



AGENDA
PUBLIC WORKS COMMITTEE
REGULAR MEETING
THURSDAY, FEBRUARY 18, 2021 – 8:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Public Works Committee Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions for Submitting Public Comments Online](#)*

1. CALL TO ORDER

Roll Call

2. PROPER NOTICE

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

4. APPROVAL OF MINUTES

a. January 21, 2021

5. FACILITIES MANAGEMENT

a. Action Items:

1. Resolution: Supplemental Appropriation 2021 - Facilities Fairgrounds
2. Justice Center Exterior Lighting Conduit Repair

b. Management/Financial/Informational Reports

1. Facilities Financial Reports

6. TRANSIT SERVICES

a. Action Items:

1. Carryover of 2020 Funds - Transit

b. Discussion Items:

1. Ozaukee County Express Bus Options
2. Federal Mask Mandate

c. Management/Financial/Informational Reports

1. Transit Monthly Report
2. Transit Q4 Report

7. HIGHWAYS

a. Action Items:

1. Forklift Purchase (Postponed)
2. Highway Facility Study
3. CTH W Engineering Consultant

b. Discussion Items:

1. Town Road Maintenance Contract - 2022/2023

c. Management/Financial/Informational Reports

1. Highway Financial Reports
2. Public Works Monthly Update - Feb 2021
Update on CTH H Project & CTH NN Projects
Update on County/State Highway Construction

8. NEXT MEETING DATE

Thursday, March 18, 2021

9. ADJOURNMENT

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	February 18, 2021
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary January 21, 2021

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 01212021-2841>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/01212021-2841)

RESOLUTION NO. (ID # 6817)

SUPPLEMENTAL APPROPRIATION 2021 - FACILITIES FAIRGROUNDS

RESOLVED, by the Ozaukee County Board of Supervisors, that funds be committed in the accounts as follows:

Department / Program

	<u>Account Number</u>	<u>Account Name</u>	<u>AMOUNT</u>	<u>AMOUNT</u>
<i>Facilities - Fairgrounds</i>				
Expense	220-1-01-54303-000	Building Repair & Maintenance	\$18,000	
Revenue	220-0-00-31690-000	Unassigned Balance		\$18,000

Dated at Port Washington, Wisconsin, this 3rd day of March 2021.

SUMMARY: Use of Fairgrounds Reserve to replace HVAC at the Ozaukee Pavilion.

VOTE REQUIRED: Two-Thirds of Members Elect

PUBLIC WORKS COMMITTEE
FINANCE COMMITTEE

Public Works Committee
AGENDA INFORMATION SHEET

AGENDA DATE:	February 18, 2021
DEPARTMENT:	Facilities Management
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Supplemental Appropriation 2021 - Facilities Fairgrounds

BACKGROUND INFORMATION: Last September, retired Building Superintendent Gerard Behlen approved replacement of the Pavilion HVAC on the Ozaukee County Fairgrounds following failure of two of the air conditioning units and the age of all of the HVAC equipment (+/-28 years). However, due to COVID and staffing changes, the project was never completed.

Building Superintendent Ryan Tackes is moving forward with the work at this time, but given the additional work occurring in 2021 rather than 2020, I submitted a Budget Amendment to document the additional funds necessary for the project in 2021.

ANALYSIS: As excess funds exist in the Fairground Reserves (+/- \$200,000) and following discussion with Finance Director Jay McMahon, we decided that it made sense to cover the costs with Fairgrounds Reserves in 2021 to better document the project and budget impact.

FISCAL IMPACT:

Balance Current Year: \$18,000 Next Year's Estimated Cost: --

FUNDING SOURCE:

County Levy: X (Fairground Reserves)

RECOMMENDED MOTION: Authorize the Fairgrounds 2021 Budget Amendment for the Pavilion HVAC Project.

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Facilities Management
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Justice Center Exterior Lighting Conduit Repair

BACKGROUND INFORMATION: Over winter, Ryan Tackes, Justice Center's Building Superintendent, began to have some issues with the Justice Center's exterior lighting, and the problems were linked back to a cracked electrical conduit.

We anticipated minor outages within the Justice Center's parking lot lighting, but recently the problems expanded. Currently, all southern parking lot exterior lighting is out, and some of the western parking lot lights are out as well.

ANALYSIS: Building Superintendent Tackes sought proposals from two contractors for electrical repairs (attached), and received the following costs:

- | | |
|--------------------|-------------|
| 1) Miller Electric | \$19,005.34 |
| 2) KW Electric | \$28,650.00 |

Both proposals assume work being performed in spring following the ground thawing and warmer weather, but we did ask Miller Electric for additional costs to perform the work during winter and they estimated another \$10,000.

Based upon discussions with staff and review of the proposals, we would recommend approving the proposal from Miller Electric for spring work.

FISCAL IMPACT:

Balance Current Year: \$20,000 Next Year's Estimated Cost: --

FUNDING SOURCE:

County Levy: X

RECOMMENDED MOTION: Authorize the Justice Center Exterior Lighting conduit repair by Miller Electric as presented.

ATTACHMENTS:

- JC Elec Conduit Repair Quotes (PDF)



J. Miller Electric, Inc.

ELECTRICAL CONTRACTORS

Since 1963

512 S. Park Street, PO Box 587 Port Washington, WI 53074
Phone: 262-284-2646 • Fax: 262-284-6282

Proposal

12/01/2020

Ozaukee County Justice Center
ATTN: Ryan Tackes

Project: Exterior Lighting Circuits Underground Conduit Repair

I am pleased to offer the following work for your consideration:

- Labor and materials to complete installation
- Provide and install five new Quazite ground boxes with covers
 - Provide pea gravel back fill around each ground box
 - Utilize existing conductors to light poles, bollards and war memorial outlet
 - Install underground rated conductor splice kits
 - Ground box locations to be determined
- Hole hog under two sidewalks to install PVC conduits without disturbing concrete
- Provide and install new PVC conduits to building near sheriff's entrance
 - Core wall underground
 - Install conduit link seals and hydraulic cement to prevent water leaks
- Provide and install four new EMT conduit raceways from existing panels
 - Copper conductors
 - Install necessary straps, fittings and junction boxes
 - Utilize existing circuit breakers and lighting controls
- Mini Excavator, Skid Loader, Dump Trailer, Compactor, Core Machine
- Project Notes:
 - All areas to be brought to rough grade finish utilizing existing spoils
 - Utilize existing lighting controls
- Excludes:
 - Finish grading and top soil
 - Grass and landscaping restoration
 - New conduits under asphalt and concrete not listed above
 - New conductors to light poles
 - Concrete replacement
 - Frost charges

Attachment: JC Elec Conduit Repair Quotes (6816 : JC Ext Lighting)

I will proceed with the above based on a not to exceed price of \$19,005.34.
Prices firm for acceptance within 30 days of quotation.



Justin Miller
Project Manager
J. Miller Electric, Inc.

I hereby agree and accept this proposal.

Signed/ Date:

Print/ Date:

Attachment: JC Elec Conduit Repair Quotes (6816 : JC Ext Lighting)

PROPOSAL

#P210062

Electrical/Building
Contractor ID: 1099226**KW ELECTRIC, INC.**N5875 County Road M
Plymouth, WI 53073-4374(920)467-2000
FAX (920)467-2023

Date: 2/10/2021

Proposal Submitted To: Ryan Tackes Ozaukee County 121 W. Main Street Port Washington, WI 53074 Phone#: (262)284-8110 Fax#: (262)284-8100	Work to be Performed At: Job: Ozaukee County Justice Center Job Address: 1201 S. Spring Street Job City State: Port Washington, WI
Electrical work to include: Blue squares and star pole location Furnish and install (2) single pole 277 volt I-line breakers. Approximately 100 feet of 1" EMT with (5) #10 THHN conductors in the building interior. Approximately 200 feet of directional boring with 1" PVC and (5) #10 conductors to feed existing poles. Cut and patch asphalt. Check and splice poles. Core drill and patch walls as required. Furnish and install (1) new contactor and photo eye with approximately 100 feet of 1/2" EMT with (3) #12 conductors. (1) new inground box. Rewire poles and test circuits. Pink octagons, orange circles, and bollard pole locations Furnish and install approximately 200 feet of 1" EMT with (5) #10 conductors in the building. (1) 12X12X6 3R boxes. Rigid conduit and LB to refeed light poles. Approximately 300 feet of directional bore with 1" PVC and (5) #10 conductors. Patch asphalt as required. Reuse existing photo eye and contactor. Rewire poles and test circuits. Base bid \$28,650.00	

Attachment: JC Elec Conduit Repair Quotes (6816 : JC Ext Lighting)

PROPOSAL

#P210062

Electrical/Building
Contractor ID: 1099221**KW ELECTRIC, INC.**N5875 County Road M
Plymouth, WI 53073-4374(920)467-2000
FAX (920)467-2023

Date: 2/10/2021

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. This proposal may be withdrawn by us if not accepted within 30 days.

FOR THE SUM OF \$28,650.00

TWENTY-EIGHT THOUSAND SIX HUNDRED FIFTY DOLLARS

Respectfully submitted by: **JOHN UNGER**

Corporate Secretary

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on Owner's land may have lien rights on Owner's land and building if not paid. Those entitled to lien rights, in addition to the above signed builder, are those who contract directly with the Owner or those who give the Owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, Owner probably will receive notices from those who furnish labor or materials for the construction and should give a copy of each notice received to his mortgage lender, if any. Builder agrees to cooperate with the Owner and his lender, if any, to see that all potential lien claimants are duly paid. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate.

Signature: _____ Date: _____

Attachment: JC Elec Conduit Repair Quotes (6816 : JC Ext Lighting)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 18, 2021
DEPARTMENT: Facilities Management
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Facilities Financial Reports

ATTACHMENTS:

- Facilities Financials - Feb 2021 (PDF)

Ozaukee County Committee Report

General Fund Facilities Management

For the One Month Ending Sunday, January 31, 2021

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	\$4,696	\$4,696	\$57,854	\$53,158	8.12%
Total Revenues	\$4,696	\$4,696	\$57,854	\$53,158	8.12%
Expenditures					
Salaries	\$27,358	\$27,358	\$580,411	\$553,053	4.71%
Fringe Benefits	\$22,805	\$22,805	\$207,499	\$184,694	10.99%
Travel/Training	-	-	\$100	\$100	0.00%
Supplies	\$3,533	\$3,533	\$95,795	\$92,262	3.69%
Purchased Services	\$18,496	\$18,496	\$415,724	\$397,228	4.45%
Interdepartment Charges	\$1,699	\$1,699	\$42,164	\$40,465	4.03%
Other Expenses	\$1,971	\$1,971	\$2,920	\$949	67.50%
Total Operating Expenditures	\$75,862	\$75,862	\$1,344,613	\$1,268,751	5.64%
Capital Outlay					
Total Expenditures	\$75,862	\$75,862	\$1,344,613	\$1,268,751	5.64%
Net Increase (Decrease)	(\$71,166)	(\$71,166)	(\$1,286,759)	(\$1,215,593)	5.53%

Equity:

Attachment: Facilities Financials - Feb 2021 (6810 : Facilities Financials - Feb 2021)

Ozaukee County Committee Report

Special Revenue Fund Fair Grounds

For the One Month Ending Sunday, January 31, 2021

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$5,265	\$5,265	\$63,184	\$57,919	8.33%
Public Charges for Services	-	-	\$206,150	\$206,150	0.00%
Other Revenue	-	-	\$3,000	\$3,000	0.00%
Total Revenues	\$5,265	\$5,265	\$272,334	\$267,069	1.93%
Expenditures					
Salaries	\$615	\$615	\$33,425	\$32,810	1.84%
Fringe Benefits	\$125	\$125	\$3,585	\$3,460	3.49%
Travel/Training	-	-	\$500	\$500	0.00%
Supplies	\$42	\$42	\$24,375	\$24,333	0.17%
Purchased Services	\$14,747	\$14,747	\$196,300	\$181,553	7.51%
Interdepartment Charges	\$273	\$273	\$7,900	\$7,627	3.46%
Other Expenses	-	-	\$6,250	\$6,250	0.00%
Total Operating Expenditures	\$15,802	\$15,802	\$272,335	\$256,533	5.80%
Capital Outlay					
Total Expenditures	\$15,802	\$15,802	\$272,335	\$256,533	5.80%
					1053700
Net Increase (Decrease)	(\$10,537)	(\$10,537)	(\$1)	\$10,536	.00%

Equity:

Attachment: Facilities Financials - Feb 2021 (6810 : Facilities Financials - Feb 2021)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 18, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Julie Winkelhorst

Agenda Summary Carryover of 2020 Funds - Transit

ATTACHMENTS:

- Carryover - Transit (PDF)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Ozaukee County Express Bus Options

OZAUKEE EXPRESS - ROUTE 143

Background Information

Ozaukee County offers express commuter bus service from Ozaukee County park and ride lots to downtown Milwaukee via Interstate 43. Milwaukee County Transit Services operates the express bus service as route 143. The current services were procured in 2017 for an initial 2 years with an option of 3 one-year renewals. This Public Works Committee voted in November, 2020 to renew the contract in 2021, with revisions to allow for further service change requests or elimination.

Bus service has been suspended since March 2020 due to decreased ridership from the COVID-19 pandemic. This was in line with region wide suspensions of “freeway flyer” commuter bus services operated by MCTS. This Public Works Committee voted on August 20 to continue the suspension of service through the end of 2020.

Public hearings were held on October 22, 2020 and November 2, 2020 to better understand the public’s need. One person appeared in person in support of continuing service and 13 written comments were received in support of continuing service. All of the regular commuters who submitted comments indicated that they intend to return to using the bus when their place of business resumes in person operations. Several individuals indicated that access to the commuter bus service influenced residency and/or employment decisions. There were no comments in support of eliminating service.

This Public Works Committee was presented data in November of 2020 about the considerations for continuing the Commuter Express service in 2021. The considerations included: the 10-year trend of declining ridership, the forthcoming I-43 Construction Projection, SEWRPC’s Vision 2050, and the cost per ride estimations if the service is re-started as-is.

This Committee has requested a report on options for re-starting the service. Specifically, this report addresses the estimated cost in varying scenarios, an estimation of ridership based on Washington County Commuter Express data, available funding in 2021-2022, and timeline considerations for re-starting service.

Commuter Express Scenarios

Transit Superintendent Neilson-Loomis has worked with Ozaukee Administration and MCTS to

develop three scenarios for restarting the bus service.

- As-Is: Restart the service in Fall 2021 with no changes to the schedule or route. Estimated Daily Platform Hours: 33
- Option #1: Strictly Freeway Service, adding Brown Deer Park & Ride

This option eliminates service on Port Washington Road in Mequon, and adds service to the Brown Deer Park and Ride. Reverse commute service is also eliminated in this scenario. It's estimated that adding the Brown Deer Park and Ride will generate an additional \$25,000 in revenue at full ridership (2019 levels). This option also reduces the total daily platform hours to 26.

