



Jefferson County Highway Committee Meeting

Monday, October 28, 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 September 24, 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 (November 19, 2019 – 8:30 a.m.)
13. Highway Committee will adjourn and take a tour of the Payne & Dolan Waukesha hot-mix plant (No county business will be conducted).

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, September 24, 2019

The Jefferson County Highway Committee met on Tuesday, September 24, 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
Ann Jenswold, Highway Department
Doug Buth, Payne & Dolan
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 August 27, 2019 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Wineke to approve the minutes as printed, making the addition that Frankie Fuller addressed the Committee on mowing operations.

Carried by the following roll call:

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

CORRESPONDENCE:

Newsletters/E-Mails:

- WisDOT: Project lists: I-94 bridge updates 2020; I-94 resurfacing 2020/2021; Highway 12 2022; Highway 106 West 2022-2025
- WisDOT: 2019-2022 Final STIP Project listing SW Region Jefferson County

News Releases/Notices:

- Highway Department Retirement: Scott R. Radloff, October 1, 2019

PUBLIC COMMENT:

- Doug Buth, Payne & Dolan, invited the Highway Committee to tour the Waukesha hot-mix plant

HIGHWAY COMMISSIONER'S REPORT:

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

OLD BUSINESS

8a. Discuss 2020 Highway Department Budget

Commissioner Kern stated that he met with the Finance Committee last week reference the 2020 budget. There were no changes made at the meeting. No Motion

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:	09/03/19	\$ 110,709.71
BILLS:	09/09/19	\$ 49,133.01
BILLS:	09/16/19	\$ 576,942.70
BILLS:	09/23/19	\$ 174,876.90
COMMITTEE:	AUG	\$ 354.46
P-CARD:	SEP-BRIAN	\$ 143.50
P-CARD:	SEP-GENERAL	\$ 5,949.25
TOTALS:		\$ 918,109.53

It was moved by Mr. Schultz and seconded by Mr. Wineke 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. Kannard and seconded by Mr. Schultz 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 **Monday, October 28, 2019, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: _____

**JEFFERSON COUNTY HIGHWAY DEPARTMENT
SUMMARY OF MAJOR COUNTY ACCOUNTS**

10/23/2019 11:02

10/23/19

LABOR 10-16-19
EQUIPMENT 10-16-19
MATERIALS 10-16-19
SHOP MATERIALS 10-16-19

PERCENT OF LABOR YEAR 79.18%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,561,209.02	1,800,248.35	0.00	760,960.67	70.29%
53312 COUNTY CONSTRUCTION	5,725,547.88	4,821,350.08	0.00	904,197.80	84.21%
53313 WINTER MAINTENANCE	1,180,819.40	645,563.78	0.00	535,255.62	54.67%
	9,467,576.30	7,267,162.21	0.00	2,200,414.09	76.76%
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%
	9,467,576.30	7,267,162.21	0.00	2,200,414.09	76.76%

