



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, December 31, 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 December 3, 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**

**Tuesday, December 3, 2019**

The Jefferson County Highway Committee met on Tuesday, December 3, 2019, at 8:30 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Walt Christensen; John Kannard; Michael Wineke; Lloyd Zastrow

Members absent: Dick Schultz

Also Present: William Kern, Highway Commissioner  
Ann Jenswold, Highway Department

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the October 28, 2019 Highway meeting, having been distributed in advance, it was moved by Mr. Wineke and seconded by Mr. Kannard to approve the minutes as printed.

Carried by the following roll call:

AYES: Christensen, Kannard, Wineke, Zastrow

NOES: None

ABSENT: Schultz

ABSTAIN: None

**CORRESPONDENCE:**

Newsletters/E-Mails:

- None

News Releases/Notices:

- None

**PUBLIC COMMENT:**

- None

**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: Because of the weather delays, project will be completed 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 (Complete next spring)

- **General Maintenance**

Crews are completing various tree and brush cutting work between winter storms

Crews are completing asphalt patching work between storms

Crews are working on sign installs & repairs

- **Winter Maintenance**

Crews called out for 7 storms between October 25 and November 30, and several other incidents

Crews are using the new quad-axle trucks for winter maintenance, with the exception of two trucks that still need to be fully set-up

**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:	11/04/19	\$ 102,465.44
BILLS:	11/11/19	\$ 196,621.85
BILLS:	11/25/19	\$ 22,854.21
BILLS:	12/02/19	\$ 209,197.65
COMMITTEE:	OCT	\$ 278.58
P-CARD:	NOV-BRIAN	\$ 181.00
P-CARD:	NOV-BILL	\$ 164.00
P-CARD:	NOV-GENERAL	<u>\$ 401,606.06</u>
TOTALS:		\$ 933,368.79

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

Carried by the following roll call:

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

Motion to adjourn, by Mr. Kannard and seconded by Mr. Zastrow at 9:05 a.m.

Carried by the following roll call:

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

The next meeting will be held on **Tuesday, December 31, 2019, at 8:30 a.m.**, at the Jefferson County Highway Department.

Approval: \_\_\_\_\_  
\_\_\_\_\_

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

12/23/2019 10:16

12/23/19

LABOR 12-8-19  
EQUIPMENT 12-8-19  
MATERIALS 12-8-19  
SHOP MATERIALS 12-8-19

PERCENT OF LABOR YEAR      93.70%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,561,209.02	2,015,001.42	0.00	546,207.60	78.67%
53312 COUNTY CONSTRUCTION	5,725,547.88	4,857,081.23	0.00	868,466.65	84.83%
53313 WINTER MAINTENANCE	1,180,819.40	793,882.29	0.00	386,937.11	67.23%
	<b>9,467,576.30</b>	<b>7,665,964.94</b>	<b>0.00</b>	<b>1,801,611.36</b>	<b>80.97%</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>7,665,964.94</b>	<b>0.00</b>	<b>1,801,611.36</b>	<b>80.97%</b>



**53311 C.T.H.S. MAINTENANCE 2019**

12/23/2019 10:16

LABOR 12-8-19

EQUIPMENT 12-8-19

MATERIALS 12-8-19

SHOP MATERIALS 12-8-19	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			1,431,122.78
EXPENSE	1,431,122.78	1,431,122.78	1,431,122.78
REMAINING	(176,797.78)	(176,797.78)	
<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	154,602.92	154,602.92	154,602.92
REMAINING	(22,102.92)	(22,102.92)	124,152.50
<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	7,801.03
FIRE CALLS	0.00	0.00	0.00
MISC	0.00	0.00	35,355.74
FARM TECH DAYS	0.00	0.00	3,758.17
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	46,914.94	46,914.94	46,914.94
REMAINING	(40,914.94)	(40,914.94)	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>2,115,123.54</b>	<b>2,115,123.54</b>	<b>2,015,001.42</b>

ORIGINAL BUDGETED TOTAL	1,944,291.00	1,944,291.00
APPROVED BUDGET CHANGES	0.00	0.00

**53311 C.T.H.S. MAINTENANCE 2019**

12/23/2019 10:16

LABOR 12-8-19

EQUIPMENT 12-8-19

MATERIALS 12-8-19

<b>SHOP MATERIALS 12-8-19</b>	<b>ORIGINAL BUDGET</b>	<b>RE-ESTIMATED TOTALS</b>	<b>TOTAL</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>2,015,001.42</b>	<b>2,015,001.42</b>	
<b>TOTAL REMAINING</b>	<b>546,208.00</b>	<b>546,208.00</b>	



**53312 C.T.H.S. CONSTRUCTION 2019**

12/23/2019 10:16

LABOR 12-8-19

EQUIPMENT 12-8-19

MATERIALS 12-8-19

SHOP MATERIALS 12-8-19

	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b><u>BITUMINOUS SURFACING</u></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	1,465,763.94
General Paving	0.00	0.00	-
EXPENSE	4,710,068.47	4,710,068.47	4,710,068.47
REMAINING	-113,854.47	859,102.40	
<b><u>ENGINEERING</u></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><u>BUILDING ALLOCATION</u></b>			
ESTIMATED EXPENSE	146,525.26	146,525.26	146,525.26
REMAINING	(146,525.26)	9,851.75	
<b><u>MISC., INVENTORY ADJUSTMEN</u></b>			
ESTIMATED EXPENSE	487.50	487.50	487.50
REMAINING	(487.50)	(487.50)	
<b><u>ICC COMPUTER CHARGES</u></b>			
IP TELEPHONY ALL	0.00	0.00	0.00
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b><u>MISC.</u></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>4,857,081.23</b>	<b>4,857,081.23</b>	
<b>BUDGETED TOTAL</b>	<b>4,596,214.00</b>	<b>5,725,547.88</b>	
<b>TOTAL EXPENSES</b>	<b>4,857,081.23</b>	<b>4,857,081.23</b>	
<b>TOTAL REMAINING</b>	<b>(260,867.23)</b>	<b>868,466.65</b>	

# Jefferson County Highway Department Highway Operations Report

December 31, 2019

## Operations Summary

### **Winter Maintenance**

- Crews have completed anti-icing and minor winter storm work through the first two weeks of December.
- All trucks should now be calibrated for winter maintenance
- Crews have produced over 400,000 gallons of salt brine.

### **General Maintenance**

- Crews are working on miscellaneous brushing on state and county highways
- Crews are completing some additional pavement repair projects and shoulder work

### **Office/Shop Work**

- Office staff is working on end-of-year close out of 2019 accounts
- Physical inventories will take place over the next few weeks