

# Jefferson County Highway Committee Meeting

Tuesday, December 3, 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
- 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 October 28, 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 (January 28, 2020 8:30 a.m.)

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, October 28, 2019

The Jefferson County Highway Committee met on Monday, October 28, 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

Members absent: Lloyd Zastrow

Also Present: William Kern, Highway Commissioner

Ann Jenswold, Highway Department

Michael Radtke, EMCS, Inc.

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

<u>HIGHWAY COMMITTEE MINUTES</u>: The minutes from the September 24, 2019 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Kannard to approve the minutes as printed.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke

NOES: None ABSENT: Zastrow ABSTAIN: None

#### **CORRESPONDENCE:**

Newsletters/E-Mails:

None

News Releases/Notices:

None

#### **PUBLIC COMMENT:**

• Michael Radtke - EMCS Inc. Brookfield, introduced himself

#### **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: 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.

#### 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**

**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:	09/30/19	\$	173,559.68
BILLS:	10/07/19	\$	151,184.83
BILLS:	10/14/19	\$	573,592.19
BILLS:	10/28/19	\$	443,548.77
COMMITTEE:	SEPT	\$	354.46
P-CARD:	OCT-BRIAN	\$	155.00
P-CARD:	OCT-GENERAL	\$_	3,210.44
TOTALS:		\$1	,345,605.37

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

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke

NOES: None ABSENT: Zastrow ABSTAIN: None

The Committee recessed for a tour of the Payne & Dolan Waukesha hot-mix plant at 8:50 a.m.

Motion by Mr. Schultz and seconded by Mr. Kannard to adjourn at 11:36 a.m., after the tour of the Payne & Dolan Waukesha hot-mix plant.

Carried by the following roll call:

AYES: Christensen, Kannard, Schultz, Wineke

NOES: None ABSENT: Zastrow ABSTAIN: None

The next meeting will be held on Tuesday, December 3, 2019, at 8:30 a.m., at the Jefferson County Highway Department.

Approval:	
160	

## JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

11/27/2019 12:24

#### 11/27/19

LABOR 11-19-19
EQUIPMENT 11-19-19
MATERIALS 11-19-19
SHOP MATERIALS 11-19-19

PERCENT OF LABOR YEAR

88.49%

			APPROVED		
ACCOUNT	<b>AVAILABLE</b>	SPENT	TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,561,209,02	1,965,006.13	0.00	596,202.89	76.72%
53312 COUNTY CONSTRUCTION	5,725,547.88	4,848,923.67	0.00	876,624.21	84.69%
53313 WINTER MAINTENANCE	1,180,819.40	784,845.47	0.00	395,973.93	66.47%
	9,467,576.30	7,598,775.27	0.00	1,868,801.03	80.26%
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%
	9,467,576.30	7,598,775.27	0.00	1,868,801.03	80.26%

