

NOTICE OF MEETING

TRANSPORTATION COMMITTEE

March 4, 2019 - 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 – February 4, 2019
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
Consideration of Milk Specialties Use of Right of Way for a Water Line on CTH "A" from CTH "I" to Half Mile West of Lynn Road
Consideration of Speed Reduction CTH "PP" (Indiana Avenue) from Taylor Drive to the West Corporate Limits of the City of Sheboygan
2018 Annual Report
Consideration of Destination Kohler Triathlon August 18, 2018
Consideration of Work Zone Safety Week April 8-12, 2019
4th Quarter Variance Report
Highway Activities and Updates

Adjourn
Next Scheduled Meeting: April 1, 2019

Prepared by:
Ann Gottowski 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

February 4, 2019

Called to Order: 9:00 A.M.

Adjourned: 9:55 A.M.

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

OTHERS PRESENT: Greg Schnell, Charles Sweet, Bryan Olson, 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 February 1, 2019 at 11:00 a.m. in the lobby of the Administration Building in compliance with the open meeting law.

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

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

Transportation Director Schnell advised of an email from Lisa Hall regarding the intersection of CTH "SS" and CTH "I".

Airport Superintendent discussed field condition reports (FICONS) and Notice to Airmen (NOTAMs).

Transportation Director Schnell provided an update on the US Customs facility.

Supervisor Bosman made a motion and Supervisor Glavan seconded the motion to approve the Reclamation Earl Shaver Pit in the Town of Mitchell. Motion carried.

Supervisor Glavan made a motion and Supervisor Brauer seconded the motion to approve the table of organization change to eliminate the surveyor/engineer position. Motion carried.

Supervisor Glavan made a motion and Supervisor Bosman seconded the motion to approve the 2019 Elkhart Lake Triathlon June 8, 2019 contingent upon receipt of the certificate of liability insurance. Motion carried.

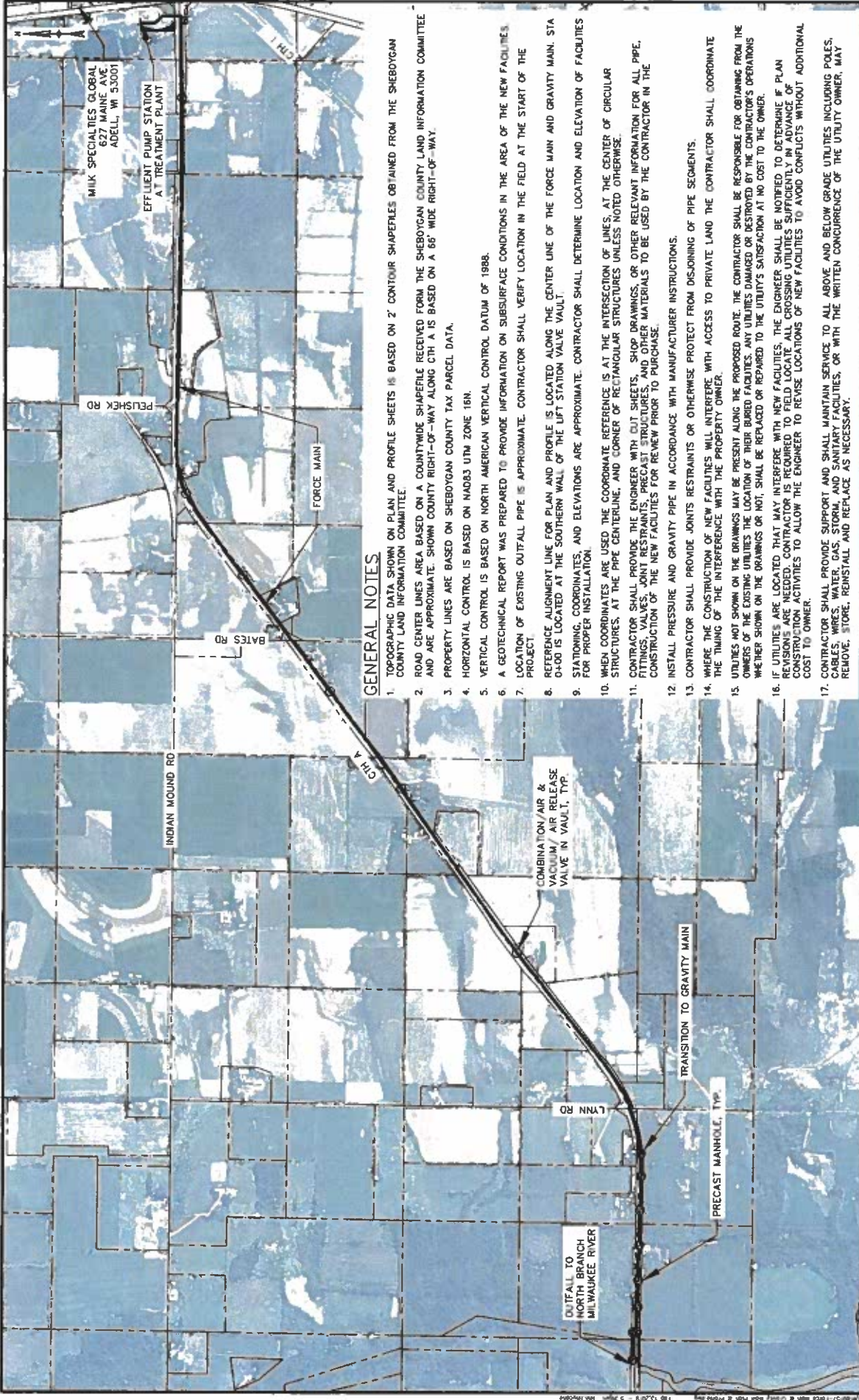
Transportation Director Schnell advised the 3rd Annual Operational Planning Meeting with the municipalities will be held on February 21, 2019.

