

NOTICE OF MEETING

SHEBOYGAN COUNTY TRANSPORTATION COMMITTEE

January 19, 2026 9:00 A.M.

Sheboygan County Transportation Department
W5741 County Road J
Plymouth, WI 53073

AGENDA

Call to Order

Certification of Compliance with Open Meeting Law

Approval of Minutes: Transportation Committee Meeting – December 1, 2025

Review and Approve Vouchers

Approval of Members to Attend Meetings or Functions

Correspondence

Public Comments (Public comment at the description of the Committee Chair. The public may speak up to three minutes each on topics relevant to the agenda).

Airport/Highway

- Consideration of Right of Way Property Sale
- Airport Activities and Updates (This is a summary of key activities. No action will be taken by the Transportation Committee resulting from this conversation, unless it is a specific item on the agenda.)
- Consideration of 2026 Out of State Travel - Transportation Department
- Consideration of Reclassification of Position
- Consideration of Vacant Position Request
- Consideration of Vacant Position Requests for Airport and Highway for 2026
- Consideration of Table or Organization Changes
- Consideration of Out of Cycle Adjustments
- Consideration of Equipment Purchase - Highway
- Highway Activities and Updates (This is a summary of key activities. No action will be taken by the Transportation Committee resulting from this conversation, unless it is a specific item on the agenda.)

Next Scheduled Meeting: Monday, February 2, 2026 at 9:00 a.m.

Adjournment

Prepared by:
Amy Wieland 920-459-3822
Recording Secretary

Thomas Wegner
Committee Chairperson

NOTE: 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.

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.

SHEBOYGAN COUNTY TRANSPORTATION COMMITTEE MINUTES

Sheboygan County Transportation Department
W5741 County Road J
Plymouth, WI 53073

Called to Order: 9:00 A.M.

Adjourned: 10:05 a.m.

MEMBERS PRESENT: Thomas Wegner, Jackie Veldman, Jon Kuhlow, Vern Koch and Jay Vander Weele

ALSO PRESENT: Ed Harvey, Michael Depriesse, Bryan Olson, Matt Grenoble, Jeremy Hildebrand, Robin Liermann, Brenda Hanson, and Amy Wieland

Chairman Thomas Wegner called the meeting to order at 9:00 a.m.

Chairman Wegner certified compliance with the open meeting law. The notice was posted at 4:15 p.m. on November 26, 2025.

Supervisor Kuhlow made a motion and Supervisor Vander Weele seconded the motion to approve the minutes from November 3, 2025. Motion carried.

Supervisor Koch made a motion and Supervisor Veldman seconded the motion to approve the vouchers. Motion carried.

Supervisor Koch made a motion and Supervisor Kuhlow seconded the motion to approve committee members to attend the January 2026 Wisconsin County Highway Association Conference. Motion carried.

The committee referred the Right of Way Property Sale: LL / LLL to Corporation Council for further consideration.

Sheboygan County Memorial International Airport Manager Matt Grenoble updated the committee on current activities at the airport.

Supervisor Koch made a motion and Supervisor Vander Weele seconded the motion to approve Ordinance No: ___(2025-26) Re: Creating Section 64.19 Regarding a Permit Process for Certain Vendors at the Sheboygan County Memorial International Airport. Motion carried.

Supervisor Koch made a motion and Supervisor Kuhlau seconded the motion to approve the New Individual Aircraft Hangar Lease with Tylaire, LLC for N6130 Resource Drive. Motion carried.

Supervisor Vander Weele made a motion and Supervisor Veldman seconded the motion to approve the New Individual Aircraft Hangar Lease with Jay D. Hoogstra for N6133 Resource Drive. Motion carried.

Supervisor Koch made a motion and Supervisor Vander Weele seconded the motion to approve Farmland Rental Agreement with Majestic Crossing Dairy, LLC. Motion carried.

Supervisor Kuhlow made a motion and Supervisor Veldman seconded the motion to approve the Farmland Rental Agreement with Fly-By Acres, LLC. Motion carried.

Supervisor Veldman made a motion and Supervisor Vander Weele seconded the motion to approve the Farmland Rental Agreement with Schmidt Farms, Inc. Motion carried.

Supervisor Vander Weele made a motion and Supervisor Koch seconded the motion to approve the Farmland Rental Agreement with Peichl Farms, Inc. Motion carried.

Supervisor Koch made a motion and Supervisor Vander Weele seconded the motion to approve the Farmland Rental Agreement with Boedecker Family Farms, LLC. Motion carried.

Supervisor Koch made a motion and Supervisor Kuhlow seconded the motion to approve the Carryover of Unexpended 2025 Appropriations for 2026 for Airport and Highway. Motion carried.

Transportation Director Bryan Olson explained the Third Quarter Variance.

