

Parks Committee Agenda
Jefferson County
Jefferson County Courthouse
311 S. Center Avenue, Room 202
Jefferson, WI 53549

Date: Monday, July 1, 2019

Time: 8:30 a.m.

Committee Members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)
Morse, Ed (Secretary) Lund, Kirk
Johns, Jeff

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 Park Committee Minutes for June 3, 2019 and June 17, 2019
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 Completion of Segment I of the Interurban Recreation Trail
9. Discussion on Wisconsin Department of Transportation TAP Grant Request for Proposals for Engineering Design Services Interurban Trail Segment II
10. Discussion on Pedestrian Bridge(s) Inspection Report
11. Discussion on Farm Technology Days, July 23-July 25, 2019
12. Discussion on Brew with A View
13. Discussion on Rock River Landing
14. Discussion on Historic Sites Preservation Council
15. Discussion on Glacial Heritage Area (GHA) –Friends of GHA
16. Discussion and Possible Action Parks 2020 Fee Schedule
17. Discussion on 2019 Parks Department Budget
18. Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on contributing funds toward the purchase of public access property.
19. Reconvene in open session for discussion and possible action on contributing funds towards the purchase of public access property.
20. Adjourn

Next scheduled meetings: July 8, 2019 - Parks Tour
August 5, 2019
September 2, 2019 (Labor Day)
October 7, 2019
November 4, 2019
December 2, 2019

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
Monday, June 3, 2019

Committee members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)
 Morse, Ed (Secretary) Lund, Kirk
 Johns, Jeff

1. Call to order

Tietz called the meeting to order at 8:33 am.

2. Roll call (establish a quorum)

Parks Committee members present: Tietz, Johns, Morse, Lund

Parks Committee members absent: Nass

Staff in attendance: Joe Nehmer, Kevin Wiesmann, Blair Ward, Brian Udovich

Others present: Frankie Fuller, Walt Christensen

3. Certification of compliance with the Open Meetings Law

County Corporation Counsel Blair Ward certified compliance with the Open Meetings Law.

4. Approval of the agenda

Approved as written

5. Approval of Park Committee Minutes for May 6, 2019

Johns/Lund motion to approve the minutes for May 6, 2019. Motion passes 4/0.

6. Communications

Nehmer introduced communications from the Fox Valley Community Valley Foundation, Natural Resources Foundation Trees for the Future, and spoke of a Dog Park artwork donation.

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

None

8. Discussion and Possible Action on Parks, Recreation, and Open Space Plan Update

Nehmer – time to update the PROSP, five – eight year period, must be completed.

Three quotes received \$32,000 Vandewalle, \$39,000 SRF, and \$20,000 Grabow/Burlingame.

Recommendation is Grabow/Burlingame

Tietz/Morse motion to accept the Grabow/Burlingame proposal @ \$20,000. Motion passes 4/0.

9. Discussion and Possible Action on Support of the Continuation of the Knowles-Nelson Stewardship Program

Funding mechanism for conservation/land preservation WIDNR, around 20 years. Since 1996 Jefferson County has received over \$1m.

Morse/Johns motion to reflect removal of the ten year term. Motion passes 4/0

10. Discussion and Possible Action on Purchase and Installation of Viewing Scope at Carnes Park

Wiesmann – family donation of \$2,300 for a telescoping viewing scope as a memorial gift to Carnes Park. The Friends of Rose Lake are considering additional support towards the \$1,200 balance.

Johns/Lund accept the \$2,300 and complete as necessary. Motion passes 4/0.

11. Discussion on Farm Technology Days, July 23-July 25, 2019

Nehmer – Farm Technology Days is next month. Innovation Square, highlighting County Brand Outdoor Recreation/Small Town Living.

12. Discussion on Brew with a View

The first Brew with a View of the 2020 season was on May 30 at Korth Park. Proceeds from the event equaled \$4,553 in donations for the Parks.

13. **Discussion on Rock River Landing**
Recent engineering work on the location of the boat launch. Launch will be located at the south end of the park. On June 17, 2019 @ 10am there will be a joint meeting with City and County Park Committees to discuss the park.
14. **Discussion on completion of Segment I of the Interurban Trail**
Tietz – county has completed the trail from the west Rock River Bridge to river road. Signage is necessary. Grand Opening possible end of June, 2020.
Wiesmann – Kraemer has completed checklist items. Steep slopes along various portions of the trail will require signage. Fences installed at bridge abutments.
15. **Discussion on Wisconsin Department of Transportation TAP Grant Request for Proposals for Engineering Design Services Interurban Trail Segment II**
Nehmer – there was a Request for Qualifications: 9 submittals, 4 interviewed, unanimous that KL Engineering has the relevant TAP/Trail experience necessary.
16. **Discussion on Historic Sites Preservation Council**
Morse stated that the Council has been in contact with Osteopath representatives. Agree that Potters Field and the Poor Farm should be memorialized.
17. **Discussion on Glacial Heritage Area (GHA) –Friends of GHA**
Fuller noted the Friends will be hosting a Bio Blitz – finding and identifying a specific species in a short period of time in a specific place, Jeannie Scherer – starting with Dorothy Carnes Park in 2020 throughout the next few years.
Executive Board request to look a weather/climate and consider design techniques that will help deal with a changing climate.
18. **Discussion on 2019 Parks Department Budget**
Nehmer – everything on track.
19. **Convene in closed session pursuant to section 19.85 (1)(e) Wis. Stats. for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, for the purpose of discussion and possible action on contributing funds toward the purchase of public access property.**
Johns/Lund motion to convene in closed session.
Roll Call: Morse, Tietz, Johns, Lund
Absent: Nass
Staff Present: Nehmer, Truman, Wiesmann, Ward
Others Present: Walt Christensen
Tietz/Johns make offer contingent on (2) grants . Motion passes 4/0
20. **Reconvene in open session for discussion and possible action on contributing funds towards the purchase of public access property.**
Lund/Johns motion to reconvene 10:32am . Motion passes 4/0.
21. **Adjourn**
Johns/Lund motion to adjourn at 10:33am. Motion passes 4/0.

*Minutes prepared by:
Mary Truman
Program Assistant
Jefferson County Parks*

Minutes

City / County of Jefferson Joint Park Board Meeting

Monday, June 17, 2019 – 10:00 am

Committee members: Tietz, Augie (Chair) Nass, Steve (Vice Chair)
 Morse, Ed (Secretary) Lund, Kirk
 Johns, Jeff

1. Call to order

Tietz called the meeting to order at 8:33 am.

2. Roll call (establish a quorum)

Parks Committee members present: Tietz, Lund, Nass

Parks Committee members absent: Morse, Johns

Jefferson Parks & Recreation Commission present: Paul Peachey, City Alderman & Chairperson, Bob Zweifel, Steve Gee, Nancy Haberman, Dick Kassner

Staff in attendance: Joe Nehmer, Mary Truman, Kevin Wiesmann, Ben Wehmeier, James Schroeder

3. Certification of compliance with the Open Meetings Law

County Administrator Ben Wehmeier certified compliance with the Open Meetings Law.

4. Approval of the agenda

Agenda approved as written.

5. 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

6. Review of plans for Rock River Landing – raSmith

- a. Introduce raSmith design team
- b. Review process underway thus far
- c. Present current site plan, including park site, boat launch, pier / marina, restroom / shelter location, park and open space elements and roadway
- d. Review proposed schedule for bidding / construction
 Interim grade plan. Meeting to discuss plans later today. Bidding August – roadway and park work
- e. Comments from Joe, Cyndi, Bill, Ben
 - Tom Mortensen, Landscape Architect introduced Paul Ahrend, engineer @ raSmith
 - Mortensen noted that the water body depth has been measured. Original boat launch location was too shallow for original boat launch location. Launch now planned for the south side of the park. Parking better suited along roadside, versus in a potential green space. Pier docking direction has been adjusted. Restroom and open air shelter shall be as one structure. Park will also include play structure adjacent to restroom and shelter area, in a central location. In the plan is a canoe/kayak launch and fishing area. Shoreline vegetation enhancement. At the north end of development, potentially 40-41 parking spaces.

- Paul – remove pollutant loads prior to rainwater entering river way at a variety of different spots throughout the site.
- Richard Lovett – Jefferson – soil quality?
- Ben – Phase I & II completed via the Sigma Group. The site is currently in final closure of recommendations by the WI DNR.
The location of the former Salt Domes – Capped
Old natural gas pipeline – removed
Former Main building location – underground storage tanks cleaned up.
The grounds have been bored for potential plumes.
Old Schweiger building – cleaned up.
All areas of clean-up will be finalized with DNR.
Seeking Zoning changes for summer 2019
- Nass – 1.3 acres added?
- Paul – possible other use to compliment the park, conversations have been open

7. Next

11:00am planning meeting on 6/17/19

Future steps: County will work on site grading

To note: Road extension is not a part of the grant(s)

8. Adjourn

A Lund/Tietz motion to adjourn at 10:35 am. Motion passes 3/0.

Minutes prepared by:

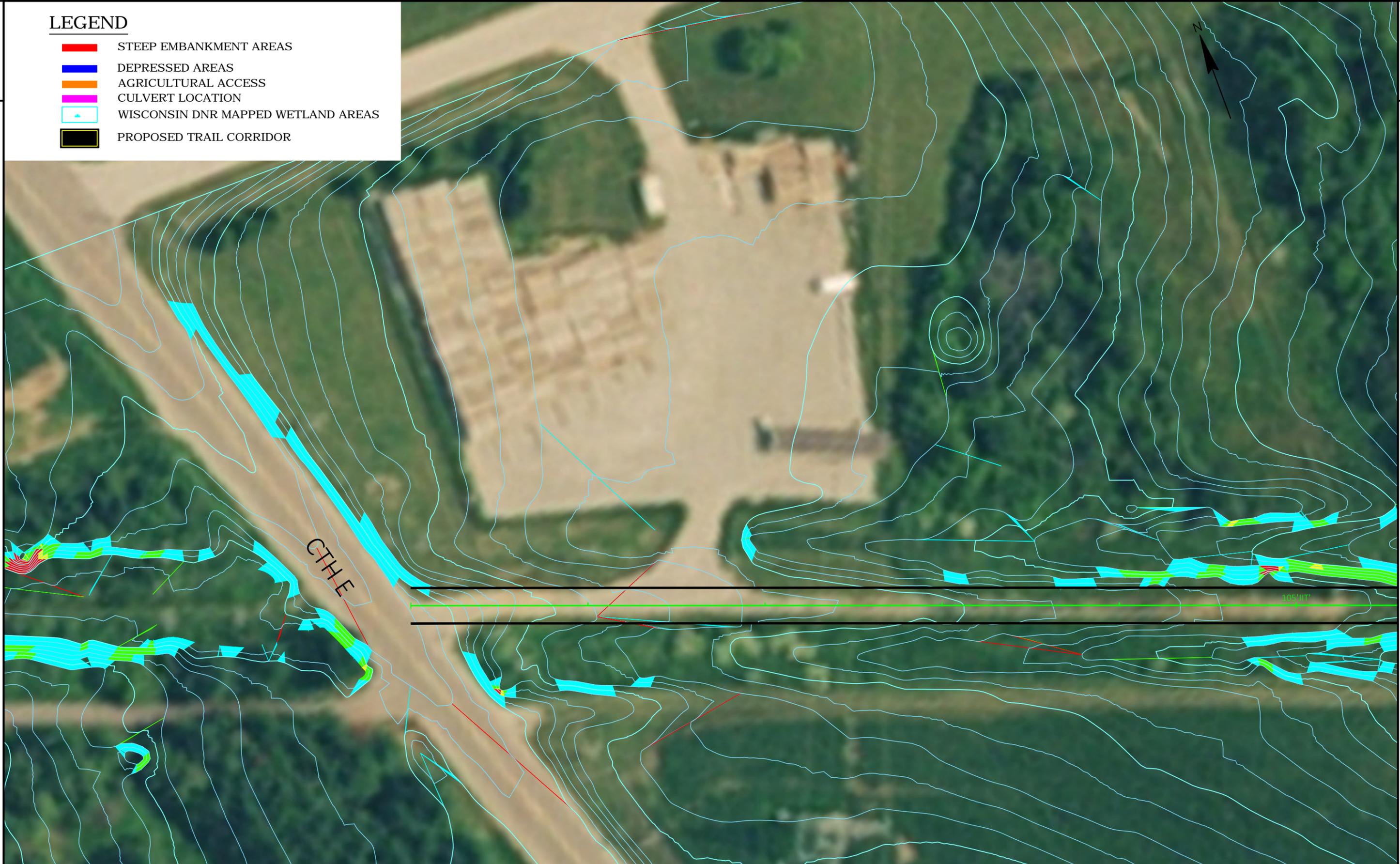
Mary Truman

Program Assistant

Jefferson County Parks

LEGEND

- STEEP EMBANKMENT AREAS
- DEPRESSED AREAS
- AGRICULTURAL ACCESS
- CULVERT LOCATION
- WISCONSIN DNR MAPPED WETLAND AREAS
- PROPOSED TRAIL CORRIDOR