By adding Brown Deer Park and Ride, Route 143 essentially replaces an existing freeway flyer in the MCTS system, allowing MCTS to eliminate the route. In return, they are willing to discuss extending their new local route on Port Washington Road into Ozaukee County, with service ending at Concordia University. This option would need approval and negotiation with the Milwaukee County Board of Supervisors.

- Option #2: Skeleton Service

This option reduces service to the bare minimum, scheduling runs no less than 30 minutes apart. The estimated platform hours would be reduced to 21. This allows Ozaukee County Transit Services to remain a bus system with minimal cost. Service would be expected to increase when demand returns, such as during the I-43 construction project. Reducing service to this level will affect ridership. Fare revenue expectations in the tables below are reduced 25% to account for this loss.

Ridership Expectations

Demand for commuter bus service is expected to continue to be low through 2021. Washington County has continued to run their commuter bus through the pandemic. Ridership in that system has held steady at 18-20% of 2019 ridership levels, with the majority of the riders going to the Milwaukee Regional Medical Center instead of downtown Milwaukee. However, it is likely that downtown businesses will begin to bring back in-person workers in summer and fall. Demand remains an unknown without running the bus.

The table below shows average and max ridership by scheduled trip for November 2020 - January 2021. Highest ridership continues to be during standard business hours. It is clear that the reverse commute trips do not have enough ridership to sustain service.

Ozaukee Express Schedule and Ridership

SOUTH	Start	OZ last Stop	MKE 1st Stop	End	Min. Ride Time	Revenue Hours	Average Ridership	Max Ridership
1 - SV	5:53	6:14	6:34	6:52	0:20	1	14	14
2 - G	6:21	6:29	6:49	7:07	0:20	0.8	9	14
4-SV	6:38	6:59	7:24	7:42	0:25	1.1	21	26
5-G, PW	6:55	7:12	7:36	7:54	0:24	1	12	17
6 - G	7:19	7:27	8:04	8:22	0:37	1.1	11	11
7- G, PW	7:47	8:03	8:33	8:51	0:30	1.1	13	15
8-G, PW	8:19	8:33	9:01	9:19	0:28	1	10	13
9-SV, PW	2:54	3:36	3:43	3:51	0:07	1.1	4	5
10-SV, PW	3:54	4:36	4:43	4:51	0:07	1.1	2	2
11-G, PW	4:22	4:52	4:59	5:07	0:07	1	0	1
					Totals	10.3	96	118
NORTH	Start	MKE last Stop	OZ 1st Stop	End	Min. Ride Time	Revenue Hours	Average Ridership	Max Ridership
1-SV, PW	5:42	5:48	5:56	6:32	0:08	0.9	1	1
2-G, PW	6:11	6:17	6:25	6:51	0:08	0.7	3	3
3-SV,PW	1:41	2:00	2:21	2:44	0:21	1.2	12	17
4-SV,PW	2:38	2:57	3:21	3:44	0:24	1.3	8	10
5-G	3:28	3:48	4:11	4:16	0:23	0.9	15	20
6-SV	3:48	4:08	4:34	4:48	0:26	1	22	27
7-G,PW	4:08	4:28	4:52	5:06	0:24	1	14	18
8-SV	4:28	4:48	5:21	5:35	0:33	1.1	16	21
9-G, PW	4:47	5:08	5:34	5:48	0:26	1	11	11
10-G,PW	5:07	5:28	5:54	6:08	0:26	1	10	14
11-SV,PW	5:30	5:51	6:17	6:40	0:26	1.2	6	8
					Totals	11.3	118	150
SV=Saukville								
G = Grafton								
PW = Port Washington Road								

Cost by Scenario and Funding

Ozaukee County has received funding through the CARES Act and expects to receive funding through the new Corona Virus Response and Relief Supplemental Appropriations Act (CRRSAA) that would allow the Commuter Express to be operated without cost to the County through CY2022. This includes all of the operations scenarios outlined in this report.

The following tables outline the estimated cost and revenue for each of the scenarios. The County is listed as a revenue source following typical year formula grant distributions. Although we do not expect the County to need to contribute the shares listed, it should be taken into consideration for future operations or in case CRRSAA funding falls through. Note that none of these estimates include Summerfest service.

	Est. Platform Hours	Total Cost	Est. Full Revenue
Current Contracted	33 (Daily)		
2021 Projection - Fall Start	2838	\$ 438,783.18	\$ 41,320.42
2022 Projection	8349	\$ 1,303,779.84	\$ 121,559.00
Total	11187	\$ 1,742,563.02	\$ 162,879.42
Option #1: Remove PW Rd, Add BD P&R	26 (Daily)		
2021 Projection - Fall Start	2236	\$ 345,707.96	\$ 49,818.08
2022 Projection	6578	\$ 1,027,220.48	\$ 146,559.00
Total	8814	\$ 1,372,928.44	\$ 196,377.08
Option #2: Reduce Service	21 (Daily)		assumes 25% reduction
2021 Projection - Fall Start	1806	\$ 279,225.66	\$ 30,990.10
2022 Projection	5313	\$ 829,678.08	\$ 91,169.25
Total	7119	\$ 1,108,903.74	\$ 122,159.35

Revenue by % Ridership Return			
Current Contract	80%	60%	20%
County	\$ 334,820.86	\$ 332,214.79	\$ 397,366.56
Fares	\$ 130,303.54	\$ 97,727.65	\$ 32,575.88
State/Federal	\$ 1,277,438.62	\$ 1,312,620.58	\$ 1,312,620.58
Option #1	80%	60%	20%
County	\$ 228,957.76	\$ 254,094.03	\$ 304,366.56
Fares	\$ 157,101.66	\$ 117,826.25	\$ 39,275.42
State/Federal	\$ 986,869.02	\$ 1,001,008.17	\$ 1,029,286.46
Option #2	80%	60%	20%
County	\$ 203,591.31	\$ 219,227.71	\$ 250,500.50
Fares	\$ 97,727.48	\$ 73,295.61	\$ 24,431.87
State/Federal	\$ 807,584.95	\$ 816,380.42	\$ 833,971.37

Timeline Considerations

Milwaukee County Transit Services begins the fall schedule on the last week of August (8/30/2021). The details of the service - including routing and scheduling - would need to be in place by the beginning of June to ensure staffing.

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	February 18, 2021
DEPARTMENT:	Transit
DIRECTOR:	Jon Edgren
PREPARER:	Joy Neilson

Agenda Summary Federal Mask Mandate

On January 31, 2021 the Transportation Security Administration issued a Security Directive (1582/84-21-01) requiring mask use on all public transit vehicles, stations, and buildings. The directive supports enforcement of a CDC order on 1/29/21, and has now been written into the FTA Master Agreement.

The directive not only requires masks on all federally funded transit vehicles, but requires transit operators to deny rides to individuals who are not in compliance. This has been written into the FTA Master Agreement. Penalty for non-compliance through the FTA will include a reduction of not more than 25% of 5307 funds available to a transit system.

Ozaukee Transit has explicitly required passengers and drivers to wear face coverings on transit vehicles since August. Compliance has not been an issue, as most passengers are in agreement with the policy. A link to the Directive has been added to the Ozaukee Transit website. Transit is working on creating signage and window decals to reinforce to riders that masks are required.

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 18, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Transit Monthly Report

Attached is the monthly financial report for January 2021. Please note that transportation service invoices had not been processed at the time of submittal.

ATTACHMENTS:

- Jan PW Committee Report 2021 (PDF)

Ozaukee County Committee Report
Special Revenue Fund Transit Services
For the One Month Ending Sunday, January 31, 2021
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

6.c.1.a

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$43,388	\$43,388	\$520,661	\$477,273	8.33%
Intergovernmental Revenues	-	-	\$2,382,313	\$2,382,313	0.00%
Public Charges for Services	\$10,000	\$10,000	\$614,500	\$604,500	1.63%
Fines/Forfeitures/Penalties	-	-	\$6,300	\$6,300	0.00%
Other Revenue	\$359	\$359	\$392,155	\$391,796	0.09%
Total Revenues	\$53,747	\$53,747	\$3,915,929	\$3,862,182	1.37%
Expenditures					
Salaries	\$3,641	\$3,641	\$115,287	\$111,646	3.16%
Fringe Benefits	\$8,495	\$8,495	\$40,514	\$32,019	20.97%
Travel/Training	-	-	\$4,500	\$4,500	0.00%
Supplies	\$30,588	\$30,588	\$291,656	\$261,068	10.49%
Purchased Services	\$141	\$141	\$3,102,188	\$3,102,047	0.00%
Interdepartment Charges	\$1,639	\$1,639	\$147,754	\$146,115	1.11%
Other Expenses	\$392	\$392	\$39,031	\$38,639	1.00%
Total Operating Expenditures	\$44,896	\$44,896	\$3,740,930	\$3,696,034	1.20%
Capital Outlay					
Equipment & Furniture	-	-	\$175,000	\$175,000	0.00%
Total Capital Outlay	-	-	\$175,000	\$175,000	0.00%
Total Expenditures	\$44,896	\$44,896	\$3,915,930	\$3,871,034	1.15%
Net Increase (Decrease)	\$8,851	\$8,851	(\$1)	(\$8,852)	-885100.00%

Equity:

Attachment: Jan PW Committee Report 2021 (6812 : Transit Monthly Financial Report)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	February 18, 2021
DEPARTMENT:	Transit
DIRECTOR:	Jon Edgren
PREPARER:	Joy Neilson

Agenda Summary Transit Q4 Report

Ozaukee Transit continued operating the Shared Ride Taxi in Q4. Ridership continues to recover, and is consistently at or above 60% of 2019 ridership levels. The overall reduced cost of service reflects the lower-than-expected ridership for 2020. The number of passengers per revenue hour is low due to the increase of single rides for passengers at high-risk of COVID complications.

ATTACHMENTS:

- 2020 Q4 Taxi Report (PDF)

Shared Ride Taxi Quarterly Summary Report

Ridership

Q1	Q2	Q3	Q4	Total	Monthly Average
23,741.00	9,541.00	16,266.00	16,919.00	66,467.00	16,616.75

SRT Expenses and Revenue

Expense	Q1	Q2	Q3	Q4	Total
Purchased Costs	\$316,610	\$149,462	\$221,110	\$241,555	\$ 928,737.26
Administrative and Marketing Costs	\$ 124,498.78	\$ 130,680.17	\$ 52,840.08	\$ 58,331.81	\$ 366,350.84
Maintenance and Parts	\$11,890	\$11,596	\$17,608	\$27,842	\$ 68,935.81
Fuel	\$ 35,653.60	\$ 11,959.18	\$ 22,550.64	\$ 22,253.80	\$ 92,417.22
Service Hours - contracted max is 58,800	12,907	6,093	8,991	9,848	37,839.07
Total	\$ 501,558.86	\$ 309,790.71	\$ 323,099.93	\$ 359,830.70	\$ 1,494,280.20
Revenue	Q1	Q2	Q3	Q4	Total
Fares	\$ 12,560.65	\$ 5,510.75	\$ 9,521.50	\$ 8,989.00	\$ 36,581.90
Punch Card Sales	\$ 55,960.00	\$ 30,000.00	\$ 31,820.00	\$ 42,000.00	\$ 159,780.00
Agency Card Sales	\$ 76,800.00	\$ 26,640.00	\$ 47,160.00	\$ 40,440.00	\$ 191,040.00
No Show Fines	\$ 1,610.50	\$ 870.00	\$ 1,101.75	\$ 1,111.25	\$ 4,693.50
Total	\$ 146,931.15	\$ 63,020.75	\$ 89,603.25	\$ 92,540.25	\$ 392,095.40

Annual Statistics

Contracted Cost per ride	\$ 13.97
Farebox Recovery Rate	26%
Passengers per revenue Hour	0.44
Net Cost Per Ride	16.58
Cost per Revenue Mile	\$ 2.01
Net Cost per Revenue Mile	\$ 1.49

Shared-Ride Taxi Ridership

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	Average
2020 Monthly Ridership	9024	8706	6011	2549	2717	4275	5135	5205	5926	6155	5308	5456	66,467	5,539
2019 Monthly Ridership	8,816	9,252	9,921	10,021	9,648	8,337	8,056	8,798	8,609	9,667	8,535	8,046	107,706	8,975
2018 Monthly Ridership	10,143	9,513	10,122	9,565	9,764	8,805	8,376	9,173	8,746	10,245	9,259	8,424	112,135	9,345
2017 Monthly Ridership	10,218	9,810	10,512	9,399	9,732	9,222	8,773	9,934	9,543	10,338	9,584	9,214	116,279	9,690
2016 Monthly Ridership	9,448	9,601	9,968	9,830	9,282	9,172	8,642	9,374	9,345	9,915	9,547	9,445	113,569	9,464
2015 Monthly Ridership	8,900	8,835	9,812	9,523	9,208	9,030	8,611	8,496	9,070	9,613	8,578	8,837	108,513	9,043
2014 Monthly Ridership	8,238	9,244	10,091	10,203	10,106	9,204	8,983	8,475	9,004	9,863	8,461	8,719	110,591	9,199
2013 Monthly Ridership	8,343	7,809	8,221	8,148	8,403	7,356	7,619	7,612	7,727	8,778	8,202	8,102	96,320	8,027
2012 Monthly Ridership	7,780	7,901	7,811	7,240	7,721	6,875	6,769	7,511	7,193	8,807	7,869	7,274	90,751	7,563
2011 Monthly Ridership	6,479	5,819	7,561	6,724	6,786	6,433	5,850	6,775	6,872	6,997	6,854	6,736	79,886	6,653
2010 Monthly Ridership	5,820	5,665	6,795	6,251	5,803	5,858	5,928	5,666	6,353	6,870	6,870	6,709	74,588	6,199
Same month 2020 vs 2019	2.36%	-5.90%	-39.41%	-74.56%	-71.84%	-48.72%	-36.26%	-40.84%	-31.17%	-36.33%	-37.81%	-32.19%	-38.29%	-38.2%

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals	Average
2020 Monthly No Shows	214	209	157	80	89	105	116	103	143	127	143	146	1216	219

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Forklift Purchase (Postponed)

BACKGROUND INFORMATION: As part of the 2021 Highway Department Budget, the purchase of a used Forklift was approved with a budget amount of \$20,000.

The proposed purchase would add a Forklift to our fleet, and allow for a permanent placement of a Forklift at our Waubeka Shop. A Forklift would be able to assist Waubeka with installation and maintenance on snow plow trucks and equipment, maintenance on large tractors and other vehicle and facility maintenance.

ANALYSIS: Scott Palubiski, Shop Superintendent, requested prices from three suppliers, and received the following quotes:

Model	Supplier	Capacity	Hours	Cost
2011 Yale	YES	6,000 lbs.	5,379	\$17,550*
2013 C5 Cushion	Crown Lift	6,000 lbs.	N/A	\$19,938
2011 Yale	YES	5,000 lbs.	5,000	\$21,370

***Recommendation by Highway Staff**

Based upon the quotes received, equipment research and discussion with staff, Highway staff recommends the 2011 Yale from Yes Equipment Services, Inc. (YES).

