



AGENDA  
PUBLIC WORKS COMMITTEE  
REGULAR MEETING  
**THURSDAY, FEBRUARY 20, 2025 – 8:00 AM**  
**HIGHWAY DEPARTMENT - MEETING ROOM**  
410 SOUTH SPRING STREET, PORT WASHINGTON, WI 53074

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*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**
- 2. PROPER NOTICE**
- 3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS**
- 4. APPROVAL OF MINUTES**
  - a. January 16, 2025
- 5. ACTION ITEMS**
  - a. Recommendation of Public Works Projects to Executive Committee
- 6. FACILITIES MANAGEMENT**
  - a. **Action Items:**
    1. 4-H Use of County Fairgrounds Memorandum of Understanding
  - b. **Management/Financial/Informational Reports**
    1. Facilities Financials
- 7. TRANSIT SERVICES**
  - a. **Action Items:**
    1. National Transit Database Annual Report Consultant
  - b. **Discussion Items:**
    1. Transit Ridership
  - c. **Management/Financial/Informational Reports**
    1. Transit Financials
    2. Transit Monthly Update
- 8. HIGHWAYS**
  - a. **Action Items:**
    1. CTH LL & CTH KK Bid Approval
    2. Crawler Dump Purchase
    3. Track Excavator Purchase
  - b. **Discussion Item:**
    1. CTH W & CTH T Accident Review
    2. CTH A/H (Fredonia Ave) Speed Limit Reduction
  - c. **Management/Financial/Informational Reports**
    1. Highway Financials
    2. PW Monthly Update
- 9. NEXT MEETING DATE**

March 20, 2025
- 10. 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.

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**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>County Clerk</b>      |
| <b>DIRECTOR:</b>    | <b>Kellie Kretlow</b>    |
| <b>PREPARER:</b>    | <b>Lisa Henning</b>      |

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**Agenda Summary** January 16, 2025

[https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/\\_01162025-3526](https://www.ozaukeecounty.gov/AgendaCenter/ViewFile/Minutes/_01162025-3526)

PUBLIC WORKS COMMITTEE

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Administrator</b>     |
| <b>DIRECTOR:</b>    | <b>Jason Dzwinel</b>     |
| <b>PREPARER:</b>    | <b>Jason Wittek</b>      |

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**Agenda Summary** Recommendation of Public Works Projects to Executive Committee

BACKGROUND INFORMATION: Below the Committee will find information on the project fund applications from the departments within your oversight. A memo explaining the process is included to aid in understanding. A project feasibility reports is included for each submittal that summarizes the project and details the staff recommendation. Finally, all of the information submitted by the departments is included.

**SUMMARY OF RECOMMENDATIONS:**

- Justice Center Parking Lot/Sidewalk/Ditch Repairs/Light Pole Base Replacement - Recommended to proceed due the condition of the existing pavement and sidewalk.

RECOMMENDED MOTION: Staff respectfully requests that the committee consider the projects as proposed and make recommendations for consideration by the Executive Committee.

**ATTACHMENTS:**

- 2025 Project Reserve Memo\_12-17-2024 (PDF)
- Project Scorecard 2025 (PDF)
- Facilities 2025 Project Reserve Fund (PDF)
- Feasibility and Analysis Justice Center Parking Lot Maintenance (DOCX)

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|------------------------|
| PUBLIC WORKS COMMITTEE |
|------------------------|



**DEPARTMENT OF ADMINISTRATION**  
 COUNTY ADMINISTRATOR'S OFFICE  
 Jason Dzwinel, County Administrator  
[www.ozaukeecounty.gov](http://www.ozaukeecounty.gov)

**TO: COUNTY DEPARTMENTS**

**FROM: JASON DZWINEL, COUNTY ADMINISTRATOR**

**SUBJECT: 2024 PROJECT PROPOSAL PROCESS**

**DATE: 12/17/2024**

**BACKGROUND**

Through the 2025 Budget Process, the Board and Staff identified funds to be reserved for projects funded through a Request for Proposal process submitted by departments. The current amount of funding available is approximately \$2,000,000 in 2024. Additional funding could be available in 2025, after the 2024 financial closeout. A county policy adopted in 2018, allows the County Board to add up to fifty percent of the year-end surplus to the project fund. In an effort to decrease the amount of annual deferral of necessary projects. One of the goals established by the Board and Staff is better capital asset and one-time project planning, and part of this involves finding a regular source of funds for these projects. There is significant pressure on using the base tax levy to fund regular operations, and this leaves little tax levy available for capital assets or one-time projects.

**PROCESS**

In 2019, the Executive Committee met and approved a concept for staff to design and implement a Project Proposal Process, which will continue in 2025. With this input from the Executive Committee, Staff has finalized an evaluation process intending to prioritize projects into various quartiles. The evaluation is based on a set of criterion established by the Executive Committee and Staff. The evaluation places less emphasis on a hard 1 through 30 ranking of projects and more emphasis on putting projects into a quadrant that highlights the impact of the project. This allows the Board and Staff to focus less on rankings and understand the general priority of all projects.

**PROCESS REQUIREMENTS AND ELIGIBILITY**

The intention of this funding is to provide an opportunity for Departments that are typically unable to fund their projects using tax levy during the annual budget process. Funding is available to Departments within the rules and eligibility highlighted below:

1. Projects are tax levy supported. Projects could use Enterprise or Special Revenue funds to offset some of the tax levy, but overall the project would not be completed without tax levy investment.
2. Projects can be capital (example: replacement of existing asset, purchase of new asset, new building/service, etc.) or a one-time project that is not capital related (consulting services studying operations, innovation, business process improvement, etc.). Projects could include both components.
3. The number of projects requested is up to the discretion of departments. This includes any projects that a department has submitted in prior requests during a budget process. It should

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## DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

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also include any projects the department has not submitted in the past because they might have assumed it would not be approved due to the constant deferral of projects in prior budget processes.

4. Projects should be in the near-term of the County's 5-year CIP plan. Projects should be shovel ready for start and completion within the next 2 years.
5. Consult with Administration if you have any questions about projects you are considering.
6. Submit projects via email to the following: [jwittek@ozaukeecounty.gov](mailto:jwittek@ozaukeecounty.gov)

### PROJECT PROPOSAL CALENDAR

The dates below indicate the timeline for this process. The process relies on the County's Committee process for input and recommendations. The Board will approve the final plan.

December 13 – Materials Available to Departments

January 10 – Materials Due from Departments

January 13-17 – Staff Analysis of Department Projects. Departments provide clarification, if needed.

January 20-24 – Staff follows up with Departments. Review results of analysis presented to Committees.

February 6 – Natural Resources Committee

February 18 – Public Safety Committee

February 20 – Public Works Committee

February 25 – Health and Human Services Committee

February 27 – Finance Committee

March 3 (Tentative) – Executive Committee Reviews

March 19 – County Board Review at Mid-Month Meeting

April 2 – County Board Approves (projects and funds approved for the 2025 Amended Budget)

### ATTACHMENTS

1. **Business Case Analysis Form**
2. **Evaluation Scorecard**

| VALUE AND EFFICIENCY                                                                                                                                                                                                                                                         |                     |    |    |                    |    |    |               |    |    |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----|----|--------------------|----|----|---------------|----|----|------|
| Percentage of Project Budget expended - Project's percentage of available budget. Inverse score to project cost.                                                                                                                                                             | 10                  | 20 | 30 | 40                 | 50 | 60 | 70            | 80 | 90 | 100  |
| This is a measurement of input and the scarcity of resources. Assumption is that the project fund is limited and due to scarcity projects requiring a higher percentage of the total budget limits the ability to fund project in the current year or future funding cycles. |                     |    |    |                    |    |    |               |    |    |      |
| Operational Budget Impact - Net of project revenues and ongoing operational expenses.                                                                                                                                                                                        | 10                  |    |    | 40                 |    |    | 70            |    |    | 100  |
| Operational Cost                                                                                                                                                                                                                                                             | \$50,000 - \$25,000 |    |    | \$25,000 - \$5,000 |    |    | \$5,000 - \$0 |    |    | <\$0 |
| This is a measurement of how the project will impact the operational budget. Projects creating efficiencies, revenue streams, cost savings and with limited risk should score well on the operational budget impact scale.                                                   |                     |    |    |                    |    |    |               |    |    |      |
| Health and Safety - Impacts of potential health hazards, public safety, and risk to citizens and employees will be addressed by this project.                                                                                                                                | 10                  | 20 | 30 | 40                 | 50 | 60 | 70            | 80 | 90 | 100  |
| NegligibleMarginalCritica                                                                                                                                                                                                                                                    |                     |    |    |                    |    |    |               |    |    |      |
| This is a measurement of the project's impact on health and safety, public, environmental and risk mitigation.                                                                                                                                                               |                     |    |    |                    |    |    |               |    |    |      |
| Project Urgency - Project need is imminent, consider risk of delay.                                                                                                                                                                                                          | 10                  | 20 | 30 | 40                 | 50 | 60 | 70            | 80 | 90 | 100  |
| DesiredNecessaryUrgen                                                                                                                                                                                                                                                        |                     |    |    |                    |    |    |               |    |    |      |
| This is a measurement the level of need for project completion. Consideration should be given to the impact of project delay, legal requirements, the viability of project alternatives.                                                                                     |                     |    |    |                    |    |    |               |    |    |      |

| MODERNIZATION AND SERVICE                                                                                                                                                                               |    |    |                       |    |    |    |    |                   |    |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|-----------------------|----|----|----|----|-------------------|----|-----|
| Modernization - Proposals include innovative solutions and/or leverages technology or partnerships to improve business processes. Project maintains or enhances existing assets.                        | 10 | 20 | 30                    | 40 | 50 | 60 | 70 | 80                | 90 | 100 |
| Low Impact                                                                                                                                                                                              |    |    | ON BUSINESS PROCESS   |    |    |    |    | High Impact       |    |     |
| This is a measurement of the project's innovation, how it was selected over other viable alternative, and how it leverages partnerships.                                                                |    |    |                       |    |    |    |    |                   |    |     |
| Project purpose - Project addresses a recognized problem and/or need that is supported by data or information. Project links back to departmental strategy, service.                                    | 10 | 20 | 30                    | 40 | 50 | 60 | 70 | 80                | 90 | 100 |
| Does Not Meet Need                                                                                                                                                                                      |    |    | PROPOSAL MEETS NEED   |    |    |    |    | Quality Solution  |    |     |
| Assess the quality of the proposal, the consideration of alternatives and the final recommendation.                                                                                                     |    |    |                       |    |    |    |    |                   |    |     |
| Quality of Life - Proposal leads to a positive impact on customer's improving quality of life.                                                                                                          | 10 | 20 | 30                    | 40 | 50 | 60 | 70 | 80                | 90 | 100 |
| Low Impact                                                                                                                                                                                              |    |    | ON QUALITY OF LIFE    |    |    |    |    | High Impact       |    |     |
| Consideration should be given to the departmental mission and how the project will impact specific measures of quality of life under the mission.                                                       |    |    |                       |    |    |    |    |                   |    |     |
| Customer Satisfaction - Proposal satisfies customer need or request.                                                                                                                                    | 10 | 20 | 30                    | 40 | 50 | 60 | 70 | 80                | 90 | 100 |
| Low Satisfaction                                                                                                                                                                                        |    |    | CUSTOMER SATISFACTION |    |    |    |    | High Satisfaction |    |     |
| Consideration should be given to the needs of the service population, as well as, how the customer requests of the project or service. Customers include both the internal and external persons served. |    |    |                       |    |    |    |    |                   |    |     |

| Project Reserve Information Sheet                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                          |                          |               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|--------------------------|---------------|
| <b>Project Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Justice Center Parking Lot / Sidewalk / ditch repairs / light Pole Bases |                          |               |
| <b>Requested By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ryan Tackes                                                              |                          |               |
| <b>Project Owner:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Justice Center Facilities                                                |                          |               |
| <b>Start Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                          |                          |               |
| Project Costing - Detail Project Costs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                          |                          |               |
| <b>Funding Source (Please Check All that Apply):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                          |                          |               |
| <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Project Fund                                                             | <input type="checkbox"/> | Grants        |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          | <input type="checkbox"/> | Dept. Reserve |
| <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                          | <input type="checkbox"/> | Other         |
| <b>List All Funding Sources Selected:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                          |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Amount                                                                   | Grant Information        |               |
| Project Fund                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | \$300,000                                                                | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          | N/A                      |               |
| <b>TOTAL PROJECT COST:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>\$300,000</b>                                                         |                          |               |
| <b>Offsetting Revenue or Savings (If Applicable):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                          |                          |               |
| Source                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Amount                                                                   |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                          |                          |               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>TOTAL</b>                                                             | <b>\$300,000</b>         |               |
| <b>Provide a narrative of project costs:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                          |                          |               |
| <p>The Parking lot at the Justice is in much need of maintenance. 10 years ago 80% of the lot was repaved. The remaining 20% was not paved at that time because the surface was in good shape due to low use. That area is now frequently used due to the Sheriff's addition being built and is rapidly deteriorating.</p> <p>There is a culvert that runs underneath the SW entrance that is plugged and heaved. This is due to the ditch and culvert being over filled with organic material and not properly draining. The ditch needs to be cleaned out, culvert replaced, and the entrance repaved.</p> <p>12 of the parking lot light pole concrete bases are in need of replacement due to the concrete deteriorating from age.</p> <p>The 10 year old pavement needs to be crack filled, sealed, and restriped.</p> <p>75% of the sidewalks and entrances to the the building have been replaced in the last 8 years. The remaining 25% are around the exterior of the War Memorial. There are several areas that have heaved causing trip hazards.</p> |                                                                          |                          |               |

### **Project Narrative - Define the Current State**

#### **Describe the need, urgency, or gap in service and risk of delay from a customer perspective:**

The sidewalks and parking lot are the 1st thing that you see when you pull onto the property. In the current state of the parking lot and sidewalks, a visitor will not be left with a good 1st impression. Not only does the parking lot look bad, it also contains safety hazards.

#### **Describe how the project impacts the department's level of service:**

If the project were to be approved and completed, it will allow staff to focus on other areas that are in need of maintenance.