PROJECT NO: 3500-00-76	HWY: INTERURBAN TRAIL	COUNTY: JEFFERSON	SCOPING SHEETS	SHEET	E
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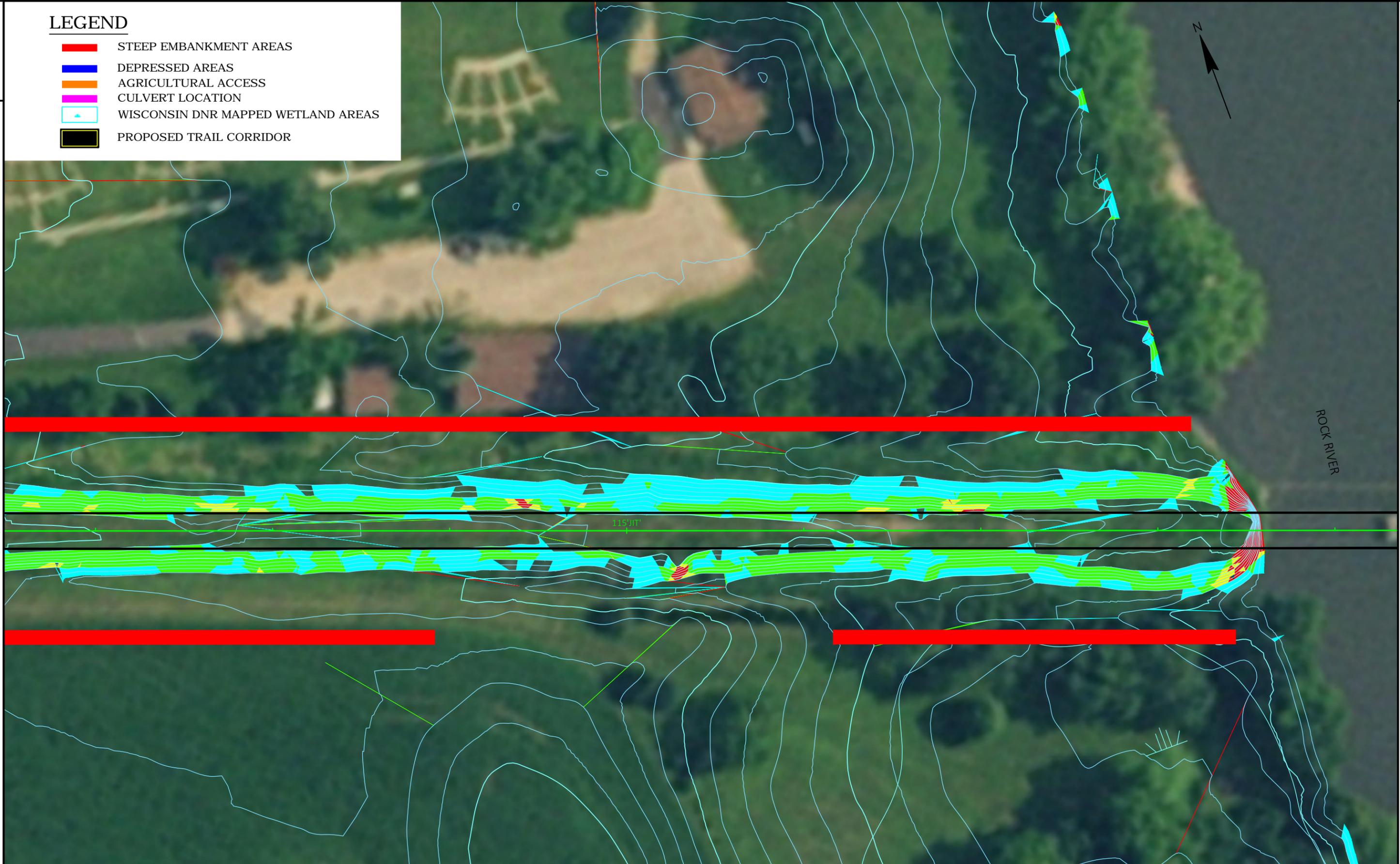
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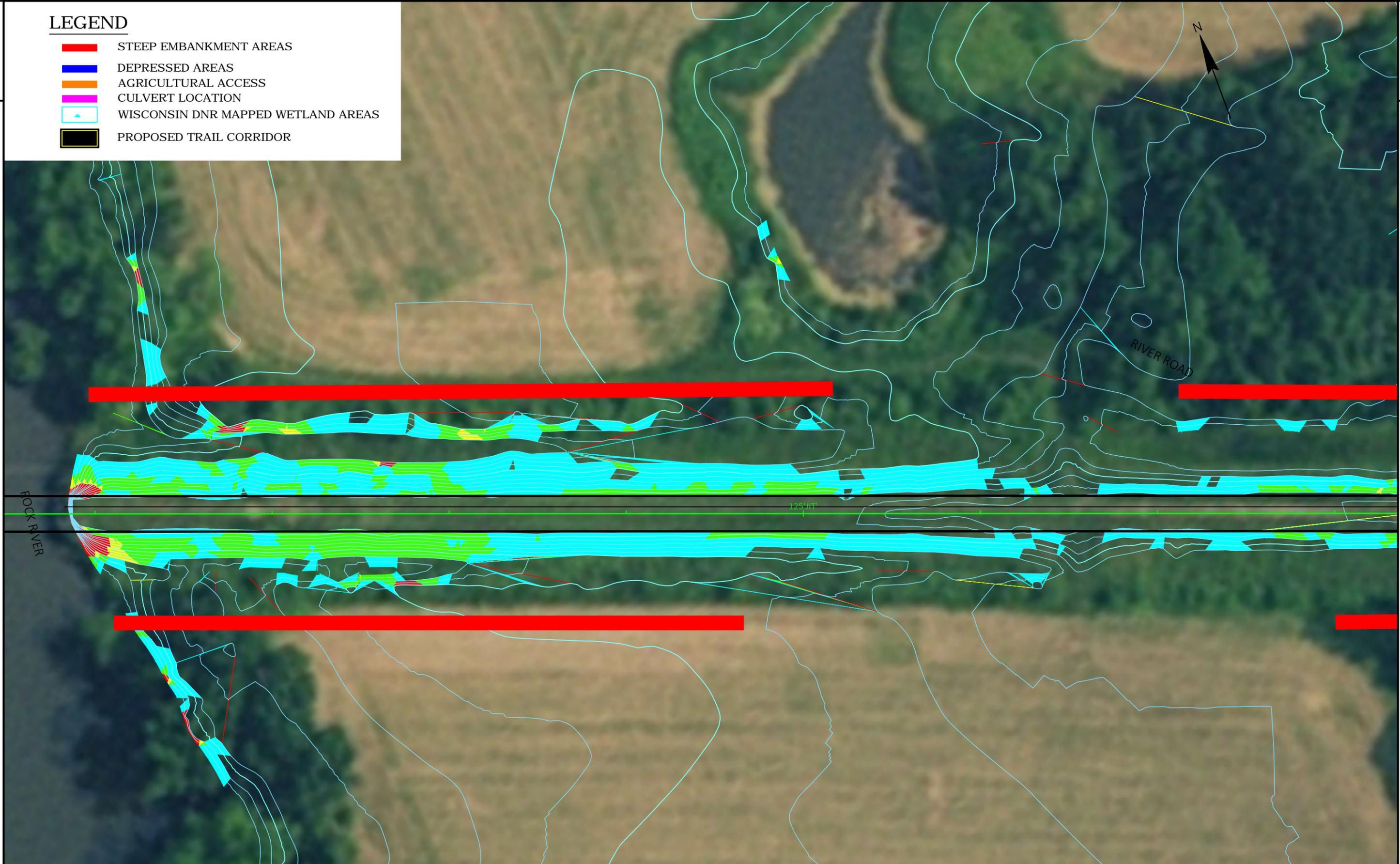
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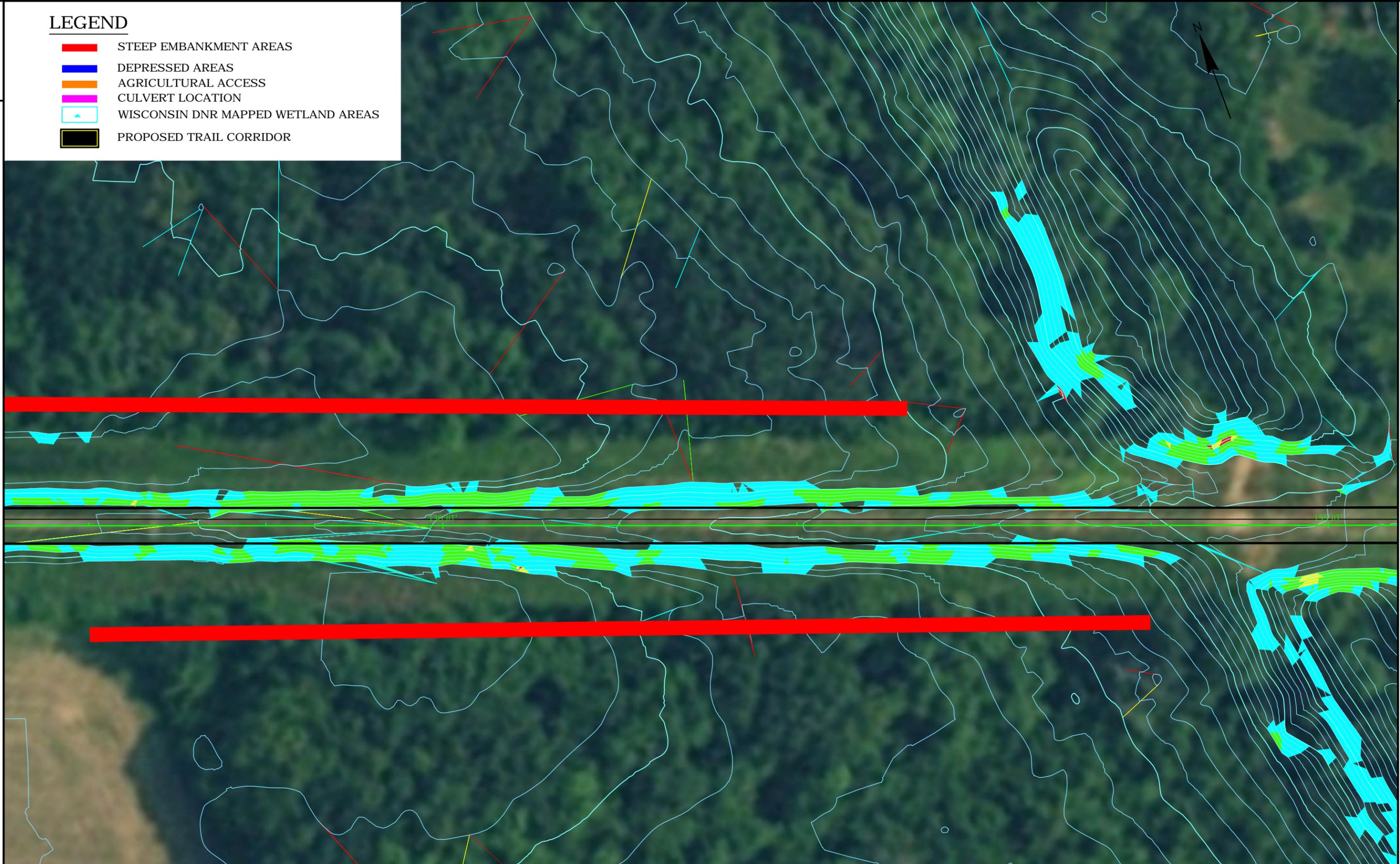
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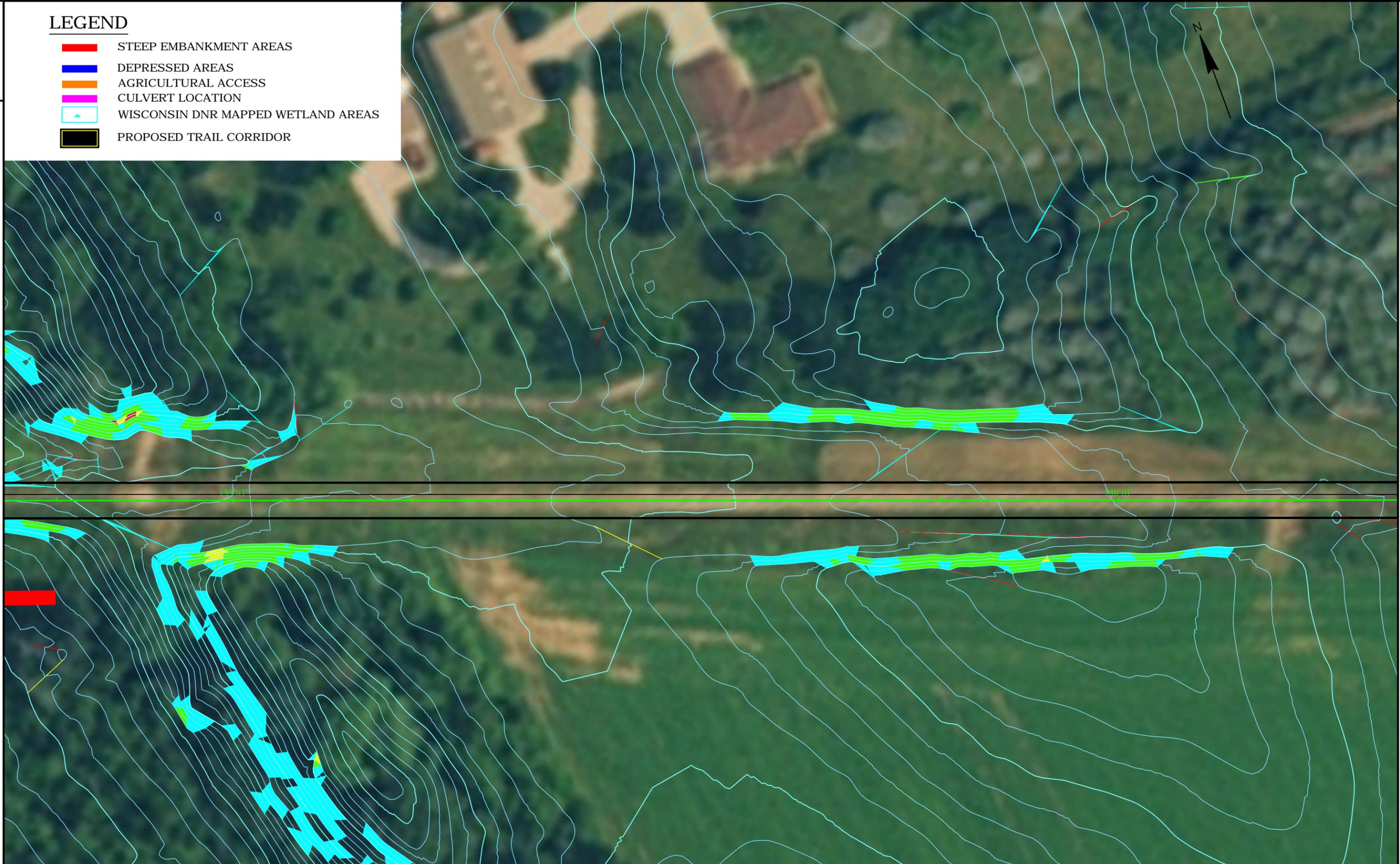
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ENGINEERING SERVICES CONTRACT
BETWEEN JEFFERSON COUNTY (MUNICIPALITY)
AND KL ENGINEERING, INC. (CONSULTANT) FOR

PROJECT ID 3500-00-06
JEFFERSON COUNTY INTERURBAN TRAIL
(RIVER ROAD – CTH F)
NON HIGHWAY
JEFFERSON COUNTY

This CONTRACT made and entered into by and between the MUNICIPALITY and the CONSULTANT provides for those SERVICES described in the Scope of Services and Special Provisions and is generally for the purpose of providing the SERVICES solicited by the MUNICIPALITY with a local Request for Qualifications for pathway design services for the Jefferson County Interurban Trail. This Qualification Based Selection was made based on the CONSULTANT’S Notice of Interest response and any interviews conducted.

The MUNICIPALITY representative is: Joseph Nehmer, Jefferson County Parks Director, whose work address, email address and telephone number are 311 South Center Street, Jefferson, WI 53549; jeffcoparks@jeffersoncountywi.gov; (920) 674-7260.

The CONSULTANT representative is: Lynda Fink, PLA, Project Manager, whose work address, email address and telephone number are 5400 King James Way, Suite 200, Madison, WI 53719; lfink@klengineering.com; (608) 663-1218.

The CONSULTANT SERVICES will be completed by March 31, 2021.

BASIS OF PAYMENT

- (1) The CONSULTANT will be compensated by the MUNICIPALITY for Authorized Services provided under this CONTRACT on the following basis:
 - (a) For design services for the Jefferson County Interurban Trail performed by CONSULTANT, estimated costs not to exceed \$153,137.30.
 - (b) For geotechnical investigations for the path subcontracted to CGC, Inc., the CONSULTANT’S actual cost to CGC, Inc. based on CGC, Inc.’s estimated cost not to exceed \$8,250.00.
 - (c) For wetland delineation services subcontracted to Heartland Ecological Group, Inc., the CONSULTANT’S actual cost to Heartland Ecological Group, Inc. based on a lump sum of \$5,800.00.
 - (d) For title searches subcontracted to Knight Barry Title, Inc., the CONSULTANT’S actual cost to Knight Barry Title, Inc. not to exceed \$3,375.00 for units delivered based on rates in the following table.

Item Description	Quantity	Unit Cost	Cost
Title Search Report (60-Year)	9	\$350.00	\$3,150.00
Title Search Update	9	\$25.00	\$225.00
Total Cost			\$3,375.00

Total CONTRACT for the above Authorized Services not to exceed \$170,562.30.

- (2) The CONSULTANT will be compensated by the MUNICIPALITY for If Authorized by Written Notice to Proceed Services provided under this CONTRACT on the following basis:
 - (a) For structural design services for the Jefferson County Interurban Trail performed by CONSULTANT, estimated costs not to exceed \$25,016.00.

- (b) For archaeological surveys subcontracted to Commonwealth Heritage Group, Inc. (CHG), the CONSULTANT'S actual cost to CHG based on CHG's estimated cost not to exceed \$2,048.91.
- (c) For geotechnical investigations for up to four (4) retaining walls, subcontracted to CGC, Inc., the CONSULTANT'S actual cost to CGC, Inc. based on CGC, Inc.'s estimated cost not to exceed \$9,400.00.
- (d) For an artificial wetland exemption submittal subcontracted to Heartland Ecological Group, Inc., the CONSULTANT'S actual cost to Heartland Ecological Group, Inc. based on a lump sum of \$2,800.00.

Total CONTRACT for the above If Authorized by Written Notice not to exceed \$39,264.91.

Compensation for all SERVICES provided by the CONSULTANT under terms of the CONTRACT shall be for an amount not to exceed \$209,827.21.

This CONTRACT incorporates and the parties agree to the General Terms and Conditions of the Engineering Services, which are annexed and made a part of this CONTRACT, consisting of 1 page.

This CONTRACT incorporates all of the MANUALS defined in the CONTRACT. The parties also agree to all of the Special Provisions which are annexed and made a part of this CONTRACT, consisting of 9 pages.

Nothing in this CONTRACT accords any third party beneficiary rights whatsoever on any non-party that may be enforced by any non-party to this contract.

For the CONSULTANT

For the MUNICIPALITY

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

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.

SPECIAL PROVISIONS

DEFINITIONS

“MUNICIPALITY” means the Local Public Agency responsible for the PROJECT within their jurisdiction in the LOCAL PROGRAM.

“DEPARTMENT” means the Wisconsin Department of Transportation.

“GUIDE” means the DEPARTMENT’S “Sponsor’s Guide to Non-Traditional Transportation Project Implementation”, August 2018 edition.

“MANUAL” means the DEPARTMENT’S Construction and Materials Manual (CMM); Finals Process for Let Project Closeout; Facilities Development Manual (FDM); LRFD Bridge Manual (BM); and Standard Specifications for Highway and Structure Construction (Standard Specifications,) and materials referenced in those manuals.

SCOPE OF SERVICES

A. GENERAL

- (1) Services under the CONTRACT shall be performed in accordance with the DEPARTMENT’S “Sponsor’s Guide to Non-Traditional Transportation Project Implementation”, August 2018 edition.
- (2) The CONTRACT incorporates the design of a 4.7 mile multi-use trail in an existing WeEnergies corridor.
- (3) Design files shall be completed in 2018 Civil 3D format.

B. DESIGN REPORTS

- (1) Design Study Report:

A Design Study Report will be prepared for the PROJECT with applicable sections completed aligning with the project type-bike ped trail.
- (2) A Request for Exceptions to Design Standards will be prepared to address the reduced clear width between the existing ATC and WeEnergies power poles within the trail corridor.
- (3) A pavement report is not included in this CONTRACT.
- (4) An Encroachment Report is not included in this CONTRACT. Any encroachments shall be documented in the Design Study Report.
- (5) An Alternatives Report will be prepared to address alternatives for current steep topography conditions at both River Road and Hustisford Road. This report will include estimated construction costs, as well as potential wetland, utility, real estate, project schedule and permitting impacts. Up to three alternatives will be developed for the two sites.

C. ENVIRONMENTAL DOCUMENTATION

By its execution of this CONTRACT, the CONSULTANT does hereby specify in accordance with the disclosure statement requirements of 40 CFR 1506.5(c) and 23 CFR 771.123(d) that CONSULTANT has no financial or other interest in the outcome of this PROJECT.

The CONSULTANT shall prepare a Programmatic Categorical Exclusion (PCE) Environmental document for the PROJECT as specified in the MANUAL and Chapter TRANS 400, Wisconsin Administrative Code. The appropriate number of copies shall be furnished to the MUNICIPALITY and DEPARTMENT for approval.

If review of the environmental document by the MUNICIPALITY, DEPARTMENT, or FHWA indicates that changes to this document are necessary, all such changes shall be made by the CONSULTANT.

In preparing environmental documentation, CONSULTANT shall consider and evaluate as alternatives to the PROJECT other reasonable actions or activities that may achieve the same or similar goals of the proposed PROJECT, including other or additional transportation alternatives and intermodal opportunities and the alternative of taking no action. CONSULTANT shall evaluate alternative courses of action based upon a balanced consideration of the environment, public comments, and the need for safe and efficient transportation consistent with local, state, and national environmental goals. CONSULTANT shall prepare environmental documents that are concise and emphasize real environmental issues and plausible alternatives. CONSULTANT shall comply with the requirements specified in the MANUAL and TRANS 400, Wisconsin Administrative Code. In the event of a conflict between the MANUAL and TRANS 400, Wisconsin Administrative Code, the administrative rule supersedes.

(1) Historical and Archaeological Surveys and Studies:

- (a) The PROJECT has already been approved for screening for history. The CONSULTANT shall submit additional information for screening consideration for archeology.
- (b) The development of an Archeology Report if the project does not qualify for screening for Archeology is included as an "IF AUTHORIZED" Service.
 - (i) Identify the Area of Potential Effect for the PROJECT. Conduct a reconnaissance survey as specified in the MANUAL. Submit the results of the archaeological reconnaissance and evaluation studies to the region project manager. Obtain recommendations from the archaeologist, Bureau of Environment and the Project Manager prior to conducting evaluation studies when further work is needed.
 - (ii) Prepare a report as required in the "Guidelines for Preparation of Formal Report on Archaeological Materials or Sites" in accordance with the MANUAL. Document the results of the reconnaissance survey for architecture/history using the "Architecture/History Survey Form".