One caveat is that Shop Superintendent Palubiski hasn't performed a final inspection on any of the potential Forklifts as the Suppliers continue renting the equipment until an official offer has been made. Therefore, the final purchase may vary, but, if altered, would be reported at a future meeting and stay less than the budgeted amount.

FISCAL IMPACT:

Balance Current Year: \$20,000 Next Year's Estimated Cost: --

FUNDING SOURCE:

County Levy: --

Non-County Levy: X

Indicate source: Highway Department's Equipment Fund

RECOMMENDED MOTION: Approve the 2011 Yale from Yes Equipment Services, Inc. (YES).

ATTACHMENTS:

- PW Comm Support Doc - Forklift - REV (PDF)
- Forklift Quotes (PDF)

HISTORY:**01/21/21 Public Works Committee****POSTPONE****Next: 02/18/21**

Discussion on the price and obtaining further quotes.

Motion made by Supervisor Grabow, seconded by Supervisor Wolf to postpone action until the February 18, 2021 meeting.

RESULT:	POSTPONE [4 TO 1]	Next: 2/18/2021 8:00 AM
MOVER:	T. Grabow, Vice-Chairperson	
SECONDER:	M. Wolf, Chairperson	
AYES:	M. Wolf, T. Grabow, J. Haas, P. Marchese	
NAYS:	D. Henrichs	



Ozaukee County Highway Department

410 South Spring Street

Port Washington, Wisconsin 53074-0994

Jon E. Edgren, P.E. – Director of Public Works

Phone 262-238-8335

Fax 262-238-8343

TO: Public Works Committee
 FROM: Jon E. Edgren
 SUBJECT: Forklift - REVISED
 DATE: February 10, 2021

BACKGROUND INFORMATION: As part of the 2021 Highway Department Budget, the purchase of a used Forklift was approved with a budget amount of \$20,000.

The proposed purchase would add a Forklift to our fleet, and allow for a permanent placement of a Forklift at our Waubeka Shop. A Forklift would be able to assist Waubeka with installation and maintenance on snow plow trucks and equipment, maintenance on large tractors and other vehicle and facility maintenance.

ANALYSIS: Scott Palubiski, Shop Superintendent, requested prices from three suppliers, and received the following quotes:

Model	Supplier	Capacity	Hours	Cost
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2013 C5 Cushion	Crown Lift	6,000 lbs.	N/A	\$19,938
2011 Yale	YES	5,000 lbs.	5,000	\$21,370

***Recommendation by Highway Staff**

Based upon the quotes received, equipment research and discussion with staff, Highway staff recommends the 2011 Yale from Yes Equipment Services, Inc. (YES).

At the January Public Works Committee meeting (PWC), there were questions as to the minimum requirements and expected costs for a Forklift, so the purchase was postponed for additional research.

Chairman Wolf submitted a couple other suppliers with potential forklifts for review. The first was a 2011 Yale from Fairchild Equipment for \$11,500, but it didn't meet our expectations without pneumatic wheels for use in the shop yards and they don't have anything else currently that meet our needs.

The second was a 2013 CAT from Fork Lift Trader that appeared to be a great deal for \$13,500, though we prefer to buy from a supplier with Dealer connections. However, it was sold within a couple weeks of our last meeting, so it's no longer available regardless. Currently, Fork Lift Trader does have a slightly newer Toyota Forklift with higher lifting capabilities, but it is \$18,500, which is \$1,000 more than the original Yale recommendation. (See attached sheets.)

Given that the Forklift market tends to be a quick turnover of rental equipment, at this time we could continue to recommend the 2011 Yale from YES. However, if approved by the PWC, we

would appreciate a motion approval for the recommended Forklift or similar within budget. This would allow staff to monitor the Forklift market for a few more weeks, and act quickly if a “great” deal comes available.

FISCAL IMPACT:

Balance Current Year: \$20,000

Next Year’s Estimated Cost: --

FUNDING SOURCE:

County Levy: --

Non-County Levy: X

Indicate source: Highway Department’s Equipment Fund

RECOMMENDED MOTION: Approve the 2011 Yale from Yes Equipment Services, Inc. (YES) or similar within budget.

Attachment: PW Comm Support Doc - Forklift - REV (6734 : Forklift)

Yes Equipment & Services, Inc.



W136 N4901 Campbell Drive, Menomonee Falls, WI 53051

Phone: (262)783-7510

Fax: (262)783-7995

YaleLift Trucks
Taylor-Dunn
Bulldog Batteries
Reliable Rentals
Service All Makes
Parts for All Makes
Tires Pressed on site
Capacity Trailer Jockeys
www.yesfleet.com

Scott Palubiski
Ozaukee County Highway Dept.
410 S. Spring St Port Washington,
WI 53
Port Washington, WI 53074-2328

Date: **August 12, 2020**
Proposal: **120001588**
Make: **YALE**
Model: **GLP060VXNVSE091**

Plate Capacity for this model is 6,000 lbs. to a height of 187" with a 24" Load Center.
Net Capacity for this model is 6,000 lbs. to a height of 187" with a 24" Load Center.

Note: Truck net capacity may be reduced, consult your sales representative

Standard Specifications

Mast Type	TRIPLEX	Max Lift Height	187"
Lowered Height	91"	Free Lift	65"
Forks	42"	Forward Tilt	6°
Back Tilt	6°	Lift Speed	115 ft/min
Lower Speed	83 ft/min	Travel Speed	13 mph
Overall Width	52.3"	Turn Radius	83.4"
Right Angle	108.5"	Length To Face	
Drive Tires	28.0" X 9.0" X 15.0" - 12PR PNEUMATIC		
Steer Tires	6.5" X 10.0" - 10PR PNEUMATIC		

Base Features

Hydrostatic Power Steering
Intellix VSM
Swivel Full Suspension Seat
Cooling System

Other Features

This is a very clean 2011 model truck with only 5379 hours that will go through our rental ready program.
The pm will be done all safety items checked and repaired or replaced if needed.
It will also be painted
It is equipped with a sideshifter, head & tail lights, strobe, bu alarm, CLEAR CAP TOP PROTECTOR
30-day return policy

Pricing

	<u>Each</u>	<u>Qty</u>	<u>Extended</u>
Truck Price	\$17,200.00	1	\$17,200.00
Delivery	\$350.00		\$350.00
Selling Price	\$17,550.00		\$17,550.00
Options Total	\$0.00		\$0.00
Grand Total	\$17,550.00		\$17,550.00

Options Note: (*) Items are NOT included in Options Total

Options total	\$0.00	\$0.00
---------------	--------	--------

Payment Options

Payment Options based on the amount of: **\$17,550.00**

GRAND TOTAL EXTENDED AMOUNT DUE ON EQUIPMENT DELIVERY

Tax is NOT included in the Grand Totals (See 1.H)

☐ Purchase is non-taxable. ☐ Purchase is taxable.

Prepared by:
Joe Krysiak
Major Accounts Manager

In lieu of purchase order

Signature: _____

Date: _____

Title: _____

Proposal is subject to the terms and conditions page.
This proposal is good for thirty (30) days from the date listed at the top.
Lease payments are based on 1500hrs and completion of the application survey.

Printed: 8/27/2020



QUOTE

1610 PEARL ST.
Waukesha, WI 53186
FED ID 39-1723752

Date	Estimate #
2/2/2021	20-4788

Name / Address
OZAUKEE COUNTY HIGHWAY DEPARTMENT 410 S SPRING STREET PO BOX 994 PORT WASHINGTON, WI 53074

P.O. No.

Qty	Item	Description	U/M	Cost	Total
1	5014	2013 TOYOTA PNEUMATIC FORKLIFT MODEL: 8FGU30 SN: 37958 6000LB CAPACITY 218" LIFT AUTO TRANSMISSION, POWER STEERING, LP GAS 4 WAY HYDRAULICS SIDE SHIFT ATTACHMENT 48" FORKS ALL ORIGINAL PAINT HOURS: 5503 90 DAY POWER TRAIN WARRANTY (1 YEAR POWER TRAIN WARRANTY FOR \$900) 60 DAY PARTS WARRANTY DELIVERED PRICE SCOTT 262-284-8337 SPALUBISKI@CO.OZAUKEE.WI.US		18,500.00	18,500.00T

CONTACT US WITH ANY QUESTIONS AT 262-547-6637

E-mail: Info@ForkliftTrader.com

Web Site: www.ForkliftTrader.com

Subtotal	\$18,500.00
Sales Tax (5.1%)	\$943.50
Total	\$19,443.50

Attachment: Forklift Quotes (6734 : Forklift)



Attachment: Forklift Quotes (6734 : Forklift)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Highway Facility Study

BACKGROUND INFORMATION: The Ozaukee County Highway Department operates out of three locations: Cedarburg, Port Washington & Waubeka. Over the past few years, we've begun trying to perform long range planning to lay out future building maintenance needs.

Given the age of our buildings and continued growth in the size of trucks, we've begun to see potential space needs with our sheds. This is especially true in Waubeka, where we needed to upgrade one of our garage doors for \$10,000 to be able to fit our new Plow Truck into the shed. We expect to replace another door this year within our Building Maintenance budget for the same purpose. Additionally, we have \$200,000 proposed for roof maintenance in the next two years.

My original intent was to hold our Public Works Committee meetings at the various locations to give more insight into our operations and locations, but COVID has continued to hold off that option. Given that we're anticipating virtual options for meetings into summer, and likely beyond, I've decided that I'd like to move forward on the Highway Facility Study regardless at this point.

Additionally, there have been discussions at Public Safety and Natural Resources Committees about potential projects at the Justice Center and Hawthorne Hills respectively. As Jon Wallenkamp, Kueny Architects, has been assisting with discussions on both of those projects, it made sense for me to seek a proposal directly from him for the work. (Attached)

It will be important for the Highway Facility Study to understand and incorporate the potential Sheriff & Park's Departments projects, especially as it impacts storage and work space upgrades.

ANALYSIS: In order to document our current conditions, understand our potential issues and forecast upcoming maintenance, I feel that a Highway Facility Study is important to assist in developing smart, fiscally responsible plans going forward.

FISCAL IMPACT: Balance Current Year: \$21,600 Next Year's Estimated Cost: --

FUNDING SOURCE: County Levy: X

RECOMMENDED MOTION: Approve the Highway Facility Study by Kueny & Associates.

ATTACHMENTS:

- Kueny Arch - Oz Cty Facilities Study Proposal - 2-2-21 (PDF)



KUENY ARCHITECTS, L.L.C.

Ozaukee County, WI Facilities Study

Request for Services

Space Needs Study & Conceptual Design for
Highway, Parks and Sheriff's Department Facilities

February 2, 2021

Kueny Architects, L.L.C.
10505 Corporate Drive
Suite 100
Pleasant Prairie, Wisconsin 53158
2/2/2021

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1. Letter of Interest

Ozaukee County Highway Department
410 South Spring Street
Port Washington, Wisconsin 53074

Attention: Jon Edgren, P.E.
Public Works Director
jedgren@co.ozaukee.wi.us
262-238-8335 (Direct) 262-442-3961 (Cell)

Regards: Space Needs Study & Conceptual Design
For Highway, Parks and Sheriff's Department
Facilities

Dear Selection Team,

Thank you for the opportunity to present our architectural planning services, once again to Ozaukee County. Enclosed, you will find our response to your Request for Services. As the preeminent leader in the field of municipal planning, our firm, **Kueny Architects, L.L.C.** has delivered similar **Highway, Parks and Sheriff Impound Facility projects** ranging in size from 5,000 square feet to over 300,000 square feet across the Midwest. In Wisconsin, some of our current and past Projects include:

Burnett County

Dane County

City of Mequon

City of Eau Claire

City of Cedarburg

Our ultimate goal is to improve the way you deliver your services to the County. I'm confident our team of experienced staff and consultants can assist Ozaukee County in providing a valuable tool in future planning for the Highway Department, Parks Department and the Sheriff's Department. Past studies completed by our firm have a high success rate of becoming reality. I encourage you to contact any of our references listed in this response and to take a tour of some of our past and present City, County and Village facilities. We look forward to discussing this proposal further.

Very Truly Yours,

Jon P. Wallenkamp, AIA ALA,
Partner



Burnett County Highway & Forestry Department

2. Firm Profile – General Information

KUENY ARCHITECTS, L.L.C.

10505 CORPORATE DRIVE – SUITE 100

PLEASANT PRAIRIE, WI 53158

PHONE: (262) 857-8101 FAX: (262) 857-8103

MEMBER OF: AMERICAN PUBLIC WORKS ASSOCIATION
UNITED STATES GREEN BUILDING COUNCIL

PARTNERS:

JON P. WALLENKAMP, AIA, ALA - Contact

Contact Email: jonw@kuenyarch.com

JOHN F. SCHMIDBAUER, PE

INSURANCE COVERAGE:

Workers Compensation:

West Bend Mutual Insurance Company

Statutory Limits of Wisconsin

Employer's Liability (per accident): \$ 1,000,000

Disease (per employee): \$ 1,000,000

Disease Policy Limit: \$ 1,000,000

Business Owners Insurance:

West Bend Mutual Insurance Company

General Aggregate: \$ 2,000,000

Products – Completed Operations: \$ 3,000,000

Each Occurrence: \$ 1,000,000

Medical Expenses (any one person): \$ 5,000

Personal/Advertising Injury: \$ 1,000,000

Hired / Non-owned Auto: \$ 1,000,000

Excess / Umbrella Liability: \$ 4,000,000

Professional Errors & Omissions:

Berkley Design Professional Insurance Company

\$ 2,000,000 / occurrence; \$ 2,000,000 aggregate



3. Firm Qualifications

Kueny Architects, LLC is a full service Architectural & Engineering firm located in southeastern Wisconsin. Founded in 1959 by local architect Robert M. Kueny, Kueny Architects has experience in a wide range of building types. Recently marking its 61st year, the firm has completed over three million square feet of Government Projects across the Midwest in the last 30 years. Our specific experience with these facilities can be seen in the successful projects shown in this proposal. We approach the planning and engineering of buildings with a philosophy that has not changed for 61 years!

Our **Project Team** consists of partners, Jon Wallenkamp, architect and John Schmidbauer, engineer, who have been working together for over 30 years.



THREE REASONS TO CHOOSE KUENY ARCHITECTS

Kueny Architects, LLC is a full service Architectural & Engineering firm located in southeastern Wisconsin. Founded in 1959 by local architect Robert M. Kueny, Kueny Architects has experience in a wide range of building types. Recently marking its 61st year, the firm has completed over three million square feet of Government Projects across the Midwest in the last 30 years.

Three Reasons to Choose Kueny Architects

Municipal Facilities are our specialty; it's what we are known for and what we do well. It has driven our talented team of Architects and Consultants to establish lifelong relationships with municipal clients across the Midwest.