53311 C.T.H.S. MAINTENANCE		2019	
10/23/2019 11:02			
LABOR 10-16-19			
EQUIPMENT 10-16-19			
MATERIALS 10-16-19			
SHOP MATERIALS 10-16-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,254,325.00	1,254,325.00	
General Maintenance - 311.01			1,289,001.37
EXPENSE	1,289,001.37	1,289,001.37	1,289,001.37
REMAINING	(34,676.37)	(34,676.37)	
CRACK SEAL	85,000.00	85,000.00	
NORMAL CRACK SEALING EXP.	100,122.12	100,122.12	100,122.12
REMAINING	(15,122.12)	(15,122.12)	
SIGNING 311.844	132,500.00	132,500.00	
NORMAL SIGNING EXPENSE	116,156.98	116,156.98	116,156.98
REMAINING	16,343.02	16,343.02	104,913.50
PAVEMENT MARKING 311.840	145,000.00	145,000.00	
EXPENSE	152,508.09	152,508.09	152,508.09
REMAINING	(7,508.09)	(7,508.09)	
BITUMINOUS SEALCOATING	230,000.00	230,000.00	
CTH A		Gal.	205,434.27
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	205,434.27	205,434.27	205,434.27
REMAINING	24,565.73	24,565.73	
BUILDING ALLOCATION	91,466.00	91,466.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	91,466.00	91,466.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	6,000.00	6,000.00	6,592.35
FIRE CALLS	0.00	0.00	0.00
MISC	0.00	0.00	26,797.12
FARM TECH DAYS	0.00	0.00	3,758.17
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	37,147.64	37,147.64	37,147.64
REMAINING	(31,147.64)	(31,147.64)	
TOTAL EXPENSE BY ACTIVITY	1,900,370.47	1,900,370.47	1,800,248.35
ORIGINAL BUDGETED TOTAL	1,944,291.00	1,944,291.00	
APPROVED BUDGET CHANGES	0.00	0.00	
APPROVED BUDGET	1,944,291.00	1,944,291.00	
APPROVED CARRY OVER	616,918.02	616,918.02	
TOTAL AVAILABLE	2,561,209.02	2,561,209.02	
TOTAL EXPENSES	1,800,248.35	1,800,248.35	
TOTAL REMAINING	760,961.00	760,961.00	

53312 C.T.H.S. CONSTRUCTION 2019			
10/23/2019 11:02			
LABOR 10-16-19			
EQUIPMENT 10-16-19			
MATERIALS 10-16-19			
SHOP MATERIALS 10-16-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	0.00	895,637.07	119,227.15
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	2,971,706.24
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	1,464,904.14
General Paving	0.00	0.00	-
EXPENSE	4,697,043.26	4,697,043.26	4,697,043.26
REMAINING	-100,829.26	872,127.61	
ENGINEERING			
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	
BUILDING ALLOCATION			
BUILDING ALLOCATION	0.00	156,377.01	
ESTIMATED EXPENSE	123,819.32	123,819.32	123,819.32
REMAINING	(123,819.32)	32,557.69	
MISC., INVENTORY ADJUSTMEN			
MISC., INVENTORY ADJUSTMEN	0.00	0.00	
ESTIMATED EXPENSE	487.50	487.50	487.50
REMAINING	(487.50)	(487.50)	
ICC COMPUTER CHARGES			
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.			
MISC.	0.00	0.00	0.00
TRAINING			0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
TOTAL EXPENSE BY ACTIVITY	4,821,350.08	4,821,350.08	
BUDGETED TOTAL	4,596,214.00	5,725,547.88	
TOTAL EXPENSES	4,821,350.08	4,821,350.08	
TOTAL REMAINING	(225,136.08)	904,197.80	

53312 C.T.H.S. CONSTRUCTION 2019

10/25/2018 11:04

LABOR 10-10-19

EQUIPMENT 10-10-19

MATERIALS 10-10-19

CTH J (access rd.)

	ORIGINAL BUDGET	REVISED BUDGET	HOURS	TOTAL	006	021	031	032	043	051	062	065	063	064	126	187	190	191	192	195	196	197	198	200	209	231	340	347	401	
					RA-MILLING	RS GRAVEL	M SWEEP	M TRAF/CONV	WOODY	RF CULVRT	RF DITCH	RF APPURTIA	SUPRENCA	TRAINING	JE/DC	RUMBLE	B COURSE	DR & CLVT	CUT/FILL	SEEDING	UNDERCUT	SURF MAIN	SIDEWALK	INTERSECTH	CLAG/RUB	GRADE RD	SIGNS	C & E LINE	HAULING	
01/15/19	0.00	77,219.00	32.00	2,359.17					2,359.17																					
01/31/19			211.26	12,241.24					12,241.24																					
03/04/19				19,897.00					175.00	19,722.00																				
04/09/19			737.12	48,389.39							48,389.39																			
04/10/19				9,313.50							9,313.50																			
04/30/19			71.60	832.38							741.14											91.24								
06/29/19			62.00	6,229.00							10.54											6,218.46								
07/12/19			200.00	41,944.05																		41,944.05								
				0.00																										
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REMAINING	(141,208.73)	(63,998.81)	1,333.87	141,208.73	0.00	0.00	0.00	0.00	14,775.41	19,722.00	58,484.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	48,253.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