(2) Hazardous Materials/Contamination Assessments:

- (a) Conduct a Phase 1 investigation for the PROJECT in accordance with the MANUAL.
- (b) Obtain direction from the Project Manager and the Region environmental coordinator prior to conducting further evaluation studies when Phase 1 indicates further work is needed.
- (c) Phase 2 - Environmental Sampling is not included in the CONTRACT.
- (d) The MUNICIPALITY acknowledges that the CONSULTANT is not, by virtue of this CONTRACT, the owner or generator of any waste materials generated as a result of the Hazardous Materials/Contamination Assessments services performed by the CONSULTANT under this CONTRACT. Dispose of investigative waste in accordance with the MANUAL.

(3) The CONSULTANT shall prepare a wetland delineation for the PROJECT. The development and submittal of an Artificial Wetland Exemption is included as an "IF AUTHORIZED" Service.

D. AGENCY COORDINATION

(1) Permits – Individual (list all):

(a) WisDNR/ACOE Permit #1: NR 216/ACOE 404 – wetland fill:

The CONSULTANT shall evaluate the effects of the PROJECT on the wetlands which will be affected by the proposed structures. The MUNICIPALITY will process the permit with the associated permit fees if locally-let. The WisDNR & ACOE permit approval will then be forwarded to the MUNICIPALITY to satisfy for their wetland zoning requirements.

(b) WisDNR/WRAPP Grading/Erosion Control Permit (local or state let):

The CONSULTANT shall prepare the necessary documentation required to address the grading and erosion control as required by WisDNR. This assumes that if sediment removal reduction requirements cannot be met through basic trail design, that WisDNR will allow the reduced sedimentation removal based on the scope of the PROJECT (e.g. no retention ponds will be required to be designed). If specific stormwater facilities are required, this will be considered “EXTRA SERVICES”.

(c) Jefferson County Floodplain Permit:

The CONSULTANT shall evaluate the effects of the PROJECT on impacts to County roadways right of way and shall prepare the necessary applications to allow for the construction activities. This level of effort assumes no substantial modifications to any of the existing culverts that would necessitate detailed hydraulics and hydrology. If major culvert rehabilitation/ replacement is required, associated design and evaluation for hydrology and hydraulics will be considered “EXTRA SERVICES”.

(d) ACOE/WisDNR Chapter 30 permit is not included in this CONTRACT. If required, this shall be considered “EXTRA SERVICES”.

E. RAILROAD/ UTILITY INVOLVEMENTS

(1) General:

(a) The CONSULTANT shall follow the procedures of the GUIDE and the Local Project Coordination Task List in accordance with a Non-Trans 220 PROJECT.

(b) It is anticipated that no utility relocations will be needed as part of this PROJECT. If the CONSULTANT is required to complete documentation for relocations, this work will be considered “EXTRA SERVICES”.

(2) Railroad Negotiations/Agreements:

Not included in this CONTRACT.

F. PUBLIC INVOLVEMENT

(1) General:

(a) The CONSULTANT shall prepare a public involvement plan in accordance with the MANUAL.

(b) The MUNICIPALITY will be responsible for any property owner meetings.

(c) The CONSULTANT shall keep a Public Correspondence Log for the PROJECT.

(2) Public Involvement Meetings:

- (a) The CONSULTANT shall conduct or assist the MUNICIPALITY in holding one (1) public involvement meeting and explain to the public concepts and probable impacts of this PROJECT.
- (b) The CONSULTANT shall prepare all exhibits and supplementary handout material and provide the equipment necessary to conduct the public involvement meeting.
- (c) The CONSULTANT shall prepare a summary report after the public involvement meeting.
- (d) The CONSULTANT shall discuss with the MUNICIPALITY after the public involvement meeting the comments received and recommend the possible disposition of these comments and suggestions.
- (e) The CONSULTANT shall coordinate with MUNICIPALITY for scheduling the meeting. The MUNICIPALITY will arrange the meeting location. The CONSULTANT shall provide notices and press releases for the MUNICIPALITY'S use and distribution.
- (f) The CONSULTANT shall provide the MUNICIPALITY with copies of all public involvement correspondence and file notes.

(3) Project Mailings, Newsletters:

- (a) The MUNICIPALITY will prepare a database for PROJECT mailings, newsletters, or any contact lists.
- (b) The CONSULTANT shall distribute all communications directly to property owners and copy the MUNICIPALITY on the correspondence.
- (c) The MUNICIPALITY will distribute any meeting announcements and general information to stakeholder groups and the media and will copy the CONSULTANT.
- (d) The MUNICIPALITY will be responsible for all contacts and communications with the news media, other local public officials, and members of the State Legislature. The CONSULTANT shall prepare the documentation for distribution and will forward to the MUNICIPALITY.

G. MEETINGS

- (1) The CONSULTANT shall attend or hold an Operational Planning Meeting to discuss the organization and processing of the Services under this CONTRACT. Utilities will also be invited to this meeting.
- (2) Two (2) meetings shall be held to plan, review, and coordinate the PROJECT with the MUNICIPALITY'S staff and/or meet with the County on-site.
- (3) The CONSULTANT shall attend three (3) progress meetings with the MUNICIPALITY and utilities as the plans develop.
- (4) The CONSULTANT shall attend three (3) utility meetings with WeEnergies and the MUNICIPALITY.
- (5) The CONSULTANT shall attend one (1) Local Officials Meeting.
- (6) The CONSULTANT shall attend one (1) pre-bid meeting with the MUNICIPALITY and potential contractors for the PROJECT.
- (7) The CONSULTANT shall attend one (1) pre-construction meeting with the MUNICIPALITY. The MUNICIPALITY will lead the meeting and provide agenda and meeting minutes.

H. SURVEYS

- (1) Surveys shall be tied to the Jefferson County Coordinate System, Horizontal Datum: NAD 83(2011), Vertical Datum: NAVD 88 (Geoid 12A).
- (2) The CONSULTANT shall temporarily mark existing right of way for coordination with affected utilities and property owners surrounding the land to be acquired for the PROJECT (in the areas of significant grading by River Road and Hustisford Road) where property owners may potentially be impacted. Any additional markings shall be considered "EXTRA SERVICES".
- (3) The CONSULTANT shall locate the necessary section corners for establishing the existing right of way. If section corners are missing, the CONSULTANT is not responsible for setting.
- (4) The CONSULTANT shall design based off the MUNICIPALITY'S LIDAR surface and shall limit the necessary investigation, study, or reconnaissance of the proposed improvements to the areas outlined in the MUNICIPALITY'S Project Agreement. Any work outside of these locations shall be considered "EXTRA SERVICES". This is further limited to the following elements within the proposed trail corridor:
 - (a) The six roadway crossings
 - (b) All utility poles
 - (c) The 13 agricultural crossings
 - (d) 16 culverts
 - (i) Detail is limited to include the horizontal location and measure down from the top to bottom
 - (ii) Additional detail needed for hydraulics or culvert rehabilitation is not included in this CONTRACT
 - (e) Hustisford Road Grading Area defined roughly as 750' of the corridor based on the existing topography
 - (f) River Road Grading Area defined roughly as 850' of the corridor based on the existing topography
 - (g) Property irons surrounding the 9 parcels located within the Hustisford or River Road Grading Areas
- (5) The CONSULTANT shall submit all survey data (including description, measured, and computed data) to the MUNICIPALITY.
- (6) Right of way staking is not included in this CONTRACT.
- (7) With the exception of items noted in (4), all other survey information utilized for this CONTRACT shall be gathered from the County digital files available from their GIS mapping. Any additional field survey shall be considered "EXTRA SERVICES".

I. SOILS AND SUBSURFACE INVESTIGATIONS

- (1) The CONSULTANT shall conduct soils and subsurface investigations per normal DEPARTMENT practices as described in the Geotechnical Manual dated March 31, 2017 or as directed by the MUNICIPALITY.
- (2) Soils and subsurface investigation will consist of the following via ATV- mounted rig:
 - (a) Ten 10-ft deep test borings in the depressed trail areas
 - (b) Nine 5-ft deep test borings in the elevated trail areas

- (3) Soils and subsurface investigation for up to four (4) wall locations in the River Road and Hustisford Road areas will be completed "IF AUTHORIZED" and will consist of the following via ATV-mounted rig in a separate mobilization:
 - (a) Four 30-ft deep test borings in the depressed trail areas
- (4) Investigation of subsurface soil conditions for foundations at the site of the proposed structures are also required. It shall consist of not less than one machine powered boring within the approximate limits of each substructure unit.

Foundation borings shall be performed to yield sufficient detailed data to enable an engineering design of the structure and its foundation per DEPARTMENT standards as noted above.

Foundation investigations shall be coordinated with the MUNICIPALITY, with a minimum of three working days prior notice, to enable the MUNICIPALITY to make provisions for on-site observations and to evaluate conditions during drilling.

When the "IF AUTHORIZED" borings have reached the depth of 30 feet without providing necessary data, the driller is authorized to continue drilling until depths reach 120 percent of the planned depths. When necessary data is obtained for any individual boring, prior to borings reaching the planned depth, the drilling for that individual boring shall be terminated.

When completion of drilling to 120 percent of the depth of any individual boring as set forth above is not sufficient to adequately assess subsurface conditions, or otherwise determine all the required foundation information, the CONSULTANT shall recommend revised boring depths or a revised boring program for verbal authorization by the MUNICIPALITY. The extent of all subsurface foundation investigation performed shall be fully justified in the Soils Report for the PROJECT.

All boreholes and monitoring wells shall be backfilled as per the April 20, 1992, guidelines titled "Wisconsin Department of Transportation Geotechnical Section - Drilled Borehole and Monitoring Well Abandonment Procedures".

- (5) The CONSULTANT shall classify soils by pedological means based on data from the substructure borings in order to provide pavement design parameters.
- (6) The CONSULTANT shall prepare a separate geotechnical report providing soil parameters for design of retaining walls, as well as global stability and external stability analyses "IF AUTHORIZED".

J. ROAD PLANS

- (1) Road Plans are the compilation of documents, reproducible drawings, depicting the location, character, dimensions, and relevant data necessary to the layout and construction of the prescribed work. Road Plans will consist of the following:
 - (a) Title Sheet
 - (b) Project Overview
 - (c) Typical Cross Sections, General Notes, and Special Details
 - (d) Standard Detail and Signage Drawings
 - (e) Engineering Estimates
 - (f) Alignment Detail
 - (g) Plan and Profile Sheets
 - (h) Intersection Details (signing & marking included)
 - (i) Miscellaneous Quantities with Earthwork

- (j) Cross Sections
- (k) Erosion Control Plan

- (2) The CONSULTANT shall show utilities on all appropriate plan sheets that will provide information to identify utility conflicts. A two dimensional representation of utilities shall be shown on cross sections.

K. STRUCTURE PLANS

- (1) The CONSULTANT shall prepare a culvert inspection report of the existing culverts located on the proposed trail corridor. The report will identify each culvert's size, materials, repair required, and estimated construction cost. This report will be utilized by the MUNICIPALITY to determine the desired extent of rehabilitation that will occur at each culvert.
- (2) No culvert replacement or rehabilitation of the existing facilities are included in this CONTRACT. Associated hydrologic, hydraulic, and design submittals are "EXTRA SERVICES".
- (3) The CONTRACT includes design of two separate modular block walls of a height less than 4.5' (not requiring Bureau of Structures submittal). These designs assume that no railing is required, the walls are in straight alignment, and requires one detailed plan sheet per wall.
- (4) The CONSULTANT shall design up to four modular block walls for the areas by Hustisford and River Road "IF AUTHORIZED".
 - (a) Wall design assumptions include the following:
 - (i) Walls will be 8'-14' in height and will require Bureau of Structures submittal
 - (ii) Wall alignments are straight and have constant slopes
 - (iii) A 42" pipe rail detail for railing is included
 - (iv) The walls are standard MSE block walls with coping
 - (v) There is no staging required for the wall
 - (vi) There are no utilities to be addressed behind the walls
 - (b) A Structure Survey Report which includes a discussion of structure sizing, shall be prepared by the CONSULTANT in accordance with the procedures set forth in the MANUAL. The completed preliminary plan shall show the structure plan, elevation, and typical cross section, and all pertinent data shall appear on the first sheets of the completed structure plans.
 - (c) Plans for Structures shall be fully dimensioned besides showing controlling elevations. The plans shall be prepared with such precision and detail to allow for the convenient layout in the field with customary degree of accuracy, and to allow for the production of an accurate estimate of quantities for all pertinent items of work to be performed in the PROJECT.
 - (d) When the plans for a structure have been completed the CONSULTANT shall furnish the DEPARTMENT with plans for review and examination. The CONSULTANT shall also provide plans to the MUNICIPALITY.
 - (e) The CONSULTANT shall submit for review and examination all specifications for items of work in the Structure Plans which are not covered by the STANDARD SPECIFICATIONS and such amendments to or revisions of the STANDARD SPECIFICATIONS as may be required to properly cover the work contemplated by the plans.
 - (f) Plans will be subject to review and examination by the MUNICIPALITY and the DEPARTMENT. Such review and examination may be made on the site of the PROJECT.
 - (g) Along with the plans for structures the CONSULTANT shall submit one copy or reproduction of the design computations for the DEPARTMENT'S review and permanent file.

- (h) The CONSULTANT shall furnish such other pertinent information and data with respect to the plans and design as the MUNICIPALITY or DEPARTMENT may request.

L. PLANS, SPECIFICATIONS, AND ESTIMATES (PS&E)

- (1) The CONSULTANT shall prepare a complete PS&E as specified in the GUIDE.
- (2) The MUNICIPALITY will advertise the PROJECT through a digital bid service. The CONSULTANT shall prepare the documents for the MUNICIPALITY to upload directly.
- (3) The CONSULTANT shall prepare the Request to Award.

M. PLATS

- (1) A Plat is not included in this contract.

N. SERVICES PROVIDED BY THE MUNICIPALITY

The MUNICIPALITY will provide to the CONSULTANT the following for the PROJECT:

- 1. Permission for access to the property to be acquired for investigations and survey.
- 2. All permitting related to roadway crossings for the County and local municipalities.
- 3. Meeting minutes of any meetings with adjacent property owners that occur within the design of the trail. (CONSULTANT attendance is not included in the CONTRACT).
- 4. Any recent or past communications from adjacent property owners concerning the proposed PROJECT.
- 5. Digital files from the County's GIS system for incorporation within the plans.
- 6. Any supplemental information received from WeEnergies related to the corridor.
- 7. Meeting minutes from any face to face meetings with WisDOT (CONSULTANT attendance is not included in the CONTRACT).

O. PROSECUTION AND PROGRESS

- (1) The CONSULTANT proposes to sublet these services to:
 - (a) Subsurface Investigations to CGC, Inc.
 - (b) Wetland Consulting Services to Heartland Ecological Group
 - (c) Title Searches to Knight Barry Title, Inc.
 - (d) Archaeological Surveys to Commonwealth Heritage Group, Inc.
- (2) The following items of work will be completed and/or submitted to the MUNICIPALITY by the indicated dates, if CONSULTANT has received the Notice to Proceed by July 15, 2019.

Item	Date
OPM/Kick-Off Meeting	August 2019
Data Collection/ Preliminary Environmental	July- November 2019
30% Plans	March 2020
Environmental Document Approved	August 2020
DSR Approved	November 2020
90% Plans/ Draft PS&E	June 1, 2021
Final PS&E	August 1, 2021
Project Let	January 11, 2022

P. ACCESS TO RECORDS

The CONSULTANT'S record of the services provided under this CONTRACT will be available for inspection and copying at: KL Engineering, Inc., 5400 King James Way, Suite 200, Madison, WI 53719.

Specific Rate Contract Staff Hours and Direct Labor Costs - KL Engineering, Inc.

PROJECT TOTAL

Project I.D.: **3500-00-06**

Project Name: **Jefferson County Interurban Trail**

Project Limits: **River Road - CTH F**

Highway: **Non Highway**

County: **Jefferson County**

Classification			Project Manager		Structural Inspector		Senior Structural Engineer		Structural Engineer		Design Engineer		Stormwater Engineer		Environmental Specialist		Surveyor/Plat		Technician		Clerical / Admin		Total Direct Labor	
Negotiated Labor-Related Rate			\$136.00		\$155.00		\$142.00		\$84.00		\$105.00		\$106.00		\$106.00		\$88.00		\$93.00		\$75.00			
Outline	Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
1.1.2	Manage Project Scope and Schedule	887	41	\$5,576.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$420.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	10	\$750.00	55	\$6,746.00
1.4.1	Manage Project Stakeholders	743	52	\$7,072.00	0	\$0.00	0	\$0.00	0	\$0.00	57	\$5,985.00	0	\$0.00	15	\$1,590.00	0	\$0.00	0	\$0.00	4	\$300.00	128	\$14,947.00
2.2.2	Design Drainage	778	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$848.00	0	\$0.00	0	\$0.00	8	\$744.00	0	\$0.00	16	\$1,592.00
2.2.4	Design Geometrics and Details	776	53	\$7,208.00	0	\$0.00	0	\$0.00	0	\$0.00	398	\$41,790.00	0	\$0.00	0	\$0.00	0	\$0.00	92	\$8,556.00	0	\$0.00	543	\$57,554.00
2.2.5	Develop Quantities and Estimates	786	7	\$952.00	0	\$0.00	0	\$0.00	0	\$0.00	39	\$4,095.00	0	\$0.00	0	\$0.00	0	\$0.00	18	\$1,674.00	0	\$0.00	64	\$6,721.00
2.2.6	Develop PSE Documents	856	26	\$3,536.00	0	\$0.00	0	\$0.00	0	\$0.00	54	\$5,670.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$9,206.00
2.3.18	Conduct and Process Existing Field Survey	723	1	\$136.00	0	\$0.00	0	\$0.00	0	\$0.00	2	\$210.00	0	\$0.00	0	\$0.00	102	\$8,976.00	0	\$0.00	0	\$0.00	105	\$9,322.00
2.3.19	Survey Existing and Proposed Right-of-Way	726	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	10	\$880.00	0	\$0.00	0	\$0.00	10	\$880.00
2.4.3	Analyze Hazardous Materials Site Impact	765	6	\$816.00	0	\$0.00	0	\$0.00	0	\$0.00	4	\$420.00	0	\$0.00	30	\$3,180.00	0	\$0.00	0	\$0.00	0	\$0.00	40	\$4,416.00
2.4.4	Analyze Natural Environment Impact	766	9	\$1,224.00	0	\$0.00	0	\$0.00	0	\$0.00	3	\$315.00	24	\$2,544.00	8	\$848.00	0	\$0.00	0	\$0.00	0	\$0.00	44	\$4,931.00
2.4.5	Environmental Documentation and Agency Coordination	769	17	\$2,312.00	0	\$0.00	0	\$0.00	0	\$0.00	18	\$1,890.00	8	\$848.00	64	\$6,784.00	0	\$0.00	0	\$0.00	2	\$150.00	109	\$11,984.00
2.5.4	Design Structure	656	4	\$544.00	0	\$0.00	16	\$2,272.00	32	\$2,688.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	16	\$1,488.00	0	\$0.00	68	\$6,992.00
2.7.6	Coordinate Utilities	746	25	\$3,400.00	0	\$0.00	0	\$0.00	0	\$0.00	36	\$3,780.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	61	\$7,180.00
4.3.4	Inspect Structure	275	0	\$0.00	34	\$5,270.00	0	\$0.00	38	\$3,192.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	2	\$150.00	74	\$8,612.00
TOTAL:			241	\$32,776.00	34	\$5,270.00	16	\$2,272.00	70	\$5,880.00	615	\$64,575.00	40	\$4,240.00	117	\$12,402.00	112	\$9,856.00	134	\$12,462.00	18	\$1,350.00	1,397	\$151,083.00

Specific Rate Fee Computation Summary by Engineering Task - KL Engineering, Inc.

