



AGENDA
PUBLIC WORKS COMMITTEE
REGULAR MEETING
THURSDAY, APRIL 20, 2023 – 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. March 16, 2023

5. FACILITIES MANAGEMENT

a. Action Items:

1. Ascension Columbia-St. Mary's Expo Center Light Replacement

b. Management/Financial/Informational Reports

1. Facilities Financials - April 2023

6. TRANSIT SERVICES

a. Action Items:

1. Drug & Alcohol Program Policy and Procedures Revision

b. Discussion Items:

1. Shared Ride Taxi Update

2. Transit - 1st Quarter Ridership Review

c. Management/Financial/Informational Reports

1. Transit Financials - April 2023

7. HIGHWAYS

a. Action Items:

1. Asphalt Oil Pump Purchase

b. Discussion Item:

1. ATV/UTV County Highway Accessibility

2. 2022 Highway Department Financial Review

c. Management/Financial/Informational Reports

1. Hwy Financials - April 2023

2. Public Works Monthly Status Update

8. NEXT MEETING DATE

May 18, 2023

9. ADJOURNMENT

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

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

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	County Clerk
DIRECTOR:	Julie Winkelhorst
PREPARER:	Lisa Henning

Agenda Summary March 16, 2023

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 03162023-3222>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/03162023-3222)

PUBLIC WORKS COMMITTEE

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Ascension Columbia-St. Mary's Expo Center Light Replacement

BACKGROUND INFORMATION: The Ascension Columbia-St. Mary's Expo Center (Curler's Building) main area lighting needs an upgrade to LED. The existing lighting is costly to maintain, averaging \$5,000 annually in repair costs for the last three (3) years. Upgrading to LED will reduce maintenance costs with newer fixtures and less repairs, and operational costs given LED efficiencies.

After consulting with the Milwaukee Curling Club and County Staff, a lighting product and the corresponding controls were selected to meet the needs of both parties.

The total estimated project cost should be around \$50,000, and the project cost will be split evenly with the Milwaukee Curling Club (MCC). The MCC has approved up to \$25,000 for their share of the costs, and Ozaukee County's share can be funded through the Operations Budget.

ANALYSIS: Justice Center Building Superintendent Ryan Tackes has been working with multiple electrical contractors to obtain quotes for upgrading the lighting system, but hasn't received any quotes back yet.

Therefore, we're simply seeking approval for up to \$25,000 to proceed with the project, and anticipate awarding the contract to the lowest bidder. We're hoping to gain approval now, so that we may have the project completed in advance of the Ozaukee County Fair in early August.

FISCAL IMPACT:

Balance Current Year: \$50,000 Next Year's Estimated Cost: --

FUNDING SOURCE:

County Levy: \$25,000

Non-County Levy (Indicate source): \$25,000 (Milwaukee Curling Club)

RECOMMENDED MOTION: Authorize the Public Works Director to approve an LED Upgrade electrical contractor for up to \$25,000.

PUBLIC WORKS COMMITTEE

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	Facilities Management
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Facilities Financials - April 2023

ATTACHMENTS:

- Facilities Financials - April 2023 (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Committee Report

General Fund Facilities Management

For the Three Months Ending Friday, March 31, 2023

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Interdepartmental Charges	\$5,217	\$15,652	\$64,108	\$48,456	24.42%
Total Revenues	\$5,217	\$15,652	\$64,108	\$48,456	24.42%
Expenditures					
Salaries	\$81,006	\$161,810	\$614,203	\$452,393	26.34%
Fringe Benefits	\$24,186	\$75,035	\$188,058	\$113,023	39.90%
Travel/Training	-	\$833	\$100	(\$733)	833.00%
Supplies	\$7,993	\$22,211	\$130,422	\$108,211	17.03%
Purchased Services	\$48,736	\$82,683	\$458,372	\$375,689	18.04%
Interdepartment Charges	\$1,788	\$12,187	\$44,055	\$31,868	27.66%
Other Expenses	-	\$741	\$3,020	\$2,279	24.54%
Total Operating Expenditures	\$163,709	\$355,500	\$1,438,230	\$1,082,730	24.72%
Capital Outlay					
Total Expenditures	\$163,709	\$355,500	\$1,438,230	\$1,082,730	24.72%
Net Increase (Decrease)	(\$158,492)	(\$339,848)	(\$1,374,122)	(\$1,034,274)	24.73%

Equity:

Attachment: Facilities Financials - April 2023 (Facilities Financials - April 2023)

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

Equity:

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Drug & Alcohol Program Policy and Procedures Revision

BACKGROUND INFORMATION: In November of 2022, updates were made to Ozaukee County Transit's Drug & Alcohol Policy as Ozaukee County Transit is required to maintain policies and procedures to ensure compliance with 49 CFR 655, Prevention of alcohol Misuse and Prohibited Drug Use in Transit Operations, and 49 CFR 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs. Transit Services was asked to correct three (3) findings in the 2022 Triennial Review related to the existing drug and alcohol program policy and procedures document.

However, in December, the Federal Transit Administration (FTA) reached out with additional corrections that weren't addressed within the November, 2022 revisions. Therefore, we've brought back Ozaukee County Transit's Drug & Alcohol Policy.

ANALYSIS: Ozaukee County Transit Services (OCTS) was required to add details for the following items:

- Obtain new employee's previous employer's Drug & Alcohol records
- Ensure all Supervisors receive at least 2-hours of Reasonable Suspicion Training for suspected drug and/or alcohol use.
- Strengthen language to require OCTS Contractors obtain previous employers Drug & Alcohol records for new employees.

The updated Drug & Alcohol policy, with revisions shown, is attached.

FISCAL IMPACT: N/A

FUNDING SOURCE: N/A

RECOMMENDED MOTION: Approve the revised Drug and Alcohol Program Policy.

ATTACHMENTS:

- OCTS Drug and Alcohol Program Policy - REV 4-20-23 (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Transit Services – Drug and Alcohol Program Policy

1.0 Policy

Ozaukee County is dedicated to providing safe, dependable, and economical transportation service to our clients.

Ozaukee County Employees are our most valuable resource and it is our goal to provide a healthy, satisfying working environment which promotes personal opportunities for growth. In meeting these goals, it is our policy to (1) assure that employees are not impaired in their ability to perform assigned duties in a safe, productive, and healthy manner, (2) create a workplace environment free from the adverse effects of drug abuse and alcohol misuse, (3) prohibit the unlawful manufacture, distribution dispensing, possession, or use of controlled substances, and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform their assigned duties.

2.0 Purpose

The purpose of this policy is to assure worker fitness for duty and to protect our employees, contracted employees, passengers, and the public from risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) of the U.S. Department of Transportation has published 49 CFR Part 655, as amended, that mandate urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of Safety-sensitive functions when there is a positive test result. The U.S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published CFR Part 29, “The Drug Free Workplace act of 1988”, which requires that establishment of drug-free workplace policies and the reporting of certain drug related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

3.0 Applicability

The policy applies to all safety-sensitive Ozaukee County employees, and contractors for 5307 contract work when they are on Ozaukee County property or when performing any Ozaukee County related safety-sensitive business. The policy applies to the off-site lunch periods or breaks when an employee is scheduled to return to work. Visitors, vendors, and contractor employees are governed by this policy while on Ozaukee County premises and will not be permitted to conduct Ozaukee County business if found to be in violation of this policy.

A safety-sensitive function is any duty related to the safe operation of mass transit service including: the operation of a revenue service vehicle (whether or not the vehicle is in revenue service), maintenance of a revenue service vehicle or equipment used in revenue service, and any other employee who hold a Commercial Driver's License. A list of safety-sensitive positions is attached.

4.0 Prohibited Substances

"Prohibited substances" addressed by this policy include the following:

4.1 Illegally Use Controlled Substances or Drugs

The use of any illegal or any substance identified in Schedules I through V of section 202 of the Controlled Substance Act (21 U.S.C. 812, as further defined by 21 U.S.C. 812) as further defined by 21DFR 1300.11 through 1300.15 is prohibited at all times unless a legal prescription has been written for the substance. This includes, but is not limited to; marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use of legally prescribed drugs, and use illegally obtained prescription drugs.

4.2 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills or judgment may be adversely affected must be reported by the employee immediately or as soon as is practical to a Ozaukee County supervisor.

In addition, the employee must obtain a written release from the attending physician releasing the person to perform their job duties any time they obtain a performance altering prescription. A legally prescribed drug means that individual has a prescription or other written approval from a physician for the use of a drug in the course of medical treatment. It must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing Ozaukee County business is prohibited.

4.3 Alcohol

The use of beverages containing alcohol or substances including any medication, mouthwash, food, candy, or any other substance such that alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath-testing device.

5.0 Prohibited Conduct

5.1 Manufacture, Trafficking, Possession, and Use

Ozaukee County employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substances on Ozaukee County premises, vehicles in uniform or while on Ozaukee County business. Employees who violate this provision will be discharged. Law enforcement shall be notified as appropriate, where criminal activity is suspected

5.2 Intoxication/Under the Influence

Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from the job duties pending an investigation and verification of condition. Employees found to be under the influence of prohibited substance or who fail to pass a drug or alcohol test shall be removed from duty and subject to disciplinary action up to and including termination. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of prohibited substance in the body above the minimum thresholds defined in 48 CFR Part 40, as amended.

5.3 Alcohol Use

Alcohol test must be conducted just before, during, and after performing a safety-sensitive function.

No Safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee may use alcohol while on duty, in uniform, while performing a safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty or during the hours that they are on call. No employee shall consume alcohol within 8 hours following an accident. Violation of these provisions is prohibited and is punishable by disciplinary action up to and including termination.

5.4 Compliance with Testing Requirements

All safety-sensitive employees will be subject to urine testing and breath alcohol testing as a condition of employment. Any safety-sensitive employee who refuses to comply with request for testing shall be removed from duty in their employment terminated.

