

NOTICE OF MEETING

TRANSPORTATION COMMITTEE

December 10, 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 – November 5, 2018
Review and Approve Vouchers
Approval of Members to Attend Meetings or Functions
Correspondence

Airport/Highway

Burrows FBO Update

Airport Activities and Updates

Consideration of Burrows Aviation 2019 Hours

Consideration of Table of Organization Change- Adding Highway Worker/Technician Position

Consideration of Promotion Highway Worker to Highway Technician

Consideration of Speed Reduction CTH "F" East of STH 57

Consideration of 2018 Budget Carryover Airport

Highway Activities and Updates

Adjourn

Next Scheduled Meeting: January 7, 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

November 5, 2018

Called to Order: 9:00 A.M.

Adjourned: 10:00 A.M.

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

OTHERS PRESENT: Greg Schnell, Charles Sweet, Justin Welsch, Larry Lenz, Josh Lenz, Mindy Smith, Lee Kunze, Dan Dominguez, 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 November 1, 2018 at 2:00 p.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 Glavan made a motion and Supervisor Brauer seconded the motion to approve the vouchers. Motion carried.

Airport Superintendent Sweet advised the committee that he investigated the temporary customs at Cruz Bay and found it is not relevant to the customs facility at an airport and updated the committee on flight instruction at the airport.

Transportation Director Schnell advised they continue to work with Kohler Company and corporation counsel on the customs facility and negotiations have halted with the Aviation Heritage Center Board. It is possible there will be a stand-alone facility.

The committee accepted 3rd quarter variance reports.

Supervisor Bemis made a motion and Supervisor Bosman seconded the motion to approve the Town of Sheboygan Fire Department request for road closures on CTH "J" from Kwik Trip to CTH "Y" and CTH "Y" from CTH "J" to the firehouse on July 20, 2019 for a 75th anniversary parade, contingent upon them submitting a certificate of liability and obtaining permission from the town and sheriff's department. Motion carried.

Mindy Smith of Burrows Aviation advised she purchased 76,683 gallons of fuel in October of 2018, up 5,766 gallons from October of 2017; total purchased for 2018 is 732,023 gallons, up 23,440 from 2017.

Supervisor Bosman made a motion and Supervisor Bemis seconded the motion to deny the request for an autistic child sign on CTH "J" in compliance with the Wisconsin Department of Transportation recommendations. Roll call vote with Supervisors Te Stroete, Bemis, Bosman, and Brauer voting "AYE" and Supervisor Glavan voting "NAY", motion carried.

Supervisor Bemis made a motion and Supervisor Bosman seconded the motion to approve Sheboygan County Ordinance No. _____(2018/19) Re: Authorizing Transportation Director to Impose Temporary No Parking Regulations. Motion carried.

Supervisor Bemis made a motion and Supervisor Brauer seconded the motion to approve the vacant position request for 2019 summer limited term employees. Motion carried.

Supervisor Bemis made a motion and Supervisor Bosman seconded the motion to approve the vacant position requests for all open 2019 (agenda incorrectly states 2018) senior maintenance technicians, maintenance workers, and maintenance technicians at the highway and airport. Motion carried.

Discussion regarding attendance at the Wisconsin County Highway Association 2019 Winter Road School.

Transportation Director Schnell advised the committee of a meeting with Morton Salt; they indicated there is no additional salt available beyond our current order and reserves. The paving crew is finishing up in the next couple of weeks and trucks are being fitted for winter operations. There was further discussion regarding the customs facility.

Motion by Supervisor Bemis and seconded by Supervisor Bemis to adjourn at 10:00 a.m., motion carried.

Ann Gottowski
Recording Secretary

Al Bosman
Committee Secretary

Burrows Aviation

HOURS OF OPERATION (Open 7 Days a Week)

January 7:00 am – 5:00 pm

February 7:00 am – 5:00 pm

March 7:00 am – 5:00 pm

April 7:00 am – 5:00 pm

May 6:00 am – 6:00 pm

June 05:30 am – 8:30 pm

July 5:30 am – 8:30 pm

August 5:30 am – 8:00 pm

September 6:00 am – 6:00 pm

October 7:00 am – 5:00 pm

November 7:00 am – 5:00 pm

December 7:00 am – 5:00 pm

Thanksgiving Day	Closed
Christmas Eve	7:00 am - 3:30 pm (Close Early)
Christmas Day	Closed
New Year's Eve	7:00 am - 3:30 pm (Close Early)
New Year's Day	Closed

**REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION**

Department: Transportation	Date: 11/26/18
Effective Date of Change: 1/2/2019	

It is strongly suggested that you consult with the Human Resources Department before submitting any request for change in the table of organization to your liaison committee.