53312 C.T.H.S. CONSTRUCTION 2019

10/23/2019 11:04

LABEL: 10-15-19

EQUIPMENT: 10-15-19

MATERIALS: 10-15-19

PROP MATERIALS: 10-15-19

CTH CI (STH 106 - STH Z)

Description: Pulverize and pave

	1,000,000.00	1,000,000.00		005	021	021	032	043	061	062	066	069	084	120	167	190	191	192	196	196	197	199	200	209	231	240	247	401					
	AMOUNT	RE ESTIMATE	TOTAL	RAMBLING	RS GRAVEL	M SWEEP	M TRAFFIC	RY WOODY	RF CULVERT	RF DITCH	RF ASPHALT	A SUPPLEMENT	A TRAINING	VELOC	RUMBLE	B COURSE	DR & CLVT	CUT/FILL	SEED/LAND	UNDERCUT	SURF MAIN	SIDEWALK	INTERSECT	CLAVGRUB	GRADE RD	SGAS	C & E LINE	HALLING					
through 05/15/2019			111.50	79,975.23	34,923.31						2,132.28	6,494.40	298.25			3,616.17	13,241.11																
05/15/19			2.00	197.26																													
05/15/19			87.00	12,424.51																													
05/15/19			59.50	5,221.38																													
05/15/19			41.50	4,566.64																													
05/15/19			102.50	10,299.96																													
05/15/19			2.00	197.26																													
05/20/19			403.75	139,202.30				2,480.92																									
05/21/19			338.60	140,665.33				1,019.42																									
05/22/19			314.50	137,819.58				1,537.08																									
05/23/19			184.50	31,698.85				723.88																									
05/25/19			1.00	99.63																													
05/26/19			1.00	99.63																													
05/28/19			304.00	40,294.71				708.68																									
05/29/19			86.00	10,310.66																													
05/30/19			121.00	10,837.58																													
05/31/19			=	9,120.00																													
06/01/19			2.00	189.99																													
06/05/19			84.00	15,378.94																													
06/04/19			77.75	13,763.91																													
06/05/19			230.25	98,372.90				937.48																									
06/06/19			168.25	71,257.43				841.44																									
06/07/19			11.25	2,513.19																													
06/08/19			2.00	189.99																													
06/10/19			233.00	142,088.78																													
06/11/19			219.60	136,572.00				946.35																									
06/12/19			198.75	18,591.61				13,752.90																									
06/13/19			230.50	111,294.96				947.99																									
06/14/19			132.75	46,621.52																													
06/15/19			2.75	271.22																													
06/17/19			193.25	23,272.30				1,749.73																									
06/18/19			221.80	64,314.64																													
06/19/19			218.00	17,225.40				9,088.65																									
06/20/19			120.00	10,544.52				6,082.69																									
06/22/19			2.00	189.99																													
06/24/19			161.00	16,960.41																													
06/25/19			10.00	628.73																													
06/26/19			0.60	29.38																													
06/27/19			=	7.02																													
06/28/19			=	20,986.42																													
07/19/19			24.00	23,943.95																													
			0.00	1,464,904.14																													
REMAINING				136,066.88																													

**Jefferson County Highway Department
Highway Operations Report**

October 28, 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: *Project from Dane County to Waukesha County is complete!*

CTH A (Crossman Road – Lake Mills)

Project Type: Construction and Resurface

Progress: *Preliminary work will be completed this fall and the project will be finished in the spring.*

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.