A test refusal includes the following circumstances:

- a) A covered employee who consumes alcohol within eight (8) hours following involvement in an accident without first having submitted to post-accident drug/alcohol tests.
- b) A covered employee who leaves the scene of an accident without a legitimate explanation prior to submission to drug/alcohol tests.
- c) A covered employee who is suspected of providing false information in connection with a drug test, or who is suspected of falsifying test results through tampering, contamination, adulteration, or substitution of a urine specimen.
- d) A covered employee whose provides an insufficient volume of urine specimen or breath sample without a valid medical explanation.
- e) A verbal or written declaration, obstructive behavior, refusal to sign the required DOT drug and/or alcohol testing form, or physical absence resulting in the inability to conduct the test within the specified time frame.
- f) A covered employee who urine sample has been verified by the MRO as substitute or adulterated.
- g) A covered employee fails to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- h) A covered employee fails to remain at the testing site until the testing process is complete.
- i) A covered employee fails to provide a urine specimen for any drug test required by Part 40 or DOT agency regulations.
- j) A covered employee fails to permit the observation or monitoring of a specimen collection.
- k) A covered employee fails or declines to take a second test the employer or collector has directed you to take.
- l) A covered employee fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER a part of the "shy bladder" procedures.

- m) A covered employee fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behave in a confrontational way that disrupts the collection process). Verification of these actions will result in the employee's removal from their duty, their employment will be terminated, and they will be referred to a SAP.
- n) For an observed collection, fail to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- o) Possess or wear a prosthetic or other device that could be used to interfere with the collection process.
- p) Admit to the collector or MRO that you adulterated or substituted the specimen.

5.5 Treatment Requirements

All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use policies. Under certain circumstances, employees may be required to undergo treatment for substance abuse or alcohol misuse. Any employee who refuses or fails to comply with Ozaukee County requirements for treatment after care, or return to duty shall be subject to disciplinary action, up to and including termination. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

5.6 Notifying Ozaukee County of Criminal Drug Conviction

All employees are required to notify Ozaukee County of any criminal drug statute conviction within five days after such conviction. Failure to comply with this provision shall result in disciplinary action, up to and including termination.

5.7 Proper application of the policy

Ozaukee County is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy in regard to subordinates, shall be subject to disciplinary action, up to and including termination.

6.0 Testing Procedures

Analytical urine drug testing and breath testing for alcohol may be conducted when circumstances warrant or as required by Federal regulations. All safety-sensitive employees shall be subject to testing prior to employment, for reasonable suspicion, and following an accident as defined in section 6.2, 6.3 and 6.4 of this policy. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a drug or alcohol test and after completion of the Substance Abuse Professional's recommended treatment program. Follow-up testing will also be conducted following return to duty for a period of one to five years with at least six tests performed during the first year.

Those employees who perform safety-sensitive functions as defined in the attachment to this policy shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the U.S. Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR Part 40, as amended.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. An initial drug screen will be conducted on each urine specimen. For those specimens that are not negative, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. In instances where there is a reason to believe an employee is abusing a substance other than the five drugs listed above, Ozaukee County reserves the right to test for additional drugs under Ozaukee County own authority using standard laboratory testing protocols.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Safety Administration (NHTSA) approved testing device operated by a trained technician. If the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test will be performed using a NHTSA-approved evidential breath-testing device (EBT) operated by a trained breath alcohol technician (BAT). A safety-sensitive employee who has a confirmed alcohol concentration of greater than 0.02 but less than 0.04 will be removed from his/her position for eight hours unless a retest results in a concentration measure of less than 0.02. The inability to perform safety-sensitive duties due to an alcohol test result of greater than 0.02 but less than 0.04 will be considered an unexcused absence subject to Ozaukee County disciplinary procedures. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of requirement set forth in 49 CFR Part 655 for safety-sensitive employees. Any safety-sensitive employee that has

a confirmed positive drug and/or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available and referred to a Substance Abuse Professional (SAP) for assessment. A positive drug and/or alcohol test will also result in disciplinary action up to and including termination.

Ozaukee County affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

6.1 Negative Dilute

Any drug test found to be negative but dilute by the MRO, will be required to be retested immediately. If a second test is found negative but dilute, the test will be considered negative and no additional tests will be required unless directed to do so by the MRO.

6.2 Employee Requested Testing

Any safety-sensitive employee who questions the results of a required drug tests under paragraphs 6.2 through 6.7 of this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. The employee shall pay all the costs for such testing unless the result of the split sample test invalidates the result of the original test. The employee may not be denied split sampling testing due to an inability to pay for the sample. The employee shall be invoiced for the second test within 31 days of the test or may elect to pay prior to the test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer within 72 hours of notice of the original sample verified test result. Results after 72 hours will only be accepted if the delay was due to documentable facts that were beyond the control of the employee.

6.3 Pre-employment Testing

All safety-sensitive position applicants shall undergo urine drug testing immediately following the offer of employment or transfer into a safety-sensitive position. Receipt by Ozaukee County of a negative drug test result is required prior to employment or reassignment to a safety-sensitive position. Failure of a pre-employment drug test will disqualify an applicant for employment for a period of 120 days. Evidence of the absence of drug dependency from a Substance Abuse Professional that meets with the approval of the company and a negative pre-employment drug test will be required prior to further consideration for employment. The cost for the assessment and any subsequent treatment will be the sole responsibility of the individual.

Ozaukee County will request the drug and alcohol records of a potential employee from DOT-regulated employers who have employed the employee at any time in the last two years before the date of application. In accordance with 49 CFR 40.25, drug and alcohol records must include:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. The employee's successful completion of DOT return-to-duty requirements (including follow-up tests), if applicable.

[Drug and alcohol records from previous DOT employers must be obtained prior to allowing the new employee to perform safety-sensitive functions for more than 30 days.](#)

6.4 Reasonable Suspicion Testing

All safety-sensitive and non-safety-sensitive employees may be subject to a fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Physical signs and symptoms consistent with prohibited substance use or alcohol misuse.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substances.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse or alcohol misuse. [Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol](#)

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[misuse. All training must be completed prior to a supervisor being able to performing a reasonable suspicion determination.](#)

6.5 Post-Accident Testing

All safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an accident with an Ozaukee County vehicle (regardless of whether or not the vehicle is in revenue service) that result in a fatality. This includes all surviving safety-sensitive employees that are operating the vehicle and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries that require immediate transportation to a medical treatment facility; or one or more vehicles incurs disabling damage; and the employee is issued a citation under State or local law for a moving violation arising from the accident. If no citation is given, Ozaukee County safety-sensitive employees may still be tested if they cannot be completely discounted as a contributing factor to the accident.

Following an accident, the safety-sensitive employees will be tested as soon as possible, but not to exceed eight hours for alcohol testing and 32 hours for drug testing. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight hours following the accident or until he/she undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test and their employment terminated. Employees tested under this provision will include not only the operations personnel, but any other covered employee whose performance could have contributed to the accident.

6.6 Random Testing

Employees in safety-sensitive positions will be subject to random, unannounced testing. The selection of safety-sensitive employees for random alcohol testing will be made using a scientifically valid method that ensures each covered employee that they will have an equal chance of being selected each time selections are made. The random tests will be unannounced and spread throughout the year.

6.7 Return to Duty Testing

Our company policy for positive testing is termination. We do not have a return to duty testing.

6.8 Follow-up Testing

Our company policy for positive testing is termination. We do not have follow up testing.

6.9 Blind Performance Testing

Aurora Health Care submits 3% quality control samples to the laboratory for testing with employee samples. The blind quality control specimens must not be distinguishable from regular samples. These blind samples may either be positive or negative samples. If any blind performance samples come back in error the FTA will be notified.

7.0 Information Disclosure

Drug/alcohol testing records shall be maintained by the Ozaukee County Drug and Alcohol Program Manager and, except as provided below or by law, the results of any drug/alcohol test shall not be disclosed without express written consent of the tested employee.

1. The employee, upon written request, is entitled to obtain copies of any records pertaining to their use of prohibited drugs or misuse of alcohol including any drug or alcohol testing records. Covered employees have the right to gain access to any pertinent records such as equipment calibration records, and records of laboratory certifications.
2. Records of a verified positive drug/alcohol test result shall be released to the Ozaukee County Drug and Alcohol Program Manager, Department Supervisor and Personnel Manager on a need to know basis.
3. Records will be released to subsequent employer only upon receipt of a written request from the employee.
4. Records of an employee's drug/alcohol test shall be released to the adjudicator in a grievance, lawsuit, or other proceeding initiated by or on behalf of the tested individual arising from the results of the drug/alcohol test.
5. Records will be released to the National Transportation Safety Board during an accident investigation.
6. Records will be released to the DOT or any DOT agency with regulatory authority over the employer or any of its employees.
7. Records will be released if requested by a Federal, state, or local safety agency with regulatory authority over Ozaukee County or the employee.
8. If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40 necessary legal steps to contest the issuance of the order will be taken.

In cases of a contractor or sub-recipient of a state department of transportation, records will be released when requested by such agencies that must certify compliance with the regulation to the FTA.

8.0 System Contact

Any questions regarding this policy or any other aspect of the drug-free and alcohol-free transportation program should contact the following representative:

Program Manager:

Title: Patrol Superintendent
 Address: P.O. Box 994
 Port Washington, WI 53074
 Telephone: 262-284-8336
 Fax Number: 262-284-8343

Medical Review Officer

Name: Jessica Kois, MS, RN
 Address: 801 South 70th Street
 West Allis, WI 53214
 Telephone: 414-773-4928
 Fax Number: 414-773-4925

Substance Abuse Professional

Title: Name: National Employee Assistance Service, INC.
 Address:
 Telephone: 800-634-6433
 Fax Number:

Safety-Sensitive Functions

Operations Manager

Full time Bus/Van/Car drivers

Part time Bus/Van/Car drivers

Leadman/Mechanic

Mechanic

Assistant Mechanic

Bus washer/Fuel person (Only if they operate vehicles)

Vehicle Technicians

Vehicle Maintenance Contractors

Approved by Ozaukee County

9.0 Monitoring Drug & Alcohol Program Activities of Contractors

9.1 Third-Party Administrator

In accordance with 49 CFR Part 40 Ozaukee County contracts with an outside, independent testing laboratory third-party administrator for drug and alcohol testing for County safety-sensitive employees.