Transportation Director Schnell discussed the location of all of our gravel pits and the future need for additional gravel pits; there is a public information meeting on February 13 regarding the CTH "D" reconstruction project and we are responsible for \$250,000 for mitigation credits for the CTH "D" project.

Motion by Supervisor Glavan and seconded by Supervisor Bemis to adjourn at 9:55 a.m., motion carried.

Ann Gottowski
Recording Secretary

Al Bosman
Committee Secretary



GENERAL NOTES

1. TOPOGRAPHIC DATA SHOWN ON PLAN AND PROFILE SHEETS IS BASED ON 2' CONTOUR SHAPEFILES OBTAINED FROM THE SHEBOYGAN COUNTY LAND INFORMATION COMMITTEE.
2. ROAD CENTER LINES AREA BASED ON A COUNTYWIDE SHAPEFILE RECEIVED FROM THE SHEBOYGAN COUNTY LAND INFORMATION COMMITTEE AND ARE APPROXIMATE. SHOWN COUNTY RIGHT-OF-WAY ALONG CH 4 IS BASED ON A 66' WIDE RIGHT-OF-WAY.
3. PROPERTY LINES ARE BASED ON SHEBOYGAN COUNTY TAX PARCEL DATA.
4. HORIZONTAL CONTROL IS BASED ON NAD83 UTM ZONE 16N.
5. VERTICAL CONTROL IS BASED ON NORTH AMERICAN VERTICAL CONTROL DATUM OF 1988.
6. A GEOTECHNICAL REPORT WAS PREPARED TO PROVIDE INFORMATION ON SUBSURFACE CONDITIONS IN THE AREA OF THE NEW FACILITIES.
7. LOCATION OF EXISTING OUTFALL PIPE IS APPROXIMATE. CONTRACTOR SHALL VERIFY LOCATION IN THE FIELD AT THE START OF THE PROJECT.
8. REFERENCE ALIGNMENT LINE FOR PLAN AND PROFILE IS LOCATED ALONG THE CENTER LINE OF THE FORCE MAIN AND GRAVITY MAIN. STA 0+00 IS LOCATED AT THE SOUTHERN WALL OF THE LIFT STATION VALVE VAULT.
9. STATIONING, COORDINATES, AND ELEVATIONS ARE APPROXIMATE. CONTRACTOR SHALL DETERMINE LOCATION AND ELEVATION OF FACILITIES FOR PROPER INSTALLATION.
10. WHEN COORDINATES ARE USED THE COORDINATE REFERENCE IS AT THE INTERSECTION OF LINES, AT THE CENTER OF CIRCULAR STRUCTURES, AT THE PIPE CENTERLINE, AND CORNER OF RECTANGULAR STRUCTURES UNLESS NOTED OTHERWISE.
11. CONTRACTOR SHALL PROVIDE THE ENGINEER WITH CUT SHEETS, SHOP DRAWINGS, OR OTHER RELEVANT INFORMATION FOR ALL PIPE, FITTINGS, VALVES, JOINT RESTRAINTS, PRECAST STRUCTURES, AND OTHER MATERIALS TO BE USED BY THE CONTRACTOR IN THE CONSTRUCTION OF THE NEW FACILITIES FOR REVIEW PRIOR TO PURCHASE.
12. INSTALL PRESSURE AND GRAVITY PIPE IN ACCORDANCE WITH MANUFACTURER INSTRUCTIONS.
13. CONTRACTOR SHALL PROVIDE JOINTS RESTRAINTS OR OTHERWISE PROTECT FROM DISJOINING OF PIPE SEGMENTS.
