

**Parks Committee Agenda**  
Jefferson County

Date: Thursday, March 7, 2024  
Time: 9:00 a.m.  
Room: Courthouse C1021

Committee Members: Joan Callan, Walt Christensen, Anthony Gulig, Cassie Richardson

Videoconference OR  
Jefferson County Courthouse Room C1021  
311 South Center Ave.  
Jefferson, WI 53549

Join Zoom Meeting

<https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRVRoeHp5eHVZMVV1dz09>

Meeting ID: 853 7448 8469  
Passcode: 369458

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1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Approval of the agenda
5. Approval of Parks Committee Minutes for February 8, 2024
6. Communications
7. Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
8. Discussion and Possible Action on contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Recreation Bridge Over the Rock River, Phase 3
9. Discussion and Update on Flood Mitigation Property Violations
10. Discussion and Update on Industrial Drive Extension at Park Shop
11. Discussion and update on Glacial River Trail Bike Ride September 7<sup>th</sup>
12. Admin Staff Update – Truman
13. Field Staff Update – Klement
14. Natural Resources and Forestry Update - Toro
15. Discussion on Parks 2023 Close-Out and January 2024 Budget
16. Discussion on Historic Sites Committee Meeting
17. Discussion on Agenda Items for the Next Meeting
18. Schedule Park Tour meeting for new committee
19. Next Scheduled Meetings per the 2024 Proposed Meeting Schedule
  - April 4, 2024
  - May 2, 2024
  - June 6, 2024
20. Adjourn

A Quorum of any Jefferson County Committee, Board, Commission or other body, including the Jefferson County Board of Supervisors, may be present at this meeting.

Individuals requiring special accommodations for attendance at this meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.

# Jefferson County Parks Committee Minutes

Date: Thursday, February 8, 2024

Time: 10:00 a.m.

Room: Courthouse C1021

## Join Zoom Meeting

<https://us06web.zoom.us/j/81764690750?pwd=TG9nUERZcnNRRVRoeHp5eHVZMVV1dz09>

### 1. **Call to order**

Christensen called the meeting to order at 10:00 am

### 2. **Roll call (establish a quorum)**

Present: Callan, Christensen, Gulig

Remote: Richardson @ 10:30 am

Absent:

Staff Present: Wiesmann, Truman, Klement, Toro, Thompson, Udovich

Others:

### 3. **Certification of compliance with the Open Meetings Law**

Thompson confirmed compliance.

### 4. **Approval of the agenda**

Agenda approved as written.

### 5. **Election of Committee Officers – Vice-Chair**

Callan/Christensen nomination of Gulig as Vice-Chair.

Motion passes 3/0

### 6. **Approval of Parks Committee Minutes for January 4, 2024**

Gulig/Callan motion to approve the January 4, 2024 minutes.

Motion passes 3/0

### 7. **Communications**

N/A

### 8. **Public Comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)**

No public comment

### 9. **Discussion and Possible Action on Memorandum of Understanding (MOU) Between Jefferson County and Groundswell Conservancy, Inc.**

Wiesmann – Memorandum of Understanding (MOU) has been updated and is included in packet. New terms are included in the MOU. The offer to Purchase has been updated and includes remediation cost estimates. Acquisition cost is 100% covered by Stewardship & North American Wetland Conservation Act. At sale the property will be gifted to the Wisconsin Department of Natural Resources (WDNR). Management of the property will be similar to management of Cappie's Landing & Rome Pond. Estimated remediation costs @ \$78,780 funds raised to date are \$57,742, other funds have been budgeted. Jefferson County will manage small paddle craft launch. The intent of the purchase aligns with the Glacial Heritage Area (GHA) plan.

Thompson – offer to purchase is between owner & Groundswell Conservancy, Inc.

Gulig/Callan motion to approve the MOU and forward to County Board. Motion passes 4/0.