(1) Lower Construction Cost per Square Foot

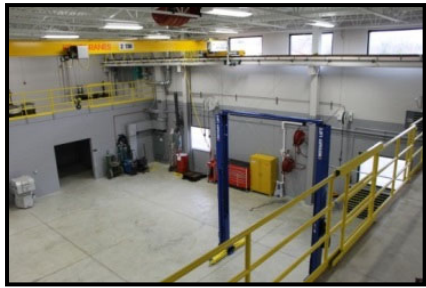
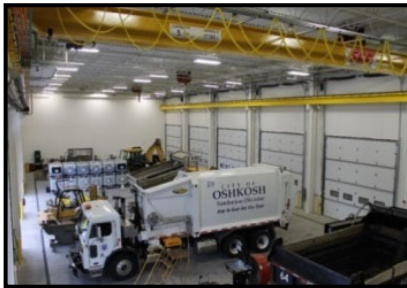
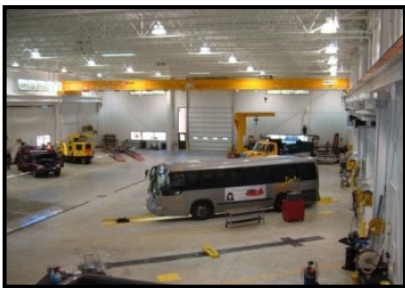
The average total cost for our Municipal buildings range from **\$120 - \$160** per square foot, (See Similar Projects). **This includes salt storage and fueling facilities.** Based on our experience in completing dozens of similar facilities across the Midwest, our Municipal Facilities typically cost 10% - 20% less for first class facilities. Due to this experience, we are confident we can arrive at a design with a substantially lower cost per square foot than any of our competitors.

(2) Projects are completed with less than 1% in Change Orders

The fact that our **projects are completed with less than 1% in change orders** indicates the success of our upfront planning and understanding with all parties. It also reflects the accurateness and detail in our drawings and specifications and the success of our construction oversight. All members on the team are alert to all aspects of the design and know when to ask questions of other team member's work, giving each project many internal reviews of the entire design package.

(3) Lower Architectural/Engineering Design Fees

Typically, **our design costs are on the lower end of the scale**, with absolutely no sacrifice in experience and skill. Secondly, our buildings are less costly to construct for a very high level of quality. The bottom line is that the overall project budget is left with more dollars that can be invested in the facility and its operation. We encourage you to contact the users of these buildings to discuss this advantage first hand.



4. Project Understanding, Approach & Methodology

Project Understanding

We understand the County seeks to gain a better understanding of the physical conditions and space needs of the Highway Department, Parks Department and Sheriff's Department along with related outlying buildings.

Like many buildings of its age, the existing Highway and Parks Department facilities were not originally built for the purpose of storing, servicing or washing the larger vehicles used today. The lack of sufficient space for plow trucks and seasonal equipment along with the shortage of offices, workstations, conference/training rooms and amenities, has hindered operations for some time and is not producing an optimum work environment. The Sheriff's Department Impound facility/s has also outgrown its original spaces and is in need of additional evidentiary storage and equipment storage.

To prepare these operations for the future, the County is requesting professional consulting services to conduct a site and facilities space needs analysis and master plan focused on identifying the existing shortcomings of the facilities and site and determine a cost effective master plan solution to meet the needs of the Departments well into the future.

Approach to Facility Space Needs

In order to define the needed facility spaces for each of these departments, our team members propose to conduct a cursory review of existing operations and assess the limitations posed by the current facilities. These may include insufficient administrative space, lack of proper amenities, lack of sufficient storage shop/s, vehicle repair and circulation spaces and insufficient storage of plow trucks, construction and seasonal equipment. As for vehicles and equipment, we will identify every current and future motorized unit and towed behind piece of equipment as well as any attachments stored on site. Once identified, we will recommend the appropriate size and means of storage. Administratively, some common spaces could possibly be shared such as conference rooms, office equipment areas and archives. Amenities include areas such as training/lunch room and restroom/locker areas.

Moving forward, we will begin to layout our **approach to identifying the necessary site and facility space needs**, specifically:

- A. Administration
- B. Vehicle Maintenance
- C. Employee Support Area/s
- D. Vehicle Storage
- E. Site Improvements
- F. Ancillary Buildings - Seasonal Storage
- G. Ancillary Buildings - Secured Storage



Methodology

Interviews will be conducted in small groups or one-on-one. The purpose of these interviews is to gain the perspective of the employees regarding service delivery capabilities, public interaction, physical barriers, location of existing offices and interaction with other employees or the public. **Deliverable includes a written document** defining each area of the site and facility listing spatial deficiencies and recommended solutions.

A. Administration

We propose to specifically discuss and determine the spatial requirements for the following areas:

- Reception area, frequency of public interaction, and amount / type of various security controls needed.
- Number, type and size of recommended offices.
- Number type and size of any workstations.
- Number type and size of any conference areas, large and/or small.
- Plan storage/layout area needed.
- Active and non-active archives and file retention area(s).
- If feasible, a shared, centralized area for office equipment, document preparation and server closet.

B. Vehicle Maintenance

Our scope of services will analyze the Fleet Maintenance operations in order to determine type of service being provided for itself on snow and ice vehicles and equipment, specialized equipment and any other vehicles and Departments. We will specifically review:

- The current and future maintenance needs of the County.
- Number and type of bulk products dispensed and space required for such fluids.
- Parts inventory needs and requirements affecting spacial requirements.
- Active versus inactive parts requirements.
- Tire storage, equipment requirements, and outsourcing.
- The number, capacity, and type of hoists (in-ground, recessed, mobile etc.).
- The possible need for an overhead bridge crane and capacity requirements.
- In ground and take-up exhaust reels.
- Current and future outsourcing?
- Welding and the need for a dedicated bay area and equipment such as bridge or jib crane, weld tables, racks, and electrical requirements.



C. Employee Support Area

- A break/training room area equipped with weather equipment.
- Amenity needs such as restroom, shower, locker rooms and mud room.
- A small area for uniforms, if this is applicable.



D. Vehicle Storage

It is assumed vehicles and equipment are stored in both warm and cold storage buildings. Typically all response vehicles with attachments (plow trucks and snow removal equipment), light duty trucks (department trucks and take-homes), and heavy duty equipment are stored in a warm environment. Seasonal equipment such as tractors, rollers, construction and mower equipment is usually stored in minimally heated storage. For each vehicle, we will assess the make, model, age, size and accompanying attachments. From this information we will work with Fleet Maintenance to identify the average age of the fleet and discuss what plans are in place for vehicle replacements. This analysis will determine the quantity and size of future parking bays.

E. Site Improvements

In addition to Administrative, Amenities, Fleet Maintenance and Vehicle Storage needs, the current and future site will need to address other areas and equipment such as:

- Review the fueling system (On or off-site, above or below ground) and determine the future requirements.
- A manual wash (and possibly an automated) system should be determined with the ability to flush the inside of dump boxes via catwalks.
- Needed Salt and Brine facilities.



F. Ancillary Buildings - Seasonal Storage

Seasonal pieces of equipment such as tractors, mowers, attachments, trailers and dozens of palletized bulk materials require various indoor storage such as unheated or minimally heated pre-engineered buildings or enclosed lean-to's. As for centrality of equipment and material storage versus remotes, each municipality is different with its own set of current conditions and future operating goals. Pros and cons of centralized storage of equipment, maintenance and materials versus individual Park location storage are discussed and presented with each conceptual plan and cost scenario.

G. Ancillary Buildings – Secured Sheriff Impound Storage

In addition to Highway and Parks Departments warm and cold storage buildings, we will review the needs of the Sheriff Impound lot/s and facility and identify the maximum/minimum amount and type of space needed, specifically;

- The maximum/minimum number of vehicles, boats, recreational vehicles and trailers that need to be stored.
- The amount (if any) of satellite processing of evidence, i.e. workstations, etc. necessary.
- The amount and type of open lot spaced secured via an open fenced enclosure or enclosure with roof and sidewalls.

5. Work Plan/Scope of Services

Scope of Services

Our approach to this project is made up of two distinct phases.

Phase 1 Data Acquisition, Assessment & Space Needs

Phase 2 Concept & Master Plan Development

Phase 1 – Data Acquisition, Assessment & Space Needs

The purpose of this Phase is to determine the necessary short and long term facility space needs for the Departments listed. Areas of analysis include administrative, amenities, equipment and vehicle storage, vehicle maintenance and departmental shop/s. The site and facility space needs analysis includes the following tasks listed below, specifically:

1. Set Project Scope and Schedule
2. Establish organization and agenda for meetings.
3. Establish team interaction, committee members and member roles.
4. Establish project schedule and goals.
5. Provide regular updates to the County.
6. **Create a base plan of the existing site and facility, based off available drawings and GIS Mapping Data.** Plan to indicate available data such as existing property lines, existing overhead/underground utilities, easements, adjoining properties, wetland boundaries (if applicable), and comprehensive property mapping depicting site features i.e. structures, drainage patterns and existing pavements. The site design survey will serve as the base for design of site improvements. A detailed survey will be produced should the project move to the next level.
7. Review site circulation issues and evaluate site access, traffic flow and turn radiuses around any existing buildings.
8. Determine the existing area of each building and room. Detail function, number of occupants and suitability. Catalog the spaces in tabular format.
9. Conduct a cursory building inspection to determine the general condition and continued life expectancy of each of the primary buildings.
10. Determine inefficiencies within the current plan such as poor or non-existent vehicle storage and/or circulation, undersized vehicle wash bay, and/or insufficient number of vehicle maintenance bays, weld and inventory storage.



11. Conduct a cursory analysis of the **Highway Department and Parks Department operations**, staffing and equipment storage requirements. We will also assess any off-site facility locations with the intent of possible inclusions within the main campus.
 - a. Document staff makeup, job tasks, and relationships.
 - b. Conduct interviews with key staff to determine the appropriate space needs. The team approach is critical in this stage. Kueny Architects does not seek to impose a given solution on the client, rather to provide an outsiders view of current operations. Listening to the client provides a clear picture of the operation.
 - c. Analyze current spatial conditions including administrative, amenities, vehicle maintenance, vehicle storage and shops.
 - d. Review of current and future storage requirements of all vehicles and equipment.
 - e. Review of Vehicle Maintenance practices impacting current and future space needs.
 - f. Explore any current or future service requests from other County departments.
 - g. Inventory all equipment including size, required space and support. Determine the need for new capital equipment.
 - h. Document every FTE and PTE.
 - i. Review vehicle washing practices and related facilities.
 - j. Conduct a cursory analysis of the **evidentiary needs of the Sheriff's Department** and provide several spatial solutions along with a cost analysis.
12. Review site circulation, operations, maneuverability, signage, scale system, lighting, security and material storage requirements.
13. As a team, working with the County, we will develop and circulate respective spatial requirements. Data from this document will be incorporated into our "spatial worksheet" and the space plan.
14. Develop an Initial Spaces Needs Summary Report and Worksheet.
 1. Report will be circulated to key staff for review and comment.
 2. Feedback will be incorporated in the Concept Plans.

Phase 2 – Concept & Master Plan Development

Once the Phase 1 data is analyzed, we will present the space needs as conceptual schemes; depicting workflow, room size, adjacencies, facility layout, outbuildings, material storage requirements and future expansion alternatives on the existing site. The tasks are listed below, specifically:

1. Concept Plan Development:
 - a. Kueny Architects will develop concept plans with varying degrees of complexity. Plans will be reviewed with the County refined into three generic concepts depicting possible new construction and/or additions.
 - b. Conceptual plans will account for changing technologies, i.e. the possible future use of compressed natural gas, (CNG), electric vehicles, (if applicable) covered material storage, and equipment staging.

- c. *If applicable*, provide recommendation/s for the continued use of any Highway, Parks and Sheriff's Department buildings i.e. Cold Storage for vehicles, equipment and materials.
- d. As a team, we will access pros and cons and operational efficiencies for each plan.

2. Conceptual Estimate of Preliminary Models

- a. Each concept plan will be paired with a conceptual estimate of any construction costs in addition to other soft costs.
- b. Costs of each plan will be compared side-by-side numerically and graphically for analysis by team members and County.

3. Final Plan and Detailed Estimate

- a. Upon selection of the final solution, Kueny Architects will provide a detailed master plan and expand the conceptual estimate into a total program budget.
- b. Our team will work with the County budgeting cycles as appropriate to **outline multi-year funding options** if necessary.

4. Facilities Concept Plan

- a. Upon completion, a Space Needs & Assessment Report document will be provided for review. The report will include the following:
 - 1. Study Objectives.
 - 2. Process Used and Approach.
 - 3. Summary of Findings.
 - 4. cursory analysis of existing Conditions.
 - 5. Storm water discharge.
 - 6. Utilities.
 - 7. cursory Operations & Staffing Level Review.
 - 8. Spatial guidelines for each area (required space for each function).
 - 9. Minimum building envelope standards.
 - 10. Primary method of construction, (Steel frame with precast concrete panels or concrete masonry).
 - 11. Mechanical and Electrical System Parameters.
 - 12. Technology Considerations.
 - 13. Site planning, Immediate, Short and Long Term Needs.
 - 14. Estimate of Probable Costs.
 - 15. Possible Phasing Plans and Public Safety.

5. Final Presentation

- a. A technical presentation/s will be made to different committees as needed by the County.

