



Agenda

Jefferson County Highway Committee Meeting

Tuesday, April 30, 2019
8:30 A.M.

Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549

Committee Members: Walt Christensen – 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 March 26, 2019 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (May 28, 2019 – 8:30 a.m.)
13. Tour county highway future road projects
14. 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, March 26, 2019

The Jefferson County Highway Committee met on Tuesday, March 26, 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; Lloyd Zastrow

Members absent: Michael Wineke

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Brian Udovich, Highway Department
Ann Jenswold, Highway Department
Jacob Mruyacz, Wolf Paving
Pat Cadgem, Tri-County Paving

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

HIGHWAY COMMITTEE MINUTES: The minutes from the February 26, 2019 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Zastrow to approve the minutes as printed.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **Construction Projects**

- **Winter Maintenance**

Crews were very busy thru early March with winter maintenance events, but will now be transitioning into more general maintenance activities

All employees did an excellent job with the winter maintenance transition to new best practice techniques including a large increase in the use of salt brine

- **General Maintenance**

Crews are completing sign work and replacements through the winter

Crews are completing pavement patching between winter storms

Crews did a great job opening frozen culverts and creating paths for the water to flow to minimize highway flooding issues during the quick snow melt

- **Office/Shop Staff**

Office staff closed all accounts and books for 2018 and re-opened new accounts and projects for 2019

Office staff is working on all final 2018 reports including the summary 2018 financial report

OLD BUSINESS

NONE

NEW BUSINESS

9a. Discuss and approve the Local Road Improvement Program (LRIP) asphalt purchase bids for the following county projects: County Highway CI (STH 106 – CTH Z)

Highway Commissioner Kern reviewed the LRIP project: County Highway CI (STH 106 – CTH Z), and answered questions.

It was moved by Mr. Zastrow and seconded by Mr. Schultz to accept the asphalt bid from Payne & Dolan in LaGrange for the CTH "CI" project.

Carried by the following roll call:

AYES: Christensen, Schultz, Zastrow

NOES: Kannard

ABSENT: Wineke

ABSTAIN: None

9b. Discuss and approve asphalt bids and milling bids for CTH B (CTH O to Morgan Road)

Based on the confusion of the bid process for the CTH B project, Commissioner Kern suggested rejecting the milling mandatory alternate item for this project.

It was moved by Mr. Kannard and seconded by Mr. Schultz to reject all bids regarding the mandatory milling alternate item for the CTH B project.

Carried by the following roll call:

AYES: Christensen, Schultz, Kannard, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

9c. Discuss and approve quotes for 2019 hot-mix asphalt

Commissioner Kern reviewed the quotes received for hot-mix asphalt with the Committee.

It was moved by Mr. Kannard and seconded by Mr. Schultz to accept all bids for the hot-mix asphalt, and to use the plant most beneficial to the County per project.

Carried by the following roll call:

AYES: Christensen, Schultz, Kannard, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

9d. Discuss and approve quotes for 2019 seal coat emulsion and application

Commissioner Kern reviewed the quotes received for seal coat emulsion and application with the Committee.

It was moved by Mr. Kannard and seconded by Mr. Schultz to accept all bids for the seal coat emulsion and application, and to use the lowest bidder most beneficial to the County per project.

Carried by the following roll call:

AYES: Christensen, Schultz, Kannard, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

9e. Discuss and approve quotes for 2019 asphalt milling and pulverizing

Commissioner Kern reviewed the quotes received for asphalt milling and pulverizing with the Committee.

It was moved by Mr. Zastrow and seconded by Mr. Schultz to accept all bids for asphalt milling and pulverizing.

Carried by the following roll call:

AYES: Christensen, Schultz, Kannard, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

9f. 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: | 03/04/19 | \$ 126,321.88 |
| BILLS: | 03/11/19 | \$ 30,455.78 |
| BILLS: | 03/18/19 | \$ 35,135.74 |
| BILLS: | 03/25/19 | \$ 31,977.49 |
| COMMITTEE: | FEB | \$ 354.46 |
| P CARD: | MAR-GENERAL | \$ 2,408.79 |
| P CARD: | MAR-BRIAN | \$ 571.76 |
| TOTALS: | | \$ 227,225.90 |

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

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

Motion by Mr. Kannard and seconded by Mr. Zastrow to adjourn at 9:25 a.m.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Zastrow

NOES: None

ABSENT: Wineke

ABSTAIN: None

The next meeting will be held on **Tuesday, April 30, 2019, at 8:30 a.m.**, at the Jefferson County Highway Department. There will be an agenda item on the April agenda for a County road tour.

Approval:

Jefferson County Highway Department Highway Operations Report

April 30, 2019

Operations Summary

Winter Maintenance

- Crews were out for a few minor winter events in April.
- All winter plow equipment will be removed from trucks in the next few weeks

General Maintenance

- Crews are working on post-winter guardrail, bridge, and sign repairs
- Crews are completing pavement patching and pavement repairs
- Crews are pulling-up and re-grading shoulder material on state and county highways
- Crews are working through several county highway crack seal projects

Construction Projects

- Project schedule will be handed out at Committee Meeting

Office/Shop Work

- Office staff is working on all final 2018 reports including the summary 2018 financial report