



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, June 30, 2020

8:30 A.M.

Committee Room  
1425 Wisconsin Drive  
Jefferson, Wisconsin 53549

**Committee Members:** Dick Schultz, Lloyd Zastrow, George Jaeckel,  
Mike Kelly, Laura Payne  
**Highway Commissioner:** William T. Kern

### AGENDA

1. Call meeting to order
2. Roll Call
3. Certification of compliance with the Open Meetings Law
4. Election of new Highway Committee Chair, Vice-Chair, and Secretary
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 February 25, 2020 Highway Committee meeting
7. Communications
8. Old Business
  - a. None
9. New Business
  - a. Update Highway Committee on 2020 construction and maintenance projects
  - b. Discuss and take action on Petition for Annexation of Right of Way for CTH B and CTH V (Lake Mills)
  - c. Discuss 2020 monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Discuss future schedule and set next meeting date (July 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, February 25, 2020**

The Jefferson County Highway Committee met on Tuesday, February 25, 2020, 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  
Ann Jenswold, Highway Department  
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 January 28, 2020 Highway meeting, having been distributed in advance, it was moved by Mr. Schultz and seconded by Mr. Zastrow 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:

- Employee Dennis Hummel retirement certificate – over 30 years of service

**PUBLIC COMMENT:**

- Mr. Kannard shared his concerns regarding salt usage during winter maintenance storms, using CTH “CI” on February 14 as an example.

**HIGHWAY COMMISSIONER'S REPORT:**

- **Winter Maintenance**

Crews have completed snow removal for numerous snow and ice events in January and February. The winter severity and snow totals are well above average for the winter.

Crews have produced over 1.2 million gallons of salt brine this winter

- **Construction Projects**

- **Miscellaneous Projects**

- **General Maintenance**

Crews are working on miscellaneous brushing and tree removal on state and county highways

Crews are completing pavement patching and repairs between winter storms

- **Office/Shop Work**

Office staff will begin summarizing all financial data for the 2019 annual report

Shop is busy with winter maintenance fabrication and repair work

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**9a. Discuss draft 2019 final account summary**

Commissioner Kern reviewed the draft financial account summary with the Committee, and answered questions. No Motion

**9b. Discuss 2020 monthly financial account summary (YTD)**

Commissioner Kern reviewed the financial account summary with the Committee, discussed carry-overs, and answered questions. No Motion

**REVIEW & APPROVE VOUCHERS:** The vouchers held the following totals resulting:

BILLS:	02/03/20	\$	93,281.05
BILLS:	02/10/20	\$	156,140.19
BILLS:	02/24/20	\$	45,921.91
COMMITTEE:	JAN	\$	408.78
P-CARD:	FEB-BILL	\$	99.00
P-CARD:	FEB-BRIAN	\$	615.00
P-CARD:	FEB-GENERAL	\$	<u>7,364.81</u>
TOTALS:		\$	303,830.74

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 to adjourn, by Mr. Wineke and seconded by Mr. Schultz at 9:20 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, March 31, 2020, at 8:30 a.m.**, at the Jefferson County Highway Department.

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

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

6/23/2020 12:42

**06/23/20**

LABOR 6-20-20  
EQUIPMENT 6-20-20  
MATERIALS 6-20-20  
SHOP MATERIALS 6-20-20

PERCENT OF LABOR YEAR      **47.12%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
<b>53311 COUNTY MAINTENANCE</b>	2,393,793.00	828,683.03	0.00	1,565,109.97	34.62%
<b>53312 COUNTY CONSTRUCTION</b>	4,600,836.92	2,286,199.76	0.00	2,314,637.16	49.69%
<b>53313 WINTER MAINTENANCE</b>	1,118,871.10	398,328.65	0.00	720,542.45	35.60%
	<b>8,113,501.02</b>	<b>3,513,211.44</b>	<b>0.00</b>	<b>4,600,289.58</b>	<b>43.30%</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>8,113,501.02</b>	<b>3,513,211.44</b>	<b>0.00</b>	<b>4,600,289.58</b>	<b>43.30%</b>

