



MINUTES
PUBLIC WORKS COMMITTEE
REGULAR MEETING
THURSDAY, SEPTEMBER 22, 2022 – 8:00 AM
HIGHWAY DEPARTMENT - MEETING ROOM
410 SOUTH SPRING STREET, PORT WASHINGTON, WI 53074

1. CALL TO ORDER

A regular meeting of the Public Works Committee was held in the Highway office meeting room.

Attendee Name	Title	Status	Arrived
M. Wolf	Chairperson	Present	
T. Grabow	Vice-Chairperson	Present	8:11 AM
T. Richart	Supervisor District 12	Present	
J. Strom	Supervisor District 21	Present	
M. Godden	Supervisor District 20	Excused	

Staff present: County Administrator Dzwinel, Public Works Director Edgren, Transit Superintendent Neilson-Loomis, Building Superintendent Tackes and Chief Deputy County Clerk Henning.

2. PROPER NOTICE

Chairperson Wolf called the meeting to order at 8:00 AM. The clerk noticed the meeting as required.

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

There were none.

4. APPROVAL OF MINUTES

a. August 18, 2022

Motion to approve the August 18, 2022 minutes as submitted.

PUBLIC WORKS COMMITTEE	
RESULT:	APPROVED [UNANIMOUS]
MOVER:	J. Strom, Supervisor District 21
SECONDER:	T. Richart, Supervisor District 12
AYES:	Wolf, Richart, Strom
ABSENT:	Grabow
EXCUSED:	Godden

5. DISCUSSION ITEMS:

a. 2023 Budget Recommendation for Public Works Committee

Mr. Dzwinel reviewed the budget highlights for the departments under the Public Works Committee's oversight including:

Facilities - Administration Center

Increase in expenses due to salaries and benefits. There are no expansion requests.

Facilities - Justice Center

Increase in expenses due to salaries and benefits and purchased services. There are no expansion requests.

8:11 AM Supervisor Grabow in attendance.

County Fairgrounds

Budget remains flat. There are no expansion requests.

Transit Department

Slight decrease in tax levy as a result of expected CARES funding to the department. Expansion request for a Transit Analyst position.

Highway Department

County Roads & Bridges Fund and Highway Department Fund remains flat. Expansion request for an Equipment Operator.

b. **Public Works Strategic Plan and Performance Metrics Discussion**

Mr. Dzwiniel reviewed Goal #2 - Provide a Safe & Efficient Transportation System for All.

Updates for Strategic Objective: A. Assess Existing Operations Annual Report, Objective B. Focus on Highway Transportation Planning and Objective C. Implement Innovative Public Transportation Solutions were reviewed by Mr. Dzwiniel.

6. FACILITIES MANAGEMENT

a. ***Management/Financial/Informational Reports***

1. **Facilities Report**

There were no questions.

7. TRANSIT SERVICES

a. ***Discussion Items:***

1. **Commuter Bus Contract Updates**

Ms. Neilson-Loomis explained that an RFP is being finalized with an expected release date of September 26, 2022. The RFP is for combined services; a commuter bus service and a shared ride taxi. Three companies are known to have an interest and are aware that the contract will not be awarded until November.

Ms. Neilson-Loomis reviewed suggested service options based on preliminary survey results; 1) Reduce the number of runs, 2) Increase fares, 3) Use smaller vehicles and 4) Add a reverse commute.

2. **Shared Ride Taxi Fare Structure**

Ms. Neilson-Loomis explained that the Ozaukee Shared Ride Taxi has a complicated and antiquated system for collecting passenger fares. Transit would like to move to a fare-card system that can be managed by the contractor. The fare cards would be used on all Ozaukee Transit Services with the goal to be able to adopt a regional fare card that could be used by Washington County Shared Ride Taxi as well.

Currently, Ozaukee County uses a zone structure for calculating fares and Washington County uses a tiered mileage fare rate. If both counties have the same

fare system, cross-county fares would be calculated more accurately using the actual mileage traveled.

