

NOTICE OF MEETING

TRANSPORTATION COMMITTEE

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

Sheboygan County Transportation Department
1211 N 23 Street
Sheboygan, WI 53081

1st Floor Conference Room

AGENDA

Call to Order
Certification of Compliance with Open Meeting Law
Citizen Input and Comments
Approval of Minutes: Transportation Committee Meeting – February 5, 2018
Review and Approve Vouchers
Approval of Members to Attend Meetings or Functions
Correspondence

Airport/Highway

Burrows FBO Update

Consideration of Draft Resolution – Work Zone Safety Week April 9th – 13th

Consideration of Salary Equity Adjustment

4th Quarter Variance Report

Consideration of 2017 Annual Report

Update – Wisconsin County Highway Association Board of Directors

Consideration of Wisconsin County Highway Association Succession Plan

Airport/Highway Activities and Updates

Transportation Complex Update

Adjourn

Next Scheduled Meeting: April 2, 2018

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
1211 N 23 St
Sheboygan WI 53081

February 5, 2018

Called to Order: 9:00 A.M.

Adjourned: 10:44 A.M.

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

OTHERS PRESENT: Greg Schnell, Charles Sweet, Jim TeBeest, Mindy Smith, Jeffrey B. Stroub, Steven R. Siefert, Jon Dolson, Tom Rusch, Brian Brock, Chris Blazek, Al Rommel, Colleen Harris, Will Dorsey, Daniel Dominguez, 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 2, 2017 at 2:30 p.m. in the lobby of the Administration Building in compliance with the open meeting law.

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

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

Wisconsin Department of Transportation (WIDOT) Representatives provided information regarding the changes to the WIDOT way of doing business regarding oversight and amenities on projects, provided a copy of the 6 year plan for Sheboygan County, provided an update on STH 23 construction project, and discussed routine maintenance projects and performance based maintenance. They expressed their appreciation to our department for being number one in the entire state for the largest reduction in cost per lane mile from the winter of 2015/2016 to the winter of 2016/2017.; they appreciate the job our staff does and they appreciate Greg's leadership and relationship with the WIDOT staff.

Mindy Smith provided the update for Burrows Aviation; purchased 48,000 gallons of fuel in January, up 17,700 gallons from January of 2017. There was discussion regarding a sign on gate 9 for passenger pick up.

Supervisor Bosman made a motion and Supervisor Bemis seconded the motion to approve the business plan for Jet Fuel Café, LLC as presented. Motion carried.

Jeffrey Stroub and Steven Siefert from the Sheboygan Falls County Conservation Club discussed drainage issues on their property. This item will be on the March 5, 2018 agenda.

9:40 a.m. Supervisor Glavan left the meeting.

Supervisor Bemis made a motion and Supervisor Winkel seconded the motion to approve the Elkhart Lake Triathlon June 9, 2018 provided the submit proof of insurance and have contacted all other municipalities and law enforcement. Motion carried.

Supervisor Winkel made a motion and Supervisor Bosman seconded the motion to approve the previously submitted ordinance (2016/17) Re: Establishing Speed Zone on County Road "TA" (Town of Sheboygan) reducing the speed from 45 MPH to 35 MPH from Erie Avenue south to

its intersection of Union Avenue. Roll call vote with Supervisors Te Stroete, Winkel, and Bosman voting "AYE" and Supervisor Bemis voting "NAY". Motion carried.

Transportation Director Schnell shared the financial summary and monthly report for the complex with the committee. The complex is 80% plus complete; Elkhart Lake and Plymouth staff and equipment moved in January 12, 2018. The City of Plymouth wants the county to purchase the sewage monitor for \$6,500 so the two monitors can communicate, presently they cannot communicate. A ribbon cutting ceremony will be scheduled in June 2018.

Transportation Director Schnell advised he is working with corporation counsel to purchase property in the Town of Holland and the Town of Lima.

Chair Te Stroete advised the Secretary of Transportation and local legislators took a tour of the transportation complex.

Motion by Supervisor Bemis and seconded by Supervisor Winkel to adjourn at 10:44 a.m., motion carried.

Ann Gottowski
Recording Secretary

Al Bosman
Committee Secretary

RESOLUTION NO. _____

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE SHEBOYGAN COUNTY BOARD OF SUPERVISORS:

RE: RESOLUTION DESIGNATING THE WEEK OF APRIL 9 THROUGH APRIL 13, 2018 AS "WORK ZONE AWARENESS WEEK" IN SHEBOYGAN COUNTY

WHEREAS, in 1999, the Federal Highway Administration partnered with the American Association of State Highway Officials and more recently the American Traffic Safety Services Association to create the National Work Zone Safety Awareness campaign which is held annually in April prior to construction season in much of the nation; and

WHEREAS, the Wisconsin County Highway Association is asking all seventy-two counties in the state to unite and kick off "Work Zone Safety Awareness Week" with a resolution and campaign to raise awareness for its workers, the traveling public, public safety workers, and those of various highway contractors performing work for the counties; and

WHEREAS, construction and maintenance activities on our streets and highways periodically require that work zones be established; and

WHEREAS, there has been over 2,000 work zone crashes in Wisconsin in each of the last three years; and

WHEREAS, in 2017, Wisconsin suffered from were nearly 2,700 crashes in road construction and maintenance zones, resulting in over 1,000 injuries and six fatalities; and

WHEREAS, between 2012 and 2017, there were 55 fatalities recorded as a result of crashes in Wisconsin work zones including three Wisconsin County Highway workers which were killed in work zones in 2015; and

WHEREAS, through their enforcement activities and other participation, the Sheboygan County Sheriff's Office, Wisconsin State Patrol, and Sheboygan County Transportation Department are committed to working together in 2018 to make Work Zone Awareness Week a success;

WHEREAS, the Federal Highway Administration has designated April 9 through April 13, 2018 as National Work Zone Awareness Week;

NOW, THEREFORE, BE IT RESOLVED, by the Sheboygan County Board of Supervisors that the week of April 9 through April 13, 2018 be designated as Work Zone Awareness Week in Sheboygan County.