CHANNON	53313 WINT	ER MAINTE	ENANCE 20	19										
	EQUIPMENT 11- MATERIALS 11-	19-19 19-19		11/27/2019 12:24			TOTAL				094			
Michigany						1,180,819.40								
Property   Property	Fringe		C.O.	BUDGET			90,102,42 288,830,38	75,111,71	12,227,03	284.67	2,479.01			
STANTON   STAN		urnal Entries					179,580,01	178,685,16	487,17	407.68				
Second   Company   Compa	EXPENSE REMAINING	MEE BY ACTIV	UTV											
Color	ORIGINAL BUDG	GET TOTAL						832,774.00						
Color	TOTAL AVAILAE APPROVED TRA TOTAL AVAILAE	BLE ANSFER BLE					777277741174	1,180,819.40 0.00						
	TOTAL EXPENS	ES	ment storage/b	uilding & grounds	5)		108,244.00		75.00	0.4400	0.63	1.44	2.50	
1000  1000	date	reg. hours	o.t. hours	total hours	\$ labor	\$ incidental	\$ sm tool	\$ equipment						\$ misc.
1402019   2.00   2.00   2.00   4.68   34.76   1.00   105.2   9.00   9.	1/1/2019 1/2/2019 1/3/2019	0,00 110,50 43,50	34.75	34,75 112,75 43,50	2,573,8B 964.61	2,007.88 752,49	96.22 36.06	6,147.20 2,330.21	4,275.00 375.00	1,171.94 119.00				
THEORY   1.00	1/6/2019 1/8/2019	2.00	2.00	2,00	65,90 49.68	51,41 38,76	2.46 1.86	75.34 116.52	18.75	5.60 0.00		57.68		
100/2019   70.00	1/14/2019 1/15/2019 1/18/2019	2.00 1.00		2.00 1.00 53.25	43,93 21,97 1,798.50	17.14 1,403.01	0,82 67.23	75.34 3,831.92	37.50 1,481.25		66.17			
10200919   22.00   77.5	1/20/2019 1/21/2019 1/22/2019	60,50	48.50 47,50	48.50 79.00 108.00	1,638.09 1,849.13 3,058.39	1,277,87 1,442,50 2,385,85	61.24 69.13 114.33	3,661.36 5,250.99 7,786.97	56.25 2,700.00 3,712.50	0.42 500.78 686.70				
103/0079	1/24/2019 1/25/2019	82,50 52,50	7.75 26.50	90.25 79.00 163.25	2,203,93 2,163,28	1,719.28 1,687.58 3,708.20	82.39 80.87 177.69	6,517.98 4,878.33 12,384.27	187.50 337.50 5,793.75	56.70 29.40 662.76				
2007/101   1000   1000   1000   281.98   204.37   9.79   75.92   18.75	1/30/2010 1/31/2019	86.50 74.00	10.25 2.00	96.75 76.00	2,384.14 1,845.48	1,859,86 1,439,66	89.12 68.99	8,011.36 4,465.76	18.75 75.00		6,30		2,416,45 918.93	16,714.2
287,0019	2/4/2019 2/5/2019 2/6/2019	10,00 9,00 85,75	1,00 28.50 79.50	11,00 37,50 165,25	261,98 1,202,16 4,776.24	937.81 3,725.94	44.94 178.55	2,580.07 11,803.62	4,200.00 15,618.75	1,648.92				
21/32019	2/8/2019 2/10/2019 2/11/2019	26.50 0.00 66,75	0,00 55.25 15.25	26 50 55 25 82 00	625.54 1,909.98 2,105.09	487,98 1,489,98 1,642,18	23.38 71.40 78.69	534,50 4,270,29 5,675,52	26.25 5,850.00 1,762.50	921.76 721.14			62.00	
2/18/2019   59.50   59.50   59.50   59.50   59.50   59.50   59.08   1.061.62   50.68   5.797.50   7.99.06	2/13/2019 2/14/2019	101.50 95.25	28.00	129 50 95 25 74.50	3,384,05 2,252,81 1,768.47	2,639.90 1,757.42 1,378.02	126.50 84.21 66.04	9,949.25 5,129.64 3,389.36	3,825.00 300.00 337.50	776.16 126.70 1.96				
2022019	2/18/2019 2/19/2019	55.50	34.00	123.50 55.50	3,315.95 1,360,88	2,586.77 1,061,62	123.96 50.87	8,264.86 2,259.86	5,737.50	739.06				
2282019	2/21/2019 2/22/2019 2/23/2019	15.00	70.00	15.00 48.75 70.00	346.05 1,141.64 2,439.30	269,95 690,59 1,902,90	12.94 42.68 91.18	3,679.83 5,305.02	5,568.75					
3/1/2019	2/25/2019 2/26/2019 2/27/2019	9,50	1.00	10.50 10.50 117.50	197.71 256.80	154.23 200.33 2,448.17	7.39 9.60 117.31	226 02 245 99	75.00 37.50	1.40	72.48			13,375,5
3/7/2019 0.00 36.00 1.266.25 956.60 45.84 2,741.62 3,975.00 361.90 361.90 3/8/2019 1.50 0.00 1.50 35.82 27.94 1.34 58.26 3.975.00 361.90 391.90 391.90 1.50 0.00 1.50 18.00 18.00 0.00 0.00 0.00 0.00 0.00 0	3/1/2019 3/2/2019 3/5/2019	0.00 13.00	48.25 2.00	4.00 48.25 15.00	1,673.48 375.84	81.60 1,305.48 293.19	3.90 62.56 14.05	3,625.00 1,187.22	562,50					
3710/2019   0.00   0.00   0.00   619.11   482.97   23.14   1,155.94   1,406.25   272.72   12.60	3/7/2019 3/8/2019	0.00 1.50	36.00 0.00	36.00 1.50	1,226 25	956.60 27.94 0.00	45.84 1.34 0.00	2,741.62 58.26	3,975.00 3,975.00	361.90				
10/30/2019	3/10/2019 3/11/2019 3/31/2019	0,00 7.50	0.00	0.00 7.50 0.00	171.93	134.17 0.00	6.43 0.00	1,155,94					(67,10)	(115.5
11/8/2019 72.75 53.25 126.00 3.532.59 2.438.19 59.71 9.009.83 4.520.00 1.334.48 11/7/2019 190.75 35.00 225.75 5.652.79 3.901.55 95.55 4.672.80 6.600.00 725.90 11/8/2019 2.00 0.25 2.25 53.44 36.88 0.90 9.206.75 11/8/2019 85.50 48.25 133.75 3.656.12 2.523.45 61.80 9.206.75 8.160.00 2.006.90 11/1/2/2019 86.75 1.00 87.75 2.088.21 1.441.28 35.29 9.251.40 3.524.00 3.244.00 324.50 11/1/2/2019 38.00 29.25 67.25 1.885.31 1.301.24 31.87 4.310.69 3.060.00 1.25 39.25 92.216 636.47 15.59 2.683.09 11/1/2/2019 22.00 2.25 24.25 591.74 408.42 10.00 1.812.59 540.00 11/1/2/2019 25.25 3.75 29.00 718.03 495.58 12.15 1.654.70 11/1/2/2019 25.25 1.545.50 4.282.75 118.88.66 99.102.39 3.977.23 284.853.18 120,640.29 24,457.59 714.54 57.68 3,735.66 29,974 HOURLY COSTS 27.509 20.989 0.926 66.357 28.103 0.207 0.006 - 0.041 6.9	10/30/2019 10/31/2019 11/4/2019	2.50 84.75 2.00	0,00 31.50 0.00	2 50 116.25 2.00	60.98 3,069.54 47.68	42.09 2,118.60 32.91	1,03 51.88 0.81	8,437.57						
11/12/2019 86.75 1.00 87.75 2.088.21 1,441.28 35.29 6.251.40 3.524.00 324.50 11/13/2019 30.00 29.25 67.25 1,855.31 1,301.24 31.87 4,310.89 3,060.00 1.25 39.25 922.16 836.47 15.59 2,663.09 11/14/2019 22.00 22.25 24.25 591.74 408.42 10.00 1,812.59 540.00 1.1/14/2019 25.25 3.75 29.00 718.03 49.558 12.15 1,654.70 2 2,747.25 1,545.50 4,292.75 118.088.66 90.102.39 3,977.23 284,853.18 120,540.29 24,457.59 714.54 57.68 3,735.66 29,974 HOURLY COSTS 27.509 20.989 0.928 66.357 28.103 0.207 0.006 - 0.041 6.9	11/6/2019 11/7/2019 11/8/2019	72.75 190.75 2.00	53.25 35,00 0.25	126.00 225.75 2.25	3,532.59 5,652.79 53.44	2,438.19 3,901.55 36.88	59.71 95.55 0.90	9,009.83 4,672.86	6,600.00	1,334.48 725.90				
11/19/2019 25.25 3.75 29.00 718.03 495.58 12.15 1,654.70 2,747.25 1,545.50 4,292.75 118.088.66 90,102.39 3,977.23 284,853.18 120,640.29 24,457.59 714.54 57.68 3,735.66 29,974 HOURLY COSTS 27.509 20.989 0.926 66.357 28.103 0.207 0.006 - 0.041 6.9	11/12/2019 11/13/2019 11/14/2019	86.75 38.00 38.00	1.00 29.25 1.25	87.75 67.25 39.25	2,088.21 1,885.31 922.16	1,441.28 1,301.24 636.47	35.29 31.87 15.59	6,251.40 4,310.69 2,663.09	3,524.00 3,060.00	2,006.90	324.50			
month out to	11/18/2019 11/19/2019	22.00 25.25 2,747.25	3.75 1,545.50	29.00	718.03 118,088.66	495.58 90,102.39	12.15 3,977.23	1,654.70 284,853.18	120,640.29					29,974.2 6.98
		HOURLY COST	5		27.509	20,989	0.926							0.90