**10. Discussion and Possible Action on Interurban Trail Bridge Bids**

Wiesmann bid opening was held Monday, January 5, 2024. Three bids were submitted. Staff has confirmed with the contractor and sub-contractor (bridge supplier) that installation timelines can be met. Apparent low bid came in at \$556,439, and is under estimated costs.

Gulig/Callan motion to accept the bids as presented and to forward to County Board. Motion passes 4/0.

**11. Discussion and Possible Action on Jefferson County Outdoor Recreation Aids Grant Resolution**

Wiesmann noted that this is an annual resolution authorizing Jefferson County to apply for funds for county snowmobile trail maintenance and grooming.

Callan – questioned trail closures and private property and how public is notified?

Wiesmann – stated that all clubs are responsible for seeking verbal permissions from all private landowners. Verbal permissions by the land-owners are typically granted late fall and therefore there is a “lag” related to any notifications of trail closures or re-routes for the current season. Riders, out of habit and/or use of “old” information sometimes cross paths that are no longer open.

Gulig/Callan motion to accept the Annual Outdoor Recreations Aids Grant Resolution and forward to County Board. Motion passes 4/0.

**12. Discussion and Possible Action on Jefferson County Ordinance Change – Park Hours**

Wiesmann – noted that the park hours update has previously been approved in the form of a resolution, not ordinance.

Thompson – stated that this is a reaffirmation of the resolution so that the ordinance can be enforceable.

Callan/Gulig to accept the Park Hours Ordinance Change and to forward to County Board. Motion passes 4/0.

**13. Discussion and Update on Flood Mitigation Property Violations**

Wiesmann – noted that the department has been addressing the outstanding property use violations on Oxbow Bend. Property boundaries have been surveyed and marked. Contract and bid letting for project are not yet assembled.

Work to remediate the property back to an acceptable state is anticipated in Spring 2024.

Klement – stated that green channel posts, road signs, and lake signs have been installed.

No action taken.

**14. Admin Staff Update – Truman**

Reported:

- Snowmobile trails were open 10.5 days in January.
- Department website is almost ready to launch bookable reservations and on-line payments through the new system.

**15. Field Staff Update – Klement**

Reported:

- Snow in January – OT for clean-up. Grooming ski trails positive public response.
- Shop repairs – oil burners, light fixtures
- Equipment failure repairs – trailers, bearings, brakes

**16. Natural Resources and Forestry Update – Toro**

Reported:

- Two RX Burns at Dorothy Carnes Park (east & west), also removing woody invasives
- Garman – native grasses seed purchased to overseed 8 acres. Understory tree removals.
- Carlin Weld – removing woody plants, piling and burning on-site.
- End of month – two employees will attend the Wild & Fire classes for certification.

Klement noted that two Natural Resource interns have been included in the 2024 budget.

Interviews and candidate selections are currently taking place.

Klement also stated that Toro has the most Natural Resource experience in the field, and he has been training staff. His knowledge and efforts are appreciated.

**17. Discussion and Possible Action on Historic Sites Ordinance Change**

Truman noted that the ordinance is being reviewed and edited by the Council and the Corp Counsel, and will be in front of the Park's Committee at the March meeting.

No action taken.

**18. Discussion and Possible Action on Historic Sites – Other**

No discussion.

**19. Discussion on Parks December, 2023 Budget**

Wiesmann stated that the 2023 carry forwards (project specific donations/restricted funds) have been submitted to Finance for review.

2025 budget planning has started – Capital items and capital project reviews have started.

Priority Based Budgeting is currently underway.

**20. Discussion on Agenda Items for the Next Meeting**

No new agenda items.

**21. Next Scheduled Meetings per the 2023 Proposed Meeting Schedule**

- March 7, 2024
- April 4, 2024
- May 2, 2024

**22. Adjourn**

Gulig/Callan motion to adjourn @ 10:48 am. Motion passes 4/0.

