NOTICE OF MEETING

TRANSPORTATION COMMITTEE

April 2, 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 – March 5, 2018
Review and Approve Vouchers
Approval of Members to Attend Meetings or Functions
Correspondence
  Kohler Company Complaint Regarding Burrows Aviation

Airport/Highway

Burrows FBO Update

Consideration of Table of Organization Change

Consideration of Speed Reduction CTH “EE” South of STH 28

Consideration of Wings and Wheels Event – June 17, 2018

Consideration of T-28 clinic event - July 19 - 23, 2018

Consideration of Sports Core Triathlon – August 19, 2018

Attendance at Wisconsin County Highway Association Road School June 4 - 6, 2018

Airport/Highway Activities and Updates

Transportation Complex Update

Adjourn
Next Scheduled Meeting: To Be Determined

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.
March 5, 2018

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

OTHERS PRESENT: Greg Schnell, Jim TeBeest, Mindy Smith, Bryan Olson, 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 March 2, 2017 at 1:00 p.m. in the lobby of the Administration Building in compliance with the open meeting law.

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

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

Mindy Smith provided the update for Burrows Aviation; purchased 47,010 gallons of fuel in February, up 4,526 gallons from February of 2017 for a total of 95,010 gallons purchased in 2018, up 22,226 gallons from 2017.

The committee asked that the Work Zone Safety Week be placed in the papers; it is unnecessary to take this item to county board each year.

Supervisor Winkel made a motion and Supervisor Glavan seconded the motion to approve the salary equity adjustment as presented for Jeremy Hildebrand. Motion carried.

The 4th quarter variance report was received for information.

Supervisor Winkel made a motion and Supervisor Bosman seconded the motion to approve the 2017 annual report. Motion carried.

Transportation Director Schnell provided an update on the Wisconsin County Highway Association (WCHA) Board of Directors meeting and the WCHA succession plan.

Superintendent Sweet advised he is working on the 5 year capital plan.

Transportation Director Schnell advised staff is preparing for the coming storm and cleaning out the N. 23rd Street location for the move. He also discussed changes to the 2018 budget that need to be made: the paver can be removed from the 2018 capital equipment list. The paver funds will be put towards the purchase of a quad axle truck.

Transportation Director Schnell provided a summary report for review and advised the committee on the progress of the complex.
Motion by Supervisor Winkel and seconded by Supervisor Glavan to adjourn at 10:12 a.m., motion carried.

Ann Gottowski
Recording Secretary

Al Bosman
Committee Secretary
March 21, 2018

Charles Sweet
Airport Superintendent
Sheboygan County Transportation Department, Airport Division
N6180 Resource Drive
Sheboygan Falls, WI 53085

Dear Mr. Sweet,

I am writing today on behalf of Kohler Co. to complain about unacceptable service Kohler Co. received from Burrows Aviation which nearly led to the cancellation of two scheduled flights. As you know, Burrows Aviation is the sole fixed-base operator (FBO) at the Sheboygan Airport and is the sole fuel provider to all airport tenants, including Kohler Co.

For reasons unknown to us, Burrows Aviation did not have enough fuel to supply Kohler Co. its desired amount of fuel which nearly caused the cancellation of two flights on February 7th:

- N797KK - We used all remaining fuel Burrows Aviation had available (1400 gallons) which was the minimum needed for this aircraft to arrive in California with minimum fuel.
- N101KK - This aircraft had enough fuel remaining in its tank to arrive in Chicago with minimum fuel, but we were not able to add additional fuel as is our standard practice.

Although Kohler Co. was able to make due, it was unable to get the desired 4,200 gallons of fuel that it would have used in a normal operation and caused last minute planning changes to adjust accordingly. This exposes a gap in our supply chain from a sole provider to our transportation group and is especially troubling as it is believed that Burrows Aviation has two fuel trucks that hold 5,000 gallons each and a below ground storage facility that holds an additional 20,000 gallons. With a total capacity of 30,000 gallons, we find it unacceptable Burrows Aviation was unable to provide 4,200 gallons requested. We are unaware if other aircraft, visiting or based at your airport experience or experienced the same gap in service.