DATED THIS ____ DAY OF MARCH, 2018



SALARY/EQUITY ADJUSTMENT REQUEST

Employee Name: Jeremy Hildebrand

Effective Date 2/23/18

Current Title:

Years in Position	DBM Rating	Current Salary Range	Current Salary/ Hourly Rate
6-26-17	C52	62,238 – 93,360	79,181.72

Requested Title:

Proposed DBM Rating	Proposed Salary Range	Proposed Salary/Hourly Rate	Percentage of Change
C52	62,238 – 93,360	84,178.09	6.31%

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

- 2016 \$N/A
- 2017 \$2,064.00
- 2018 \$2,117.72

Future Potential Pay for Performance Opportunities

- 2017 – Initial Period (*Generally 6 months*) Yes No
- 2017 – Annual Pay for Performance 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.) During initial negotiations to bring Jeremy on board it was agreed that once he obtained his surveyor license we would request an increase. The dual license that Jeremy holds, professional engineer and surveyor, is a great asset to Sheboygan County and more than worth the additional compensation. The pool of applicants that holds this type of licensure is limited. In addition, the mean age of those holding these licenses is 54 and the average salary is \$87,000.

County Administrator/Department Head Recommendation:


Date: _____

Signature: _____

Human Resources Support:

Approve Disapprove

Date: 3/2/18

Signature: 

Liaison Committee Action:

Approve Disapprove

Date: _____

Committee Chair: _____

Human Resources Committee:

Approve Disapprove

Date: _____

Committee Chair: _____

Form Process:

*Department Head completes the SER form following discussion with HR
 Department Head presents the SER form to their Liaison Committee for approval/signature
 Department Head presents the SER form to HR Committee for approval/signature
 Department Head completes Action Sheet following approval*

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY AIRPORT
FOR THE QUARTER ENDING 12/31/2017**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Public Charges for Services			
Public Works	10,063.44	Positive variance due to fuel flowage fees higher than budgeted	Positive
Personnel Related Expenditure			
Wages	(2,029.12)	Negative variance due to rate higher than budgeted	Negative
Overtime	3,329.13	Positive variance due to overtime hours not worked	Positive
Operating Expenses			
Purchased Services	4,204.89	Positive variance due to consulting not taking place	Positive
Repairs and Maintenance	1,485.39	Positive variance due to overall maintenance costs less than budget	Positive
General Operating	8,469.02	Positive variance due to repairs and travel costs under budget	Positive
Interdepartmental Charges			
Repairs & Maintenance Charges	8,143.60	Positive variance due to less than budgeted repairs being requested	Positive
Capital Outlay	31,510.80	Positive variance as vehicle purchases less than budget	Positive
TOTAL	65,177.15		Positive

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT
FOR THE QUARTER ENDING 12/31/2017**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE	POSITIVE/ NEGATIVE
Intergovernmental Revenues			
State Grants	(149,476.53)	Negative variance due to contributed capital	Negative
Charges to State of Wisconsin	(139,125.10)	Negative variance due to less state work completed	Negative
Charges - Other Local Gov'ts	283,742.20	Positive variance due to additional municipal work being completed	Positive
Public Charges for Services			
Public Works	5,472.13	Positive variance due to billing of accident repairs higher than budgeted	Positive
Interest and Other Revenue			
Donations	66,794.95	Positive variance due to state donated Marathon Mastic Melter	Positive
Other Misc. Revenue	(201,269.95)	Negative variance due to net book value loss on sale of assets	Negative
Interdepartmental Revenue			
Repairs & Maintenance Services	4,873.34	Positive variance due to interdepartmental work more than budgeted	Positive
Other Interdept'l Revenue	501,163.37	Positive variance due to more road work than budgeted	Positive
Personnel Related Expenditure			
Wages	68,591.65	Positive variance due to open positions and timing of hirings	Positive
Overtime	(15,519.14)	Negative variance due to overtime for snow plowing, complex grading and CTH OK work	Negative
Benefits	18,040.81	Positive variance because benefits follow wages	Positive
Operating Expenses			
Purchased Services	284,377.66	Positive variance due to contracted work less than budgeted 4th quarter budgeted amount increased	Positive
Repairs and Maintenance	20,371.46	Positive variance due auto parts less than budget	Positive

General Operating	954,125.95	Positive variance due to less than budgeted right of way costs & fuel costs. Amount of blacktop sold exceeds budgeted amount.	Positive
Fixed Charges	3,728.09	Positive variance due to less rental equipment	Positive
Interdepartmental Charges			
Employee Related Insurance	82,192.98	Positive variance due to health insurance expense	Positive
Insurance Charges	(2,511.12)	Negative variance due to year end adjustment	Negative
Other Interdepartmental Charges	(6,405.04)	Negative variance due to interdepartmental wages	Negative
Capital Outlay	(569,187.07)	Negative variance due to loader purchase not budgeted but approved from fund balance	Negative
Depreciation	(904,464.04)	Depreciation is not a budgeted item	Negative
TOTAL	305,516.60		Positive