### **Project Recommendation - Define the Suggested Course of Action**

#### **Define the project scope and why the project is an innovative solution:**

Repaving the remaining 20% and doing the proper maintenance to the older asphalt, will result in a parking lot that will look nice, and it will extend the life of the asphalt. Doing the ditchwork and replacing the culvert will allow for proper drainage, which will also extend the life of the asphalt.

#### **Describe how the project addresses department objectives or countywide strategy:**

This project will allow for all visitors to have a clean safe environment to enjoy.

**Describe the project's impact on quality of life:**

It would eliminate any unwanted trip hazards that could cause injury.

**Describe the project's impact on health and safety:**

Repairing the Parking lot, replacing light pole bases, and replacing the failing sidewalk will limit the potential for a lost time/money injury.

**Describe how the project impacts department operations using business objectives:**

Patching and grinding heaved/broken concrete results in a lot of money being spent on labor to make temporary repairs. This will help to control on going maintenance costs for temporary repairs.

## BUSINESS OBJECTIVE EXAMPLES – Description will define performance measures

| <b>Business Goal/Objective</b>              | <b>Description</b>                                                       |
|---------------------------------------------|--------------------------------------------------------------------------|
| <b>Increase Revenue</b>                     | Describe impact on revenue and timelines                                 |
| <b>Control Costs</b>                        | Describe impact on costs and timelines                                   |
| <b>Customer Deliverables</b>                | How does the project meet customer expectations                          |
| <b>Partnerships</b>                         | Describe how the project leverages internal and external partnerships    |
| <b>Customer Service</b>                     | How does the impact improve customer service internally and externally   |
| <b>Investment in Innovation</b>             | What is innovative about the approach                                    |
| <b>Reduce Errors</b>                        | How will the project reduce errors in work                               |
| <b>Improve Safety</b>                       | How will the project improve safety                                      |
| <b>Impact on Energy Usage</b>               | What is the impact of energy usage                                       |
| <b>Streamline Business Process</b>          | Define efficiencies in process                                           |
| <b>Ensure Compliance</b>                    | How does the project ensure legal/policy compliance                      |
| <b>Improve Reporting or Transparency</b>    | How will the project impact the dissemination of information             |
| <b>Improve Community Outreach</b>           | Define impacts on community partnerships                                 |
| <b>Improve Staff Skills</b>                 | How will the project improve the analytical or technical skills of staff |
| <b>Build Performance Measures</b>           | How will the project allow for improved reporting of performance         |
| <b>Improve Productivity and Performance</b> | How will the project impact staff output and goal attainment             |
| <b>Development of Leaders</b>               | How will the project assist with stability and succession                |

## PROJECT FEASIBILITY ANALYSIS

**Project Name:** Justice Center Parking Lot/ Sidewalk/ ditch repairs/ light pole base replacement

**Project Manager:** Ryan Tackes

**Project Budget Estimate:**

| Source                    | Amount           | Grant Info |
|---------------------------|------------------|------------|
| 2025 Capital Project Fund | \$300,000        | N/A        |
| <b>TOTAL</b>              | <b>\$300,000</b> |            |

**Project Score: Value and Efficiency (290/400) Modernization and Service (210/400)**

**Project Purpose Summary (from department):**

The Parking lot at the Justice is in much need of maintenance. 10 years ago 80% of the lot was repaved. The remaining 20% was not paved at that time because the surface was in good shape due to low use. That area is now frequently used due to the Sheriff's addition being built and is rapidly deteriorating.

There is a culvert that runs underneath the SW entrance that is plugged and heaved. This is due to the ditch and culvert being over filled with organic material and not properly draining. The ditch needs to be cleaned out, culvert replaced, and the entrance repaved.

12 of the parking lot light pole concrete bases are in need of replacement due to the concrete deteriorating from age.

The 10 year old pavement needs to be crack filled, sealed, and restriped.

75% of the sidewalks and entrances to the building have been replaced in the last 8 years. The remaining 25% are around the exterior of the War Memorial. There are several areas that have heaved causing trip hazards.

**Proposal Considerations, Risks, and Identified Issues:**

The sidewalks and parking lot are the 1st thing that you see when you pull onto the property. In the current state of the parking lot and sidewalks, a visitor will not be left with a good 1st impression. Not only does the parking lot look bad, it also contains safety hazards. After receiving a score of 290 for Value & Efficiency and a score of 210 for Modernization & Service, this project appears to be of top priority for the 2025 Capital Project Fund.

**Staff Recommendation:**

Staff recommendation is to proceed with funding this project through the 2025 Capital Project Fund. Once this project has been completed the entirety of the parking lot and sidewalks at the Justice Center will have been repaved and improved.

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary 4-H Use of County Fairgrounds Memorandum of Understanding

**BACKGROUND INFORMATION:** While many organizations and individuals use the Ozaukee County Fairgrounds, the Ozaukee County 4-H is the most significant user given their wide variety of groups for various meetings and other activities. Therefore, there is a Memorandum of Understanding (MOU) that spells out the uses and costs for the 4-H to use the Fairgrounds.

Currently, we have entered the final year of a 5-year agreement, which is from 2021 to 2025. However, based upon discussions between Melissa Alexander, Ozaukee County's Fairground's Sales & Marketing Coordinator, and members of UW-Extension (UW-EX) they're interested in revising the agreement to improve the reservation process, ensure proper clean-up following events and adjust some fees.

**ANALYSIS:** At January's Public Works Committee (PWC) meeting, we discussed the draft MOU, and focused on four (4) main revisions:

#### 1) Annual Contract

Given the changing dates from year-to-year, staff feels that it makes more sense to revise the contract each year. If there are no significant changes, other than dates, we would recommend allowing the Sales & Marketing Coordinator to authorize the annual contract up to 5-years before needing to come back to the Public Works Committee (PWC).

#### 2) Reservation Forms

There have been some confusion on some events given the multiple organizations within the 4-H umbrella, so our goal is to formalize the process to improve the record keeping and understanding of which groups are using the grounds.

#### 3) Clean-up Fees

While we haven't had significant issues following use of the grounds, staff felt that we should document the expectations to charge additional fees if the grounds aren't maintained properly.

#### 4) The Haunt

Staff increased the fee slightly to cover costs, and revised dates to clearly distinguish control of the buildings during the event.

Ozaukee County's Fairground's Sales & Marketing Coordinator Melissa Alexander has revised the MOU (attached), and forwarded it to the UW-EX for comment.

**FISCAL IMPACT:** Balance Current Year: --      Next Year's Estimated Cost: --

**FUNDING SOURCE:** County Levy: --      Non-County Levy: --      Indicate source: --

**RECOMMENDED MOTION:** Authorize the Fairground's Sales & Marketing Coordinator to approve the 4-H MOU annually for up to 5-years.

**ATTACHMENTS:**

- Oz Cty 4-H - 2025 Fairgrounds MOU - 2-13-25    (PDF)

PUBLIC WORKS COMMITTEE

## Memorandum of Understanding (M.O.U.) 4-H Use of County Fairgrounds No Building Use fees apply during the Annual Ozaukee County Fair Payments to be made by 4-H Leaders Association to Ozaukee County

This MOU outlines the responsibilities, fees, and expectations for the use of Ozaukee County Fairgrounds facilities by 4-H Clubs and Groups. The agreement aims to ensure fair and consistent access while maintaining the quality and functionality of the facilities for all users.

### Term of Agreement

This MOU shall remain in effect from January 1 to December 31, 2025. It may be renewed annually on or before January 1, upon mutual agreement in writing.

### Ozaukee County Responsibilities

Ozaukee County pays for all utilities including water and electric, pest control, fence repair, snow removal, locks on doors and will attempt to address foundation leakage and general maintenance.

Ozaukee County owns and is the sole user of the following equipment: kubota tractor, brine sprayer/water tank, arena drag, and tools.

Ozaukee County or its employees will not be using OCHPP equipment, and there shall be no use of Ozaukee County equipment by OCHPP without prior approval from the Ozaukee County Sales & Marketing Coordinator and training.

### Facility Use and Fees

- I. **North Side of Pavilion:** Flat fee of \$2,500 paid by January 1 each year to cover the upcoming calendar year.
  - a. Includes unlimited use by 4-H Clubs and Groups on a first-come, first-served basis. Reservations made through the Ozaukee County Marketing Coordinator. 4-H Clubs and Groups must submit a Reservation Form to reserve the space. Forms must be submitted at least 14 days in advance of the requested date. Reservations will not be approved without submission of the form. Ozaukee County will cooperate as much as possible to secure the space. Reservation confirmation emails will be provided by Ozaukee County Marketing Coordinator to the 4-H Club or Group primary contact. If a 4-H Club or Group must relocate due to a rental conflict, the Ozaukee County Marketing Coordinator will make the effort to provide 14 days' notice and assist in finding an alternative space. Both parties will cooperate to minimize disruptions.
  - b. 4-H Clubs and Groups scheduled for ongoing monthly meetings may work with the Ozaukee County Marketing Coordinator to remain on the schedule unless a rental opportunity conflict occurs.
  - c. Ozaukee County Marketing Coordinator will request the 4-H Club or Group relocate their scheduled meeting if a rental opportunity conflict occurs. The 4-H Club or Group & Ozaukee County will cooperate as much as possible.
  - d. 4-H Clubs and Groups must clean-up, put away tables and chairs, sweep, and remove garbage and dispose of it in the garbage and recycling dumpsters located on Southwest Side of Columbia St. Mary's Center.
  - e. 4-H Clubs and Groups must turn off lights and turn heat to 55 degrees or air conditioning to 80 degrees when finished.
  - f. In instances of failure to meet clean-up expectations as outlined, a fee based on the hourly rate of Ozaukee County staff required to complete the clean-up will be invoiced to 4-H Leaders Association following the event, and the 4-H Leaders Association will have the discretion to charge the 4-H Club or Group.
- II. **South Side of Pavilion:** Flat fee of \$50 per use paid by February 1 each year for use the preceding calendar year. The Ozaukee County Marketing Coordinator will work with Extension staff to invoice 4-H Leaders Association for use by 4-H Clubs and Groups at the end of each calendar year.
  - a. Includes use by 4-H Clubs and Groups on a first-come, first-served basis. Reservations made through the Ozaukee County Marketing Coordinator. 4-H Clubs and Groups must

submit a Reservation Form to reserve the space. Forms must be submitted at least 14 days in advance of the requested date. Reservations will not be approved without submission of the form. Ozaukee County will cooperate as much as possible to secure the space. Reservation confirmation emails will be provided by Ozaukee County Marketing Coordinator to the 4-H Club or Group primary contact. If a 4-H Club or Group must relocate due to a rental conflict, the Ozaukee County Marketing Coordinator will make the effort to provide 14 days' notice and assist in finding an alternative space. Both parties will cooperate to minimize disruptions.

- b. 4-H Clubs and Groups scheduled for ongoing monthly meetings may work with the Ozaukee County Marketing Coordinator to remain on the schedule unless a rental opportunity conflict occurs.
- c. Ozaukee County Marketing Coordinator will request the 4-H Club or Group relocate their scheduled meeting if a rental opportunity conflict occurs. The 4-H Club or Group & Ozaukee County will cooperate as much as possible.
- d. 4-H Clubs and Groups must clean-up, put away tables and chairs, sweep, and remove garbage and dispose of it in the garbage and recycling dumpsters located on Southwest Side of Columbia St. Mary's Center.
- e. 4-H Clubs and Groups must turn off lights and turn heat to 55 degrees or air conditioning to 80 degrees when finished.
- f. In instances of failure to meet clean-up expectations as outlined, a fee based on the hourly rate of Ozaukee County staff required to complete the clean-up will be invoiced to 4-H Leaders Association following the event, and the 4-H Leaders Association will have the discretion to charge the 4-H Club or Group.

**III. Show Arena, Dairy Barn or Picnic Gazebo use:** Flat fee of \$1,500 paid by January 1 each year to cover the upcoming calendar year.

- a. Includes priority scheduling by 4-H Clubs and Groups when reservations are made through the Ozaukee County Marketing Coordinator by November 1 for the following year.
- b. Ozaukee County will invoice 4-H Leaders Association for Show Arena heat used by 4-H Groups.
- c. All users of Show Arena must clear the snow from the north base of building.
- d. The Haunt:
  - i. Dates for Availability:  
 Dairy Barn: The Monday after the second weekend in August to November 20  
 Picnic Gazebo: Month of October  
 Horse Barn: September 24 to November 8  
 Show Arena: September 24 to November 6
  - ii. Will submit liability insurance to Ozaukee County annually by August 1.
  - iii. All items, trailers, etc. must be removed from the fairground's property by November 30 with the exception of the Haunt floor piece pallets and outdoor sign, which will be allowed to be stored in the Dairy Barn and placed on the concrete South East floor section being sure to follow building fire code clearances to all the doors and will be moved outside by the Haunt Committee before June 1st.
- e. 4-H will cooperate with scheduling to avoid conflicts with rental or other county events.
- b. In instances of failure to meet clean-up expectations as outlined, a fee based on the hourly rate of Ozaukee County staff required to complete the clean-up will be invoiced to 4-H Leaders Association following the event, and the 4-H Leaders Association will have the discretion to charge the 4-H Club or Group.

**IV. Horse Barn and Outdoor Arena use**

- a. OCHPP Annual 4H Show
  - i. \$500 per day not to exceed \$1,500. OCHPP annual 4-H show will be reserved for the third Saturday of June. Additional horse shows may be reserved by OCHPP and given priority if reserved prior to January 1.
  - ii. Reservation Form to reserve the space for shows and clinics is required. Forms must be submitted at least 30 days in advance of the show date. Reservations, including the annual show, will not be approved without submission of the form. Ozaukee County will cooperate as much as possible to secure the space.

Reservation confirmation emails will be provided by Ozaukee County Marketing Coordinator to the 4-H Club or Group primary contact.

