



**JEFFERSON COUNTY HIGHWAY COMMITTEE  
MEETING MINUTES**

**Tuesday, January 29, 2019**

The Jefferson County Highway Committee met on Tuesday, January 29, 2019, at 8:30 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Walt Christensen; John Kannard; Dick Schultz; Michael Wineke; Lloyd Zastrow

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.

**4. ELECTION OF HIGHWAY COMMITTEE CHAIR**

It was moved by Mr. Schultz and second by Mr. Zastrow to nominate Walt Christensen as Highway Committee Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke, Zastrow

NOES: None

ABSENT: None

ABSTAIN: None

**HIGHWAY COMMITTEE MINUTES:** The minutes from the December 17, 2018 Highway meeting, having been distributed in advance, it was moved by Mr. Zastrow and seconded by Mr. Schultz to approve the minutes as printed.

Carried by the following roll call:

AYES: Christensen, 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**
- **Winter Maintenance**

Crews have been busy with several winter storm events in the second half of January

Crews continue to increase use of salt brine with improvements to equipment and application techniques

Crews have mixed over a half a million gallons of salt brine this winter

New brine blending equipment and tanks are installed at all shop locations

- **General Maintenance**

Crews are working on miscellaneous brushing on state and county highways

Crews are completing some additional pavement repair projects and shoulder work before winter

- **Office/Shop Staff**

Office staff is working on all closing entries for 2018

New Accounting Manager was hired and he will be training with existing staff over the next month

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**10a. 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:	12/28/18	\$ 130,081.56
BILLS:	01/07/19	\$ 11,068.43
BILLS:	01/14/19	\$ 122,406.47
BILLS:	01/14/19	\$ 45,739.04
BILLS:	01/21/19	\$ 892.74
BILLS:	01/21/19	\$ 24,656.74
BILLS:	01/28/19	\$ 10,194.87
COMMITTEE:	DEC	\$ 336.04
P CARD:	JAN-GENERAL	\$ 113,619.44
P CARD:	JAN-BILL	\$ 99.00
P CARD:	JAN-BRIAN	\$ 270.00
TOTALS:		\$ 459,364.33

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

Carried by the following roll call:

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

**14. Tour new shop and grounds**

It was moved by Mr. Schultz and seconded by Mr. Zastrow to not take a tour of the new shop and grounds, and remove this item from the agenda.

Carried by the following roll call:

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

Motion by Mr. Schultz and seconded by Mr. Kannard to adjourn at 9:04 a.m.

Carried by the following roll call:

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

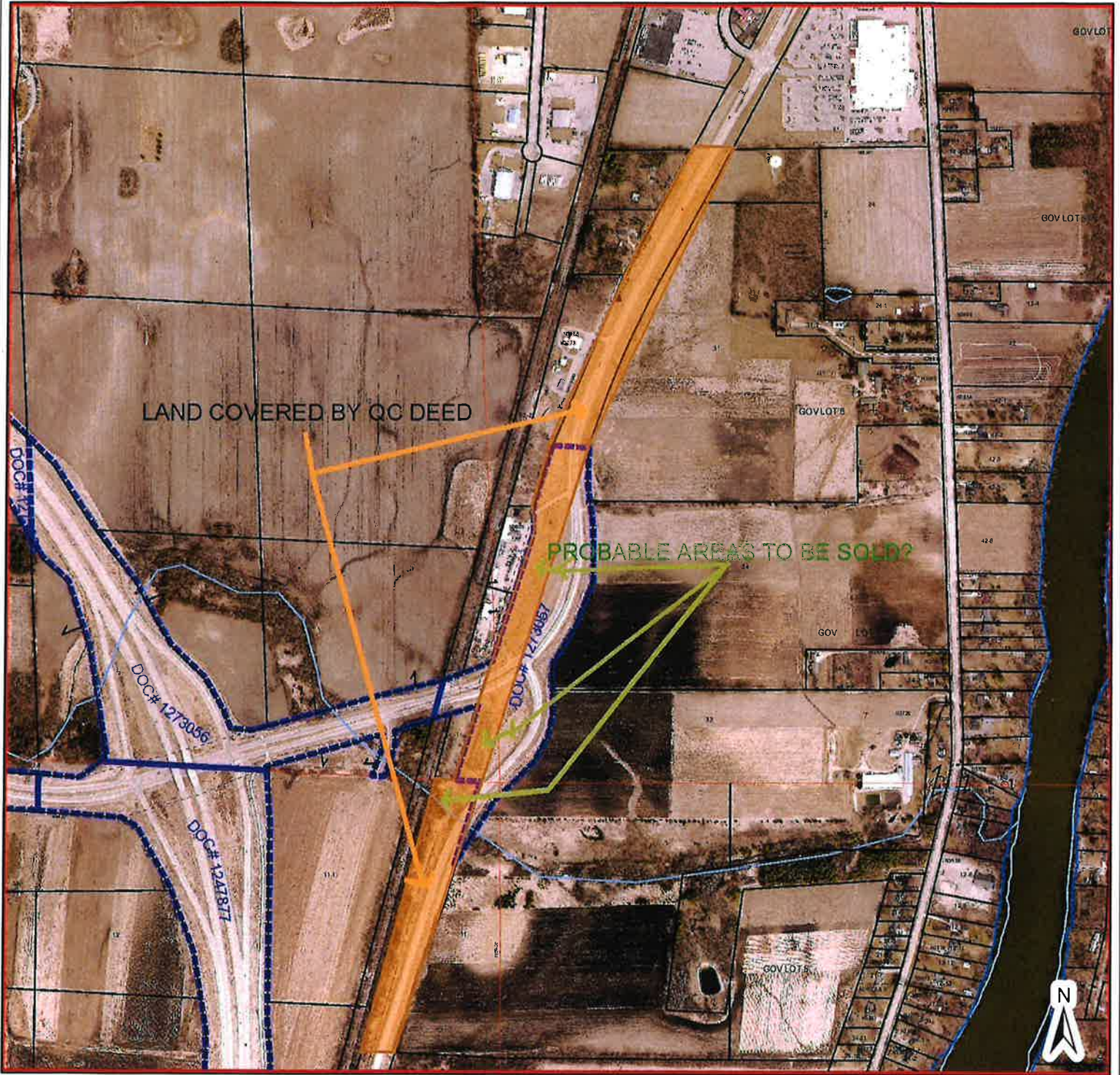
The next meeting will be held on **Tuesday, February 26, 2019, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval:

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# Land Described in QC Right of Way Transfer



## Parcel Lines

- Property Boundary
- Old Lot/Meander Lines
- Rail Right of Ways
- Road Right of Ways
- Section Lines
- Surface Water
- Map Hooks
- Tax Parcels
- Streams and Ditches



Trans Plat Recorded Index



1 inch = 800 feet

Jefferson County Geographic Information System

DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. Jefferson County makes no warranty whatsoever concerning this information.

Printed on: January 23, 2019

Author: Public User



Division of Transportation  
System Development, Southwest Region  
2101 Wright Street  
Madison, WI 53704-2583

Scott Walker, Governor  
Dave Ross, Secretary  
[wisconsin.dot.gov](http://wisconsin.dot.gov)  
Telephone: (608) 246-5357  
FAX: (608) 242-8027  
terl.weil@dot.wi.gov

March 7, 2018

Bill Kern  
Jefferson County Highway Commissioner  
Jefferson County Highway Department  
1425 South Wisconsin Drive  
Jefferson, WI 53549

RE: Existing Highway R/W along STH 26

The Wisconsin Department of Transportation (WisDOT) is in the process of disposing of surplus right of way located along STH 26 in the Town of Jefferson in Jefferson County. This disposal process will require that title to the right of way, initially purchased by Jefferson County in trust for the State, be transferred to WisDOT.

