



AGENDA
PUBLIC WORKS COMMITTEE
REGULAR MEETING
THURSDAY, AUGUST 19, 2021 – 8:00 AM
HIGHWAY DEPARTMENT - MEETING ROOM
410 SOUTH SPRING 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. July 22, 2021

5. FACILITIES MANAGEMENT

a. Management/Financial/Informational Reports

1. Facilities Financial Report

6. CLOSED SESSION

Pursuant to Section 19.85 (1)(e) of the Wisconsin Statutes for Bargaining Purposes to discuss an Amendment to the County Funding for the 2021 Taxicab Service Agreement Between Ozaukee County and Specialized Transport Services, Inc.

7. OPEN SESSION

8. TRANSIT SERVICES

a. Action Items:

1. 2021 Taxicab Service Agreement between Ozaukee County and Specialized Transport Services, Inc.
2. Award Bid for Transit Building & Pocket Park Concrete Replacement
3. Ozaukee County Transit Services Preventative Maintenance Policy

b. Discussion Items:

1. Summerfest Shuttle Service

c. Management/Financial/Informational Reports

1. Transit Financial Report

9. HIGHWAYS

a. Action Items:

1. Application Submittal to High Risk Rural Road Program for Proposed Safety Improvements along CTH H
2. Town of Grafton 2022/2023 Road Maintenance Contract

b. Management/Financial/Informational Reports

1. Highway Financial Report

2. August 2021 Status Update on Public Works Department Items

I-43 Expansion Update *(included in report)*

10. NEXT MEETING DATE

Thursday, September 16, 2021

11. DEPART FOR TOUR OF HIGHWAY SHOP & TRANSIT BUILDING

(postponed from July 22)

12. 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:	August 19, 2021
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Julie Winkelhorst

Agenda Summary July 22, 2021

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 07222021-2942>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/07222021-2942)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 19, 2021
DEPARTMENT: Facilities Management
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Facilities Financial Report

ATTACHMENTS:

- Facilities Financials - Aug 2021 (PDF)

Ozaukee County Committee Report
General Fund Facilities Management
 For the Seven Months Ending Saturday, July 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	\$32,873	\$57,854	\$24,981	56.82%
Other Revenue	\$56	\$406	-	(\$406)	0.00%
Total Revenues	\$4,752	\$33,279	\$57,854	\$24,575	57.52%
Expenditures					
Salaries	\$40,458	\$393,818	\$580,411	\$186,593	67.85%
Fringe Benefits	\$15,127	\$116,892	\$207,499	\$90,607	56.33%
Travel/Training	-	\$77	\$100	\$23	77.00%
Supplies	\$9,196	\$51,600	\$95,795	\$44,195	53.87%
Purchased Services	\$38,939	\$219,210	\$415,724	\$196,514	52.73%
Interdepartment Charges	\$1,817	\$23,814	\$42,164	\$18,350	56.48%
					1095.86
Other Expenses	-	\$31,999	\$2,920	(\$29,079)	%
Total Operating Expenditures	\$105,537	\$837,410	\$1,344,613	\$507,203	62.28%
Capital Outlay					
Total Expenditures	\$105,537	\$837,410	\$1,344,613	\$507,203	62.28%
Net Increase (Decrease)	(\$100,785)	(\$804,131)	(\$1,286,759)	(\$482,628)	62.49%

Equity:

Attachment: Facilities Financials - Aug 2021 (7184 : Facilities Financials - Aug 2021)

Ozaukee County Committee Report

Special Revenue Fund Fair Grounds

For the Seven Months Ending Saturday, July 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	\$36,857	\$63,184	\$26,327	58.33%
Public Charges for Services	\$8,085	\$47,765	\$206,150	\$158,385	23.17%
Other Revenue	\$7	\$7	\$3,000	\$2,993	0.23%
Total Revenues	\$13,357	\$84,629	\$272,334	\$187,705	31.08%
Expenditures					
Salaries	\$1,716	\$12,051	\$33,425	\$21,374	36.05%
Fringe Benefits	\$144	\$1,081	\$3,585	\$2,504	30.15%
Travel/Training	\$298	\$1,314	\$500	(\$814)	262.80%
Supplies	\$5,581	\$11,856	\$24,375	\$12,519	48.64%
Purchased Services	\$13,810	\$109,953	\$214,300	\$104,347	51.31%
Interdepartment Charges	\$2,155	\$4,026	\$7,900	\$3,874	50.96%
Other Expenses	-	\$5,250	\$6,250	\$1,000	84.00%
Total Operating Expenditures	\$23,704	\$145,531	\$290,335	\$144,804	50.13%
Capital Outlay					
Total Expenditures	\$23,704	\$145,531	\$290,335	\$144,804	50.13%
Other Finance (Sources)	-	-	(\$18,000)	(\$18,000)	0.00%
Net Other Financing Sources/Uses	-	-	(\$18,000)	(\$18,000)	0.00%
					6090200
Net Increase (Decrease)	(\$10,347)	(\$60,902)	(\$1)	\$60,901	.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$189,537)	-	\$189,537	0.00%

Attachment: Facilities Financials - Aug 2021 (7184 : Facilities Financials - Aug 2021)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 19, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary 2021 Taxicab Service Agreement between Ozaukee County and Specialized Transport Services, Inc.

BACKGROUND INFORMATION: Ozaukee County contracts with Specialized Transport Service (STS) for Shared Ride Taxi operations at a rate of \$24.53 per hour. Since the beginning of the pandemic, STS has had a difficult time recruiting and retaining drivers. This is not an issue unique to Ozaukee County; there is a national shortage of drivers. STS would like to increase the wages for all drivers by \$4.00. This would bring the starting wage for drivers to about \$15/hr depending on if they are an ambulatory or wheelchair driver.

STS has proposed an increase of their hourly rate to \$27.58. The increase represents a direct pass through of \$3.00 per hour for driver wage increases and \$0.05 per hour to offset additional payroll taxes. STS would be contributing an additional \$1.00 per hour towards the driver rate increase. The proposed rate would begin September 1, 2021.

Transit offered a counter-proposal of a contract rate increase of \$2.00 per hour effective September 1, 2021, and an additional increase of \$0.42/hr effective January 1, 2022 through December 31, 2022. This is the end of the current contract and renewals. The counter-proposal was accepted.

ANALYSIS: STS has denied rides in the past few months due to lack of drivers. Driver shifts have been filled by one of the dispatchers and the taxi manager. Current driver wages (see table) are well below current entry level wages at many fast-food restaurants and gas stations. A significant increase in wages offered to the drivers would help to attract and retain drivers.

The contracted rate changes each year by the rate of inflation, as indicated by the CPI-U Midwest - June 12 month rate. In 2021, the increase that would be applied to the 2022 contracted rate is 5.8%. This in itself would increase the current hourly rate by \$1.42, effective January 1, 2022. The counter proposal adds an additional \$1.00 to this rate beginning January 1. This increased rate of \$26.95 is still on the low end of the rate anticipated 2022 range for Shared Ride Taxi service in similar systems in Wisconsin (mean \$30.21, range \$26.06-\$34.36).

The Shared Ride Taxi contract will be in its final renewal in 2022, and will need to go out for re-bid. STS has historically been the only bidder, so this Committee can expect a change in the hourly rate then.

Driver Pay Ranges		Current	STS Sponsored	STS Proposed	OZ Proposed	
		2020- Aug 2021	Sept. 2021 -	Sept. 2021-	Sep.-Dec 2021	Jan-22
Ambulatory Drivers						
	0-90 days	\$ 10.41	\$ 11.41	\$ 14.41	\$ 13.41	\$ 14.41
	90 days - 1 yr	\$ 11.48	\$ 11.83	\$ 14.83	\$ 13.83	\$ 14.83
	1 yr	\$ 11.88	\$ 12.23	\$ 15.23	\$ 14.23	\$ 15.23
	2 yr +	\$ 12.39	\$ 12.76	\$ 15.76	\$ 14.76	\$ 15.76
Wheelchair Drivers						
	0-90 days	\$ 11.48	\$ 12.48	\$ 15.48	\$ 14.48	\$ 15.48
	90 days - 1 yr	\$ 12.50	\$ 12.87	\$ 15.87	\$ 14.87	\$ 15.87
	1 yr	\$ 12.90	\$ 13.28	\$ 16.28	\$ 15.28	\$ 16.28
	2 yr +	\$ 13.41	\$ 13.81	\$ 16.81	\$ 15.81	\$ 16.81

FISCAL IMPACT:

Balance Current Year: \$34,100

Next Year's Estimated Cost: \$24,589

FUNDING SOURCE:

County Levy: 0

Non-County Levy: \$34,100 Indicate source: FTA 5307 CARES and CRRSAA

RECOMMENDED MOTION: Approve an increase in the contracted rate with STS as described in the Counter Proposal.

ATTACHMENTS:

- STS Rate Increase Proposal Ozaukee County (PDF)
- STS Counter Proposal Ozaukee SRT (PDF)



Proposal

Effective 9/1/2021, we are requesting that Ozaukee County approve a \$3.05 increase to our contracted rate of \$24.53; bringing the new rate to \$27.58. This \$3.05 increase will be a direct pass through to our driver wages. We will increase all driver wages by \$3.00 and the \$.05 cents will be used to offset additional payroll taxes. After approval we would be happy to provide the County with any payroll documentation necessary to show the increase in driver wage.

We thank you for your consideration,



Joe Minton
GM – STS/Johnson School Bus

*DEDICATED TO PROVIDING SAFE TRANSPORTATION
TO OZAUKEE COUNTY*



Ozaukee County Transit Services
Joy Neilson-Loomis, Transit Superintendent

August 11, 2021

Specialized Transport Services Contracted Rate Counter Proposal

Ozaukee County values the services provided by STS, and agrees that a starting wage of \$14.41/\$15.48 for Shared Ride Taxi drivers is appropriate. However, the County would like to see a more equal split of the burden.

STS proposed increasing wages by \$1 per hour internally, and a pass-through increase of \$3.05 per hour to the County contracted hourly rate. The contracted hourly rate is currently \$24.53. STS is in the second of three renewals for Shared Ride Taxi service. The third and final renewal will end on December 31, 2022. The contracted rate changes each year by the rate of inflation, as indicated by the CPI-U Midwest – June 12 month rate. In 2021, the increase that would be applied to the 2022 contracted rate is 5.8%. This in itself would increase the current hourly rate by \$1.42, effective January 1, 2022.