PROJECT TOTAL

Project I.D.: **3500-00-06**

Project Name: **Jefferson County Interurban Trail**

Project Limits: **River Road - CTH F**

Highway: **Non Highway**

County: **Jefferson County**

Outline	Task	Activity Code	Direct Labor Costs	Direct Costs	Total
1.1.2	Manage Project Scope and Schedule	887	\$6,746.00	\$127.60	\$6,873.60
1.4.1	Manage Project Stakeholders	743	\$14,947.00	\$510.40	\$15,457.40
2.2.2	Design Drainage	778	\$1,592.00	\$0.00	\$1,592.00
2.2.4	Design Geometrics and Details	776	\$57,554.00	\$208.80	\$57,762.80
2.2.5	Develop Quantities and Estimates	786	\$6,721.00	\$0.00	\$6,721.00
2.2.6	Develop PSE Documents	856	\$9,206.00	\$139.20	\$9,345.20
2.3.18	Conduct and Process Existing Field Survey	723	\$9,322.00	\$562.90	\$9,884.90
2.3.19	Survey Existing and Proposed Right-of-Way	726	\$880.00	\$0.00	\$880.00
2.4.3	Analyze Hazardous Materials Site Impact	765	\$4,416.00	\$72.50	\$4,488.50
2.4.4	Analyze Natural Environment Impact	766	\$4,931.00	\$0.00	\$4,931.00
2.4.5	Environmental Documentation and Agency Coordination	769	\$11,984.00	\$72.50	\$12,056.50
2.5.4	Design Structure	656	\$6,992.00	\$0.00	\$6,992.00
2.7.6	Coordinate Utilities	746	\$7,180.00	\$191.40	\$7,371.40
4.3.4	Inspect Structure	275	\$8,612.00	\$169.00	\$8,781.00
TOTAL:			\$151,083.00	\$2,054.30	\$153,137.30

Direct Costs by Item - KL Engineering, Inc.

Project I.D.: 3500-00-06

Project Name: Jefferson County Interurban Trail

Project Limits: River Road - CTH F

Highway: Non Highway

County: Jefferson County

Outline	Task Code	Item	Unit Amount	Unit Type	Rate	Total Costs
1.1.2	887	Employee Mileage	220	mile	\$0.58	\$127.60
1.4.1	743	Employee Mileage	880	mile	\$0.58	\$510.40
2.2.4	776	Employee Mileage	360	mile	\$0.58	\$208.80
2.2.6	856	Employee Mileage	240	mile	\$0.58	\$139.20
2.3.18	723	Company Mileage	805	mile	\$0.58	\$466.90
		Meals	8	each	\$12.00	\$96.00
2.4.3	765	Employee Mileage	125	mile	\$0.58	\$72.50
2.4.5	769	Employee Mileage	125	mile	\$0.58	\$72.50
2.7.6	746	Employee Mileage	330	mile	\$0.58	\$191.40
4.3.4	275	Employee Mileage	250	mile	\$0.58	\$145.00
		Meals	2	each	\$12.00	\$24.00
TOTAL						\$2,054.30

Specific Rate Contract Staff Hours and Direct Labor Costs - KL Engineering, Inc. - IF AUTHORIZED

PROJECT TOTAL

Project I.D.: 3500-00-06

Project Name: Jefferson County Interurban Trail

Project Limits: River Road - CTH F

Highway: Non Highway

County: Jefferson County

Classification			Project Manager		Structural Inspector		Senior Structural Engineer		Structural Engineer		Design Engineer		Stormwater Engineer		Environmental Specialist		Surveyor/Plat		Technician		Clerical / Admin		Total Direct Labor	
Negotiated Labor-Related Rate			\$136.00		\$155.00		\$142.00		\$84.00		\$105.00		\$106.00		\$106.00		\$88.00		\$93.00		\$75.00			
Outline	Task	Activity Code	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars	Hours	Dollars
2.5.4	Design Structure	656	8	\$1,088.00	0	\$0.00	54	\$7,668.00	105	\$8,820.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$7,440.00	0	\$0.00	247	\$25,016.00
TOTAL:			8	\$1,088.00	0	\$0.00	54	\$7,668.00	105	\$8,820.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	80	\$7,440.00	0	\$0.00	247	\$25,016.00

Specific Rate Fee Computation Summary by Engineering Task - KL Engineering, Inc. - IF AUTHORIZED
PROJECT TOTAL

Project I.D.: 3500-00-06

Project Name: Jefferson County Interurban Trail

Project Limits: River Road - CTH F

Highway: Non Highway

County: Jefferson County

Outline	Task	Activity Code	Direct Labor Costs	Direct Costs	Total
2.5.4	Design Structure	656	\$25,016.00	\$0.00	\$25,016.00
TOTAL:			\$25,016.00	\$0.00	\$25,016.00

Specific Rate Contract Total Fee Computation - KL Engineering, Inc.

Project I.D.: 3500-00-06

Project Name: Jefferson County Interurban Trail

Project Limits: River Road - CTH F

Highway: Non Highway

County: Jefferson County

Project ID	3500-00-06	3500-00-06 If Authorized			Total for Contract
Number of Staff Hours	1,397	247			1,644
Labor-Related Costs	\$151,083.00	\$25,016.00			\$176,099.00
Direct Costs	\$2,054.30	\$0.00			\$2,054.30
Subtotal	\$153,137.30	\$25,016.00	\$0.00	\$0.00	\$178,153.30
CGC	\$8,250.00	\$9,400.00			\$17,650.00
Commonwealth Heritage Group	\$0.00	\$2,048.91			\$2,048.91
Heartland Ecological Group	\$5,800.00	\$2,800.00			\$8,600.00
Knight Barry Title (updated proposal to come)	\$3,375.00	\$0.00			\$3,375.00
TOTAL COST	\$170,562.30	\$39,264.91	\$0.00	\$0.00	\$209,827.21

Ms. Lynda Fink, PLA
KL Engineering
5400 King James Way #200
Fitchburg, WI 53719
LFink@KLEngineering.com

PROPOSAL No.: C976.822
DATE: June 13, 2019
Re: Proposal for Geotechnical Services
Jefferson County Interurban Trail
River Road to CTH F
Jefferson County, WI
WisDOT ID: 3500-00-06

PROJECT DESCRIPTION

We understand that a paved recreational trail is planned between River Road in the Town of Watertown and CTH F in the Town of Ixonia. The trail will utilize the former Interurban Rail Line railroad corridor, with a total length of about 4.7 miles. Portions of the trail corridor are understood to traverse wooded and open land, as well as wetland. Retaining walls may be necessary along portions of the corridor; however, details pertaining to the walls were not available at the time of this proposal. For purposes of this estimate, a total of up to four (4) walls, varying in height between 12 to 14 ft, have been assumed to be necessary.

SCOPE OF SERVICES

- **BASE SCOPE:** Drill a total of 19 Standard Penetration Test (SPT) borings for a total estimated footage of 145 ft including the following:
 - Nine (9) borings to 5 ft (or refusal) along the trail in elevated portions;
 - Ten (10) borings to 10 ft (or refusal) along the trail in depressed portions.
- **ADDITIONAL SCOPE (If authorized):** Drill an SPT boring to a depth of up to 30 ft (or refusal) at each planned wall location as part of a separate mobilization. Assuming up to 4 walls, up to 120 ft of additional drilling footage has been estimated.
- Borings will be backfilled in accordance with WDNR regulations, with drill cuttings thin-spread around the boreholes.
- Contact Diggers Hotline.
- Limited geotechnical laboratory testing to include up to one natural moisture content per boring, as well as a total of up to one Atterberg limits, two organic contents and two gradations, as needed.
- Prepare a geotechnical report providing pavement design parameters, including a discussion and recommendations for subgrade stabilization and fill placement for trail construction through wetlands and/or areas with soft subgrade conditions. If retaining walls are planned, prepare a separate geotechnical report providing soil parameters for design of retaining walls, as well as global stability and external stability analyses (1 cross section evaluated per wall).

SPECIAL TERMS

- We assume that the borings will be accessible with an ATV-mounted drill rig (\$415/day) and the corridor is of adequate width (10 ft or more) for the drill rig to travel between and setup at each of the boring locations.
- We assume KL Engineering will locate borings in the field and provide ground surface elevations, as well as topographic site information required to complete our analyses.
- We assume tree, brush or snow removal (if required) to access the borings will be completed by others. Landscape repairs (including rutting) are not included in our cost estimate.
- Private utilities (if any) will be located by the client. If needed, CGC can arrange for a private utility locate for an additional cost.

ESTIMATED COSTS

BASE SCOPE: \$8,250, estimated cost, not-to-exceed without your approval. The cost estimate includes an estimated cost of \$2,850 for the engineering analysis, management and report; an estimated budget of \$400 for limited laboratory testing; and an estimated cost of \$5,000 for geotechnical field work. Drilling/sampling per foot costs (including abandonment) are \$18.15/ft (0-20') and \$19.25/ft (20-40'), plus mobilization (\$450), travel time/setup between borings (\$220/hr) and ATV usage (\$415/day).

ADDITIONAL SCOPE FOR UP TO FOUR (4) RETAINING WALLS (If authorized): \$9,400, estimated cost, not-to-exceed without your approval. Estimated costs for field work, analysis and report = \$2,350 per wall. Revisions to structures requiring re-analysis will be subject to additional costs at applicable hourly rates.

If needed, meeting attendance will be invoiced at \$105/hr plus applicable mileage and expenses.

COMPLETION SCHEDULE

Upon notice to proceed, drilling can typically be scheduled within two to three weeks, pending Diggers Hotline clearance and boring layout. Drilling for the base scope of services is expected to require about two days to complete. The geotechnical report can typically be completed within three to four weeks after drilling is finished, with verbal recommendations and draft soil boring logs available about a week after drilling, if desired.

ACCEPTANCE

Prior to authorizing CGC, Inc. to begin with the work outlined within the scope of services defined in the above proposal, please review the terms and conditions presented on the attached General Conditions for Professional Services. Signing this proposal will be considered authorization for CGC, Inc. to proceed.

Accepted by: _____ Date: _____

Submitted by: RJP Date: 6/13/2019
CGC, Inc.

By _____

By:  _____
Ryan J. Portman, P.E.

Title _____

Title: Senior Consulting Professional

Please return one copy for our records

**2019 SCHEDULE OF FEES AND CHARGES
CONSTRUCTION TESTING/GEOTECHNICAL SERVICES
CGC, INC.
MADISON, WISCONSIN
SCHEDULE A**

I. Hourly Rates for Professional and Technical Staff

Staff Categories	Rate/Hour
Field Technician	
Level A	\$ 29.00
Level B	39.00
Level C	49.00
Level D	55.00
Level E	62.00
Clerical	45.00
Staff Engineer	69.00
Senior Staff Engineer or Geologist	75.00
Senior Technician	75.00
Project Engr. /Manager or Geologist	84.00
Consulting Professional	94.00
Lab/Field/Office Supervisor	105.00
Senior Consulting Professional	120.00
Principal/Consulting Professional	130.00

Personnel have been classified in the above staff categories based on skill, education and experience levels. Legal consultation rates are doubled.

II. Field Density Testing

1. Personnel Charges	Per Item I
2. Field Density Test Charges	10.00/test
3. Moisture-Density and Relative Density Tests	
a. Modified or Standard Proctor	
1. Sample Preparation (per sample)	\$ 35.00
2. Coarse-Grained Soil (per point)	
i. 4 in. mold	\$ 27.00
ii. 6 in. mold	\$ 37.00
3. Fine-Grained Soil (per point)	
i. 4 in. mold	\$ 39.00
ii. 6 in. mold	\$ 41.00
b. Relative Density	
1. Dry	\$ 110.00
2. Wet	\$ 130.00

III. Concrete Testing

1. Personnel Charges for Cylinders Made by CGC Technicians	Per Item I
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OTHER TERMS AND CONDITIONS

Laboratory Services

Standard laboratory tests will be at a fixed charge per test. When appropriate, there will be a charge for the time of laboratory personnel associated with the supervision of the testing program and summarizing and plotting of the test data. These personnel time charges will be at the hourly rates for the classification involved. A detailed breakdown of these charges will be supplied on request. The charge for nonstandard tests will be performed on a time-and-materials basis.

Subcontracts and Equipment Rental

The cost of services subcontracted by CGC to others, including but not limited to, chemical analysis, test borings, specialty contractors, surveyors, consultants, and equipment rental, e.g., backhoes, bulldozers, and test apparatus, etc., will be charged at cost plus a maximum of 20%.

Other Direct Non-Salary Expenses

Other costs incurred by CGC, which are directly identifiable to the project, including, but not limited to: vehicle rental; subsistence; fares of public carriers; special supplies and/or equipment; fees and special project insurance; permits and licenses; shipping charges; tolls and parking; special drafting, stenographic, or printing supplies, including outside printing of photographs, photostats, blueprints, etc., will be charged at cost plus 15%. A report reproduction fee of \$10 per copy will be invoiced. Mileage associated with the project for company-owned vehicles will be charged at 75 cents per mile. Mileage associated with employee-owned vehicles will be charged at the current IRS allowable rate (i.e., 58 cents per mile) plus 15% markup.

Use of specialized equipment provided by CGC will be invoiced at a fixed daily or weekly rate. A summary of these rates will be provided on request.

Payment

Invoices will be submitted monthly and will include the charges incurred during the preceding month. Payment of these invoices is due within thirty (30) days of the invoice date. Late payment may be subjected to interest charges of 1.5% per month.

This fee schedule contains confidential business information and is not to be copied or distributed for any purpose other than the use intended in this contract or proposal

2. Compressive Strength Testing-Cylinders	\$ 13.00/cylinder*
(or holding not testing)	
Single Use Molds	\$ 3.00/each
Trimming Charges	\$ 12.00/each end
3. Cast-in-Place Pull Out Cylinders (CIPPOCS)	\$ 30.00/cylinder
Single use molds	\$ 35.00/each
Extensions	\$ 15.00/each
Trimming charges	\$ 10.00/each end
4. Concrete Cylinder Pick-up Service	
(applicable <u>only</u> if unique visit required)	
If done in conjunction with other testing	No charge
Separate Site Visit	**
5. Consultation on Concrete Problems	Per Item I

IV. Field Testing/Equipment

1. Coring Machine	\$ 85.00/day
2. Generator	85.00/day
3. Pavement Saw	85.00/day
4. Hammer Drill	50.00/day
5. Concrete Field Equipment	10.00/day
6. Fire Proofing Bond Test	10.00/each
7. Swiss Hammer	50.00/day
8. Windsor Probe	
a. Equipment Rental	**
b. Test Probes	75.00/set of 3
9. Steel Testing	
a. Bolt Testing	**
b. NDT-Welded Connections	**
10. Dynamic Cone Penetrometer	35.00/day
11. Floor Flatness - Dipstick Method	***
12. Double Ring Infiltration	100.00/set up
13. Photoionization Detector	95.00/day
14. Cylinder Cure Box	80.00/season
15. Crack Monitors	30.00/each
16. Vaprecision Slab Moisture Kits	35.00/each
17. Relative Humidity Sleeve/Test	
a. Sleeve/Test	85.00/each
b. Readout Machine	60.00/day
18. Concrete Maturity Curve Development	900.00 est.
19. Maturity Meter Temperature Probes	85.00/each
20. Traffic Control Signs	150.00/day
21. Grout Sample Box	7.00/each

- * This rate applies only to cylinders prepared by on-site CGC, Inc. representatives.
Discounted rate be available on large volume projects.
A rate of \$15.00/cylinder will be applied to all other test specimens.
- ** Denotes tests performed on a time and expense (T&E) basis.
- *** Denotes tests performed on a T&E basis plus dipstick daily charge.

June 10, 2019

Ms. Lynda Fink
KL Engineering
lfink@klengineering.com

RE: Proposal for Professional Consulting Services – Jefferson County Interurban Trail Project, Jefferson County, Wisconsin. WisDOT ID: 3500-00-06

Dear Ms. Fink:

Heartland Ecological Group, Inc. (Heartland) is pleased to present this proposal for professional consulting services for the proposed Jefferson County Interurban Trail project (the "Project") in Jefferson County as shown on the attached map. This proposal includes the scope of services, cost estimate, assumptions, project schedule, and extra services. Heartland will initiate this project upon receipt of an executed Agreement.

