

NOTICE OF MEETING

TRANSPORTATION COMMITTEE

May 3, 2021 - 9:15 A.M.

****Administration Building – Room 302****

508 New York Avenue

Sheboygan, WI 53081

AGENDA

If you would like remote access to the meeting, please call (920) 459-3822 at least 2 hours prior to the meeting, if possible. Please note that masks are required for in-person attendance and space is limited to allow for adequate social distancing. Any individual unable to wear a mask is encouraged to remotely access the meeting or will be provided an alternate meeting location to ensure the safety of other attendees.

Call to Order

Certification of Compliance with Open Meeting Law

Citizen Input and Comments

Approval of Minutes: Transportation Committee Meeting – April 5, 2021

Review and Approve Vouchers

Approval of Members to Attend Meetings or Functions

Correspondence

Airport/Highway

- Fuel Flowage Update
- Airport Activities and Updates
- Update Customs Facility
- Discussion of 1st Quarter Variance
- Consideration of Vacant Position Request Maintenance Technician, Maintenance Worker for Highway and Airport for 2021
- Review / Consider Asphalt Plant Proposal
- Discussion of “SCOPE” Initiative on CTH “D”
- Highway Activities and Updates

Adjourn

Next Scheduled Meeting: June 7, 2021

Prepared by:

Amy Wieland 459-3822

Recording Secretary

Roger Te Stroete
Committee Chairperson

NOTE: The Committee welcomes all visitors to listen and observe, but only Committee members and those invited to speak will be permitted to speak

A majority of the members of the County Board of Supervisors or of any of its committees may be present at this meeting to listen, observe, and participate. If a majority of any such body is present, their presence constitutes a “meeting” under the Open Meeting law as interpreted in State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553 (1993), even though the visiting body will take no action at this meeting.

Wis. Stat. § 19.84 requires that each meeting of a governmental body be preceded by a public notice setting forth the time, date, place, and subject matter of the meeting. This Notice and Agenda is made in fulfillment of this obligation. Electronic versions of this Notice and Agenda may hyperlink to documents being circulated to members in anticipation of the meeting and are accessible to the public for viewing. Additions, subtractions, or modifications of the hyperlinked materials do not constitute an amendment to the meeting agenda unless expressly set forth in an Amended Notice and Agenda. Members of the public are encouraged to check from time to time before the meeting to see whether the hyperlinked content has been changed from what was originally posted.

Persons with disabilities needing assistance to attend or participate are asked to notify the Transportation Department Office at 920-459-3822 prior to the meeting so that accommodations may be arranged.

SHEBOYGAN COUNTY TRANSPORTATION COMMITTEE MINUTES

Sheboygan County Transportation Department
W5741 CTH "J"
Plymouth WI 53073

April 5, 2021

Called to Order: 9:15 A.M.

Adjourned: 10:41 a.m.

MEMBERS PRESENT: Roger Te Stroete, Al Bosman, Jackie Veldman, Thomas Wegner and Robert Ziegelbauer

OTHERS PRESENT: Greg Schnell, Matt Grenoble, Emily Stewart, and Amy Wieland

The Sheboygan County Transportation Committee convened at 9:15 a.m. Chairman Te Stroete presiding. Chairman Te Stroete noted that the meeting was posted on March 26, 2021 at 3:15 p.m. in the lobby of the Administration Building in compliance with the open meeting law.

Supervisor Wegner made a motion and Supervisor Veldman seconded the motion to approve the minutes from March 1, 2021 as presented. Motion carried.

Supervisor Bosman made a motion and Supervisor Ziegelbauer seconded the motion to approve the vouchers. Motion carried.

Transportation Director Schnell has had correspondence with an individual who is requesting that the CTH W bridge reconstruction be changed to 40 feet from the current plan of 24 feet. Schnell stated that the funding can only be approved for up to 28' bridge and if they go over that amount, the County would be 100% responsible for any length greater than 28'. Schnell said that the current length was 22.9 and the County would be willing to go up to the 28 feet.

