



Agenda

Jefferson County Highway Committee Meeting

Tuesday, July 7, 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 June 2, 2015 Highway Committee meeting
7. Communications
8. Old Business a. None
9. New Business a. Discuss construction projects progress and schedule
 b. Review land parcels for potential purchase in southeast area of county
 c. Review monthly financial account summary (YTD)
10. Highway Operations Report
11. Review and approve vouchers
12. Set Next Meeting Date – August 4, 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, June 2, 2015

The Jefferson County Highway Committee met on Tuesday, June 2, 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
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 May 5, 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
- Jefferson County Highway Department Open House is June 9, 2015; 4:00 – 7:00 p.m.

Newsletters:

- NONE

News Releases/Notices:

- NONE

PUBLIC COMMENT:

- NONE

HIGHWAY COMMISSIONER'S REPORT:

- **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) – 5.0 miles

Progress: Continue project starting Monday, May 4. 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) – 10.0 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

- **Winter Maintenance**

- **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 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

OLD BUSINESS

NONE

NEW BUSINESS

9a. New highway facility construction update

Commissioner Kern updated the Committee on the new highway facility by stating that the tack and paving are being done today, which is what prevented the Committee from meeting there today. The staff is in the process of moving to the new location, and he is hoping to have all employees working out of the new location by Monday, June 8. He stated that the access cards are being worked on, and that the furniture has been delivered. The second salt shed is being worked on, and the brine equipment is coming. He said that the scale is in, and the connections are being worked on. He also stated that the propane is in and working. 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:	05/13/15	\$ 34,442.17
BILLS:	05/14/15	\$ 473.92
BILLS:	05/27/15	\$ 319,740.54
BILLS:	06/02/15	1,155.53
COMMITTEE:	APRIL	<u>\$ 276.93</u>
TOTALS:		\$ 356,089.09

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, 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, July 7, 2015 at 8:00 a.m., at the Highway Commissioner's office, new facility.

Approval:

AI Counsell, Secretary

JEFFERSON COUNTY HIGHWAY DEPARTMENT SUMMARY OF MAJOR COUNTY ACCOUNTS

7/1/2015 15:06

07/01/15

LABOR 06-28-15
EQUIPMENT 06-28-15
MATERIALS 06-28-15
SHOP MATERIALS 06-28-15

PERCENT OF LABOR YEAR **49.04%**

ACCOUNT	AVAILABLE	SPENT	APPROVED TRANSFER	BALANCE	PERCENT SPENT
53311 COUNTY MAINTENANCE	1,878,552.80	816,555.60	0.00	1,061,997.20	43.47%
53312 COUNTY CONSTRUCTION	7,095,329.00	407,454.63	0.00	6,687,874.37	5.74%
53313 WINTER MAINTENANCE	879,600.00	436,827.27	0.00	442,772.73	49.66%
	9,853,481.80	1,660,837.50	0.00	8,192,644.30	16.86%
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!
	0.00	0.00	0.00	0.00	#DIV/0!
	9,853,481.80	1,660,837.50	0.00	8,192,644.30	16.86%

53311 C.T.H.S. MAINTENANCE		2015	
7/1/2015 15:06			
LABOR 06-28-15			
EQUIPMENT 06-28-15			
MATERIALS 06-28-15			
SHOP MATERIALS 06-28-15			
	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
GENERAL PATROL	1,108,311.00	1,242,052.00	
SECTION 10 311.830			45,960.92
SECTION 11 311.831			56,287.12
SECTION 12 311.832			54,177.77
SECTION 13 311.833			72,871.97
SECTION 14 311.834			54,893.27
SECTION 15 311.835			80,263.00
SECTION 16 311.836			82,143.65
SECTION 17 311.837			55,534.67
SECTION 18 311.838			37,522.91
SECTION 840 MISC. INCL. TRAINING			11,849.53
SECTION 840.01 DOWN-TIME		0.00	0.00
SECTION 840.04 LAKE MILLS WETLAND DEL.			0.00
EXPENSE	551,504.81	0.00	551,504.81
REMAINING	556,806.19	1,242,052.00	
CRACK SEAL	75,000.00	80,000.00	
NORMAL CRACK SEALING EXP.	67,357.42	67,357.42	67,357.42
REMAINING	7,642.58	12,642.58	
SIGNING 311.844	125,000.00	130,000.00	
NORMAL SIGNING EXPENSE	80,083.83	80,083.83	80,083.83
REMAINING	44,916.17	49,916.17	63,752.00
PAVEMENT MARKING 311.840	135,000.00	140,000.00	
EXPENSE	98,737.56	98,737.56	98,737.56
REMAINING	36,262.44	41,262.44	
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	14,712.00	14,712.00	14,712.00
REMAINING	5,288.00	15,288.00	
MISC., HIT & RUNS, INVENT. ADJ.			
HIT & RUNS	5,000.00	6,500.00	4,159.98
FIRE CALLS	0.00	0.00	0.00
UNCOLLECTABLES	0.00	0.00	0.00
INVENTORY ADJUSTMENTS		0.00	0.00
ESTIMATED EXPENSE	4,159.98	4,159.98	4,159.98
REMAINING	840.02	2,340.02	
TOTAL EXPENSE BY ACTIVITY	816,555.60	265,050.79	816,555.60