SCOPE OF SERVICES

Task 1. Wetland Determination and Delineation

- Complete the wetland determination and delineation using methods and protocols per the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual, the appropriate Regional Supplement, and current guidance documents.
- Complete an assured wetland delineation by a professional qualified through the Wisconsin Department of Natural Resources (WDNR) Wetland Delineation Professional Assurance Program.
- Gather publicly available mapping resources (e.g. soils, topography, and wetland inventory) to complete an initial desktop assessment and guide the field wetland delineation.
- Field-locate the wetland boundary using a mapping-grade GPS capable of sub-meter accuracy (note that this is not a certified survey).
- Produce customized mapping that shows the investigation limits ("Study Area"), Heartland's wetland boundary, and the mapping resources utilized in the desktop assessment.
- Complete a wetland determination and delineation report that summarizes the methods, results, and wetland characteristics. Include in the report appropriate mapping figures and necessary data collected and analyzed (USACE wetland determination data sheets, photographs, and precipitation data).



Task 2. Artificial Wetland Exemption Submittal

- Review applicable existing project information including wetland delineations, grading and stormwater management plans, jurisdictional determinations, and Wisconsin Department of Natural Resources (WDNR) and U.S. Army Corps of Engineers (USACE) correspondence.
- Review available historical information, aerial photography, and Wisconsin's original land survey to assess and document those wetlands that meet the definition of "artificial".
- Wetlands that are determined to be potentially artificial will be evaluated for an exemption. Documentation supporting the required criteria will be organized into a formal exemption determination application and submitted to the WDNR for approval. The application will include a summary of the artificial wetland history, and relevant attachments to support the conclusion. A copy of the exemption request will be submitted to the USACE.

ASSUMPTIONS

- Heartland's understanding of the Study Area limits is identified on the attached map.
- The Client is responsible for securing safe access onto the property and will inform Heartland of any required notifications prior to entering the property.
- Attendance and coordination of client, project team, and/or regulatory agency meetings are not included unless specified in the Scope of Services.
- Routine methodology is sufficient for completing wetland determinations and delineations within the Study Area. Problem Areas, Atypical Situations, and Comprehensive Methods (as defined in the 1987 manual and regional supplement) require additional effort, and if any of these methods become necessary the Client will be notified for approval of additional cost.
- Wetland delineations completed by an assured delineator do not eliminate State regulatory authority to review the wetland delineation. Wetland delineations completed under the assurance program require submittal to WDNR for continued compliance with the program and annual audits are completed on selected wetland delineations. Review by the USACE may be necessary for federal approvals and jurisdictional determinations.
- Regulatory coordination and/or requests for additional information beyond that included in Heartland's standard wetland delineation report will be completed as authorized by the Client for an additional cost. Wetland determination and boundary reviews by regulatory agencies may result in modifications to the findings presented to the Client. These modifications may result from varying conditions between the time the wetland delineation was completed and the time of the review. Factors that may influence the findings include precipitation patterns, drainage modifications, changes or modification to vegetation, and the time of year.
- All relevant past and available engineering plans (e.g. grading, design, stormwater, erosion control, and as-built plans) will be provided to Heartland for the Artificial Wetland Exemption Submittal.



- The Artificial Wetland Exemption Submittal will be prepared following the guidelines set forth under WI Act 183 and is specific to the evaluation of wetland jurisdiction by the state of Wisconsin. The WDNR has 15 working days to respond to the exemption request. In some cases, the USACE may have federal jurisdiction on artificial wetlands that the WDNR exempts from state jurisdiction. Additionally, the USACE may not be responsive to artificial wetland exemption determination requests submitted for federal jurisdictional determinations as there is no timeline requirement for such a response.
- Heartland's scope of services is limited to preparation and submittal of the artificial wetland exemption request. Heartland will provide follow-up with the appropriate regulatory agencies to determine completeness and schedule for review after the application is submitted. However, specific responses to agency staff information requests and additional agency coordination are not included within this cost estimate. We will work closely with the client and regulatory agencies post submittal on a time and materials basis with prior authorization from the Client.

COST & SCHEDULE

- **Task 1. Wetland Delineation: \$5,800 lump sum.**
- **Task 2. Artificial Wetland Exemption Submittal: \$2,800 lump sum.**
- Regulatory agency review fees and/or permit application fees are **not** included with the cost estimate; Client shall pay any required agency fees directly if they become necessary. If services are not authorized within 60 days of the proposal date, the fee estimates may no longer be valid.
- Services performed on a time and material basis will be billed per the attached rate table and reimbursable expense schedule.
- If Heartland encounters unanticipated conditions or circumstances that result in exceeding the cost estimate or is requested to provide services that are not in the Scope of Services, Heartland will contact the Client for approval of the Extra Services and additional fees.
- Upon authorization and acceptance of a signed agreement, Heartland will initiate and schedule the project services. Fieldwork will be completed in late July/early August 2019, and the mapping results will be provided within one (1) week following fieldwork completion. Heartland will coordinate the fieldwork and report schedule with you and communicate closely throughout the project so that our services are completed and delivered on-time and as expected.

PAYMENT

- Payment for services should be mailed to the following address:

**Heartland Ecological Group, Inc.
506 Springdale Street
Mount Horeb, WI 53572**



KL Engineering
Jefferson County Interurban Trail Project
WisDOT ID: 3500-00-06
June 10, 2019

Heartland thanks you for providing us the opportunity to offer this Proposal for Professional Services to you. We share your desire for a successful project. Please feel free to contact me if you want to discuss this further or need more information.

Regards,

Jeff Kraemer, Principal
Heartland Ecological Group, Inc.
jeff@heartlandecological.com
608.490.2450 Ext. 2

Enclosures: Study Area Location Map; Hourly Rate Schedule

June 14, 2019

KL Engineering, Inc.
Lynda Fink
5400 King James Way
Madison, WI 53719

Re: Jefferson County Interurban Trail / WisDOT ID: 3500-00-06 / River Road to CTH F Jefferson County

Dear Lynda,

We are pleased to provide the following services and rate quote for the above-referenced project.

We will provide a DOT-approved Report, which will set forth the record ownership, legal description, mortgage lien and judgment holders, tax status and any easements/restrictions we find recorded within the last 60 years affecting the premises. We will also provide a copy of the easements, encumbrances, last deed, maps and tax statements. Please know that searching the railroad records at the Wisconsin Office of Commissioner of Railroads will NOT be included as a part of the searches that will be conducted.

The fee for each report (one report per parcel) will be \$350.00 (\$2,450 for 7 reports), and we will bill \$25.00 per written update (\$175 for 1 update per report), updates will be completed upon request, total cost not to exceed \$2,625.00. Also, please know that once we receive the order for the project, that we will need 5 weeks to complete the reports, however we will deliver reports to you individually as they are completed.

Knight Barry Title Inc.'s Federal Tax ID Number is 39-1338746.

Please contact me with any questions. Thank you for the opportunity to be of service.

Very truly yours,
Knight Barry Title, Inc.



Adam D. Sipe
Chief Title Officer



This proposal contains pricing and other information confidential and proprietary to Commonwealth Heritage Group, Inc. Disclosure of this proposal's contents to persons or organizations outside KL Engineering, Jefferson County, and the Wisconsin Department of Transportation is not authorized without specific written permission of Commonwealth Heritage Group, Inc. All technical specifications in this proposal are valid for 90 days.

Date: June 12, 2019 W-1472

To: Lynda Fink, PLA
KL Engineering

From: Greg Rainka 

Subject: Proposal - Archaeological Investigations
WisDOT Project ID 3500-00-06
Jefferson County Interurban Trail
River Road – CTH F

Commonwealth Heritage Group, Inc. (Commonwealth) is pleased to present the following proposal to KL Engineering (KL) for cultural resources services for the subject trail project in Jefferson County. It is our understanding that archaeological investigations may be needed pursuant to Section 106 of the National Historic Preservation Act and its implementing regulations. Commonwealth has completed numerous compliance surveys in WisDOT's Southwest Region and you can expect our familiarity with the project area and projects of this type will facilitate all phases of the Section 106 process.

ARCHAEOLOGICAL INVESTIGATIONS

Records and Literature Review

The initial task of the project will consist of reviewing background information compiled for the project to ensure that it is current. The study area will include the Area of Potential Effects (APE) and the surrounding area. We will review the Wisconsin Historic Preservation Database (WHPD) to identify previously recorded archaeological and cemetery/burial sites in the project area. Other sources that potentially will be consulted may include, but are not necessarily limited to, previous cultural resource investigations in the project area, historic plat maps and atlases, and relevant literature pertaining to potential archaeological resources. For the purposes of background discussion and supporting the choice of field methods, Commonwealth will search for and identify archaeological sites within 1.0 mi (1.6 km) of the project corridor. Results of the literature search will be integrated into the report or recorded on an Archaeological Literature and Records Review form that will be attached to the Archaeological Survey Report Form (ASFR) if a formal report is not required.

Phase I Archaeological Survey

The next stage of the project will consist of a Phase I archaeological survey of the APE. Based on the information provided about the project to date, we estimate a survey area approximately five miles in length. For the purposes of this proposal, we assume that most, if not all, of the APE is within an existing previously disturbed railroad and utilities corridor and can be examined via pedestrian survey, though some areas may require shovel testing.

Archaeological fieldwork will be completed with a one-person field team using field techniques consistent with the requirements of the Wisconsin Department of Historic Preservation (DHP) and the *Guidelines for Public Archeology in Wisconsin* (2012), as well as the most recent *Wisconsin Department of Transportation Facilities Development Manual* (FDM). In areas with substantial exposed ground visibility (greater than 10 percent), our field team will undertake a controlled surface survey with a 10-m interval maintained between visual transects. In areas where surface visibility is less than 15 percent, shovel testing will be conducted. Spacing between shovel tests and shovel test transects will not exceed 15 m. Shovel testing will not be undertaken on steep slopes, in wetlands, or in areas of obvious disturbances (e.g., borrow pits, two-track roads). Disturbed areas will, however, be evaluated by soil probes or shovel tests placed at a 45-m interval to verify the disturbance. The field conditions, methods, and presence of disturbance will be documented on project plans.

Each shovel test will be approximately 35 cm to 50 cm in diameter (depending on the depth needed to reach sterile subsoil) and excavated to a depth sufficient to verify the presence of sterile, undisturbed subsoil. The contents of each shovel test unit will be screened through 1/4-in hardware cloth. If a shovel test produces artifacts, additional radial shovel tests will be excavated in cardinal directions from the findspot at 5-m intervals until two consecutive negative shovel tests are encountered. All shovel tests will be numbered and observations recorded individually on project forms and tied to project maps. The type of survey coverage (shovel testing versus walkover) and ground surface conditions, including disturbances, will also be recorded on project maps.

The location of each site will be recorded on project maps, and a compass and pace map will be produced to tie the site into the surrounding landscape. All sites will be referenced to the nearest permanent landmark. Site boundaries will be based on the surface distribution of artifacts or shovel tests containing artifacts within the survey corridor. During the fieldwork stage, particular attention will be given to locations within the proposed construction area that might contain sites identified during the background and literature search. All located or relocated sites will be photographed in color, plotted using GPS technology, and recorded on project maps.

Verbal notification of the results of the survey will be provided within five working days of completion of the fieldwork. The preparation of a Determination of Eligibility (DOE) for any identified archaeological site will be considered "extra services" under this contract.

It is assumed that KL will be responsible for providing Commonwealth with a list of landowners and their addresses and securing landowner permission to conduct the survey. Fieldwork will commence after landowner permission has been secured. It is also assumed that KL, or a representative thereof, will provide detailed project plans prior to commencement of the survey.

Laboratory Analysis

In the event that artifacts are recovered, they will be cleaned, processed, and analyzed. To the extent feasible, artifacts will be classified according to chronology and/or cultural affiliation, function, and raw material. An inventory will be produced for inclusion in the report and will be generated using Commonwealth's computerized database developed for archaeological collections. The types and quantities of artifacts will be integrated into the report on a site-by-site basis to help evaluate site significance. Artifact analysis will be done in accordance with the *Guidelines for Public Archeology in Wisconsin* (2012).

For each new site located, Commonwealth will complete a *Wisconsin Archaeological Site Inventory* (ASI) form and obtain a state site number from the Wisconsin DHP. For each site that has previously recorded and for which new information is derived, an ASI Update form will be completed. The state codification number will be recorded on all analytic paperwork, artifact bags and inventory cards, and field notes, at this time.

Curation

Artifacts will be prepared for curation in accordance with 36 CFR Part 79, Curation of Federally- Owned and Administered Archaeological Collections. Commonwealth will make arrangements for curation of the artifacts with a State-approved repository, and the ASI will be updated to reflect the final disposition of collections. Costs are not included in this proposal and will be negotiated once the volume of materials needing curation is known.

Report Preparation

Assuming that no archaeological sites are found, under the Memorandum of Agreement between WisDOT and the Wisconsin DHP, Commonwealth will complete an Archaeological Survey Field Report (ASFR) and Archaeological Records and Literature Review form instead of a formal report. Should a site be found, requiring preparation of a formal report, the report will detail the results of the archaeological records and literature review, and the Phase I archaeological survey. The technical report will present the findings and results of the investigations, in accordance with the guidelines of the *Guidelines for Public Archeology in Wisconsin* (2012). At a minimum it will include the following sections: 1) Introduction; 2) Environmental Setting; 3) Cultural Context; 3) Survey Methods; 4) Survey Results; 6) Conclusions and Recommendations; and 7) References Cited. The results section will include a summary of field observations, and describe each archaeological and historical site found in sufficient detail so that a preliminary evaluation of National Register of Historic Places (National Register) significance may be made. Finally, the report will be fully illustrated and will minimally provide the location of each site on a 7.5 minute series USGS topographic map, showing its relationship to the permanent landmarks and the landscape. For the purposes of this proposal, it is assumed that no archaeological sites will be identified and that the results of the investigation will be documented in an ASFR.

SERVICES NOT INCLUDED

This proposal does not include architecture/history investigations, DOEs, or an assessment of effects to historic properties. Commonwealth also will not be providing services related to Section 4(f) and/or 6(f).



DELIVERABLES

Electronic drafts of the archaeological survey report will be submitted to KL for review and comment. Following receipt of comments, five copies of the final report will be submitted for your files and distribution.

PERSONNEL QUALIFICATIONS

Commonwealth will dedicate the following key personnel to this project:

Project Manager

Robert Watson Rainka (Ph.D., University of Wisconsin - Milwaukee) is currently Regional Director for Commonwealth's Wisconsin office. He has over 20 years of experience in archaeology and exceeds the Secretary of the Interior's Professional Qualification Standards for Archaeology. His specialties include pre-contact and early post-contact archaeology of the Upper Great Lakes and cultural resource management in the Midwest region. He has worked closely with federal and state agencies, including the Iowa SHPO, as well as energy and infrastructure engineers, on many projects in Iowa. Dr. Watson is qualified to excavate human burials and is a member of several professional societies, including the Register of Professional Archaeologists, Society for American Archaeology, Wisconsin Archaeological Survey, Midwest Archaeological Conference, Southeast Archaeological Conference, and Wisconsin Archaeological Society.

SCHEDULE

Commonwealth will complete pre-field research within five business days of receiving authorization to proceed. Weather permitting, the archaeological survey will begin within 10 business days of receiving a list of landowners and project design details/files. Commonwealth proposes to prepare a draft archaeological survey report within 10 business days after the completion of the fieldwork. The final report will be submitted within 3 business days of receiving comments from KL. Should this schedule not meet the needs of KL, Commonwealth will negotiate a modified schedule.

COST

Based on our assumptions, Commonwealth proposes to complete an archaeological survey and associated reporting for a total cost not to exceed **\$2,048.91**. Billing will be on a cost reimbursable, plus fixed fee basis. Attached is a breakdown of costs. Work will be completed by October 31, 2019.