**53313 WINTER MAINTENANCE 2020**

6/23/2020 12:43

LABOR 6-20-20																
EQUIPMENT 6-20-20																
MATERIALS 6-20-20																
SHOP MATERIALS 6-20-20																
WINTER MAINTENANCE		329,904.10	788,967.00	1,118,871.10		TOTAL	071	072	073	(ROADEO)	094	126				
		C.O.	BUDGET			W PLW/APY	W NONSTRM	W ANTIICE	A TRAINING			JE/DC				
Labor						62,658.88	57,547.50	4,714.99	396.39							
Fringe						43,311.53	39,773.22	3,264.72	273.59							
Machinery						98,763.65	95,243.72	2,589.07	930.86							
Transfers/Journal Entries						0.00										
Materials						141,473.59	140,787.19	360.00	326.40							
						0.00										
<b>EXPENSE</b>						<b>346,207.65</b>	<b>333,351.63</b>	<b>10,928.78</b>	<b>1,927.24</b>			<b>0.00</b>	<b>0.00</b>			
<b>REMAINING</b>						<b>772,663.45</b>										
<b>TOTAL EXPENSE BY ACTIVITY</b>						<b>346,207.65</b>	<b>333,351.63</b>	<b>10,928.78</b>	<b>1,927.24</b>	<b>0.00</b>	<b>0.00</b>					
ORIGINAL BUDGET TOTAL												<b>788,967.00</b>				
APPROVED CARRY OVER												<b>329,904.10</b>				
TOTAL AVAILABLE												<b>1,118,871.10</b>				
APPROVED TRANSFER												<b>0.00</b>				
TOTAL AVAILABLE												<b>1,118,871.10</b>				
ESTIMATED EXPENSES (equipment storage/building & grounds)												<b>52,121.00</b>				
TOTAL EXPENSES												<b>398,328.65</b>				
TOTAL REMAINING												<b>720,542.45</b>				
												75.00	0.1400	0.63	1.44	2.50
date	reg. hours	o.t. hours	total hours	\$ labor	\$ incidental	\$ sm tool	\$ equipment	\$ salt	\$ salt brine	\$ calcium	\$ beet juice	\$ sand	\$ misc.			
1/5/2020	3.00	0.00	3.00	74.52	51.43	1.26	194.64									
1/10/2020	10.50	14.00	24.50	738.33	509.60	12.48	1,723.29	380.00								
1/11/2020	0.00	153.75	153.75	5,446.71	3,759.32	92.06	11,459.44	12,260.00	4,250.00	236.29						
1/12/2020	0.00	119.00	119.00	4,242.36	2,928.08	71.70	8,305.76	9,020.00	4,250.00	63.01						
1/13/2020	70.00	33.75	103.75	2,853.51	1,969.49	48.23	6,741.35	3,860.00	4,250.00							
1/14/2020	31.50	0.00	31.50	746.74	515.40	12.62	1,527.87		4,250.00							
1/15/2020	26.50	0.00	26.50	630.18	434.95	10.65	1,813.33	80.00								
1/17/2020	0.00	56.75	56.75	2,046.07	1,412.20	34.58	3,436.03	1,360.00								
1/18/2020	0.00	133.25	133.25	4,775.02	3,295.72	80.71	9,355.82	6,860.00	4,250.00							
1/19/2020	0.00	33.50	33.50	1,213.93	837.85	20.52	2,373.10	560.00								
1/20/2020	15.50	0.00	15.50	374.40	258.41	6.33	173.94									
1/21/2020	2.00	0.00	2.00	46.86	32.34	0.79	59.20									
1/22/2020	2.00	0.00	2.00	50.23	34.67	0.85	88.80									
1/23/2020	74.75	31.50	106.25	2,957.30	2,041.13	49.98	6,792.06	2,700.00	4,250.00							
1/24/2020	52.25	32.75	85.00	2,443.45	1,686.47	41.30	5,529.02	740.00	3,125.54							
1/25/2020	0.00	112.50	112.50	4,091.03	2,823.63	69.15	8,106.95	5,300.00	4,250.00							
1/27/2020	44.00	0.00	44.00	1,083.71	747.98	18.32	2,664.70	60.00								
1/28/2020	11.00	0.00	11.00	252.22	174.08	4.26	588.32									
1/30/2020	5.25	0.00	5.25	129.95	89.69	2.20	275.33				1.44					
1/31/2020	25.25	1.75	27.00	671.40	463.40	11.35	1,838.26	1,380.00								
2/3/2020	2.00	0.00	2.00	49.68	34.29	0.84										
2/4/2020	2.50	0.00	2.50	57.00	39.34	0.96										
2/5/2020	6.25	0.00	6.25	155.27	107.17	2.62	400.93									
2/7/2020	1.50	0.00	1.50	37.27	25.72	0.63										
2/9/2020	0.00	148.00	148.00	5,280.11	3,644.33	89.24	10,710.07									
2/10/2020	97.00	10.00	107.00	2,694.52	1,859.76	45.54	8,112.55	6,860.00	4,250.00							
2/11/2020	77.75	0.00	77.75	1,904.29	1,314.34	32.19	3,555.36	3,200.00	2,125.00							
2/12/2020	6.00	5.75	11.75	367.03	253.32	6.20	421.84	500.00								
2/13/2020	80.75	53.00	133.75	3,865.04	2,667.65	65.33	9,486.01	6,900.00	5,000.00							
2/14/2020	90.00	3.25	93.25	2,238.23	1,544.83	37.83	6,975.13	7,400.00	4,500.00							
2/15/2020		75.75	75.75	2,655.89	1,833.10	44.89	5,643.18	0.00	4,410.56							
2/20/2020	120.00	115.75	235.75	7,037.47	4,857.26	118.95	15,656.82	9,760.00	8,087.41							
2/29/2020	6.50	0.00	6.50	159.03	109.76	2.89	366.30	(209.40)	(0.64)	400.71						
3/8/2020	22.00	0.00	22.00	523.59	387.51	13.67	995.69		44.37							
3/24/2020	4.50	16.00	20.50	688.19	509.33	17.96	1,599.66	120.00	389.30							
4/6/2020	0.00	2.25	2.25	78.35	57.99	2.05	189.89									
	<b>890.25</b>	<b>1,152.25</b>	<b>2,042.50</b>	<b>62,658.88</b>	<b>43,311.54</b>	<b>1,070.93</b>	<b>137,160.64</b>	<b>79,090.60</b>	<b>61,681.54</b>	<b>700.01</b>	<b>1.44</b>	<b>0.00</b>		(39,467.91)	(39,467.91)	
<b>HOURLY COSTS</b>				<b>30.678</b>	<b>21.205</b>	<b>0.524</b>	<b>67.153</b>	<b>38.722</b>	<b>0.984</b>	<b>0.011</b>	<b>-</b>	<b>-</b>	<b>(19.323)</b>			
							<b>138,231.57</b>	<b>1,054.74</b>	<b>440,582.39</b>	<b>1,106.74</b>	<b>1.00</b>	<b>-</b>				
							<b>equip. total</b>	<b>tons salt</b>	<b>gallons brine</b>	<b>calcium</b>	<b>gallons beet</b>					