53311 C.T.H.S. MAINTEN	ANCE 2	2019	
11/27/2019 12:24			
LABOR 11-19-19			
EQUIPMENT 11-19-19	- 3.1		G.
MATERIALS 11-19-19		li i	
SHOP MATERIALS 11-19-19	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,254,325.00	1,254,325.00	
General Maintenance - 311.01	.,,		1,392,776.11
EXPENSE	1,392,776.11	1,392,776.11	1,392,776.11
REMAINING	(138,451.11)	(138,451.11)	
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	143,025.21	143,025.21	143,025.21
REMAINING	(10,525.21)	(10,525.21)	117,249.25
		4	
PAVEMENT MARKING 311.840	145,000.00	145,000.00	
EXPENSE	174,971.71	174,971.71	174,971.71
REMAINING	(29,971.71)	(29,971.71)	
BITUMINOUS SEALCOATING	230,000.00	230,000.00	
CTH A	250,000.00	Gal.	207,389.07
5.2 miles		Tons	201,503.01
CTH CTH		Gal	0.00
0.0 miles		Tons	0,00
CTH		Gal.	0.00
0.0 miles			0.00
CTH		Tons Gal.	0.00
0.0 miles			0.00
RESEAL ROADS		Tons	0.00
EXPENSE	207,389.07	207 200 07	207,389.07
REMAINING	22,610.93	207,389.07 22,610.93	207,369.07
REMAINING	22,610.93	22,010.93	
BUILDING ALLOCATION	91,466.00	91,466.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	91,466.00	91,466.00	
	ľ		
MISC., HIT & RUNS, INVENT. ADJ.	183		
HIT & RUNS	6,000.00	6,000.00	7,871.55
FIRE CALLS	0.00	0.00	0.00
MISC	0.00	0.00	35,214.31
FARM TECH DAYS	0.00	0.00	3,758.17
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	46,844.03	46,844.03	46,844.03
REMAINING	(40,844.03)	(40,844.03)	
TOTAL EXPENSE BY ACTIVITY	2,065,128.25	2,065,128.25	1,965,006.13
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	1,965,006.13	1,965,006.13	
TOTAL REMAINING	596,203.00	596,203.00	