14. WHERE THE CONSTRUCTION OF NEW FACILITIES WILL INTERFERE WITH ACCESS TO PRIVATE LAND THE CONTRACTOR SHALL COORDINATE THE TIMING OF THE INTERFERENCE WITH THE PROPERTY OWNER.
15. UTILITIES NOT SHOWN ON THE DRAWINGS MAY BE PRESENT ALONG THE PROPOSED ROUTE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING FROM THE OWNERS OF THE EXISTING UTILITIES THE LOCATION OF THEIR BURIED FACILITIES. ANY UTILITIES DAMAGED OR DESTROYED BY THE CONTRACTOR'S OPERATIONS WHETHER SHOWN ON THE DRAWINGS OR NOT, SHALL BE REPLACED OR REPAIRED TO THE UTILITY'S SATISFACTION AT NO COST TO THE OWNER.
16. IF UTILITIES ARE LOCATED THAT MAY INTERFERE WITH NEW FACILITIES, THE ENGINEER SHALL BE NOTIFIED TO DETERMINE IF PLAN REVISIONS ARE NEEDED. CONTRACTOR IS REQUIRED TO FIELD LOCATE ALL CROSSING UTILITIES SUPERSEDED BY THE PROPOSED FACILITIES. CONSTRUCTION ACTIVITIES TO ALLOW THE ENGINEER TO REVISE LOCATIONS OF NEW FACILITIES TO AVOID CONFLICTS WITHOUT ADDITIONAL COST TO OWNER.
17. CONTRACTOR SHALL PROVIDE SUPPORT AND SHALL MAINTAIN SERVICE TO ALL ABOVE AND BELOW GRADE UTILITIES INCLUDING POLES, CABLES, WIRES, WATER GAS, STORM, AND SANITARY FACILITIES, OR WITH THE WRITTEN CONCURRENCE OF THE UTILITY OWNER, MAY REMOVE, STORE, REINSTALL AND REPLACE AS NECESSARY.

SYMBIONT

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| | | | | | |
|------|------------|------|------------|------|------------|
| DATE | 07 | REV | 01 | BY | WBS/ST |
| DATE | 01/08/2009 | DATE | 01/08/2009 | DATE | 01/08/2009 |

WTP OUTFALL RELOCATION
MILK SPECIALTIES
ADELL, WISCONSIN

WTP OUTFALL RELOCATION
CIVIL/SITEWORK
ROUTE MAP AND GENERAL NOTES



Town of Sheboygan

Existing 45 MPH
Proposed 35 MPH

0 150 300 600 Feet



SHEBOYGAN COUNTY

Greg Schnell
Transportation

February 5, 2019

Honorable Members of the Sheboygan County Board and County Administrator Adam Payne,

Enclosed for your review is a brief summary of the many activities performed by the Sheboygan County Transportation Department - Highway Division and Airport Division. I am proud to provide this high-end summary of work that was completed in 2018.

In 2018 the Transportation Department completed numerous paving projects and construction projects. This work was not only completed on our County trunk system, but on the state and local municipality's roads as well. In addition, we performed maintenance services for eleven of fifteen townships in Sheboygan County as well as the Wisconsin Department of Transportation.