<b>53311 C.T.H.S. MAINTENANCE 2020</b>			
6/23/2020 12:44			
LABOR 6-20-20			
EQUIPMENT 6-20-20			
MATERIALS 6-20-20			
SHOP MATERIALS 6-20-20			
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>GENERAL PATROL</b>	<b>1,253,827.00</b>	<b>1,253,827.00</b>	
General Maintenance 311.01			494,014.52
CTH T Culvert 311.05			55,350.89
EXPENSE	549,365.41	549,365.41	549,365.41
REMAINING	704,461.59	704,461.59	
<b>CRACK SEAL</b>	<b>85,000.00</b>	<b>85,000.00</b>	
NORMAL CRACK SEALING EXP.	56,091.42	56,091.42	56,091.42
REMAINING	28,908.58	28,908.58	
<b>SIGNING 311.844</b>	<b>132,500.00</b>	<b>132,500.00</b>	
NORMAL SIGNING EXPENSE	110,539.00	110,539.00	110,539.00
REMAINING	21,961.00	21,961.00	62,434.00
<b>PAVEMENT MARKING 311.840</b>	<b>145,000.00</b>	<b>145,000.00</b>	
EXPENSE	0.00	0.00	0.00
REMAINING	145,000.00	145,000.00	
<b>BITUMINOUS SEALCOATING</b>	<b>230,000.00</b>	<b>230,000.00</b>	
CTH N Sec. 14		Gal.	0.00
0.0 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	0.00	0.00	0.00
REMAINING	230,000.00	230,000.00	
<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	1,756.38
MISC	0.00	0.00	110,930.82
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	112,687.20	112,687.20	112,687.20
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>828,683.03</b>	<b>828,683.03</b>	<b>828,683.03</b>
<b>ORIGINAL BUDGETED TOTAL</b>	<b>1,943,793.00</b>	<b>1,943,793.00</b>	
APPROVED BUDGET CHANGES	0.00	0.00	
APPROVED BUDGET	1,943,793.00	1,943,793.00	
APPROVED CARRY OVER	450,000.00	450,000.00	
TOTAL AVAILABLE	2,393,793.00	2,393,793.00	
TOTAL EXPENSES	828,683.03	828,683.03	
TOTAL REMAINING	1,565,110.00	1,565,109.97	