Archaeological Investigations
WisDOT Project ID 3500-00-06
Jefferson County Interurban Trail

Salary & Wages	Prefield	Field	Report	TOTAL	TOTAL
Watson, Robert/Regional Director			1	1	\$38.00
Christman, Carrie/Archaeologist		16	6	24	\$587.28
Hulit, Elissa/GIS-Graphics			3	4	\$108.08
Harding, Megan/Administrative Support				1	\$17.00
Subtotal	4	16	10	30	\$750.36
General and Administrative					
Provisional Rate = 123.72					
Labor x 123.72		\$928.35			
Subtotal					\$928.35
Fixed Fee					
Labor x 2.5 x 7.25%		\$136.00			
Subtotal					\$136.00
Out of Pockets					
Transportation					
	Miles	Cost			
Mileage @\$0.58/mile	240	\$90.00			
					\$139.20
					\$139.20
Travel					
	Days	Cost			
Per Diem @\$38.00/day	0	\$0.00			
Lodging @\$90.00/day	0	\$0.00			
					\$0.00
					\$0.00
Additional Expenses					
	Qty	Cost			
GPS Units @\$35.00/day	2	\$70.00			
Reproduction and Printing	1	\$15.00			
Postage and Delivery	1	\$10.00			
					\$95.00
					\$95.00
Out of Pockets Subtotal					\$234.20
Total Estimated Cost					\$2,048.91

Additional Notes for 3500-00-06 (base contract)

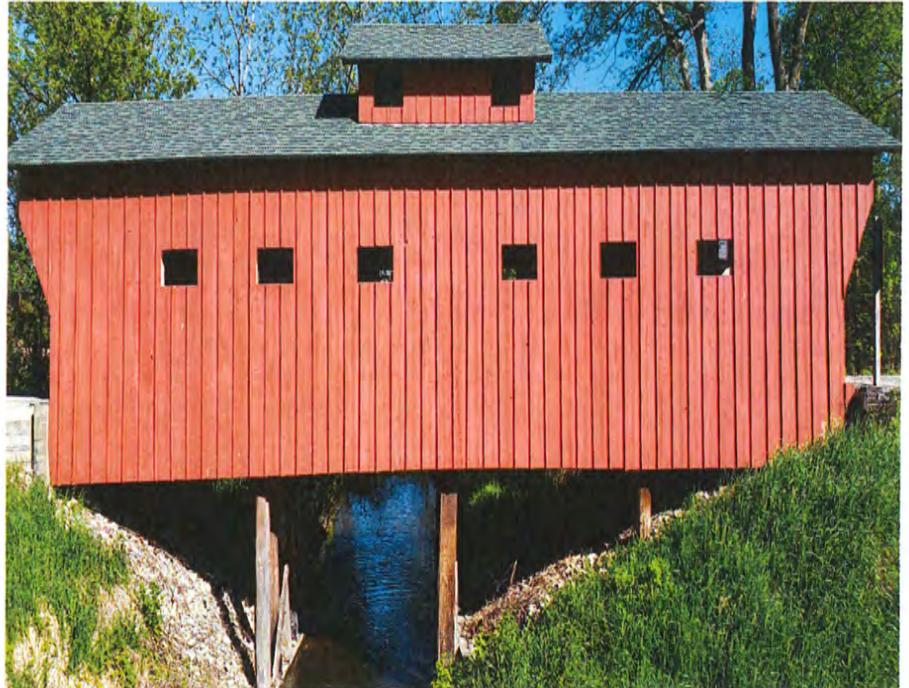
Outline Task	Activity	Code	Hours
1.1.2	Manage Project Scope and Schedule	887	55
	<ul style="list-style-type: none"> - 20 months active coordination - Regular project updates/teleconferences - Subconsultant coordination (incl w/ WeEnergies) - 2 face to face meetings County - 1 face to face meeting on-site with subs 		
1.4.1	Manage Project Stakeholders	743	128
	<ul style="list-style-type: none"> - Public Involvement Plan - (1) Local Official Meeting - (3) plan review meetings - Manage public inquiries/ responses - (1) PIMs with prep, revisions, attendance, meeting minutes, etc. - (1) in-person meeting with WisDOT - Public mailouts (2 total)- project start-up, (1) PIMs 		
2.2.2	Design Drainage	778	16
	- Extra at the “pit areas”		
2.2.4	Design Geometrics and Details	776	543
	<ul style="list-style-type: none"> - All trail design – prelim and final - Intersection design and detailing - Alternatives report for extensive grading areas - Full plan sets (per contract listing) - Design Study Report - TMP - Design Variance Report (pole width) 		
2.2.5	Develop Quantities and Estimates	786	64
2.2.6	Develop PSE Documents	856	80
	<ul style="list-style-type: none"> - Special provisions & WisDOT loading - R/W Cert - Utility Cert - State Let process for bidding - Pre-bid meeting - Pre-construction meeting 		
2.3.18	Conduct Field Survey	723	105
	<ul style="list-style-type: none"> - Poles - High Grading areas - Culverts - Roadway crossings - Agricultural crossings 		

2.3.19	Survey Existing and Proposed Right-of-Way <ul style="list-style-type: none"> - Research - Control with Section corners - Property irons for properties surrounding highly graded areas well) 	726	10
2.4.3	Analyze Hazardous Materials Site Impact <ul style="list-style-type: none"> - Phase 1 HazMAT report 	765	40
2.4.4	Analyze Natural Environment Impact <ul style="list-style-type: none"> - USFWS coordination - US Coast Guard Coordination - WisDNR Grading Permit - WisDNR ER coordination 	766	44
2.4.5	Environmental Documentation and Agency Coordination <ul style="list-style-type: none"> - Section 106 coordination - Tribal coordination - Jefferson County permits - PCE (Env't Doc) - Wetland fill permits/coordination 	769	109
2.5.4	Design Structure <ul style="list-style-type: none"> - (2) Non-BOS walls (less than 4.5') 	656	68
2.7.6	Coordinate Utilities <ul style="list-style-type: none"> - Utility coordination process per WisDOT - 3 in-person meetings with WeEnergies - 1 kick-off meeting (combined OPM) 	746	61
4.3.4	Inspect Structure <ul style="list-style-type: none"> - Inspection and report for all culverts 	275	74

Westbrook Associated Engineers, Inc.

Pedestrian Bridge Inspections

Jefferson County



619 E. Hoxie Street | Spring Green, WI 53588
Ph. 608-588-7866 | Fax 608-588-7954
www.westbrookeng.com



Erich Masiarchin, PE
(WIDOT Certified Bridge Inspector #9646)

May 2019

Covered Bridge

The bridge is located on the Glacial River Trail approximately 3.5 miles southwest of Ft. Atkinson, WI. The trail follows an old railroad grade along the west side of STH 26 and crosses Hights Creek about a half mile southwest from Hamer Lane, the nearest road crossing. The covered bridge uses a composite structural system consisting of the original timber railroad trestle and a newer timber truss that supports the bridge roof and cladding. The timber railroad trestle is assumed to be forty to fifty years old and is a four-span structure with timber piers/abutments spaced approximately 13 feet on center and timber stringers spanning between the piers. The covered bridge portion was built in 2000 and is a Howe type truss. A photo of the bridge is shown in Figure 1. The timber trestle is considered to be the primary load carrying system since it predates the truss and was assumed to support the truss during the construction of the covered bridge.

Following is a summary of the field inspection performed by Erich Masiarchin, PE (WisDOT Certified Bridge Inspector #9646) on May 23, 2019.



Figure 1: Covered Bridge over Hights Creek on the Glacial River Trail, Jefferson County, WI

Inspection Procedures

On May 23, 2019 a baseline field inspection of the Covered Bridge over Hights Creek in Jefferson County was performed by Erich Masiarchin, PE. The purpose of this inspection was to determine the overall condition of the structure to include the substructure, superstructure, approaches, signage and stream conditions. Erich Masiarchin, of Westbrook, met with Kevin Wiesmann, Jefferson County Parks Supervisor, at the bridge site on the morning of May 23, 2019. The weather was mostly sunny with the temperature approximately 63F.

The inspections were performed following National Bridge Inspection Standards (NBIS). The NBIS are federal regulations establishing requirements for inspection procedures, frequency of inspections, qualifications of personnel, inspection reports, and preparation and maintenance of a State bridge inventory. The NBIS apply to all structures defined as bridges located on all public roads. The Coding Guide used is a numeric coding system ranging from 0 (failed) to 9 (excellent). There are numerous publications covering each bridge element and overall category ratings.

In general, the following coding guidance was utilized for rating the Covered Bridge over Hights Creek on the Glacial River Trail.

NBI		Description
N	NA	Not Applicable
9	Good	Excellent condition
8		Very good condition – no problems noted
7		Good condition – some minor problems
6	Fair	Satisfactory condition – structural elements show some minor deterioration
5		Fair condition – all primary structural elements are sound, but may have minor section loss, cracking, spalling, or scour
4	Poor	Poor condition – advanced section loss, deterioration, spalling, or scour
3		Serious condition – loss of section, deterioration, spalling, or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
2	Severe	Critical condition – advanced deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
1		“Imminent” failure condition – major deterioration or section loss in critical structural components or obvious vertical or horizontal movement affecting structure ability. Bridge is closed to traffic but with corrective action may put back in light service.
0		Failed condition – out of service – beyond corrective action

Overall Condition

The overall structure is in GOOD condition. Overall ratings utilizing the NBI system are as follows:

Timber Deck: 7

Superstructure: 7

Substructure: 5

Deck

The deck received an overall NBI rating of 7 and is considered to be in GOOD condition. The deck consists of dimensional lumber. The deck boards are completely enclosed and protected from the elements by the overhead covered truss structure and the enclosed side walls. This system has protected the deck from weathering and has kept the deck free from any significant deterioration and damage and has allowed the boards to remain sound. Additionally, the deck boards are securely fastened to the superstructure system.



Timber Deck-looking North

Deck Maintenance Recommendations

The existing boards are free from deterioration and damage and do not require maintenance at this time. Monitor the deck periodically and replace any boards that become loose or show signs of advanced decay.

Superstructure

The superstructure received an overall NBI rating of 7 and is considered to be in GOOD condition. The superstructure is comprised of two laminated timber stringers supported on timber abutment and pier caps. Transverse floor beams are supported by the timber stringers and covered by timber decking. There were no deficiencies noted on the superstructure, other than minor splits and checks. All connections appeared to be in good condition.



Superstructure-Timber Stringers and Floor Beams



Superstructure-Timber beams and Trusses

Superstructure Maintenance Recommendations

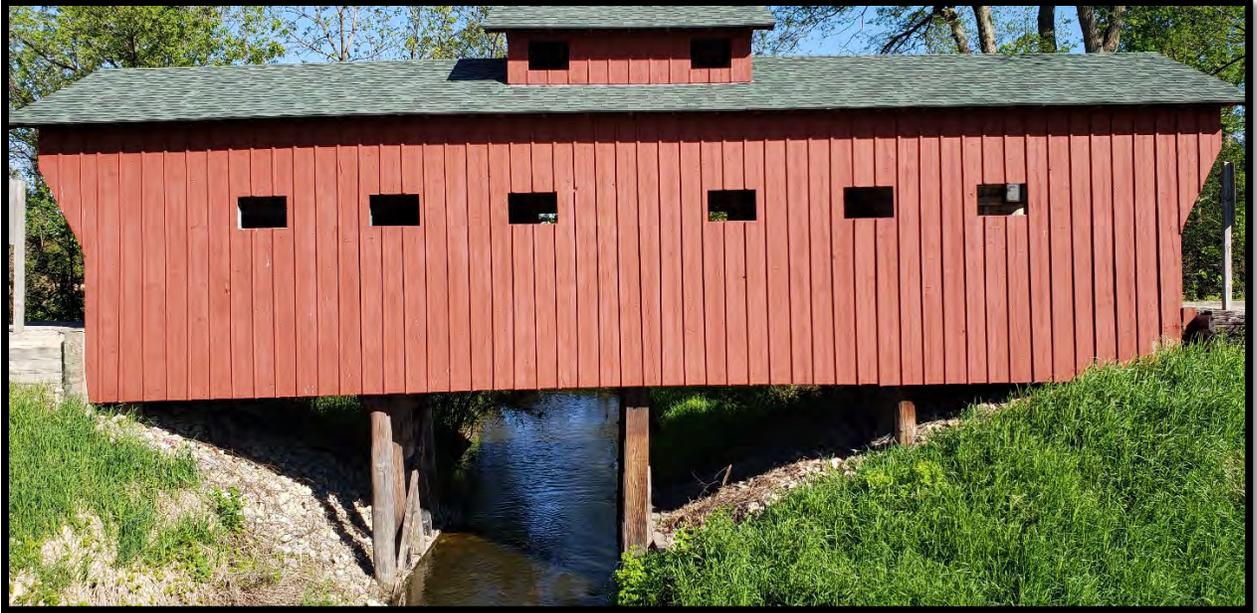
The existing superstructure is free from deterioration and damage and does not require maintenance at this time. Monitor connections periodically and replace any timbers that become loose or show signs of advanced decay.

Substructure

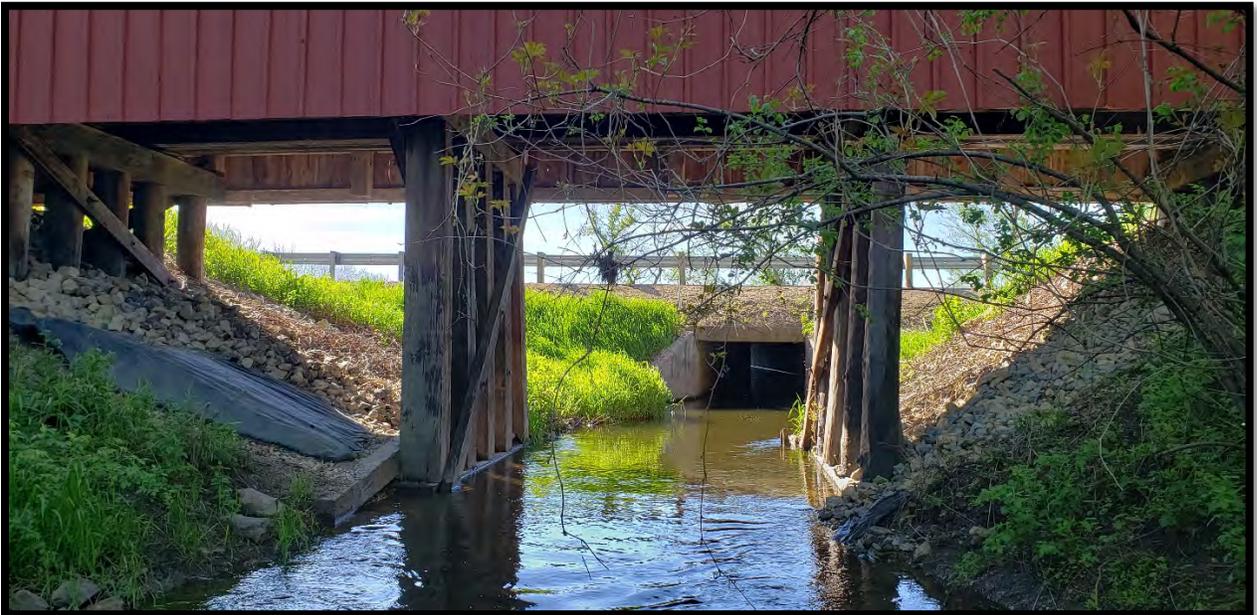
The bridge is comprised of a timber cap, supported on timber columns, on a timber sill. The sill and columns are not visible at the north abutment and are not known to be present. The sill is not visible at the south abutment and is not known to be present. Additionally, the abutments are comprised of a timber backwall to retain the embankment. The substructure received an overall NBI rating of 5 and is considered to be in FAIR condition. The exposed sill, cap and columns are chemically treated and show signs of rot and decay. The abutment backwall and wing walls are timber and are in generally sound condition.

As noted in the 2012 inspection report, performed and prepared by Allen DeSchepper, P.E, Westbrook, the south pier had rotated significantly and caused the south abutment backwall to rotate and the south approach to settle. Additionally, the structure bearing on the abutment and pier caps had rotated and shifted over time. The rotated pier is located adjacent to the south span of the bridge. The creek flows immediately to the north. On the opposite side, the ground slopes upward to the south abutment. Also noted in the 2012 inspection report is the stability of the slope and indications that the slope stability had been an issue since the bridge was constructed and had been exacerbated by pedestrians who hike down to the creek bank. The 2012 inspection report also indicates that no evidence of scour or undermining of the horizontal timber (sill) supporting the pier columns was evident at the time of the inspection. The sill appears to bear directly on in situ stream bed material and is not embedded or “toed” into the stream bed to provide any lateral resistance. The inspecting engineer probed underneath the sill supporting the pier columns to determine if any means of lateral restraint were present aside from friction with the river bed. Using a spade, stone and gravel were removed from under the sill for a distance of about two and a half feet. In this region, no timber piles, steel posts, or other means of pinning the sill into the stream bed were discovered.

As indicated by Mr. Wiesmann on May 23, 2019, the south pier and south abutment back wall were reconstructed between 2012 and 2019. The pier has been returned to near plumb and the abutment backwall returned to plumb. Additionally, the approaches were reconstructed and repaved.



Profile-looking West (pier orientation)



Profile-looking East (pier orientation)



Pier Typical-(South Pier Shown)

Visible gaps are noted at the south abutment between the stringers and abutment column cap and contact is only made on the back edge of the column cap bearing on the abutment columns. 2" x 4" lumber "shims" have been placed between the stringers and cap. Gaps also exist between the stringers and column cap at the north pier. Approximately 1/2" shims have been placed in the gaps with additional space remaining. Full bearing surface appears to exist at the north abutment, center pier, and south pier; with partial bearing at the south Abutment. Mr. Wiesmann indicated that the structure was designed with sufficient camber to bear mostly or completely on the abutments, with little or no bearing on the piers.

The base of the columns at the interface with the sills at the middle and south pier shows signs of rot and deterioration, with section loss evident. The connection of the timber bracing at the south pier to the east most column is broken with a section of the bracing broken off. The condition of the sills is unknown and will require further investigation to determine. The gaps in bearing at the north pier and south abutment are significant and caused by previous rotating of the pier(s) and overall substructure and superstructure.

The northwest and southwest slope are eroded with exposed fabric. Pedestrian activity along both slopes from the path to the edge of the creek is evident. Riprap has been placed on both slopes, but is small and easily moved.



Column Deterioration Typical (South Pier Shown)



Pier Lateral Bracing-Broken Connection South Pier



Gap-North Pier (Between Stringer and Column Cap)



Gap-South Abutment (Wood "Shim" between Stringer and Column Cap)



Gap-South Abutment (Between Column Cap and Columns-due to rotated cap)



Slope Erosion-NW slope

Substructure Maintenance Recommendations

Alternative 1)

- Monitor deterioration of the pier columns. Address if determined to be excessive.
- Monitor pier rotation. Address if rotation continues or reoccurs.
- Monitor bearing gaps. Address if changes are observed.
- Monitor lateral pier bracing. Address if changes are observed.
- Monitor slope erosion. Address if changes are observed.
- Monitor abutment backwall rotation. Address if changes are observed or reoccurs.

Alternative 2)

- Conduct further analysis of the column deterioration to determine if repairs are needed due to capacity loss.
- Monitor pier rotation. Address if rotation continues.
- Conduct further analysis to determine if installing shims to fill gaps that will provide uniform bearing over all substructure units will be beneficial or needed, due to loading issues.
- Repair broken lateral bracing connection.
- Repair slope erosion. Install medium or heavy riprap to prevent shifting or washouts.
- Monitor abutment backwall rotation. Address if changes are observed or reoccurs.

Bridge Ancillary Components and Approaches

The approaches to the bridge are in good shape and closely match the same grade as the structure. As stated by Mr. Wiesmann, the approaches were reconstructed and repaved along with repairs to the pier and abutment backwall between 2012 and 2019. This portion of the Glacial River Trail is not plowed or cleared of snow in the winter months; Vehicular traffic is prohibited on the trail and maintenance vehicle traffic is extremely low.

There are object markers at each approach of the trail, at the end of the deck. The markers are in good condition.

The banks of Haight's Creek are vegetated in native grasses and are stable.



Approach-Looking North



Approach-Looking South

Bridge Ancillary Components and Approaches Maintenance Recommendations

The approaches are paved and in good condition. The object markers are in good condition. The markers at the south approach are tipping slightly, but not significantly. No maintenance is required at this time. Monitor the approaches for rutting and deterioration and monitor the object markers for damage and tipping.

Allen Creek Timber Bridge

The bridge is located on the Glacial River Trail approximately 0.25 miles southwest of Ft. Atkinson, WI. The trail follows an old railroad grade along the west side of Business 26 and crosses Allen Creek about a quarter mile southwest from Farmco Lane, the nearest road crossing. The bridge has a composite structural system consisting of the original timber railroad trestle and a newer timber superstructure. The timber railroad trestle is assumed to be forty to fifty years old and is a six-span structure with timber piers/abutments. The piers and abutments consist of timber piling supporting a timber pile cap; no timber sill is visible at any substructure unit. The superstructure consists of timber stringers, floor beams, and timber decking. The structure also contains a timber railing system. A photo of the bridge is shown in Figure 1.