Please allow the enclosed Order to County to Convey Highway Right of Way to State to serve as WisDOT's notice that, in accordance with 84.09 Wis. Statutes, the County execute the enclosed Quit Claim Deed – Transfer of Right of Way placing title of the parcel listed therein with the Wisconsin Department of Transportation. Following execution and notarization, we ask that you return the original document to:

Terl Weil  
Wisconsin Department of Transportation  
2101 Wright Street  
Madison, WI 53704

For your reference, I have also attached a copy of the original deed and plat. Please feel free to call me if you have any questions at (608) 246-5357.

Sincerely,

Terl Weil  
Department of Transportation  
Real Estate Specialist

Enclosure

**QUIT CLAIM DEED – RIGHT OF WAY TRANSFER**

Wisconsin Department of Transportation  
Exempt from fee [s. 77.25(2r) Wis. Stats.]  
RE1026 04/2013

THIS DEED, made by **Jefferson County**, GRANTOR, quit claims to the **State of Wisconsin, Department of Transportation**, GRANTEE, by direction and order of the Wisconsin Department of Transportation, dated **3/7/18**, pursuant to Section 84.09(3)(b), Wisconsin Statutes, the following parcels of land in **Jefferson County**, State of Wisconsin.

LEGAL DESCRIPTION IS ATTACHED AND MADE A PART OF THIS DOCUMENT BY REFERENCE.

This space is reserved for recording data

Return to  
Wisconsin Department of Transportation  
SW Region  
2101 Wright Street  
Madison, WI 53704

Parcel Identification Number/Tax Key Number  
None Assigned

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

State of Wisconsin )  
 ) ss.  
 County )

On the above date, this instrument was acknowledged before me by the named person(s).

\_\_\_\_\_  
Signature, Notary Public, State of Wisconsin

\_\_\_\_\_  
Print Name, Notary Public, State of Wisconsin

\_\_\_\_\_  
Date Commission Expires

Project ID  
T 010-1(21)

This instrument was drafted by  
Wisconsin Department of Transportation

Parcel No(s).  
12 & 13



**ORDER TO COUNTY TO CONVEY  
HIGHWAY RIGHT OF WAY TITLE TO STATE**  
RE2170 04/2015

Wisconsin Department of Transportation

The County Highway Committee of Jefferson County, Wisconsin pursuant to the Order of the Wisconsin Department of Transportation acquired under Section 84.09, Wisconsin Statutes, or its predecessor, certain lands or interests. The title to lands or interests specified below is transferable to the State of Wisconsin pursuant to Section 84.09, Wisconsin Statutes on the Order of the Wisconsin Department of Transportation to the County Clerk and the County Highway Committee. It is ordered that the County Clerk and County Highway Committee convey to the State of Wisconsin without charge the title or easement acquired with the following parcel(s) of the Wisconsin Department of Transportation project designated below.

Parcel	Grantor	Location	Recording Data		
			Volume (Reel)	Page (Image)	Document Number
12	Rindfleisch Feed Mill and Hatchery Company, Incorporated	SE ¼ of NE ¼ and NE ¼ of NE ¼ of Section 22, T6N, R14E AND SE ¼ of SE ¼ of Section 15, T6N, R14E AND SW ¼ of SW ¼ of Section 14, T6N, R14E	325	582	589429
13	Edward E. Schultz, a single man, Franz Tensfeldt and Clara Tensfeldt, his wife	SE ¼ of SE ¼ of Section 15, T6N, R14E AND SW ¼ of SW ¼ and NW ¼ of SW ¼ Section 14 T6N R14E	325	412	Unknown
14	Agnes N. Guttenberg, a widow, Vendor; and Carl Koehler and Lucille Koehler, his wife, Vendees	NW ¼ of SW ¼ and SW ¼ of NW ¼ and SE ¼ of NW ¼ of Section 14, T6N, R14E	325	364	Unknown

x *David R Miller*  
State Real Estate Manager Signature

3-7-18  
Date

David R. Miller  
Print Name

Project ID  
T 010-1(21)

