



Agenda

Jefferson County Highway Committee Meeting

**Tuesday, July 28, 2020
8:00 A.M.**

**Committee Room
1425 Wisconsin Drive
Jefferson, Wisconsin 53549**

Join Zoom Meeting
<https://zoom.us/j/98695096855>

Meeting ID: 986 9509 6855

Passcode: 577052

One tap mobile
+13126266799,,98695096855# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)

**Committee Members: George Jaeckel - Chair, Mike Kelly – Vice Chair,
Laura Payne- Secretary, Dick Schultz, 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. Approval 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 June 30, 2020 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Review and approve limestone crushing bids
 b. Discuss 2020 monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set next meeting date (August 25, 2020 - 8:00 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, June 30, 2020

The Jefferson County Highway Committee met on Tuesday, June 30, 2020, at 8:30 A.M. for a meeting at the Highway Office.

ROLL OF THE HIGHWAY COMMITTEE:

Members present: Dick Schultz; Lloyd Zastrow; George Jaeckel; Mike Kelly; Laura Payne

Members absent: None

Also Present: William Kern, Highway Commissioner
Ben Wehmeier, County Administrator
Brian Udovich, Highway Department

Purpose of the meeting was to review and approve vouchers and other highway business.
Administrator Wehmeier called the meeting to order

4. ELECTION OF HIGHWAY COMMITTEE CHAIR

It was moved by Mr. Kelly and second by Mr. Schultz to nominate George Jaeckel as Highway Committee Chair. No other nominations. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

4. ELECTION OF HIGHWAY COMMITTEE VICE-CHAIR

It was moved by Mr. Jaeckel and second by Mr. Zastrow to nominate Mike Kelly as Highway Committee Vice-Chair. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

4. ELECTION OF HIGHWAY COMMITTEE SECRETARY

It was moved by Mr. Zastrow and second by Mr. Schultz to nominate Laura Payne as Highway Committee Secretary. A unanimous vote was favorable.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

HIGHWAY COMMITTEE MINUTES: The minutes from the February 25, 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: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

CORRESPONDENCE:

Newsletters/E-Mails:

- Letter dated 5/17/20 from Tom Osowski, regarding safety concern on CTH "B" at Polo Lane

News Releases/Notices:

- None

PUBLIC COMMENT:

- None

HIGHWAY COMMISSIONER'S REPORT:**• General Maintenance (County Highways)**

- Crews called in for 3 winter storms after March 1
- 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 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”; 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 was 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 Road culvert extensions and guardrail
- Replace culvert at Tower Road 24” x 50’
- Replace culvert at Little Prairie Road 28” x 20” x 34’
- Pipe liner Wostkunski Road 27” x 36’
- Closed off Lowland Road permanently including signage, pavement removals and guardrail. Roadway no longer crosses railroad tracks

➤ Town of Watertown

- Eastgate Drive/Circle Drive – 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.

OLD BUSINESS

NONE

NEW BUSINESS

9a. Update Highway Committee on 2020 construction and maintenance projects

Commissioner Kern updated the Highway Committee on the completion and progress of project work over the last three months. No Motion

9b. Discuss and take action on Petition for Annexation of Right of Way for CTH B and CTH V (Lake Mills)

The Highway Committee reviewed and discussed the annexation of right-of-way on the section of CTH B and CTH V on the west end of the City of Lake Mills.

It was moved by Mr. Jaeckel and seconded by Ms. Payne to approve the annexation request by the City of Lake Mills. The Committee would also request the County begin discussion on a future jurisdictional transfer of the highway sections.

Carried by the following roll call:

AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne

NOES: None

ABSENT: None

ABSTAIN: None

9c. Discuss 2020 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:	06/22/20	\$ 47,439.08
BILLS:	06/29/20	<u>\$ 300,093.58</u>
TOTALS:		\$ 347,532.66

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

Carried by the following roll call:

- AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne
- NOES: None
- ABSENT: None
- ABSTAIN: None

Motion to adjourn, by Mr. Schultz and seconded by Mr. Kelly at 9:25 a.m.

Carried by the following roll call:

- AYES: Schultz, Zastrow, Jaeckel, Kelly, Payne
- NOES: None
- ABSENT: None
- ABSTAIN: None

The next meeting will be held on **Tuesday, July 28, 2020, at 8:00 a.m.**, at the Jefferson County Highway Department.