Ozaukee County proposes an increased rate of \$2.00 to \$26.53 per hour effective September 1, 2021 – December 31, 2021. Effective January 1, 2022 – December 31, 2022, the rate would increase to \$26.95, which encompasses the expected inflation increase to the contracted rate in June 2021 ($\$24.53 \times 1.058$) plus \$1.00 per hour.

Please indicate if this offer is acceptable. Final approval by the Ozaukee County Public Works Committee will be required before the contract can be formally amended.

Joy Neilson-Loomis
Transit Superintendent
Ozaukee County Transit Services

Attachment: STS Counter Proposal Ozaukee SRT (7186 : Shared Ride Taxi Contract Rate Change)

P.O. Box 994
741 W. Oakland Ave
Port Washington, WI 53074-0994

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 19, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Award Bid for Transit Building & Pocket Park Concrete Replacement

BACKGROUND INFORMATION: Ozaukee County Transit building has brick walkway leading up to the building on Oakland Avenue and in adjacent pocket park. The brick in both areas has begun falling apart, and poses a potential safety hazard to pedestrians and bike trail users. Ozaukee County received three bids to remove and replace the pavers. The lowest responsive, responsible bidder is JL Concrete & Masonry, LLC, with a quote of \$8,550.

ANALYSIS: This project will likely not be started until Spring 2022 due to the contractor's schedule prior to winter. Ozaukee County will be able to use CRRSAA funds for this project, so there will be \$0 additional cost to the County.

FISCAL IMPACT:

Balance Current Year: 0 Next Year's Estimated Cost: \$8,550

FUNDING SOURCE:

County Levy: 0 Non-County Levy: \$8,550 Indicate source: CRRSAA

RECOMMENDED MOTION: Approve the contract award to JL Concrete & Masonry, LLC for concrete replacement at the Transit Building.

ATTACHMENTS:

- 08_Ozaukee-County-Transit-Center Concrete Bid (PDF)

QUOTE

JL Concrete & Masonry LLC

N74W7116 Walnut st
Cedarburg WI 53012
4148033731

BILL TO

Ozaukee County Transit Center
741 West Oakland Ave
Port Washington WI 53074

QUOTE

273

QUOTE DATE

08/01/2021

DESCRIPTION

AMOUNT

New patio area

8,550.00

- Remove existing pavers and dispose of
- Install 4" compacted stone base
- Pour new patio area with same layout (approximately 800 square feet) 5" thick using 6 bag low chert concrete reinforced with FORTA-FERRO fiber and FBR composite rebar throughout
- Include color
- Seal after completion

TOTAL

\$8,550.00

TERMS & CONDITIONS

Accepted by
Accepted date
With acceptance of proposal, please sign, date, and return to above address to secure schedule. A 30 percent down payment will be required at the start of the job and the remaining balance due

upon completion. Work is to be completed in a workman like manner according to industry standards

Thank you

Attachment: 08_Ozaukee-County-Transit-Center Concrete Bid (7185 : Transit Building & Pocket Park Concrete Replacement)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	August 19, 2021
DEPARTMENT:	Transit
DIRECTOR:	Jon Edgren
PREPARER:	Joy Neilson

Agenda Summary Ozaukee County Transit Services Preventative Maintenance Policy

BACKGROUND INFORMATION: Transit Policies and Procedures were last updated in November 2018. This version updates procedures for clarification, and allows for increases in the preventative maintenance schedule by specifying following manufacturer recommended intervals.

ANALYSIS: The new hybrid sedans in the Transit fleet use 100% synthetic oil. The recommended interval for oil change service is 7,500. This is outside of the acceptable preventative maintenance schedule listed in our policies. This policy update will reduce waste by allowing for longer intervals between oil change service.

The average yearly miles of the hybrid sedans in the Transit fleet is 58,597. Extending the oil change interval reduces the number of oil changes by 4 per vehicle. With 6 sedans in the fleet, it has the potential to save the County \$890 per year in oil and oil filters.

FISCAL IMPACT:

Balance Current Year: \$0 Next Year's Estimated Cost: (\$890)

FUNDING SOURCE: N/A

RECOMMENDED MOTION: Approve the updated Preventative Maintenance and Satisfactory Continuing Control policy and procedures for Transit.

ATTACHMENTS:

- 08_Maintenance Policy 2021 (PDF)

Ozaukee County Transit Services – Preventative Maintenance Plan

Ozaukee County Transit Services (OCTS) manages a commuter bus service, and a shared-ride taxi service. OCTS's FTA funded assets include a Transit Storage & Administrative Building and vehicles. OCTS oversees two private contractors, which operate our commuter Express Bus and Shared-Ride Taxi Service (SRT). OCTS's Shared-Ride Taxi Service consists of twenty-eight (28) taxi vehicles operated by Specialized Transport Services, Inc. Seventeen (17) taxis are ADA accessible, and eleven (11) taxis are sedans or caravans. SRT vehicle maintenance is conducted by the County Highway Department. All of our SRT vehicles are housed in the Transit Storage & Administrative Building.

Maintenance Goals & Objectives

Goal 1: Extend vehicle life beyond useful life estimate

Objective 1: Conduct on time preventative maintenance

Goal 2: Document that FTA funded facilities, vehicles and equipment are properly maintained

Objective 2: Maintain up to date facilities and vehicles maintenance records for tracking purposes

Goal 3: Ensure that preventative maintenance is done on ADA accessible equipment

Objective 3: Include accessibility equipment as part of the regular preventative maintenance program and to deal promptly with a vehicle with a lift failure

Goal 4: Ensure that current maintenance plan includes schedules and procedures for preventative maintenance that, at a minimum meets manufacturer's recommendations

Objective 4: Complete preventative inspections and maintenance are on time; require that maintenance interval for oil changes be equal to or less than the manufacturer's maximum interval; reduce the incidence of unscheduled repairs

Goal 5: Ensure OCTS has an aggressive warranty recovery program that assures that the cost of defects is borne properly by the equipment manufacturer and the grantee and FTA

Objective 5: Document all efforts to resolve warranty claims; keep records and summaries of warranty claims; pursue claims aggressively

OCTS Policies and Procedures

Adherence to Manufacturer's Minimum Maintenance Requirements

Ozaukee County Transit is dedicated to properly maintaining our federally funded facilities, vehicles and equipment. OCTS's maintenance plan adheres to manufacturers minimum requirements for maintenance.

Transit Service Preventative Maintenance Procedures***Transit Building Maintenance***

- (1) Annually, Transit Superintendent will reconcile Transit Building Maintenance Log spreadsheet with maintenance documentation (invoices, emails, etc...) and file both together to ensure compliance

Transit Building Maintenance Log

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Monthly													
Semi-Annually													
Spring HVAC Preventative Maintenance (Mar)	J&H Heating												
Fall HVAC Preventative Maintenance (Nov)	J&H Heating												
Check/Add Granular Solar Salt to Water Softener System (Jan/Jul)	Facilities Mgt												
Annually													
Close/Cleanout Drinking Fountain/Faucets (Oct-Nov)	Facilities Mgt												
Cleanout Trench Drain (vacuum) (Feb or Mar)	Facilities Mgt												
Test RPZ valve for pressure washer (Jun)	Greisch Plumbing												
Fire Extinguisher & Emerg Light Inspection (Feb)	Secure Fire & Safety												
Fire Alarm System Inspection and Testing (May)	Guetzke & Assoc.												
Fire Sprinkler Inspection (May)	FP Solutions												
5-year Fire Sprinkler Inspection - Internal Pipe	FP Solutions												
Garage Door Inspection Maintenance	Overhead Door Co												
Transit Superintendent verifies all work is done by Facilities Management, or contracted vendor, and documents in above spreadsheet, and files invoice, or email documentation.													
Signature - Annual Completion:													

Vehicles

- (1) Preventative Maintenance Service Conducted by County Highway Department of contractor operated taxi vehicles shall be conducted
- By Highway Maintenance employees every 5,000 miles or by the manufacturer recommended interval.
 - Acceptable on-time preventative maintenance is considered no later than 10% of schedule and 80% are conducted on-time.

OCTS Policies and Procedures

- (c) Preventative maintenance service is detailed in Attachment 1.
- (d) Preventative maintenance service of ADA equipment is conducted during regular on-time maintenance (see Attachment 1)
 - 1. Any ADA equipment failures are reported by drivers and repaired expediently
- (e) Preventative maintenance services are maintained in the Highway maintenance database.
- (2) Preventative maintenance checks are conducted daily by drivers using the Ozaukee County Shared-Ride Taxi Daily Vehicle Check Sheet (See attachment 2)

Adopted 2018; Update approved by the Public Works Committee August 19, 2021.

Ozaukee County Transit Services- Satisfactory Continuing Control of Property & Equipment

Ozaukee County Transit Services (OCTS) oversees two contractors. Five buses used for the Ozaukee Express are operated by the Milwaukee County Transit System and their contractor Milwaukee Transport Services. OCTS's Shared ride taxi service consists of 28 taxi vehicles operated by Specialized Transport Services, Inc. OCTS maintains a Transit Storage and Administrative building at 741 W Oakland Avenue in Port Washington, WI.

- (1) Contractor Operated FTA Equipment Control
 - (a) The Transit Superintendent will conduct an inspection of contractor operated FTA funded vehicles and equipment every two years to include:
 - 1. All taxi vehicles
 - 2. All buses
 - 3. All AVL and Mobile Data Computers
 - (b) The Transit Superintendent will conduct a physical inventory of equipment during annual inspection
 - 1. Taxi and bus property control numbers and corresponding VIN will be verified
 - 2. AVL and Mobile Data Computer property control numbers and corresponding serial numbers will be verified
 - 3. AVL and Mobile Data Computer vehicle assignments will be verified
 - 4. Inventory will be documented on equipment records inventory sheet with date and initials of person conducting inventory

OCTS Policies and Procedures

5. Any inventory discrepancies will be noted, investigated, and equipment records will be updated
- (2) The Transit Superintendent will notify the FTA Region 5 Office of any FTA funded property or equipment retired after the end of its useful service life. Reimbursement may be due to FTA if the sale revenue exceeds \$5,000.
- (3) The Transit Superintendent will notify the FTA Region 5 Office of any FTA funded property or equipment removed from service before the end of its useful service life in writing and request instructions on proper disposition
- (4) Any additions of real property, vehicles and/or equipment will be added to County records and be included in the Satisfactory Continuing Control policy

Adopted 2018; Update approved by the Public Works Committee August 19, 2021.