1. Transit Services will contact the third-party administrator annually to obtain copies of documents certifying the Medical Review Officer, Breath Alcohol and DOT Specimen training of technicians, and the Substance Abuse Professional.
2. Transit Services will obtain documentation that the testing laboratory is HHS certified
3. Ozaukee County and TPA Random Drug and Alcohol Testing
 - a. The third-party administrator will contact the County Program Manager randomly with individual names during each quarter
 - b. The County Program Manager will immediately send the employee to the collection site
 - c. Random testing will be maintained by the TPA only contacting the County Program Manager with individual names throughout the quarter

9.2 Contracted Transit Operations Providers

1. Ozaukee County contracts for operations of the Shared Ride Taxi and Commuter Bus Services. Contractors are responsible for developing and following a drug and alcohol policy for safety-sensitive employees that aligns with 49 CFR Part 655 and 49 CFR Part 40.
2. Contractors must acquire information about drug and alcohol violations from previous DOT-regulated employers for all new safety-sensitive employees. Drug and alcohol records from previous DOT employers must be obtained prior to allowing the new employee to perform safety-sensitive functions for more than 30 days.
3. Transit Services will audit contractor records at least annually to ensure compliance with testing requirements, including pre-employment testing and employer records.
4. Transit Services will contact the contractor annually to obtain copies of documents certifying the Medical Review Officer, Breath Alcohol and DOT Specimen training of technicians, and the Substance Abuse Professional.

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5. Transit Services will obtain documentation that the testing laboratory is HHS certified
6. Contractor must keep records verifying training for safety-sensitive employees and reasonable suspicion training for designated supervisors. Transit Services will review documentation at least annually to ensure:
 - i. All safety-sensitive employees receive drug and alcohol training within 90 days of employment.
 - ii. Reasonable suspicion training has been completed by active designated supervisors. Supervisors and/or other company officers authorized by the employer to make reasonable suspicion determinations shall receive at least 60 minutes of training on the physical, behavioral, and performance indicators of probable drug use and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse. All training must be completed prior to a supervisor being able to performing a reasonable suspicion determination.
7. Contractor must designate a DER, who has the expertise and authority to determine if a post-accident/post-event drug or alcohol test is warranted.
8. Ozaukee County may request and must be provided chain of custody documentation post-accident if a drug or alcohol test is required.
9. Transit Services will collect and submit DAMIS reports from contractors on an annual basis.

Adopted by the Public Works Committee 7/16/2009

Revised 4/20/23

Deleted: 11/17/2022

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Transit
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Shared Ride Taxi Update

BACKGROUND INFORMATION: In January, GoRiteway started serving as the Ozaukee County Transit Services (OCTS) Shared Ride Taxi (SRT) contractor with a contracted 58,800 Service Hours at a total cost of \$1,934,520. Additionally, as part of the Request for Proposal (RFP), OCTS laid out the anticipated number of Vehicles for each hour of each day.

Over the first three (3) months of service, there have been a few complaints about an inability for some Residents to schedule a ride. Based upon my review of the situation and after discussions with GoRiteway, the proposed RFP schedule is at capacity on a number of days and times based upon repeat scheduled rides alone, which doesn't leave any openings for stand-alone rides.

Seeking additional ride availability, GoRiteway discussed a 6,000 Hour expansion of the total service hours up to 65,000 Service Hours, which would increase the total contract cost approximately \$200,000.

ANALYSIS: Following further review of the first three (3) months of billings and comparing GoRiteway's weekly schedule to the RFP Schedule, I believe that we may have been keeping SRT short weekly Vehicle Hours. Therefore, I'm working with GoRiteway to increase their weekly Vehicle Hours to better match the estimated 58,800 total contract Service Hours.

We'll continue to monitor the situation, and will continue to work with GoRiteway to tweak the weekly Driver Schedule to best meet the needs of our Ridership and increase the SRT's efficiency. If we feel that increased Service Hours are required to meet the Ridership demands, then we'll return to the Public Works Committee to seek approval on a contract amendment.

PUBLIC WORKS COMMITTEE

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	Highway
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Transit - 1st Quarter Ridership Review

ATTACHMENTS:

- PWC - April 2023 - Transit 1st Qtr Data (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Transit Services (OCTS) Quarterly Report April 13th, 2023

2023 Shared Ride Taxi Financial Review

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Totals</i>
<i>Administrative Cost</i>	\$9,208.09	\$19,868.53	\$30,847.08	\$59,923.70
<i>Marketing</i>	\$0.00	\$1,524.00	\$2,431.88	\$3,955.88
<i>Maintenance/Labor</i>	\$5,846.19	\$6,401.01	TBD	\$12,247.20
<i>Parts & Tires</i>	\$5,699.36	\$6,234.61	TBD	\$11,933.97
<i>Oil & Lubricants</i>	\$588.66	\$370.76	TBD	\$959.42
<i>Fuel</i>	\$16,773.91	\$16,872.16	TBD	\$33,646.07
<i>Purchase of Service</i>	\$151,718.35	\$138,640.60	\$156,768.50	\$447,127.45
<i>Total for Month</i>	\$189,834.56	\$189,911.67	\$190,047.46	\$569,793.69
<i>Farebox</i>	\$15,429.90	\$15,049.35	\$14,830.89	\$45,310.14
<i>Punch Card</i>	\$2,620.00	\$3,360.00	\$3,440.00	\$9,420.00
<i>Agency Fare</i>	\$3,672.00	\$32,196.00	\$24,115.00	\$59,983.00
<i>No Show Fine Revenue</i>	\$0.00	\$0.00	\$0.00	\$0.00
<i>Net Cost</i>	\$168,112.66	\$139,306.32	\$147,661.57	\$455,080.55
<i>Cost Per Trip</i>	\$25.91	\$27.71	\$24.75	\$26.07
<i>Net Cost Per Trip</i>	\$22.95	\$20.33	\$19.23	\$20.82

2023 Shared Ride Taxi Monthly Ridership

	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Totals</i>	<i>Average</i>
2023 Monthly Ridership	7,326	6,853	7,678	21,857	7,286
2022 Monthly Ridership	6,091	6,263	5,783	18,137	6,046
2021 Monthly Ridership	5,568	6,103	6,443	18,114	6,038
2020 Monthly Ridership	9,024	8,706	6,011	23,741	7,914
2019 Monthly Ridership	8,816	9,252	9,921	27,989	9,330
2018 Monthly Ridership	10,143	9,513	10,122	29,778	9,926
2017 Monthly Ridership	10,218	9,810	10,512	30,540	10,180
2016 Monthly Ridership	9,448	9,601	9,968	29,017	9,672
2015 Monthly Ridership	8,900	8,835	9,812	27,547	9,182
2014 Monthly Ridership	8,238	9,244	10,091	27,573	9,191
2013 Monthly Ridership	8,343	7,809	8,221	24,373	8,124
2012 Monthly Ridership	7,780	7,901	7,811	23,492	7,831
2011 Monthly Ridership	6,479	5,819	7,561	19,859	6,620
2010 Monthly Ridership	5,820	5,665	6,795	18,280	6,093
2009 Monthly Ridership	5,983	6,287	6,719	18,989	6,330
2008 Monthly Ridership	6,379	6,496	6,330	19,205	6,402
2007 Monthly Ridership	6,253	5,843	6,542	18,638	6,213
2006 Monthly Ridership	5,779	5,700	6,727	18,206	6,069
2005 Monthly Ridership	5,907	5,925	6,716	18,548	6,183
Same month 2023 vs 2022	20%	9%	33%		21%
Same month 2023 vs 2019	-17%	-26%	-23%		-22%

Attachment: PWC - April 2023 - Transit 1st Qtr Data (Transit - 1st Qtr Report)

2023 Express Bus Monthly Ridership

Year	Jan	Feb	Mar	Total YTD
2018	6,018	5,560	5,917	17,495
2019	4,062	4,568	4,927	13,557
2020	4,420	4,400	2,171	10,991
2021	--	--	--	0
2022	89	--	544	633
2023	631	529	634	1,794
Same month 2023 vs 2022	609%	N/A	17%	183%

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	Highway
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Transit Financials - April 2023

ATTACHMENTS:

- Transit Financials - April 2023 (PDF)

PUBLIC WORKS COMMITTEE

Special Revenue Fund Transit Services

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

Attachment: Transit Financials - April 2023 (Transit Financials - April 2023)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary Asphalt Oil Pump Purchase

BACKGROUND INFORMATION: Following the industrial accident with Meig's Paving Asphalts & Emulsions Asphalt Oil Tanker in September of 2022 at the Ozaukee County Asphalt Plant, Meig's has eliminated the use of their truck mounted pumps as a Best Management Practice. (See attached notice.)

Therefore, in order to unload the Asphalt Oil from Meig's tanker trucks, Ozaukee County needs to purchase an Asphalt Oil Pump.

Waubeka Foreman Kurt Farvour investigated our needs and compared our operations to other Asphalt Plants, and requested quotes from three (3) suppliers.

ANALYSIS: Ozaukee County Highway Department received the following, comparable quotes, which are also attached:

<u>Supplier</u>	<u>Cost</u>
Adams Asphalt Plant Services	\$38,463.47*
Motion Engineering	\$49,654.31
Black Stone Equipment	\$50,172.00

***Recommended quote.**

Following review of the quotes, Highway Staff recommends the low bid of \$39,000 from Adams Asphalt Plant Services. However, we're seeking a slightly higher total project cost (\$42,000) as there is some additional electrical work that will need to be performed for the project.

Finally, funding for the Asphalt Oil Pump will be through our Highway Department's Building Capital Improvement Plan (CIP). The only item approved in the 2023 Budget was reroofing Port Washington's Main Shop for \$250,000. However, while we're still reviewing some potential drainage modifications to the Shop Roof, we don't anticipate project costs higher than \$200,000, so there are budgeted funds available.