<b>53312 C.T.H.S. CONSTRUCTION 2018</b>			
6/23/2020 12:44			
LABOR 6-20-20			
EQUIPMENT 6-20-20			
MATERIALS 6-20-20			
SHOP MATERIALS 6-20-20	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>BITUMINOUS SURFACING</b>			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	780,836.92	780,836.92	93,119.30
CTH E (Palmyra - Sullivan)	2,550,000.00	2,550,000.00	2,055,887.33
CTH J (CTH C - US 12)	800,000.00	800,000.00	1,758.18
CTH J (CTH C - US 12)	470,000.00	470,000.00	434.95
General Paving	0.00	0.00	-
EXPENSE	0.00	2,151,199.76	2,151,199.76
REMAINING	4,600,836.92	2,449,637.16	
<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>	135,000.00	0.00	
ESTIMATED EXPENSE	135,000.00	0.00	0.00
REMAINING	0.00	0.00	
<b>MISC., INVENTORY ADJUSTMEN</b>	0.00	0.00	
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<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>	<b>2,286,199.76</b>	<b>2,286,199.76</b>	
<b>BUDGETED TOTAL</b>	<b>4,735,836.92</b>	<b>4,600,836.92</b>	
<b>TOTAL EXPENSES</b>	<b>2,286,199.76</b>	<b>2,286,199.76</b>	
<b>TOTAL REMAINING</b>	<b>2,449,637.16</b>	<b>2,314,637.16</b>	





53312 C.T.H.S. CONSTRUCTION 2020																																			
#20288 1245		CTH E (Palmyra - Sullivan)		312,507.4																															
LABOR 6-20-20																																			
EQUIPMENT 6-20-20																																			
MATERIALS 6-20-20																																			
SHOP MATERIALS 6-20-20																																			
		ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL	005	021	031	032	043	061	062	065	093	094	125	187	190	191	192	195	196	197	198	200	208	231	240	247	401					
		ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL	RA-MILLING	RS_GRAVEL	M_SWEEP	M_TRAFCO	RV_WOODY	RF_CULVRT	RF_DITCH	RF_APPURT	A_SUPREN	A_TRAWING	JE/DC	RUMBLE	B COURSE	DR & CLV7	CUT/FILL	SEED/LND	UNDERCUT	SURF MAIN	SIDEWALKS	INTERSECT	CLR/GRUB	GRADE RD.	SIGNS	C & E LINE	HAULING					
50000 NORTH - 100% COMPLETE		2,550,000.00	2,550,000.00	0.00	0.00																														
50000 SOUTH - 95% COMPLETE																																			
REMAINING		494,112.67	494,112.67																																
				5,306.00	1,332,494.94	48,734.71	109,180.06	523.45	30,899.75			21,702.18		5,866.46				26,535.44	392.00											9,442.74		5,559.31			
				2,483.78	723,392.39	37,119.22	15,424.42	807.60	7,670.96					3,009.29				28,249.30												3,278.06		606.85			
				7,789.75	2,066,887.33	85,853.93	124,612.48	1,331.05	28,779.71	0.00	0.00	21,702.18	0.00	8,895.75	0.00	0.00	0.00	56,784.74	392.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,708,648.53	0.00	0.00	0.00	0.00	12,718.80	0.00	6,168.16