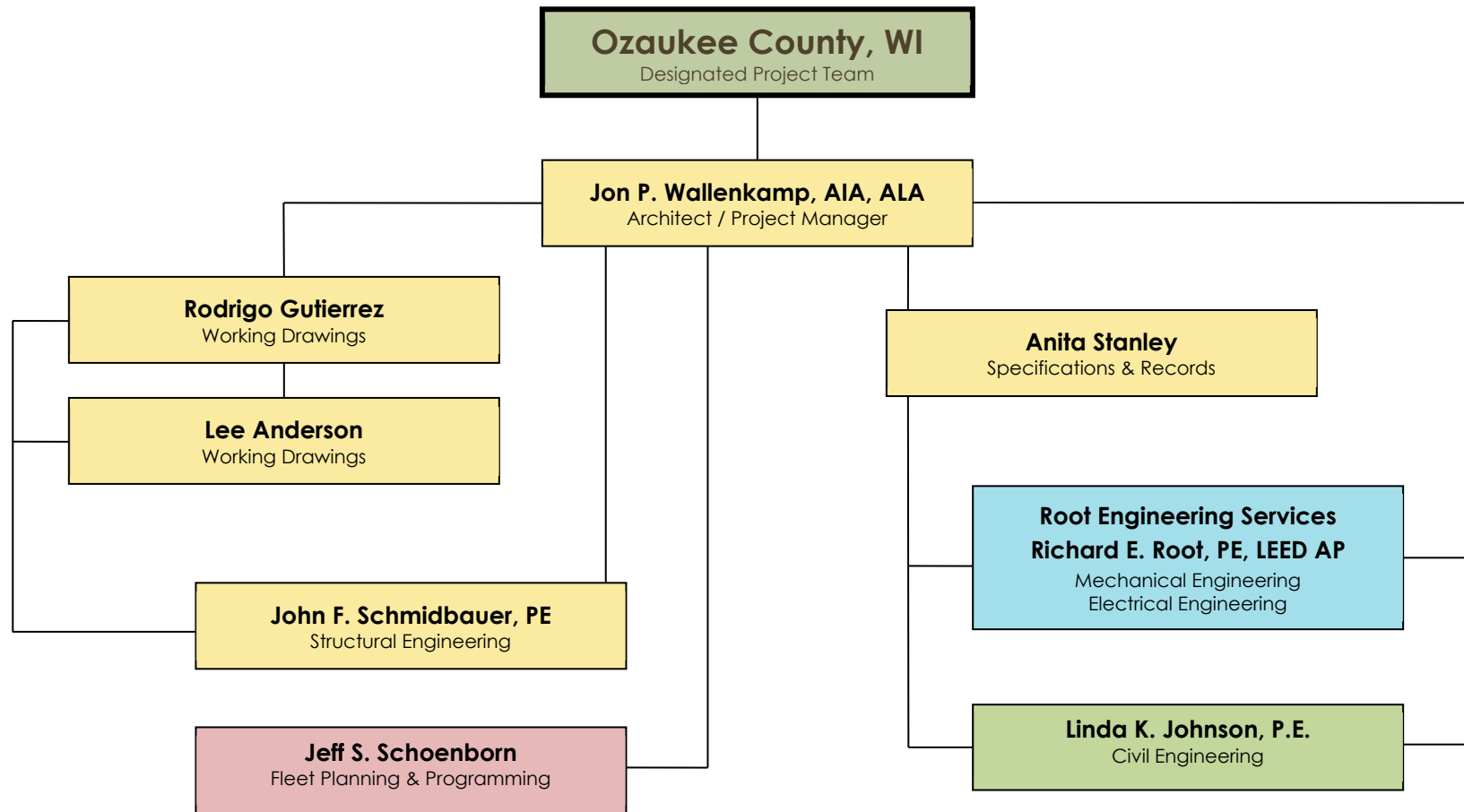
Meetings

Kickoff Meeting. Here we will conduct a meeting with appropriate County staff and employees. The purpose of this meeting will be to introduce the team, explain the scope and goals, answer any questions or concerns, and convey our philosophy that each and every employee has a stake in the success of the project.

Project Team Meeting. This short meeting often immediately follows the Kickoff Meeting. Our team members will meet with County team members to explain the work plan, and ask any questions; i.e. requested information, access of buildings and equipment, project duration, and availability of team members.

Staff and Departmental Meetings. We will schedule with staff various meetings in order to gain perspectives regarding service delivery. These meetings will be scheduled throughout the project in order to compile and explain data, and/or explain our means, methods and opinions.

6. Project Organizational Chart



6. Team Resumes – Kueny Architects, LLC Principals

Kueny Architects, LLC – Principals - Pleasant Prairie, WI

Jon P. Wallenkamp, AIA, ALA – Principal – Architect

Programming and Design, Working Drawings, Specifications, Construction Observation and Building Modeling

Education: B.S. Architecture – University of Wisconsin – Milwaukee
 Experience: Planning Associates, Madison 1990-1991 – Intern Architect
 Robert M. Kueny Architect - 1991 to 1999 – Project Manager
 Kueny Architects, LLC – 2000 to present – Principal
 Registration: Wisconsin, Illinois, and Michigan
 Affiliations: International Code Council
 Publications: "Government Fleet" Magazine – May 2011
 Engagements: APWA – 2012 Wisconsin and Illinois Chapter Conferences - Lecturer
 Community: Boy Scout Troop #146 – Troop Leader
 City of Wauwatosa, WI Historical Society – Board Member

Relevant Project Experience: Lead Architect/Project Manager

Kenosha County Center	City of Davenport Public Works Center	City of Moline Municipal Service Center
Kenosha County Molinaro Building	City of Kenosha McCarthy Transit Center	ECIA / RTA Joint Operations Center
City of Burlington Service Center	City of Dubuque Municipal Service Center	Village of Grafton Operations Center
City of St. Peters Solid Waste Facility	Town of Salem Highway and Fire Facility	Waterloo Iowa Public Works Facility
Lake County DOT Weld Shop	Waukesha County Storage Building	City of Oshkosh Public Works Facility
Cedar Rapids Public Works Facility	Des Moines Public Works Facility	Davenport CitiBus Expansion & Renovation
Dane County Highway Facility / Site Design	Grafton Water Utility Operations Building	Scott County Secondary Roads Facility
City of Iowa City Facility Master Plan	City of Mequon Facility Planning Study	Jefferson County Satellite Highway Buildings
Genoa City Village Hall and Police	Village of Bayside Public Works	City of Mequon Highway Division Addition
Dunn County Transit Facility	Madison Engineering Building Addition	Village of Caledonia Highway Facility
Cedarburg Public Works Facility	Burnett County Highway & Forestry Facility	Ashland County Highway Addition
Village of Brown Deer DPW Facility	City of Elkhorn Public Works Facility	Wauwatosa DPW Office Remodeling

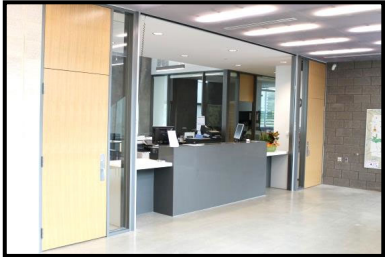
John F. Schmidbauer, P.E. – Principal – Engineer

Structural Engineering, Working Drawings, Specifications

Education: B.S. Architectural Engineering – Milwaukee School of Engineering
Experience: Kapur & Associates, Milwaukee 1989-90 – Construction Surveying
Robert M. Kueny Architect – 1991 to 1999 – Project Manager
Kueny Architects, LLC – 2000 to present – Principal
Registration: Wisconsin, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio
Affiliations: International Code Council
American Concrete Institute
Community: Kenosha YMCA – Board of Directors, Executive Committee
St. Mary Catholic Church – Parish Council – 2004-2010, Trustee Secretary – 2005-2009

Relevant Project Experience: Lead Structural Engineer

- | | | |
|--|--|--|
| Town of Randall Fire Station #2 | City of Kenosha McCarthy Transit Center | Town of Burlington Fire Station #3 |
| City of Burlington Service Center | City of Dubuque Municipal Service Center | ECIA / RTA Joint Operations Center |
| City of St. Peters Solid Waste Facility | Town of Salem Highway and Fire Facility | Village of Grafton Operations Center |
| Lake County DOT Weld Shop | Waukesha County Storage Building | Waterloo Iowa Public Works Facility |
| Cedar Rapids Public Works Facility | Des Moines Public Works Facility | City of Oshkosh Public Works Facility |
| Dane County Highway Facility / Site Design | Grafton Water Utility Operations Building | Davenport CitiBus Expansion & Renovation |
| City of Iowa City Facility Master Plan | City of Mequon Facility Planning Study | Ozaukee County Fairgrounds Buildings |
| Genoa City Village Hall and Police | Village of Bayside Public Works | Scott County Secondary Roads Facility |
| Dunn County Transit Facility | Madison Engineering Building Addition | Jefferson County Satellite Highway Buildings |
| Cedarburg Public Works Facility | Burnett County Highway & Forestry Facility | City of Mequon Highway Division Addition |
| Village of Brown Deer DPW Facility | City of Elkhorn Public Works Facility | Village of Caledonia Highway Facility |
| Ashland County Highway Addition | Wauwatosa DPW Office Remodeling | |



6. Team Resumes – Plumbing, Mechanical, Electrical & Civil Consultants

Richard E. Root, P.E., LEED AP – *Plumbing, Mechanical & Electrical Consultant* *Plumbing, Mechanical & Electrical Engineering*

Education: B.S. Mechanical Engineering – Kansas State University – 1982
 M.S. Mechanical Engineering – University of Kansas – 1989

Experience: United States Navy – Civil Engineering Corps Officer – 1982 – 1998
 Harcros Pigments – Project Engineer – 1989 - 1994
 Unifirst Corporation – Project Engineer – 1994-1995
 Murray & Associates – Vice President/Design Engineer – 1995-1998

Services: Principal/Lead Designer – 1998 to present

Registration: Wisconsin, Illinois, and 12 other states.

Affiliations: Member of NCEES, ASHRAE, ASPE.

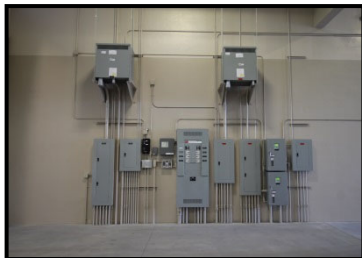
Accreditations: LEED Accredited Professional – Building Design + Construction v3.0

Relevant Project Experience:

Village of Bayside Public Works
 Cedarburg Public Works Facility
 Village of Weston Master Plan
 Village of Brown Deer DPW
 Waukesha County Communications Addition
 Wauwatosa DPW Office Remodel

Genoa City Village Hall and Police
 Burnett County Highway & Forestry Facility
 Town of Burlington - Fire Station #2
 Village of Caledonia Highway
 City of Eau Claire Study
 Ashland County Highway Addition

Jefferson County Satellite Highway Buildings
 City of Mequon Highway Division Addition
 Jule Transit Operations – Dubuque IA
 Kenosha County Sheriff Storage Building
 Portage County Highway
 Elkhorn DPW Facility



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6. Team Resumes – Civil Consultant

Linda K. Johnson, P.E. – Civil Engineering Consultant

Civil Site Design, Storm Water Management and Erosion Control – Office Location: Cedarburg, WI

- Education: B.S. Civil and Environmental Engineering – University of Wisconsin - Madison – 1987
M.S. Civil and Environmental Engineering – University of Wisconsin - Madison – 1989
M.B.A. – University of Wisconsin – Milwaukee - 2002
- Experience: Harza Engineering 1989-1991
STS Consultants, Ltd – 1991-2001
Key Railroad Development, LLC – 2001-2002
Terra Tec Engineering (Principal) – 2002-present
- Registration: Wisconsin, Iowa
- Publications: *Interaction of Inorganic Leachate with Compacted Pozzolan Fly Ash*
Journal of Geotechnical Engineering, Vol. 118, No. 9, September 1992.
Effects of Volatile Organic Compounds on Clay Landfill Liner Performance
Waste Management & Research, 1991.
- Presentations: *Comparison of Four Cover Systems for Fly Ash Monofills*
Presented at the 20th International Madison Waste Conference, April 1998, UW-Madison.

Consultant for Kueny Architects – 2005 to present

Relevant Project Experience:

Village of Grafton Operations Center	Oshkosh Public Works Facility	Grafton Water Utility Operations Building
Village of Bayside Public Works	Jefferson County Satellite Buildings	Kenosha County Sheriff Storage
Waukesha County Comm. Addition	Wauwatosa DPW Office Remodel	Dunn County Transit Facility
City of Elkhorn DPW Facility	Cedarburg Public Works Facility	

Other Public Clients:

Town of Cedarburg	Village of Grafton	City of Sheboygan
City of Racine	City of Kenosha	City of Janesville
City of Milton	Milwaukee County	Sheboygan County
Winnebago County	Village of Oregon	Village of Pleasant Prairie



7. Project Experience - Snapshot

Facilities Designed By Kueny Architects	Master Plan	Federal & State Compliance	Federal & State Funding Sources	Winter Climate (1) (2)	Office Areas	Vehicle Parking	Vehicle Maintenance	Vehicle Exhaust & Zoned Heating	Integrated Data & Security, A/V	Wash Systems	Overhead Crane	Vehicle Lifts	Fuel Facility	CNG Vehicles - Storage / Service	Bulk Fluids	Salt Facility	
Portage County, Wisconsin - Highway Department Addition		X		X	X	X		X	X	X	X		X		X		
City of Sterling Heights, Michigan - Public Works Facility	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
City of Urbandale, Iowa - Parks and DPW Facility	X	X		X	X	X	X	X	X	X	X	X	X		X		
City of West Des Moines, Iowa - West Side Services Facility	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
City of Elkhorn, Wisconsin - Public Works Facility		X		X	X	X	X	X	X		X	X			X	X	
Village of Brown Deer, Wisconsin - Public Works Facility		X		X	X	X	X	X	X	X	X	X			X	X	
City of Wauwatosa, Wisconsin - DPW Office Remodel		X			X												
Village of Caledonia, Wisconsin - DPW Addition and Remodel		X		X	X	X	X	X	X	X	X	X			X		
Ashland County, Wisconsin - Highway Department Addition		X		X		X		X	X								
Village of Little Chute, Wisconsin - Municipal Services Building	X	X		X	X	X	X	X	X	X	X	X			X	X	
City of Mequon, Wisconsin - Highway Division Addition	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
Burnett County, Wisconsin - Highway and Forestry Facility	X	X		X	X	X	X	X	X	X	X	X			X		
City of Cedarburg, Wisconsin - Operations Center		X		X	X	X	X	X	X	X	X	X	X		X	X	
Village of Bayside, Wisconsin - Operations Center	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
Scott County, Iowa - Secondary Roads Facility Additions		X		X	X		X	X	X	X	X		X		X		
Dane County, Wisconsin - Highway Facility	X	X		X	X	X	X	X	X	X	X	X	X	X	F	X	
City of Oshkosh, Wisconsin - Public Works Facility	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	
City of Des Moines, Iowa - Municipal Services Center Phase 1	X	X	X	X	X	X		X	X	X	F	F	F	X	F	F	
City of Cedar Rapids, Iowa - Operations Center	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
City of Waterloo, Iowa - Operations Center	X	X	X	X	X	X	X	X	X	X	X	X	F	X	X	F	
Town of Salem, Wisconsin - Highway and Fire Facility	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
Village of Grafton, Wisconsin - Operations Center	X	X		X	X	X	X	X	X	X	X	X			X	X	
City of Dubuque, Iowa - Operations Facility	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
City of Burlington, Iowa - Municipal Services Center	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Waukesha County, Wisconsin - DPW Storage Facility		X		X		X		X	X							X	
City of Moline, Illinois - Municipal Service Center	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
City of Davenport, Iowa - Public Works Center	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	
Kenosha County, Wisconsin - Kenosha County Center	X	X		X	X	X	X	X	X	X	X	X	X		X	X	
City of St. Peters, Missouri - Solid Waste Fleet Facility	X	X			X	X	X	X	X	X	X	X	X		X		
Lake County, Illinois - DOT Misc. Projects	X	X		X	X	X		X	X	X	X	X	X		X	X	

(1) - Buildings designed for winter weather conditions.

(2) - Facilities designed to manage operational sludge and runoff.