FISCAL IMPACT: Balance Current Year: \$42,000 Next Year's Estimated Cost: --

FUNDING SOURCE: County Levy: -- Non-County Levy: X

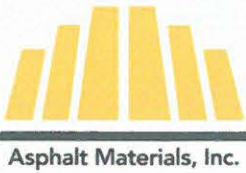
Indicate source: Highway Department's Building Fund

RECOMMENDED MOTION: Authorize the Public Works Director to purchase the Asphalt Oil Pump from Adams Asphalt Plant Services with a total project cost up to \$42,000.

ATTACHMENTS:

- Asphalt Oil Pump Info (PDF)

PUBLIC WORKS COMMITTEE



March 8, 2023

Dear Customer:

As we lean into the 2023 asphalt construction season, we continue to focus on always doing the right thing for our customers, our employees, and our industry. In 2023 we have implemented a new safety procedure that defines a new "best-practice" for our company fleet. The best practice procedure eliminates the use of truck mounted pumps to offload asphalt into permanent storage tanks at Hot Mix Asphalt (HMA) plants. This best practice applies to all our company fleet brands of Meigs Transport LLC, Tri-State Asphalt LLC, Asphalt Materials, Inc., and Bituminous Materials & Supply LP.

We look forward to working with you in the 2023 season and beyond. If there are any questions regarding this new best practice procedure, please reach out to your sales representative. Thank you for continuously working to support industry best practices and the individuals who make it happen.

Sincerely,

Adam Redman
Vice President of Sales, Asphalt Materials, Inc.

Attachment: Asphalt Oil Pump Info (Asphalt Oil Pump)



ADAMS ASPHALT PLANT SERVICES Inc

PO Box 339
Johnson Creek, WI 53038 US
ap@adamsaps.com
www.adamsaps.com

**Estimate****ADDRESS**

Ozaukee County Highway Dept
3979 Lakeland Rd
Saukville, WI 53080

ESTIMATE
DATE

4628B Revised
03/15/2023

ACTIVITY	DESCRIPTION	QTY	RATE	AMOU
	ASPHALT UNLOADING BUSHING PUMP SKID 3" INLET/OUTLET, VIRGIN ASPHALT ESTIMATED MAX 331 GPM @ 60Hz		0.00	
Equipment	600VCX-RH-AA-.045 SPEC# 6-43 PUMP, 600, Virgin AC, Cooling Spacer- Double Modified Seal, Extended Shaft, Adjustable RVs, Right-side Port, High Shaft Position	1	10,302.50	10,302.
Equipment	S42-P-33V6-33V19 SKID BASE ASSEMBLY, 42" Base & Guard, Pillow Block Bearing & Stands, 3/3V6" Pulley, 3/3V19.0" Pulley, 3/3VX850 Banded Belt	1	3,865.62	3,865.
Equipment	MOTOR, 20HP, 460V, 3-PHASE, 1750 RPM \$	1	3,213.75	3,213.
Equipment	SC4-C-A34-43-24 SCREEN BOX ASSEMBLY, 4" 8-BOLT, Quick Access, .45" Coarse Screen, 3" 4-BOLT Inlet & Outlet to Pump Port Adapters, 3/4" x 24" SS Jumper Hose	1	3,708.75	3,708.
Equipment	VFD PANEL, 15/20HP, 460V, 3-Phase, Fused B242411, Panel includes; NEMA 12,13, ANSI 61, Wall Mount Hinged Door Enclosure, AC Drive External E-Stop, and fuse block.	1	6,135.93	6,135.
Equipment	INSULATION BLANKET for 600 series Pump	1	1,095.71	1,095.
Equipment	INSULATION BLANKET for 4" Screen Box	1	1,095.71	1,095.
Equipment	INSULATION, Hose Sleeve, Red, 1-1/4" ID (price per foot)	1	47.50	47.
Equipment	3" Three way homestead valve	1	2,998.00	2,998.
	LEAD TIME: 5 – 7 BUISNESS DAYS			
Note	Additional terms and conditions are included below. Due to price fluctuations in the steel market, the prices quoted herein are at today's price. We will hold these prices firm for 10 days only. After such 10-day period, Buyer must request a new quotation to reflect the volatility of the current market		0.00	

Attachment: Asphalt Oil Pump Info (Asphalt Oil Pump)

conditions.
Freight is not included in this proposal.
10% interest fee applies 10 days after balance
due, every 30 days.

Services	Added: 03/15/23 Installation and plumbing of pump skid only. This price does not include electrical	1	6,000.00	6,000.
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TOTAL			\$38,463.4
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Accepted By

Accepted Date

Attachment: Asphalt Oil Pump Info (Asphalt Oil Pump)



MOTION ENGINEERING

 6926 46TH STREET
 KENOSHA, WI 53144

Estimate

Date	Estimate #
1/31/2023	1008-389

Name / Address
OZAUKEE COUNTY HIGHWAY DEPT 410 S. SPRING STREET PORT WASHINGTON, WI 53074

Ship To

P.O. No.	Customer Name	Job Reference
	Due on receipt	KURT FARVOUR

Item	Description	Qty	Rate	Total
MOT-ENG-3IN-PUMP SKID	P/N: MOT-ENG-3IN-PUMP SKID 3IN PUMP SKID W/15HP VIKING PUMP ASSEMBLY DELIVERS 220GPM & 450 RPM	1.00	18,000.00	18,000.00
MOT-ENG-3IN-JKTD-STRAINER PA...	P/N: MOT-ENG-3IN-JKTD-STRAINER PARTS 3IN JACKETED STRAINER AND RELIEF VALVE FOR OFF-LOADING PUMP	1.00	5,692.31	5,692.31
606-3IN STYLE E	FIG 606 3" STEAM JACKETED PLUG VALVE *STYLE E*	1.00	3,100.00	3,100.00
PART	PUMPSKID INSULATION PACKAGE	1.00	1,750.00	1,750.00
PART	15hp VFD PUMP CONTROL (24x24 Rainproof Enclosure w/40 AMP Square D Breaker Disconnect) (Square D 15HP Altivar Drive w/High Low Speed Control preset with High Level Shutdown Relay)	1.00	9,112.00	9,112.00
LABOR	LABOR & PIPING MATERIALS	1.00	12,000.00	12,000.00
			Total: \$49,654.31	

Attachment: Asphalt Oil Pump Info (Asphalt Oil Pump)

Black Stone Equipment & Services, Inc.

110 Hamilton Rd
Arlington Heights, IL 60005
US
773-620-0102
blackstoneequip@gmail.com

Estimate

ADDRESS	SHIP TO	SHIP DATE	05/08/2023	ESTIMATE	Ozaukee
Ozaukee County	Ozaukee County	SHIP VIA	service	DATE	03/13/2023
410 S Spring St,	410 S Spring St,			EXPIRATION	03/31/2023
Port Washington, WI 53074	Port Washington, WI 53074			DATE	

P.O. #
Kurt 262-483-9560

ACTIVITY	DESCRIPTION	QTY	RATE	AMOU
Service Straight Time	LABOR RATE STRAIGHT TIME \$144.00 PER/HOUR (2) Men 700am - 300pm on	64	144.00	9,216
Parts Misc.	BearCat Pump 4" Complete Pump Skid W/ 20HP Motor, VFD Panel, Basket Strainer and Insulation Blankets.	1	28,500.00	28,500
Valve 3" 3-Way 606SJ	Homestead 3" Flanged 3-Way , 3-Port Plug Valve, Steam Jacketed. (H-STYLE)	1	2,384.00	2,384
Insulation Alum. Skin	Insulation of 3"/4" Jacketed A/C Lines	1	4,800.00	4,800
Pipe Misc..	3" / 4" / 3/4" Pipe and Fittings. 3/4" Jumper Lines With firesleeve insulation.	1	2,900.00	2,900
Jacketed 90 3"	3" Hot Oil Jacketed 90 deg. Elbow W/ 3/4" Ports. No Flanges / For Butt Welding & Field Fitment.	4	368.00	1,472
Misc. Supplies for Services	Misc. Supplies for Services, to include Weld Rod, Wire Wheel, Grinding Disc, & Other Consumables.	1	250.00	250
Per Diem (TRAVEL)	Meals, Hotel & Incidental Expenses for Travel.	1	650.00	650
SUBTOTAL				50,172
TAX				0
TOTAL				\$50,172.

Attachment: Asphalt Oil Pump Info (Asphalt Oil Pump)

Accepted By

Accepted Date

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary ATV/UTV County Highway Accessibility

BACKGROUND INFORMATION: In 2018, the State of Wisconsin approved a State Statute that allows municipalities to post their roadways to allow for All-Terrain Vehicles (ATV) & Utility Terrain Vehicles (UTV) to legally drive on the road.

Additionally, as part of the State Statute, it gave local municipalities the ability to post ATV/UTV routes on State and/or County Highways at 35 MPH Speed Limits or less without any approval from the Wisconsin Department of Transportation (WisDOT) or local County.

Currently, multiple Ozaukee County communities (Towns of Belgium, Fredonia & Port Washington and Village of Belgium) have authorized ATV/UTV Routes on portions of their roadways and allowable State and/or County Highways based upon requests from the Lakeshore ATV-UTV Club.

The Lakeshore ATV-UTV Club would like to increase the accessibility of ATV/UTV routes by beginning to expand approval of ATV/UTV Routes onto County Highways throughout the Towns and Village that have already approved their local roads. (See attached maps with letters of support.)

ANALYSIS: This alteration could be considered a “local decision” as we’d be expanding ATV/UTV use within the municipalities that have already approved it for their communities. Additionally, some would say that we’re legalizing something that already occurs.

However, I believe that some statistics have shown a higher injury risk if more ATV/UTV vehicles are allowed to co-mingle with cars and trucks.

We will cover the expansion of ATV/UTV Routes as a Discussion Item only for questions and answers, and I will invite the Lakeshore ATV-UTV Club Representatives and the Ozaukee County Sheriff’s Department to give their perspective on the issues as well.