Supervisor Koch made a motion and Supervisor Veldman seconded the motion to approve awarding The Local Road Improvement Program project for County Road C & County TT Bid to Buteyn-Peterson Construction Co, Inc. Motion carried.

Supervisor Veldman made a motion and Supervisor Vander Weele seconded the motion to approve the Out of Cycle Adjustment. Motion carried.

Olson updated the committee on current activities at the Highway Department.

The next Transportation Committee meeting will be on Monday, January 19, 2025 at 9:00 a.m.

Motion by Supervisor Kuhlow and seconded by Supervisor Veldman to adjourn at 10:05 a.m. Motion carried.

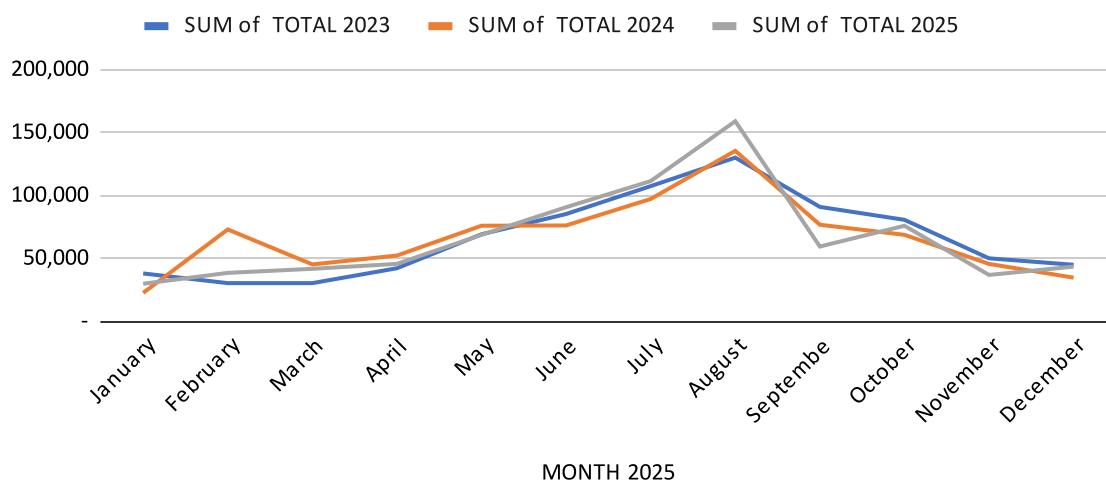
Amy Wieland
Recording Secretary

Jon Kuhlow
Committee Secretary

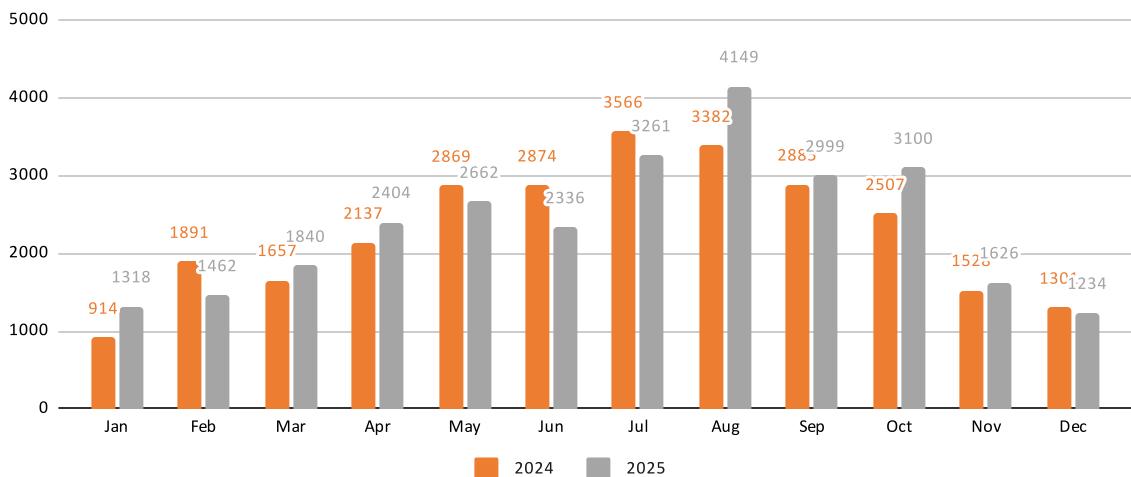
Sheboygan County Memorial International Airport
Fuel Flowage Report
December 2025

	December			Year-to-Date		
	2025	2024	% Change	2025	2024	% Change
Jet-A	37,486	30,836	22%	761,387	757,065	1%
100LL	6,168	4,074	51%	42,194	48,972	-14%
Total Fuel	43,654	34,910	25%	803,581	806,037	0%
Revenue (\$.²⁰/gal)	\$8,730.80	\$4,538.30	92%	\$160,716.20	\$105,012.92	53%

Total Fuel Flowage



Total Aircraft Operations



Yearly Totals

2024	2025
<u>27,511</u>	<u>28,391</u>



SHEBOYGAN COUNTY VACANT POSITION REQUEST FORM

DATE:

1/19/2026

DEPT HEAD NAME:

Bryan Olson

POSITION TITLE:

All open positions for Airport, Lake Breeze Aviation and Highway

POSITION CONTROL NUMBER:

No. Needed?