- iii. Allow use of Ozaukee County tractor and drag for Annual 4H show only at no additional charge and after proper training of the driver.
- iv. OCHPP and all other horse facility rentals will collect manure generated by their use and transport to the manure pit following their activities. In the rare case, when necessary, the Ozaukee County will coordinate manure disposal after OCHPP and horse rental events, and parties will be billed for disposal.
- v. OCHPP equipment is to be kept in designated enclosed area at the fairgrounds. This includes and is limited to: 1 tractor and 1 water wagon in the Beef & Hog Barn. No storage should be in the indoor arena. If more items are in need of storage, they need to be approved by the Sales & Marketing Coordinator.
- vi. The equipment will have to be moved by OCHPP to not conflict with any rental use of facilities.

b. Daily rental rate/Open Rides

- i. Rentals are \$100/day.
- ii. Reservation Form to reserve the space for shows and clinics is required. Forms must be submitted at least 30 days in advance of the show date. Reservations, including the annual show, will not be approved without submission of the form. Ozaukee County will cooperate as much as possible to secure the space. Reservation confirmation emails will be provided by Ozaukee County Marketing Coordinator to the 4-H Club or Group primary contact.
- iii. Open rides on weekdays (Monday-Thursday) available for no charge if arenas are available on the calendar one week prior to the open ride. Reservation Form to reserve the space for open rides is required. Forms must be submitted at least 7 days in advance of the requested date. Reservations will not be approved without submission of the form. Ozaukee County will cooperate as much as possible to secure the space. Reservation confirmation emails will be provided by Ozaukee County Marketing Coordinator to the 4-H Club or Group primary contact.
- iv. OCHPP will clean up after their use, cleaning stalls, sweeping aisles, and dragging indoor and outdoor areas and removing garbage. Garbage and recycling dumpsters located on Southwest Side of Columbia St. Mary's Center. In instances of failure to meet clean-up expectations as outlined, a fee based on the hourly rate of Ozaukee County staff required to complete the clean-up will be invoiced to 4-H Leaders Association following the event, and the 4-H Leaders Association will have the discretion to charge the 4-H Club or Group.

c. Outside Rentals by County for Horse Shows

- i. Ozaukee County will bill third party for rental activity.
- ii. Ozaukee County will credit OCHPP for use of their equipment:
  - Announcers stand and sound system, a credit of \$500 for each season.
  - All maintenance of the announcer stand and sound system is done by OCHPP

This agreement may only be modified in writing, in which written modifications shall set forth the specific terms and conditions to be amended upon mutual agreement of 4-H and Ozaukee County. Any such amendments or modifications shall be signed by both 4-H and Ozaukee County to be valid and enforceable.

Fairground reservations:  
 Melissa Alexander  
 Ozaukee County Marketing Coordinator  
 262-689-9227  
[malexander@ozaukeecounty.gov](mailto:malexander@ozaukeecounty.gov)

Ozaukee County 4-H Leaders Association  
 121 W Main Street  
 Port Washington, WI 53074

Ozaukee County  
 121 W Main Street  
 Port Washington, WI 53074

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                              |
|---------------------|------------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b>     |
| <b>DEPARTMENT:</b>  | <b>Facilities Management</b> |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>            |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>            |

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**Agenda Summary** Facilities Financials

**ATTACHMENTS:**

- Facilities Financials - Feb 2025 (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Committee Report  
**General Fund Facilities Management**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance    | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|----------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                      |                    |
| Interdepartmental Charges           | -                          | -                     | \$76,530                  | \$76,530             | 0.00%              |
| <b>Total Revenues</b>               | -                          | -                     | <b>\$76,530</b>           | <b>\$76,530</b>      | <b>0.00%</b>       |
| <b>Expenditures</b>                 |                            |                       |                           |                      |                    |
| Salaries                            | \$51,849                   | \$51,849              | \$761,692                 | \$709,843            | 6.81%              |
| Fringe Benefits                     | \$22,049                   | \$22,049              | \$246,586                 | \$224,537            | 8.94%              |
| Travel/Training                     | -                          | -                     | \$100                     | \$100                | 0.00%              |
| Supplies                            | \$3,386                    | \$3,386               | \$118,115                 | \$114,729            | 2.87%              |
| Purchased Services                  | \$21,307                   | \$21,307              | \$434,158                 | \$412,851            | 4.91%              |
| Interdepartment Charges             | \$1,595                    | \$1,595               | \$51,161                  | \$49,566             | 3.12%              |
| Other Expenses                      | -                          | -                     | \$2,270                   | \$2,270              | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$100,186</b>           | <b>\$100,186</b>      | <b>\$1,614,082</b>        | <b>\$1,513,896</b>   | <b>6.21%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                      |                    |
| <b>Total Expenditures</b>           | <b>\$100,186</b>           | <b>\$100,186</b>      | <b>\$1,614,082</b>        | <b>\$1,513,896</b>   | <b>6.21%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>(\$100,186)</b>         | <b>(\$100,186)</b>    | <b>(\$1,537,552)</b>      | <b>(\$1,437,366)</b> | <b>6.52%</b>       |

*E q u i t y:*

Attachment: Facilities Financials - Feb 2025 (Facilities Financials - Feb 2025)

Ozaukee County Committee Report  
**Special Revenue Fund Fair Grounds**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance | %<br>Budget<br>YTD      |
|-------------------------------------|----------------------------|-----------------------|---------------------------|-------------------|-------------------------|
| <b>Revenues</b>                     |                            |                       |                           |                   |                         |
| Taxes                               | -                          | -                     | \$119,017                 | \$119,017         | 0.00%                   |
| Public Charges for Services         | \$4,250                    | \$4,250               | \$244,374                 | \$240,124         | 1.74%                   |
| Interest Revenue                    | -                          | -                     | \$10,000                  | \$10,000          | 0.00%                   |
| Other Revenue                       | -                          | -                     | \$3,000                   | \$3,000           | 0.00%                   |
| <b>Total Revenues</b>               | <b>\$4,250</b>             | <b>\$4,250</b>        | <b>\$376,391</b>          | <b>\$372,141</b>  | <b>1.13%</b>            |
| <b>Expenditures</b>                 |                            |                       |                           |                   |                         |
| Salaries                            | \$7,260                    | \$7,260               | \$109,233                 | \$101,973         | 6.65%                   |
| Fringe Benefits                     | \$3,327                    | \$3,327               | \$44,110                  | \$40,783          | 7.54%                   |
| Travel/Training                     | -                          | -                     | \$500                     | \$500             | 0.00%                   |
| Supplies                            | \$556                      | \$556                 | \$24,675                  | \$24,119          | 2.25%                   |
| Purchased Services                  | \$5,335                    | \$5,335               | \$179,799                 | \$174,464         | 2.97%                   |
| Interdepartment Charges             | -                          | -                     | \$11,823                  | \$11,823          | 0.00%                   |
| Other Expenses                      | -                          | -                     | \$6,250                   | \$6,250           | 0.00%                   |
| <b>Total Operating Expenditures</b> | <b>\$16,478</b>            | <b>\$16,478</b>       | <b>\$376,390</b>          | <b>\$359,912</b>  | <b>4.38%</b>            |
| <b>Capital Outlay</b>               |                            |                       |                           |                   |                         |
| <b>Total Expenditures</b>           | <b>\$16,478</b>            | <b>\$16,478</b>       | <b>\$376,390</b>          | <b>\$359,912</b>  | <b>4.38%</b>            |
|                                     |                            |                       |                           |                   | -                       |
| <b>Net Increase (Decrease)</b>      | <b>(\$12,228)</b>          | <b>(\$12,228)</b>     | <b>\$1</b>                | <b>\$12,229</b>   | <b>1222800<br/>.00%</b> |

*E q u i t y:*

Attachment: Facilities Financials - Feb 2025 (Facilities Financials - Feb 2025)

## Public Works Committee

### AGENDA INFORMATION SHEET

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Transit</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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#### Agenda Summary National Transit Database Annual Report Consultant

**BACKGROUND INFORMATION:** Until the County completes its transition from receiving federal urban area transit funding directly from the Federal Transit Administration (FTA) to receiving rural area funding through WisDOT, the Transit Department continues to have an annual reporting obligation to FTA. This reporting is done through FTA's National Transit Database (NTD). The County needs to submit completed CY 2024 NTD reports by April 30.

NTD reporting is complicated and extremely time-consuming. This is due in part to the granular level of data that NTD reporting requires, but more so to the data validation that FTA applies once data is entered into its system. Once reports are submitted, the system applies algorithms that compare this year's data to last year's for any variance. Even modest variances produce validation flags, which then need to be addressed through narrative responses and/or data correction. After this process (which can go multiple rounds), an FTA analyst conducts another round of data validation, which typically produces more work.

It's no secret across the transit industry that NTD reporting is highly burdensome for transit agencies; every year, FTA regional office staff get an earful from states and transit agencies about the extent to which the reporting interferes with their normal (and more important) work of delivering service.

The Transit Department will be challenged to complete 2024 NTD reporting by the deadline, for multiple reasons.

First, the County's reported data for past years has been questionable due to our previous use of QRYde, which didn't reliably capture our operating statistics. This makes subsequent years' reporting more complicated, due to the aforementioned FTA validation protocols. For 2023, reporting was further complicated by our provider transition to Go Riteway. (Due to these factors, I asked FTA for a reporting exemption for 2023. It was declined - even though Sheboygan had received an exemption during the first two years of their current transit manager's tenure.) Replacing QRYde with Ecolane has corrected our data capture issues, but we're still left with questionable QRYde data for January and February 2024.

Complicating matters further, when I started here last year, our 2023 reporting deadline had passed with no reports submitted, so I had to hastily prepare our data and submit the NTD reports (something I had never done before and had to complete without having documentation explaining our past data compilation and reporting procedures). I spent a big chunk of my first months on the job learning how to navigate NTD, cobbling together data, and responding to validation issues.

Second, and more significantly, the Transit Department (staff of 1 😊) is facing a daunting workload for the next several months - even without NTD reporting. Not including standard administrative work, that includes:

- Currently working on our RIR (Recipient Information Request) in preparation for our upcoming FTA triennial review, due February 28<sup>th</sup> and a very substantial time commitment
- Traveling to Chicago in March for triennial review training
- Dealing with a one-time workload related to our pending transition from urban to rural funding, which includes closing Transit site improvements (paving, concrete replacement, drainage system and underbody wash) before July 1
- Preparing for and then undergoing our triennial review, currently scheduled for late May

Under the circumstances, SH Consulting has proposed completing our 2024 NTD reporting for \$8,000-\$10,000. His proposal would pay a flat fee of \$8,000 for up to 80 hours of work, with additional hours paid at \$100/hr. and a total fee capped at \$10,000. Additionally, he proposes completing our 2025 NTD reporting (in early 2026) for \$4,500. Our 2025 reporting burden will be reduced somewhat, because we'll only have to report six months' worth of data and won't include any OCE service.

**ANALYSIS:** Based on past experience and conversations with other transit managers, I would expect to spend well over 100 hours working on NTD between now and April 30, which simply seems untenable. In particular, the Transit Department faces a substantial workload preparing for our triennial review, and feels strongly that we need to prioritize this effort - along with standard responsibilities - above NTD reporting. Adequate preparation for the triennial review (including thorough preparation of the RIR, which is extensive) will help ensure that we minimize follow-up work that would arise from any findings during the review, and thus we view as an important long-term time investment.

I have received another proposal to complete our 2025 NTD reporting, from SRF Consulting. SRF's cost proposal is \$25,932.

**FISCAL IMPACT:** Balance Current Year: \$10,000      Next Year's Estimated Cost: \$4,500

**FUNDING SOURCE:** County Levy: ---      Non-County Levy: \$10,000

Indicate source: 5307 Federal Grants

**RECOMMENDED MOTION:** Approve SH Consulting's proposal to complete the County's 2024 and 2025 NTD reporting.

PUBLIC WORKS COMMITTEE

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Transit</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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**Agenda Summary** Transit Ridership

**ATTACHMENTS:**

- PWC - Transit Ridership - FEBRUARY 2025 (PDF)

PUBLIC WORKS COMMITTEE

| 2025 OZ CO SHARED RIDE TAXI |                       |             |       |           |            |            |            |                |
|-----------------------------|-----------------------|-------------|-------|-----------|------------|------------|------------|----------------|
| MONTH                       | SERVICE DAYS IN MONTH | TOTAL TRIPS | HOURS | FAREBOX   | INVOICE    | LESS FARES | COST/ TRIP | NET COST/ TRIP |
| January                     | 30                    | 8,408       | 4,930 | \$ 26,305 | \$ 176,346 | \$ 150,041 | \$ 20.97   | \$ 17.85       |
| February                    | 28                    |             |       |           |            |            |            |                |
| March                       | 31                    |             |       |           |            |            |            |                |
| April                       | 30                    |             |       |           |            |            |            |                |
| May                         | 30                    |             |       |           |            |            |            |                |
| June                        | 30                    |             |       |           |            |            |            |                |
| July                        | 30                    |             |       |           |            |            |            |                |
| August                      | 31                    |             |       |           |            |            |            |                |
| September                   | 29                    |             |       |           |            |            |            |                |
| October                     | 31                    |             |       |           |            |            |            |                |
| November                    | 29                    |             |       |           |            |            |            |                |
| December                    | 30                    |             |       |           |            |            |            |                |
| ANNUAL TOTAL                | 359                   | 8,408       | 4,930 | \$ 26,305 | \$ 176,346 | \$ 150,041 | \$ 20.97   | \$ 17.85       |