ATTACHMENTS:

- Oz Cty ATV-UTV - County Highway Addns - April 2023(PDF)

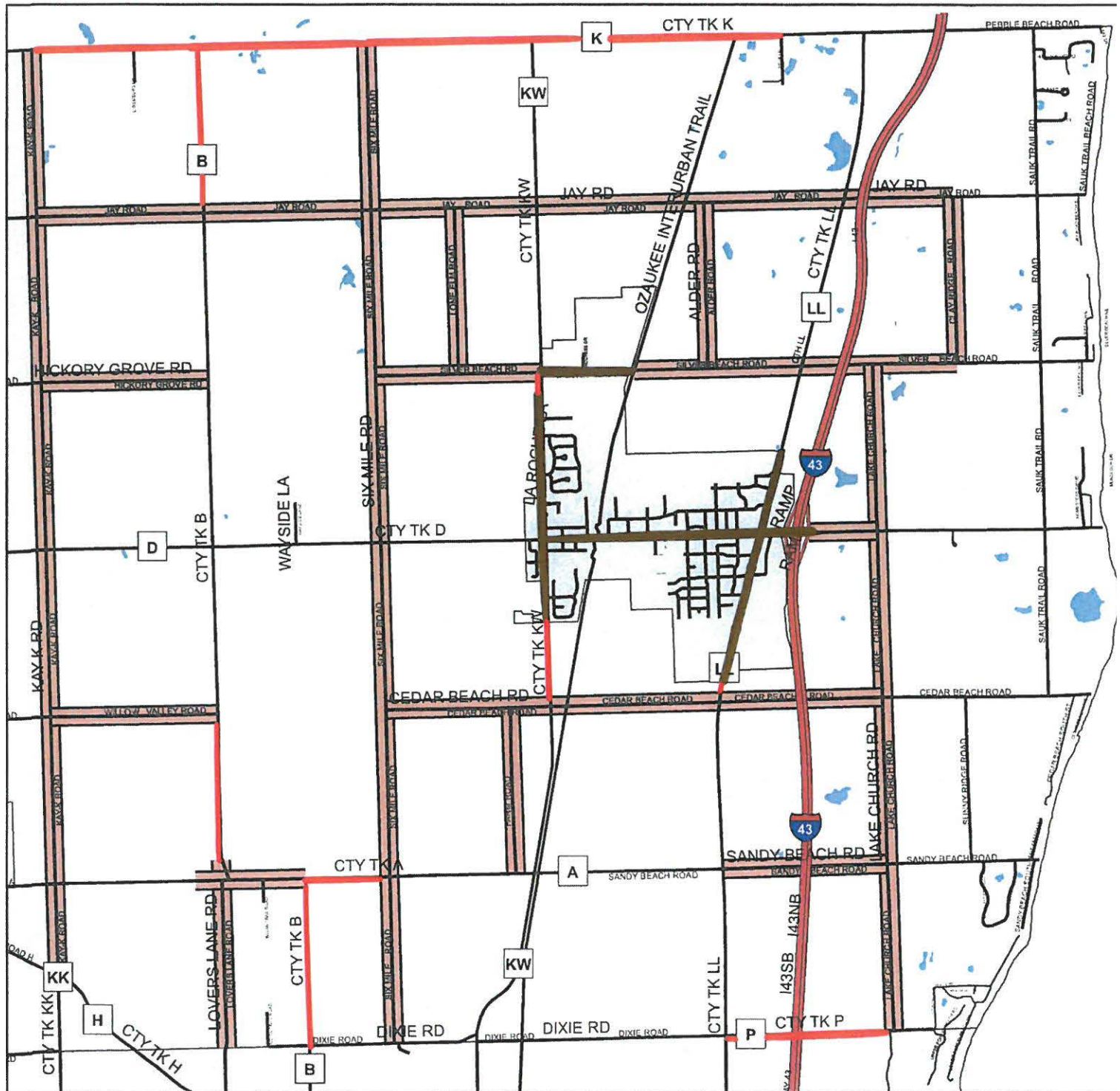
PUBLIC WORKS COMMITTEE

**TOWN OF BELGIUM & VILLAGE OF BELGIUM
OZAUKEE COUNTY ROAD ROUTE LINKS**

ADT Based on WisDOT Traffic Counts

<u>Name of Road</u>	<u>From</u>	<u>To</u>	<u>Est. Distance</u>	<u>ADT</u>
CTH A	Six Mile Rd.	Holy Cross (East Side)	0.4 Mile	No Data
CTH B	CTH A, North (Holy Cross)	Willow Valley Rd.	0.9 Mile	180
CTH B	Dixie Rd.	CTH A, South (Holy Cross)	1.0 Mile	350
CTH B	Jay Rd.	CTH K	1.0 Mile	180
CTH P	Lake Church Rd.	CTH LL	1.0 Mile	210
<i>(Shared with the Town of Port Washington)</i>				
CTH K	Kay K Rd.	Hilly Rd.	4.6 Mile	330
<i>(North County Line, Pending approval from Sheboygan County)</i>				
CTH KW	Cedar Beach Rd.	Village of Belgium (South Limits)	0.5 Mile	1200
CTH KW	Village of Belgium (North Limits)	Silver Beach Rd.	0.1 Mile	No Data
<i>(Shared with the Village of Belgium)</i>				
CTH LL	Cedar Beach Rd.	Village of Belgium (South Limits)	0.2 Mile	1300

ALL-TERRAIN VEHICLE AND UTILITY TERRAIN VEHICLE ORDINANCE



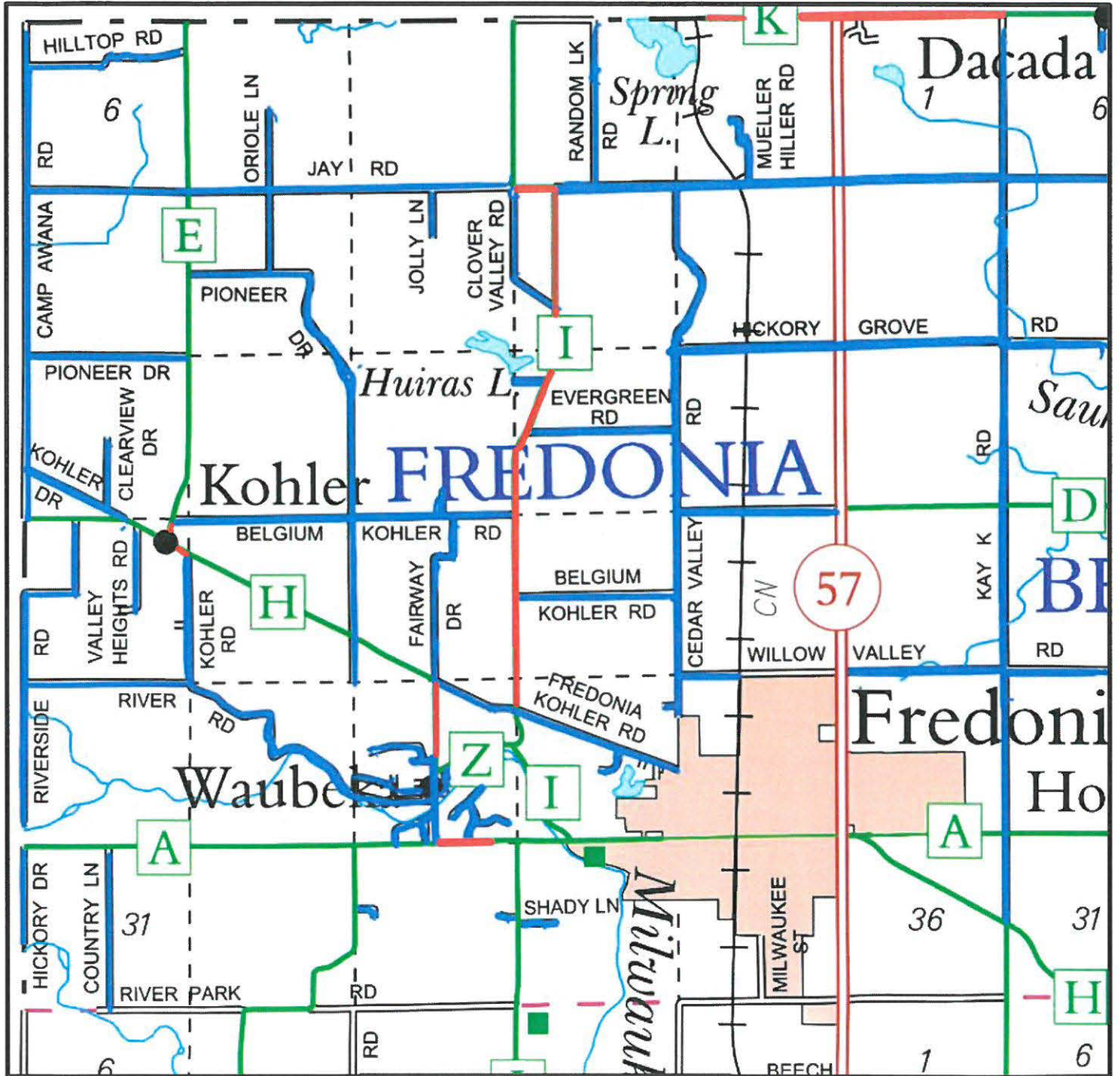
Attachment: Oz Cty ATV-UTV - County Highway Addns - April 2023 (ATV/UTV County Routes)

TOWN OF FREDONIA
OZAUKEE COUNTY ROAD ROUTE LINKS

ADT Based on WisDOT Traffic Counts

<u>Name of Road</u>	<u>From</u>	<u>To</u>	<u>Est. Distance</u>	<u>ADT</u>
CTH K	Kay K. Rd.	0.8 Mile West of STH 57	1.8 Mile	885
<i>(North County Line, Pending approval from Sheboygan County)</i>				
CTH I (Also Jay Rd.)	Int. of CTH I (South) & Jay Rd.	Int. of CTH I (North) & Jay Rd.	0.3 Mile	No Data
CTH I	Fredonia-Kohler Rd.	Int. of CTH I (South) & Jay Rd.	3.3 Mile	680
CTH H	Kohler Rd.	CTH E	0.2 Mile	1200
CTH E	CTH H	Belgium-Kohler Rd.	0.1 Mile	No Data
CTH H	Waubeka (North Limits)	Fredonia-Kohler Rd.	0.3 Mile	No Data
CTH A	W3970 CTH H (Big Joe's)	Int. of CTH H & CTH A (Waubeka)	0.3 Mile	4100