OCTS Policies and Procedures

Attachment 1: Ozaukee County Highway – Transit Vehicle Maintenance/Inspection Form

Ozaukee County
Highway Commission
 410 South Spring Street
 P.O. Box 994
 Port Washington, Wisconsin
 53074-0994

262 238-8331 Main
 262 238-8343 Fax

VEHICLE MAINT. / INSPECTION FORM

DATE: _____ MILEAGE: _____ VEHICLE# _____ TECH: _____

OK (X)	NEEDS ATTN. (X)	
		Check all fluids (coolant, engine oil, P.S. fluid, trans. fluid, brake fluid, etc.)
		Check belts, hoses and battery connections
		Check air filter / gas filter
		Check for leaks (engine, trans, diff, brakes, P.S. fluid)
		Check steering / suspension front and rear
		Check tires (air pressure, tread depth, cracks and lug nuts)
		Check brakes (inspect linings/pads, rotors and drums, flex steel lines/, emerg. brk.
		Check exhaust system components
		Check all exterior/interior lights (B.U. alarms, mirrors.
		Check wipers/washers/heater/A.C. and check condition of all windows
		Check condition of vehicles body, seat belts- ADA restraints and seats
		Check safety equipment (fire extinguisher, first aid kit and flashlights)
		Check all gauges and warning lamps, starting/charging system
		Inspect ADA wheelchair lift and lube /cycle the lift.

REMARKS: _____

SIGNATURE OF TECHNICIAN _____

OCTS Policies and Procedures

Attachment 2: STS Daily Vehicle Inspection Form

STS / Shared Ride Taxi

Daily Vehicle Inspection Report

Rt #: _____ Vehicle #: _____ Driver's Name: _____ Date: _____
 Ending Mileage: _____ Fuel: UNLEADED or _____ (enter fuel type)
 Starting Mileage: _____ Gallons: _____ Cost: _____ (enter "0" if no fuel is added)
 Total Mileage: _____

Checkmark any items that require attention. Note all Operations & Cosmetic Issues in Comment Section

☐ Alternator	☐ Fuel Tank	☐ Radiator
☐ Antenna	☐ Gauges	☐ Radio: _____ 2-way _____ AM/FM
☐ Battery	_____ Fuel _____ Temp	☐ Reflectors
☐ Belts	_____ Oil Pressure _____ Voltage	☐ Seat Belt
☐ Body	_____ Speedometer _____ Engine	☐ Seat: _____ Driver _____ Pass
☐ Body Fluid Kit	☐ Heaters	☐ Starter
☐ Brakes	☐ Horn	☐ Steps
☐ Defroster	☐ Hoses	☐ Tires: _____ Front _____ Rear
☐ Door:	☐ Lights	☐ Transmission
_____ Driver	_____ Head _____ Tail	☐ Triangles
_____ Passenger	_____ Hazard _____ Reverse	☐ Wheelchair: _____ Lift _____ Tie Down
☐ Engine	_____ Directional _____ Door	☐ Windows
☐ Exhaust System	_____ Brake _____ Dash	☐ Windshield
☐ Fans	☐ Mirror	_____ Glass
☐ Fire Extinguisher	☐ Oil Change	_____ Wiper
☐ First Aid Kit	☐ Power Steering	_____ Fluid
☐ Fluid Levels		☐ Other: _____
☐ Fuel Cap		

of Wheelchair Occupants: ☐ If a Wheelchair Lift Vehicle, OPERATE LIFT before leaving

Is Vehicle due for Regular Service? ☐ Yes ☐ No

COMMENTS:

I verify that I have performed a complete inspection according to company procedure and understand that disciplinary action will result if I have falsified information or have not completed this form in full.

Signature: _____

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 19, 2021
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Joy Neilson

Agenda Summary Transit Financial Report

There have been no major service changes, expenses, or revenues since the last report.

ATTACHMENTS:

- Jul PW Committee Report 2021 (PDF)

Ozaukee County Committee Report
Special Revenue Fund Transit Services
 For the Seven Months Ending Saturday, July 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	\$43,388	\$303,719	\$520,661	\$216,942	58.33%
Intergovernmental Revenues	-	\$576,209	\$2,382,313	\$1,806,104	24.19%
Public Charges for Services	\$32,747	\$228,491	\$614,500	\$386,009	37.18%
Fines/Forfeitures/Penalties	\$100	\$724	\$6,300	\$5,576	11.49%
Interest Revenue	\$11	\$70	-	(\$70)	0.00%
Other Revenue	\$4	\$27,265	\$392,155	\$364,890	6.95%
Total Revenues	\$76,250	\$1,136,478	\$3,915,929	\$2,779,451	29.02%
Expenditures					
Salaries	\$6,793	\$48,624	\$115,287	\$66,663	42.18%
Fringe Benefits	\$3,539	\$31,969	\$40,514	\$8,545	78.91%
Travel/Training	-	\$225	\$4,500	\$4,275	5.00%
Supplies	\$19,763	\$140,196	\$291,656	\$151,460	48.07%
Purchased Services	\$90,404	\$452,035	\$3,102,188	\$2,650,153	14.57%
Interdepartment Charges	\$14,524	\$70,862	\$147,754	\$76,892	47.96%
Other Expenses	\$160	\$40,860	\$39,031	(\$1,829)	104.69%
Total Operating Expenditures	\$135,183	\$784,771	\$3,740,930	\$2,956,159	20.98%
Capital Outlay					
Equipment & Furniture	-	\$50,010	\$280,703	\$230,693	17.82%
Total Capital Outlay	-	\$50,010	\$280,703	\$230,693	17.82%
Total Expenditures	\$135,183	\$834,781	\$4,021,633	\$3,186,852	20.76%
Other Finance (Sources)	-	-	(\$105,703)	(\$105,703)	0.00%
Net Other Financing Sources/Uses	-	-	(\$105,703)	(\$105,703)	0.00%
					-
Net Increase (Decrease)	(\$58,933)	\$301,697	(\$1)	(\$301,698)	0.00%
Equity:					
Governmental Fund Balance	-	(\$1,261,968)	-	\$1,261,968	0.00%

Attachment: Jul PW Committee Report 2021 (7176 : Transit Monthly Financial Report)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 19, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Application Submittal to High Risk Rural Road Program for Proposed Safety Improvements along CTH H

BACKGROUND INFORMATION: Last January, Rodrigo Martinez, a Civil Engineer in the Wisconsin Department of Transportation's (WisDOT) Safety Unit, reached out about possible safety funding for County Truck Highway (CTH) H through WisDOT's High Risk Rural Roads Program (HRRRP). HRRRP grants are for lower cost, minor improvements along rural highway corridors with the intent of reducing or eliminating lane departure accidents.

WisDOT, at their cost, performed a Corridor Safety Evaluation (CSE) for CTH H from the Washington County Line to CTH A in the Town of Fredonia and from CTH A to I-43 in the Town of Fredonia & Town of Port Washington. (See attached Safety Memo.)

ANALYSIS: Along the length of the project area, the CSE recommends 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 \$543,000.

HRRRP Projects are funded through WisDOT's Highway Safety Improvement Program (HSIP), which covers 90% of all project related costs, so the Ozaukee County Highway Department would be responsible for approximately \$54,000 if the grant is approved.

FISCAL IMPACT:

Balance Current Year: -- Next Year's Estimated Cost: \$543,000

FUNDING SOURCE:

County Levy: X (\$54,000)

Non-County Levy: X (\$489,000) Indicate source: WisDOT HRRRP Grant

RECOMMENDED MOTION: Authorize the Highway Commissioner to submit an HRRRP grant application for proposed Safety Improvements along CTH H.

ATTACHMENTS:

- WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (PDF)

CORRESPONDENCE MEMORANDUM

Wisconsin Department of Transportation
Division of Transportation Investment Management

Date: July 16, 2021

To: Jon Edgren, Public Works Director
Ozaukee County

From: Mike Finkenbinder, Highway Safety Improvement Program Manager
Bureau of State Highway Programs

Subject: **High Risk Rural Roads Program Materials and Application Information**

Previously, the SE Region Safety Engineer contacted you to discuss an opportunity for Ozaukee County to participate in WisDOT's High Risk Rural Roads Program (HRRRP). Based on these discussions, it was agreed that a WisDOT consultant would perform a field review of CTH H from the Ozaukee County Line to CTH A and CTH A to CTH KW in the summer to identify potential safety improvements in the corridor that would be eligible for funding through the HRRRP.

Our consultant recently completed the field review and prepared a *Corridor Safety Evaluation* (CSE) which provides the results of the field review, including a summary of eligible safety countermeasures to consider implementing and a preliminary estimate of the costs associated with these safety countermeasures.

With the completion of the field reviews and the development of the CSE, the next step in the process is for the county to review the CSE and determine if it wishes to pursue HRRRP funding for any or all of the safety improvements identified in the document. With this in mind, several pieces of information have been compiled for your review and are attached to this memo:

- Attachment 1 is the *Corridor Safety Evaluation* document prepared for CTH H
- Attachment 2 provides an overview of the High Risk Rural Roads Program, including information about project eligibility, project funding and the application process.
- Attachment 3 is a blank copy of the *SFY2022-2025 High Risk Rural Roads Program Project Application Form*, which must be completed for each corridor for which HRRRP funding is being requested.
- Attachment 4 is a sample of a completed HRRRP application form for your reference.

Please note that the application deadline to submit applications for the SFY2022-2025 High Risk Rural Roads Program is September 15, 2021. Completed applications should be submitted to SE Region Safety Engineer Dan Dedrick by this date.

If you have any questions after reviewing the attached materials, please contact Dan Dedrick at (262) 548-5958 and dan.dedrick@dot.wi.gov or me at (608) 266-1620 and michael.finkenbinder@dot.wi.gov.