53312 C.T.H.S. CONSTRU	JCTION	2019	
11/27/2019 12:24			
LABOR 11-19-19			
EQUIPMENT 11-19-19			
MATERIALS 11-19-19			
SHOP MATERIALS 11-19-19	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	2,983,871.65
CTH "J" (STH 106 TO US 12) Phase I	100,000.00	100,000.00	2
CTH CI (STH 106 - STH Z)	1,600,000.00	1,600,000.00	1,465,753.62
General Paving	0.00	0.00	
EXPENSE	4,710,058.15	4,710,058.15	4,710,058.15
REMAINING	-113,844.15	859,112.72	
ENGINEERING			0.00
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	0.00	156,377.01	
ESTIMATED EXPENSE	138,378.02	138,378.02	138,378.02
REMAINING	(138,378.02)	17,998.99	
MICC. INVENTORY AD HISTMEN	0.00	0.00	
MISC., INVENTORY ADJUSTMEN ESTIMATED EXPENSE	487.50	487.50	487.50
REMAINING	(487.50)	(487.50)	107.00
	0.00	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			0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
TOTAL EXPENSE BY ACTIVITY	4,848,923.67	4,848,923.67	
BUDGETED TOTAL	4,596,214.00	5,725,547.88	
TOTAL EXPENSES	4,848,923.67	4,848,923.67	
TOTAL REMAINING	(252,709.67)	876,624.21	