



## Agenda

# Jefferson County Highway Committee Meeting

Tuesday, June 2, 2015  
8:00 a.m.

Committee Room  
1425 Wisconsin Drive  
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 May 5, 2015 Highway Committee meeting
7. Communications
8. Old Business    a. None
9. New Business    a. New highway facility construction update  
                          b. Review monthly financial account summary
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date – July 7, 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, May 5, 2015**

The Jefferson County Highway Committee met on Tuesday, May 5, 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; Carlton Zentner

Members absent: None

Also Present: William Kern, Highway Commissioner  
Ben Wehmeier, County Administrator  
Ann Jenswold, 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 April 7, 2015 Highway meeting, having been distributed in advance, it was moved by Mr. Buchanan and seconded by Mr. Christensen to approve the minutes as printed.

Carried by the following roll call:

AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner  
NOES: None  
ABSENT: None  
ABSTAIN: None

**CORRESPONDENCE:**

- Summer Highway Conference Information: June 8 – 10, 2015 at Chula Vista in Wisconsin Dells

Newsletters:

- NONE

News Releases/Notices:

- NONE

**PUBLIC COMMENT:**

- NONE

**HIGHWAY COMMISSIONER'S REPORT:**

• **Construction Projects**

• CTH "W" (Near new Highway Facility)

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

• CTH "N" (CTH B – CTH A) – 5.0 miles

Progress: Continue project starting Monday, May 4. Complete remaining construction work in 2015 and finish all paving.

• CTH "A" (Lake Mills - Watertown) – 10.0 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

• **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

• **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

• **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

**OLD BUSINESS**

NONE

**NEW BUSINESS**

**9a. 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. An item to finish up on is the fuel system and data connections. The salt sheds and brine system are being worked on. He stated that the furniture will be installed the last week of May, and that the final paving should also be completed by then. He is looking at the first week of June for operations starting at the new facility. The open house is planned for June 9, from 4:00 – 7:00 p.m. No Motion

**9b. 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:	04/16/15	\$ 354,697.85
BILLS:	04/28/15	\$ 206,098.01
BILLS:	05/05/15	\$ 109,192.94
COMMITTEE:	MARCH	<u>\$ 338.83</u>
TOTALS:		\$ 670,327.63

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

Carried by the following roll call:

- AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner
- NOES: None
- ABSENT: None
- ABSTAIN: None

Motion by Mr. Buchanan and seconded by Mr. Christensen to adjourn at 8:30 a.m.

Carried by the following roll call:

- AYES: Jaeckel, Buchanan, Christensen, Counsell, Zentner
- NOES: None
- ABSENT: None
- ABSTAIN: None

The next meeting will be held on Tuesday, June 2, 2015 at 8:00 a.m., at the Highway Commissioner's office, possibly the new facility.

Approval:

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Al Counsell, Secretary

# JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

5/28/2015 6:20

05/28/15

LABOR 05-14-15  
EQUIPMENT 05-13-15  
MATERIALS 05-12-15  
SHOP MATERIALS 05-12-15

PERCENT OF LABOR YEAR **36.44%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,878,552.80	671,884.82	0.00	1,206,667.98	35.77%
53312 COUNTY CONSTRUCTION	7,095,329.00	113,528.13	0.00	6,981,800.87	1.60%
53313 WINTER MAINTENANCE	879,600.00	436,827.27	0.00	442,772.73	49.66%
	<b>9,853,481.80</b>	<b>1,222,240.22</b>	<b>0.00</b>	<b>8,631,241.58</b>	<b>12.40%</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>1,222,240.22</b>	<b>0.00</b>	<b>8,631,241.58</b>	<b>12.40%</b>

53311 C.T.H.S. MAINTENANCE		2015	
5/28/2015 6:20			
LABOR 05-14-15			
EQUIPMENT 05-13-15			
MATERIALS 05-12-15			
SHOP MATERIALS 05-12-15	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			38,385.73
SECTION 11 311.831			47,552.58
SECTION 12 311.832			44,818.34
SECTION 13 311.833			61,766.75
SECTION 14 311.834			39,891.18
SECTION 15 311.835			52,399.16
SECTION 16 311.836			61,282.26
SECTION 17 311.837			45,970.70
SECTION 18 311.838			32,668.61
SECTION 840 MISC. INCL. TRAINING			5,854.66
SECTION 840.01 DOWN-TIME		0.00	0.00
SECTION 840.04 LAKE MILLS WETLAND DEL.			0.00
EXPENSE	430,589.97	0.00	430,589.97
REMAINING	677,721.03	1,242,052.00	
<b>CRACK SEAL</b>	75,000.00	80,000.00	
NORMAL CRACK SEALING EXP.	61,519.13	61,519.13	61,519.13
REMAINING	13,480.87	18,480.87	
<b>SIGNING 311.844</b>	125,000.00	130,000.00	
NORMAL SIGNING EXPENSE	64,633.94	64,633.94	64,633.94
REMAINING	60,366.06	65,366.06	47,372.00
<b>PAVEMENT MARKING 311.840</b>	135,000.00	140,000.00	
EXPENSE	100,094.30	100,094.30	100,094.30
REMAINING	34,905.70	39,905.70	
<b>BITUMINOUS SEALCOATING</b>	<b>240,000.00</b>	<b>250,000.00</b>	
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	
<b>BUILDING ALLOCATION</b>	20,000.00	30,000.00	
ESTIMATED EXPENSE	10,932.00	10,932.00	10,932.00
REMAINING	9,068.00	19,068.00	
<b>MISC., HIT &amp; RUNS, INVENT. ADJ.</b>			
HIT & RUNS	5,000.00	6,500.00	4,115.48
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	4,115.48	4,115.48	4,115.48
REMAINING	884.52	2,384.52	
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>671,884.82</b>	<b>241,294.85</b>	<b>671,884.82</b>