Approval:

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

7/22/2020 7:37

07/22/20

LABOR 7-15-20
EQUIPMENT 7-15-20
MATERIALS 7-15-20
SHOP MATERIALS 7-15-20

PERCENT OF LABOR YEAR 53.97%

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	2,393,793.00	898,693.05	0.00	1,495,099.95	37.54%
53312 COUNTY CONSTRUCTION	4,600,836.92	2,555,112.85	0.00	2,045,724.07	55.54%
53313 WINTER MAINTENANCE	1,118,871.10	398,328.65	0.00	720,542.45	35.60%
	8,113,501.02	3,852,134.55	0.00	4,261,366.47	47.48%
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%
	8,113,501.02	3,852,134.55	0.00	4,261,366.47	47.48%

53311 C.T.H.S. MAINTENANCE		2020		
7/22/2020 7:37				
LABOR 7-15-20				
EQUIPMENT 7-15-20				
MATERIALS 7-15-20				
SHOP MATERIALS 7-15-20				
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	
GENERAL PATROL	1,253,827.00	1,253,827.00		
General Maintenance 311.01			543,045.25	
CTH T Culvert 311.05			55,350.89	
EXPENSE	598,396.14	598,396.14	598,396.14	
REMAINING	655,430.86	655,430.86		
CRACK SEAL	85,000.00	85,000.00		
NORMAL CRACK SEALING EXP.	56,091.42	56,091.42	56,091.42	
REMAINING	28,908.58	28,908.58		
SIGNING 311.844	132,500.00	132,500.00		
NORMAL SIGNING EXPENSE	114,120.45	114,120.45	114,120.45	
REMAINING	18,379.55	18,379.55	71,510.25	
PAVEMENT MARKING 311.840	145,000.00	145,000.00		
EXPENSE	0.00	0.00	0.00	
REMAINING	145,000.00	145,000.00		
BITUMINOUS SEALCOATING	230,000.00	230,000.00		
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		
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	1,912.50	
MISC	0.00	0.00	128,172.54	
UNCOLLECTABLES	0.00	0.00	0.00	
INVENTORY ADJUSTMENTS		0.00	0.00	
ESTIMATED EXPENSE	130,085.04	130,085.04	130,085.04	
TOTAL EXPENSE BY ACTIVITY	898,693.05	898,693.05	898,693.05	
ORIGINAL BUDGETED TOTAL	1,943,793.00	1,943,793.00		
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	898,693.05	898,693.05		
TOTAL REMAINING	1,495,100.00	1,495,099.95		

53312 C.T.H.S. CONSTRUCTION		2020	
7/22/2020 7:37			
LABOR 7-15-20			
EQUIPMENT 7-15-20			
MATERIALS 7-15-20			
SHOP MATERIALS 7-15-20			
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH A 2.00 mi. (Crossman Rd - Lake Mills)	780,836.92	780,836.92	274,221.11
CTH E (Palmyra - Sullivan)	2,550,000.00	2,550,000.00	2,127,629.85
CTH J (CTH C - US 106)	800,000.00	800,000.00	17,826.94
CTH J (CTH C - US 12)	470,000.00	470,000.00	434.95
General Paving	0.00	0.00	-
EXPENSE	0.00	2,420,112.85	2,420,112.85
REMAINING	4,600,836.92	2,180,724.07	
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			
ESTIMATED EXPENSE	135,000.00	0.00	0.00
REMAINING	0.00	0.00	
MISC., INVENTORY ADJUSTMEN			
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
ICC COMPUTER CHARGES			
IP TELEPHONY ALL	0.00	0.00	0.00
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
MISC.			
TRAINING	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
TOTAL EXPENSE BY ACTIVITY	2,555,112.85	2,555,112.85	
BUDGETED TOTAL	4,735,836.92	4,600,836.92	
TOTAL EXPENSES	2,555,112.85	2,555,112.85	
TOTAL REMAINING	2,180,724.07	2,045,724.07	

**Jefferson County Highway Department
Highway Operations Report**

July 28, 2020

Operations Summary

Construction Projects

CTH E (Palmyra – Sullivan)

Project Type: Pulverize and Resurface

Progress: *Project is complete!*

CTH J (US 12 – CTH C)

Project Type: Mill and Resurface

Progress: *Construction work is in-progress.*

CTH A (Crossman Road – Lake Mills)

Project Type: Construction and Resurface

Progress: *Construction work is in-progress.*

CTH J (CTH C – US 12)

Project Type: Mill and Resurface

Progress: *Project will start in mid-late August*

Miscellaneous Projects: Bike path maintenance project - Complete, Old Highway Department site (Binder asphalt complete, expect to complete additional paving in September)

General Maintenance

- Crews completed first mowing cut on all state and county highways
- Crews are working on sign installs & repairs
- Crews completed several pavement joint repairs for DOT

Office/Shop Work

- 2019 Annual Financial Report is complete, working on 2021 highway budget