F = Planned for Future

(20)

7. Similar Highway & Municipal Facility Projects

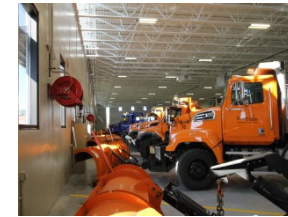
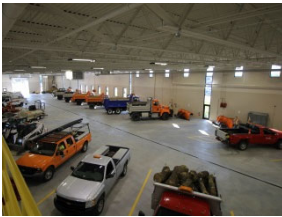


Village of Brown Deer – Public Works Facility – 2019

Project: Village Public Works offices and support areas, repair bay, departmental shops, wash bay and indoor storage for 33 vehicles. Project includes outdoor bins, salt storage, and residential drop off.

Cost: \$ 9,368,000 \$162.92/s.f. Area: 57,500 s.f.

Contact: Mr. Matthew Maederer, PE, Director of Public Works
Phone: (414) 357-0120
Email: mmaederer@browndeerwi.org

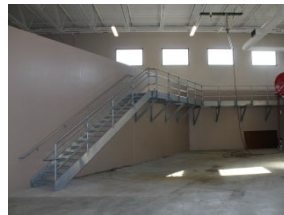


City of Elkhorn Public Works Facility – 2019

Project: Public Works and Parks facility for 27 vehicles and related functions, and a full maintenance bay. Project includes, salt storage, out-building upgrades, and a manual wash bay.

Cost: \$5,186,350 \$129.66/s.f. Area: 40,000 s.f.

Contact: Mr. Matthew Lindstrom – Operations Manager
Phone: (262) 723-2223
Email: mlindstrom@cityofelkhorn.org



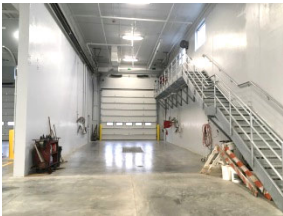
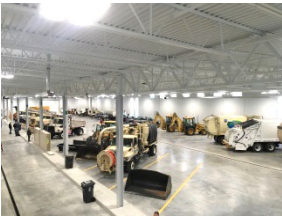


Village of Little Chute – Municipal Service – 2017

Project: DPW and Parks Department offices, staff support areas, repair bay, departmental shops and indoor storage for 51 vehicles. Project includes outdoor material bins, salt storage, and manual wash bay.

Cost: \$ 6,057,000 \$88.94/s.f. Area: 68,100 s.f.

Contact: Mr. Jeff Elrick, Director of Public Works
Phone: (920) 423-3865
Email: jeff@littlechutewi.org

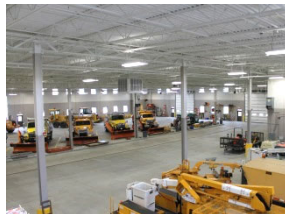
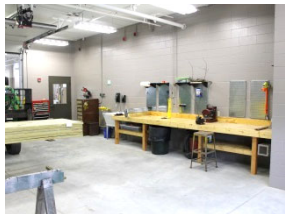
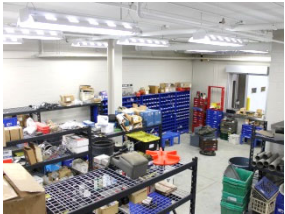


City of Cedarburg Public Works Facility – 2016

Project: DPW, offices, equipment maintenance and departmental storage for 36 vehicles and related functions, and a full maintenance bay. Project includes site improvements, fuel island, salt storage and automatic wash bay.

Cost: \$6,904,650 \$97.47/s.f. Area: 70,840 s.f.

Contact: Mr. Thomas Wiza - Director of PW/Engineering
Phone: (262) 375-7610
Email: twiza@ci.cedarburg.wi.us



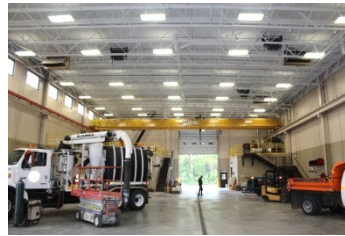


City of Mequon Highway Division – 2016

Project: DPW and Parks Departments, offices, training room, departmental shops and storage for 53 vehicles & maintenance of 150. Budget includes fixed equipment and full costs of site improvements including fuel island, salt storage, and wash bay.

Cost: \$ 8,467,000 Addition: 50,840 s.f. Remodel: 37,130 s.f.

Contact: Mrs. Kristen Lundeen PE, Director of PW/City Engineer
Phone: (262) 236-2938
Email: klundeen@ci.mequon.wi.us

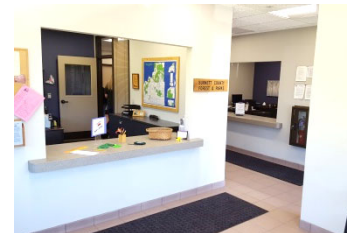
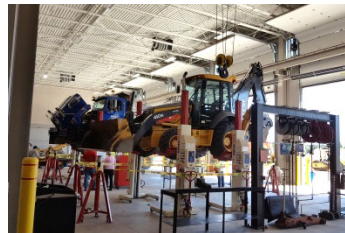
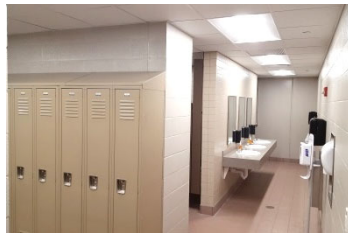
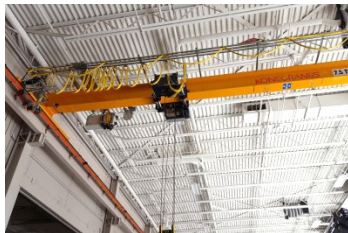


Burnett County Highway & Forestry Facility – 2016

Project: Highway, Engineering and Forestry Operations for 35 employees. Storage for 55 vehicles and maintenance for over 200 heavy and light duty vehicles from neighboring municipalities. Budget includes full costs of site improvements.

Cost \$ 5,852,400 \$82.14/s.f. Area: 71,250 s.f.

Contact: Mr. Nate Ehalt, County Administrator
Phone: (715) 349-2181
Email: nehalt@burnettcounty.org



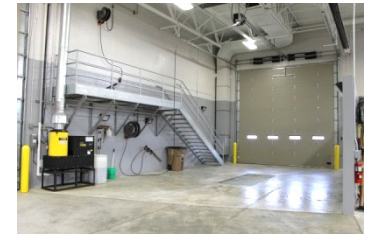
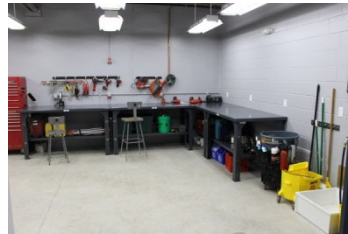


Village of Bayside, Public Works Building – 2015

Project: Stand-Alone, Vehicle Storage and Fleet Maintenance Facility. Provides vehicle storage for 9 heavy size and 8 light, repair bay, shop / support, and parts storage.

Cost: \$ 2,644,400 \$109.40/s.f. Area: 24,170 s.f.

Contact: Mr. Andrew Pederson, Village Manager
Phone: (414) 351-8818
Email: apederson@bayside-wi.gov

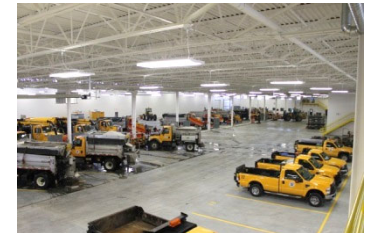


City of Oshkosh – Operations Center – 2014

Project: DPW and Traffic offices & training rooms. Vehicle storage & maintenance space for 65 large, 17 small, and 16 sanitation vehicles with support shops and wash bay. Site includes fuel island, bulk yard waste drop off site, salt shed, material bins & cold storage building.

Cost: \$ 15,000,000 \$98.04/s.f. Area: 153,000 s.f.

Contact: Mr. Kevin Uhen, Field Operations Manager
Phone: (920) 232-5382
Email: kuhen@ci.oshkosh.wi.us



City of Cedar Rapids – Operations Center - 2014

Joint Venture with Neumann-Monson Architects

Project: Public Works, Engineering, Planning and Solid Waste offices for 160 workers and support areas for 209 field employees. Vehicle storage and maintenance for 270 DPW and Transit Vehicles.

Cost: \$ 19,185,000 \$58.78/s.f Area: 326,400 s.f.

Contact: Mr. Mike Duffy, Streets Operations Manager
Phone: (319) 286-5873
Email: m.duffy@cedar-rapids.org



City of Des Moines – Operations Center - 2014

Joint Venture with Neumann-Monson Architects

Project: Parks and Engineering offices for 73 & training rooms. Vehicle storage and shops for 60 vehicles. Phase I of a two-phase project.

Cost: \$ 15,000,000 \$133.87/s.f. Area: 112,050 s.f.

Contact: Mr. Brian Bennett, Fleet Manager
Phone: (515) 323-8940
Email: BBBennett@dmgov.org





City of Waterloo – Operations Center – 2013

Project: Department of Public Works and Traffic offices for 19 workers and 87 field employees. Training room for city wide employee use. Vehicle storage & maintenance for 114 vehicles. Fuel island, salt storage, and wash bay.

Cost: \$ 8,642,900 \$56.60/s.f. Area: 152,700 s.f.

Contact: Ms. Sandie Greco, Interim Public Works Director
Phone: (319) 291-4553
Email: sandie.greco@waterloo-ia.org

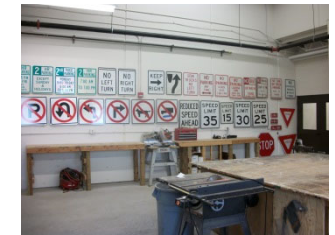


Village of Grafton – Operations Center – 2010

Project: Department of Public Works, Engineering and Parks offices for 17 workers and 34 field employees & training rooms. Vehicle storage & maintenance for 46 vehicles. Remote waste and recyclable drop site.

Cost: \$ 5,200,000 \$76.36/s.f. Area: 68,100 s.f.

Contact: Mr. David Murphy, PE, Former Public Works Director
Phone: (262) 284-7208
Email: Murphyd935@gmail.com



7. Small Impound & Warm & Cold Facilities

All projects listed are primarily used to store vehicles and house operations such as Highway, Public Works, Transit and **Law Enforcement Impound**. Facilities listed below are approximately 4,000 - 10,000 square feet in size:

Jefferson County – WI, Concord Highway Satellite Facility - 2017

Project: Vehicle storage & operations for staff of (4). Direct drive configuration, stores (6) Plow Trucks and miscellaneous small equipment. Office & adjoining Ready Room, Shop, training/break areas, and restroom/locker.

Cost: \$712,000 \$113.92/ s.f Area: 6,250 s.f.

Contact: Mr. Bill Kern, P.E., Highway Superintendent
Phone: (920) 674-7390
Email: billk@jeffersoncountywi.gov



Jefferson County – WI, Lake Mills Highway Satellite Facility - 2017

Project: Vehicle storage & operations for staff of (4). Direct drive configuration, stores (6) Plow Trucks and miscellaneous small equipment. Office & adjoining Ready Room, Shop, training/break areas, and restroom/locker.

NOTE: More expensive due to veneered stone required by municipality

Cost: \$817,000 \$130.72/ s.f Area: 6,250 s.f.

Contact: Mr. Bill Kern, P.E., Highway Superintendent
Phone: (920) 674-7390
Email: billk@jeffersoncountywi.gov



Dunn County Transit – 2016

Project: Small pole building used to store 12 busses. Includes a drive-thru configuration with lounge area offices, dispatch, restroom / shower / locker rooms. Maintenance/mechanic area and an automated wash bay.

Cost: \$1,143,726 \$132.15/s.f Area: 8,655 s.f.

Contact: Ms. Dolly Catlin, Dunn County Transit Manager
Phone: (715) 231-2682
Email: dcatlin@co.dunn.wi.us



Town of Delafield – Public Works Garage - 2015

Project: Converted existing Town Hall Building into small PW Garage. Includes storage for 4 vehicles along with shop space & restroom facility.

Cost: \$ 155,800 \$38.95/s.f (remodel) Area: 4,000 s.f.

Contact: Mr. Laurence Krause, Chairman
Phone: (262) 646-3069
Email: lkrause2@wi.rr.com



Grafton Water Utility - 2014

Project: Designed and constructed a small operations building, (located on the side of a hill). Includes storage for 10 vehicles along with pumps and meters located on the mezzanine level. Also includes offices, adjacent ready room, and restroom/shower/locker rooms.

Cost: \$ 1,743,000 \$151.90/s.f Area: 11,475 s.f.

Contact: Mr. David Murphy, PE, Former Public Works Director
Phone: (262) 284-7208
Email: Murphyd935@gmail.com



Ozaukee County Fairgrounds - 2014

Project: Designed and constructed a small Pre-Engineered Metal Building at the Fairgrounds.

Cost: \$ 176,430 \$20.42/s.f Area: 8,640 s.f.

Contact: Mr. Robert Dreblow, Public Works Director
Phone: (262)-284-833
Email: bdreblow@co.ozaukee.wi.us



7. References – Kueny Architects

<u>Name</u>	<u>Title</u>	<u>Agency</u>	<u>Address</u>	<u>Telephone</u>
Mr. Kevin Uhen	Field Operations Manager	City of Oshkosh	639 Witzel Avenue, Oshkosh, WI 54902	(920) 232-5382
Mrs. Kristen Lundeen, PE	Public Works Director	City of Mequon	10800 Industrial Drive, Mequon, WI 53092	(262) 236-2938
Mr. Michael Hoefs, PE	Highway Commissioner	Burnett County	8150 Wisconsin Highway 70, Siren WI 54872	(715) 349-2285
Mr. Michael Murdock	Public Works Director	Village of Salem Lakes	8828 Antioch Road, Salem WI 53168	(262) 843-2356
Mr. Frank Martinelli	Engineering Projects Manager	Kenosha County	19600 – 75 th Street, Bristol, WI 53104	(262) 818-5129
Mr. John Klosterman	Public Works Director	City of Dubuque	925 Kerper Court, Dubuque, IA 52001	(563) 589-4250
Mr. Mike Wells	Architectural Services Technician	Waukesha County Public Works	515 W. Moreland Blvd, Waukesha, WI 53188	(262) 548-7195

"Our concerns and issues were handled in a professional manner regardless how insignificant some of the concerns"

"Any municipality or business that hires Kueny Architects will be getting professional services that will provide a quality product"

Mike Atchley - City of Davenport, IA

"Your work with me on the City of Dubuque Operations and Maintenance Facility and now the ECIA/RTA Joint Operations Facility has produced two excellent facilities for our community"

Mark Munson - ECIA/RTA

"When Kenosha County decides to build or remodel any given facility, we conduct interviews for architectural services from architects we believe are experts within our given parameters.

...Kueny Architects came out on top in many occasions."