Thank you,
Mike Finkenbinder

Cc:
Dan Dedrick
Rodrigo Martinez
Jacob Varnes

Attachment 1:
Corridor Safety Evaluation Summary

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

Corridor Safety Evaluation Summary

Wisconsin Department of Transportation High Risk Rural Roads Program

CTH H

Ozaukee County Line to CTH A
and CTH A to CTH KW
Ozaukee County

9.a.1.a

CORRIDOR LOCATION

Region	Southeast
County	Ozaukee
Road / Limits	CTH H / Ozaukee County Line to CTH A and CTH A to CTH KW.

Notes:

- A detailed map of the corridor is attached with this sheet.
- Video captured during the windshield survey can be found at the following links:
[Eastbound Video Log](#)
[Westbound Video Log](#)
- Map and detailed descriptions of proposed safety treatments: [Safety Treatment Summary](#)

2015 – 2019 CORRIDOR CHARACTERISTICS

Average AADT	1,720
AADT Range	1,200-2,200
Length / Speed Limit	8.96 mi / 35-55 mph
Annual VMT	5,625,000
Total ROR crashes	28
ROR Crash density	3.13 crashes per mile
ROR Crash rate	100 crashes per HMVMT
ROR KAB crashes	9
ROR KAB density	1.00 crashes per mile
ROR KAB crash rate	32 crashes per HMVMT
ROR KAB ratio	32%

Cost Estimate Summary (Detailed Cost Estimate on Subsequent Pages)

Safety Treatments	1	Recommendations		
		a. Rumble Strips & Pavement Markings	\$	177,800
		b. Pavement	\$	143,800
		c. Remove Trees/Vegetation	\$	4,000
		d. Signing	\$	19,610
	2	Total Safety Treatment Costs (Lines 1a + 1b + 1c + 1d)	\$	345,210
Construction Cost	3	Traffic Control (5% of Line 2, \$5,000 min)	\$	17,300
	4	Mobilization (5% of Line 2, \$6,000 min)	\$	17,300
	5	Construction Contingency (10% of Lines 2+3+4, \$10,000 min)	\$	38,000
	6	Total Construction Cost (Lines 2 + 3 + 4 + 5)	\$	417,800
Construction Engineering	7	Construction Engineering (\$62,500 + 2.5% of Line 6)	\$	72,900
	8	WisDOT Oversight (1.5% of Line 6)	\$	6,300
	9	Total Construction Engineering Costs (Lines 7 + 8)	\$	79,200
Design Engineering	10	Design Engineering (10% of Line 6, \$25,000 min)	\$	41,800
	11	WisDOT Oversight (10% of Line 10)	\$	4,200
	12	Total Design Engineering Costs (Lines 10 + 11)	\$	46,000
Total Cost Estimate	13	Federal Share (90% of Line 15)	\$	488,700
	14	Local Share (10% of Line 15)	\$	54,300
	15	Total Cost Estimate (Lines 6 + 9 + 12)	\$	543,000

Utility Cost Estimate Summary (Detailed Cost Estimate on Subsequent Pages)

Utility	Utility Pole Relocation Costs (cost may be incurred by utility)	\$	540,000
	Total Utility Costs	\$	540,000

Cost Estimate Notes

- The above estimates assume all suggested treatment costs are included in the project and the work will be performed as part of a let project.
- The above estimates should be considered preliminary and are subject to change after further review by the local sponsor and WisDOT Region staff.

Safety Treatment Summary

Rumble Strips & Pavement Markings

Location ID	Video Ref	Treatment	Units	Unit Price	Total Cost (Rounded)
P01	EB 00:01-00:45	Install High Visibility Edgeline Markings (See Safety Treatment Recommendation Note 1)	5,789 ft	\$2.00	\$11,600
P02	EB 01:21-04:03	Install High Visibility Edgeline Markings (See Safety Treatment Recommendation Note 1)	23,628 ft	\$2.00	\$47,300
P03	EB 05:09-10:13	Install Centerline Rumble Strips (See Safety Treatment Recommendation Note 1)	26,143 ft	\$1.50	\$39,200
P04	EB 05:09-09:24	Install Shoulder Rumble Strips Type 2 (See Safety Treatment Recommendation Note 1)	43,645 ft	\$1.50	\$65,500
P05	EB 09:24-09:37	Install High Visibility Edgeline Markings (See Safety Treatment Recommendation Note 1)	2,562 ft	\$2.00	\$5,100
P06	EB 09:37-10:13	Install Shoulder Rumble Strips Type 2 (See Safety Treatment Recommendation Note 1)	6,078 ft	\$1.50	\$9,100
Subtotal (Cost Estimate Summary Line 1a)					\$177,800

Pavement

P03	EB 05:09-10:13	Centerline Pavement Mill & Fill (See Safety Treatment Recommendation Note 2)	26,143 ft	\$5.50	\$143,800
Subtotal (Cost Estimate Summary Line 1b)					\$143,800

Remove Trees/Vegetation

CZ01	WB 08:38	Remove Tree within Clear Zone (WB)	1 each	\$2,000	\$2,000
CZ02	WB 03:48	Remove Tree within Clear Zone (WB)	1 each	\$2,000	\$2,000
Subtotal (Cost Estimate Summary Line 1c)					\$4,000

Signing

Non-Curve Signs

S01	EB 00:44	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S02	EB 01:21	Install 45 mph Speed Limit Sign (EB)	1 each	\$300	\$300
S02r	EB 01:21	Remove 35 mph speed limit sign, end sign, and wood post (EB)	1 each	\$100	\$100
S03	EB 02:04	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S04	WB 08:31	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S05	WB 07:28	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S06	EB 03:10	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S07	EB 03:14	Install Updated Stop Ahead Sign (W3-1) (EB)	1 each	\$300	\$300
S07r	EB 03:14	Remove Outdated Stop Ahead Sign (EB)	1 each	\$100	\$100
S08r	WB 06:49	Remove 45 mph speed limit sign, end sign, and wood post (WB)	1 each	\$100	\$100

Corridor Safety Evaluation Summary

Wisconsin Department of Transportation High Risk Rural Roads Program

CTH H

Ozaukee County Line to CTH A
and CTH A to CTH KW
Ozaukee County

9.a.1.a

S09	WB 06:49	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S10	EB 03:49	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S11	EB 04:52	Install Updated Stop Ahead Sign (W3-1) (EB)	1 each	\$300	\$300
S11r	EB 04:52	Remove Outdated Stop Ahead Sign (EB)	1 each	\$100	\$100
S12	EB 05:51	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S13	WB 04:42	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S14	WB 03:27	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S15	EB 07:10	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S16	WB 02:52	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S17	EB 07:53	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S18	WB 01:22	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S19	EB 09:15	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S20	WB 01:00	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
S21	EB 09:45	Install No Passing Zone Sign (EB)	1 each	\$225	\$225
S22	WB 00:13	Install No Passing Zone Sign (WB)	1 each	\$225	\$225
Non-Curve Sign Subtotal					\$5,350
Curve Signs					
C01	EB 00:48	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C02a	EB 03:19	Install W1-1 Curve Warning Sign (EB)	1 each	\$300	\$300
C02b	EB 03:19	Install W13-1P 20 mph Advisory Speed Plaque (EB)	1 each	\$100	\$100
C02c	EB 03:25	Install W1-6 Night Arrow (EB)	1 each	\$1,900	\$1,900
C02d	WB 06:54	Install W13-1P 20 mph Advisory Speed Plaque (WB)	1 each	\$100	\$100
C02e	WB 06:54	Install W1-1 Curve Warning Sign (WB)	1 each	\$300	\$300
C02der	WB 06:47	Remove W1-1 Curve Warning Sign, W13-1P advisory Speed Plaque, and Wood Post	1 each	\$100	\$100
C03	EB 05:10	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C04	EB 05:23	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C05	EB 06:23	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C06	EB 06:34	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C07ar	EB 07:18	Remove W13-1P 45 mph Advisory Speed Plaque (EB)	1 each	\$30	\$30

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)



Corridor Safety Evaluation Summary

Wisconsin Department of Transportation High Risk Rural Roads Program

CTH H

Ozaukee County Line to CTH A
and CTH A to CTH KW
Ozaukee County

9.a.1.a

C07b	EB 07:33	Install Chevrons (EB & WB)	1 each	\$1,900	\$1,900
C07cr	WB 02:48	Remove W13-1P 45 mph Advisory Speed Plaque (WB)	1 each	\$30	\$30
Curve Sign Subtotal					\$14,260
Subtotal (Cost Estimate Summary Line 1d)					\$19,610
Utilities					
U01	EB 01:27	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U02	WB 08:35	Relocate Utility Pole (WB) within Clear Zone	1 each	\$10,000	\$10,000
U03	WB 08:32	Relocate Utility Pole (WB) within Clear Zone	1 each	\$10,000	\$10,000
U04	EB 03:29	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U05	EB 03:32	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U06	EB 03:35	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U07	EB 03:37	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U08	EB 03:39	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U09	EB 03:41	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U10	EB 03:43	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U11	EB 03:45	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U12	EB 03:47	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U13	EB 03:48	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U14	EB 03:50	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U15	EB 03:52	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U16	EB 03:54	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U17	EB 03:56	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U18	WB 06:36	Relocate Utility Pole (WB) within Clear Zone	1 each	\$10,000	\$10,000
U19	EB 03:58	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U20	EB 04:00	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U21	WB 06:33	Relocate Utility Pole (WB) within Clear Zone	1 each	\$10,000	\$10,000
U22	EB 04:02	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000
U23	WB 06:30	Relocate Utility Pole (WB) within Clear Zone	1 each	\$10,000	\$10,000
U24	EB 05:23	Relocate Utility Pole (EB) within Clear Zone	1 each	\$10,000	\$10,000

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)