<b>53311 C.T.H.S. MAINTENANCE</b>		<b>2015</b>	
5/28/2015 6:20			
LABOR 05-14-15			
EQUIPMENT 05-13-15			
MATERIALS 05-12-15			
SHOP MATERIALS 05-12-15			
	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	671,884.82	671,884.82	
TOTAL REMAINING	1,036,426.00	1,206,668.00	

53312 C.T.H.S. CONSTRUCTION		2015	
5/28/2015 6:20			
LABOR 05-14-15			
EQUIPMENT 05-13-15			
MATERIALS 05-12-15			
SHOP MATERIALS 05-12-15			
	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	57,918.05
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 Mills)	740,700.00	940,700.00	1,043.07
CTH J 3.75 mi. (CTH G TO JEFFERSON/STH)	697,000.00	933,572.00	13,258.85
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	25,326.63
CONSTRUCTION JOB	0.00	0.00	-
	0.00	0.00	-
<b>EXPENSE</b>	<b>98,589.67</b>	<b>98,589.67</b>	<b>98,589.67</b>
<b>REMAINING</b>	<b>4,405,399.33</b>	<b>6,951,739.33</b>	
<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	16,398.00
REMAINING	16,398.00	16,398.00	
	28,602.00	28,602.00	
<b>MISC., INVENTORY ADJUSTMEN</b>			
ESTIMATED EXPENSE	0.00	0.00	0.00
REMAINING	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	(1,765.45)
EXPENSE	-1,459.54	-1,459.54	305.91
REMAINING	1,459.54	1,459.54	(1,459.54)
<b>TOTAL EXPENSE BY ACTIVITY</b>	<b>113,528.13</b>	<b>113,528.13</b>	
<b>BUDGETED TOTAL</b>	<b>4,548,989.00</b>	<b>7,095,329.00</b>	
<b>TOTAL EXPENSES</b>	<b>113,528.13</b>	<b>113,528.13</b>	
<b>TOTAL REMAINING</b>	<b>4,435,460.87</b>	<b>6,981,800.87</b>	





53312 C.T.H.S. CONSTRUCTION 2015				
5/29/2015 6:20				
LABOR 05-14-15	CTH A 2.00 mi. (Hope Lake Road - Lake Mill)			
EQUIPMENT 05-13-15	Description: Pulverize, Pave, Shoulder			
MATERIALS 05-12-15				
SHOP MATERIALS 05-12-15	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	740,700.00	940,700.00		0.00
04/07/15				1,043.07
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				1,043.07
REMAINING	939,656.93	939,656.93		













**53314 C.T.H.S. BRIDGES 2015**

5/28/2015 6:20

LABOR 05-14-15

EQUIPMENT 05-13-15

MATERIALS 05-12-15

SHOP MATERIALS 05-12-15

**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.
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carried over as a payable	-	-	-			
carried over as a payable	-	-	-			
	-	-	-			
BRIDGE INSPECTIONS	-	-	-			-
(19,308.33 is available as a payable)						
EXPENSE	-	-	-	-	-	-
REMAINING	-	-	-			
<b>BUILDING ALLOCATION 313.05</b>	-	-	-			
ESTIMATED EXPENSE	-	-	-			
REMAINING	-	-	-			
<b>TOTAL EXPENSE BY ACTIVITY</b>			-	-	-	-
ORIGINAL BUDGETED TOTAL	-					
TOTAL EXPENSE	-					
REMAINING AMOUNT	-					

**53315 C.T.H.S. FUNDED PROGRAMS 2015**

5/28/2015 6:20						EXPENSE TOTAL	BALANCE REMAINING
LABOR 05-14-15							
EQUIPMENT 05-13-15						EXPENSE TOTAL	BALANCE REMAINING
MATERIALS 05-12-15							
SHOP MATERIALS 05-12-15						EXPENSE TOTAL	BALANCE REMAINING
<b>FUNDED PROGRAMS - LEVY</b>							
	<u>13 C.O.</u>	<u>14 levy</u>	<u>14 revenue</u>	<u>14 transfer</u>	<u>available</u>		
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

June 2015

## Operations Summary

### **Construction Projects**

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

*Progress:* Most of the slope work and landscaping is complete. Will pulverize and pave the remaining section in late June or early July.

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

*Progress:* Continue project starting Monday, May 4<sup>th</sup>. All the slope work, drainage work and seeding is complete on roadway sections completed in 2014. Just starting to work on the remaining section of construction work before paving the entire roadway this summer.

#### ***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 July 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 finishing landscaping work and bike trail connection on county property near new highway facility
- Crews are working on surface patching and shoulder maintenance
- Crews are completing various signing repair work and numerous sign/post replacements, sign crews will be installing 70 mph speed limit signs along the Interstate 94 in a few weeks

### **Office/Shop Staff**

- Shop staff is busy moving equipment to new building and training on all building and equipment components
- Office staff working on the 2014 financial report