| Shared Ride Taxi (SRT) Ridership Report    |        |         |         |         |         |         |         |         |         |         |         |         |         |         |
|--------------------------------------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|                                            | Jan    | Feb     | Mar     | Apr     | May     | Jun     | July    | Aug     | Sept    | Oct     | Nov     | Dec     | Totals  | Average |
| 2010 Monthly Ridership                     | 5,820  | 5,665   | 6,795   | 6,251   | 5,803   | 5,858   | 5,928   | 5,666   | 6,353   | 6,870   | 6,870   | 6,709   | 74,588  | 6,216   |
| 2011 Monthly Ridership                     | 6,479  | 5,819   | 7,561   | 6,724   | 6,786   | 6,433   | 5,850   | 6,775   | 6,872   | 6,997   | 6,854   | 6,736   | 79,886  | 6,657   |
| 2012 Monthly Ridership                     | 7,780  | 7,901   | 7,811   | 7,240   | 7,721   | 6,875   | 6,769   | 7,511   | 7,193   | 8,807   | 7,869   | 7,274   | 90,751  | 7,563   |
| 2013 Monthly Ridership                     | 8,343  | 7,809   | 8,221   | 8,148   | 8,403   | 7,356   | 7,619   | 7,612   | 7,727   | 8,778   | 8,202   | 8,102   | 96,320  | 8,027   |
| 2014 Monthly Ridership                     | 8,238  | 9,244   | 10,091  | 10,203  | 10,106  | 9,204   | 8,983   | 8,475   | 9,004   | 9,863   | 8,461   | 8,719   | 110,591 | 9,216   |
| 2015 Monthly Ridership                     | 8,900  | 8,835   | 9,812   | 9,523   | 9,208   | 9,030   | 8,611   | 8,496   | 9,070   | 9,613   | 8,578   | 8,837   | 108,513 | 9,043   |
| 2016 Monthly Ridership                     | 9,448  | 9,601   | 9,968   | 9,830   | 9,282   | 9,172   | 8,642   | 9,374   | 9,345   | 9,915   | 9,547   | 9,445   | 113,569 | 9,464   |
| 2017 Monthly Ridership                     | 10,218 | 9,810   | 10,512  | 9,399   | 9,732   | 9,222   | 8,773   | 9,934   | 9,543   | 10,338  | 9,584   | 9,214   | 116,279 | 9,690   |
| 2018 Monthly Ridership                     | 10,143 | 9,513   | 10,122  | 9,565   | 9,764   | 8,805   | 8,376   | 9,173   | 8,746   | 10,245  | 9,259   | 8,424   | 112,135 | 9,345   |
| 2019 Monthly Ridership                     | 8,816  | 9,252   | 9,921   | 10,021  | 9,648   | 8,337   | 8,056   | 8,798   | 8,609   | 9,667   | 8,535   | 8,046   | 107,706 | 8,976   |
| 2020 Monthly Ridership                     | 9,024  | 8,706   | 6,011   | 2,549   | 2,717   | 4,275   | 5,135   | 5,205   | 5,926   | 6,155   | 5,308   | 5,456   | 66,467  | 5,539   |
| 2021 Monthly Ridership                     | 5,568  | 6,103   | 6,443   | 6,396   | 5,814   | 6,140   | 5,770   | 6,022   | 5,970   | 6,083   | 5,924   | 6,194   | 72,427  | 6,036   |
| 2022 Monthly Ridership                     | 6,091  | 6,263   | 5,783   | 6,429   | 6,097   | 6,328   | 5,924   | 7,163   | 7,134   | 7,248   | 6,852   | 6,453   | 77,765  | 6,480   |
| 2023 Monthly Ridership                     | 7,326  | 6,853   | 7,678   | 6,926   | 7,499   | 6,761   | 6,251   | 7,035   | 6,714   | 7,412   | 6,929   | 6,535   | 83,919  | 6,993   |
| 2024 Monthly Ridership                     | 7,447  | 7,748   | 7,387   | 8,082   | 7,823   | 7,082   | 7,776   | 7,930   | 7,982   | 8,681   | 7,801   | 7,665   | 93,404  | 7,784   |
| 2025 Monthly Ridership                     | 8,408  |         |         |         |         |         |         |         |         |         |         |         | 8,408   | 8,408   |
| Same month 2024 vs 2025                    | 12.9%  | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% |         |         |
| Same month 2025 vs 2019                    | -4.6%  | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% | -100.0% |         |         |
| Shared Ride Taxi (SRT): Cross-County Trips |        |         |         |         |         |         |         |         |         |         |         |         |         |         |
|                                            | Jan    | Feb     | Mar     | Apr     | May     | Jun     | Jul     | Aug     | Sep     | Oct     | Nov     | Dec     | Totals  | Average |
| 2021                                       | N/A    | N/A     | N/A     | 82      | 80      | 136     | 156     | 125     | 102     | 132     | 126     | 93      | 1,032   | 115     |
| 2022                                       | 149    | 140     | 191     | 201     | 201     | 179     | 159     | 211     | 198     | 208     | 165     | 182     | 2,184   | 182     |
| 2023                                       | 215    | 202     | 212     | 169     | 181     | 182     | 183     | 231     | 239     | 219     | 195     | 210     | 2,438   | 203     |
| 2024                                       | 158    | 156     | 166     | 145     | 164     | 124     | 142     | 131     | 133     | 148     | 108     | 103     | 1,678   | 140     |
| 2025                                       | 120    |         |         |         |         |         |         |         |         |         |         |         | 120     | 120     |
| Same month 2024 vs 2025                    | -24%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   | -100%   |         |         |

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Transit</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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**Agenda Summary** Transit Financials

**ATTACHMENTS:**

- Transit Financials - Feb 2025 (PDF)

PUBLIC WORKS COMMITTEE

Ozaukee County Committee Report  
**Special Revenue Fund Transit Services**  
 For the One Month Ending Friday, January 31, 2025  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2025<br>YTD<br>Actual | 2025<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Taxes                               | -                          | -                     | \$248,828                 | \$248,828          | 0.00%              |
| Intergovernmental Revenues          | (\$7,200)                  | (\$7,200)             | \$1,581,337               | \$1,588,537        | -0.46%             |
| Public Charges for Services         | \$21,245                   | \$21,245              | \$502,250                 | \$481,005          | 4.23%              |
| Other Revenue                       | -                          | -                     | \$833,436                 | \$833,436          | 0.00%              |
| <b>Total Revenues</b>               | <b>\$14,045</b>            | <b>\$14,045</b>       | <b>\$3,165,851</b>        | <b>\$3,151,806</b> | <b>0.44%</b>       |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$10,119                   | \$10,119              | \$126,187                 | \$116,068          | 8.02%              |
| Fringe Benefits                     | \$2,524                    | \$2,524               | \$30,800                  | \$28,276           | 8.19%              |
| Travel/Training                     | -                          | -                     | \$6,000                   | \$6,000            | 0.00%              |
| Supplies                            | \$17,666                   | \$17,666              | \$278,809                 | \$261,143          | 6.34%              |
| Purchased Services                  | \$3,290                    | \$3,290               | \$2,249,041               | \$2,245,751        | 0.15%              |
| Interdepartment Charges             | -                          | -                     | \$176,165                 | \$176,165          | 0.00%              |
| Other Expenses                      | -                          | -                     | \$35,599                  | \$35,599           | 0.00%              |
| <b>Total Operating Expenditures</b> | <b>\$33,599</b>            | <b>\$33,599</b>       | <b>\$2,902,601</b>        | <b>\$2,869,002</b> | <b>1.16%</b>       |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| Equipment & Furniture               | -                          | -                     | \$263,250                 | \$263,250          | 0.00%              |
| <b>Total Capital Outlay</b>         | <b>-</b>                   | <b>-</b>              | <b>\$263,250</b>          | <b>\$263,250</b>   | <b>0.00%</b>       |
| <b>Total Expenditures</b>           | <b>\$33,599</b>            | <b>\$33,599</b>       | <b>\$3,165,851</b>        | <b>\$3,132,252</b> | <b>1.06%</b>       |
| <b>Net Increase (Decrease)</b>      | <b>(\$19,554)</b>          | <b>(\$19,554)</b>     | <b>-</b>                  | <b>\$19,554</b>    | <b>0.00%</b>       |

*Equity:*

Attachment: Transit Financials - Feb 2025 (Transit Financials - Feb 2025)

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Transit</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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**Agenda Summary** Transit Monthly Update

**ATTACHMENTS:**

- Transit - PWC Monthly Update - 2.13 (PDF)

PUBLIC WORKS COMMITTEE



## ***Ozaukee County Transit Services***

410 South Spring Street

P.O. Box 994

Port Washington, Wisconsin 53074-0994

***Jon Edgren – Director of Public Works***

***Kara Ottum – Transit Superintendent***

[www.ozaukeetransit.com](http://www.ozaukeetransit.com)

Phone 262.284.8108

TO: Public Works Committee  
 FROM: Kara Ottum, Transit Superintendent  
 SUBJECT: Transit Monthly Update  
 DATE: 20 February 2025

### **1) Vehicle Update**

- o A&J Vehicles
  - 2 of 8 vehicles are scheduled for a February delivery
  - 6 remaining vehicles are expected to be delivered in March
- o TESCO
  - 4 ADA minivans are expected April

### **2) Triennial Review**

- Tentatively scheduled for 22-23 May 2025
- Training in Chicago is 11-13 March 2025

### **3) SEWRPC Fare Study**

- Working with SEWRPC on the fare study
- Tentatively planning for fare increase at beginning of 2026
- OCTS is the lowest fare by ~\$.50-\$2.00/ride with comparable systems

### **4) Transit Project Updates**

- Completed Projects
  - o Office painting & flooring
  - o Staff training & lunch room: tables, chairs and small appliances
  - o Picnic tables
  - o Lockers
- Upcoming Projects
  - o Mill & repave transit lot
  - o Mill & repave around transit shop
  - o Colored concrete in terrace nearest Oakland Ave.
  - o Concrete patio and repairs at transit building
  - o Garage trench drains in transit building
  - o Underbody wash in transit wash bay
  - o Updated landscaping

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary CTH LL & CTH KK Bid Approval

**BACKGROUND INFORMATION:** As part of the Highway Department's 2025 Capital Improvement Plan (CIP), we have proposed to reconstruct the CTH LL & CTH KK Intersection in concrete with a proposed budget of \$400,000.

The project was originally part of a larger concrete project involving CTH LL from STH 32 to Highland Lane and CTH H from I-43 to CTH KW, which were constructed in 2020. However, we didn't have enough funds available at the time, so we removed this intersection from the bid. The original bid was roughly \$320,000.

Additionally, this concrete reconstruction project is using Wisconsin Department of Transportation (WisDOT) County Highway Improvement Program (CHIP) funds, which reimburse the County up to 50% for the design & construction costs, but require the projects to be publicly bid. We have roughly \$275,000 in CHIP funds applied to this project, but about \$90,000 expire at the end of June, 2025.

**ANALYSIS:** The Ozaukee County Highway Department opened bids for the CTH LL & CTH KK Concrete Intersection project on Thursday, February 6<sup>th</sup> at 2pm.

We did include two (2) Alternate Items for Asphaltic Paving at the connection points, if needed, and Asphaltic Flumes at curb radii, but we anticipate our staff to perform the work if needed.

Attached is the all Bid Information for the top three bidders and all Base Bids are listed below:

| <u>CONTRACTOR</u>            | <u>BASE BID</u> |
|------------------------------|-----------------|
| 1) BMCI Construction, Inc.   | \$426,332.90    |
| 2) LaLonde Contractors, Inc. | \$462,798.29    |
| 3) Zignego Company, Inc.     | \$470,554.00    |
| 4) Vinton Construction       | \$473,249.50    |
| 5) Zenith Tech               | \$490,806.77    |
| 6) Stark Pavement Corp.      | \$531,221.50    |

Based upon the low bid (\$426,332.90), we recommend approving the contract for BMCI Construction.

**FISCAL IMPACT:** Balance Current Year: \$430,000      Next Year's Estimated Cost: --

**FUNDING SOURCE:** County Levy: X (\$215,000)

Non-County Levy: X (\$215,000)      Indicate source: WisDOT CHIP funds

**RECOMMENDED MOTION:** Award the CTH LL & CTH KK Concrete Reconstruction Bid to BMCI Construction for \$426,332.90.

**ATTACHMENTS:**

- CTH LL & CTH KK - Bid Tab - Top 3      (PDF)