Respectfully Submitted,

*Mary S. Truman*

Adv. Program Assistant

**From:** [Ellie Schemenauer](#)  
**To:** [Kevin Wiesmann](#); [Jared Toro](#); [Rolland Klement \(J.R.\)](#)  
**Subject:** Dorothy Carnes County Park  
**Date:** Wednesday, February 21, 2024 7:14:43 PM

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**This Email has originated from outside Jefferson County's Email Domain. Please verify the Sender before opening any links or attachments. - Jefferson County MIS**

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Dear Kevin, Jared, and JR,

I just wanted to drop a quick note to say "thank you" for all of the careful and thoughtful work that you have done at Dorothy Carnes County Park over the years. My family and I are frequent visitors, often hiking on the wonderfully kept trails, and when the snow permits, cross country skiing. I enjoy visiting with the folks walking dogs and all the bird sightings--even cranes and white pelicans!

It also is so fun to see all of the families who take photos, enjoying the barn and the refurbished original farm house for their family memories. I appreciate the sense of community it fosters; it is a regular meet-up place for me to hike with friends. It really is a hidden gem!

So, thank you, again, for all of the work that you have done out there. It is noticed and appreciated. I look forward to seeing what is next!

Ellie Schemenauer  
707 Oakhill Lane  
Fort Atkinson, WI 53538  
[ellie.schemenauer@gmail.com](mailto:ellie.schemenauer@gmail.com)

**RESOLUTION NO. 2024-\_\_\_\_****Authorizing Jefferson County Parks to Enter into a Contract with KL Engineering for Construction Administration and Oversight of the Jefferson County Interurban Trail Recreation Bridge Over the Rock River, Phase 3**Executive Summary

The Jefferson County is continuing construction of a multi-use recreation trail on utility right-of-way owned by We Energies. The proposed trail is 10.96 miles and is located on the former interurban rail line between the City of Watertown and the City of Oconomowoc. The path cross-section will consist of a 10-foot-wide asphalt surface with 2-foot-wide aggregate shoulders. The project includes 10 miles of trail within Jefferson County, and 1 mile of trail in Waukesha County. The City of Watertown and the City of Oconomowoc are the project boundaries. The trail will act as an extension of the Lake Country Trail and eventually connect to the City of Pewaukee.

Two of the three Phases of construction have been completed including 7 miles of trail and one 3-span, 270' recreation bridge. Multiple Federal and State grants have been awarded for the third Phase of the project totaling \$1,735,665.00. The first part of Phase 3 includes building and installing a 2-span, 150-foot-long recreation bridge over the Rock River between County Highway F and Rockvale Road in the Town of Ixonia. The bridge incorporates the original Electric Rail Car abutments and piers. Design, engineering, and permitting has been completed.

Due to the complexity of the project and the extensive retrofitting and repair required, the Jefferson County Parks Department requested a proposal from KL Engineering for Construction Administration to commence when the notice to proceed has been issued. The Jefferson County Parks Committee has reviewed the proposal by KL Engineering to provide these services, and feel it would be in the County's best interest to continue to utilize KL Engineering's services through the project's completion.

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WHEREAS, Jefferson County has completed Phases 1 and 2 of the Interurban Trail with the final Phase (3) of the project at design, engineering, and permitting stages, with an estimated project completion in 2025, and

WHEREAS, the final Phase (3) of the project requires the installation of a recreation bridge over the Rock River between County Highway F and Rockvale Road in the Town of Ixonia, and

WHEREAS, Jefferson County has worked with KL Engineering to design, engineer, and permit a recreation bridge that will meet all State and Federal requirements for bike and pedestrian standards, and

WHEREAS, KL Engineering has been a part of the project exploration, design, and permitting and has integral knowledge of the site and the project needs, and

WHEREAS, the Jefferson County Parks Committee has reviewed the Construction Administration services proposal by KL Engineering for the installation of a 2-span, 150' bridge over the Rock River, and has recommended accepting the Proposal for Construction Administration by said vendor.

NOW, THEREFORE, BE IT RESOLVED that the Jefferson County Board of Supervisors hereby approves or authorizes the County Administrator to enter into a contract with KL Engineering for the purposes of Construction Administration and Oversight for the installation of a recreation bridge on the Interurban Trail.

