

NOTICE OF MEETING

TRANSPORTATION COMMITTEE

November 5, 2018 - 9:00 A.M.

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

Conference Room

AGENDA

Call to Order
Certification of Compliance with Open Meeting Law
Citizen Input and Comments
Approval of Minutes: Transportation Committee Meeting – October 1, 2018
Review and Approve Vouchers
Approval of Members to Attend Meetings or Functions
Correspondence

Airport/Highway

Burrows FBO Update

Airport Activities and Updates

3rd Quarter Variance Report – Airport and Highway Divisions

Consideration of CTH "J" Road Closure July 20, 2019 – Town of Sheboygan Fire Department 75th Anniversary Parade

Consideration of Autistic Child Signage – CTH "J"

Consideration of Sheboygan County Ordinance No. _____(2018/19) Re: Authorizing Transportation Director to Impose Temporary No Parking Regulations

Consideration of Vacant Position Request 2019 Summer Limited Term Employees

Consideration of Vacant Position Request Senior Maintenance Technician, Maintenance Worker and Maintenance Technician – Highway and Airport Divisions – 2018 Vacancies

Discussion – Wisconsin County Highway Association 2019 Winter Road School

Highway Activities and Updates

Adjourn
Next Scheduled Meeting: December 3, 2018

Prepared by:
Ann Gottowski 459-3822

Roger Te Stroete

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

October 1, 2018 **Called to Order: 9:00 A.M.** **Adjourned: 11:30 A.M.**

MEMBERS PRESENT: Roger Te Stroete, Richard Bemis, Jim Glavan, and Al Bosman

MEMBERS ABSENT: Curt Brauer

OTHERS PRESENT: Greg Schnell, Charles Sweet, Tom Wegner, Adam Payne, Mindy Smith, Chris Roenitz, and Ann Gottowski

The Sheboygan County Transportation Committee convened at 9:00 a.m. Chairman Te Stroete presiding. Chairman Te Stroete noted that the meeting was posted on September 27, 2018 at 3:00 p.m. in the lobby of the Administration Building in compliance with the open meeting law.

Supervisor Bosman made a motion and Supervisor Bemis seconded the motion to approve the minutes as presented. Motion carried.

Supervisor Bemis made a motion and Supervisor Glavan seconded the motion to approve the vouchers. Motion carried.

Airport Superintendent Sweet discussed the US Customs and Boarder Protection letter.

County Board Chair Tom Wegner and Committee Chair Roger Te Stroete provided an update on the Heads of Local Government meeting held on September 27, 2018.

Transportation Director Schnell advised the Wisconsin County Highway Association - Leadership Development Group is holding their convention from October 1 - 3 at the Osthoff in Elkhart Lake and will be touring our facility.

Mindy Smith of Burrows Aviation advised she purchased 87,484 gallons of fuel in September of 2018, down 114 gallons from September of 2017; total purchased for 2018 is 655,340 gallons, up 17,674 from 2017.

Airport Superintendent Sweet advised of a correction for the gallons reported for August 2018; the gallons purchased should be up 17,788 versus down 7,212 as reported. Mindy Smith of Burrows Aviation acknowledged the error in reporting.

Airport Superintendent Sweet advised a grant for the general aviation apron reconstruction was received and the project should begin spring of 2019 and take approximately 65 days to complete. He will communicate with the general aviation hangar owners in advance of the project.

Supervisor Bosman made a motion and Supervisor Bemis seconded the motion for the traffic and safety committee to review the request for an autistic child sign on CTH "J". Motion carried with Supervisor Glavan voting "NAY".

Transportation Director Schnell advised salt is being delivered, crews are working on finishing construction jobs, and paving should be completed at the courthouse today. County road "A" will be paved this fall and CTH "PP" needs to be painted, staked for curbing, and lighting needs

to be completed. Alliant Energy has been delayed getting to the CTH "PP" project due to the tornado damage in the western part of the county.

Motion by Supervisor Bosman and seconded by Supervisor Bemis to adjourn at 11:30 a.m., motion carried.

Ann Gottowski
Recording Secretary

Al Bosman
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT
FOR THE QUARTER ENDING 09/30/2018**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Intergovernmental Revenues		
X	State Grants	2,055.90	Timing with receipt of gas tax refunds
	Charges to State of Wisconsin	(257,499.69)	Negative variance due to less state work completed than budgeted.
	Charges - Other Local Gov'ts	255,787.89	Increase due to sales to other outside county municipalities.
	Public Charges for Services		
	General Government	(2,646.14)	Miscellaneous fees associated with permits
	Public Works	8,220.62	Increase in accident reports billed greater than budget
	Interest and Other Revenue		
	Rent Revenue	5,145.16	Land rent greater than budgeted
	Donations	6,301.00	Donations received from contractors for OPEN HOUSE of Complex.
X	Other Misc. Revenue	89,152.91	Increase due to sale of scrap metal and 23rd St building disposal timing
	Interdepartmental Revenue		
	Repairs & Maintenance Services	6,611.60	Increase due to Inter Departmental work for Planning Department
	Other Interdept'l Revenue	260,259.74	Capitalized expenses for Road Reconstruction from Transportation Fund
	Personnel Related Expenditure		
	Wages	41,141.33	Positive variance due to open positions and timing of hirings.
	Overtime	(170,690.87)	Negative variance due to snow plowing, construction, and move to new building.
	Benefits	(14,507.17)	Variance due to overall increase in wages (wages and overtime) not budgeted.