**Jefferson County Highway Department  
Highway Operations Report  
March 1<sup>st</sup> to June 30<sup>th</sup>, 2020**

**Maintenance Work**

**General Maintenance (County Highways)**

- Winter Maintenance – Crews called-in for 3 winter storms after March 1<sup>st</sup>
- Removed plows, plow hitches, wings, sanders, liquid spray units on 26 trucks to convert for project use
- Shoulder retrieving - 3/17 until 4/13 all county roads were retrieved (510 miles)
- Shoulder maintenance - Placed gravel in low areas throughout the county system
- CTH T Culvert Failure – Replaced of failed culvert on CTH T, emergency highway closure. Culvert was 60" x 48'. Culvert was nearly 20' deep to the bottom. During excavation we encountered an old concrete box culvert. Project began 3/12 and was finished 3/19
- Crack sealed – CTH W, CTH G, CTH J, and CTH B (12.6 miles completed to date)
- Tree and brush removals on various highways
- Sign Work – Numerous signs repaired and replaced
- Bridge/Guardrail Work – Guardrail repairs and bridge deck sealing in-progress

**General Maintenance (State Highways)**

- Shoulder retrieving - 35% of the road system were retrieved (175 miles)
- Shoulder maintenance - Placed gravel in low areas throughout the state system
- Concrete Joint Repair Work STH 26 - Removed and replaced bad concrete along 26. Work began 4/20 and work is still in-progress, 45 concrete patches completed to date (5' to 15')
- Crack seal Work – Completed US 18 (Jefferson to Cambridge) - 9 miles
- Mud jacked box culvert under I-94
- Tree and brush removal along various state highways

## **General Maintenance (Town Highways, Misc.)**

### **Town of Palmyra**

- Thayer RD culvert extensions and guardrail
- Replace culvert at Tower RD 24" x 50'
- Replace culvert at Little Prairie RD 28" x 20" x 34'
- Pipe liner Wostkunski RD 27" x 36'
- Closed off Lowland Rd permanently including signage, pavement removals and guardrail. Roadway no longer crosses railroad tracks

### **Town of Watertown**

Eastgate Dr/Circle Dr – Ditching and paving work completed

### **Village of Sullivan**

Completed shoulder paving on various roads

- WI DNR – Delivery of gravel and boulders to various locations

## **Construction/Project Work**

**Old Highway Shop/Park** – Work began last fall and was shut down over winter. We started back up on 4/6. Spring work included placing gravel on roadway and parking lots and preparation work for curb and gutter. Paving work is scheduled for late June/early July.

**Glacial River Trail** - Work began 3/30 and completed 4/2. Work included excavation down 15 feet to remove woody vegetation and debris buried under the bike trail that was causing settling issues. Site was backfilled and restored. *Project is complete!*

**CTH E (Palmyra to Sullivan)** – Crews pulverized, graded and prepared section for paving, and completed all paving work. *Project is complete!*

**Totals: 8.23 miles, 31,000 tons of asphalt**

**CTH A (South of Lake Mills)** – Project work began in June. Realigning section just outside of Lake Mills, project is in-progress