



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, September 24, 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 August 27, 2019 Highway Committee meeting
7. Communications
8. Old Business
  - a. Discuss 2020 Highway Department budget
9. New Business
  - a. Discuss monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date (October 29, 2019 – 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, August 27, 2019**

The Jefferson County Highway Committee met on Tuesday, August 27, 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  
Frankie Fuller, Fort Atkinson

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the July 30, 2019 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**

- CTH "CP" (STH 106 – CTH Z)

Project Type: Pulverize and Resurface

Progress: Project is complete!

- CTH "B" (Dane County – CTH F)

Project Type: Mill and Resurface

Progress: Section from Johnson Creek to Concord is complete! Section from Dane County to Lake Mills is complete! Section from Lake Mills to Johnson Creek is in progress.

- CTH "A" (Crossman Road – Lake Mills)

Project Type: Construction and Resurface

Progress: September start

- CTH "J" (CTH C – US 12)

Project Type: Planning, Maintenance

Progress: 2020 Project

- **Miscellaneous Projects**

Bike path maintenance project – Complete; Old Highway Department site (Milling complete, working on grading site)

- **General Maintenance**

Crews completed several pavement joint repairs for DOT

Crews are working on sign installs & repairs

Crews completing joint repair work on bridge decks

- **Office/Shop Staff**

Shop will begin receiving new trucks in September, and will start preparing the trucks for service

**OLD BUSINESS**

NONE

**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:	08/08/19	\$ 75,064.80
BILLS:	08/19/19	\$ 912,212.77
BILLS:	08/26/19	\$ 127,744.95
COMMITTEE:	JULY	\$ 418.74
P-CARD:	AUG-GENERAL	\$ 1,575.46
TOTALS:		\$1,117,016.72

It was moved by Mr. Schultz and seconded by Mr. Kannard 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

Motion by Mr. Zastrow and seconded by Mr. Wineke to adjourn at 9:05 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, September 24, 2019, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval:

\_\_\_\_\_

\_\_\_\_\_

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

9/19/2019 5:32

09/19/19

LABOR 9-13-19  
EQUIPMENT 9-13-19  
MATERIALS 9-13-19  
SHOP MATERIALS 9-13-19

PERCENT OF LABOR YEAR      70.14%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,561,209.02	1,285,969.83	0.00	1,275,239.19	50.21%
53312 COUNTY CONSTRUCTION	5,725,547.88	4,402,212.04	0.00	1,323,335.84	76.89%
53313 WINTER MAINTENANCE	1,180,819.40	645,563.78	0.00	535,255.62	54.67%
	<b>9,467,576.30</b>	<b>6,333,745.65</b>	<b>0.00</b>	<b>3,133,830.65</b>	<b>66.90%</b>
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%
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
	<b>9,467,576.30</b>	<b>6,333,745.65</b>	<b>0.00</b>	<b>3,133,830.65</b>	<b>66.90%</b>



<b>53311 C.T.H.S. MAINTENANCE</b>		<b>2019</b>	
9/19/2019 5:32			
LABOR 9-13-19			
EQUIPMENT 9-13-19			
MATERIALS 9-13-19			
<b>SHOP MATERIALS 9-13-19</b>	<b>ORIGINAL BUDGET</b>	<b>RE-ESTIMATED TOTALS</b>	<b>TOTAL</b>
<b>GENERAL PATROL</b>	<b>1,254,325.00</b>	<b>1,254,325.00</b>	
General Maintenance - 311.01			977,639.77
EXPENSE	977,639.77	977,639.77	977,639.77
REMAINING	276,685.23	276,685.23	
<b>CRACK SEAL</b>	<b>85,000.00</b>	<b>85,000.00</b>	
NORMAL CRACK SEALING EXP.	100,122.12	100,122.12	100,122.12
REMAINING	(15,122.12)	(15,122.12)	
<b>SIGNING 311.844</b>	<b>132,500.00</b>	<b>132,500.00</b>	
NORMAL SIGNING EXPENSE	94,640.10	94,640.10	94,640.10
REMAINING	37,859.90	37,859.90	92,935.50
<b>PAVEMENT MARKING 311.840</b>	<b>145,000.00</b>	<b>145,000.00</b>	
EXPENSE	146,424.51	146,424.51	146,424.51
REMAINING	(1,424.51)	(1,424.51)	
<b>BITUMINOUS SEALCOATING</b>	<b>230,000.00</b>	<b>230,000.00</b>	
CTH A		Gal.	35,707.16
5.2 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	35,707.16	35,707.16	35,707.16
REMAINING	194,292.84	194,292.84	
<b>BUILDING ALLOCATION</b>	<b>91,466.00</b>	<b>91,466.00</b>	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	91,466.00	91,466.00	
<b>MISC., HIT &amp; RUNS, INVENT. ADJ.</b>			
HIT & RUNS	6,000.00	6,000.00	3,626.00
FIRE CALLS	0.00	0.00	0.00
MISC	0.00	0.00	24,174.12
FARM TECH DAYS	0.00	0.00	3,758.17
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	31,558.29	31,558.29	31,558.29
REMAINING	(25,558.29)	(25,558.29)	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>1,386,091.95</b>	<b>1,386,091.95</b>	<b>1,285,969.83</b>
<b>ORIGINAL BUDGETED TOTAL</b>	<b>1,944,291.00</b>	<b>1,944,291.00</b>	
<b>APPROVED BUDGET CHANGES</b>	<b>0.00</b>	<b>0.00</b>	
<b>APPROVED BUDGET</b>	<b>1,944,291.00</b>	<b>1,944,291.00</b>	
<b>APPROVED CARRY OVER</b>	<b>616,918.02</b>	<b>616,918.02</b>	
<b>TOTAL AVAILABLE</b>	<b>2,561,209.02</b>	<b>2,561,209.02</b>	
<b>TOTAL EXPENSES</b>	<b>1,285,969.83</b>	<b>1,285,969.83</b>	
<b>TOTAL REMAINING</b>	<b>1,275,239.00</b>	<b>1,275,239.00</b>	