Parcel No.(s)  
12, 13, & 14

**53313 WINTER MAINTENANCE 2019**

2/21/2019 12:33

LABOR 2-15-19			(ROADEO)										
EQUIPMENT 2-1-19													
MATERIALS 2-1-19													
SHOP MATERIALS 2-1-19			TOTAL	071	072	073	094	126					
				W_PLW/APY	W_NONSTRM	W_ANTHICE	A_TRAINING	JE/DC					
<b>WINTER MAINTENANCE</b>	<b>140,974.00</b>	<b>832,774.00</b>	<b>973,748.00</b>										
Labor	C.O.	BUDGET	68,851.00	58,960.69	9,695.96	194.35							
Fringe			53,710.66	45,995.23	7,563.82	151.61							
Machinery			107,125.77	98,579.17	7,983.10	563.50							
Transfers/Journal Entries			0.00										
Materials			49,603.98	49,220.27	109.03	274.68							
			0.00										
<b>EXPENSE</b>			<b>279,291.41</b>	<b>279,291.41</b>	<b>252,755.36</b>	<b>25,351.91</b>	<b>1,184.14</b>	<b>0.00</b>	<b>0.00</b>				
<b>REMAINING</b>			<b>694,456.59</b>										
<b>TOTAL EXPENSE BY ACTIVITY</b>			<b>279,291.41</b>	<b>262,755.36</b>	<b>25,351.91</b>	<b>1,184.14</b>	<b>0.00</b>	<b>0.00</b>					
<b>ORIGINAL BUDGET TOTAL</b>				<b>832,774.00</b>									
<b>APPROVED CARRY OVER</b>				<b>140,974.00</b>									
<b>TOTAL AVAILABLE</b>				<b>973,748.00</b>									
<b>APPROVED TRANSFER</b>				<b>0.00</b>									
<b>TOTAL AVAILABLE</b>				<b>973,748.00</b>									
<b>ESTIMATED EXPENSES (equipment storage/building &amp; grounds)</b>				<b>39,730.00</b>									
<b>TOTAL EXPENSES</b>				<b>319,021.41</b>									
<b>TOTAL REMAINING</b>				<b>654,726.59</b>									
						75.00	0.1400	0.63	1.44	2.50			
date	reg. hours	o.i. hours	total hours	\$ labor	\$ incidental	\$ sm tool	\$ equipment	\$ salt	\$ salt brine	\$ calcium	\$ beet juice	\$ sand	\$ misc.
1/1/2019	0.00	34.75	34.75	1,165.13	908.92	43.56	2,683.27	5,343.75	777.98				
1/2/2019	110.50	2.25	112.75	2,573.88	2,007.88	96.22	6,147.20	4,275.00	1,171.94				
1/3/2019	43.50		43.50	964.61	752.49	36.06	2,330.21	375.00	119.00				
1/4/2019	9.50		9.50	216.04	188.53	8.08	125.12	0.00	0.00				
1/6/2019		2.00	2.00	65.90	51.41	2.46	75.34	18.75	5.60				
1/8/2019	2.00		2.00	49.68	38.76	1.86	116.52	0.00	0.00				
1/11/2019	9.25		9.25	216.32	168.75	8.09	566.23		217.00		57.68		
1/14/2019	2.00		2.00	43.93	34.27	1.64	37.67	37.50					
1/15/2019	1.00		1.00	21.97	17.14	0.82	75.34	37.50					
1/18/2019	4.00	49.25	53.25	1,798.50	1,403.01	67.23	3,831.92	1,481.25	578.55				
1/19/2019		98.00	98.00	3,466.44	2,704.17	129.58	7,452.11	7,462.50	896.98	66.17			
1/20/2019		48.50	48.50	1,638.09	1,277.87	61.24	3,661.36	58.25	0.42				
1/21/2019	79.00		79.00	1,849.13	1,442.50	69.13	5,250.99	2,700.00	500.78	170.15			
1/22/2019	60.50	47.50	108.00	3,058.39	2,385.85	114.33	7,786.97	3,712.50	686.70				
