



## Agenda

# 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
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 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.

**HIGHWAY COMMITTEE MINUTES:** 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 "C" (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	<u>\$ 3,210.44</u>
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: \_\_\_\_\_  
\_\_\_\_\_

# 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%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
<b>53311 COUNTY MAINTENANCE</b>	2,561,209.02	1,965,006.13	0.00	596,202.89	76.72%
<b>53312 COUNTY CONSTRUCTION</b>	5,725,547.88	4,848,923.67	0.00	876,624.21	84.69%
<b>53313 WINTER MAINTENANCE</b>	1,180,819.40	784,845.47	0.00	395,973.93	66.47%
	<b>9,467,576.30</b>	<b>7,598,775.27</b>	<b>0.00</b>	<b>1,868,801.03</b>	<b>80.26%</b>
<b>53314 BRIDGE MAINTENANCE</b>	0.00	0.00	0.00	0.00	0.00%
<b>53315 FUNDED PROGRAMS</b>	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>7,598,775.27</b>	<b>0.00</b>	<b>1,868,801.03</b>	<b>80.26%</b>



<b>53311 C.T.H.S. MAINTENANCE</b>		<b>2019</b>	
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
<b>GENERAL PATROL</b>	<b>1,254,325.00</b>	<b>1,254,325.00</b>	
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)	
<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	143,025.21	143,025.21	143,025.21
REMAINING	(10,525.21)	(10,525.21)	117,249.25
<b>PAVEMENT MARKING 311.840</b>	<b>145,000.00</b>	<b>145,000.00</b>	
EXPENSE	174,971.71	174,971.71	174,971.71
REMAINING	(29,971.71)	(29,971.71)	
<b>BITUMINOUS SEALCOATING</b>	<b>230,000.00</b>	<b>230,000.00</b>	
CTH A		Gal.	207,389.07
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	207,389.07	207,389.07	207,389.07
REMAINING	22,610.93	22,610.93	
<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	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)	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>2,065,128.25</b>	<b>2,065,128.25</b>	<b>1,965,006.13</b>
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. CONSTRUCTION		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
<b>BITUMINOUS SURFACING</b>			
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	-
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	
<b>ENGINEERING</b>			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	
<b>BUILDING ALLOCATION</b>	0.00	156,377.01	
ESTIMATED EXPENSE	138,378.02	138,378.02	138,378.02
REMAINING	(138,378.02)	17,998.99	
<b>MISC., INVENTORY ADJUSTMEN</b>	0.00	0.00	
ESTIMATED EXPENSE	487.50	487.50	487.50
REMAINING	(487.50)	(487.50)	
<b>ICC COMPUTER CHARGES</b>	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	
<b>MISC.</b>	0.00	0.00	0.00
TRAINING			0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b>TOTAL EXPENSE BY ACTIVITY</b>	4,848,923.67	4,848,923.67	
<b>BUDGETED TOTAL</b>	4,596,214.00	5,725,547.88	
<b>TOTAL EXPENSES</b>	4,848,923.67	4,848,923.67	
<b>TOTAL REMAINING</b>	(252,709.67)	876,624.21	