PUBLIC WORKS COMMITTEE

CTH LL & CTH KK (#9474821)  
Owner: Ozaukee County Highway Department

Solicitor: Gremmer & Associates  
02/06/2025 02:00 PM CST

| Line Item | Item Code   | Item Description                                    | UofM | Quantity | BMCI Construction, Inc       |              | LaLonde Contractors, Inc. |              | Zignego             |                     |
|-----------|-------------|-----------------------------------------------------|------|----------|------------------------------|--------------|---------------------------|--------------|---------------------|---------------------|
|           |             |                                                     |      |          | Unit Price                   | Extension    | Unit Price                | Extension    | Unit Price          | Extension           |
| 1         | 204.01      | Removing Concrete Pavement                          | SY   | 1,640    | \$6.00                       | \$9,840.00   | \$6.46                    | \$10,594.40  | \$8.00              | \$13,120.00         |
| 2         | 204.015     | Removing Curb & Gutter                              | LF   | 350      | \$2.00                       | \$700.00     | \$6.36                    | \$2,226.00   | \$10.00             | \$3,500.00          |
| 3         | 204.019     | Removing Surface Drains                             | EACH | 2        | \$100.00                     | \$200.00     | \$142.60                  | \$285.20     | \$500.00            | \$1,000.00          |
| 4         | 205.01      | Excavation Below Subgrade                           | CY   | 150      | \$28.00                      | \$4,200.00   | \$34.23                   | \$5,134.50   | \$30.00             | \$4,500.00          |
| 5         | 205.9016.S  | Grading, Shaping and Finishing Intersection         | EACH | 1        | \$23,000.00                  | \$23,000.00  | \$62,942.85               | \$62,942.85  | \$1.00              | \$1.00              |
| 6         | 211.0201    | Prepare Foundation for Concrete Pavement            | EACH | 1        | \$10,000.00                  | \$10,000.00  | \$1.00                    | \$1.00       | \$1.00              | \$1.00              |
| 7         | 305.011     | Base Aggregate Dense 3/4-Inch                       | TON  | 145      | \$24.00                      | \$3,480.00   | \$39.27                   | \$5,694.15   | \$50.00             | \$7,250.00          |
| 8         | 311.011     | Breaker Run                                         | TON  | 315      | \$22.00                      | \$6,930.00   | \$33.23                   | \$10,467.45  | \$30.00             | \$9,450.00          |
| 9         | 325.01      | Pulverize and Relay                                 | SY   | 3,560    | \$1.91                       | \$6,799.60   | \$3.21                    | \$11,427.60  | \$8.00              | \$28,480.00         |
| 10        | 415.008     | Concrete Pavement 8-Inch                            | SY   | 4,990    | \$63.70                      | \$317,863.00 | \$59.48                   | \$296,805.20 | \$66.00             | \$329,340.00        |
| 11        | 601.0555    | Concrete Curb & Gutter 6-Inch Sloped 36-Inch Type A | LF   | 330      | \$27.20                      | \$8,976.00   | \$37.20                   | \$12,276.00  | \$60.00             | \$19,800.00         |
| 12        | 602.301     | Concrete Surface Drains                             | CY   | 1        | \$450.00                     | \$450.00     | \$900.77                  | \$900.77     | \$1,000.00          | \$1,000.00          |
| 13        | 619.1       | Mobilization                                        | EACH | 1        | \$2,500.00                   | \$2,500.00   | \$23,139.92               | \$23,139.92  | \$30,000.00         | \$30,000.00         |
| 14        | 658.7504    | Temporary Ditch Checks                              | LF   | 48       | \$86.25                      | \$4,140.00   | \$9.00                    | \$432.00     | \$9.00              | \$432.00            |
| 15        | 628.7555    | Culvert Pipe Checks                                 | EACH | 7        | \$17.25                      | \$120.75     | \$30.00                   | \$210.00     | \$30.00             | \$210.00            |
| 16        | 645.014     | Geotextile Fabric Type SAS                          | SY   | 500      | \$3.60                       | \$1,800.00   | \$2.42                    | \$1,210.00   | \$4.00              | \$2,000.00          |
| 17        | 646.102     | Marking Line Epoxy 4-Inch                           | LF   | 3,975    | \$1.89                       | \$7,512.75   | \$1.00                    | \$3,975.00   | \$1.00              | \$3,975.00          |
| 18        | 646.302     | Marking Line Epoxy 8-Inch                           | LF   | 560      | \$3.39                       | \$1,898.40   | \$2.00                    | \$1,120.00   | \$2.00              | \$1,120.00          |
| 19        | 646.502     | Marking Arrow Epoxy                                 | EACH | 8        | \$368.00                     | \$2,944.00   | \$250.00                  | \$2,000.00   | \$250.00            | \$2,000.00          |
| 20        | 646.612     | Marking Stop Line Epoxy 18-Inch                     | LF   | 135      | \$19.84                      | \$2,678.40   | \$15.00                   | \$2,025.00   | \$15.00             | \$2,025.00          |
| 21        | 690.015     | Sawing Asphalt                                      | LF   | 75       | \$2.00                       | \$150.00     | \$2.25                    | \$168.75     | \$10.00             | \$750.00            |
| 22        | 690.025     | Sawing Concrete                                     | LF   | 50       | \$3.00                       | \$150.00     | \$3.25                    | \$162.50     | \$20.00             | \$1,000.00          |
| 23        | SPV.0105.01 | Traffic Control & Detour                            | LS   | 1        | \$8,800.00                   | \$8,800.00   | \$8,000.00                | \$8,000.00   | \$8,000.00          | \$8,000.00          |
| 24        | SPV.0105.02 | Permanent Signing                                   | LS   | 1        | \$1,200.00                   | \$1,200.00   | \$1,600.00                | \$1,600.00   | \$1,600.00          | \$1,600.00          |
|           |             |                                                     |      |          | <b>Base Bid:</b>             |              | <b>\$426,332.90</b>       |              | <b>\$462,798.29</b> | <b>\$470,554.00</b> |
| 25        | 460.6224    | HMA Pavement 4 MT 58-28 S                           | TON  | 60       | \$233.34                     | \$14,000.40  | \$230.00                  | \$13,800.00  | \$225.00            | \$13,500.00         |
| 26        | 465.0315    | Asphaltic Flumes                                    | SY   | 30       | \$66.67                      | \$2,000.10   | \$125.00                  | \$3,750.00   | \$140.00            | \$4,200.00          |
|           |             |                                                     |      |          | <b>Alternate #1:</b>         |              | <b>\$16,000.50</b>        |              | <b>\$17,550.00</b>  | <b>\$17,700.00</b>  |
|           |             |                                                     |      |          | <b>Base Bid + Alternate:</b> |              | <b>\$442,333.40</b>       |              | <b>\$480,348.29</b> | <b>\$488,254.00</b> |

Attachment: CTH LL &amp; CTH KK - Bid Tab - Top 3 (CTH LL &amp; CTH KK Bid)

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary Crawler Dump Purchase

**BACKGROUND INFORMATION:** Over the last few years, the Cedarburg Shop has been renting a variety of small tracked dump trucks for Planning & Parks projects where we perform off-road grading.

Cedarburg Foreman Charlie Schlessinger reached out to Bruggink's Construction Equipment to reserve a Crawler Dump for the year given multiple Planning & Parks projects (Tendick Park, Virmond Park & CTH W Oxbow), and their rental rate is \$7,785/Month.

However, Bruggink's is interested in selling the piece of equipment, so they offered the rented unit for \$66,700. Additionally, Patrol Superintendent Borden negotiated the reduction of January's Rental costs (\$3,114) to bring the final cost to \$63,586. (See attached invoice.)

**ANALYSIS:** The proposed purchase is a 2013 Morooka MST 1500VD Crawler Dump with 2,305 Hours. (See attached picture.)

Highway Department Mechanics reviewed the equipment, and found the unit is good condition with some minor work recommended, such as securing the exhaust pipe and replacing the seat, which we estimate would cost roughly \$2,000. The tracks would be the next significant cost, and we anticipate replacing them in 2-3 years at a cost of \$10,000.

However, given we're planning to spend at least \$75,000 in rental costs for the Crawler Dump this year via grant funds through Planning & Parks projects, we think it makes sense to purchase the unit. We would plan to continue to bill the Crawler Dump at the rental rate for the current projects until the unit is paid for, and then evaluate the rate going forward.

**FISCAL IMPACT:** Balance Current Year: \$65,586      Next Year's Estimated Cost: --

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

Indicate source: Highway Department's Equipment Fund

**RECOMMENDED MOTION:** Approve the purchase of the 2013 Morooka MST 1500VD Crawler Dump from Brugginks as recommended by staff.

#### ATTACHMENTS:

- Crawler Dump      (PDF)

PUBLIC WORKS COMMITTEE



7344 S. Frontage Rd  
Sheboygan, WI 53081

8.a.2.a

# QUOTATION

Quote Number: 372

Quote Date: Feb 6, 2025

Page: 1

Phone: 920-564-6555

## Quoted To:

Ozaukee County Highway Dept.  
410 South Spring Street  
Port Washington, WI 53074

| Customer ID          | Good Thru      | Payment Terms         | Sales Rep |
|----------------------|----------------|-----------------------|-----------|
| OZAUKEE COUNTY HIGHW | 3/8/25         | Net 10 Days           | BRIAN     |
| Customer Email       | Customer Phone | Customer Contact Name |           |
| highwayap@co.ozauke  | 262-238-8331   | Josh Borden           |           |

| Quantity | Item | Description                                                                                                                                                         | Unit Price   | Amount          |
|----------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|
| 1.00     |      | 2013 Morooka MST1500VD Crawler Dump;<br>EROPS, AC, heat, rubber tracks, dump<br>body, CatC6.6 Acert diesel engine, and All<br>Standard Features, serial no. A154773 | 66,700.00    | 66,700.00       |
| 1.00     |      | 40% Rental Credit for the Month of January                                                                                                                          | 3,114.00     | -3,114.00       |
|          |      |                                                                                                                                                                     | Subtotal     | 63,586.0        |
|          |      |                                                                                                                                                                     | Sales Tax    |                 |
|          |      |                                                                                                                                                                     | <b>TOTAL</b> | <b>63,586.0</b> |

Attachment: Crawler Dump (Crawler Dump)



Attachment: Crawler Dump (Crawler Dump)

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary Track Excavator Purchase

**BACKGROUND INFORMATION:** As part of the 2025 Highway Department Budget, the purchase of a Track Excavator was approved with a budget amount of \$225,000.

The proposed purchase would replace a 2015 Kobelco SK140-LC Rubber Track Excavator with over 5,200 Hours. There have been several aftertreatment exhaust failures causing turbo and head gasket repairs, and reliability has continued to be an issue. Additionally, the tracks are worn out, and should be replaced soon. We plan to trade-in the unit as part of the new purchase.

Shop Superintendent Scott Palubiski arranged for trials over the last several months with multiple excavators for our Cedarburg Shop, which performs our excavator-related projects. Additionally, we requested several options including a Ditching Bucket, Thumb Control, Auxiliary Hydraulics and Forestry Glass.

**ANALYSIS:** Shop Superintendent Palubiski worked with the suppliers on apples-to-apples comparisons, and developed a final cost spreadsheet (attached).

Patrol Superintendent Josh Borden and Cedarburg Foreman Charlie Schlessinger performed reviews of the equipment and worked with staff on their input to develop their recommendation.

While the Volvo was the lowest cost, our staff found the excavator didn't have the power when traveling or digging of the other equipment. Therefore, our staff preferred the Kobelco for \$188,115. Another requested option is Grade Control for \$15,000, which allows slopes to be input within the equipment for more accurate excavation and allows weight measurement in the bucket while loading trucks. Finally, Shop Superintendent Palubiski believes that the Kobelco has the best warranty with a 4-year, 4,000-hour full coverage.

Therefore, Highway Department staff recommends the Kobelco SK 140SR from Miller-Bradford & Risberg, including all options, for \$203,115.

**FISCAL IMPACT:** Balance Current Year: \$203,115      Next Year's Estimated Cost: --

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

Indicate source: Highway Department's Equipment Fund

**RECOMMENDED MOTION:** Approve the Kobelco SK 140SR from Miller-Bradford & Risberg, including all options, for \$203,115 as recommended by staff.

**ATTACHMENTS:**

- Excavator - 2025 Support Doc Costs (PDF)

PUBLIC WORKS COMMITTEE

## Ozaukee County Highway Department 2025 Excavator Quotes

| Manufacturer                | Supplier            | Trade-In        | Net Cost         | Options         | Base Cost        | Grade Control   | Final Cost       |
|-----------------------------|---------------------|-----------------|------------------|-----------------|------------------|-----------------|------------------|
| Volvo<br>ECR145EL           | Aring Equip         | \$29,000        | \$156,000        | \$22,600        | \$178,600        | N/A             | N/A              |
| <b>Kobelco<br/>SK 140SR</b> | <b>Miller-Brad</b>  | <b>\$34,900</b> | <b>\$164,450</b> | <b>\$23,665</b> | <b>\$188,115</b> | <b>\$15,000</b> | <b>\$203,115</b> |
| CAT<br>315-07HT(GC)         | Fabick              | \$40,000        | \$162,000        | \$37,000        | \$199,000        | \$18,000        | \$217,000        |
| Komatsu<br>PC138USLC-11     | Roland<br>Machinery | \$28,000        | \$194,289        | \$31,171        | \$225,460        | N/A             | N/A              |

Attachment: Excavator - 2025 Support Doc Costs (Excavator)

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary CTH W & CTH T Accident Review

**BACKGROUND INFORMATION:** The intersection of CTH W (Port Washington Rd) & CTH T (Lakefield Road) is a very busy intersection with residents from Grafton and Cedarburg travelling through the area along with all traffic using CTH W as a parallel track to I-43. The intersection has been reviewed occasionally as there have been a number of accidents over the years, and many complaints from local residents.

It's stop-controlled on CTH T (Lakefield Rd) coming from the west and Lakefield Road coming from the east, but free-flow to the north & south along CTH W (Port Washington Rd).

The intersection has been a long-term issue as it was reconstructed in 2004 to add turn lanes on all legs, and shifted the pavement slightly west, which resulted in the purchase and tear-down of a house on the southwest corner. Additionally, overhead Stop Signs were installed to help recognition for CTH T/Lakefield Road traffic.

**ANALYSIS:** Reviewing the accident reports from 2017 to current (See attached sheet.) generated the following information:

- There were 26 reported accidents from 2017 to early January 2025, which doesn't rate as a significant issue per Million Entering Vehicles (MEV).
- The majority of accidents (13 of 26) were Rear-Ends, including 12 of those occurring for eastbound traffic. A few drivers stated that they didn't stop in time, but most were individuals that believed the lead car had pulled onto CTH W and hit them from behind while looking north.
- Failure to Yield accidents were second most common (10 of 26). Failure to Yield accidents occur typically when a vehicle stops for a Stop Sign, but pulls out in front of traffic that doesn't have to stop.
- From 2022 to current, Failure to Yield accidents were more prominent (7 of 10 accidents) over that span, and they occurred mostly from westbound traffic (5 of 7 accidents).

Given the information, I do not believe that there's a significant chance of being awarded a WisDOT Grant, which we typically seek for any significant improvement. However, given the increased Failure to Yield, I will plan to add a "Cross Traffic Does Not Stop" sign for eastbound, and replace the worn-out version for westbound.

