have completed several small paving and other miscellaneous town projects

- **Office/Shop Staff**

OLD BUSINESS

8a. Update on satellite shop construction

Commissioner Kern updated the Committee on the satellite shops, stating that the contractor has not been able to finish the pond and dirt work for the Lake Mills facility because of the weather. He stated that both satellite facilities are prepped for paving. No Motion

NEW BUSINESS

9a. Discussion and possible action on selling a remnant parcel of property owned for highway purposes to Rick Winter

Corporation Counsel, J. Blair Ward, spoke on behalf of the Winter residents on CTH "B". He stated that the Winter's are interested in purchasing a .69 acre segment of CTH "B" to add to their residence W5883 CTH "B". There was discussion regarding access and easement for the Untz and Messmer properties.

It was moved by Mr. Zastrow and seconded by Mr. Wineke to approve the land sale on CTH "B", pending the contingencies and approval of legal issues surrounding the access points for the adjoining properties.

Carried by the following roll call:

AYES: Reese, Wineke, Zastrow

NOES: None

ABSENT: Kannard, Schultz

ABSTAIN: None

9b. Discuss 2018/2019 Highway Department equipment purchases

Commissioner Kern stated that the department was looking to replace 6 tri-axle trucks this year and 6 tri-axle trucks in 2019, replacing these trucks with quad-axle trucks. He discussed the efficiencies that quad-axle trucks would bring to the department for hauling purposes. He reported on how the department historically purchased equipment and the trade-in process. He stated that with bids and specs going out soon, he should have numbers together for bids and trades by the September meeting. No Motion

9c. 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:	08/06/18	\$ 172,450.81
BILLS:	08/13/18	\$ 166,294.77
BILLS:	08/20/18	\$ 163,796.99
BILLS:	08/27/18	\$ 285,501.18
COMMITTEE:	JULY	\$ 349.12
P CARD:	AUG-GENERAL	\$ 327.00
P CARD:	AUG-GREG	\$ 254.22
TOTALS:		\$ 788,974.09

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

Carried by the following roll call:

AYES: Reese, Wineke, Zastrow

NOES: None

ABSENT: Kannard, Schultz

ABSTAIN: None

Motion by Mr. Reese and seconded by Mr. Zastrow to adjourn at 9:50 a.m.

Carried by the following roll call:

AYES: Reese, Wineke, Zastrow

NOES: None

ABSENT: Kannard, Schultz

ABSTAIN: None

The next meeting will be held on **Tuesday, September 25, 2018, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval:

September 20, 2018

Jefferson County Highway Department

Quad-Axle Truck Purchase with Plow Equipment (12 trucks)

Bid Results – Summary (September 19, 2018)

Truck Bids (Net Bid for 12 new quad-axle trucks with trades)

Lakeside International	\$ 887,234
Truck Country Freightliner	\$1,254,940
V&H Trucks, Western Star	\$1,321,308
Kriete Volvo/Mack	\$1,390,000

Truck Plow Equipment (Bids for truck box, plow equipment, and set-up)

Casper Truck Equipment	\$1,105,856
Monroe Truck Equipment	\$1,184,520
Wausau Equipment	\$1,127,040

Notes:

- Staff is reviewing the truck and set-up bids that include many components and specification details. For equipment set-up companies, some companies had components not meeting specification and options that are under review, one of the companies has limited to no recent experience setting up municipal trucks. Staff will provide more details after the review work to the Highway Committee at the meeting and be ready to make a recommendation. Above numbers may change slightly as we review various options in the bid documents.
- Truck bid numbers include the net cost after trading twelve (12) existing trucks. The Highway Department retains the option to sell the existing trucks for a higher value before trading the trucks.
- Based on truck delivery and set-up time, the new trucks will take 8 to 24 months to arrive.

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

9/20/2018 7:40

09/20/18

LABOR 09-17-18
EQUIPMENT 09-04-18
MATERIALS 09-10-18
SHOP MATERIALS 09-10-18

PERCENT OF LABOR YEAR 71.23%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,105,797.00	1,118,859.87	0.00	986,937.13	53.13%
53312 COUNTY CONSTRUCTION	5,597,925.57	3,134,117.62	0.00	2,463,807.95	55.99%
53313 WINTER MAINTENANCE	1,104,542.16	614,515.12	0.00	490,027.04	55.64%
	8,808,264.73	4,867,492.61	0.00	3,940,772.12	55.26%
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%
	8,808,264.73	4,867,492.61	0.00	3,940,772.12	55.26%