PAY GRADE:

Any

REASON FOR VACANCY:

Resignation, termination or retirement

JUSTIFICATION FOR FILLING POSITION

Any vacated by resignation, termination or retirement that require backfill and are included in the budget

Department has considered all alternate options as it relates to overall standing needs? **Yes**

BUDGET

Is this a position within the departments annual operation budget?

Yes

If not, please state the amount over budget as well as the proposed source of funds.

COST

The annual cost associated with the position (current year wage & benefit rates)

WAGE	BENEFIT	TOTAL

Note: Cost for health and dental benefits should be net cost, after subtracting revenue from employee co

**County
Administrator/D
epartment
Head :**

Date: _____

**Human
Resources:**

Date: _____

**If position changed:
Liasion
Committee:**

Date: _____

HR Committee:

Date: _____

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

Department: Transportation - Highway	Date: 1/19/2026
Effective Date of Change:	Date: 1/25/2026

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
Transportation Director	1		1	1		1
Office Coordinator	1		1	1		1
Accounting Technician	1		1	1		1
Administrative Assistant	1		1	1		1
Highway Superintendent	2		2	2		2
Surveyor / Highway Engineer	1		1	1		1
Assistant Surveyor	1		1	1		1
Highway Supervisors	4		4	4		4
Shop Supervisor	1		1	1		1
State Crew Supervisor	0		0	1		1
Highway Foremen	6		6	5		5
Mechanic / Welder / Fabricator	5		5	5		5
Inventory Technician	1		1	1		1
Highway Operator	70		70	70		70
Highway Operator / Casual		8			8	
Mechanic / Casual		1			1	
Limited Term Employee (Summer Student)		6			6	
Limited Term Employee (Winter Student)		2			2	
TOTALS	95	16		95	16	

NEW POSITIONS CREATED

The current State Crew Foreman position functions as a year-round role, unlike other foreman positions that are only assigned during the construction season. Given that the responsibilities of this role are comparable to our Shop Supervisor, we would like to reclassify the State Crew Foreman position as a State Crew Supervisor.

Under this new classification, the position would be responsible for employee evaluations and disciplinary actions for the crew.

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.

Job Title	Cost-Rest of Year	Cost-Annual	Source of Funds
State Crew Supervisor	\$4,763	\$ 72,925	The time for this role is billed out to equipment and municipalities. These costs are covered either by our department's budget or through direct billing to the relevant entities.

RATIONALE

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

We would like to update our Table of Organization. The current State Crew Foreman position functions as a year-round role, unlike other foreman positions that are only assigned during the construction season. Given that the responsibilities of this role are comparable to our Shop Supervisor, we would like to reclassify the State Crew Foreman position as a State Crew Supervisor.

Under this new classification, the position would be responsible for employee evaluations and disciplinary actions for the crew.

ADDITIONAL INFORMATION

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

No

ACTION TAKEN



Department Head Determination:

Date: 1/16/2026

Liaison Committee Signature: _____

Date: _____

Human Resources Committee: Signature: _____ Date: _____

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.

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

Department: Transportation	Date: 1/19/2026
Effective Date of Change:	Date: 1/25/2026

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 of 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
Airport Superintendent	1	0	1.0	1	0	1.0
Maintenance Technician	5	2	6.0	5	2	6.0
Casual – Airport Technician	0	2	0.8	0	2	0.8
Intern - Summer	0	2	.50	0	2	.50
Cleaner	0	1	.20	0	1	0.2
Fix Based Operator (FBO) Supervisor	2	0	2	2	0	2
Customer Service Representative	2	2	3	3	1	3.5
TOTALS	10	9	13.5	11	8	14

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.

Changing a part-time Customer Service Representative (pay grade 110) to a full-time position. This position's primary responsibilities are: Assisting customers with transportation, accommodation, and directions, answering phones and processing transactions for fuel and related fees. Also managing point-of-sale operations, developing invoices, and receiving payments, monitoring arriving and departing aircraft, developing and updating marketing materials for the FBO.

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.

Job Title	Cost-Rest of Year	Cost-Annual	Source of Funds
Customer Service Representative	\$ 20,000	\$ 47,216	FBO budget/revenue

RATIONALE

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

The existing part-time employee is working additional shifts to ensure proper coverage. This change will allow for consistent CSR coverage moving forward.

ADDITIONAL INFORMATION

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

ACTION TAKEN

Department Head Determination: Approved Denied

Date: _____ 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.