



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, May 5, 2015

8:00 a.m.

Office of the Highway Commissioner – Committee Room  
141 West Woolcock Street  
Jefferson, Wisconsin 53549

**Committee Members:** George Jaeckel - Chairman, Walt Christensen - Vice Chairman, Al Counsell - Secretary, Carlton Zentner, Ron Buchanan

**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 April 7, 2015 Highway Committee meeting
7. Communications
8. Old Business    a. None
9. New Business    a. Update on new highway facility construction progress  
                              b. Review monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date – June 2, 2015
13. Adjourn

*Note: The Highway Committee may discuss and/or take action on any item specifically listed on the agenda.*

***"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, April 7, 2015**

The Jefferson County Highway Committee met on Tuesday, April 7, 2015, at 8:00 A.M. for a meeting at the Highway Office.

**ROLL OF THE HIGHWAY COMMITTEE:**

Members present: Ron Buchanan; George Jaeckel; Walt Christensen; Al Counsell

Members absent: Zentner

Also Present: William Kern, Highway Commissioner  
Ben Wehmeier, County Administrator  
Ann Jenswold, Highway Department  
Erik Coonen, Highway Department  
Bill Buglass, Payne & Dolan

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

**HIGHWAY COMMITTEE MINUTES:** The minutes from the March 4, 2015 Highway meeting, having been distributed in advance, it was moved by Mr. Christensen and seconded by Mr. Buchanan to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**CORRESPONDENCE:**

- NONE

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- NONE

**HIGHWAY COMMISSIONER'S REPORT:**

- **Construction Projects**

- **Winter Maintenance**

Crews worked last snow event near the end of March, crews will begin removing snow equipment over the next few weeks

Any remaining salt deliveries will be delayed, if possible, until the new salt sheds are completed at the new facility site

- **General Maintenance**

Crews are working on surface patching and shoulder maintenance

Crews are beginning crack sealing work; there are several county and state highways to complete

Crews completing various signing repair work and numerous sign/post replacements

Crews are preparing for the start-up of several construction projects

- **Office/Shop Staff**

Shop staff is receiving training on several new components at the new facility – the department will try to video the majority of the training sessions

Office staff closed books for 2014 and are now working on the 2014 financial report

Shop staff is working on numerous items in the transition of equipment and operations to the new facility

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**9a. Review and approve the Local Road Improvement Program (LRIP) asphalt purchase bids for County Highway A and County Highway J**

Highway Commissioner Kern reviewed the LRIP projects: CTH A: CTH "V" to CTH "N", Project #12409 (Pulverize and Overlay) and CTH J: CTH "G" to Collins Road, Project #13689 (Reconstruction).

It was moved by Mr. Buchanan and seconded by Mr. Christensen to award the CTH A, CHIP #12409 asphalt purchase to Wolf Paving.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

It was moved by Mr. Buchanan and seconded by Mr. Christensen to award the CTH J, CHIP D #13689 asphalt purchase to Wolf Paving.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**9b. Review and approve bids for 2015 hot-mix asphalt**

Commissioner Kern reviewed the bids received for hot-mix asphalt with the Committee.

It was moved by Mr. Jaeckel and seconded by Mr. Buchanan to approve all bids for the hot-mix asphalt.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**9c. Review and approve bids for 2015 seal coat emulsion and application**

Commissioner Kern reviewed the bids received for seal coat emulsion and application with the Committee.

It was moved by Mr. Counsell and seconded by Mr. Buchanan to award the primary seal coat emulsion and application bid to Meigs, Inc., but to allow the use of other vendors for efficiency and cost effectiveness.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**9d. Review and approve bids for 2015 asphalt milling and pulverizing**

Commissioner Kern reviewed the bids received for asphalt milling and pulverizing with the Committee.

It was moved by Mr. Buchanan and seconded by Mr. Counsell to recommend Payne & Dolan the primary asphalt milling and pulverizing bid, but to allow the use of other vendors if there is a scheduling conflict.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**9e. Review and approve bids for limestone crushing at Strasburg Quarry**

Commissioner Kern reviewed the bids received for limestone crushing at the Strasburg Quarry with the Committee.

It was moved by Mr. Buchanan and seconded by Mr. Counsell to recommend Frank Bros., Inc. for the limestone crushing at Strasburg Quarry Mandatory Alternate (Recycled Asphalt Pavement and Remove/Stockpile Topsoil).