**ATTACHMENTS:**

- CTH W & CTH T - Accident Review - 2-10-25 (PDF)

PUBLIC WORKS COMMITTEE

| DOCTNMBR                                    | CRSHDATE   | NTFY HOUR | COMMENTS                                                                                                        | ISSUE            | FAILURE TO YIELD DIRECTION | R DIRECTION  | 8.b.1.a |
|---------------------------------------------|------------|-----------|-----------------------------------------------------------------------------------------------------------------|------------------|----------------------------|--------------|---------|
| 6NL007D6N2                                  | 1/12/2017  | 15        | NB waiting to turn west, and was hit by NB                                                                      | Rear-end         |                            | NB           |         |
| 6NL00655K4                                  | 2/17/2017  | 7         | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL08L0Q7N                                  | 9/5/2017   | 8         | EB Rear-end collision.<br>EB didn't stop in time.                                                               | Rear-end         |                            | EB           |         |
| 6NL04FB01F                                  | 11/13/2017 | 17        | EB Rear-end collision.<br>EB didn't stop in time.                                                               | Rear-end         |                            | EB           |         |
| 6NL04VWD7H                                  | 12/13/2017 | 18        | NB turning west, and hit SB.                                                                                    | Failure to Yield | NB                         |              |         |
| 6NL08CTJRF                                  | 5/17/2018  | 17        | EB stopped, but pulled into intersection & was hit by SB.                                                       | Failure to Yield | EB                         |              |         |
| 6NL04NQ6QN                                  | 6/4/2018   | 7         | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL04ZCGHP                                  | 11/16/2018 | 11        | EB failed to stop at Stop Sign, and was hit by NB.<br>EB fled the scene.                                        | Failure to Stop  |                            |              |         |
| 6NL08S5X42                                  | 1/21/2019  | 17        | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL04VWD98                                  | 1/28/2019  | 9         | NB turning east, but slide through intersection due to pavement conditions.<br>Hit guardrail on NE corner.      | Weather          |                            |              |         |
| 6NL049LVSG                                  | 5/11/2019  | 10        | EB Rear-end collision.<br>EB didn't stop in time.                                                               | Rear-end         |                            | EB           |         |
| 6NL049LVSZ                                  | 8/9/2019   | 7         | EB Rear-end collision.<br>EB didn't stop in time.                                                               | Rear-end         |                            | EB           |         |
| 6NL08M7RF4                                  | 9/17/2019  | 6         | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL0DWMLWV                                  | 11/20/2020 | 12        | EB stopped, but pulled into intersection & hit SB.                                                              | Failure to Yield | EB                         |              |         |
| 6NL0DWMLX1                                  | 12/22/2020 | 6         | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL0JSX4G4                                  | 11/7/2021  | 11        | EB Rear-end collision.<br>EB didn't stop in time, and hit EB causing a chain reaction to hit a 3rd vehicle.     | Rear-end         |                            | EB           |         |
| 6NL0NNZLV                                   | 3/25/2022  | 12        | WB stopped, but pulled into intersection & hit SB.<br>WB thought it was a 4-Way Stop.                           | Failure to Yield | WB                         |              |         |
| 6NL08F2KXX                                  | 5/13/2022  | 16        | WB stopped, but pulled into intersection to go SB & caused SB motorcyle to crash.<br>WB vehicle left the scene. | Failure to Yield | WB                         |              |         |
| 6NL0JSX4JG                                  | 7/28/2022  | 16        | EB stopped, but pulled into intersection & was hit by SB.                                                       | Failure to Yield | EB                         |              |         |
| 6NL0DRXHP8                                  | 1/4/2023   | 16        | SB sideswiped NB turning vehicle.                                                                               | Sideswipe        |                            |              |         |
| 6NL0DKRB22                                  | 2/1/2023   | 7         | EB Rear-end collision.                                                                                          | Rear-end         |                            | EB           |         |
| 6NL0DJJ8WW                                  | 2/19/2023  | 14        | WB stopped, but pulled into intersection & hit NB (2).<br>NB (1) turning east blocked view.                     | Failure to Yield | WB                         |              |         |
| 6NL0P3B00S                                  | 3/5/2023   | 10        | WB stopped, but pulled into intersection & hit NB.                                                              | Failure to Yield | WB                         |              |         |
| 6NL0XZ428H                                  | 6/5/2023   | 22        | EB Rear-end collision.<br>Hit & Run; DUI                                                                        | Rear-end         |                            | EB           |         |
| 6NL0P5S2CK                                  | 11/22/2023 | 11        | WB stopped, pulled into inter, but was blocked by EB turning north.<br>WB continued, and was hit by SB.         | Failure to Yield | WB                         |              |         |
| 6NL0DJJ916                                  | 1/8/2025   | 9         | NB turning west, and was hit by SB. Hit EB at Stop Sign.<br>NB said SB had a Turn Signal on for SB.             | Failure to Yield | NB                         |              |         |
| TOTAL                                       |            |           |                                                                                                                 | 26               |                            |              |         |
| Failure to Yield                            |            |           |                                                                                                                 | 10               | WB: 5, EB: 3 & NB: 2       |              |         |
| Rear-End                                    |            |           |                                                                                                                 | 13               |                            | EB: 12 & NB: |         |
| Other: Failure to Stop, Sideswipe & Weather |            |           |                                                                                                                 | 3                |                            |              |         |

Attachment: CTH W & CTH T - Accident Review - 2-10-25 (CTH W & CTH T Accident)

## Public Works Committee

### AGENDA INFORMATION SHEET

**AGENDA DATE:** February 20, 2025  
**DEPARTMENT:** Highway  
**DIRECTOR:** Jon Edgren  
**PREPARER:** Jon Edgren

#### Agenda Summary CTH A/H (Fredonia Ave) Speed Limit Reduction

**BACKGROUND INFORMATION:** In late December, a question was received regarding if a Speed Limit changed along CTH A/H (Fredonia Avenue), which runs through the Village of Fredonia. After reviewing the situation, it was found that the Village of Fredonia Public Works Department moved signage to extend a 25 MPH Speed Limit further west about ¼-mile.

The Village of Fredonia's Public Works Director (PWD) Eric Paulus informed me that residents were concerned with vehicles travelling east bound up a hill on the west end of the Village at higher rates of speed when children in multi-family housing in the area are picked up by the school bus.

PWD Paulus found language in Village Ordinances referencing Fredonia Avenue Speed Limits, so he believed that he had the ability to revise the Speed Limit.

**ANALYSIS:** Reviewing Ozaukee County's Ordinances in Chapter 3 - Traffic Rules & Regulations, the 45 MPH Speed Limit along CTH A/H (Fredonia Avenue) is established west of the Village based upon a measurement, but there are 25 & 30 MPH Speed Limits within the Ordinance that are based upon being within the limits of the Village of Fredonia.

As the Village of Fredonia has expanded further west over the years, the 25 & 30 MPH Speed Limits no longer align with the western edge of the Village, so we should likely revise the Ordinance language regardless.

At this time, I see a few options:

- 1) Revise the Ozaukee County Ordinances to match the Village's preferred revisions.
- 2) Revise the Ozaukee County Ordinances to match the original layout, and direct Village staff to return the Speed Limit's to the original layout.
- 3) Perform a Speed Study in Spring to analyze the traffic patterns.

This is being brought to the Public Works Committee (PWC) as a Discussion Item to seek input on the situation.

PUBLIC WORKS COMMITTEE

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Highway</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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**Agenda Summary** Highway Financials

**ATTACHMENTS:**

- Highway Financials - Feb 2025 (PDF)

PUBLIC WORKS COMMITTEE

## Ozaukee County Committee Report

**Special Revenue Fund County Roads and Bridges**

For the Twelve Months Ending Tuesday, December 31, 2024

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                             | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|---------------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                             |                            |                       |                           |                    |                    |
| Taxes                                       | \$276,291                  | \$3,315,491           | \$3,315,491               | -                  | 100.00%            |
| Intergovernmental Revenues                  | -                          | \$1,751,132           | \$1,751,975               | \$843              | 99.95%             |
| <b>Total Revenues</b>                       | <b>\$276,291</b>           | <b>\$5,066,623</b>    | <b>\$5,067,466</b>        | <b>\$843</b>       | <b>99.98%</b>      |
| <b>Expenditures</b>                         |                            |                       |                           |                    |                    |
| Interdepartment Charges                     | \$346,940                  | \$5,287,004           | \$5,612,552               | \$325,548          | 94.20%             |
| <b>Total Operating Expenditures</b>         | <b>\$346,940</b>           | <b>\$5,287,004</b>    | <b>\$5,612,552</b>        | <b>\$325,548</b>   | <b>94.20%</b>      |
| <b>Capital Outlay</b>                       |                            |                       |                           |                    |                    |
| <b>Total Expenditures</b>                   | <b>\$346,940</b>           | <b>\$5,287,004</b>    | <b>\$5,612,552</b>        | <b>\$325,548</b>   | <b>94.20%</b>      |
| Other Finance (Sources)                     | -                          | -                     | (\$545,086)               | (\$545,086)        | 0.00%              |
| <b>Net Other Financing<br/>Sources/Uses</b> | <b>-</b>                   | <b>-</b>              | <b>(\$545,086)</b>        | <b>(\$545,086)</b> | <b>0.00%</b>       |
| <b>Net Increase (Decrease)</b>              | <b>(\$70,649)</b>          | <b>(\$220,381)</b>    | <b>-</b>                  | <b>\$220,381</b>   | <b>0.00%</b>       |
| <b>Equity:</b>                              |                            |                       |                           |                    |                    |
| Governmental Fund Balance                   | -                          | (\$757,070)           | -                         | \$757,070          | 0.00%              |

Attachment: Highway Financials - Feb 2025 (Highway Financials - Feb 2025)

## Ozaukee County Committee Report

**Internal Service Fund Highway Department**

For the Twelve Months Ending Tuesday, December 31, 2024  
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

|                                     | Current<br>Month<br>Actual | 2024<br>YTD<br>Actual | 2024<br>Amended<br>Budget | Budget<br>Balance  | %<br>Budget<br>YTD |
|-------------------------------------|----------------------------|-----------------------|---------------------------|--------------------|--------------------|
| <b>Revenues</b>                     |                            |                       |                           |                    |                    |
| Taxes                               | \$11,083                   | \$133,000             | \$133,000                 | -                  | 100.00%            |
| Intergovernmental Revenues          | -                          | -                     | \$87,610                  | \$87,610           | 0.00%              |
| Intergovernmental Charges           | \$660,572                  | \$7,556,538           | \$7,006,355               | (\$550,183)        | 107.85%            |
| Interdepartmental Charges           | \$131,149                  | \$2,766,186           | \$2,932,021               | \$165,835          | 94.34%             |
| Licenses & Permits                  | \$11,507                   | \$171,625             | \$394,022                 | \$222,397          | 43.56%             |
| Other Revenue                       | (\$43,896)                 | \$80,752              | \$107,376                 | \$26,624           | 75.20%             |
| <b>Total Revenues</b>               | <b>\$770,415</b>           | <b>\$10,708,101</b>   | <b>\$10,660,384</b>       | <b>(\$47,717)</b>  | <b>100.45%</b>     |
| <b>Expenditures</b>                 |                            |                       |                           |                    |                    |
| Salaries                            | \$338,717                  | \$3,480,194           | \$3,422,402               | (\$57,792)         | 101.69%            |
| Fringe Benefits                     | \$68,414                   | \$1,431,468           | \$1,335,903               | (\$95,565)         | 107.15%            |
| Travel/Training                     | \$1,635                    | \$10,294              | \$16,300                  | \$6,006            | 63.15%             |
| Supplies                            | \$364,929                  | \$6,659,594           | \$6,354,634               | (\$304,960)        | 104.80%            |
| Purchased Services                  | \$94,757                   | \$422,929             | \$272,531                 | (\$150,398)        | 155.19%            |
| Interdepartment Charges             | (\$507,904)                | (\$2,932,751)         | (\$2,242,541)             | \$690,210          | 130.78%            |
| Depreciation                        | \$84,795                   | \$1,017,540           | \$1,133,724               | \$116,184          | 89.75%             |
| Grants                              | \$8,480                    | \$197,633             | \$133,000                 | (\$64,633)         | 148.60%            |
| Other Expenses                      | \$8,467                    | \$298,900             | \$194,531                 | (\$104,369)        | 153.65%            |
| <b>Total Operating Expenditures</b> | <b>\$462,290</b>           | <b>\$10,585,801</b>   | <b>\$10,620,484</b>       | <b>\$34,683</b>    | <b>99.67%</b>      |
| <b>Capital Outlay</b>               |                            |                       |                           |                    |                    |
| Equipment & Furniture               | -                          | \$247,029             | \$39,900                  | (\$207,129)        | 619.12%            |
| <b>Total Capital Outlay</b>         | <b>-</b>                   | <b>\$247,029</b>      | <b>\$39,900</b>           | <b>(\$207,129)</b> | <b>619.12%</b>     |
| <b>Total Expenditures</b>           | <b>\$462,290</b>           | <b>\$10,832,830</b>   | <b>\$10,660,384</b>       | <b>(\$172,446)</b> | <b>101.62%</b>     |
| <b>Net Increase (Decrease)</b>      | <b>\$308,125</b>           | <b>(\$124,729)</b>    | <b>-</b>                  | <b>\$124,729</b>   | <b>0.00%</b>       |
| <i>Equity:</i>                      |                            |                       |                           |                    |                    |
| Retained Earnings                   | -                          | (\$563,551)           | -                         | \$563,551          | 0.00%              |

Attachment: Highway Financials - Feb 2025 (Highway Financials - Feb 2025)

**Public Works Committee****AGENDA INFORMATION SHEET**

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|                     |                          |
|---------------------|--------------------------|
| <b>AGENDA DATE:</b> | <b>February 20, 2025</b> |
| <b>DEPARTMENT:</b>  | <b>Highway</b>           |
| <b>DIRECTOR:</b>    | <b>Jon Edgren</b>        |
| <b>PREPARER:</b>    | <b>Jon Edgren</b>        |

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**Agenda Summary** PW Monthly Update

**ATTACHMENTS:**

- PW Comm\_JEE^PW Monthly Update - 2-13-25 (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: Highway Monthly Update  
DATE: February 13, 2025

The following are status updates on various Highway Department items:

**1) CTH O (Green Bay Ave) Contamination**

The Wisconsin Department of Natural Resources (WDNR) has named Ozaukee County and the Village of Saukville as Responsible Parties (RP) for soil contamination at the corner of CTH O (Green Bay Avenue) and East Clay Street. The site is an old gas station removed in the 1960's with contamination discovered as part of a Village of Saukville project in the 1990's. (See attached notice.)

Ozaukee County Corporation Counsel Rhonda Gorden & Director of Public Works Jon Edgren have requested a meeting with WDR officials to better understand the basis for the decision and options going forward. Additionally, Corporation Counsel Gorden is contemplating an appeal of the decision as there is a 30-day window to file.

**2) Union Pacific CTH Q (Ulao Road) Rough Crossing**

Following our submittal of our complaint to the Office of the Commissioner of Railroads (OCR) on December 9<sup>th</sup>, 2024, the OCR issued a Notice of Investigation on January 30<sup>th</sup>, 2025. Based upon my review of other cases, either the Union Pacific Railroad (UPRR) will respond or the OCR will issue a Scheduling Order within 30-days. The Scheduling Order will establish an opportunity to give testimony as to the issues with the crossing either in a local or virtual meeting. We are planning to have Public Works Director Jon Edgren and/or County Board Supervisor Dan Vogel give the testimony.