Town of Fredonia Town Road Route Map



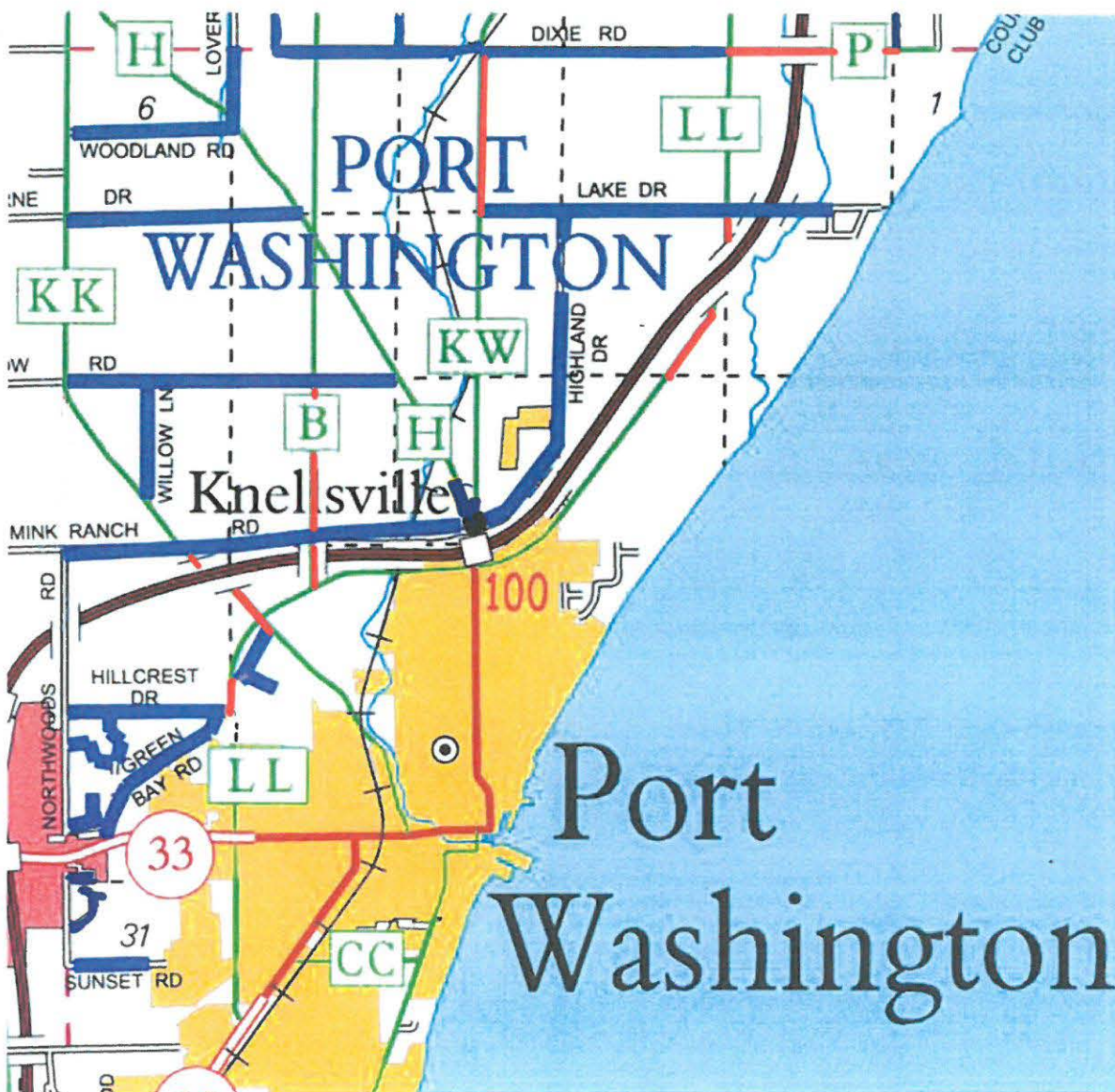
Attachment: Oz Cty ATV-UTV - County Highway Addns - April 2023 (ATV/UTV County Routes)

TOWN OF PORT WASHINGTON OZAUKEE COUNTY ROAD ROUTE LINKS

ADT Based on WisDOT Traffic Counts

<u>Name of Road</u>	<u>From</u>	<u>To</u>	<u>Est. Distance</u>	<u>ADT</u>
CTH B	CTH LL	Willow Rd.	1.3 Mile	350
CTH KK	Green Bay Rd.	Mink Ranch Rd.	0.7 Mile	1400
CTH LL	Hillcrest Rd.	Green Bay Rd.	0.2 Mile	No Data
CTH KW	Lake Drive	Dixie Rd.	1.0 Mile	1900
CTH P	Lake Church Rd.	CTH LL	1.0 Mile	210
<i>(Shared with the Town of Belgium)</i>				
CTH LL	4145 CTH LL	Lake Drive	1.0 Mile	1300
	<i>(JJ's Lawn Service)</i>			

Town of Port Washington Town Roads Route Map



Attachment: Oz Cty ATV-UTV - County Highway Addns - April 2023 (ATV/UTV County Routes)

February 22, 2023

Jon Edgren
Ozaukee County Public Works Director/
Highway Commissioner
410 S. Spring St.
P. O. Box 994
Port Washington, WI 53074-0994

Dear Jon,

The purpose of this letter is to convey to the County that the Village of Belgium concurs with the Lakeshore ATV/UTV Club and local ATV/UTV enthusiasts, that the County should approve the proposed links as indicated in the enclosed map.

Thank You.

Sincerely,


Peter Anzia, President
Village of Belgium

Attachment: Oz Cty ATV-UTV - County Highway Addns - April 2023 (ATV/UTV County Routes)

February 22, 2023

Jon Edgren
Ozaukee County Public Works Director/
Highway Commissioner
410 S. Spring St.
P. O. Box 994
Port Washington, WI 53074-0994

Dear Jon,

The purpose of this letter is to convey to the County that the Town of Fredonia concurs with the Lakeshore ATV/UTV Club and local ATV/UTV enthusiasts, that the County should approve the proposed links as indicated in the enclosed map.

Thank You.

Sincerely,

A handwritten signature in black ink, appearing to read "Lance Leider", with a long horizontal flourish extending to the right.

Lance Leider, Chairman
Town of Fredonia



February 22, 2023

Jon Edgren
Ozaukee County Public Works Director
Marty Wolf,
Public Works (Chairperson)
410 S. Spring St.
Port Washington, WI 53074-0994

Dear Jon,

The purpose of this letter is to convey my support for certain county roads to be opened to ATV/UTV traffic for the purpose of linking the current communities routes to improve commerce and recreation travel.

Thank You.

Sincerely,

Mike Didier, Chairman
Town of Port Washington

Attachment: Oz Cty ATV-UTV - County Highway Addns - April 2023 (ATV/UTV County Routes)

Public Works Committee

AGENDA INFORMATION SHEET

AGENDA DATE: April 20, 2023
DEPARTMENT: Highway
DIRECTOR: Jon Edgren
PREPARER: Jon Edgren

Agenda Summary 2022 Highway Department Financial Review

BACKGROUND INFORMATION:

The Highway Department has completed closing the 2022 Financial Statement (attached).

ANALYSIS:

Julie Dzwinel, Ozaukee County Highway Department's Financial Analyst, gave the following breakdown on the 2022 Financial Statement:

I completed the year-end adjustments for Highway and attached the final results. County Roads & Bridges basically broke even while our Internal Service Fund (Operations) resulted in an overall loss of \$500,000.

The loss in the internal service fund includes entries made by Finance to record a GASB WRS Pension adjustment, which reflects the change in net pension liability, and entries for accrued sick & vacation leave expense. For 2022, the GASB entry was again in our favor by \$303,000, while the accrued sick/vacation leave expense was not in our favor. Without these entries, our loss would have been \$700,000. My understanding is very basic on these entries but I know they fluctuate year-to-year and the GASB entry is based on market conditions. Jay indicated it will most likely not be in our favor for 2023. When reviewing how we perform, we may not want to take these entries into consideration as they can fluctuate in how they impact us and are non-cash entries.

The following areas were the major contributors to our loss in the internal service fund:

Machinery Operations - loss of \$445,000

Crushing Operation - loss of \$64,000

Hotmix Operation - loss of \$84,000

One important item to note in the machinery operations loss is this has nothing to do with the equipment discount for townships, as the revenues reflect as if we were made whole. The discount is accounted for in another area and we do receive \$133,000 in levy to cover this. We do not have a cap on this discount, and in 2022, the total discount given was \$166,000. This is a policy decision that we may want to discuss in the future. I believe this is the first year we have gone over the amount we budget, but as machinery rates increase, the discount will increase depending on the amount of work we do for the towns. We currently give a

70% discount for non-winter work and a 10% discount for winter. The 70% discount accounted for \$160,000.

The County Roads & Bridges fund does include the payment of \$425,000 for the Highland Interchange. Those funds were set aside in a special account & will ultimately be transferred to our fund balance. We also did not complete the CTH I paving project, which was budgeted for \$300,000.