Following is a summary of the field inspection performed by Erich Masiarchin, PE (WisDOT Certified Bridge Inspector #9646) on May 23, 2019.



Figure 1: Timber Bridge over Allen Creek on the Glacial River Trail, Jefferson County, WI

Inspection Procedures

On May 23, 2019 a baseline field inspection of the Timber Bridge over Allen Creek in Jefferson County was performed by Erich Masiarchin, PE. The purpose of this inspection was to determine the overall condition of the structure to include the substructure, superstructure, railings, approaches, signage and stream conditions.

The inspections were performed following National Bridge Inspection Standards (NBIS). The NBIS are federal regulations establishing requirements for inspection procedures, frequency of inspections, qualifications of personnel, inspection reports, and preparation and maintenance of a State bridge inventory. The NBIS apply to all structures defined as bridges located on all public roads. The Coding Guide used is a numeric coding system ranging from 0 (failed) to 9 (excellent). There are numerous publications covering each bridge element and overall category ratings.

In general, the following coding guidance was utilized for rating the Allen Creek Bridge.

NBI		Description
N	NA	Not Applicable
9	Good	Excellent condition
8		Very good condition – no problems noted
7		Good condition – some minor problems
6	Fair	Satisfactory condition – structural elements show some minor deterioration
5		Fair condition – all primary structural elements are sound, but may have minor section loss, cracking, spalling, or scour
4	Poor	Poor condition – advanced section loss, deterioration, spalling, or scour
3		Serious condition – loss of section, deterioration, spalling, or scour have seriously affected primary structural components. Local failures are possible. Fatigue cracks in steel or shear cracks in concrete may be present.
2	Severe	Critical condition – advanced deterioration of primary structural elements. Fatigue cracks in steel or shear cracks in concrete may be present or scour may have removed substructure support. Unless closely monitored it may be necessary to close the bridge until corrective action is taken.
1		"Imminent" failure condition – major deterioration or section loss in critical structural components or obvious vertical or horizontal movement affecting structure ability. Bridge is closed to traffic but with corrective action may put back in light service.
0		Failed condition – out of service – beyond corrective action

Overall Condition

The overall structure is in FAIR condition. Overall ratings utilizing the NBI system are as follows:

Timber Deck: 6

Superstructure: 6

Substructure: 4

Deck

The deck received an overall NBI rating of 6 and is considered to be in FAIR condition. The deck consists of dimensional lumber. The deck boards are exposed to the elements and show signs of rot and deterioration. This section of the Glacial River Trail is plowed during winter months and has a significant amount of maintenance vehicle traffic. Additionally, the deck board connections are showing signs of loosening as deterioration of the boards advances. Heavy vegetation prevents sun and wind from drying the deck boards after rain and snow, which contributes to rotting.



Timber Deck-looking South

Deck Maintenance Recommendations

The existing boards are showing early signs of rot and deterioration, including loosening of connections. Monitor the deck periodically and replace any boards that become loose or show signs of advanced decay.

Superstructure

The superstructure received an overall NBI rating of 6 and is considered to be in FAIR condition. The superstructure consists of floor beams supported on timber stringers. The ends of the floor beams show mildew and signs of deterioration. The deck curb is showing signs of rot and deterioration. Some connections are loose and hardware is rusting.



Timber Stringers and Floor Beams

Superstructure Maintenance Recommendations

Monitor connections and deterioration of superstructure units. Evaluate or replace timbers that achieve advanced deterioration.

Substructure

The piers consist of vertical driven timber piles. The piles are of unknown length. There are splits and checks in the timber piles. The piles of pier 2, 3 and 4 are rotted at the waterline and show varying degrees of section loss. The most severe deterioration and section loss is on piles on the upstream side of the pier. Considerable flood debris is caught at pier 3. The piles at the north and south abutment and pier 1 and 5 are in good condition and only show minor deterioration, splits and checks. Several pile caps show longitudinal splits along the top of the timber that are filled with debris and growing vegetation. The splits are causing water infiltration and rotting of the center of the timbers. The worst are the south and north abutment and pier 1. The abutment backwalls are timber and show minor splitting and cracking, but are in good condition overall. The substructure received an overall NBI rating of 4 and is considered to be in POOR condition.



Pier 2-Pile Section Loss (upstream pile)



Pier 4-Pile Splits/Section Loss (upstream pile)



Pier 3-Upsteam flood debris



South Abutment-Pile Cap Deterioration

Substructure Maintenance Recommendations

Alternative 1)

- Monitor deterioration of piling and debris build up. Address if determined to be excessive.
- Monitor pile cap deterioration. Address if determined to be excessive.

Alternative 2)

- Conduct further analysis to determine the capacity of the piers and abutments and address if needed.

Bridge Ancillary Components and Approaches

The approaches to the bridge are in good shape and closely match the same grade as the structure. The trail is paved asphalt with concrete approach slabs.

The bridge railing consists of dimensional lumber and is fastened to extended cantilevered floor beams.

The banks of Allen Creek are mostly vegetated with native grasses with some trees and some slumping banks.

The object markers are in place at each corner of the bridge and are in good condition.



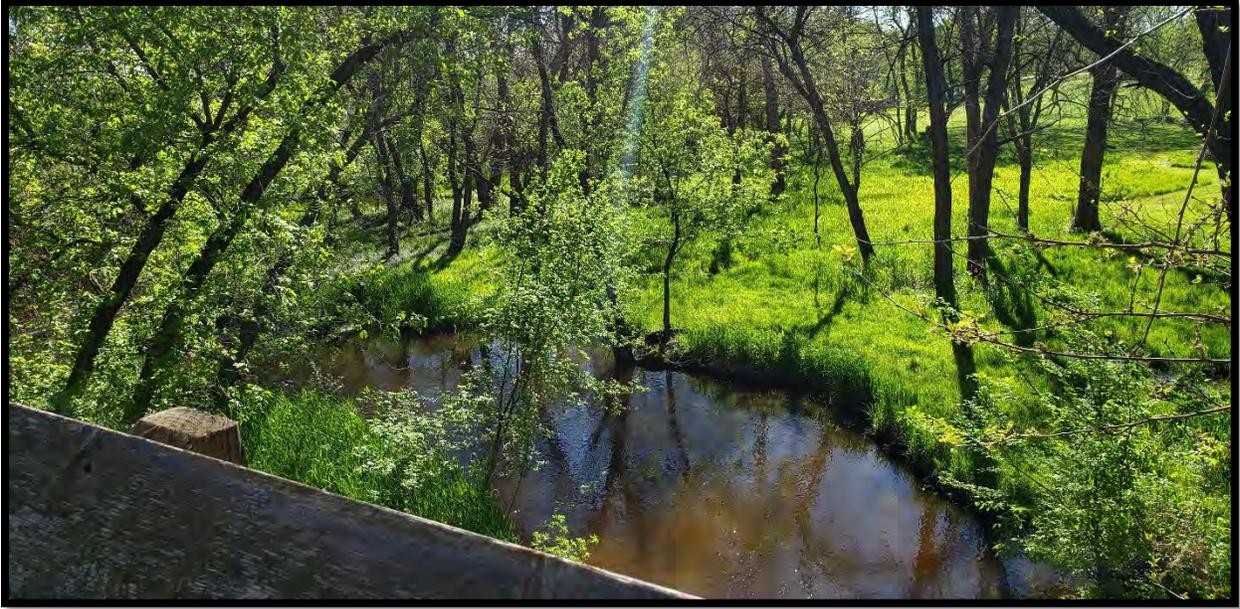
Timber Railing fastened to cantilevered Floor Beams



Approach Looking South



Approach Looking North



Allen Creek-upstream



Allen Creek-down stream

Bridge Ancillary Components and Approaches Maintenance Recommendations

There is no recommended maintenance at this time. However, the bridge should be inspected regularly to monitor damage and deterioration.

Fee Schedule

Departments	Unit	2018 Rate	2019 Rate	2020 Rate
Parks				
Dog Park				
Annual Tag-1st Dog (Dogs Licensed in Jefferson County)		25.00	25.00	
Annual Tag-1st Dog (Dogs not Licensed in Jefferson County)		30.00	30.00	
Annual Tag-Senior Citizen		15.00	15.00	
Annual Tag-Disabled		15.00	15.00	
Additional Annual Tag	Per Dog	15.00	15.00	
Additional Annual Tag (Dogs not Licensed in Jefferson County)		15.00	15.00	20.00
Replacement Tag		10.00	10.00	
Daily Permit-(Resident or Non-County Resident)	Per Dog	5.00	5.00	
Camping-Carnes Park East	Per Night	20.00	20.00	
Camping-Cappie's Landing (Rock River Access)	Per Night	20.00	20.00	
Camping - Other	Per Night	20.00	20.00	
Gardens - Korth	10x20 site	20.00	20.00	
Gardens - Carnes	10x10 site	12.50	12.50	
Gardens - Carnes	10x20 site	25.00	25.00	
Shelter Rentals (All Fees Subject to Sales Tax)				
(All shelter rentals require a \$100 security deposit, which is refundable if the rental site is left in acceptable condition.)				
(Korth Park Pavilion security deposit @ \$150, @ \$200 with kitchen)				
External Structures (tents, bouncy houses, etc.)	Per Structure	50.00	50.00	
Cappie's Landing Park				
Resident 1-100 Persons		-	35.00	
Resident 101-200 Persons		-	85.00	
Non-Resident 1-100 Persons		-	40.00	
Non-Resident 101-200 Persons		-	95.00	
Carlin Weld Park				
Resident 1-100 Persons		50.00	50.00	65.00
Resident 101-200 Persons		105.00	105.00	120.00
Non-Resident 1-100 Persons		60.00	60.00	75.00
Non-Resident 101-200 Persons		110.00	110.00	125.00
Cold Spring Creamery				
Resident 1-100 Persons		35.00	35.00	35.00
Resident 101-200 Persons		85.00	85.00	85.00
Non-Resident 1-100 Persons		40.00	40.00	40.00
Non-Resident 101-200 Persons		95.00	95.00	95.00
Dorothy Carnes Park (Electricity)				
Resident 1-100 Persons		65.00	65.00	70.00
Resident 101-200 Persons		120.00	120.00	125.00
Non-Resident 1-100 Persons		80.00	80.00	80.00
Non-Resident 101-200 Persons		130.00	130.00	130.00
Garman Nature Preserve				
Resident 1-100 Persons				35.00
Resident 101-200 Persons				85.00
Non-Resident 1-100 Persons				40.00
Non-Resident 101-200 Persons				95.00
Kanow Park				
Resident 1-100 Persons		50.00	50.00	65.00
Resident 101-200 Persons		105.00	105.00	150.00
Non-Resident 1-100 Persons		60.00	60.00	75.00
Non-Resident 101-200 Persons		110.00	110.00	125.00
Korth Park-Elm Point Rd				
Resident 1-100 Persons		65.00	65.00	70.00
Resident 101-200 Persons		120.00	120.00	125.00
Non-Resident 1-100 Persons		80.00	80.00	85.00
Non-Resident 101-200 Persons		130.00	130.00	135.00
Korth Park, Pavilion				
Resident 1-100 Persons		110.00	110.00	125.00
Resident 101-200 Persons		160.00	160.00	175.00
Non-Resident 1-100 Persons		130.00	130.00	150.00
Non-Resident 101-200 Persons		180.00	180.00	200.00
Korth Park, Pavilion and Kitchen				
Resident 1-100 Persons		185.00	185.00	200.00
Resident 101-200 Persons		250.00	250.00	275.00
Non-Resident 1-100 Persons		225.00	225.00	250.00
Non-Resident 101-200 Persons		275.00	275.00	300.00
Pohlmann Park				
Resident 1-100 Persons		35.00	35.00	40.00
Resident 101-200 Persons		85.00	85.00	90.00
Non-Resident 1-100 Persons		40.00	40.00	45.00
Non-Resident 101-200 Persons		95.00	95.00	100.00

Fee Schedule

Departments	Unit	2018 Rate	2019 Rate	2020 Rate
Rock Lake Park (Lower/Lakeside)				
Resident 1-100 Persons		65.00	65.00	75.00
Resident 101-200 Persons		120.00	120.00	125.00
Non-Resident 1-100 Persons		80.00	80.00	90.00
Non-Resident 101-200 Persons		130.00	130.00	150.00
Rock Lake Park (Upper/Hillside)				
Resident 1-100 Persons		50.00	50.00	65.00
Resident 101-200 Persons		105.00	105.00	150.00
Non-Resident 1-100 Persons		60.00	60.00	75.00
Non-Resident 101-200 Persons		110.00	110.00	125.00
Rock River Park				
Resident 1-100 Persons		35.00	35.00	35.00
Resident 101-200 Persons		85.00	85.00	85.00
Non-Resident 1-100 Persons		40.00	40.00	40.00
Non-Resident 101-200 Persons		95.00	95.00	95.00
Rome Pond Park				
Resident 1-100 Persons		50.00	50.00	50.00
Resident 101-200 Persons		105.00	105.00	105.00
Non-Resident 1-100 Persons		60.00	60.00	60.00
Non-Resident 101-200 Persons		110.00	110.00	110.00
Welcome Travelers Park				
Resident 1-100 Persons		35.00	35.00	50.00
Resident 101-200 Persons		85.00	85.00	105.00
Non-Resident 1-100 Persons		40.00	40.00	60.00
Non-Resident 101-200 Persons		95.00	95.00	110.00
Group Permit Fees (All Fees Subject to Sales Tax)				
(All group permit requests exceeding 100 people requires a shelter rental fee)				
Cappie's Landing Park				
100-300 Persons		-	35.00	35.00
301+ Persons		-	85.00	85.00
Carlin Weld Park				
100-300 Persons		50.00	50.00	50.00
301+ Persons		105.00	105.00	105.00
Cold Spring Creamery				
100-300 Persons		35.00	35.00	35.00
301+ Persons		85.00	85.00	85.00
Dorothy Carnes Park (Electricity)				
100-300 Persons		65.00	65.00	65.00
301+ Persons		120.00	120.00	120.00
Kanow Park				
100-300 Persons		50.00	50.00	50.00
301+ Persons		105.00	105.00	105.00
Korth Park-Elm Point Rd (Electricity)				
100-300 Persons		65.00	65.00	65.00
301+ Persons		120.00	120.00	120.00
Korth Park, Pavilion				
100-300 Persons		110.00	110.00	110.00
301+ Persons		160.00	160.00	160.00
Korth Park, Pavilion and Kitchen				
100-300 Persons		185.00	185.00	185.00
301+ Persons		250.00	250.00	250.00
Pohlmann Park				
100-300 Persons		35.00	35.00	35.00
301+ Persons		85.00	85.00	85.00
Rock Lake Park (Lower/Lakeside)				
100-300 Persons		65.00	65.00	65.00
301+ Persons		120.00	120.00	120.00
Rock Lake Park (Upper/Hillside)				
100-300 Persons		50.00	50.00	50.00
301+ Persons		105.00	105.00	105.00
Rock River Park				
100-300 Persons		35.00	35.00	35.00
301+ Persons		85.00	85.00	85.00
Rome Pond Park				
100-300 Persons		50.00	50.00	50.00
301+ Persons		105.00	105.00	105.00



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Jefferson County
FLEXIBLE PERIOD REPORT