Z:\Public Works Committee\Agendas\2025\2-20-25\PW Comm\_JEE^PW Monthly Update - 2-13-25.docx

Attachment: PW Comm\_JEE^PW Monthly Update - 2-13-25 (PW Monthly Update - Feb 2025)



January 30, 2025

Dan Helm  
Department of Public Works  
Village of Saukville  
639 Green Bay Rd  
Saukville, WI 53080  
Email: [dhelm@villageofsaukvillewi.gov](mailto:dhelm@villageofsaukvillewi.gov)

Jon Edgren  
Department of Public Works  
Ozaukee County  
410 S. Spring Street  
Port Washington, WI 53074  
Email: [jedgren@co.ozaukee.wi.us](mailto:jedgren@co.ozaukee.wi.us)

Subject: Reported Contamination at Saukville Vil - ROW  
Adjacent to 100 E. Green Bay Avenue, Saukville, WI  
BRRTS #: 03-46-005124, FID # 246135230

Dear Mr. Helm and Mr. Edgren:

The Wisconsin Department of Natural Resources (DNR) was notified on August 29, 1995, that a hazardous substance discharge was detected in the right-of-way (ROW) at East Green Bay Avenue and East Clay Street, adjacent to 100 East Green Bay Avenue. The DNR sent a Responsible Party (RP) letter to the Village of Saukville (Village) on October 11, 1995, notifying the Village of its legal responsibility, under Wisconsin Statute (Wis. Stat.) § 292.11, the "Spill Law", to investigate the reported hazardous substance discharge and restore the environment. The Spill Law applies to both the causer and the possessor (owner) of the hazardous substance discharge. The 1995 letter is enclosed for your reference.

It is the DNR's current understanding that the reported contamination is associated with the former Henry Tesker gas station on the triangular corner of East Green Bay Avenue (County Highway O) and East Clay Street. Refer to the enclosed aerial photos and maps. The gas station operated from approximately 1930 until 1964. In 1965, the property was sold to the Village of Saukville. After transfer of the property to the Village, the gas station was demolished for widening of the adjacent roadways.

The Village performed work from approximately 1995 – 1998 to investigate and clean-up the contamination, including the installation of groundwater monitoring wells, groundwater sampling, collection and analysis of soil samples, and excavation of contaminated soil during installation of a sanitary sewer line. The site investigation at the subject site is currently incomplete, and additional actions, not identified in this letter, are required under the Wis. Admin. Code NR 700 process. The site investigation can be an iterative process, and additional information may indicate that further assessment is needed to define the degree and extent of contamination.

Reported Contamination at Saukville Vil - ROW  
 Adjacent to 100 E. Green Bay Avenue, Saukville, WI  
 BRRTS #: 03-46-005124

The DNR understands that the Village and Ozaukee County (County) have been disputing which entity is in possession or control of the contamination source in the ROW and responsible for responding to the Spill Law. No clarifying ownership information has been submitted to the DNR. Therefore, the DNR requests that both entities, the Village and the County, work collaboratively to address the reported contamination.

A recent review of stalled cases identified that a residence is located at 125 East Green Bay Avenue in Saukville that appears to be above the identified contaminant plume. Based on the information that has been submitted to the DNR, the potential exists for the residence to be affected by vapor intrusion related to the petroleum contamination associated with this hazardous substance discharge.

This letter explains how to initiate the investigation and cleanup of contamination, and how to access further information and assistance from the DNR.

### **Legal Responsibilities:**

Persons meeting the definition of “responsible party” under Wis. Admin. Code § NR 700.03 (51) must follow applicable law to address the discharge of a hazardous substance to the environment or other environmental pollution. Wis. Stat. ch. 292 and Wis. Admin. Code chs. NR 700-799 provide specific requirements for undertaking appropriate response actions to address contamination, including requirements for emergency and interim actions, public information, site investigations, remedy selection, design and operation of remedial action systems, and case closure.

### **General Recommendations for Responsible Parties:**

The DNR recommends that you:

#### *1. Hire a Qualified Environmental Consultant*

To ensure response actions you plan to undertake comply with Wisconsin law, you should hire an environmental consultant to meet the regulatory deadlines listed below.

Hiring a consulting firm with staff that have the appropriate state of Wisconsin qualifications to supervise and certify the submittals is a critical component and necessary to meet your requirements. Further, an environmental consultant should be knowledgeable of Wisconsin’s technical procedures and laws and be able to answer questions regarding cleanup requirements. Required qualifications for environmental consultants are specified in Wis. Admin. Code ch. NR 712. See *Wis. Admin. Code ch. NR 712 Qualifications and Certifications* (RR-081), for more information.

#### *2. Properly Submit Reports on Time with Required Information Included*

Wisconsin law includes timeframes for submitting technical documents and conducting work, as well as specifications for what should be included in those submittals. This letter provides a general overview of the timeframes and first steps to take for site investigation and cleanup. For an overview of timing requirements, please refer to *NR 700 Process and Timeline Overview* (RR-967), enclosed.

The DNR developed the publication *Guidance for Electronic Submittals for the Remediation and Redevelopment Program* (RR-690), to assist responsible parties and consultants in properly submitting documents. Wis. Admin. Code § NR 700.11 (3g), and other specific provisions within Wis. Admin. Code ch. NR 700, outline the requirements for submittals, including electronic submittals.

Reported Contamination at Saukville Vil - ROW  
 Adjacent to 100 E. Green Bay Avenue, Saukville, WI  
 BRRTS #: 03-46-005124

### 3. *Consider the Benefits of a Fee-based Technical Review of your Submittals*

In-depth DNR review of technical reports and submittals is available for a fee. The Remediation and Redevelopment (RR) Program project managers are available throughout the process to answer general questions and provide general input as the site moves toward case closure. However, if you want a formal, written response from the DNR, a meeting with the DNR or both on a specific submittal, a review fee will be required in accordance with Wis. Admin. Code ch. NR 749. **Obtaining technical assistance from DNR project managers throughout the process is an effective way to prevent problems and delays at the end of the process when case closure is requested.** Forms, a fee schedule and further information on technical assistance is available at [dnr.wi.gov](http://dnr.wi.gov) by searching “brownfield fees.”

#### **Required Steps to Take and Documents to Submit:**

The steps listed below serve as a general overview only — all mandatory steps and submittals specified in Wis. Admin. Code, chs. NR 700-799 must be met before the DNR can grant case closure, which is a determination by the DNR that no further cleanup is necessary at a site, as defined in Wis. Admin. Code § NR 700.03 (3m).

1. **Scoping and Work Plan Submittal – NR 716.07 and 716.09:** The law requires that you appropriately scope your site investigation and submit a work plan for completing a site investigation. The work plan must comply with the requirements in Wis. Admin. Code, chs. NR 700-799. For additional assistance, the DNR has extensive guidance on its website at [dnr.wi.gov](http://dnr.wi.gov), search “site investigation scoping.”

Per Wis. Admin. Code § NR 716.07 and Wis. Admin. Code § NR 716.09, site investigation scoping and work plans should include an evaluation of the history of the site or facility, including industrial, commercial or other land uses that may have been associated with one or more hazardous substance discharges at the facility. In addition, an evaluation of the history of previous hazardous substance discharges or environmental pollution, the location of the site or facility, and its proximity to other sources of contamination must be included. Site investigation work plans should also include a sampling and analysis strategy to be used during field investigation that considers all information in the evaluation conducted under Wis. Admin. Code § NR 716.07. Emerging contaminants discharged to the environment, including perfluoroalkyl and polyfluoroalkyl substances (PFAS) and 1,4-dioxane, meet the definition of a hazardous substance or environmental pollution under Wis. Stat. § 292.01 and must be considered during site investigation scoping.

Prior to and during a site investigation, you must evaluate whether any interim actions are needed to contain or stabilize a hazardous substance discharge or environmental pollution, pursuant to Wis. Admin. Code § NR 708.11. If you undertake an interim action (e.g., free product removal), you must submit documentation of the action per Wis. Admin. Code § NR 708.15.

As you develop the site investigation work plan, you must include an assessment of the vapor intrusion pathway. Wis. Admin. Code § NR 716.11 (5) outlines the requirements for when to evaluate for the presence of vapors in the sub-surface and in indoor air. The results and conclusions from the vapor assessment must be included in the Wis. Admin. Code § NR 716.15 site investigation report whether or not you elected to take vapor samples. *Addressing Vapor Intrusion at Remediation & Redevelopment Sites in Wisconsin* (RR-800), is available to help responsible parties and their consultants comply with these requirements.

2. **Field Investigation – NR 716.11:** Following submission of the work plan, the site investigation must be started within the timeframe provided under law. The timeframe varies depending on whether you are requesting the DNR’s fee-based review of the work plan. If you do not request a fee-based review of the work plan, you must initiate the field investigation within 90 days of submitting the work plan, and you may

Reported Contamination at Saukville Vil - ROW  
 Adjacent to 100 E. Green Bay Avenue, Saukville, WI  
 BRRTS #: 03-46-005124

proceed with the field investigation upon DNR notification to proceed; however, if the DNR has not responded within 30 days from submittal of the work plan, you may then proceed with the field investigation. If a fee and request for DNR review of the work plan is submitted, the field investigation must begin within 60 days after receiving DNR approval.

3. **Sample Results Notification Requirements – NR 716.14:** You must report sampling results to the DNR, owners, occupants and various other parties within 10 business days after receiving the sampling results, unless a different timeframe is approved by the DNR, in accordance with Wis. Admin. Code § NR 716.14.
4. **Site Investigation Report – NR 716.15:** Within 60 days after completion of the field investigation and receipt of the laboratory data, the law requires you to submit a Site Investigation Report (SIR) to the DNR. As part of the SIR or in the Remedial Actions Options Report (RAOR), if there is soil contamination, the responsible party shall identify the current land use (*i.e.*, industrial or non-industrial) and zoning for the site or facility in accordance with Wis. Admin. Code § NR 720.05 (5). Also, as part of the SIR or in the RAOR, you must include any interim action report that may be required under Wis. Admin. Code § NR 708.15.
5. **Remedial Actions Options Report – NR 722:** Within 60 days after submitting the SIR, the law requires you to submit a RAOR. The selected remedy in the RAOR should include an evaluation of green and sustainable remediation criteria, as appropriate, as required by Wis. Admin. Code § NR 722.09 (2m). This may be submitted as part of a broader SIR.
6. **Remedial and Interim Action Design, Implementation, Operation, Maintenance and Monitoring Reports – NR 724:** Unless otherwise directed by the DNR, the responsible party shall submit all plans and reports required by Wis. Admin. Code ch. NR 724.
7. **Notification of Residual Contamination or Continuing Obligations – NR 725:** In situations where notification is required, the responsible party must provide a submittal(s) that confirms that continuing obligations have been identified and affected property owners have been notified by the responsible parties 30 days prior to case closure, as required by Wis. Admin. Code ch. NR 725 and § NR 726.13 (1) (d).
8. **Semi-Annual Reporting – NR 700.11:** Wis. Admin. Code § NR 700.11 (1) (a) requires responsible parties to submit semi-annual site progress reports to the DNR until case closure is granted. The reports summarize the work completed over six months and additional work planned to adequately complete the response action at the site. Consultants may submit these reports on behalf of responsible parties. These reports are due in January and July of each year. Please refer to DNR publication *NR 700 Semi-Annual Site Progress Report* (RR-082), for more information.

The DNR tracks information on all cleanup sites in a DNR database available at [dnr.wi.gov](http://dnr.wi.gov), search “BOTW.” The Bureau for Remediation and Redevelopment Tracking System (BRRTS) identification number for this site is listed at the top of this letter. You may view information related to your site on this database at any time.

To speed up processing, your correspondence should reference the BRRTS and Facility Identification (FID) numbers (if assigned) listed at the top of this letter.

Submittals required under the NR 700 rule series should be sent to the DNR using the RR Program Submittal Portal at [dnr.wi.gov](http://dnr.wi.gov), search “RR submittal portal” (<https://dnr.wi.gov/topic/Brownfields/Submittal.html>). Questions on using this portal can be directed to the contact below or to the environmental program associate

Reported Contamination at Saukville Vil - ROW  
Adjacent to 100 E. Green Bay Avenue, Saukville, WI  
BRRTS #: 03-46-005124

(EPA) for the regional DNR office. Visit [dnr.wi.gov](http://dnr.wi.gov), search “RR contacts” and select the EPA tab (<https://dnr.wi.gov/topic/Brownfields/Contact.html>).

Please visit the DNR’s Remediation and Redevelopment Program web page at [dnr.wi.gov](http://dnr.wi.gov), search “Brownfields” for information on selecting a consultant, seeking financial assistance, and understanding the investigation and cleanup process. Information regarding review fees, liability clarification letters, post-cleanup liability and more is also available.

If you have questions, please contact me as the DNR Project Manager at 262-416-8643 or [johnm.feeney@wisconsin.gov](mailto:johnm.feeney@wisconsin.gov).

Sincerely,



John Feeney, PG  
Hydrogeologist  
Remediation & Redevelopment Program  
Southeast Region

Enclosures:

RP Letter to Village of Saukville, dated October 11, 1995

Aerial Photos and Maps of Henry Tesker Gas Station in Saukville

[RR-967, NR 700 Process and Timeline Overview](#)

[RR-502, Selecting a Qualified Environmental Consultant](#)

[RR-674, Environmental Contamination Basics](#)

[RR-082, NR 700 Semi-Annual Site Progress Report](#)

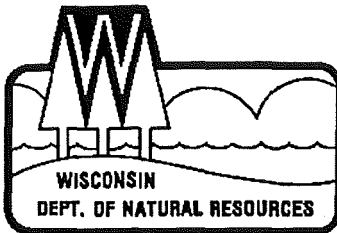
[RR-081, Wis. Admin. Code ch. NR 712 Qualifications and Certifications](#)

[Form 4400-237, Technical Assistance and Environmental Liability Clarification Request](#)

[RR-627, Underground Storage Tanks, Clarifying Local Government Unit’s Responsibility to Remove Tanks on Properties They Own](#)

[RR-892, What is Vapor Intrusion?](#)

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George E. Meyer  
Secretary

# State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

RECEIVED

JUN 30 2000

PECFA SITE REVIEW  
MILWAUKEE OFFICE

Southeast District - Annex Building

4041 N. Richards Street

P. O. Box 12436

Milwaukee, WI 53212

TELEPHONE 414-229-0800

TELEFAX 414-229-0810

October 11, 1995

File Ref: #5124

Site Identification #246135230

Village of Saukville  
Department of Public Works  
639 Green Bay Avenue  
Saukville, WI 53080

SUBJECT: Reported Contamination at: East Green Bay Road and Clay Street  
in the Village of Saukville

Dear Responsible Party:

A release was reported to the Wisconsin Department of Natural Resources (WDNR) in the *Supplemental Contamination Assessment and Groundwater Monitoring Report*, dated August 29, 1995, which was generated by **Environmental Associates, Inc.** for the **Tri Par Oil Company** at 100 East Green Bay Road. The report documents sampling of monitoring wells located on the Tri Par property and on the East Green Bay Road right-of-way. Based upon the data and conclusions contained in the report, it appears that a plume of groundwater contamination south of the Tri Par property is not associated with the contamination on the Tri par property. The purpose of this letter is to inform you of your obligation to investigate and mitigate the contamination on your property.