Airport Superintendent, Matt Grenoble provided the Fuel Flowage report for March 2021. Grenoble stated there was a 144% increase in Jet A fuel compared to March 2020. Grenoble stated that overall year to date fuel usage for 2021 is down 12% to that of 2020's year to date. Grenoble is expecting an increase in sales with the warmer weather in spring and summer.

Grenoble stated that there was a private aircraft incident on a runway on 4/1/2021 at 7:00pm and that the FAA was notified, however the department was not notified until 4/2/2021 at 7:00am. Grenoble stated that debris was left on the runway from the previous night's incident. Airport crew cleaned up the debris in the morning. Supervisor Wegner asked Grenoble if the debris could have caused an issue with another plane. Grenoble stated that the debris could have caused another incident.

Grenoble stated that the airport is working with the FAA to prepare for the July 2021 NASCAR event. State funding should cover 80% of the cost of the temporary tower.

Supervisor Bosman mentioned that he had a conversation with a farmer who rents land inside of the airfield who prefers to leave the gate open for efficiency purposes. Grenoble stated that he has requested the farmer to keep the gate closed as if left open, allows deer to enter the field. Grenoble is doing research about more efficient gates for three of the openings. Grenoble stated that the most important thing is that the airfield needs to be kept safe from the deer entering.

Grenoble stated that customs building is opening next Monday, April 12, 2021. Grenoble is working on a virtual video / ribbon cutting, but would like an in-person open house later this summer.

Supervisor Wegner made a motion and Supervisor Ziegelbauer seconded the motion to approve the Individual Aircraft Hanger Lease - #22 N6114 Resource Drive - Waage, Matthew. Motion carried.

Supervisor Ziegelbauer made a motion and Supervisor Bosman seconded the motion to approve Resolution No. _____ 2020-2021 Approving First Amendment to Sheboygan County Airport Ground Lease with Sheboygan County Aviation Corporation. Motion carried.

Supervisor Wegner made a motion and Supervisor Veldman seconded the motion to approve the Wings and Wheels Event - June 20, 2021, pending consultation with County Board Chair and Vice Chair who follow COVID-19 state and local guidelines. Motion carried.

Supervisor Bosman made a motion and Supervisor Ziegelbauer seconded the motion to approve Resolution No. ____ Approving Easement for Location & Replacement of Drain Tile in the Town of Sheboygan Falls, Sheboygan County Memorial Airport (Parent Parcel 59026383321). Motion carried.

Supervisor Wegner made a motion and Supervisor Bosman seconded the motion to approve the T-28 Clinic – July 22-26, 2021 pending consultation with County Board Chair and Vice Chair who follow COVID-19 state and local guidelines. Motion carried.

Supervisor Wegner made a motion and Supervisor Veldman seconded the motion to approve the 2021 Elkhart Lake Triathlon – June 5 - 6, 2021. Motion carried.

Supervisor Wegner made a motion and Supervisor Bosman seconded the motion to approve the attendance to WCHA Road School – June 7 - 9, 2021. Motion carried.

Supervisor Bosman made a motion and Supervisor Ziegelbauer seconded the motion to approve the Agreement for Temporary Storage of Construction Materials on County Property with Vinton Construction Company. Motion carried.

Supervisor Ziegelbauer made a motion and Supervisor Veldman seconded the motion to approve Filling Maintenance Technician Position Due to Long Term Leave of Absence. Motion carried.

Supervisor Wegner made a motion and Supervisor Bosman seconded the motion to approve National Work Zone Safety Week – April 26th – April 30th. Motion carried.

Transportation Director Schnell discussed the 5-year capital plan - equipment.

Director Schnell said that the Highway Department has 135,000 ton of asphalt scheduled for this summer and is looking forward to being fully staffed after the upcoming hires.

The next Transportation Committee meeting will be on May 3, 2021 at 9:15am.

Motion by Supervisor Bosman and seconded by Supervisor Ziegelbauer to adjourn at 10:41 a.m. Motion carried.