This past year marked a historic event with the completion of our \$23 million transportation facility. It was no small feat to combine three facilities to one. The combination of years associated with closing the facilities is 170 years. Numerous days were spent sorting and either moving or purging everything that has accumulated over the years.

In 2018 the airport focused on maintenance of our grounds and drainage facilities. Though 2018 gave the appearance of being relatively quiet, we were preparing to embark on designing and ultimately constructing a US Customs facility for the 2020 Ryder Cup as well as to help support our area manufacturers in their global operations.

There are a lot of great things happening in the Transportation Department. For the past thirteen years I have been honored to be a part of a team of dedicated individuals. This dedication does not end at my department level; it flows through all departments as well as the County Board. Being a public servant in many cases is a thankless job, however, when provided the tools and resources needed to perform essential tasks, the thanks need not come in words, it can come in satisfaction looking back on what has been accomplished. I look forward to working with you in 2019. Thank you for your support.

Respectfully submitted,



Greg Schnell
Transportation Director

Highway Division

Mission Statement and Summary of Responsibilities

The Highway Division's mission statement is: Creating Safe and Reliable Transportation – Today and Tomorrow. Communities depend on transportation. It directly affects their quality of life by connecting people to jobs, getting people to and from their activities, bringing tourists to the area and shipping products.

The primary responsibilities of the Highway Division are the maintenance, design and construction of the 449.29 mile system of County Trunk Highways. In addition, the Division functions as the maintenance agency for 170 miles of State Trunk and Interstate Highways within the County, along with 465 miles of local township roads. This equates to 2168.58 lane-miles of maintenance responsibility. Additional major operations include gravel crushing, blacktop production, grading and construction, bridge maintenance and inspection, and roadway marking and signing.

Goals and Objectives Achieved in 2018

- Moved our administration office and shop from North 23rd Street to the new facility
- Completed the reconstruction of CTH "PP" from Highland Road to I-43
- Paved 30 miles of county trunk roadway
- Seal coated 15 miles of county trunk roadway
- Reconstructed CTH "FF" bridge
- Finalize plans for CTH "D" from Knepprath Road to Cedar Grove. This goal in is progress.
- Finalize design of CTH "A" west of Glenbeulah. This goal in is progress.
- Completed the bridge designs on CTH "O" and CTH "A"
- Performed all tasks requested by the Wisconsin Department of Transportation
- Performed all tasks requested by other county departments

Budget

Our total 2018 adopted operating budget was \$18,979,705; the total 2018 adjusted operating budget was \$19,938,716. The Highway Division finished 2018 with an unaudited positive variance of \$864,481. This positive variance is largely due to the amount of municipal and state work that was performed throughout 2018. We adjusted our budget assumptions by approximately \$367,000 for transportation aids. We adjusted our budget by \$855,000 for state aid and municipal work.

Our department was challenged with levy decrease for 2018. We are happy to report, we met the challenge. Our 2019 approved budget is \$19,183,735 and tax levy is \$2,877,189.

Issues and Challenges Ahead

The greatest challenge facing the Highway Division is the age of some of our trucks and equipment. While focusing on the demands of our road infrastructure maintenance and

reconstruction, and the rising costs associated with that, we have fallen behind on investing in our trucks and equipment.

Over the past eight years we have been spending approximately \$1,000,000 - \$1,500,000 on equipment replacement. To put it in perspective, that is the same amount that was budgeted since the early 2000's. In order to keep up with investing in equipment, we should be purchasing three trucks a year to follow a fifteen year replacement schedule. The cost associated with replacing three trucks per year is an average of \$750,000. In addition, we currently have a large wheel loader for feeding the asphalt plant; this loader has 15,000+ hours on it. A replacement loader would cost approximately \$400,000. We also have twelve graders and six need to be replaced due to parts being unavailable, or if there are parts available they are very expensive. The cost to replace one grader is \$350,000; replacing all six would cost \$2,100,000.

New equipment is not always the avenue we take, we do purchase used equipment if the hours are low enough and the condition is good.

As you can see, when spending only \$1 million per year on replacement equipment it does not take long to fall behind when making the kind of investment previously mentioned.