	Operating Expenses		
	Purchased Services	(829,798.33)	Negative variance due to higher Engineering-Architectural, and Transportation than budgeted as additional modifications to projects.
	Repairs and Maintenance	(176,675.26)	Negative variance due to Shed repairs and repair parts more than budgeted.
	General Operating	1,844,851.27	Positive variance due to COGS from roadway and fuel supplies.
	Fixed Charges	3,066.67	Positive variance due to less rental equipment
	Interdepartmental Charges		
	Employee Related Insurance	102,973.59	Positive variance due to employees declining health insurance.
	System Operation Charges	(2,186.47)	Highway Open House printed booklets
X	Capital Outlay	96,913.10	Timing of Capital equipment purchases
	Depreciation	(752,338.90)	Depreciation is not a budgeted item.
	Variances Less Than Justification Threshold	4,287.06	
	TOTAL	565,381.92	

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY AIRPORT
FOR THE QUARTER ENDING 09/30/2018**

TIMING	G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
	Public Charges for Services		
	Public Works	9,448.98	Increase due to fuel flowage fees, land lease, and Deice/Anti-icing higher than budgeted.
	Interest and Other Revenue		
	Other Misc. Revenue	(17,757.98)	Gain on sale was not realized
	Personnel Related Expenditure		
	Wages	(11,373.29)	Negative variance due to payout to retired employee not budgeted.
	Overtime	(1,520.48)	Negative variance due to more overtime hours worked than budgeted.
	Operating Expenses		
	Purchased Services	1,561.65	Electric utilities less than budgeted
	Repairs and Maintenance	8,008.43	Positive variance due to auto parts and maintenance services less than budgeted.
	General Operating	(3,183.83)	Negative variance due to general supplies, diesel fuel and runway de-icing higher than budgeted.
	Interdepartmental Charges		
	Employee Related Insurance	7,372.14	Positive variance due to replacement employee not electing health coverage.
	Repairs & Maintenance Charges	3,065.77	Positive variance due to less Interdepartmental repairs and maintenance services than budgeted.
X	Capital Outlay	181,217.46	Project delayed until 2019 due to timing.
	Variances Less Than Justification Threshold	(452.59)	
	TOTAL	176,386.26	

1 **SHEBOYGAN COUNTY ORDINANCE NO. _____ (2018/19)**

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3 Re: **Authorizing Transportation Director to Impose Temporary *No Parking***
4 **Regulations**

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7 **WHEREAS**, from time to time it is in the best interest of Sheboygan County, its Highway
8 Department workers, and members of the public to limit the parking of vehicles on a temporary basis
9 for safety or other emergency purposes, and

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11 **WHEREAS**, there presently is no mechanism to allow the Transportation Director to make
12 temporary public determinations absent County Board approval, and

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14 **WHEREAS**, it would be beneficial to delegate this limited authority to the Transportation
15 Director;

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17 **NOW, THEREFORE**, the County Board of Supervisors of the County of Sheboygan does
18 ordain as follows:

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20 Section 1. **Amending Code to Delegate Transportation Director to**
21 **Temporarily Prohibit, Limit, or Restrict Parking Adjacent to County Highways.** A new
22 Section 21.09 of the Sheboygan County Code of Ordinances is hereby created to read as
23 follows:

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25 21.09 TEMPORARY PARKING RESTRICTIONS. Pursuant to Wis.
26 Stat. § 349.13(1e), the County Transportation Director is delegated and
27 empowered to prohibit, limit, or restrict the parking of vehicles adjacent to
28 County Highways for temporary emergency purposes. No prohibition,
29 limitation, or restriction shall be enforceable unless official traffic signs or
30 pavement markings have been placed or erected indicating the particular
31 prohibition, limitation, or restriction.

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34 Section 2. **Renumbering Section 21.09 to 21.10.** The current Section 21.09 is
35 renumbered to 21.10.

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37 Section 3. **Additional Language if Ordinance Enacted by Less than 2/3**
38 **Vote.** In the event this Ordinance is enacted by less than 2/3 vote of the County Board, the
39 following limiting language shall be added to the end of Section 21.09, above:

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41 The foregoing delegation shall not empower the County Transportation
42 Director to prohibit, limit, or restrict parking of vehicles for more than

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twenty-four (24) consecutive hours, during any hours between 12 midnight and 7 a.m. or during portions thereof, or during a snow emergency.

Section 4. **Effective Date.** The herein Ordinance shall take effect upon enactment.

Respectfully submitted this 6th day of November, 2018.

TRANSPORTATION COMMITTEE

Roger Te Stroete, Chairperson

James P. Glavan, Vice-Chairperson

Al Bosman, Secretary

Richard C. Bemis

Curt A. Brauer

Opposed to Introduction:

Countersigned by:

Thomas Wegner, Chairperson



SHEBOYGAN COUNTY VACANT POSITION REQUEST

Date : 10/18/18

To : Transportation Committee Members

From : Greg Schnell

Position Request:

Position: 8 summer LTE's

Reason for Vacancy: Yearly

Justification:

Truck driving (CDL required for some of the positions), mowing, flagging, and other maintenance issues so our other employees can work on construction projects.

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: \$10.50 - \$20.40

DBM Salary Range of Requested Position: N/A

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

Wages	Benefits	Total
\$ 46,800	\$ 3,580	\$ 50,380

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

Department Head signature _____

Date 10/29/2018

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



SHEBOYGAN COUNTY VACANT POSITION REQUEST

Date : 10/18/18

To : Transportation Committee Members

From : Greg Schnell

Position Request:

Position: Senior Maintenance Tech, Maintenance Worker and Maintenance Technician - Highway and Airport Divisions

Reason for Vacancy: All open positions in 2019, 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: \$34,673 - 57,886

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
\$ 40,793	\$ 24,413	\$ 65,206

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

Department Head signature _____

Date 10/29/2018

Liaison Committee signature _____

Date _____

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form