TABLE OF ORGANIZATION CHANGE REQUESTED

List all the positions in your department (or a sub-unit of the department) which are either currently on the table of organization or are being proposed as new positions. Each job title should be listed on a separate line. For each job title, list *either* the number of full-time and part-time positions, *or* the authorized FTE, currently on the T/O and the number that will be on the T/O if this request is approved.

JOB TITLE	CURRENT			PROPOSED		
	FT	PT	FTE	FT	PT	FTE
Senior Maintenance Tech/Maintenance Worker/Maint Tech	76	0	76	77	0	77
TOTALS	76	0	76	77	0	77

NEW POSITIONS CREATED

If any new positions are requested, please describe very briefly (one or two sentences) the essential work to be performed by each new position, and give a proposed pay grade (union or non-union) for the position. Consult with HR Director regarding pay grades for any new classifications.

This position will perform maintenance at the new Plymouth facility, indoor and outdoor.
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BUDGET

Identify the specific source of funding for any new or additional positions being requested. Deletion of other positions may be used as a source of funding only if the positions being deleted are specifically identified in your department's budget spreadsheet as submitted to the County Administrator during the budget process.

<i>Job Title</i>	<i>Cost-Rest of Year</i>	<i>Cost-Annual</i>	<i>Source of Funds</i>
Maintenance Worker/Maint Tech			2019 Budget

RATIONALE

Briefly summarize the reasons for the requested change in the table of organization.

The Plymouth facility is a large facility with many daily maintenance needs both indoor and outdoor. The desire is to keep the facility in good working order as well as a good appearance. This position will also fill in for the stockroom clerk when he is off.

ADDITIONAL INFORMATION

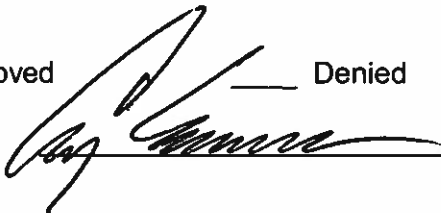
Is there any other information that the liaison committee or Human Resources Committee ought to have when considering this change? You may attach additional documentation if you wish.

ACTION TAKEN

Department Head Determination:

Approved Denied

Date: 12/4/2018

Signature: 

Liaison Committee Action:

Approved Denied

Date: _____

Committee Chair: _____

Human Resources Committee:

Approved Denied

Date: _____

Committee Chair: _____

Distribution: After department head determination, distribute to liaison committee with copies to County Administrator and Human Resources Director. After liaison committee approval, submit signed original to Human Resources Director.



EMPLOYEE PROMOTION REQUEST

Employee Name: Raymond DeMunck

Effective Date: 10/22/18

Current Title: Maintenance Worker

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
2 YEARS	B22	35,369-49,515	19.81

Requested Title: Maintenance Technician

Proposed DBM Rating	Proposed Salary Range	Proposed Salary Rate	Percentage of Change
B24	42,168-59,035	21.00	6%

Recent Salary History: include reason for adjustment (Initial Period/Annual/Promotion/Etc.)

- 2018 18.68 - Annual
- 7/2018 – 19.81 Equity

Future Potential Pay for Performance Opportunities

- 2019 – Annual Pay for Yes No
- 2019 – Performance Initial Period (Generally 6 months) Yes No

Additional Information and Justification of Request (i.e., please indicate what responsibilities have changed, is the employee performing duties of the requested promotion level, was there further education, has job description changed, etc.) Ray was promoted to Highway Technician (centerliner operator) through domino effect promotions within the department. This equipment operator position is a maintenance technician position and Ray should be upgraded to this position.

County Administrator/Department Head Recommendation:

Date: _____

Signature: _____

Human Resources Support:

Approve Disapprove

Date: _____

Signature: _____

Liaison Committee Action:

Approve Disapprove

Date: _____

Committee Chair: _____

Human Resources Committee:

Approve Disapprove

Date: _____

Committee Chair: _____

Form Process:

Department Head completes the EPR form

Department Head discussed with Human Resources Director

Department Head presents the EPR form to their Liaison Committee for approval/signature