1/23/2019	74.00	47.25	121.25	3,383.95	2,639.82	126.50	9,243.49	7,068.75	861.00				
1/24/2019	82.50	7.75	90.25	2,203.93	1,719.28	82.39	6,517.98	187.50	56.70				
1/25/2019	52.50	26.50	79.00	2,163.28	1,687.58	80.87	4,348.99	337.50	29.40				
1/28/2019	84.00	79.25	163.25	4,753.49	3,708.20	177.69	12,384.27	5,793.75	862.76	7.56			
1/29/2019	107.00	50.50	157.50	4,341.18	3,386.55	162.28	11,587.06	37.50	2.80	6.30		374.38	
1/30/2019	66.50	10.25	76.75	2,384.14	1,859.86	89.12	7,860.12	18.75				2,416.45	
1/31/2019	74.00	2.00	76.00	1,845.48	1,439.66	68.99	4,465.76	75.00				918.93	
2/1/2019	95.50	3.50	99.00	2,377.56	1,854.73	88.88	8,014.05						
2/4/2019	10.00	1.00	11.00	261.98	204.37	9.79							
2/5/2019	9.00	28.50	37.50	1,202.16	937.81	44.94							
2/6/2019	85.75	79.50	165.25	4,776.24	3,725.94	178.55							
2/7/2019	79.50	91.50	171.00	5,045.35	3,935.88	188.60							
2/8/2019	26.50	0.00	26.50	625.54	487.98	23.38							
2/10/2019	0.00	55.25	55.25	1,909.98	1,489.98	71.40							
2/11/2019	66.75	15.25	82.00	2,105.09	1,642.18	78.69							
2/12/2019	93.25	77.50	170.75	4,940.31	3,853.93	184.68							
2/13/2019	101.50	28.00	129.50	3,384.05	2,639.90	126.50							
2/14/2019	95.25		95.25	2,252.81	1,757.42	84.21							
2/15/2019	74.50		74.50	1,766.47	1,378.04	66.04							
	<b>1,619.25</b>	<b>885.75</b>	<b>2,505.00</b>	<b>68,851.00</b>	<b>53,710.66</b>	<b>2,573.80</b>	<b>104,551.97</b>	<b>39,018.75</b>	<b>6,587.61</b>	<b>250.18</b>	<b>57.68</b>	<b>3,709.76</b>	<b>0.00</b>
<b>HOURLY COSTS</b>				<b>27.486</b>	<b>21.441</b>	<b>1.027</b>	<b>41.737</b>	<b>16.576</b>	<b>0.095</b>	<b>0.004</b>	<b>0.001</b>	<b>0.069</b>	
							<b>107,125.77</b>	<b>520.25</b>	<b>46,911.50</b>	<b>395.54</b>	<b>40.00</b>	<b>1,483.90</b>	
							<b>equip. total</b>	<b>tons salt</b>	<b>gallons brine</b>	<b>calcium</b>	<b>gallons beet</b>		

# Jefferson County Highway Department Highway Operations Report

February, 2019

## Operations Summary

### **Winter Maintenance**

- Crews have been busy with numerous winter storm events in the second half of January and all through February.
- Shop crews have been busy with truck and plow equipment repairs with all the winter storm events
- New brine blending equipment and tanks are installed at all shop locations.

### **General Maintenance**

- Crews are completing sign work and replacements through the winter
- Crews are completing pavement patching between winter storms

### **Office/Shop Work**

- Office staff is working on all closing entries for 2018.
- Office staff will begin work on annual report data for 2018 when all closing is complete.