Primary Goals and Objectives For 2019

- Pave 30 miles of county trunk highway.
- Seal coat 15 miles of county trunk highway.
- Reconstruct CTH "D" from STH 57 to ½ mile east of Knepprath Road.
- Work with members of the transportation and finance department to develop a sustainable solution for replacing our equipment using the department fund balance.
- Reconstruct the CTH "O" bridge.
- Perform the necessary maintenance on our county highway system.

Airport Division

Mission Statement and Summary of Responsibilities

The Airport Division will provide outstanding airport support services, leadership, planning, and development so as to provide a safe, modern, and efficient transportation facility for our citizens, air travelers, airport tenants, and clientele.

The Airport Division is responsible for the development, maintenance, and operation of the airports 1,094-acre airside and landside infrastructure. This includes keeping the facility operational and is also required to respond to airport incidents, emergencies and other airport related situations 24 hours a day, 365 days a year.

The Airport Division is responsible for administering Sheboygan County Code of Ordinance Chapters 61 – 64 which relate to Airport Minimum Standards and Safety.

The enhancement and implementation of long-range project planning allows the Airport to qualify for project funding aids under the Federal Aviation Trust Fund which offset 80% - 97.5% of capital project costs. Since 1999, forty-three capital improvement projects totaling over \$30 million have been completed. Of that total, over \$22 million (75.9% of the total cost) was provided by the Federal Aviation Administration (FAA), over \$4 million (16.3%) by the Wisconsin Bureau of Aeronautics, and over \$2 million (7.8%) by Sheboygan County. The airport is capable of handling transcontinental range jet aircraft with approximately 15,000-25,000 arrival flight operations. The Sheboygan County Memorial Airport ranks #7 out of Wisconsin's 16 largest general aviation corporate/transport category airports.

Goals and Objectives Achieved in 2018

- Explored the opportunity to construct a welcome center and provide services such as customs. We completed an analysis and determined two locations viable for design and construction in the spring of 2019.
- Completed the Petition Resolution/Agency Agreement to include provisions for the 2020 Ryder Cup Air Traffic Control & Aircraft Rescue Firefighting, Taxiway B Center Construction, and Purchase of Snow Removal Equipment. Taxiway B center construction has been explored and it was determined that a more extensive parallel taxiway construction opportunity is needed and is scheduled for design in 2020 and construction in 2021.
- Worked with Highway Division and Planning and Conservation Department with regard to remediation of drainage issues. We excavated the drainage ditch east of runway 4/22 and cleared the debris in the culverts northeast of runway 13/31. Additional drainage excavation to be conducted in fall of 2019.
- Finalized the signage on Resource Drive.
- Completed analysis for financing options to update obsolete snow removal equipment. Analyzed and submitted a Petition Resolution/Agency Agreement to include provisions for a new snow removal equipment facility and updated equipment.

Budget

The approved 2018 budget was \$666,504. The 2018 levy appropriation was \$396,502. 2018 budgeted revenue was \$270,002. The Airport Division finished 2018 with an unaudited positive variance of \$192,631. This positive variance can be associated with carryover of funds.

Our 2019 approved budget is: \$455,451 and tax levy is \$201,382. The airport will benefit from the purchase of capital items in 2019.

Issues and Challenges Ahead

Sheboygan County has accepted approximately \$27 million in federal funds over the years to improve and expand our infrastructure at the airport. The Federal Aviation Administration would like to see an airport with this level of activity and size be more self-sufficient and potentially produce revenue. Currently, the revenue generated at the airport is through fuel flowage fees, land leases and tax levy. We will explore adding services to the airport such as US Customs and public access to enhance our marketplace visibility and competitiveness.

Primary Goals and Objectives For 2019

- Complete design and begin construction of US Customs & Border Protection facility.
- Update security monitoring systems.
- Resurface Resource Drive.
- Work with Wisconsin Bureau of Aeronautics to complete a Memorandum of Reimbursement Agreement for Air Traffic Control and Aircraft Rescue and Fire Fighting services during the 2020 Ryder Cup.
- Work with the Wisconsin Bureau of Aeronautics to complete the Petition Resolution/Agency Agreement to include parallel taxiway B and F construction and upgrading snow removal equipment and facility.