53311 C.T.H.S. MAINTENANCE		2015	
7/1/2015 15:06			
LABOR 06-28-15			
EQUIPMENT 06-28-15			
MATERIALS 06-28-15			
SHOP MATERIALS 06-28-15	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	816,555.60	816,555.60	
TOTAL REMAINING	891,755.00	1,061,997.00	

53312 C.T.H.S. CONSTRUCTION 2015			
7/1/2015 15:06			
LABOR 06-28-15			
EQUIPMENT 06-28-15			
MATERIALS 06-28-15			
SHOP MATERIALS 06-28-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	TOTAL
BITUMINOUS SURFACING			
CTH N 4.00 mi. (CTH B - CTH A)	0.00	1,671,768.00	257,206.16
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	86,783.01
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	40,770.86
CONSTRUCTION JOB	0.00	0.00	-
	0.00	0.00	-
EXPENSE	386,846.17	386,846.17	386,846.17
REMAINING	4,117,142.83	6,663,482.83	
ENGINEERING			
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	
BUILDING ALLOCATION			
ESTIMATED EXPENSE	22,068.00	22,068.00	22,068.00
REMAINING	22,932.00	22,932.00	
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.	0.00	0.00	(1,765.45)
TRAINING			305.91
EXPENSE	-1,459.54	-1,459.54	(1,459.54)
REMAINING	1,459.54	1,459.54	
TOTAL EXPENSE BY ACTIVITY	407,454.63	407,454.63	
BUDGETED TOTAL	4,548,989.00	7,095,329.00	
TOTAL EXPENSES	407,454.63	407,454.63	
TOTAL REMAINING	4,141,534.37	6,687,874.37	

53312 C.T.H.S. CONSTRUCTION 2015

7/1/2015 15:06

LABOR 06-28-15

CTH N 4.00 mi. (CTH B - CTH A)

EQUIPMENT 06-28-15

Description: Construction, Pave, Shoulder

MATERIALS 06-28-15

SHOP MATERIALS 06-28-15

ORIGINAL BUDGET RE-ESTIMATED TOTAL HOURS TOTAL

	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	0.00	1,671,768.00		0.00
03/27/15				333.91
03/30/15				222.61
03/31/15				333.91
04/24/15				321.76
04/27/15				333.91
05/04/15				11,049.01
05/05/15				5,891.93
05/06/15				7,707.49
05/07/15				6,018.11
05/10/15			2.00	191.06
05/11/15			64.50	8,383.11
05/12/15			80.00	9,408.37
05/13/15			93.00	11,699.89
05/14/15			123.00	14,071.70
05/17/15			2.00	191.06
05/18/15			63.75	7,841.67
05/19/15			75.00	7,087.27
05/20/15			101.00	7,747.68
05/21/15			97.25	7,316.05
05/23/15			2.00	191.06
05/26/15			40.00	3,887.13
05/27/15			79.00	9,714.61
05/28/15			42.00	3,515.48
05/30/15			2.00	191.06
06/01/15			69.00	6,357.74
06/02/15			63.50	5,746.31
06/03/15			48.00	3,726.18
06/04/15			110.50	9,518.51
06/06/15			2.00	191.06
06/08/15			94.00	8,613.37
06/09/15			48.25	5,086.80
06/10/15			114.00	10,201.65
06/11/15			74.25	6,435.40
06/12/15			2.00	191.06
06/15/15			60.00	8,846.31
06/16/15			80.00	6,597.38
06/17/15			84.00	7,423.90
06/18/15			99.00	9,021.46
06/19/15			2.00	191.06
06/22/15			41.50	4,658.15
06/23/15			91.50	8,305.95
06/24/15			114.00	10,602.15
06/25/15			119.50	11,025.32
06/26/15			92.75	10,625.50
06/28/15			2.00	191.06
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
	0.00	0.00		257,206.16
REMAINING	1,414,561.84	1,414,561.84		