PUBLIC WORKS COMMITTEE

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	Highway
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Hwy Financials - April 2023

ATTACHMENTS:

- Hwy Financials - April 2023 (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Committee Report
Special Revenue Fund County Roads and Bridges
 For the Two Months Ending Tuesday, February 28, 2023
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2023 YTD Actual	2023 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	\$276,291	\$552,582	\$3,315,491	\$2,762,909	16.67%
Intergovernmental Revenues	-	\$419,183	\$1,659,573	\$1,240,390	25.26%
Total Revenues	\$276,291	\$971,765	\$4,975,064	\$4,003,299	19.53%
Expenditures					
Interdepartment Charges	\$356,247	\$657,848	\$5,395,771	\$4,737,923	12.19%
Total Operating Expenditures	\$356,247	\$657,848	\$5,395,771	\$4,737,923	12.19%
Capital Outlay					
Total Expenditures	\$356,247	\$657,848	\$5,395,771	\$4,737,923	12.19%
Other Finance (Sources)	-	-	(\$420,707)	(\$420,707)	0.00%
Net Other Financing Sources/Uses	-	-	(\$420,707)	(\$420,707)	0.00%
Net Increase (Decrease)	(\$79,956)	\$313,917	-	(\$313,917)	0.00%

E q u i t y:

Attachment: Hwy Financials - April 2023 (Hwy Financials - April 2023)

For the Two Months Ending Tuesday, February 28, 2023
Profit and Loss Statement ACTUAL TO AMENDED BUDGET

Equity:

Packet Pg. 48

Public Works Committee**AGENDA INFORMATION SHEET**

AGENDA DATE:	April 20, 2023
DEPARTMENT:	Highway
DIRECTOR:	Jon Edgren
PREPARER:	Jon Edgren

Agenda Summary Public Works Monthly Status Update

ATTACHMENTS:

- PW Comm_JEE^PW Monthly Update - 4-20-23 (PDF)

PUBLIC WORKS COMMITTEE



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 Update
DATE: April 13, 2023

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

FACILITIES:

1) Fairground's 4-H Fire Pit

UW-Extension's Jayna Hintz notified us that the Ozaukee County 4-H Leader's Association has cancelled their intent to build a Fire Pit as it's significantly costlier than expected and they don't believe that they have enough of the original "Heritage" stones. Now they will be using the "Heritage" stones to reconstruct a flag pole base near the Horse Arena, and add a plaque telling the story behind the "Heritage" stones.

TRANSIT:

2) Vehicle Purchase Update

In February, the Public Works Committee (PWC) authorized the Transit Superintendent to purchase five (5) new Transit vehicles, including two (2) 2022 ADA Minivans from TESCO. However, we were notified in late March that TESCO was out of the 2022 Minivans. Therefore, administratively, we approved an increase of roughly \$2,500/vehicle to obtain 2023 Minivans. We've submitted a Purchase Order (PO) for the remaining three (3) Bariatric Vans from Driveger, but haven't received any further information on their delivery.

HIGHWAY:

3) Historic Covered Bridge Update

Pheifer Brothers has completed all steel bracing work on the bridge, and the bridge should be open to the public again. However, Pheifer Brothers still have to do a little more work to complete the tuckpointing, but that doesn't require any in-stream work and doesn't impede residents from using the bridge. Also, following the PWC's approval of the first Change Order (CO) for \$24,000 in March, there was additional bracing work at the Center Pier as well, so another CO for \$15,000 was approved administratively.

4) SEWRPC's 2022 Annual Surveyor's Report

The Southeastern Wisconsin Regional Planning Commission (SEWRPC) serves as Ozaukee County's Surveyor to perform tasks assigned to each County through State Statutes. Attached is their 2022 Annual Report for an update on their activities.

\\OZCTY06\Highway\Public Works Committee\Agendas\2023\4-20-23\PW Comm_JEE^PW Monthly Update - 4-20-23.docx

Attachment: PW Comm_JEE^PW Monthly Update - 4-20-23 (PW Update - April 2023)



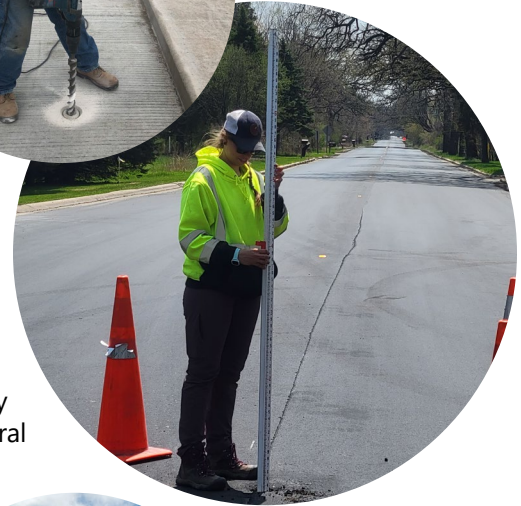
Ozaukee COUNTY SURVEYOR ACTIVITIES

2022

REPORT

This report provides the Ozaukee Highway Department with a summary of the work carried out by the Commission staff in calendar year 2022. The office, duties, and functions of the County Surveyor are prescribed by Section 59.45 of the Wisconsin Statutes. An agreement between the County and the Commission governs the provision of the statutory County Surveyor services and provides for the appointment of a County Surveyor to perform those services. The County Surveyor activities report has also created a web link – [Web Report](#) – that allows a user access to the web version of this document and the ability to access interactive maps that contain specific attribute information about the type of services performed instead of traditional maps that can only document the location.

In Ozaukee County the U.S. Public Land Survey System (USPLSS) continues to be maintained to ensure the system corners have been properly perpetuated. The USPLSS corners are combined with the establishment of geodetic control to provide high-order horizontal and vertical survey networks required for the preparation of geospatial data layers, cadastral mapping, and the County's automated, parcel-based, land information system. This high-order horizontal system is based on State Plane Coordinates and referenced to the North American Datum of 1983 with the National readjustment of 2011 (NAD83/2011) after going through a Commission developed technique that readjusted the legacy measurements referenced to the North American Datum of 1927 (NAD27). Furthermore, the vertical network is referenced to the North American Vertical Datum of 1988 after it too was recomputed using a Commission developed modeling technique to determine the relationship between the current datum and the legacy National Geodetic Vertical Datum of 1929 (NGVD29). Today, Ozaukee County continues to provide dual high-order horizontal and vertical control survey coordinates referred to both the latest and legacy control datums. The work of the Ozaukee County Surveyor entails not only the maintenance of the USPLSS but also the maintenance of the attendant County horizontal and vertical control survey networks. The work of the County Surveyor requires expertise in geodetic as well as in plane surveying and in property boundary determination.





38

USPLSS corners were involved in the perpetuation work

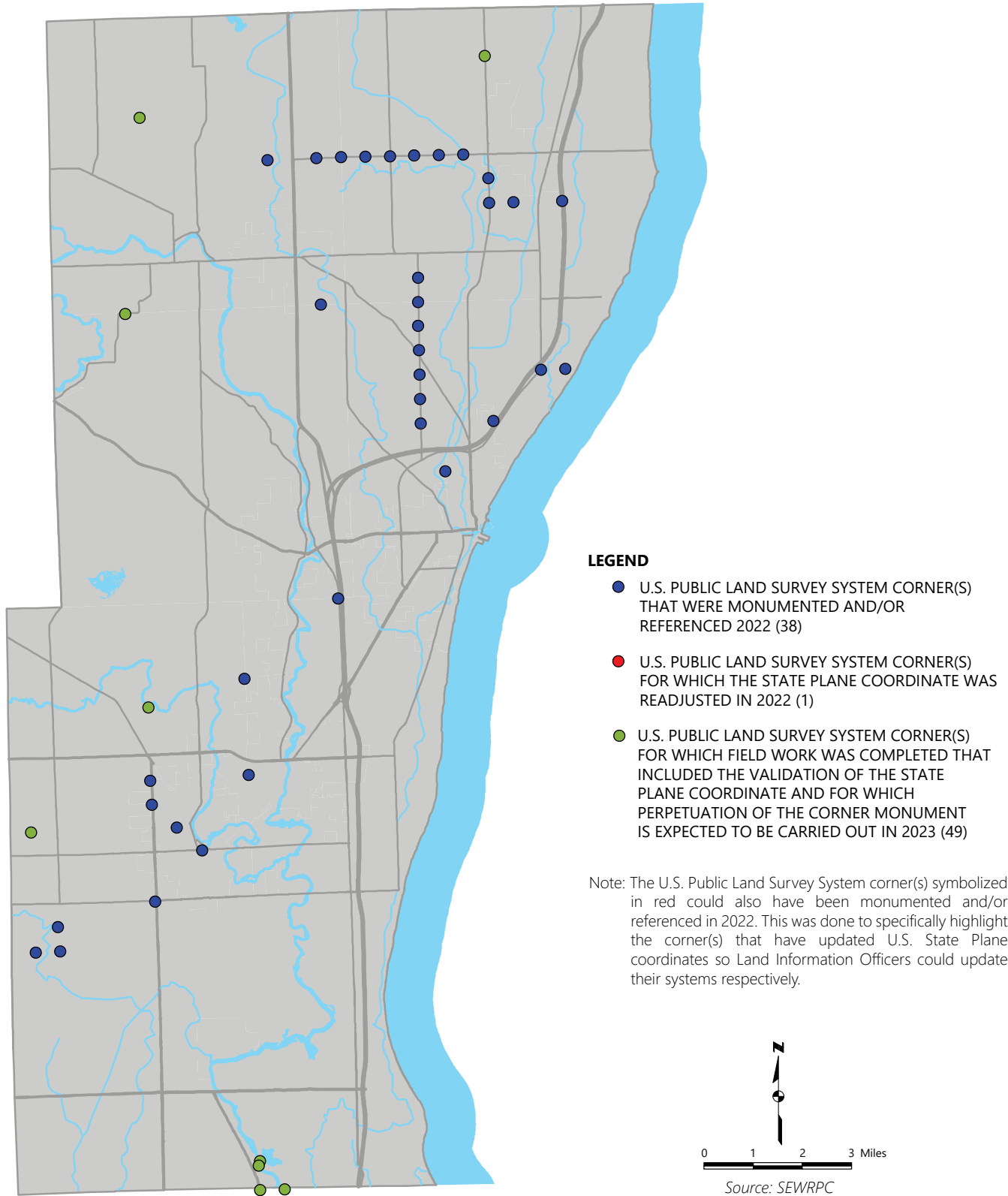
The map in this report consists of the locations of the U.S. Public Land Survey System corners for which various types of perpetuation activities were undertaken in 2022. A total of 38 USPLSS corners were involved in the perpetuation work. The work involves the replacement of monumentation marking section, quarter section, center of section, and witness and meander corners that were reported as damaged, disturbed, or destroyed by construction, or other activities or actions. The setting of new monuments and, as necessary, the following: the replacement of attendant witness marks and benchmarks; the measurement of needed tie distances to the witness marks and benchmarks; the determination of elevations for the monuments and benchmarks; the verification or establishment of new State Plane Coordinate values for corner monuments; and elevations for benchmarks. New "Records of U.S. Public Land Survey Control Station" sheets—so-called dossier sheets—were prepared for each corner shown as blue circles on the attached map. Also, each of these completed new dossier sheets can be found under the "USPLSS Perpetuation" tab of the web report with an interactive map, a link to download the new dossiers, and a separate link to download all Ozaukee County USPLSS corners in shapefile format. Please note that in the interactive map, users can click on individual corners and find additional attributes pertaining to the USPLSS corner perpetuation. A copy of each of the completed new dossier sheets are also provided as Attachment 1 to this report.