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT
FOR THE QUARTER ENDING 12/31/2018**

TIMING

G/L CATEGORY

**VARIANCE FROM
BUDGET**

EXPLANATION OF VARIANCE

| | | | |
|--------------------------------------|---------------------|--|--|
| Intergovernmental Revenues | | | |
| State Grants | 207,783.51 | Receipt of additional Chip funding due to increased construction activity | |
| Charges to State of Wisconsin | (223,033.84) | Less state work completed than budgeted. | |
| Charges - Other Local Gov'ts | 889,493.72 | Increase due to sales to other outside county municipalities and construction activity | |
| Public Charges for Services | | | |
| General Government | (3,196.14) | Miscellaneous fees associated with permits. | |
| Public Works | 5,220.62 | Increase in accident reports billed greater than budget. | |
| Interest and Other Revenue | | | |
| Rent Revenue | 6,921.16 | Land rent greater than budgeted. | |
| Donations | 6,301.00 | Donations received from contractors for OPEN HOUSE of Complex. | |
| Other Misc. Revenue | 119,354.62 | Increase due to sale of scrap metal. | |
| Interdepartmental Revenue | | | |
| Repairs & Maintenance Services | 49,535.16 | Increase due to Inter Departmental work for Planning Department. | |
| Other Interdept'l Revenue | 315,612.51 | Capitalized expenses for Road Reconstruction from Transportation Fund. | |
| Personnel Related Expenditure | | | |
| Wages | 37,165.38 | Open positions and timing of hirings. | |
| Overtime | (146,833.42) | Due to snow plowing, construction, and move to new building. | |
| Benefits | (4,532.09) | Variance due to overall increase in wages (wages and overtime) not budgeted. | |

| Operating Expenses | | |
|--|--------------------|---|
| Purchased Services | (1,555,041.47) | Higher Engineering-Architectural, and Transportation than budgeted as additional modifications to projects. |
| Repairs and Maintenance | (312,601.86) | Negative variance due to Shed repairs and repair parts more than budgeted. |
| General Operating | 1,304,446.60 | Positive variance due to COGS from roadway and fuel supplies. |
| Fixed Charges | (102,409.49) | Increased equipment rental for construction. |
| Interdepartmental Charges | | |
| Employee Related Insurance | 136,943.05 | Positive variance due to open positions, timing of hiring and employees declining health insurance. |
| Insurance Charges | 2,210.60 | Insurance true-up |
| Repairs & Maintenance Charges | 4,160.61 | Less interdepartmental use of electrician |
| System Operation Charges | (2,096.50) | Highway Open House printed booklets. |
| X Capital Outlay | 73,941.43 | Timing of Capital equipment purchases. |
| Depreciation | (959,281.19) | Depreciation is not a budgeted item. |
| Variances Less Than Justification Threshold | 2,413.90 | |
| TOTAL | (92,262.50) | |

VARIANCE REPORT FOR DEPARTMENT -- COUNTY AIRPORT
FOR THE QUARTER ENDING 12/31/2018

| TIMING | G/L CATEGORY | VARIANCE FROM BUDGET | EXPLANATION OF VARIANCE |
|--------|--|----------------------|---|
| | Public Charges for Services | 9,025.76 | Increase due to fuel flowage fees, land lease, and Deice/Anti-icing higher than budgeted. |
| | Public Works | | |
| | Interest and Other Revenue | | |
| | Other Misc. Revenue | (17,779.04) | Gain on sale relating to outlay replacements was not realized. |
| | Personnel Related Expenditure | | |
| | Wages | (7,716.32) | Payout to retired employee not budgeted. |
| | Operating Expenses | | |
| | Purchased Services | 7,729.15 | Less utilities and consulting fees. |
| | Repairs and Maintenance | 6,578.30 | Auto parts and maintenance services less than budgeted. |
| | Interdepartmental Charges | | |
| | Employee Related Insurance | 11,540.35 | Replacement employee not electing health coverage. |
| | Repairs & Maintenance Charges | 1,207.91 | Less Interdepartmental repairs and maintenance services than budgeted. |
| X | Capital Outlay | 180,537.46 | Security Camera Upgrade Project delayed until 2019 due to other projects. |
| | Variiances Less Than Justification Threshold | 1,508.09 | |
| | TOTAL | 192,631.66 | |