Tom Walther - Kenosha County

8. Fee Proposal

OZAUKEE COUNTY PROJECT COST PROPOSAL						
Kueny Architects, LLC						
10505 Corporate Drive - Suite 100						
Pleasant Prairie, WI 53158						2/1/2021
	Kueny Staff				Consultants	
	Jon Wallenkamp	John Schmidbauer	Lee Anderson	Jeff Schoenborn	Linda Johnson	Rich Root
Sign Owner-Architect Agreement						
Kickoff Meeting with County & Kueny Design Team - Develop Project Schedule	1			1		
Existing Facility Analysis - Site Information Research and Data Collecting	20			8		
Existing Operations Analysis and Staff Interviews:	12			12		
Existing Fleet and Facility Analysis	16			12		
Weekly Meeting with County & Kueny Team	3					
Kueny to Develop First Draft of the Master Plan Options and Draft Report	18	2	24	12	4	8
Weekly Meeting with County & Kueny Team- submit Draft One	3					
Presentation of Master Plan Options and Draft Report	3					
Research and Data Collecting - Update program	4			4	4	8
Additional Operations Analysis and Staff Interviews:	4					
Kueny to Conduct an Open Review / Public Input Workshop - 50%	4					
Kueny to Develop Second Draft of the Master Plan Report	16		18	16	2	4
Weekly Meeting with County & Kueny Team- submit Draft Two	3			2		
Presentation of Draft to Committees and Boards	4					
Meeting with County Design Team	4					
Update Master Plans and Final Draft Report to the County	8			8	2	4
Present Final Master Plan Recommendation to County Design Team	8	2	6	6		
Presentation of Final to Committees and Boards	4					
Lump Sum Fee Not to Exceed						\$21,600.00

9. Appendix – Additional Services

Additional Services offered upon request include:

Schematic Review & Design Development

The result of this **Schematic Review and Design Development Phase** is to develop 50% of the final design including floor plans, sections, functional layout and revised cost estimates. Specifically our initial meetings will review the following:

1. Set Project Scope, Schedule and Goals.
2. Establish organization and agenda for meetings.
3. Meet with Highway staff and review spatial requirements and schematic plans for all programmed spaces including; administration, amenities, vehicle maintenance, shops and vehicle storage. *As a team* access the strengths and weaknesses of the programmed spaces, make refinements and offer cost effective alternatives as they arise.
4. Review site circulation issues and evaluate site access, traffic flow and turn radiuses around any existing buildings, i.e. salt shed, existing metal building/s, and fuel island.
5. Model the final schematic design into a 3-D computer model. This software is capable of generating plans, rendering and animations for greater understanding of the final project.
6. Select the mechanical and electrical systems that will be designed in the building, layout basic site engineering, and discuss general framing requirements.
 1. Anticipated site engineering plans include the following: site preparation, site erosion control, site paving/layout, site grading, and site utilities.
 2. Additional site improvements may include improved security/fencing, landscaping and site lighting.
7. Review plans and costs with Highway staff to assure a complete understanding.
8. Incorporate changes and refine construction documents to a 50% completion level.
9. Prepare **Final Detailed Cost Estimate**.
10. Present, anticipated design costs and project timeline for approval. Documents provided will include a site plan, floor plan and color renderings of at least two building elevations.

Construction Documents Preparation

The Architect and Consultants will prepare drawings and specifications per applicable codes and standards. Full plan sets will be provided including, Architectural, Civil, Structural, Mechanical, and Electrical plans, sections and specifications suitable for construction result. Deliverables will be provided in pdf format using Autodesk Revit.

- 1. During the Construction Documents Phase, Kueny Architects will meet with the County at the beginning, 30%, 50% and 100% milestones, or as necessary. Any comments will be incorporated into the plan.
- 2. Approvals shall go through County and any other governing bodies.
- 3. At the 100% milestone, Kueny Architects will present the final plans to County for final approval.
- 4. Final construction documents will contain complete design drawings, specifications and incorporate all required State of Wisconsin and local provisions. Prior to the release of the documents, Kueny Architects will help secure the required **State and Local Plan Approvals**. The following are the divisions of work our firm will coordinate for this project. These items are studied and researched by our team on an ongoing basis. Our expertise in each of these areas of service is a true asset to our clients.

Complete Facility Design	Civil Design	Plumbing
Fire Protection	HVAC	Electrical
Low Voltage/IT	Capital Equipment	State Permitting
Bulk Fluid/Hazardous Materials	Landscape Design	Cold Weather Insulation

Bidding & Negotiation

- 1. Kueny Architects will provide the necessary hard copy documents for distribution of plans and specifications to prospective bidders.
- 2. Kueny Architects will participate in the following areas as required by the County.
 - 1. Interview Contractors
 - 2. Write Addenda/s per questions asked by bidders.
 - 3. Arrange and host a Pre-bid Meeting
 - 4. Assemble Contractor Lists and conduct a Pre-Construction meeting.
- 3. Kueny Architects will **attend the bid opening** and provide analysis of the bids, issue a recommendation to the County and notify awarded bidders.
- 4. Kueny Architects will **attend an informational meeting** serving as an advisor as bids are being considered.
- 5. Kueny Architects will create a construction schedule to be approved by County.

Construction Oversight

1. Site Visits – Members of the Design Team will be present on the site consistent with the progress of construction. It is our practice to be an advocate for the Owner in our approach to construction observation services. **All travel related to this project will be included in our fees for services. No per diem charge will be added.**
2. Shop Drawings and Submittals -The Design Team will review all shop drawings and submittals in accordance with the design scope. The field coordination of mechanical trades will be done by those trades.
3. Job Meetings – Kueny Architects will administer project meetings. It is anticipated these meetings would be held bi-weekly at the construction site.
4. Monthly Payment Applications – Kueny Architects, LLC will review and certify the monthly progress payments as is customary. It is anticipated these applications will be made on AIA format documents. In addition, our team will prepare the necessary payroll reporting as required by any outside funding sources.
5. Provide periodic project reports to County staff.

Project Close-out

1. The Architect will organize the final inspection of the project by the Architect, Engineers and any appointed County Project Manager. Based on this inspection, the Architect will prepare and distribute the Punch List to all affected parties.
2. The Architect will prepare the final Record Drawings (As-built) for presentation to the County. These will consist of the original contract drawings, updated, changed or redrawn, if necessary, to indicate the actual construction of the project, based on the Architect's own observations and data supplied by the Contractors. Reproductions and digital copies of the Record drawings will be made available for the Owner's future use.

Post Construction

1. The Architect and consulting Engineers will make themselves available to consult on any matter arising regarding this project for as long as necessary after project completion.
2. Assuming that the County-Contractor Agreement requires a one year warranty period for all the work done, the Architect will organize a Warranty Inspection Meeting approximately 11 months after substantial project completion. This inspection will define any areas of the work that will require repair or replacement under the warranty provisions. The Architect will prepare and transmit all written documents required, to inform all parties of these deficiencies.

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary CTH W Engineering Consultant

BACKGROUND INFORMATION: The Ozaukee County Highway Department was awarded a Local Road Improvement Program - Supplemental (LRIP-S) grant for the reconstruction of CTH W from STH 33 to Mink Ranch Road, and the Public Works Committee approved acceptance of the grant in October of 2020.

The first step of the CTH W Reconstruction process is to select an Engineering Consultant to perform the survey and design of the project.

Ozaukee County uses a modified Quality Based Selection (QBS) process. The QBS process reviews and ranks engineering firms based upon their skills, background, and approach to the project. Typically, through a QBS process, we would select a firm purely on qualifications, and negotiate a cost after-the-fact. However, we've modified the process to attribute 20% of the ranking to the design cost. (See attached Evaluation form.)

The Selection Committee to review, score and rank the consultants is comprised of:

- Jon Edgren, Ozaukee County Director of Public Works
- Andrew Struck, Ozaukee County Director of Planning & Parks
- Warren Guettel, Ozaukee County Construction Superintendent
- Ray deBruijn, Village of Saukville Public Works Superintendent

ANALYSIS: Ozaukee County submitted Requests for Proposals (RFP) to twelve engineering firms, but received only three proposals by the deadline on Monday, February 8th. The Selection Committee is in process of reviewing, scoring and ranking the firms.

A recommendation from the Selection Committee will be distributed at the Public Works Committee meeting.

FISCAL IMPACT: Balance Current Year: \$150,000 Next Year's Estimated Cost: --

FUNDING SOURCE: County Levy: X

RECOMMENDED MOTION: Approve the Engineering Consultant as recommended by the Selection Committee.

ATTACHMENTS:

- CTH W Engr RFP - Blank Eval (PDF)

EXHIBIT A

**CTH W: STH 33 TO SCHOWALTER STREET
CONSULTING ENGINEERING SERVICES
PROPOSAL EVALUATION FORM**

Name of Company: _____

Name of Reviewer: _____

<u>Evaluation Criteria</u>	<u>Maximum Pts.</u>	<u>Points</u>
1. Completeness of Proposal: Extent to which Complete proposal elements are submitted, and the firm shows an understanding of the process. Focus should be on the Proposal as a whole, and whether all aspects of the RFP have been met.	5	_____
2. Project Understanding/Approach: Firm's understanding and observations of the project, expression of potential design options, detailing project roadblocks, presentation of a realistic project schedule, and detailed staffing levels and activities. Focus should be on the level of interest shown in the project through the Consultant's efforts to think about the project's design and construction issues.	30	_____
3. Firm Background/Personnel Experience: History and background of the firm, and the ability to provide the required professional services and qualifications related to project requirements. Qualifications and professional skills of key individuals assigned to this project. Focus should be on the stability of the firm, and qualifications of the Project Manager and/or Project Engineer with the main communication and design responsibilities.	25	_____
4. Reliability of Firm: Description of five (5) recent projects that show successful experience and knowledge of similar projects. Focus should be on the projects that match our project details including size, scope, design factors, cost, surrounding area, etc...	20	_____
5. Cost: Firm's cost proposal including services provided, estimated hours, hourly rates, and total estimated cost.	20	_____
Total	100	_____

Attachment: CTH W Engr RFP - Blank Eval (6819 : CTH W Engineer)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Town Road Maintenance Contract - 2022/2023

BACKGROUND INFORMATION: The Ozaukee County Highway Department acts as the Public Works Department for three Townships in Ozaukee County. Serving as a guideline for our activities, we sign a Road Maintenance Contract (example attached) between ourselves and each community.

The 2020-2021 Town Road Maintenance Contracts are valid through the end of 2021, but in the past few years there were a couple issues that generated questions:

1) Guaranteed Work Partnership (GWP): The GWP was developed as a Pilot Program by the Public Works Committee in 2013 to balance Township's requests for lower costs and the County's preference for a stable workload. To accomplish these items, if a Town approved the GWP, then their storage fees were removed and machinery charges were reduced. (However, in order to keep the Highway Department whole, the County covers the lost revenue in Tax Levy.) In exchange, the Township would guarantee a minimum amount of work annually for the Highway Department, which allows for more accurate staffing plans. Attached is the Billing information for Towns in the GWP from 2018 to 2020.

2) Outdated Language: The general language of the Road Maintenance Contracts has changed only slightly since the 1980's. During the review in 2015, the Town of Grafton proposed multiple changes to the contract. Some revisions were made, but there may be additional requests from the Townships after distributing the approved contracts.

ANALYSIS: Staff is looking for input on any potential revisions to the language and/or activities covered within the standard contract.

Following a future approval by the Public Works Committee, Staff intends to distribute the Road Maintenance Contracts to the Townships in Ozaukee County that do not have their own Public Works crews for their review and input on the contract language.

ATTACHMENTS:

- Town Maint Contract 2022-23 - GENERIC (PDF)
- GWP - Town Billing 2018-2020 (PDF)

ROAD MAINTENANCE CONTRACT 2022-2023

IN CONSIDERATION of the mutual promises of the parties and for services to be rendered, **OZAUKEE COUNTY HIGHWAY COMMITTEE**, representing Ozaukee County, 121 West Main Street, Port Washington, Wisconsin, hereinafter "County", and TOWN OF _____, hereinafter "Town", AGREE AS FOLLOWS:

ONE: Effective **January 1st, 2022** and for two years thereafter, the County by the Ozaukee County Highway Department will perform the following maintenance work on town roads without further direction, instruction or authorization, except where specifically required by this contract. Services to be deleted from this agreement should be **lined out and initialed**. Specific methods, timeframes or other detail **may be written to the right of the respective item**, or submitted to the County via a Memorandum of Understanding (MOU).

Services to be provided under this contract include:

As
Yes No Directed

___	___	___	Guaranteed Work Partnership: Checking "Yes" engages all requirements of Section (2)(5) – Guaranteed Work Partnership.
___	___	___	*Snowplowing and blading of all town roads that meet min. standards
___	___	___	Sanding or salting town roads
___	___	___	Surveillance or patrolling to find hazardous conditions
___	___	___	Replacement or repair of existing traffic signs
___	___	___	Drift prevention by erecting and removing snow fence
___	___	___	Culvert steaming
___	___	___	Picking up trash and debris along roads
___	___	___	Repairing potholes in pavements
___	___	___	Review driveway permits and inspect driveway installations
___	___	___	Inspect new roads for compliance to town specifications
___	___	___	Mowing roadsides two times per year
___	___	___	Grading gravel roads and shoulders
___	___	___	Crack-filling paved roads
___	___	___	Minor ditch cleaning and roadside maintenance
___	___	___	Bridge inspection and report filing
___	___	___	Use of chemicals for weed control
___	___	___	Provide centerline on paved town roads
___	___	___	Plowing snow from private roads or drives that meet minimum standards
___	___	___	Provide dust control on gravel roads with calcium chloride
___	___	___	Cutting trees or brush along town roads
___	___	___	Resurfacing with asphalt mix or sealcoat treatment
___	___	___	Road base reconstruction or major ditching
___	___	___	Erection of new signs, notices or limits
___	___	___	Culvert or bridge replacement
___	___	___	Provide edge-lining on paved town roads
___	___	___	Provide brush pick-up

***Snowplowing services required to receive Guaranteed Work Partnership status.**

TWO: The Town agrees to pay for the described maintenance services upon receipt of a monthly invoice and statement, based on the following costs:

1. **Labor.** Those actual labor costs as set forth in the annual labor agreement between the Ozaukee County Highway Employees Association and the County, including a proportionate share of fringe benefit costs. Labor time shall include that time incidental to accomplishing the specified task and not properly chargeable to another function as required to be paid by said labor agreement, such as travel time to a job or time during equipment breakdown.
2. **Machinery.** Machinery shall be charged for the actual time used and shall be charged at the rate set forth in the uniform machinery agreement established by counties statewide, or as near actual costs as possible. Proper machinery time shall be determined by the operator of the equipment or the foreman on the job.
3. **Material.** Materials will be charged at cost plus any necessary storage or handling costs. The County shall have the right to select materials and the source of materials unless specifically directed otherwise. Material costs will be charged directly from the supplier's invoice or from the monthly County cost printout, if the material is normally held in inventory by the County. Material costs charged directly from the supplier's invoice may be charged in the month following the provided service.
4. **Overhead.** Any Town contracting for winter maintenance services will be charged a portion of the costs for keeping and storing winter maintenance equipment in a ready condition for use in emergencies. This charge is based upon the overall building and ground costs associated with the storage of equipment, and divided among the State, County and locals per their share of equipment revenue. The locals that contract with the County for Snow & Ice control split the local share of storage costs based upon their relative areas.
5. **Guaranteed Work Partnership.** If the Guaranteed Work Partnership is checked "Yes" on Page 1, then the following items are included as part of this contract.
 - a) **Minimum charge.** Notwithstanding the foregoing, the Town agrees to pay the County a minimum of \$ _____ for services each calendar year under this agreement. The minimum annual charge will be credited for the cost of all labor, machinery, materials and overhead provided by the County to the Town under this agreement during the calendar year. If the Town does not utilize services up to the minimum charge in a calendar year, then the remainder is added to the following year's Maintenance Contract minimum. If no Maintenance Contract is established for the following year, then the remainder will be billed to the Town on the final invoice at the end of the year.
 - b) **Machinery Rates.** Notwithstanding the foregoing, if a Town is active in the Guaranteed Work Partnership, then Machinery Rates will be reduced per the attached Guaranteed Work Partnership Resolution.
 - c) **Overhead.** Notwithstanding the foregoing, if a Town is active in the Guaranteed Work Partnership, then a credit will be given to offset Overhead fees that are charged as part of each monthly bill.