<b>53311 C.T.H.S. MAINTENANCE</b>		<b>2019</b>	
9/19/2019 5:32			
LABOR 9-13-19			
EQUIPMENT 9-13-19			
MATERIALS 9-13-19			
<b>SHOP MATERIALS 9-13-19</b>	<b>ORIGINAL BUDGET</b>	<b>RE-ESTIMATED TOTALS</b>	<b>TOTAL</b>



<b>53312 C.T.H.S. CONSTRUCTION 2019</b>			
9/19/2019 5:32			
LABOR 9-13-19			
EQUIPMENT 9-13-19			
MATERIALS 9-13-19			
SHOP MATERIALS 9-13-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>BITUMINOUS SURFACING</b>			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	0.00	895,637.07	119,083.65
CTH J (access rd.)	0.00	77,319.80	141,205.73
CTH B - Waukeshau to Dane	2,896,214.00	2,896,214.00	2,573,623.35
CTH "J" (STH 106 TO US 12) Phase I	100,000.00	100,000.00	-
CTH CI (STH 106 - STH Z)	1,600,000.00	1,600,000.00	1,458,128.98
General Paving	0.00	0.00	-
EXPENSE	4,292,041.71	4,292,041.71	4,292,041.71
REMAINING	304,172.29	1,277,129.16	
<b>ENGINEERING</b>			
CTH A (C - 106)	0.00	0.00	0.00
CTH H recording fees	0.00	0.00	0.00
CTH J (C - STH 12)	0.00	0.00	0.00
CTH K (STH 12 - ROCK CO)	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b>BUILDING ALLOCATION</b>			
ESTIMATED EXPENSE	109,682.83	109,682.83	109,682.83
REMAINING	(109,682.83)	46,694.18	
<b>MISC., INVENTORY ADJUSTMEN</b>			
ESTIMATED EXPENSE	487.50	487.50	487.50
REMAINING	(487.50)	(487.50)	
<b>ICC COMPUTER CHARGES</b>			
IP TELEPHONY ALL	0.00	0.00	0.00
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b>MISC.</b>			
TRAINING	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>4,402,212.04</b>	<b>4,402,212.04</b>	
<b>BUDGETED TOTAL</b>	<b>4,596,214.00</b>	<b>5,725,547.88</b>	
<b>TOTAL EXPENSES</b>	<b>4,402,212.04</b>	<b>4,402,212.04</b>	
<b>TOTAL REMAINING</b>	<b>194,001.96</b>	<b>1,323,335.84</b>	





53312 C.T.H.S. CONSTRUCTION 2019

9/9/2013 5:32  
LABOR 4:13:11  
EQUIPMENT 5:13:19  
Description: Mill, Pave, Shoulder

Table with columns: SHOP MATERIALS 5-13-19, ORIGINAL BUDGET, RE-ESTIMATED TOTAL, HOURS, TOTAL, 005, 021, 031, 032, 043, 051, 052, 056, 093, 054, 126, 187, 190, 191, 192, 196, 196, 197, 198, 200, 209, 231, 240, 247, 401. Rows include dates from 06/18/19 to 09/13/19 and a final REMAINING row.





**Jefferson County Highway Department  
Highway Operations Report**

**September 24, 2019**

**Operations Summary**

**Construction Projects**

***CTH CI (STH 106 – CTH Z)***

Project Type: Pulverize and Resurface

Progress: *Project is complete!*

***CTH B (Dane County – CTH F)***

Project Type: Mill and Resurface

Progress: *Section from Johnson Creek to Concord is complete! Section from Dane County to Lake Mills is complete! Section from Lake Mills to Johnson Creek is complete! Section from CTH F – Waukesha County is in progress.*

***CTH A (Crossman Road – Lake Mills)***

Project Type: Construction and Resurface

Progress: *Late September start.*

***CTH J (CTH C – US 12)***

Project Type: Planning, Maintenance

Progress: *2020 Project*

***Miscellaneous Projects:*** Bike path maintenance project - Complete, Old Highway Department site (Milling complete, working on grading site)

**General Maintenance**

- Crews are working on a second mowing cut on county highways and select state highways
- Crews are working on sign installs & repairs

**Office/Shop Work**

- Budget work for 2020 is complete. Shop staff is working on winter equipment for new trucks.