*Fiscal Note: passing this resolution will cost Jefferson County \$52,775.00 which was anticipated and is included in the Parks Department budget for 2024.*

Ayes:\_\_\_\_\_ Noes:\_\_\_\_\_ Abstain:\_\_\_\_\_ Absent:\_\_\_\_\_ Vacant:\_\_\_\_\_

Requested by \_\_\_\_\_ Committee

REVIEWED: County Administrator:\_\_\_\_\_; Corporation Counsel:\_\_\_\_\_; Finance Director:\_\_\_\_\_



W175N11081 Stonewood Drive  
Germantown, WI 53022  
262.735.4856  
[www.klengineering.com](http://www.klengineering.com)

February 6, 2024

ATTN: Kevin Wiesmann  
Director of Parks Department  
Courthouse, Rm. 204  
311 South Center Ave.  
Jefferson, WI 53549  
[kevinw@jeffersoncountywi.gov](mailto:kevinw@jeffersoncountywi.gov)

Brian M. Udovich, P.E.  
Highway Operations Manager  
Jefferson County Highway Department  
1425 South Wisconsin Drive  
Jefferson, WI 53549  
[brianu@jeffersoncountywi.gov](mailto:brianu@jeffersoncountywi.gov)

**Subject: Proposal for Jefferson Interurban Trail Phase 3 Bridge Construction Oversight  
Jefferson County, Wisconsin**

Dear Mr. Weismann and Mr. Udovich:

KL Engineering, Inc. (KL Engineering) is pleased to provide this proposal to Jefferson County (COUNTY). This proposal is for professional services for construction observation for the County's Interurban Recreation Trail Phase 3 Bridge Project located in Jefferson County (PROJECT).

The following attachments are included with this letter, and should be considered part of our contract for engineering services:

- Attachment A – General Terms & Conditions
- Attachment B – Project Billing Rate Schedule
- Attachment C – Detailed Staff Hours
- Attachment D – Estimated Contractor Schedule for Observation Activities

Travis Brush will be the project manager and the main point of contact for this agreement.

**General Project Understanding and Assumptions:**

The construction observation will cover the project as identified within the project plans and specifications provided for the PROJECT by KL Engineering.

- It is assumed that construction activities will commence in September of 2024 and be completed by November 15, 2024, with the understanding that depending on bridge production, this timeline could slide forward. Attachment D is an assumed contractor schedule and details the associated Level of Effort (LOE) for the construction observation for the assumed 2 month project duration.
- The scope and hours identified below assumes that the selected contractor will schedule work efficiently and communicate proficiently throughout the entire contract with scheduling, submittals, coordination, etc. of their work and their subs. The scope also assumes no major modifications to the contract documents. If Contractor activities, performance, or proposed modifications to the project require additional hours outside the assumed level of effort, this will be considered "Extra Services".



### **Scope of Services:**

- **Meetings:** *All meetings would include preparing agendas, travel, leading the meeting, and meeting summaries. Proposed meetings include the following:*
  - Pre-construction meeting
  - **Bi-weekly** construction meetings (Combo of on-site and Teams) –4 meetings planned
    - ***Estimated hours and fees: 12 hours & \$1,700.00***
- **Submittal Review:** *Includes reviewing for conformance with WisDOT standard specifications and special provisions per the contract documents.*
  - Erosion Control/Access Plan
  - Haul routes (including video documentation before & after and written documentation as necessary)
  - Prefab Bridge Design Review
  - Concrete QMP Plan Review
  - Buy America certifications
    - ***Estimated hours and fees: 40 hours & \$5,700.00***
- **Coordination:** *\* Indicates periodic monitoring (versus KL leading) to observe that the Contractor is in reasonable compliance with the Contract Documents and WisDOT's Sponsor's Guide.*
  - Any necessary RFIs
  - Creation and processing of change orders and payment applications (assuming monthly pay applications)
  - Documentation creation and final submittal to the City including documents above plus weekly site visit e-mail summaries, preliminary and final punchlists, certified payroll, wage rate interviews, load tickets, and all submittal approvals as noted below.
  - Full project binder for County's file
    - ***Estimated hours and fees: 10 hours & \$1,500.00***
- **On-site Observation:** *See Attachment D*
  - ***Estimated hours and fees: 300 hours & \$42,200.00***