Based on the information received by the Wisconsin Department of Natural Resources (WDNR), we believe you are responsible for restoring the environment at this site under Section 144.76, Wisconsin Stats., known as the hazardous substances spills law. Utilizing information submitted to the Department, this case has been assigned to the high priority ranking group with a priority score of 22.

## WDNR SE District Prioritization and Scoring Policy

For cases with a WDNR high priority ranking and a score less than 26, the WDNR will not review work plans for investigation and remediation unless you are informed otherwise. Within 30 days of receiving this letter, you must inform the Department that a qualified environmental consultant has been retained, and within 60 days you must submit a work plan for conducting a remedial investigation.

Your responsibilities include investigating the extent of the contamination and then selecting and implementing the most appropriate remedial action. Enclosed is information to help you understand what you need to do to ensure your compliance with the spills law.

The purpose of this letter is threefold: 1) to describe your legal responsibilities, 2) to explain what you need to do to investigate and clean up the contamination, and 3) to provide you with information about cleanups, environmental consultants, possible financial assistance, and working cooperatively with the Department of Natural Resources.

### Legal Responsibilities:

Your legal responsibilities are defined both in statute and in administrative codes. The hazardous substances spill law, Section 144.76 (3) Wisconsin Statutes, states:

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- \* **RESPONSIBILITY.** A person who possesses or controls a hazardous substance which is discharged or who causes the discharge of a hazardous substance shall take the actions necessary to restore the environment to the extent practicable and minimize the harmful effects from the discharge to the air, lands, or waters of the state.

Wisconsin Administrative Codes chapters NR 700 through NR 728 establish requirements for emergency and interim actions, public information, site investigations, design and operation of remedial action systems, and case closure. Chapter NR 708 includes provisions for immediate actions in response to limited contamination. Wisconsin Administrative Code chapter NR 140 establishes groundwater standards for contaminants that reach groundwater.

**Steps to Take:**

The longer contamination is left in the environment the farther it can spread and the more it may cost to clean up. Quick action may lessen damage to your property and to neighboring properties and reduce your costs in investigating and cleaning up the contamination. To ensure that your cleanup complies with Wisconsin's laws and administrative codes, you should hire a professional environmental consultant who understands what needs to be done. These are the first four steps to take:

1. By November 11, 1995, (30 days from date of letter) please submit written verification (such as a letter from the consultant) that you have hired an environmental consultant. You will need to work quickly to meet this timeline.
2. By December 11, 1995 (60 days) your consultant must submit a work plan and a schedule for conducting the investigation. The consultant must follow the Department's administrative codes and our technical guidance documents. Please include with your work plan a copy of any previous information that has been completed (such as an underground tank removal report or a preliminary soil excavation report).
3. Please keep us informed of what is being done at your site. You or your consultant must provide us with a brief report at least every 90 days, starting after your work plan is submitted. These quarterly reports should summarize the work completed since the last report. Quarterly reports need only include one or two pages of text, plus any relevant maps and tables. However, please note that should conditions at your site warrant, you may receive a letter requiring more frequent contacts with the Department. You will also receive one annual site status report form in February.
4. When the site investigation is complete, your consultant must submit a full report on the extent and degree of soil and groundwater contamination and a proposal for cleaning up the contamination.

Due to the number of contaminated sites and our staffing levels in the WDNR Southeast District, we will be unable to review work plans for cases with a low, medium, or high priority (score < 26) ranking. To maintain your compliance with the spills law and chs. NR 700 through NR 728, do not delay the investigation and cleanup of your site by waiting for WDNR responses. We have provided detailed technical guidance to environmental consultants. Your consultant is expected to be familiar with our technical procedures and administrative codes and should be able to answer your questions on meeting Wisconsin's cleanup requirements.

Your correspondence and reports regarding this site should be sent to the Department at the following address:

Department of Natural Resources - Richards Street Annex  
 P. O. Box 12436  
 4041 North Richards Street  
 Milwaukee, WI 53212

Unless otherwise requested, please send only one copy of all plans and reports. Correspondence should be identified with the assigned WDNR identification number which is listed at the top of this letter.

**Information for Site Owners:**

Enclosed is a list of environmental consultants and some important tips on selecting a consultant. If you are eligible for reimbursement of costs under Wisconsin's PECFA program (see last paragraph) you will need to compare at least three consultants' proposals before hiring a consultant. Consultants and laboratories working in the PECFA program are required to carry errors and omissions insurance to help protect you against unsuitable work. Also enclosed are materials on controlling costs, understanding the cleanup process, and choosing a site cleanup method. This information has been prepared to help you understand your responsibilities and what your environmental consultant needs to do. Please read this information carefully.

If you are interested in obtaining the protection of limited liability under s. 144.765, Stats., please contact Mark Giesfeldt at (608) 267-7562 or Darsi Foss at (608) 267-6713, in the Department of Natural Resources' Madison office for more information. The liability exemption under s. 144.765, Stats., is available to persons who meet the definition of "purchaser" in s. 144.765(1)(c) and receive Department approval for the response actions taken at the property undergoing cleanup. The Department will determine eligibility for this program on a case-by-case basis, prior to the "purchaser" developing a scope of work for conducting a ch. NR 716 site investigation at the property.

**Financial Information:**

Reimbursement from the Petroleum Environmental Cleanup Fund (PECFA) is available for the costs of cleaning up contamination from eligible petroleum storage tanks. The fund is administered by the Department of Industry, Labor, and Human Relations (DILHR). Please contact DILHR at (608) 267-3753 for more information on eligibility and regulations for this program.

Thank you for your cooperation.

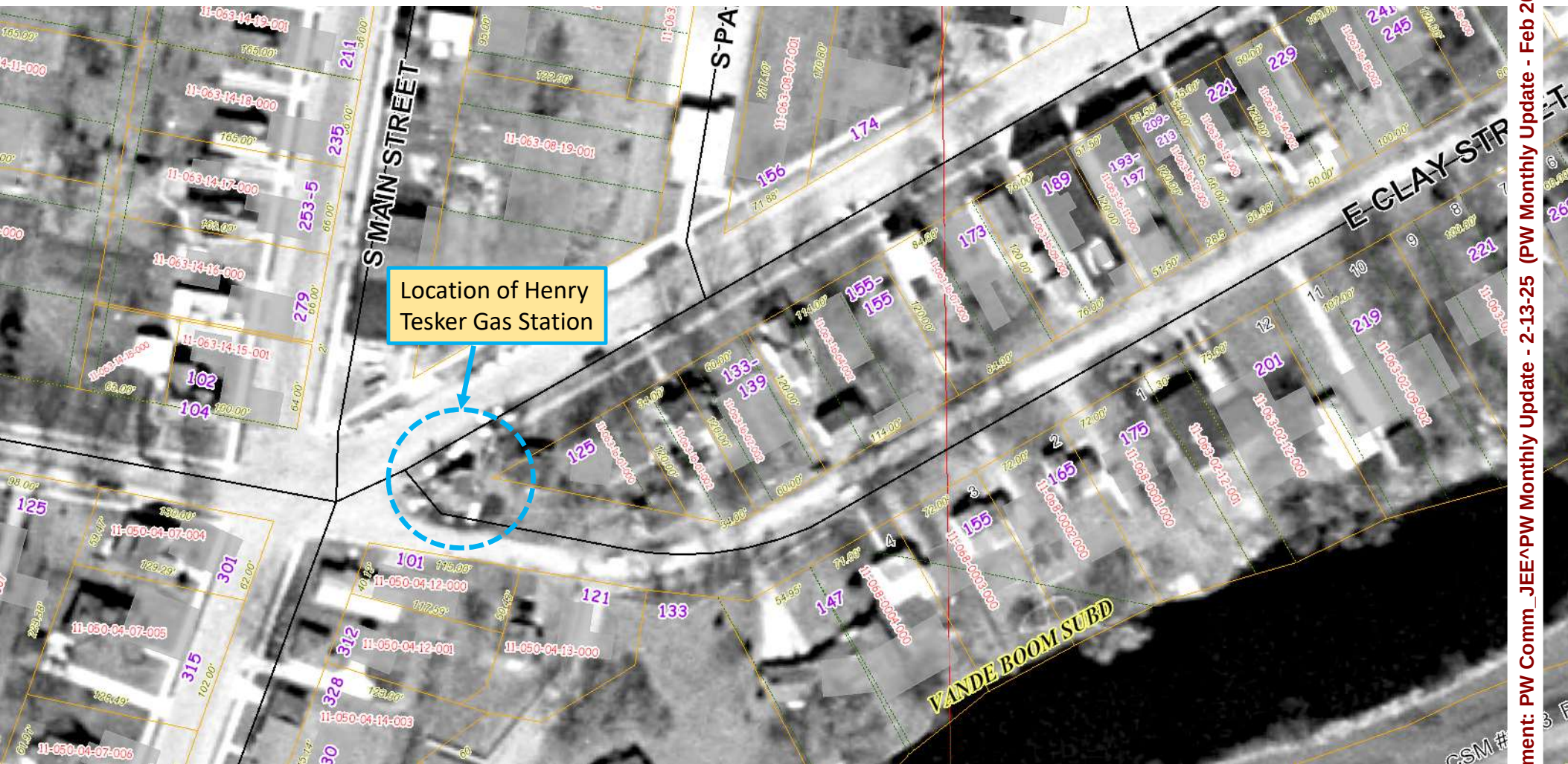
Sincerely,



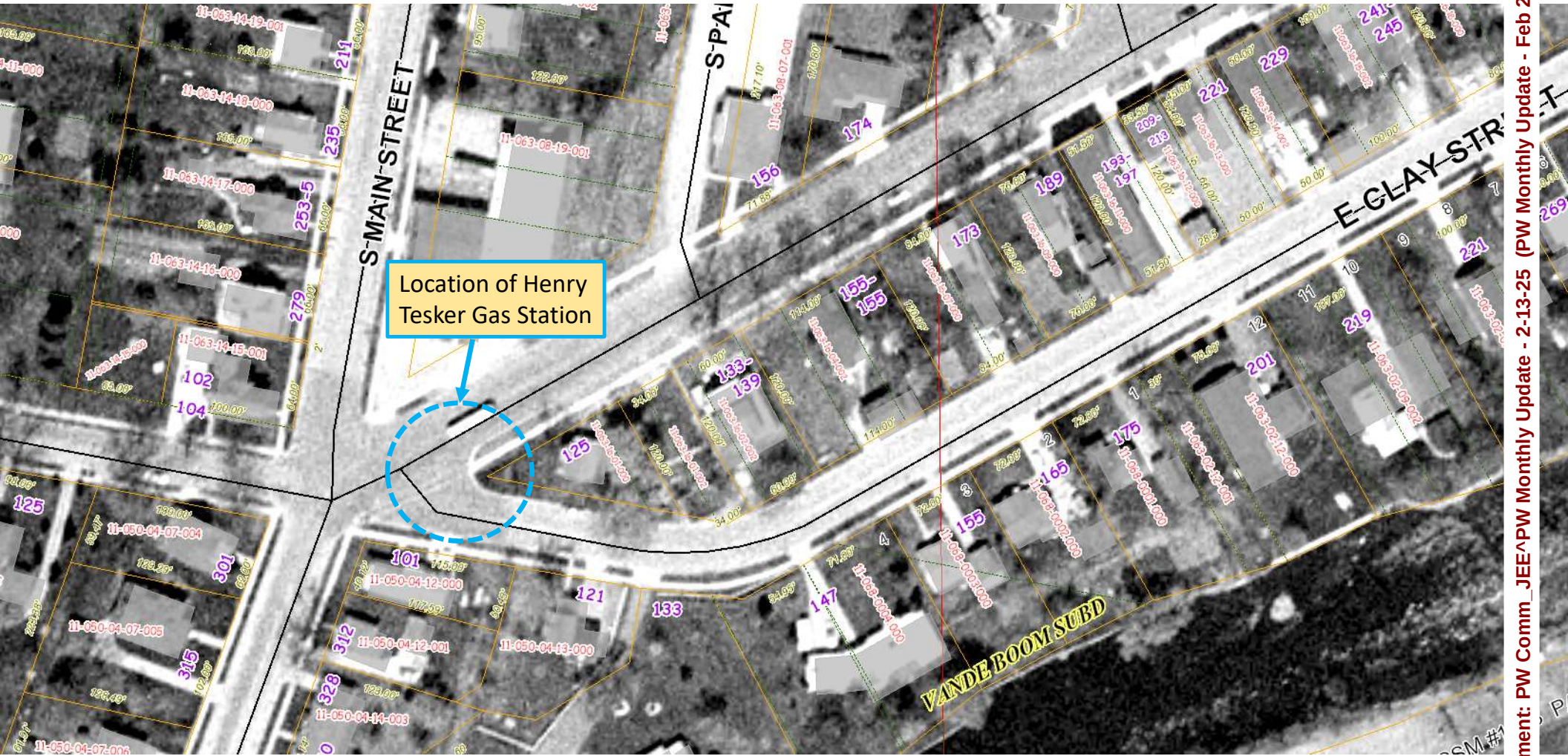
Giselle Red  
 Program Assistant - Environmental Repair Section

c: Environmental Associates, Inc.  
 Tri Par Oil  
 SED Case File

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1963 aerial photo from Ozaukee County GIS



1970 aerial photo from Ozaukee County GIS

Side-by-side comparison of 1963 & 1970 aerial photos and location of Henry Tesker Gas Station