53312 C.T.H.S. CONSTRUCTION 2015

7/1/2015 15:06

LABOR 06-28-15 **CTH A 2.00 mi. (Hope Lake Road - Lake Mill**

EQUIPMENT 06-28-15 **Description: Pulverize, Pave, Shoulder**

MATERIALS 06-28-15

SHOP MATERIALS 06-28-15	ORIGINAL BUDGET	RE-ESTIMATED TOTALS	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		

53312 C.T.H.S. CONSTRUCTION 2015					
7/1/2015 15:06					
LABOR 06-28-15		CTH J 3.75 mi. (CTH G TO JEFFERSON/STH 8			
EQUIPMENT 06-28-15					
MATERIALS 06-28-15		ORIGINAL BUDGET	RE-ESTIMATED TOTALS	HOURS	TOTAL
SHOP MATERIALS 06-28-15		ORIGINAL BUDGET	RE-ESTIMATED TOTALS	HOURS	TOTAL
		697,000.00	933,572.00		0.00
	04/07/15				1,043.10
	04/28/15				2,831.73
	04/29/15				2,480.59
	04/30/15				3,897.25
	05/01/15			15.00	2,243.48
	05/04/15			18.00	2,718.35
	05/11/15			2.00	197.28
	05/13/15			12.00	681.57
	05/14/15			5.00	200.71
	05/18/15			45.00	6,542.71
	05/19/15			40.00	5,657.52
	05/20/15			60.00	4,668.96
	05/21/15			68.00	8,718.11
	05/26/15			89.00	7,225.38
	05/27/15			27.50	1,721.13
	05/28/15			76.00	6,145.99
	06/01/15			61.00	4,419.51
	06/02/15			60.50	5,662.07
	06/03/15			58.00	6,519.54
	06/04/15			64.50	6,274.78
	06/08/15			50.00	3,727.26
	06/09/15			43.00	3,236.41
	06/10/15			40.00	2,731.17
	06/11/15			28.00	2,206.66
	06/23/15			2.00	185.82
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					91,937.08
REMAINING		605,062.92	841,634.92		

53312 C.T.H.S. CONSTRUCTION 2015

7/1/2015 15:06

LABOR 06-28-15 **CTH W (ROAD/SITE WORK) 0.00 mi. ()**

EQUIPMENT 06-28-15 **Description: Final Mat Pave, Shoulder**

MATERIALS 06-28-15

SHOP MATERIALS 06-28-15	ORIGINAL BUDGET	RE-ESTIMATED TOTAL	HOURS	TOTAL
	0.00	245,000.00		0.00
04/30/15			21.00	5,589.40
05/01/15			37.00	4,684.95
05/04/15			43.00	3,704.66
05/06/15			3.00	246.11
05/07/15			41.00	5,492.64
05/11/15			24.00	2,541.60
05/12/15			40.00	2,791.42
05/13/15			35.00	2,831.18
05/14/15			22.00	1,337.36
05/27/15			3.00	316.91
05/28/15			9.00	825.19
06/01/15			10.00	435.94
06/03/15			12.00	1,573.90
06/04/15			14.00	1,750.70
06/10/15			26.50	2,175.75
06/23/15			38.00	3,297.45
06/25/15			17.50	1,175.70
				0.00
				0.00
				0.00
				0.00
				0.00
				0.00
				40,770.86
REMAINING	204,229.14	204,229.14		

Jefferson County Highway Department Highway Operations Report

July 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 mid-July.

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

Progress: All slope work and landscaping is finished except last construction segment. There is approximately 0.2 miles of construction work to finish. We will complete paving work in August/September.

CTH A (Lake Mills - Watertown) - 10.00 miles

Progress: Begin pulverizing and paving work on July 14th.

CTH J (CTH G - Jefferson)

Progress: Begin construction work in late 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 finished all landscaping work and bike trail connection on county property near new highway facility
- Crews are working on surface patching and shoulder maintenance
- Crews are working on first mowing cut on all county and state highways

Office/Shop Staff

- Shop staff is busy moving equipment to new building and training on all building and equipment components
- Office staff is finishing the 2014 financial report and assisting in the moving and organizing in the new facility