***This work to be completed at the billing rates attached, not to exceed cost of \$51,100.00 (estimated 362 hours in total labor) + \$1,675.00 in direct expenses (mileage) for a total of \$52,775.00.***

### **Basis of Payment and General Conditions:**

This work shall be completed in accordance with the attached General Terms and Conditions, which shall be considered a part of this contract upon the written approval indicated below. KL Engineering will submit monthly invoices for work completed under this proposal. The COUNTY will reimburse KL Engineering within 30 days from the date of each invoice.

Our professional services will be performed based on a part-time effort per the request of the client. Our findings obtained, and our recommendations prepared in accordance with generally accepted engineering principles and practices reflective of the identified scope of work. No other warranty, either expressed or implied is made.

We appreciate this opportunity to provide this proposal. If you have any questions, please feel free to contact us directly at 262.735.4856. To accept this proposal, please sign and return (digital is acceptable). Upon receipt of an executed copy, KL Engineering will commence work on the PROJECT.

Sincerely,

**KL Engineering, Inc.**



Travis Brush, PE  
Project Leader

**Accepted by: Jefferson County**

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(Signature)

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(Name)

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(Title)

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(Date)

Encl.

- Attachment A – General Terms & Conditions
- Attachment B – Project Billing Rate Schedule
- Attachment C – Detailed Staff Hours
- Attachment D – Estimated Contractor Schedule for Observation Activities