Amy Wieland
Recording Secretary

Al Bosman
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY AIRPORT
FOR THE QUARTER ENDING 03/31/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	Public Works	(2,439.14)	Budgeted for Higher Custom's User Fees than actual
	Interest and Other Revenue		
X	Other Misc. Revenue	(1,061.00)	Kohler Co wasn't billed out until April
	Personnel Related Expenditure		
	Overtime	(2,443.44)	More snow days than budgeted
	Operating Expenses		
	Purchased Services	(37,870.97)	Custom's User Fees which are billed to Kohler
X	Repairs and Maintenance	6,498.55	Grounds Maintenance budgeted to start in 1st Qtr
	General Operating	6,233.79	De-icing was budgeted to be purchased in Jan but wasn't
	Interdepartmental Charges		
	Employee Related Insurance	6,400.08	Employee not taking insurance
X	Repairs & Maintenance Charges	12,966.98	Highway Work less than planned due to weather
X	Capital Outlay	142,933.28	Haven't purchased equipment yet
	Variances Less Than Justification Threshold	116.38	
	TOTAL	131,334.51	

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT
FOR THE QUARTER ENDING 03/31/2021**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
X	Intergovernmental Revenues		
	State Grants	352,605.87	Reimbursement applied for in 2019 arrived in 2020
	Charges to State of Wisconsin	315,036.83	Actual work surpassed what was budgeted
	Charges - Other Local Gov'ts	234,417.32	Actual work surpassed what was budgeted
	Interest and Other Revenue		
	Rent Revenue	3,000.00	WE Energies rent was higher than budgeted
	Other Misc. Revenue	6,410.96	Gain on sale of equipment
	Interdepartmental Revenue		
X	Repairs & Maintenance Services	22,355.67	Some of the projects were started earlier than budgeted, due to good weather
X	Other Interdept'l Revenue	108,081.84	Some of the projects were started earlier than budgeted, due to good weather
	Personnel Related Expenditure		
	Wages	85,523.21	Highway is currently down a few positions
	Overtime	(126,124.41)	Due to weather related activities that occurred outside of normal business hours, any OT related to customers are billed and reimbursed
	Benefits	(4,215.34)	Retirement Benefits were higher than budgeted
	Operating Expenses		
X	Purchased Services	32,972.15	Software and Engineering costs were less than budgeted
X	Repairs and Maintenance	(11,508.92)	Auto parts purchased were higher than budgeted

X	General Operating	(233,946.48)	Increase in costs correlate to the increased roadwork
	Fixed Charges	(31,055.51)	Unbudgeted equipment rentals
	Interdepartmental Charges		
	Employee Related Insurance	37,694.57	Highway is currently down a few positions
	Repairs & Maintenance Charges	(2,250.80)	Higher than budgeted electrical maintenance
	Capital Outlay	(449,814.27)	Received ordered machinery & equipment earlier than budgeted
	Depreciation	(588,366.61)	Not budgeted line item
	Variances Less Than Justification Threshold	(1,159.70)	
	TOTAL	(247,818.80)	



SHEBOYGAN COUNTY VACANT POSITION REQUEST

Date : 5/3/2021

To : Transportation Committee Members

From : Greg Schnell

Position Request:

Position: Maintenance Worker and Maintenance Technician - Highway Division & Airport

Reason for Vacancy: All open positions in 2021, retirements, terminations, and addition to Table of Organization

Justification:

These positions are necessary for the maintenance and reconstruction of our roads and plowing operations.

Staffing Consideration:

Department has considered any and all alternate options as it relates to overall staffing needs.

YES ☒ NO ☐

Budget Consideration:

Is this position within the department's annual operating budget? YES ☒ NO ☐

If not, please state the amount over budget as well as the proposed source of funds:

Costs:

Salary Range of Requested Position: \$35,900 - \$62,494

DBM Salary Range of Requested Position: 22, 23 or 24

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$ 29,683	\$ 19,852	\$ 49,535

(Note: costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

Department Head signature _____

Date _____

Liaison Committee signature _____

Date _____

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (salaried positions only)

4. HR will begin the recruitment process

08/2015