53311 C.T.H.S. MAINTENANCE		2018	
9/20/2018 7:40			
LABOR 09-17-18			
EQUIPMENT 09-04-18			
MATERIALS 09-10-18			
SHOP MATERIALS 09-10-18	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,140,000.00	1,352,797.00	
SECTION 10 311.830			52,079.43
SECTION 11 311.831			90,803.29
SECTION 12 311.832			84,667.48
SECTION 13 311.833			104,285.93
SECTION 14 311.834			85,133.40
SECTION 15 311.835			65,134.18
SECTION 16 311.836			53,807.52
SECTION 17 311.837			71,477.31
SECTION 18 311.838			24,542.12
SECTION 840 MISC. INCL. TRAINING			38,317.79
SECTION 840 BRIDGE INSPECTIONS			0.00
SECTION 840.01 DOWN-TIME		264.5/39.0	12,590.67
EXPENSE	682,839.12	682,839.12	682,839.12
REMAINING	457,160.88	669,957.88	
CRACK SEAL	85,000.00	95,000.00	
NORMAL CRACK SEALING EXP.	34,565.87	34,565.87	34,565.87
REMAINING	50,434.13	60,434.13	
SIGNING 311.844	132,500.00	135,000.00	
NORMAL SIGNING EXPENSE	105,234.67	105,234.67	105,234.67
REMAINING	27,265.33	29,765.33	96,160.50
PAVEMENT MARKING 311.840	145,000.00	155,000.00	
EXPENSE	119,305.43	119,305.43	119,305.43
REMAINING	25,694.57	35,694.57	
BITUMINOUS SEALCOATING	230,000.00	260,000.00	
CTH N Sec. 14		Gal.	101,501.87
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	101,501.87	101,501.87	101,501.87
REMAINING	128,498.13	158,498.13	
BUILDING ALLOCATION	91,466.00	98,000.00	
ESTIMATED EXPENSE	69,805.40	69,805.40	69,805.40
REMAINING	21,660.60	28,194.60	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	6,000.00	10,000.00	5,607.51
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	5,607.51	5,607.51	5,607.51
REMAINING	392.49	4,392.49	

53312 C.T.H.S. CONSTRUCTION 2018			
9/20/2018 7:40			
LABOR 09-17-18			
EQUIPMENT 09-04-18			
MATERIALS 09-10-18			
SHOP MATERIALS 09-10-18	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	0.00	920,740.21	5,944.50
CTH J (access rd.)	0.00	80,000.00	-
CTH N 4.00 mi. (CTH B - CTH A)	0.00	60,000.00	-
CTH "P" (CTH E TO CTH F) 2.91 mi. 312	860,000.00	1,115,000.00	521,960.31
CTH Y	1,700,000.00	1,700,000.00	1,250,368.16
CTH CW 3125.919.1	1,400,000.00	1,400,000.00	1,248,543.87
General Paving	0.00	165,808.35	-
EXPENSE	3,020,872.34	3,020,872.34	3,020,872.34
REMAINING	939,127.66	2,420,676.22	
ENGINEERING			0.00
CTH A (C - 106)	0.00	0.00	4,000.00
CTH	0.00	0.00	0.00
CTH	0.00	0.00	0.00
EXPENSE	4,000.00	4,000.00	4,000.00
REMAINING	-4,000.00	-4,000.00	
BUILDING ALLOCATION	0.00	156,377.01	
ESTIMATED EXPENSE	111,387.34	111,387.34	111,387.34
REMAINING	(111,387.34)	44,989.67	
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	0.00
TRAINING			(2,142.06)
EXPENSE	-2,142.06	-2,142.06	(2,142.06)
REMAINING	2,142.06	2,142.06	
TOTAL EXPENSE BY ACTIVITY	3,134,117.62	3,134,117.62	
BUDGETED TOTAL	3,960,000.00	5,597,925.57	
TOTAL EXPENSES	3,134,117.62	3,134,117.62	
TOTAL REMAINING	825,882.38	2,463,807.95	

[illegible]

53312 C.T.H.S. CONSTRUCTION 2018

B7990018 7.42

LABOR 06-17-18

CTH J (access rd.)

EQUIPMENT 08-04-18

MATERIALS 06-10-18

SHOP MATERIALS 06-10-18

ORIGINAL BUDGET		RE-ESTIMATED TOTAL		HOURS	TOTAL	005	021	031	032	043	061	062	066	093	094	126	127	190	191	192	196	196	197	199	200	209	231	240	247	401
ORIGINAL BUDGET		RE-ESTIMATED TOTAL		HOURS	TOTAL	RA-MILLING	RS GRAVEL	M SWEEP	M TRAFCON	W WOODY	RF CULVRT	RF DITCH	RF APPURTA	SUPRENGA	TRAINING	JE/DC	RUMBLE	B COURSE	DR & CLVT	CUT/FILL	SEED/LND	UNDERCUT	SURF MAIN	SIDEWALKS	INTERSECTN	CLRGRUB	GRADE RD	SIGNS	C & E LINE	HAULING
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SCHEMATIC 2-43

1. AGENCY USE ONLY

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EQUIPMENT 09-04-11

MATERIALS 2015, 10, 12, 18

CTH "P" (CTH E TO CTH F) 2.91 mi. 3125.908.5

Description: Pave and Shoulder

[illegible]

LABOR 06-17-18 CTH CW 3125.919.1
EQUIPMENT 06-04-18 Description: Pulverize and Pav

[illegible]

Jefferson County Highway Department Highway Operations Report

September, 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: Project is complete!

CTH CW (CTH SC – Waukesha County)

Project Type: Pulverize and Resurface

Progress: Project is complete!

CTH P (CTH E – CTH F) – 4.00 miles

Project Type: Reconstruction (2017/2018)

Progress: Construction work is complete, paving and shouldering work to be completed by mid-October.

Concord/Lake Mills Satellite Shops

Project Type: Grading and Paving Work

Progress: Building work is complete! Site paving to be completed in October.

General Maintenance

- Crews completed all seal coating work on state, county, and local highways.
- Crews are mowing a second cut on state and county highways as needed.