**KL ENGINEERING, INC.**  
**General Terms and Conditions of the Engineering Services**

1. KL Engineering, Inc. will begin engineering services upon written authorization to proceed. Receipt of a signed contract will be considered written authorization. For projects requiring phased services a written authorization of approval of the prior phase and notice to proceed on the subsequent phase must be received prior to commencement of services. Phases, when applicable, shall be divided into study and report phase, preliminary design phase, final design phase and construction phase.
2. KL Engineering, Inc. will bill the Owner monthly with net payment due in thirty (30) days. Past due balances shall be subject to an interest charge at a rate of 1½% per month. In addition, KL Engineering, Inc., may after, giving seven (7) days' written notice, suspend service under any agreement until the Owner has paid in full all amounts due for services rendered and expenses incurred, including the interest charge on past due invoices.
3. The quoted fees and scope of engineering services constitute the estimate of the fees and tasks required to perform the services as defined. This agreement, upon execution by both parties hereto, can be amended only by written instrument signed by both parties. For those projects involving conceptual or process development service, activities often cannot be fully defined during initial planning. As the project progresses, facts uncovered may reveal a change in direction which may alter the scope. KL Engineering, Inc., will promptly inform the Owner in writing of such situations so that changes in this agreement can be made as required.
4. Costs and schedule commitments shall be subject to change for delays caused by the Owner's failure to provide specified facilities or information or for delays caused by unpredictable occurrences including, without limitation, fires, floods, riots, strikes, unavailability of labor or materials, delays or defaults by suppliers of materials or services, process shutdowns, acts of God or the public enemy, or acts or regulations of any governmental agency. Temporary delays of services caused by any of the above which result in additional costs beyond those outlined may require renegotiation of this agreement.
5. KL Engineering, Inc., will maintain insurance coverage for: Worker's Compensation, General Liability, Auto Liability, and Professional Liability. KL Engineering, Inc., will provide information as to specific limits upon written request. If the Owner requires coverages or limits in addition to those in effect as of the date of the agreement, premiums for additional insurance shall be paid by the Owner. The liability of KL Engineering, Inc., to the Owner for any indemnity commitments, or for any damages arising in any way out of performance of this contract is limited to such insurance coverages and amounts which KL Engineering, Inc., has in effect.
6. Owner shall indemnify and hold harmless KL Engineering, Inc. from and against all judgments, losses, damages, and expenses (including attorney fees and defense costs) to the extent such judgments, losses, damages, or expenses are caused by any negligent act, error, or omission of Owner or any person or organization for which Owner is legally liable. Upon completion of all Services, obligations, and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Article shall survive.
7. In the event of a dispute between KL Engineering, Inc. and Owner arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation. Should such negotiation fail to resolve the dispute, KL Engineering, Inc. and Owner agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. During the pendency of any dispute, the parties shall continue diligently to fulfill their respective obligations hereunder.
8. Termination of this agreement by the Owner or KL Engineering, Inc., shall be effective upon seven (7) days' written notice to the other party. The written notice shall include the reasons and details for termination. KL Engineering, Inc., will prepare a final invoice showing all charges incurred through the date of termination; payment is due as stated in paragraph 2. If the Owner violates the agreements entered into between KL Engineering, Inc., and the Owner or if the Owner fails to carry out any of the duties contained in these terms and conditions, KL Engineering, Inc., may upon seven (7) days' written notice, suspend services without further obligation or liability to the Owner unless, within such seven (7) day period, the Owner remedies such violation to the reasonable satisfaction of KL Engineering, Inc.
9. Reuse of any documents and/or engineering services pertaining to this project by the Owner or extensions of this project or on any other project shall be at the Owner's sole risk. The Owner agrees to defend, indemnify, and hold harmless KL Engineering, Inc., from all claims, damages, and expenses including attorneys' fees and costs arising out of such reuse of the documents and/or engineering services by the Owner or by others acting through the Owner.
10. KL Engineering, Inc., will provide engineering services in accordance with generally accepted professional practices. KL Engineering, Inc., does not make any warranty or guarantee, expressed or implied, nor have any agreement or contract for services subject to the provisions of any uniform commercial code. Similarly, KL Engineering, Inc., will not accept those terms and conditions offered by the Owner in its purchase order, requisition, or notice of authorization to proceed, except as set forth herein or expressly agreed to in writing. Written acknowledgement of receipt, or the actual performance of services subsequent to receipt of such purchase order, requisition, or notice of authorization to proceed is specifically deemed not to constitute acceptance of any terms or conditions contrary to those set forth herein.
11. KL Engineering, Inc., intends to serve as the Owner's professional representative for those services as defined in this agreement, and to provide advice and consultation to the Owner as a professional. Any opinions of probable project costs, reviews and observations, and other decisions made by KL Engineering, Inc., for the Owner are rendered on the basis of experience and qualifications and represents the professional judgment of KL Engineering, Inc. However, KL Engineering, Inc., cannot and does not guarantee that proposals, bids or actual project or construction costs will not vary from the opinion of probable cost prepared by it. Owner agrees to hold KL Engineering, Inc., harmless for any claim arising out of or related in anyway to project or construction costs.
12. This agreement shall not be construed as giving KL Engineering, Inc., the responsibility or authority to direct or supervise construction means, methods, techniques, sequence, or procedures of construction selected by the contractors or subcontractors or the safety precautions and programs incident to the work of the contractors or subcontractors.
13. This agreement shall be construed and interpreted in accordance with the laws of the State of Wisconsin.
14. This agreement cannot be changed or terminated orally. No waiver of compliance with any provision or condition hereof should be effective unless agreed in writing duly executed by the parties hereto.
15. This agreement contains the entire understanding between the parties on the subject matter hereof and no representations, inducements, promises or agreements not embodied herein (unless agreed in writing duly executed) shall be of any force or effect, and this agreement supersedes any other prior understanding entered into between the parties on the subject matter hereof.