Changing the fare structure requires a public hearing. Implementation of new fares would most likely go into effect in June 2023 to allow the riders time for change.

Discussion on the two (2) fare options.

The consensus of the committee would be to eliminate the zone structure and implement a mileage system. A public hearing will be held at the October 20, 2022 committee meeting.

b. Management/Financial/Informational Reports

1. Transit Financial Report

Question regarding revenues.

8. HIGHWAYS

a. Action Items:

1. Historic Covered Bridge Pedestrian Bridge Consultant Contract

Motion to approve the Jewell Associates Engineers, Inc. Historic Covered Bridge Agreement for \$7,600.

PUBLIC WORKS COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: T. Grabow, Vice-Chairperson

SECONDER: T. Richart, Supervisor District 12

AYES: Wolf, Grabow, Richart, Strom

EXCUSED: Godden

2. Cedarburg Office Shop Roof

Motion to approve the contract with C&K Services, Inc. for \$43,865.

PUBLIC WORKS COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: T. Richart, Supervisor District 12

SECONDER: T. Grabow, Vice-Chairperson

AYES: Wolf, Grabow, Richart, Strom

EXCUSED: Godden

3. Waubeka Shed Roof

Motion to approve the contract with PHD Roof Doctors, Inc. for \$44,910.

PUBLIC WORKS COMMITTEE

RESULT: APPROVED [UNANIMOUS]**MOVER:** T. Grabow, Vice-Chairperson**SECONDER:** J. Strom, Supervisor District 21**AYES:** Wolf, Grabow, Richart, Strom**EXCUSED:** Godden

4. Asphalt Plant Silo Lining

Motion to approve the contract with Adams Asphalt Plant for \$61,500.

PUBLIC WORKS COMMITTEE

RESULT: APPROVED [UNANIMOUS]**MOVER:** T. Grabow, Vice-Chairperson**SECONDER:** J. Strom, Supervisor District 21**AYES:** Wolf, Grabow, Richart, Strom**EXCUSED:** Godden

5. Cedarburg Shop Weigh Scale Policy

Mr. Edgren explained that the Cedarburg Shop has a weigh scale which is used for the trucks to measure salt or other material loads. Access to the weigh station has never been restricted but it is known that private individuals have used the scale.

Several years ago, repairs had to be made to the weigh station due to a shifted load cell and it is believed that the damage occurred due to drivers using the weigh scale inappropriately. At that time, when the scale was not in use, barrels were placed in front of the scale with a sign stating that it is for County use only.

The Highway Department has been asked to review its decision due to area resident's complaints that they have always used the scale for agricultural purposes.

In order to be protective of equipment under the Highway Department's care, staff would like to know in advance if someone will be using the scale so that the user can be instructed how to use the scale properly.

Mr. Edgren distributed a draft of an *Application to Utilize Ozaukee County Highway Weigh Scale*.

Discussion regarding signage to indicate for use by permit holder only and to notify the Cedarburg shop foreman prior to use.

Motion to approve the use of the Highway Department's Cedarburg Shop weigh scale via permit.

PUBLIC WORKS COMMITTEE**RESULT: APPROVED [UNANIMOUS]****MOVER:** T. Grabow, Vice-Chairperson**SECONDER:** T. Richart, Supervisor District 12**AYES:** Wolf, Grabow, Richart, Strom**EXCUSED:** Godden**b. Management/Financial/Informational Reports****1. Highway Financial Reports**

There were no questions.

2. September 2022 Status Update on Public Works Department Items**a. CTH C (Pioneer Rd) Park & Ride Closure**

Mr. Edgren reviewed the status update included in the packet.

b. CTH W & Falls Rd

Mr. Edgren reviewed the status update included in the packet.

9. NEXT MEETING DATE

October 20, 2022

10. ADJOURNMENT

Motion made by Supervisor Strom, seconded by Supervisor Grabow to adjourn. Motion carried. Meeting adjourned at 9:33 AM.

Lisa M. Henning, Chief Deputy County Clerk