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

**9f. Review equipment turnover plan and equipment operations**

Commissioner Kern reviewed the handout from the March Highway Committee meeting and further discussed the streamlining of parts and inventory. There was discussion on future specs/purchase of trucks and turnover possibilities. No Motion

**9g. Update on new highway facility construction progress**

Commissioner Kern updated the Committee on the new highway facility construction progress by stating that the main items are complete. There are small interior items to complete along with the punch list. Landscaping and final paving will still need to be done. Salt shed and brine will be starting in April, with an August completion date expected. The plan is to move in mid-May, after the paving is complete. There is a tentative open house scheduled for June 9, prior to County Board that evening. No Motion

**9e. Review monthly financial account summary**

Commissioner Kern reviewed the financial account summary with the Committee. Questions were answered. No Motion

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

BILLS:	03/10/15	\$ 128,332.24
BILLS:	03/27/15	\$ 49,046.09
BILLS:	04/01/15	\$ 37,835.73
BILLS:	04/07/15	\$ 21,942.67
BILLS:	04/07/15 BRIDGE AID	\$ 19,711.05
COMMITTEE:	FEBRUARY	\$ <u>517.40</u>
TOTALS:		\$ 257,385.18

It was moved by Mr. Buchanan and seconded by Mr. Counsell that the bills are allowed as reviewed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

Motion by Mr. Counsell and seconded by Mr. Buchanan to adjourn at 9:10 a.m.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell

NOES: None

ABSENT: Zentner

ABSTAIN: None

The next meeting will be held on Tuesday, May 5, 2015 at 8:00 a.m., at the Highway Commissioner's office.

Approval:

\_\_\_\_\_

\_\_\_\_\_  
Al Counsell, Secretary

## JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

4/30/2015 11:08

04/30/15

LABOR 04-24-15  
EQUIPMENT 04-17-15  
MATERIALS 03-31-15  
SHOP MATERIALS 04-25-15

PERCENT OF LABOR YEAR **31.23%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,878,552.80	563,775.68	0.00	1,314,777.12	30.01%
53312 COUNTY CONSTRUCTION	7,095,329.00	18,620.56	0.00	7,076,708.44	0.26%
53313 WINTER MAINTENANCE	879,600.00	436,827.27	0.00	442,772.73	49.66%
	<b>9,853,481.80</b>	<b>1,019,223.51</b>	<b>0.00</b>	<b>8,834,258.29</b>	<b>10.34%</b>
53314 BRIDGE MAINTENANCE	0.00	0.00	0.00	0.00	#DIV/0!
53315 FUNDED PROGRAMS	0.00	0.00	0.00	0.00	#DIV/0!
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>#DIV/0!</b>
	<b>9,853,481.80</b>	<b>1,019,223.51</b>	<b>0.00</b>	<b>8,834,258.29</b>	<b>10.34%</b>

53311 C.T.H.S. MAINTENANCE		2015	
4/30/2015 11:08			
LABOR 04-24-15			
EQUIPMENT 04-17-15			
MATERIALS 03-31-15			
SHOP MATERIALS 04-25-15			
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>GENERAL PATROL</b>	<b>1,108,311.00</b>	<b>1,242,052.00</b>	
SECTION 10 311.830			36,177.45
SECTION 11 311.831			39,127.25
SECTION 12 311.832			37,604.18
SECTION 13 311.833			58,624.70
SECTION 14 311.834			31,252.92
SECTION 15 311.835			46,227.89
SECTION 16 311.836			51,236.83
SECTION 17 311.837			43,263.33
SECTION 18 311.838			28,404.79
SECTION 840 MISC. INCL. TRAINING			6,606.66
SECTION 840.01 DOWN-TIME		0.00	0.00
SECTION 840.04 LAKE MILLS WETLAND DEL.			0.00
EXPENSE	378,526.00	0.00	378,526.00
REMAINING	729,785.00	1,242,052.00	
CRACK SEAL	75,000.00	80,000.00	
NORMAL CRACK SEALING EXP.	23,416.80	23,416.80	23,416.80
REMAINING	51,583.20	56,583.20	
SIGNING 311.844	125,000.00	130,000.00	
NORMAL SIGNING EXPENSE	51,499.06	51,499.06	51,499.06
REMAINING	73,500.94	78,500.94	40,599.00
PAVEMENT MARKING 311.840	135,000.00	140,000.00	
EXPENSE	100,094.30	100,094.30	100,094.30
REMAINING	34,905.70	39,905.70	
BITUMINOUS SEALCOATING	240,000.00	250,000.00	
CTH		Gal.	0.00
0.0 miles		Tons	
CTH		Gal.	0.00
0.0 miles		Tons	
CTH		Gal.	0.00
0.0 miles		Tons	
EXPENSE	0.00	0.00	0.00
REMAINING	240,000.00	250,000.00	
BUILDING ALLOCATION	20,000.00	30,000.00	
ESTIMATED EXPENSE	9,369.00	9,369.00	9,369.00
REMAINING	10,631.00	20,631.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	5,000.00	6,500.00	870.52
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	870.52	870.52	870.52
REMAINING	4,129.48	5,629.48	
TOTAL EXPENSE BY ACTIVITY	563,775.68	185,249.68	563,775.68