**STANDARD BILLING RATE SCHEDULE**  
EFFECTIVE NOVEMBER 1, 2023

Limited Term Employee	\$75.00
Administration	\$85.00
Senior Administration	\$110.00
Technician I	\$85.00
Technician II	\$90.00
Technician III	\$95.00
Technician IV	\$100.00
Technician V	\$105.00
Senior Technician I	\$110.00
Senior Technician II	\$125.00
Senior Technician III	\$130.00
Senior Technician IV	\$145.00
Senior Technician V	\$155.00
Surveyor I	\$95.00
Surveyor II	\$100.00
Surveyor III	\$105.00
Surveyor IV	\$107.00
Surveyor V	\$110.00
Senior Surveyor I	\$115.00
Senior Surveyor II	\$120.00
Senior Surveyor III	\$125.00
Senior Surveyor IV	\$130.00
Senior Surveyor V	\$135.00
Engineer I	\$105.00
Engineer II	\$110.00
Engineer III	\$117.00
Engineer IV	\$121.00
Engineer V	\$125.00
Senior Engineer I	\$130.00
Senior Engineer II	\$140.00
Senior Engineer III	\$150.00
Senior Engineer IV	\$155.00
Senior Engineer V	\$160.00
Senior Specialist I	\$120.00
Senior Specialist II	\$130.00
Senior Specialist III	\$140.00
Senior Specialist IV	\$150.00
Senior Specialist V	\$175.00
Technical Leader I	\$155.00
Technical Leader II	\$160.00
Technical Leader III	\$170.00
Project Leader I	\$150.00
Project Leader II	\$160.00
Project Leader III	\$170.00
Senior Technical Leader	\$175.00
Senior Project Leader	\$175.00
Discipline Leader	\$185.00
Director	\$195.00
Principal	\$210.00

**Expenses**

Out-of-pocket direct job expenses (reproductions, sub-consultants, equipment rental, etc.) at cost

**Travel Expenses**

Company or Personal Car Mileage IRS rate  
Lodging and Subsistence at cost

**Billing and Payment**

Travel time is charged for work required to be performed out-of-office.

Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice.

An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of the invoice.

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This schedule of billing rates is effective November 1, 2023 and will remain in effect until October 31, 2024 unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

## JIT Phase 2 Bridge - Detail of Staff Hours

## Attachment C

	Travis Brush		Travis Goebel			
	Project Leader I		Senior Engineer II			
	\$150.00		\$140.00		Totals	
Tasks	Hours	Total	Hours	Total	Hours	Cost
Meetings	2	\$300.00	10	\$1,400.00	12	\$1,700.00
Submittal Review	10	\$1,500.00	30	\$4,200.00	40	\$5,700.00
Coordination	10	\$1,500.00	0	\$0.00	10	\$1,500.00
On-site Observation	20	\$3,000.00	280	\$39,200.00	300	\$42,200.00
TOTAL Labor:	42	\$6,300.00	320	\$44,800.00	362	\$51,100.00
Direct Expenses (Mileage @ \$0.67/mile)					2500 miles	\$1,675.00
TOTAL (Including Direct Expenses):					\$52,775.00	

Jefferson Interurban Trail Estimated Contractor Schedule for Observation Activities				Attachment D
Major Field Items	Estimated Contractor Duration (Weeks)	Inspection LOE Assumptions	Estimated Hours	Comments
Erosion Control/Temp Access: 1 week	1	Part-time	20	Part time, assume site review while installing erosion control and temp access near River to ensure permit compliance.
Bridge Work: Removals/Concrete Repairs/Concrete Pours	6	Full-time	240	Assumed full-time inspection while contractor is on site working on concrete repairs to monitor concrete condition, repair limits, epoxy anchor installation, and concrete pours.
Pre-fab bridge: Delivery, assembly, erection	1	Full-time	40	Assumed full-time inspection for delivery inspection, bolted connection inspection, placement inspection
Total On-Site Observation Time:			300	hrs

Meetings per the 2023 Proposed Meeting Schedule

- April 4, 2024
- May 2, 2024
- May 30, 2024 BWAV
- June 6, 2024
- June 27, 2024 BWAV
- July 4, 2024 (DATE CHANGE)
- July 25, 2024 BWAV
- August 1, 2024
- August 22, 2024 BWAV