Kohler Co. requires a fully competent FBO partner in order to conduct aviation operations. Deficiencies in such core services as managing the fuel supply and providing our fuel requirements create a serious impairment to our business operations and are completely unacceptable. Therefore, Kohler Co. would ask that a complete review of Burrows Aviation is administered and strongly recommends alternative options are considered. It is our intention to conduct a procurement audit of Burrows Aviation to assure our single source supplier is capable of meeting the demands of our business.

Kohler Co. supports the Sheboygan County Transportation Department and looks forward to working together to find a better solution.

Sincerely,

[Signature]

Jordan Thiede
Manager, Indirect Purchasing
Kohler Co.
Date: March 27, 2018

To: Transportation Committee Members

From: Greg Schnell, Transportation Director

Re: Table of Organization Change

In March of 2017 a temporary table of organization change was done to allow for succession planning for the Engineer/Surveyor position. The Maintenance Manager position that was temporarily eliminated to allow for the succession planning was added back in the 2018 budget. We are preparing to fill the Maintenance Manager position and need to add it back on our table of organization. In September of 2018, when Edgar Harvey retires, we will eliminate the second Engineer/Surveyor position that is on our table of organization.

In addition, a Maintenance Technician retired on March 8, 2018; I would like to eliminate that position and add the position of Program Manager to our table of organization. The Program Manager position will work under the Engineer/Surveyor. This position has become necessary because of additional responsibilities handed to us from the Wisconsin Department of Transportation (WiDOT). We are now responsible for additional oversight on bridge reconstruction projects and Local Road Improvement Projects; previously WiDOT hired consultants to oversee the bridge reconstruction projects. In addition, permitting for road construction projects has become much more labor intensive with all of the additional requirements placed on us by the Wisconsin Department of Natural Resource and Corps of Engineers. This position will also act as our safety coordinator.
REQUEST FOR CHANGE IN
DEPARTMENTAL TABLE OF ORGANIZATION

Department: Transportation

Effective Date of Change: 5/1/2018

Date: 3-27-18

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.

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>CURRENT</th>
<th>PROPOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FT</td>
<td>PT</td>
</tr>
<tr>
<td>Senior Maintenance Tech/Maintenance Worker/Maint Tech</td>
<td>77</td>
<td>0</td>
</tr>
<tr>
<td>Program Manager</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Maintenance Manager</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

See attached.
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.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Cost-Rest of Year</th>
<th>Cost-Annual</th>
<th>Source of Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Manager (C-42)</td>
<td>$60,081</td>
<td>$102,996</td>
<td>Funding from Maint Tech position elimination, funds from LTE positions not filled, and 4 months from maintenance supervisor position not filled 1/1/2018</td>
</tr>
<tr>
<td>Maintenance Manager</td>
<td>$67,717</td>
<td>116,087</td>
<td>Budgeted for January 2018</td>
</tr>
</tbody>
</table>

RATIONALE

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

Adding a program manager position and removing an existing position. The maintenance manager position was temporary eliminated to allow for the new engineer/surveyor to train with Edgar Harvey.

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:

Date: 3/28/18

☐ Approved ☐ Denied

Signature:

Liaison Committee Action:

Date: 

☐ Approved ☐ Denied

Committee Chair:

Human Resources Committee:

Date: 

☐ Approved ☐ Denied

Committee Chair:
I have attached a proposed route for the bike race portion of the Sports Core’s Triathlon for approval by the Sheboygan County Highway. The event is tentatively scheduled for the morning of August 19th (7 or 8 am start). The contact at the Sports Core is Kevin Donnelly, whom I have carbon copied on this. If there is need for insurance certificates, etc., he would be providing those.

If there is someone else that would need to be contacted due to the potential use of a state highway, please let us know.

Thank you.