Corridor Safety Evaluation Summary

Wisconsin Department of Transportation High Risk Rural Roads Program

CTH H

Ozaukee County Line to CTH A
and CTH A to CTH KW
Ozaukee County

9.a.1.a

U25	WB 05:08	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U26	WB 05:05	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U27	WB 05:01	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U28	EB 08:30	Relocate Utility Pole (EB) within Clear Zone	1	each	\$10,000	\$10,000
U29	WB 02:00	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U30	WB 01:58	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U31	WB 01:56	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U32	WB 01:51	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U33	WB 01:47	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U34	WB 01:44	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U35	WB 01:42	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U36	WB 01:38	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U37	WB 01:36	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U38	WB 01:33	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U39	WB 01:31	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U40	EB 09:05	Relocate Utility Pole (EB) within Clear Zone	1	each	\$10,000	\$10,000
U41	WB 01:29	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U42	WB 01:26	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U43	WB 01:25	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U44	WB 01:23	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U45	WB 01:21	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U46	WB 01:19	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U47	WB 01:16	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U48	EB 09:18	Relocate Utility Pole Guy Wire (EB) within Clear Zone	1	each	\$10,000	\$10,000
U49	WB 01:15	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U50	WB 01:12	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U51	WB 01:09	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U52	EB 09:27	Relocate Utility Pole (EB) within Clear Zone	1	each	\$10,000	\$10,000

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)



U53	WB 01:07	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
U54	WB 01:05	Relocate Utility Pole (WB) within Clear Zone	1	each	\$10,000	\$10,000
Subtotal						\$540,000

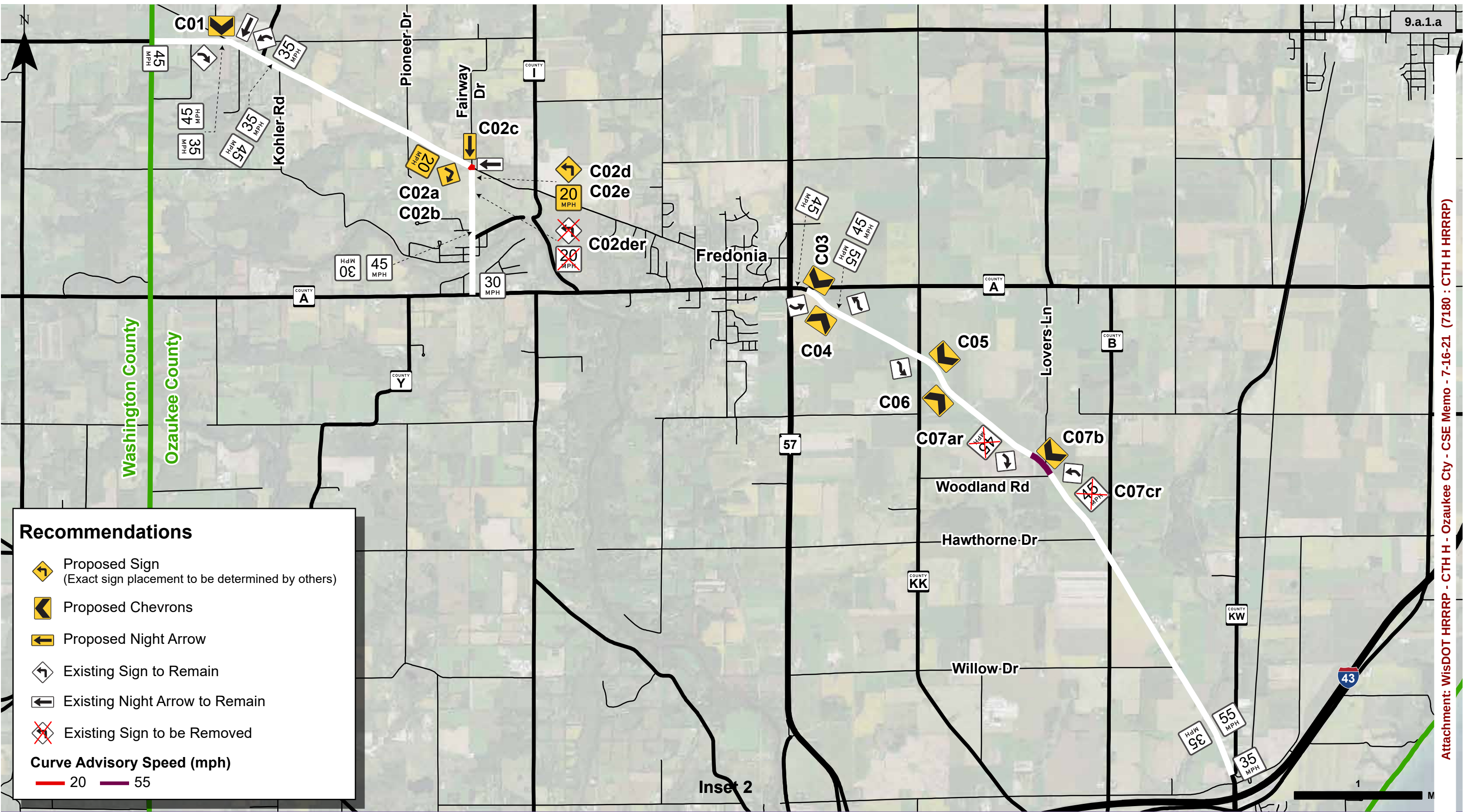
Other Treatment Recommendations (not eligible for HRRR funding)

OT01	EB 00:01	Steep ditch grades within the clear zone are present throughout the corridor and may lead to roll-over crashes. Consider re-grading.
OT02	EB 00:44	An unprotected culvert crossing creates a steep drop off on both sides of CTH H. Consider installing guardrails with Energy Absorbing Terminals (EAT) along both sides of CTH H. Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT03	EB 01:45	There is a steep drop off located within the clear zone along both sides of CTH H. Consider installing guardrail with Energy Absorbing Terminals (EAT) along both sides of CTH H at this location. Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT04	EB 02:22	There is a steep drop off located within the clear zone along the south side of CTH H. Consider installing guardrail with Energy Absorbing Terminals (EAT) along the south side of CTH H at this location. Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT05	EB 02:31	There is a steep drop off located within the clear zone along the south side of CTH H. Consider installing guardrail with Energy Absorbing Terminals (EAT) along the south side of CTH H at this location. Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT06	EB 03:08	There is a steep drop off located within the clear zone along both sides of CTH H. Consider installing guardrail with Energy Absorbing Terminals (EAT) along both sides of CTH H at this location. Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT07	EB 09:49	A section of guardrail with wrapped-end terminals is located along both sides of CTH H. Consider replacing the wrapped-end terminals with Energy Absorbing Terminals (EAT). Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.
OT08	WB 00:31	A section of guardrail with wrapped-end terminals is located along both sides of CTH H. Consider replacing the wrapped-end terminals with Energy Absorbing Terminals (EAT). Guardrail work is not eligible through HRRRP. All guardrail work must go through the standard HSIP application process.

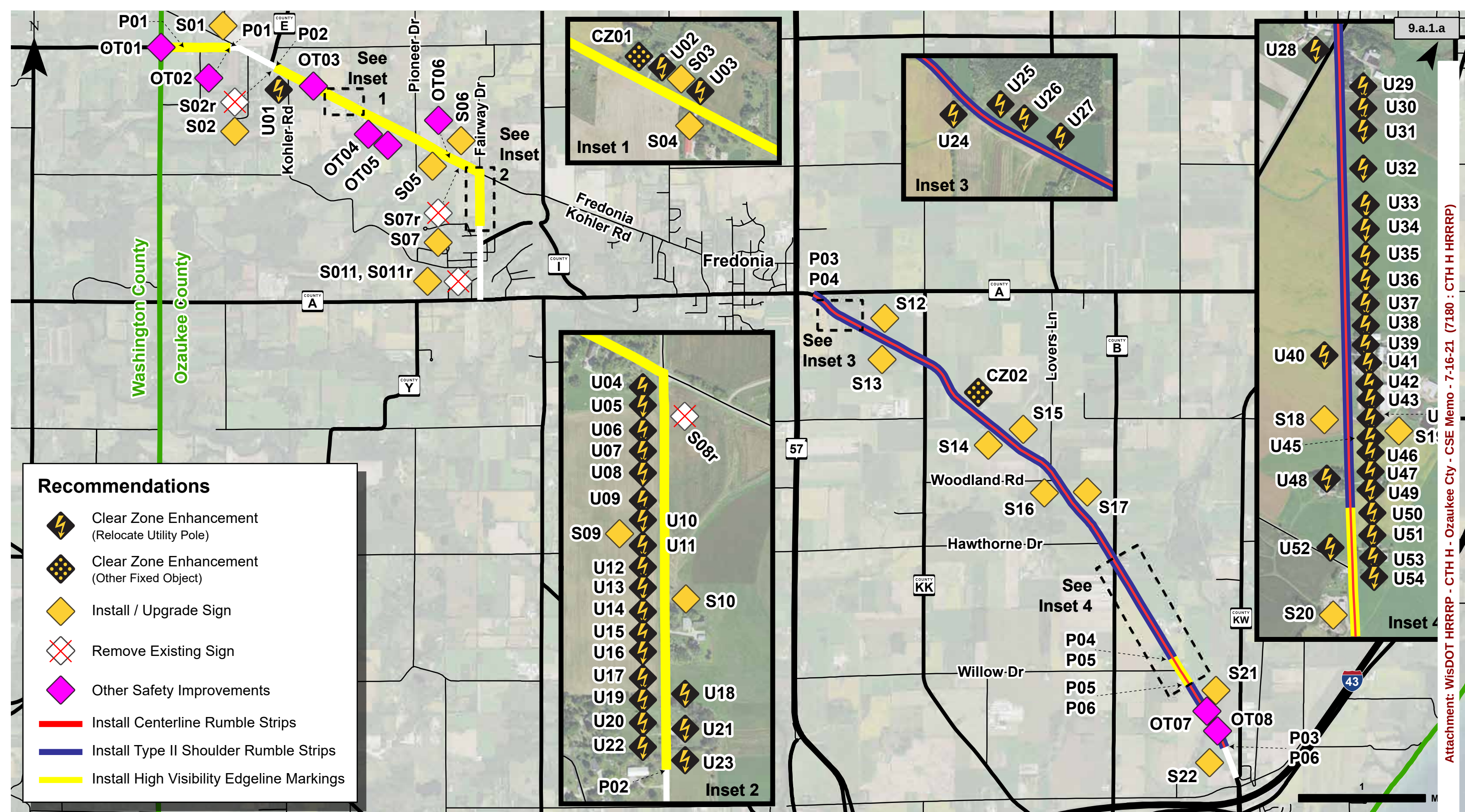
Safety Treatment Recommendation Notes

- The pavement appeared to be in fair condition for high visibility edgeline markings between Ozaukee County Line and Kohler Dr. and between CTH E and Liberty Ln. The pavement appeared to be in good condition for high visibility edgeline markings, installing shoulder rumble strips and centerline rumble strips from CTH A to CTH KW. The pavement suitability (condition, thickness, type, etc.) for these types of treatments should be verified prior to implementation. Guidance on pavement suitability for rumble strip installation is in FHWA's *Decision Support Guide for the Installation of Shoulder and Centerline Rumble Strips on Non-Freeways*.
https://safety.fhwa.dot.gov/roadway_dept/pavement/rumble_strips/fhwasa16115/
- Centerline Rumble Strips include milling and resurfacing a 2-foot width of centerline pavement (2-inch minimum depth). While this provides a new strip of pavement for the rumble strip installation, it replaces the centerline joint with two centerline joints. The impacts to roadway maintenance and longevity should be considered prior to implementation. If current pavement conditions are suitable for rumble strip installation, centerline rumble strips may be installed without the 2-foot mill and resurface.





Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)



SAFETY TREATMENT SUMMARY

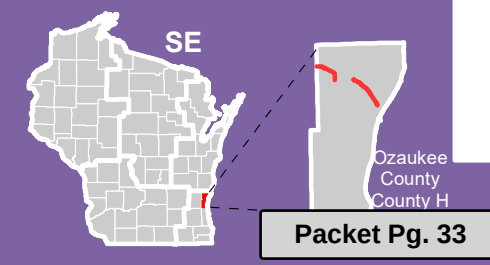
Wisconsin Department of Transportation High Risk Rural Roads Program

Ozaukee County: County H

Washington County Line to County KW

WisDOT ID: 1000-99-76 AECOM ID: 60648963

June 2021



Attachment 2:
High Risk Rural Roads Program Overview

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

High Risk Rural Roads Program Overview

General Program Information

- The High Risk Rural Road Program (HRRRP) is a part of the broader Highway Safety Improvement Program (HSIP). The Highway Safety Improvement Program is a federally funded program aimed at improving safety on the nation's public roadways.
- Only rural major collectors, rural minor collectors, or rural local roads are eligible for HRRRP funding.
- Only corridors identified through a WisDOT review of statewide crash data are eligible for HRRRP funding.

Project/Treatment Eligibility

The current focus of the HRRRP is on employing low-cost countermeasures to address hazardous run-off-the-road (ROR) situations on eligible County Trunk Highway (CTH) roadways. Safety countermeasures that are eligible for inclusion in HRRRP projects include:

- Removal of obstacles for adequate clear zone
- Spot shoulder widening
- Installing curve signage (e.g., chevrons, night arrows)
- Installing post-mounted delineation
- Installing guide signs and/or advance warning signs
- Installing enhanced edgeline and/or centerline pavement markings
- Installing shoulder rumble strip or centerline rumble stripes

No intersection improvements are eligible for this program. HRRRP safety countermeasures are meant to target ROR crash types. WisDOT reserves the right to include other countermeasures on a project-by-project basis should circumstances justify increased expense. Locations requiring treatments that are ineligible for HRRRP funding may be eligible for funding through the standard HSIP program – contact the WisDOT safety engineer or HSIP coordinator in your region for more information.

Corridor Safety Evaluation Summary (CSE) Information

The CSE is performed by a WisDOT consultant and lists the recommended eligible safety treatments on a targeted corridor. The CSE is developed at no cost to the local unit of government.

The CSE is a planning level document that contains the following information:

1. Corridor location
2. Critical corridor crash statistics
3. List of recommended eligible safety treatments and their locations on the corridor.
4. Preliminary cost estimates for design and construction
5. Map of the corridor with crash locations

A county government can apply for HRRRP funding for any or all of the recommended eligible safety treatments listed in the CSE. The information provided in the CSE should be considered as a starting point in the project development process. Additional detail and refinements to the scope and estimate for a project will occur throughout the project scoping and design processes.

HRRRP Project Funding Information

- The High Risk Rural Road Program (HRRRP) is a part of the broader Highway Safety Improvement Program (HSIP).
- HSIP and HRRRP are federal-aid reimbursement programs. They are not federal-aid grant programs.
- 90% of approved costs on a HRRRP project will be reimbursed with federal HSIP funds. The remaining 10% of the costs are the responsibility of the county.
- Project funding caps are established for all HRRRP projects. Costs exceeding the funding cap are the responsibility of the county, unless a cap increase request is approved by WisDOT. Cap increase requests may be made throughout project delivery.

HRRRP Project Application Information

- The application deadline to submit HRRRP applications is **September 15, 2021**. Application should be submitted to the WisDOT regional safety engineer in your region by this date.
- A *High Risk Rural Roads Project Application Form* (see Attachment 3) must be completed for each corridor for which HRRRP funding is being requested. The CSE provides the bulk of the supporting information required to be submitted with the project application form.
- Design and construction costs are eligible to receive HRRRP funding. Oversight costs (e.g. State) are included in project estimates and final reimbursement.
- Any real estate costs are not eligible to receive HRRRP funding.
- A county can apply for any or all of the recommended eligible safety treatments identified in the CSE.
- Adjustments to the unit prices and quantities identified in the CSE may be made with WisDOT approval.
- Minor additions to the safety treatments identified in the CSE may be made, provided that they are: (a) within the corridor; (b) HRRRP-eligible treatment types; and (c) approved by WisDOT.
- LFAs are allowed, provided the following requirements are met:
 - Any LFA work being performed must fall within the parameters established under the Memorandum of Understanding agreed to by WisDOT, the Wisconsin County Highway Association, and the Wisconsin Transportation Builders Association.
 - All federal rules and regulations must be followed (e.g., Prequalification, Cost-Effectiveness Finding, etc.)
- Local lets are not permitted. All let projects must be let through the state letting process.
- Project development of approved projects is managed through the Local Programs Unit in each WisDOT Region.

Attachment 3:
SFY2022-2025 High Risk Rural Roads Program
Application Form

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

Wisconsin Department of Transportation (WisDOT)
2022-2025 HIGHWAY SAFETY IMPROVEMENT PROGRAM
High Risk Rural Roads Program Project Application Form
GENERAL INSTRUCTIONS

Please read all directions. Submit completed applications to the appropriate WisDOT Regional HSIP Coordinator.

All shaded areas will be completed by WisDOT staff

Box 1	Project Location: - Identify the project limits and/or those areas applicable to your project. - For 'Name of Road/Intersection,' use From-To (South-North or West-East) format for a road segment such as "6th St.-9th St." - For projects that are within the boundary of a Metropolitan Planning Organization (MPO), state the name of the MPO.
Box 2	Identification of Hazards: Summarize existing safety hazards in the corridor, such as inadequate signage, obstacles in the clear zone, inadequate pavement marking, areas with significant numbers of run-off-the-road crashes, etc.
Box 3	Proposed Improvement: - Describe the proposed project and how it will address the identified hazard. Attach map of locations. Please list locations, proposed treatments, and associated cost estimates An attached Corridor Safety Evaluation Summary will satisfy this requirement.
Box 4	Total Project Costs: - Provide a summary of the estimated costs and anticipated schedule dates for ALL project elements associated with the project, regardless of whether HSIP funding is being requested. This includes preliminary engineering/design engineering, construction, construction engineering, mobilization, contingencies, utilities, real estate, and all related oversight and delivery costs) - Cost estimates should be provided in today's dollars. - Because of the time needed to meet federal rules and regulations, it is recommended that design and construction are not both scheduled in the current SFY.
Box 5	HSIP Funds Requested: Indicate the amount of HSIP funding that is being requested for each project element (PE/Design, Real Estate, Construction, and any other project components).
Box 6	Contact Information and Signature: - Provide contact information for application sponsor's primary contact person or agency. - Application must be signed by an official able to commit funds.

Other Important Notes:

- This is **NOT** a federal-aid grant program. Project sponsors will be reimbursed for 90% of total project costs, up to the approved project cost. **Any costs incurred in excess of the approved project cost will be the responsibility of the project sponsor.**
- Federal law restricts federal-aid projects from using publicly owned land of a park, recreation area, or wildlife refuge.

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

Required Support Material: Each application must include the following:

- Roadway departure crash summary by proposed corridor. An attached “Corridor Safety Evaluation Summary” will satisfy this requirement.
- Map or other identification of proposed locations for improvement. The maps within the “Corridor Safety Evaluation Summary” will satisfy this requirement

Optional Support Material: Each application may include the following:

- * Letters of local support and/or commitment.

Wisconsin Department of Transportation (WisDOT)
Project Application for 2022-2025 HIGH RISK RURAL ROADS PROGRAM

DESIGN ID:	TIED PROJECT IDs:
RELATED ID(s):	
(CONST):	(R/E):

1. Project Description

NAME OF ROAD/INTERSECTION/CORRIDOR		HWY NO.
COUNTY	CITY OF	TOWN OF
NAME OF THE MPO THE PROJECT IS REPRESENTED BY		

2. Identification of Hazard

Summarize existing safety hazards in the corridor, such as inadequate signage, obstacles in the clear zone, inadequate pavement marking, areas with significant numbers of run-off-the-road crashes, etc.

3. Proposed Improvement

Describe the proposed project and how it will address the identified hazard. Attach map of locations. Please list locations and associated cost estimates. <u>An attached "Corridor Safety Evaluation Summary" highlighting proposed treatments is adequate.</u>

4. Total Project Costs

Provide ALL project costs in today's dollars for all project elements, regardless of whether HSIP funding will be used.

	Prelim. Engineering/ Design (include state review)	Real Estate	Major Construction Items (include Const. Engineering, Mobilization, and Contingencies)	Other Costs	TOTAL
SFY2022					
SFY2023					
SFY2024					
SFY2025					
SFY2026					
SFY2027					
TOTAL					

5. HSIP Funds Requested - Identify amount of HSIP funding requested for each project element.

HSIP Funds Requested*					
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* The project sponsor is responsible for any project costs exceeding the approved HSIP funding amount.