<b>53311 C.T.H.S. MAINTENANCE</b>		<b>2015</b>	
4/30/2015 11:08			
LABOR 04-24-15			
EQUIPMENT 04-17-15			
MATERIALS 03-31-15			
SHOP MATERIALS 04-25-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
ORIGINAL BUDGETED TOTAL	1,708,311.00	1,708,311.00	
APPROVED BUDGET CHANGES	0.00	50,241.80	
APPROVED BUDGET	1,708,311.00	1,758,552.80	
APPROVED CARRY OVER	0.00	120,000.00	
TOTAL AVAILABLE	1,708,311.00	1,878,552.80	
TOTAL EXPENSES	563,775.68	563,775.68	
TOTAL REMAINING	1,144,535.00	1,314,777.00	

<b>53312 C.T.H.S. CONSTRUCTION</b>		<b>2015</b>	
4/30/2015 11:08			
LABOR 04-24-15			
EQUIPMENT 04-17-15			
MATERIALS 03-31-15			
SHOP MATERIALS 04-25-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
<b>BITUMINOUS SURFACING</b>			
CTH N 4.00 mi. (CTH B - CTH A)	0.00	1,671,768.00	890.43
CTH A (STH 94 - WTTN) 10.00 MILES	3,066,289.00	3,066,289.00	1,043.07
CTH A 2.00 mi. (Hope Lake Road - Lake Mill)	740,700.00	940,700.00	-
CTH J 3.75 mi. (CTH G TO JEFFERSON/STH	697,000.00	933,572.00	1,043.10
CTH J (CULVERT)	0.00	110,000.00	-
CTH "P" (CTH E TO CTH F 2.91 mi.	0.00	83,000.00	-
CTH W (ROAD/SITE WORK) 0.00 mi. (	0.00	245,000.00	-
CONSTRUCTION JOB	0.00	0.00	-
	0.00	0.00	-
EXPENSE	2,976.60	2,976.60	2,976.60
REMAINING	4,501,012.40	7,047,352.40	
<b>ENGINEERING</b>			
CTH	0.00	0.00	0.00
CTH	0.00	0.00	0.00
CTH	0.00	0.00	0.00
EXPENSE	0.00	0.00	0.00
REMAINING	0.00	0.00	
<b>BUILDING ALLOCATION</b>			
ESTIMATED EXPENSE	45,000.00	45,000.00	
REMAINING	14,053.50	14,053.50	14,053.50
	30,946.50	30,946.50	
<b>MISC., INVENTORY ADJUSTMEN</b>			
ESTIMATED EXPENSE	0.00	0.00	
REMAINING	0.00	0.00	0.00
<b>ICC COMPUTER CHARGES</b>			
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>			
TRAINING	0.00	0.00	1,284.55
EXPENSE			305.91
REMAINING	1,590.46	1,590.46	1,590.46
	-1,590.46	-1,590.46	
<b>TOTAL EXPENSE BY ACTIVITY</b>			
	18,620.56	18,620.56	
<b>BUDGETED TOTAL</b>			
TOTAL EXPENSES	4,548,989.00	7,095,329.00	
TOTAL REMAINING	18,620.56	18,620.56	
	4,530,368.44	7,076,708.44	





53312 C.T.H.S. CONSTRUCTION 2015				
4/30/2015 11:08				
LABOR 04-24-15	CTH A 2.00 mi. (Hope Lake Road - Lake Mill			
EQUIPMENT 04-17-15	Description: Pulverize, Pave, Shoulder			
MATERIALS 03-31-15				
SHOP MATERIALS 04-25-15	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	740,700.00	940,700.00		0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
REMAINING	940,700.00	940,700.00		