PAGE 1
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FROM 2019 01 TO 2019 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
<hr/>							
12801 Parks Department							
12801 411100 General Property Taxes	-755,983	0	-755,983	-314,992.90	.00	-440,990.10	41.7%
12801 421001 State Aid	0	-3,131	-3,131	.00	.00	-3,131.00	.0%
12801 457017 Park Shelter Rental Fees	-13,000	0	-13,000	-10,539.60	.00	-2,460.40	81.1%
12801 457019 Park Shelter Deposits	0	0	0	-10,745.00	.00	10,745.00	.0%
12801 457024 Camping Fees	-50	0	-50	.00	.00	-50.00	.0%
12801 482011 Rent Garden Plots	-725	0	-725	-555.00	.00	-170.00	76.6%
12801 482021 Camping Fee Other	-200	0	-200	-379.15	.00	179.15	189.6%
12801 483001 Sale Of County Property	-18,650	0	-18,650	-2,100.40	.00	-16,549.60	11.3%
12801 485200 Donations Restricted	0	0	0	-970.62	.00	970.62	.0%
12801 486004 Miscellaneous Revenue	0	0	0	-30.00	.00	30.00	.0%
12801 511110 Salary-Permanent Regular	173,467	0	173,467	70,991.09	.00	102,475.91	40.9%
12801 511210 Wages-Regular	278,495	0	278,495	82,541.62	.00	195,953.38	29.6%
12801 511220 Wages-Overtime	4,127	0	4,127	282.12	.00	3,844.88	6.8%
12801 511240 Wages-Temporary	0	0	0	1,972.93	.00	-1,972.93	.0%
12801 511330 Wages-Longevity Pay	1,133	0	1,133	65.97	.00	1,067.03	5.8%
12801 512141 Social Security	35,749	0	35,749	11,767.43	.00	23,981.57	32.9%
12801 512142 Retirement (Employer)	26,300	0	26,300	9,708.29	.00	16,591.71	36.9%
12801 512144 Health Insurance	75,043	0	75,043	26,502.39	.00	48,540.61	35.3%
12801 512145 Life Insurance	74	0	74	33.03	.00	40.97	44.6%
12801 512146 Workers Compensation	0	0	0	4,785.23	.00	-4,785.23	.0%
12801 512148 Unemployment Compensation	10,088	0	10,088	5,095.00	.00	4,993.00	50.5%
12801 512150 FSA Contribution	10,800	0	10,800	.00	.00	10,800.00	.0%
12801 512151 HSA Contribution	0	0	0	10,318.95	.00	-10,318.95	.0%
12801 512173 Dental Insurance	5,620	0	5,620	1,940.29	.00	3,679.71	34.5%
12801 521219 Other Professional Serv	7,500	0	7,500	1,037.60	20,000.00	-13,537.60	280.5%
12801 529299 Purchase Care & Services	4,000	0	4,000	149.00	.00	3,851.00	3.7%
12801 531100 Permits Purchased	583	0	583	583.00	.00	.00	100.0%
12801 531303 Computer Equipmt & Software	0	0	0	916.00	.00	-916.00	.0%
12801 531311 Postage & Box Rent	400	0	400	170.44	.00	229.56	42.6%
12801 531312 Office Supplies	2,000	0	2,000	287.24	.00	1,712.76	14.4%
12801 531313 Printing & Duplicating	1,200	0	1,200	201.65	.00	998.35	16.8%
12801 531314 Small Items Of Equipment	6,371	0	6,371	2,169.07	.00	4,201.93	34.0%
12801 531320 Safety Supplies	1,400	0	1,400	94.29	.00	1,305.71	6.7%
12801 531324 Membership Dues	500	0	500	440.00	.00	60.00	88.0%
12801 531326 Advertising	1,800	0	1,800	1,014.52	.00	785.48	56.4%
12801 531346 Clothing & Uniform	900	0	900	.00	.00	900.00	.0%
12801 531348 Educational Supplies	100	0	100	.00	.00	100.00	.0%
12801 531349 Other Operating Expenses	0	0	0	30.00	.00	-30.00	.0%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
12801 531351 Gas/Diesel	20,000	0	20,000	6,337.66	7,447.78	6,214.56	68.9%
12801 532325 Registration	2,800	0	2,800	.00	.00	2,800.00	.0%
12801 532332 Mileage	2,000	0	2,000	875.18	.00	1,124.82	43.8%
12801 532335 Meals	200	0	200	.00	.00	200.00	.0%
12801 532336 Lodging	900	0	900	230.50	.00	669.50	25.6%
12801 532339 Other Travel & Tolls	30	0	30	14.00	.00	16.00	46.7%
12801 533221 Water	75	0	75	23.60	.00	51.40	31.5%
12801 533222 Electric	2,500	0	2,500	1,025.98	.00	1,474.02	41.0%
12801 533225 Telephone & Fax	595	0	595	204.76	.00	390.24	34.4%
12801 533236 Wireless Internet	300	0	300	100.10	.00	199.90	33.4%
12801 535232 Graveling	1,500	0	1,500	.00	.00	1,500.00	.0%
12801 535242 Maintain Machinery & Equip	10,500	0	10,500	5,777.22	.00	4,722.78	55.0%
12801 535245 Grounds Improvements	27,300	3,131	30,431	6,882.95	.00	23,548.05	22.6%
12801 535247 Building Repair & Maint	3,000	0	3,000	701.50	.00	2,298.50	23.4%
12801 535249 Sundry Repair	0	0	0	78.00	.00	-78.00	.0%
12801 535297 Refuse Collection	2,500	0	2,500	752.64	.00	1,747.36	30.1%
12801 535344 Household & Janitorial Supp	4,000	0	4,000	2,126.38	.00	1,873.62	53.2%
12801 535349 Other Supplies	11,500	0	11,500	4,951.41	.00	6,548.59	43.1%
12801 535352 Vehicle Parts & Repairs	5,000	0	5,000	453.77	.00	4,546.23	9.1%
12801 535360 Repair & Maintenance	0	0	0	359.56	.00	-359.56	.0%
12801 536533 Equipment Rent & Lease	4,000	0	4,000	909.00	.00	3,091.00	22.7%
12801 571004 IP Telephony Allocation	283	0	283	117.90	.00	165.10	41.7%
12801 571005 Duplicating Allocation	1,154	0	1,154	480.85	.00	673.15	41.7%
12801 571009 MIS PC Group Allocation	5,681	0	5,681	2,367.10	.00	3,313.90	41.7%
12801 571010 MIS Systems Grp Alloc(ISIS)	7,128	0	7,128	2,970.00	.00	4,158.00	41.7%
12801 591519 Other Insurance	10,012	0	10,012	4,171.65	.00	5,840.35	41.7%
12801 594810 Capital Equipment	35,500	0	35,500	.00	8,290.00	27,210.00	23.4%
12801 594811 Capital Automobiles	50,000	0	50,000	.00	49,717.00	283.00	99.4%
12801 594820 Capital Other	0	5,000	5,000	.00	.00	5,000.00	.0%
12801 594821 Capital Improvement Land	32,500	8,800	41,300	200.00	20,000.00	21,100.00	48.9%
12801 594829 Capital Improvement Other	0	15,790	15,790	.00	.00	15,789.70	.0%
12801 699999 Budgetary Fund Balance	0	-29,590	-29,590	.00	.00	-29,589.70	.0%
TOTAL Parks Department	100,000	0	100,000	-65,103.81	105,454.78	59,649.03	40.4%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12802 Carol Liddle Fund							
12802 481099 Capital Interest & Dividends	0	0	0	-863.93	.00	863.93	.0%
12802 594960 Capital Reserve	82,661	1,569	84,230	.00	.00	84,230.45	.0%
12802 699800 Resv Applied Capital	-82,661	-85,800	-168,461	.00	.00	-168,460.90	.0%
TOTAL Carol Liddle Fund	0	-84,230	-84,230	-863.93	.00	-83,366.52	1.0%

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ACCOUNTS FOR:
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12803 Carlin Weld Park Trust							
12803 485200 Donations Restricted	-19,700	0	-19,700	-25,000.00	.00	5,300.00	126.9%
12803 535245 Grounds Improvements	19,700	0	19,700	.00	13,645.00	6,055.00	69.3%
12803 594829 Capital Improvement Other	10,000	0	10,000	.00	.00	10,000.00	.0%
12803 594950 Operating Reserve	7,069	1,941	9,010	.00	.00	9,009.99	.0%
12803 699700 Resv Applied Operating	-17,069	-1,941	-19,010	.00	.00	-19,009.99	.0%
TOTAL Carlin Weld Park Trust	0	0	0	-25,000.00	13,645.00	11,355.00	.0%

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ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12804 Korth Park Development

12804 482002 Rent Of County Property	0	0	0	-50,213.25	.00	50,213.25	.0%
12804 485200 Donations Restricted	-337,500	0	-337,500	.00	.00	-337,500.00	.0%
12804 594808 Capital Land	450,000	0	450,000	.00	.00	450,000.00	.0%
TOTAL Korth Park Development	112,500	0	112,500	-50,213.25	.00	162,713.25	-44.6%

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12805 Carnes Park Development							
12805 482002 Rent Of County Property	-23,560	0	-23,560	-11,780.00	.00	-11,780.00	50.0%
12805 531302 Building & Maint Equipment	0	0	0	5.56	.00	-5.56	.0%
12805 535349 Other Supplies	0	0	0	60.40	.00	-60.40	.0%
12805 594820 Capital Other	22,000	0	22,000	.00	.00	22,000.00	.0%
12805 594950 Operating Reserve	161,471	28,033	189,504	.00	.00	189,504.26	.0%
12805 699700 Resv Applied Operating	-159,911	0	-159,911	.00	.00	-159,911.00	.0%
12805 699992 Balance Forward Prior Year	0	-28,033	-28,033	.00	.00	-28,033.26	.0%
TOTAL Carnes Park Development	0	0	0	-11,714.04	.00	11,714.04	.0%

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ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
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12806 Parks Building							
12806 411100 General Property Taxes	-14,886	0	-14,886	-6,202.50	.00	-8,683.50	41.7%
12806 531302 Building & Maint Equipment	1,000	0	1,000	245.65	.00	754.35	24.6%
12806 531320 Safety Supplies	0	0	0	109.10	.00	-109.10	.0%
12806 531351 Gas/Diesel	0	0	0	1,422.38	4,504.10	-5,926.48	.0%
12806 533221 Water	1,200	0	1,200	351.09	.00	848.91	29.3%
12806 533222 Electric	5,500	0	5,500	2,027.53	.00	3,472.47	36.9%
12806 533223 Sewer	1,200	0	1,200	359.20	.00	840.80	29.9%
12806 533224 Natural Gas	1,000	0	1,000	209.25	.00	790.75	20.9%
12806 533225 Telephone & Fax	600	0	600	296.57	.00	303.43	49.4%
12806 533235 Storm Water Utility	775	0	775	273.68	.00	501.32	35.3%
12806 533236 Wireless Internet	400	0	400	200.05	.00	199.95	50.0%
12806 535242 Maintain Machinery & Equip	1,500	0	1,500	169.86	.00	1,330.14	11.3%
12806 535246 Building Service & Maint	0	0	0	1,924.61	.00	-1,924.61	.0%
12806 535349 Other Supplies	100	0	100	969.39	.00	-869.39	969.4%
12806 591519 Other Insurance	1,611	0	1,611	671.20	.00	939.80	41.7%
TOTAL Parks Building	0	0	0	3,027.06	4,504.10	-7,531.16	.0%

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ACCOUNTS FOR:
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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12807 Garman Nature Preserve							
12807 485200 Donations Restricted	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
12807 594820 Capital Other	15,000	24,999	39,999	.00	.00	39,999.00	.0%
12807 594950 Operating Reserve	46,872	-14,174	32,698	.00	.00	32,697.73	.0%
12807 699700 Resv Applied Operating	0	82	82	.00	.00	82.03	.0%
12807 699992 Balance Forward Prior Year	-1,872	-10,907	-12,779	.00	.00	-12,778.76	.0%
TOTAL Garman Nature Preserve	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:
100 General Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12808 Glacial Heritage Development

12808 531313 Printing & Duplicating	1,500	0	1,500	.00	.00	1,500.00	.0%
12808 594950 Operating Reserve	16,945	0	16,945	.00	.00	16,945.00	.0%
12808 699700 Resv Applied Operating	-18,445	0	-18,445	.00	.00	-18,445.00	.0%
TOTAL Glacial Heritage Development	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:
100 General Fund

ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12809 Snowmobile Trails

12809 421001 State Aid	-57,210	0	-57,210	.00	.00	-57,210.00	.0%
12809 535245 Grounds Improvements	57,210	0	57,210	.00	.00	57,210.00	.0%
TOTAL Snowmobile Trails	0	0	0	.00	.00	.00	.0%

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ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
100 General Fund							
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12810 Bike Trails							
12810 421099 Capital State Aid	-1,102,840	0	-1,102,840	.00	.00	-1,102,840.00	.0%
12810 485200 Donations Restricted	0	0	0	-5,962.65	.00	5,962.65	.0%
12810 531313 Printing & Duplicating	0	0	0	1,006.68	.00	-1,006.68	.0%
12810 535245 Grounds Improvements	25,000	0	25,000	775.00	.00	24,225.00	3.1%
12810 535245 28101 Grounds Improvements	0	0	0	104.60	.00	-104.60	.0%
12810 535245 28102 Grounds Improvements	0	0	0	1,717.53	.00	-1,717.53	.0%
12810 535349 Other Supplies	0	0	0	79.99	.00	-79.99	.0%
12810 594821 28102 Capital Improvement Lan	0	0	0	251.98	.00	-251.98	.0%
12810 594829 Capital Improvement Other	1,378,550	-20,832	1,357,718	.00	.00	1,357,717.70	.0%
12810 594950 Operating Reserve	94,408	-94,408	0	.00	.00	.00	.0%
12810 699700 Resv Applied Operating	-119,408	115,240	-4,168	.00	.00	-4,167.70	.0%
12810 699800 Resv Applied Capital	0	84,230	84,230	.00	.00	84,230.45	.0%
TOTAL Bike Trails	275,710	84,230	359,940	-2,026.87	.00	361,967.32	-.6%

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ACCOUNTS FOR: 100 General Fund	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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12811 Dog Park							
12811 451038 Daily Permit Fees	-5,000	0	-5,000	-2,164.71	.00	-2,835.29	43.3%
12811 451039 Annual Permit Fees	-30,000	0	-30,000	-21,705.30	.00	-8,294.70	72.4%
12811 485200 Donations Restricted	0	0	0	-2,155.71	.00	2,155.71	.0%
12811 511210 Wages-Regular	21,648	0	21,648	8,409.81	.00	13,238.19	38.8%
12811 512141 Social Security	1,656	0	1,656	617.09	.00	1,038.91	37.3%
12811 512142 Retirement (Employer)	1,418	0	1,418	550.86	.00	867.14	38.8%
12811 512144 Health Insurance	3,737	0	3,737	1,397.58	.00	2,339.42	37.4%
12811 512145 Life Insurance	11	0	11	7.36	.00	3.64	66.9%
12811 512148 Unemployment Compensation	0	0	0	2,430.00	.00	-2,430.00	.0%
12811 512150 FSA Contribution	500	0	500	.00	.00	500.00	.0%
12811 512151 HSA Contribution	0	0	0	418.97	.00	-418.97	.0%
12811 512173 Dental Insurance	270	0	270	93.30	.00	176.70	34.6%
12811 521219 Other Professional Serv	0	0	0	244.50	.00	-244.50	.0%
12811 531311 Postage & Box Rent	1,000	0	1,000	194.65	.00	805.35	19.5%
12811 531313 Printing & Duplicating	500	0	500	120.66	.00	379.34	24.1%
12811 531314 Small Items Of Equipment	250	0	250	.00	.00	250.00	.0%
12811 533236 Wireless Internet	480	0	480	100.10	.00	379.90	20.9%
12811 535245 Grounds Improvements	1,500	0	1,500	383.91	.00	1,116.09	25.6%
12811 535297 Refuse Collection	720	0	720	240.60	.00	479.40	33.4%
12811 535344 Household & Janitorial Supp	0	0	0	771.92	.00	-771.92	.0%
12811 535349 Other Supplies	4,000	0	4,000	71.97	.00	3,928.03	1.8%
12811 571005 Duplicating Allocation	11	0	11	4.60	.00	6.40	41.8%
12811 571010 MIS Systems Grp Alloc(ISIS)	362	0	362	150.85	.00	211.15	41.7%
12811 591519 Other Insurance	297	0	297	123.55	.00	173.45	41.6%
12811 594821 Capital Improvement Land	66,500	0	66,500	.00	8,160.00	58,340.00	12.3%
12811 594950 Operating Reserve	38,400	4,759	43,159	.00	.00	43,159.33	.0%
12811 699992 Balance Forward Prior Year	-108,260	-4,759	-113,019	.00	.00	-113,019.33	.0%
TOTAL Dog Park	0	0	0	-9,693.44	8,160.00	1,533.44	.0%

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FROM 2019 01 TO 2019 05

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
100 General Fund	APPROP	ADJSTMTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
<hr/>							
12812 Grounds Keeping							
12812 474119 Courthouse Interdepart Billed	-12,607	0	-12,607	-13,752.14	.00	1,145.14	109.1%
12812 474150 Human Services Billed	-16,972	0	-16,972	-12,907.09	.00	-4,064.91	76.0%
12812 474169 Fair Billed	-26,951	0	-26,951	-19,400.41	.00	-7,550.59	72.0%
12812 474170 Land Conservation Billed	-785	0	-785	-563.03	.00	-221.97	71.7%
12812 474175 Highway Billed	-10,442	0	-10,442	-8,683.05	.00	-1,758.95	83.2%
12812 511110 Salary-Permanent Regular	3,659	0	3,659	1,549.99	.00	2,109.01	42.4%
12812 511210 Wages-Regular	31,888	0	31,888	16,715.11	.00	15,172.89	52.4%
12812 511220 Wages-Overtime	0	0	0	198.83	.00	-198.83	.0%
12812 511240 Wages-Temporary	0	0	0	405.04	.00	-405.04	.0%
12812 512141 Social Security	2,719	0	2,719	1,440.68	.00	1,278.32	53.0%
12812 512142 Retirement (Employer)	1,830	0	1,830	465.54	.00	1,364.46	25.4%
12812 512144 Health Insurance	4,335	0	4,335	1,233.42	.00	3,101.58	28.5%
12812 512145 Life Insurance	1	0	1	1.83	.00	-.83	183.0%
12812 512148 Unemployment Compensation	3,000	0	3,000	3,330.00	.00	-330.00	111.0%
12812 512150 FSA Contribution	700	0	700	.00	.00	700.00	.0%
12812 512151 HSA Contribution	0	0	0	100.00	.00	-100.00	.0%
12812 512173 Dental Insurance	356	0	356	77.24	.00	278.76	21.7%
12812 521219 Other Professional Serv	500	0	500	521.65	.00	-21.65	104.3%
12812 531314 Small Items Of Equipment	400	0	400	459.92	.00	-59.92	115.0%
12812 531320 Safety Supplies	600	0	600	.00	.00	600.00	.0%
12812 531326 Advertising	0	0	0	106.60	.00	-106.60	.0%
12812 531351 Gas/Diesel	4,850	0	4,850	1,214.56	.00	3,635.44	25.0%
12812 535242 Maintain Machinery & Equip	1,000	0	1,000	1,956.75	.00	-956.75	195.7%
12812 535245 Grounds Improvements	5,000	0	5,000	1,571.87	.00	3,428.13	31.4%
12812 535349 Other Supplies	3,500	0	3,500	2,056.60	.00	1,443.40	58.8%
12812 535352 Vehicle Parts & Repairs	1,200	0	1,200	35.00	.00	1,165.00	2.9%
12812 536533 Equipment Rent & Lease	300	0	300	.00	.00	300.00	.0%
12812 571010 MIS Systems Grp Alloc(ISIS)	557	0	557	232.10	.00	324.90	41.7%
12812 591519 Other Insurance	1,362	0	1,362	567.35	.00	794.65	41.7%
TOTAL Grounds Keeping	0	0	0	-21,065.64	.00	21,065.64	.0%
TOTAL General Fund	488,210	0	488,210	-182,653.92	131,763.88	539,100.04	-10.4%
TOTAL REVENUES	-3,014,687	35,392	-2,979,295	-521,666.44	.00	-2,457,628.72	
TOTAL EXPENSES	3,502,897	-35,392	3,467,505	339,012.52	131,763.88	2,996,728.76	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	488,210	0	488,210	-182,653.92	131,763.88	539,100.04	-10.4%

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2019/ 1
Sequence 2	9	Y	Y	To Yr/Per: 2019/ 5
Sequence 3	0	N	N	Budget Year: 2019
Sequence 4	0	N	N	Print totals only: N

Report title: FLEXIBLE PERIOD REPORT

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2019/ 1

To Yr/Per: 2019/ 3

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Multiyear view: D