6. Contact Information and Signature

PRIMARY CONTACT PERSON or AGENCY		
NAME	TITLE	
ADDRESS	TELEPHONE ()	
MUNICIPALITY	STATE	ZIP
SIGNATURE OF LOCAL APPROVING AUTHORITY		DATE

WisDOT Information – Shaded areas to be completed by WisDOT staff only.

A. Environmental Documentation Type	B. Hazard Elimination Type
C. Functional Class	

REGION APPROVAL Project Supervisor	Date
Planning Supervisor	Date

C.O. Decision ☐ Approved ☐ Disapproved	
Approving Authority	Date – m/d/yyyy

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

Attachment 4:
Example of a Completed High Risk Rural Roads Program
Application Form

Attachment: WisDOT HRRRP - CTH H - Ozaukee Cty - CSE Memo - 7-16-21 (7180 : CTH H HRRRP)

Wisconsin Department of Transportation (WisDOT)
2022-2025 HIGHWAY SAFETY IMPROVEMENT PROGRAM
High Risk Rural Roads Program Project Application Form
GENERAL INSTRUCTIONS

Please read all directions. Submit completed applications to the appropriate WisDOT Regional HSIP Coordinator.

All shaded areas will be completed by WisDOT staff

Box 1	<i>Project Location:</i> - Identify the project limits and/or those areas applicable to your project. - For 'Name of Road/Intersection,' use From-To (South-North or West-East) format for a road segment such as "6th St.-9th St." - For projects that are within the boundary of a Metropolitan Planning Organization (MPO), state the name of the MPO.
Box 2	<i>Identification of Hazards:</i> Summarize existing safety hazards in the corridor, such as inadequate signage, obstacles in the clear zone, inadequate pavement marking, areas with significant numbers of run-off-the-road crashes, etc.
Box 3	<i>Proposed Improvement:</i> - Describe the proposed project and how it will address the identified hazard. Attach map of locations. Please list locations, proposed treatments, and associated cost estimates An attached Corridor Safety Evaluation Summary will satisfy this requirement.
Box 4	<i>Total Project Costs:</i> - Provide a summary of the estimated costs and anticipated schedule dates for ALL project elements associated with the project, regardless of whether HSIP funding is being requested. This includes preliminary engineering/design engineering, construction, construction engineering, mobilization, contingencies, utilities, real estate, and all related oversight and delivery costs) - Cost estimates should be provided in today's dollars. - Because of the time needed to meet federal rules and regulations, it is recommended that design and construction are not both scheduled in the current SFY.
Box 5	<i>HSIP Funds Requested:</i> Indicate the amount of HSIP funding that is being requested for each project element (PE/Design, Real Estate, Construction, and any other project components).
Box 6	<i>Contact Information and Signature:</i> - Provide contact information for application sponsor's primary contact person or agency. - Application must be signed by an official able to commit funds.

Other Important Notes:

- This is **NOT** a federal-aid grant program. Project sponsors will be reimbursed for 90% of total project costs, up to the approved project cost. *Any costs incurred in excess of the approved project cost will be the responsibility of the project sponsor.*

- Federal law restricts federal-aid projects from using publicly owned land of a park, recreation area, or wildlife refuge.

Required Support Material: Each application must include the following:

- Roadway departure crash summary by proposed corridor. An attached “Corridor Safety Evaluation Summary” will satisfy this requirement.
- Map or other identification of proposed locations for improvement. The maps within the “Corridor Safety Evaluation Summary” will satisfy this requirement

Optional Support Material: Each application may include the following:

- * Letters of local support and/or commitment.

SAMPLE

Wisconsin Department of Transportation (WisDOT)
Project Application for 2022-2025 HIGH RISK RURAL ROADS PROGRAM

DESIGN ID:	TIED PROJECT IDs:
RELATED ID(s):	
(CONST):	(R/E):

1. Project Description

NAME OF ROAD/INTERSECTION/CORRIDOR <i>CTH XYZ (CTH A – STH B)</i>		HWY NO. <i>CTH XYZ</i>
COUNTY <i>Example</i>	CITY OF <i>N/A</i>	TOWN OF <i>N/A</i>
NAME OF THE MPO THE PROJECT IS REPRESENTED BY <i>N/A</i>		

2. Identification of Hazard

Summarize existing safety hazards in the corridor, such as inadequate signage, obstacles in the clear zone, inadequate pavement marking, areas with significant numbers of run-off-the-road crashes, etc.

This corridor has been identified as an eligible candidate for the High Risk Rural Roads Program.

Identified hazards include:

- Inadequate curve signage in some locations in the corridor
- Obstacles in the roadway clear zone
- Substandard signing in some locations in the corridor

3. Proposed Improvement

Describe the proposed project and how it will address the identified hazard. Attach map of locations. Please list locations and associated cost estimates. **An attached "Corridor Safety Evaluation Summary" highlighting proposed treatments is adequate.**

Please see the attached Corridor Safety Evaluation Summary for an overview of proposed improvements.

Please note that the suggested installation of centerline rumble strips and grooved epoxy edgeline markings are not included in the application due to pavement concerns and width restrictions.

In addition, it should be noted that the suggested relocation of utility poles in the corridor is not included in this submittal.

4. Total Project Costs

Provide ALL project costs in today's dollars for all project elements, regardless of whether HSIP funding will be used.

	Prelim. Engineering/ Design (include state review)	Real Estate	Major Construction Items (include Const. Engineering, Mobilization, and Contingencies)	Other Costs	TOTAL
SFY2021					
SFY2022	\$50,000				\$50,000
SFY2023			\$425,400		\$425,400
SFY2024					
SFY2025					
SFY2026					
TOTAL	\$50,000		\$425,400		\$475,400

5. HSIP Funds Requested - Identify amount of HSIP funding requested for each project element.

HSIP Funds Requested*	\$50,000		\$425,400		\$475,400
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* The project sponsor is responsible for any project costs exceeding the approved HSIP funding amount.

6. Contact Information and Signature

PRIMARY CONTACT PERSON or AGENCY		
NAME John Doe	TITLE Highway Commissioner	
ADDRESS 123 Main St.	TELEPHONE (608) 555-5555	
MUNICIPALITY Example County	STATE WI	ZIP 55555
SIGNATURE OF LOCAL APPROVING AUTHORITY <i>John Doe</i>		DATE 8/1/2019

WisDOT Information – Shaded areas to be completed by WisDOT staff only.

A. Environmental Documentation Type	B. Hazard Elimination Type	
C. Functional Class		
REGION APPROVAL Project Supervisor		Date
Planning Supervisor		Date
C.O. Decision ☐ Approved ☐ Disapproved		
Approving Authority		Date – m/d/yyyy

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: August 19, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Town of Grafton 2022/2023 Road Maintenance Contract

BACKGROUND INFORMATION: In March, the Public Works Committee approved the standard 2022/2023 Town Road Maintenance Contracts, and they were distributed to the Towns of Belgium, Fredonia and Grafton in May.

The Town of Grafton Board approved the contract (attached), but with one stipulation. They have requested that the Guaranteed Work Partnership (GWP) Minimum Charge be adjusted from \$374,000 to \$200,000.

The GWP Minimum Charge is the annual amount that a Township is required to spend on Ozaukee County Highway Department services in exchange for discounted equipment rates and storage fees. The Minimum Charge is calculated based upon the previous three (3) years billings.

Historically, the Town of Grafton's GWP Minimum Charges were \$164,000 in 2014/2015, \$201,000 in 2016/2017, \$171,000 in 2018/2019 and \$185,000 in 2020/2021. (For 2020/2021, the Town of Grafton's proposed Minimum Charge actually rose to \$271,000 due to several paving projects by the County Highway Department which boosted the Town's billing to \$550,000 in 2018, but the Ozaukee County Public Works Committee approved a reduced GWP due to the unusually high workload.)

For the 2022/2023 GWP, which is similar to the 2020/2021 GWP, the Town of Grafton's 2018 charges are included in the calculation along with higher than normal charges in 2019 (\$450,00) & 2020 (\$318,000).

ANALYSIS: Given that the purpose of the GWP is to ensure a consistent workload from the Townships and a significant increase of a Town's Minimum Charge would be a penalty for utilizing the County for additional work, I believe it's reasonable to assign a Minimum Charge similar to previous contracts. Therefore, I believe the request for a \$200,000 Minimum Charge to be reasonable.

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDED MOTION: Approve the Town of Grafton 2022/2023 Road Maintenance Contract as requested.

ATTACHMENTS:

- Town Maint Contract 2022-23 - T-Grafton - SIGNED (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 GRAFTON**, hereinafter "Town", AGREE AS FOLLOWS:

ONE: Effective January 1st, 2022 and for two years thereafter, 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.** Actual labor costs, including fringe benefit costs. Labor time shall include that time incidental to accomplishing the specified task and not properly chargeable to another function, 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 by the Machinery Classified Equipment Rates in the Wisconsin Department of Transportation's Highway Maintenance Manual, 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 ~~\$374,000~~ ^{\$200,000} 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. If the Town does not utilize services up to the minimum charge in a calendar year, and that occurs two years in a row, then the cumulative remainder will be billed to the Town on the final invoice at the end of the second 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 the
Ozaukee County Public Works Committee

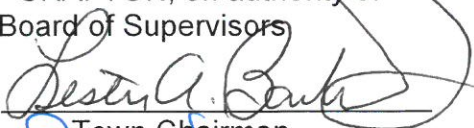
Dated: _____, _____

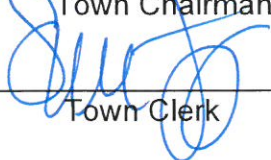
By _____
Chairman
Public Works Committee

By _____
Jon E. Edgren
Highway Commissioner

TOWN OF GRAFTON, on authority of
the Town Board of Supervisors

Dated: July 19, 2021

By 
Town Chairman

By 
Town Clerk

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

Attachment: Town Maint Contract 2022-23 - T-Grafton - SIGNED (7181 : Grafton 2022/2023 Road Maint Contract)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 19, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Highway Financial Report

ATTACHMENTS:

- Hwy Financials - Aug 2021 (PDF)

Ozaukee County Committee Report
Special Revenue Fund County Roads and Bridges
 For the Six Months Ending Wednesday, June 30, 2021
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$276,291	\$1,657,745	\$3,315,491	\$1,657,746	50.00%
Intergovernmental Revenues	-	\$393,463	\$1,631,438	\$1,237,975	24.12%
Total Revenues	\$276,291	\$2,051,208	\$4,946,929	\$2,895,721	41.46%
Expenditures					
Interdepartment Charges	\$447,400	\$1,852,827	\$5,141,300	\$3,288,473	36.04%
Total Operating Expenditures	\$447,400	\$1,852,827	\$5,141,300	\$3,288,473	36.04%
Capital Outlay					
Total Expenditures	\$447,400	\$1,852,827	\$5,141,300	\$3,288,473	36.04%
Other Finance (Sources)	-	-	(\$194,371)	(\$194,371)	0.00%
Net Other Financing Sources/Uses	-	-	(\$194,371)	(\$194,371)	0.00%
Net Increase (Decrease)	(\$171,109)	\$198,381	-	(\$198,381)	0.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$1,646,809)	-	\$1,646,809	0.00%

Attachment: Hwy Financials - Aug 2021 (7183 : Hwy Financials - Aug 2021)

Ozaukee County Committee Report

Internal Service Fund Highway Department

For the Six Months Ending Wednesday, June 30, 2021

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2021 YTD Actual	2021 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$11,083	\$66,500	\$133,000	\$66,500	50.00%
Intergovernmental Revenues	-	\$8,094	\$127,125	\$119,031	6.37%
Intergovernmental Charges	\$802,844	\$3,590,498	\$6,246,296	\$2,655,798	57.48%
Interdepartmental Charges	\$70,836	\$430,462	\$2,752,760	\$2,322,298	15.64%
Licenses & Permits	\$17,571	\$69,434	\$369,501	\$300,067	18.79%
Other Revenue	\$12,196	\$103,354	\$61,562	(\$41,792)	167.89%
Total Revenues	\$914,530	\$4,268,342	\$9,690,244	\$5,421,902	44.05%
Expenditures					
Salaries	\$260,257	\$1,556,946	\$2,942,942	\$1,385,996	52.90%
Fringe Benefits	\$92,585	\$622,137	\$1,261,872	\$639,735	49.30%
Travel/Training	\$6,894	\$8,355	\$11,037	\$2,682	75.70%
Supplies	\$620,284	\$1,991,636	\$6,021,675	\$4,030,039	33.07%
Purchased Services	\$21,127	\$134,190	\$158,819	\$24,629	84.49%
Interdepartment Charges	(\$382,874)	(\$576,294)	(\$3,540,158)	(\$2,963,864)	16.28%
Depreciation	\$582,400	\$582,400	\$1,164,800	\$582,400	50.00%
Grants	\$36,232	\$65,320	\$133,000	\$67,680	49.11%
Other Expenses	\$129,985	\$167,865	\$289,258	\$121,393	58.03%
Total Operating Expenditures	\$1,366,890	\$4,552,555	\$8,443,245	\$3,890,690	53.92%
Capital Outlay					
Equipment & Furniture	\$43,960	\$518,202	\$1,059,000	\$540,798	48.93%
Buildings & Land	\$28,000	\$28,000	\$188,000	\$160,000	14.89%
Total Capital Outlay	\$71,960	\$546,202	\$1,247,000	\$700,798	43.80%
Total Expenditures	\$1,438,850	\$5,098,757	\$9,690,245	\$4,591,488	52.62%
					8304150
Net Increase (Decrease)	(\$524,320)	(\$830,415)	(\$1)	\$830,414	0.00%
Equity:					
Retained Earnings	-	(\$154,901)	-	\$154,901	0.00%

Attachment: Hwy Financials - Aug 2021 (7183 : Hwy Financials - Aug 2021)

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: August 19, 2021
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary August 2021 Status Update on Public Works Department Items

ATTACHMENTS:

- PW Comm_JEE^Hwy Report - 8-19-21 (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: August 12, 2021

The following are status updates on various Public Works Department items:

FACILITIES:

1) Administration Center Entrance Renovation

We have hired Jon Wallenkamp of Kueny Architects to perform a small conceptual design and budget estimate project reviewing the potential renovation of the north face of the Administration Center. The proposal was for \$3,650.

Joe Hicks, Administration Center Building Superintendent, is investigating the relocation of the public entrance to the building's center entrance and incorporating safety implements suggested as part of the Administration Center's safety review, which initially made most entrances secured through the use of key cards. The main safety improvements being explored would include creating a single, secured entrance with security officer space, and reconstruction of the wheelchair ramp to meet current building codes.

TRANSIT:

2) Summerfest Shuttle Service

We continue to be in discussions with a couple school bus operators to determine their interest in operating a Summerfest Shuttle Service, but they're unwilling to commit to anything at this point due to potential staffing issues.

Joy Neilson-Loomis, Transit Superintendent, will be requiring an answer from the companies by Thursday, August 26th, and we'll request a proposed schedule and resident cost for the shuttle service. If both companies submit requests, we will select the company that we deem most advantageous to Ozaukee County residents, and authorize that bus company to utilize the Target/Home Depot Parking Lot.

3) Transit Building Carpet Replacement

We are planning to re-carpet the Transit Dispatch area through JL Business Interiors for \$4,554. Due to regular wear & tear from Dispatchers and Shared-Ride Taxi Drivers, the carpet is badly worn and in need of replacement. Administration Center Building Superintendent Joe Hicks, who also oversees Highway & Transit Buildings, commented that it probably should've been replaced 3 years ago.

HIGHWAY:

4) I-43 Expansion Update

Last week, I received an update on the I-43 Expansion project, and I wanted to pass along a few notes:

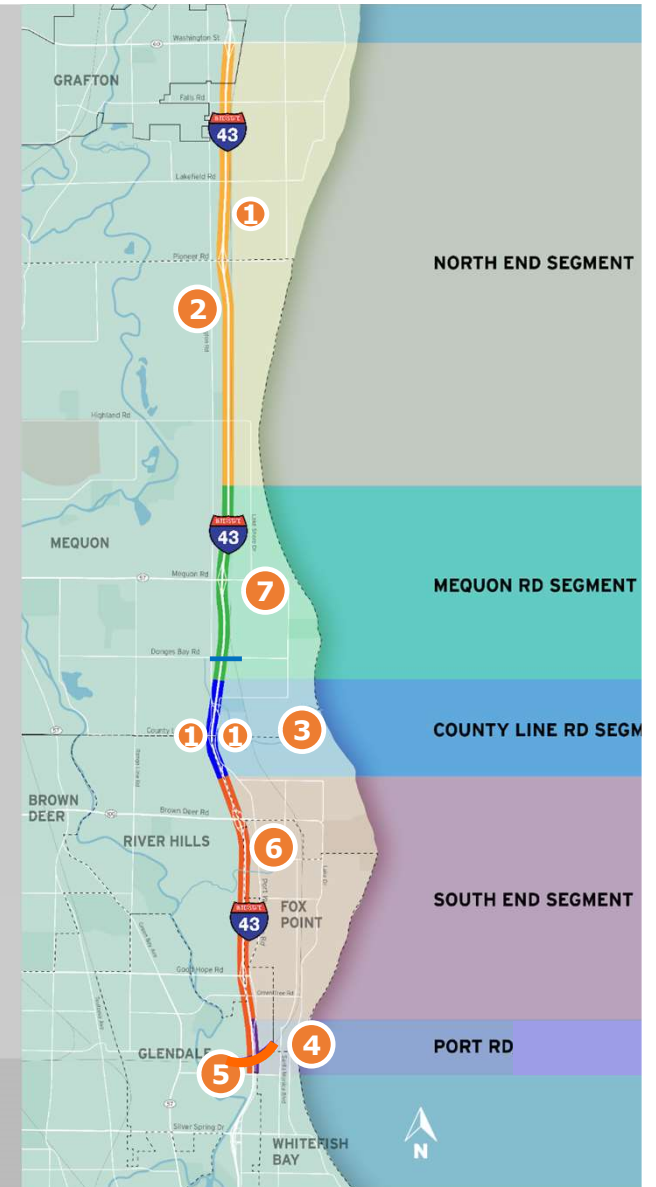
- The Wisconsin Department of Transportation (WisDOT) bid the first segment of work, and contractors should be on-site by the end of the month. The initial phase will mostly entail paving the outside shoulders of the highway to create locations that traffic can be diverted when reconstruction of the main lanes occurs. It will involve temporarily closing a lane of traffic, but most work should be done at night and will avoid large crowd events.
- Additional work during the first phase will be starting work around the future Highland Road interchange, such as building walls for the tight diamond interchange and a Noise Wall by Newcastle Place.
- The North End of the Project (Highland Road to STH 60) will be bid in November, and construction will occur in 2022 & 2023. The Highland Road Bridge is anticipated to be closed for construction from January to August, 2022.
- Speed Limits will be reduced as low as 55 MPH during construction throughout the project, but will return to normal upon completion of the segments.
- WisDOT will deploy “Highway Helpers” during construction, which are emergency repair vehicles that will help repair or clear vehicles that break down in the construction zones.
- See the attached map for the anticipated construction timeline.

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I-43 Construction Projects

#	Segment	ID	Letting Month	Construction Years
1	Work Zone Prep	1229-04-70	July 2021	late 2021
2	North End	1229-04-76	Nov 2021	2022-2023
3	County Line Rd/ Port Rd Interchange	1229-04-74	Dec 2021	2022 to mid-2023
4	Port Washington Rd	1229-04-71 (tied w/ 72/73)	Oct 2022	2023
5	UPRR Bridge	1229-04-72 (tied w/ 71/73)	Oct 2022	2023
6	South End	1229-04-73 (tied w/ 71/72)	Oct 2022	2023-2024
7	Mequon Rd Interchange	1229-04-75	July 2023*	mid-2023 to 2024

*design schedule unchanged, package advanceable to earlier FY '23 letting if needed



Attachment: PW Comm_JEE^Hwy Report - 8-19-21 (7182 : PW Monthly Update - Aug 2021)