**53312 C.T.H.S. CONSTRUCTION 2015**

4/30/2015 11:08

LABOR 04-24-15

**CTH J (CULVERT)**

EQUIPMENT 04-17-15

Description: Design

MATERIALS 03-31-15

SHOP MATERIALS 04-25-15

ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
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0.00	110,000.00		0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00

REMAINING

0.00	110,000.00		
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**53314 C.T.H.S. BRIDGES 2015**

4/30/2015 11:08

LABOR 04-24-15

EQUIPMENT 04-17-15

MATERIALS 03-31-15

SHOP MATERIALS 04-25-15

**BRIDGES MAINTENANCE**

carried over as a payable

carried over as a payable

**BRIDGE INSPECTIONS**

(19,308.33 is available as a payable)

EXPENSE

REMAINING

**BUILDING ALLOCATION 313.05**

ESTIMATED EXPENSE

REMAINING

TOTAL EXPENSE BY ACTIVITY

ORIGINAL BUDGETED TOTAL

TOTAL EXPENSE

REMAINING AMOUNT

	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL	061 S_SUPSTR	093 A_SUPRENG	206 BRIDGE INSP.
carried over as a payable	-	-	-			
carried over as a payable	-	-	-			
	-	-	-			
BRIDGE INSPECTIONS	-	-	-			-
(19,308.33 is available as a payable)						
EXPENSE	-	-	-	-	-	-
REMAINING	-	-	-			
BUILDING ALLOCATION 313.05	-	-	-			
ESTIMATED EXPENSE	-	-	-			
REMAINING	-	-	-			
TOTAL EXPENSE BY ACTIVITY			-	-	-	-
ORIGINAL BUDGETED TOTAL	-					
TOTAL EXPENSE	-					
REMAINING AMOUNT	-					

<b>53315 C.T.H.S. FUNDED PROGRAMS 2015</b>								
4/30/2015 11:08								
LABOR 04-24-15								
EQUIPMENT 04-17-15								
MATERIALS 03-31-15								
SHOP MATERIALS 04-25-15								
							<b>EXPENSE</b>	<b>BALANCE</b>
							<b>TOTAL</b>	<b>REMAINING</b>
<b>FUNDED PROGRAMS - LEVY</b>	<b>13 C.O.</b>	<b>14 levy</b>	<b>14 revenue</b>	<b>14 transfer</b>	<b>available</b>			
315-			-		-	-	-	
315-	-	-	-		-	-	-	
315-901-03 CTH N (C.T.H. B - C.T.H. A) (TRANSFER TO 53312 CTH N, 2013 CONSTRUCTION)	-	-	-	-	-	-	-	
	-							
<b>REMAINING</b>								
<b>TOTAL EXPENSE BY ACTIVITY</b>	-	-	-	-	-	-	-	

# Jefferson County Highway Department Highway Operations Report

May 2015

## Operations Summary

### **Winter Maintenance**

- All required salt orders for WisDOT and County are completed for 2014/15
- Winter equipment is being removed from all trucks at new highway facility

### **Construction Projects**

#### ***CTH W (Near new Highway Facility)***

*Progress:* Started work on April 27<sup>th</sup>, will finish all slope/drainage work and pave project in June.

#### ***CTH N (CTH B - CTH A) - 5.00 miles***

*Progress:* Continue project starting Monday, May 4<sup>th</sup>. Complete remaining construction work in 2015 and finish all paving.

#### ***CTH A (Lake Mills - Watertown) - 10.00 miles***

*Progress:* Begin pulverizing and paving work in June/July

#### ***CTH J (CTH G - Jefferson)***

*Progress:* Begin construction work in June on section between STH 89 and the City of Jefferson

#### ***CTH P (CTH E - CTH F) - 2.91 miles***

*Progress:* In design phase, anticipate construction to begin in 2017

### **General Maintenance**

- Crews are working on surface patching and shoulder maintenance
- Crews are beginning crack sealing work; there are several county and state highways to complete
- Crews are completing various signing repair work and numerous sign/post replacements

### **Office/Shop Staff**

- Shop staff is receiving training on several new components at the new facility - the department will try to video the majority of the training sessions
- Office staff working on the 2014 financial report
- Shop staff is working on numerous items in the transition of equipment and operations to the new facility
- The Highway Commissioner is working with Administration to fill several key vacancies