6. **Services.** Unless directed otherwise, the County shall determine whether the entire project can best be performed by County personnel and equipment or whether a part of the job can best be done by other alternatives. In the event subcontractors or other governmental agencies are used, these costs will be charged directly on the monthly invoice.

Billing by Ozaukee County will be done on a monthly basis. Payment is due thirty (30) days from receipt of the monthly invoice.

7. **Exclusion to Exclusivity of Work Partnership and Minimum Charge Guarantee for County's Inability to Timely Perform.** The Exclusivity Provision contained herein does not limit the Town from obtaining alternative coverage for the road maintenance required by the Town during those time in which the County is unable to provide those services. Therefore, in the event the County cannot perform the maintenance work delineated in Section ONE, above, then the Town may, at its option, assume the maintenance work and engage a private contractor to undertake the maintenance work or services. If approved by the County, any amount paid by the Town for the road maintenance or services performed by the Town or its contractor for the maintenance or services the County did not perform, will then be deducted from the Minimum Charge guarantee, and offset any amount due under this Contract from the Town to the County.

THREE: To allow for the safe use of County equipment, any roadway maintained or plowed by the County should meet the following minimum standards. Specific roadways may require higher standards, and the County may refuse to maintain or plow any Town or private roadway not meeting the specific standards required by the circumstances.

By requesting maintenance or plowing of any roadway, the Town thereby certifies the roadway meets the minimum roadway standards set forth herein:

1. Minimum width of 20 feet and sufficient gravel, asphalt or concrete to prevent a vehicle from getting stuck.
2. Minimum roadway shoulder clear of all obstructions, including but not limited to trees, mailboxes, fences, and buildings, of five feet on each side of the roadway proper, but no less than a total clear width of 24 feet, including roadway and shoulder.
3. A road should have an adequate area to turn around leaving the roadway, usually a turn around with a 45 foot radius is sufficient.
4. The total width of the roadway shall be clear of overhanging branches, trees, structures or wires to a height of 13 feet.

FOUR: The Town hereby agrees to indemnify the County for any and all damage or injury to any persons or property which is in any way attributable to a roadway failing to meet minimum road standards that occurred during standard plowing or maintenance work.

FIVE: Under no circumstances will the County be held responsible for damage to a Town road as a result of typical plowing or maintenance work, or be held responsible for damage to a private road as a result of snowplowing. The Town accepts such responsibility and agrees to indemnify the County for any such claims except for any acts attributed to the County's negligence or its employee's negligence while they are acting within the course and scope of their employment.

SIX: It is mutually agreed by the parties that this contract involves an ongoing agreement between units of government in Ozaukee County. It is intended that past practices will provide guidance in the discharge of responsibilities and services under this contract except where this contract or new statutes provide otherwise.

SEVEN: Termination for Cause: Upon the breach of any of the terms and conditions of the Contract, or upon the County's failure to timely complete the work delineated by the Town to be undertaken in Section One of the Contract, the Town may terminate the Contract if such breach or default continues for a period of 14 days after delivery of a written notice from the Town to the County which reasonably details such breach or default, and have any and all remedies at law or in equity.

OZAUKEE COUNTY, on authority of
Ozaukee County Highway Committee

Dated: _____, _____

By _____
Chairman, Highway Committee

By _____
Jon E. Edgren
Highway Commissioner

TOWN of _____, on
authority of Town Board

Dated: _____, _____

By _____
Town Chairman

By _____
Town Clerk

N:\Municipalities\Town Maintenance Contract\2022-2023\Town Maint Contract 2022-23 - GENERIC.docx

Attachment: Town Maint Contract 2022-23 - GENERIC (6820 : Town Road Maint Contract)

**Guaranteed Work Partnership (GWP)
Highway Billing Summary: 2018-2020
February 11, 2021**

	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>3-Yr Average 2016-2018</u>	<u>85% of 3-Yr Avg*</u>	<u>2020-2021 Contract</u>
<u>Belgium, Town of [3010]</u>						
Non-Winter Maintenance	\$305,509	\$239,453	\$278,696			
Winter Maintenance	\$38,317	\$61,209	\$29,167			
Discounts	(\$39,888)	(\$32,997)	(\$43,055)			
Total Billings	\$303,938	\$267,665	\$264,807	\$278,803	\$236,982.89	
					\$236,000	\$252,000
<u>Fredonia, Town of [3030]</u>						
Non-Winter Maintenance	\$306,807	\$258,173	\$289,933			
Winter Maintenance	\$57,830	\$86,509	\$43,637			
Discounts	(\$34,297)	(\$33,296)	(\$32,768)			
Total Billings	\$330,340	\$311,385	\$300,802	\$314,176	\$267,049.35	
					\$267,000	\$224,000
<u>Grafton, Town of [3040]</u>						
Non-Winter Maintenance	\$532,122	\$400,529	\$314,871			
Winter Maintenance	\$80,638	\$103,901	\$60,280			
Discounts	(\$63,330)	(\$52,319)	(\$56,156)			
Total Billings	\$549,430	\$452,111	\$318,995	\$440,179	\$374,151.99	
					\$374,000	\$185,000

***Minimum billing amount included in proposed Guaranteed Work Partnership (GWP) program.**

Attachment: GWP - Town Billing 2018-2020 (6820 : Town Road Maint Contract)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Highway Financial Reports

ATTACHMENTS:

- Hwy Financials - Feb 2021 (PDF)

Ozaukee County Committee Report

Special Revenue Fund County Roads and Bridges

For the Twelve Months Ending Thursday, December 31, 2020

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	\$3,315,491	\$3,315,491	-	100.00%
Intergovernmental Revenues	-	\$1,631,438	\$1,414,759	(\$216,679)	115.32%
Other Revenue	-	\$3,000	-	(\$3,000)	0.00%
Total Revenues	-	\$4,949,929	\$4,730,250	(\$219,679)	104.64%
Expenditures					
Interdepartment Charges	(\$449,640)	\$4,781,834	\$4,730,250	(\$51,584)	101.09%
Total Operating Expenditures	(\$449,640)	\$4,781,834	\$4,730,250	(\$51,584)	101.09%
Capital Outlay					
Total Expenditures	(\$449,640)	\$4,781,834	\$4,730,250	(\$51,584)	101.09%
Net Increase (Decrease)	\$449,640	\$168,095	-	(\$168,095)	0.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$1,931,579)	-	\$1,931,579	0.00%

Attachment: Hwy Financials - Feb 2021 (6809 : Hwy Financials - Feb 2021)

Ozaukee County Committee Report

Internal Service Fund Highway Department

For the Twelve Months Ending Thursday, December 31, 2020

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	\$133,000	\$133,000	-	100.00%
Intergovernmental Revenues	\$726,231	\$765,587	\$123,890	(\$641,697)	617.96%
Intergovernmental Charges	\$422,163	\$4,952,825	\$5,964,445	\$1,011,620	83.04%
Interdepartmental Charges	(\$566,006)	\$3,171,682	\$2,733,619	(\$438,063)	116.03%
Licenses & Permits	\$10,023	\$122,347	\$353,475	\$231,128	34.61%
Other Revenue	\$14,387	\$153,505	\$79,738	(\$73,767)	192.51%
Total Revenues	\$606,798	\$9,298,946	\$9,388,167	\$89,221	99.05%
Expenditures					
Salaries	\$276,509	\$2,938,771	\$2,873,366	(\$65,405)	102.28%
Fringe Benefits	\$45,872	\$1,129,833	\$1,109,836	(\$19,997)	101.80%
Travel/Training	\$1,189	\$11,086	\$11,138	\$52	99.53%
Supplies	\$244,094	\$5,731,377	\$5,857,121	\$125,744	97.85%
Purchased Services	\$6,433	\$1,343,915	\$155,119	(\$1,188,796)	866.38%
Interdepartment Charges	(\$1,019,929)	(\$3,212,792)	(\$3,551,128)	(\$338,336)	90.47%
Depreciation	\$19,979	\$1,033,816	\$1,117,500	\$83,684	92.51%
Grants	\$1,259	\$131,980	\$133,000	\$1,020	99.23%
Other Expenses	\$12,813	\$213,483	\$369,015	\$155,532	57.85%
Total Operating Expenditures	(\$411,781)	\$9,321,469	\$8,074,967	(\$1,246,502)	115.44%
Capital Outlay					
Equipment & Furniture	-	\$628,772	\$1,066,200	\$437,428	58.97%
Buildings & Land	-	\$61,110	\$247,000	\$185,890	24.74%
Total Capital Outlay	-	\$689,882	\$1,313,200	\$623,318	52.53%
Total Expenditures	(\$411,781)	\$10,011,351	\$9,388,167	(\$623,184)	106.64%
Net Increase (Decrease)	\$1,018,579	(\$712,405)	-	\$712,405	0.00%
<i>Equity:</i>					
Retained Earnings	-	(\$150,235)	-	\$150,235	0.00%

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Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: February 18, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Public Works Monthly Update - Feb 2021

ATTACHMENTS:

- PW Comm_JEE^Hwy Report - 2-18-21 (PDF)



Ozaukee County Highway Department
410 South Spring Street
Port Washington, Wisconsin 53074-0994
Jon E. Edgren, P.E. – Director of Public Works
Phone 262-238-8335 Fax 262-238-8343

TO: Public Works Committee
FROM: Jon E. Edgren, Director of Public Works
SUBJECT: Public Works Monthly Report
DATE: February 11, 2021

HIGHWAY:

1) WisDOT HRRRP – CTH NN from Washington County Line to STH 60

Ozaukee County has been granted authorization to start seeking an engineering consultant for the CTH NN Safety Improvements project as part of the Wisconsin Department of Transportation's (WisDOT) High Risk Rural Road Program (HRRRP), which was approved by the Public Works Committee in August of 2020.

The project anticipates improvements including additional signage, upgraded signage, minor pavement repairs, additional pavement markings, and centerline and shoulder rumble strips. Total costs for Engineering, Construction, Construction Management and WisDOT Oversight are estimated around \$360,000, which will be 90% covered by WisDOT.

2) WisDOT CSE – CTH H from Washington County line to CTH A & STH 57 to I-43

The Wisconsin Department of Transportation (WisDOT) has offered to perform a Corridor Safety Evaluation (CSE) at no cost to Ozaukee County for CTH H from Washington County line to CTH A on the west side of Fredonia and on CTH H from STH 57 to I-43 between Fredonia and Port Washington.

The CSE is a prerequisite if Ozaukee County would be interested in submitting a High Risk Rural Roads Program (HRRRP) application to WisDOT for low impact safety improvements along the highway, similar to our CTH NN Safety Improvement project.

3) CTH NN & CTH Y (Granville Road) Intersection

Ozaukee County recently performed a 30% Design Review with WisDOT on the proposed Traffic Signals at the CTH NN & CTH Y (Granville Road) intersection. Commonwealth Heritage Group, who's performing the Architectural/Historical Investigation on the project, believes that the property may be eligible for the National Historic Registry, though the State Historic Preservation Office (SHPO) denied the addition in the 1980's. If the building is deemed eligible, it may require substantial changes to the expected intersection design, push the construction costs significantly higher, and therefore put the overall project at risk of cancellation.

4) County/State Highway Construction Update

Attached is our current Construction update.

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Ozaukee County Highway Department

2021 Construction Activities

February 11, 2021

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County Highway Construction Projects			
Location	Project Description	Schedule of Activities	Estimated Cost
CTH Y: CTH MY to CTH A	Pulverize, Widen & Repave	July to August Construction	\$1,500,000
CTH KW: Lake Drive to CTH A	Widen to 30'; 2.5" Overlay	August to September Construction	\$375,000
NOAA Fish Passage Projects	Various locations throughout Ozaukee County	See Planning & Parks Department website for more project information	N/A
Various County Highways: - Undetermined Locations	Chip Sealing	Tentatively scheduled for June 28 to July 2, 2021	\$250,000 budgeted for sealcoating. Cost est. at \$23,000/mile
CTH D: STH 57 to Lilac Lane	2.5" Mill & Overlay	2022	\$850,000
CTH B: Willow Road to CTH A	2.5" Overlay	2022	\$650,000
CTH I: CTH A/H to Fredonia-Kohler Road	2.5" Overlay	2022	\$150,000
State Highway Construction Projects			
Location	Project Description	Schedule of Activities	Est. State Cost
I-43 Highway Expansion: Silver Spring Drive to STH 60	Expansion to 6-lanes from Milwaukee County line to STH 60.	County Line Road Interchange: Est. 2022 Mequon Road Interchange: Est. 2022 Highland Road to STH 60: Est. 2022-2023	\$450M
STH 57 Resurface: I-43 to CTH W	Diamondgrind	Estimated for 2022 Construction	\$1.6M
STH 57 Resurface: Teutonia Ave (Milwaukee County) to Mequon Road (STH 167)	Mill & Overlay	Estimated for 2022 Construction	\$17M
STH 167 (Mequon Road): Washington County Line to Buntrock Avenue	Resurfacing	Estimated for 2023 Construction	\$3.0M
STH 33 & CTH I Roundabout	Reconstruct intersection as a Roundabout	Estimated for 2022 Construction	\$1.6M
I-43 Resurface: STH 32 to STH 60	Diamondgrind/Repaving	Estimated for 2023 Construction	N/A
STH 181 (Wauwatosa Rd): CTH C (Pioneer Rd) to STH 60	Resurfacing	Estimated for 2024 Construction	\$3.3M
STH 181 (Wauwatosa Rd): County Line Road to Mequon Road (STH 167)	Resurfacing	Estimated for 2026 Construction	\$5.0M

Attachment: PW Comm_JEE^Hwy Report - 2-18-21 (6821 : PW Monthly Update - Feb 2021)