In 2019, the County Surveyor implemented a new procedure to validate the NAD83/2011 computed coordinates from the Commission developed horizontal technique. Every time a USPLSS corner is located for any reason a direct Global Positioning System (GPS) measurement is made on that corner. This GPS observed coordinate is compared against the published coordinate. If the coordinate exceeds 0.2 feet, the procedure also requires that the adjacent corners are then observed to investigate if the corner discrepancy is isolated to a given corner or if there might be a systematic error found from the Commission developed technique using the legacy inputted measurements. Adjacent observations continue to grow from the error source until the neighboring observations are within the expected 0.2 feet accuracy.

This implemented procedural step has provided a beneficial quality check on evaluating the network integrity and overall geodetic accuracy, which further improves the positional relationship found between adjacent USPLSS corners. This check has proven to be extremely beneficial in previous years, but this year Ozaukee County had only 1 USPLSS corner monument being readjusted.



Summary of U.S. Public Land Survey System Corner and Control Survey Perpetuation



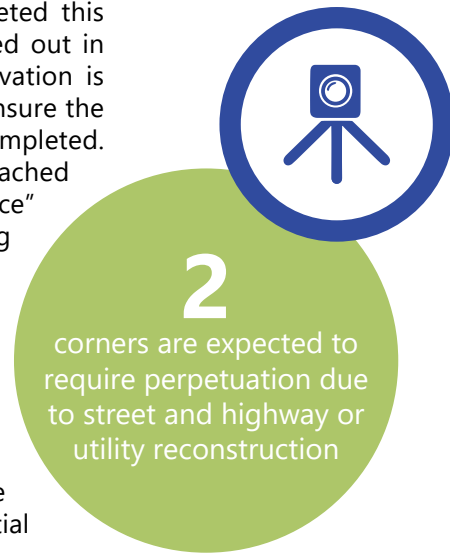
A new "Records of U.S. Public Land Survey Control Station" sheet—so-called dossier sheets—was also prepared for the corner shown as a red circle on the attached map and updated State Plane Coordinates. A table below also provides the new NAD83/2011 coordinate and resulting difference found between the originally published value. The table should help users to efficiently identify the USPLSS corner that changed so the user can then go into the geospatial data sets, cadastral mapping layers, and the County's automated, parcel-based, land information system and update to the newly published position. This readjusted USPLSS corner monument can also be found under the "Adjustment" tab of the web report an interactive map that not only colorizes the magnitude of error for the adjusted corner but provides the user the ability to click on the corner to find the reported difference found between the newly published and previously computed coordinate as an attribute interactively.

CornerID	Newly Adjusted NAD83/2011		Coordinate Change	
	Northing	Easting	Delta Northing	Delta Easting
11220620	524172.02	2528733.51	-0.397	0.407

Next, a total of 47 USPLSS corners had routine maintenance performed and found the monument marking the section, quarter section, center of section, and witness and meander corners; the attendant witness marks and benchmarks; the measurements of the tie distances to the witness marks and benchmarks; the determination of elevations for the monument and reference benchmark(s); and the GPS validation of the computed State Plane Coordinate values for the corner monument to all be satisfactory and thus not requiring or updating the current dossier. No additional corner maintenance is required for these inspected USPLSS corners at this time. Additionally, we now have created new attributes in our database for the inspection date and corner condition in the USPLSS corner database to better understand the continue maintenance for each corner. These USPLSS corners are shown as green circles in the attached map. This can also be found under the "Corner Maintenance" tab of the web report with an interactive map showing these maintained corners and if one clicks on the corner will find the attribute "continue schedule" which indicates the corner does not require any additional maintenance at this time.

Next, a total of 2 USPLSS corners that involve field work completed this year in preparation for future perpetuation proposed to be carried out in 2023. Inspection of the corner monument and direct GPS observation is part of the validation along with any adjacent USPLSS corners to ensure the reestablishment of the USPLSS corner once the work has been completed. These USPLSS corners are also shown as green circles on the attached map. These corners can also be found under the "Corner Maintenance" tab of the web report but will have a different corner symbol along with the attribute "to be addressed in 2023" to indicate additional field work to be performed next year.

Lastly, in conjunction with the horizontal and vertical conversion efforts, the Commission continues to assist the Ozaukee County Land Information Office with administration efforts of all existing geospatial base mapping services as they relate to the new Federal datums. The assistance includes both training and documenting the procedures supporting the conversion of the existing legacy geospatial data to the new datums.



USPLSS SEARCH ENGINE & GIS

As mentioned previously, the Commission developed a new PLSS Document Search Application that was brought online and made available to the public in Spring 2020. The search application can be directly accessed using the web address below and a hyperlink found in our web report under “Planning and GIS”. This search application provides an efficient method for locating USPLSS Corners in the Region by accessing a comprehensive database to deliver built-on-demand reports that are consistent in appearance as the “Records of U.S. Public Land Survey Control Station” sheets—so-called dossier sheets.

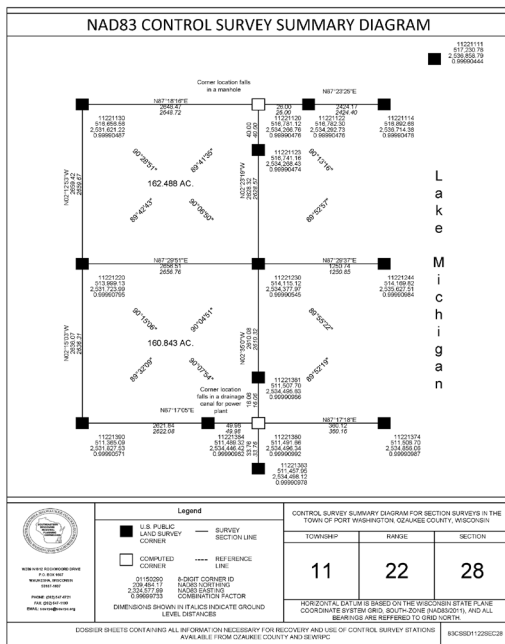
The application platform offers two methods for finding USPLSS corners and accessing report data. Users can browse and locate monumented USPLSS corners while interacting with the map or they can run a query using Township, Range, and Section to seek the corner location.

The application further provides three types of reported information available for each monumented PLSS corner: dossier corner sheet, control section summary diagram (CSSD), and available historical dossiers.

In 2022, the Commission improved and updated all CSSDs for Ozaukee County. We now have updated NAD27 and NAD83/2011 CSSDs. These new CSSDs are now Section based instead of 6 square mile areas. Furthermore, each corner uses the corners determined combination factor to further assist the surveyor and engineers a more accurate ground and acreage measurements for each corner calculation. Lastly, these CSSDs have been established in a database so instead of hand calculations as found with the legacy CSSDs the Commission can now complete this task programmatically so any change to a given USPLSS corner can be quickly updated like the readjusted corner mentioned above.

Also in 2022, the Commission completed the scanning, cleaning, and linking of all Ozaukee County historical dossiers and are now part of the Historical Dossier link found at the bottom of the built-on-demand Dossier report. A screen capture of the historical dossier for a sample corner in Ozaukee County in demonstrating the USPLSS corner perpetuation and to ensure surveyors and engineers the USPLSS corner's historic perpetuation.

Dossier reports can be found using the following link – [PLSS Search App](#)



This year, the County Surveyor wanted to take advantage of the comprehensive database established for the region and use Geographic Information System (GIS) technology to better understand Ozaukee County's USPLSS corners and explore additional analysis opportunities.

USPLSS corners are continuously subject to damage, disturbance, and destruction through rural and urban land use development activities. Typically, roadway construction is the greatest reason for why USPLSS corners are affected. With our new search application and centralized database, the Commission now can complete query searches which is where GIS technology can be integrated.

Ozaukee County has 1,168 USPLSS corner monuments marking section, quarter section, center of section, and witness and meander corners. Using GIS, we can now determine the number of corner locations that could be possibly at-risk or damaged during road maintenance. By using the existing road centerline base layer against the USPLSS corner database, a query was made on these corners to demonstrate the number of USPLSS corners possibly at-risk of being damaged or destroyed when road maintenance is completed. Having these corners identified will help in making each agency (i.e., Wisconsin Department of Transportation and Public Works departments) aware of these potential at-risk corner monuments.

The query resulted in 777 of the 1,168 Ozaukee County USPLSS corner monuments falling either on the road itself or within its designated right-of-way. Having these USPLSS corner monuments now highlighted, provides the various agencies supporting the necessary road maintenance the ability to work with the County Surveyor ahead of time to ensure these USPLSS corners can be properly preserved during construction. Additional maps refining the road type (i.e., Interstate, US and State Routes, and local roads, etc.) and the number of USPLSS corners considered at-risk can be found under the "Planning and GIS" tab of the web report.

