

NOTICE OF MEETING

TRANSPORTATION COMMITTEE **November 1, 2021 – 9:00 A.M.**

Sheboygan County Transportation Department
Sheboygan County Memorial Airport
N6193 Resource Drive
Sheboygan Falls, WI 53085

Conference Room

AGENDA

Call to Order
Certification of Compliance with Open Meeting Law
Citizen Input and Comments
Approval of Minutes: Transportation Committee Meeting – October 11, 2021
Review and Approve Vouchers
Approval of Members to Attend Meetings or Functions
Correspondence

Airport/Highway

- Fuel Flowage Update
- Airport Activities and Updates
- Consideration of Kohler Company Use of Vacant Airport Property for Generator Testing
- Consideration of Use of Retained Earnings to Purchase A Used Grader off of Wisconsin Surplus
- Consideration of LTE Extension
- 3rd Quarter Variance Report
- Discussion of Asphalt Sales
- Consideration of Speed Reduction on CTH V in the Town of Lyndon
- Highway Activities and Updates

Adjourn
Next Scheduled Meeting: December 6, 2021

Prepared by:
Amy Wieland 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 County Road J
Plymouth, WI 53073

October 11, 2021

Called to Order: 9:30 A.M.

Adjourned: 12:26 P.M.

MEMBERS PRESENT: Roger Te Stroete, Al Bosman, Thomas Wegner and Robert Ziegelbauer

OTHERS PRESENT: Adam Payne, Greg Schnell, Matt Grenoble and Amy Wieland

The Sheboygan County Transportation Committee convened at 9:30 a.m. Chairman Te Stroete presiding. Chairman Te Stroete noted that the meeting was posted on October 8, 2021 at 10:30 a.m. in the lobby of the Administration Building in compliance with the open meeting law.

Supervisor Wegner made a motion and Supervisor Bosman seconded the motion to approve the minutes from September 7, 2021 as presented. Motion carried.

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

Airport Superintendent Matthew Grenoble provided the Fuel Flowage report for September 2021. Fuel sales exceeded expectations. There was a 222% increase in total fuel sold compared to September 2020 and a 70% overall increase in total fuel sold compared the year to date from 2020.

Grenoble stated that Burrows hired out Jet Events to manage the Ryder Cup event. Grenoble was impressed with Jet Events. Jet Events collected the ramp fees. Grenoble noted that there were no issues with managing the airfield throughout the week. One major issue was that Burrows failed to have enough fuel on hand to support the departures.

Grenoble stated that the airport staff is beginning to prepare for winter operations. The airport will be using deicer (brine) which costs approximately \$2.90 per gallon vs. the normal \$8.00 - \$9.00 for the previous product.

Transportation Director Greg Schnell stated that the Highway Department is finishing up the summer projects and will begin converting to the winter maintenance. The department is expecting to finish up the last of the scheduled asphalt projects by early November.

The next Transportation Committee meeting will be at the Highway Department on Monday, November 1, 2021 at 9:00 am at the Sheboygan County Highway Department.

At 9:50 a.m. the meeting recessed for the committee members to go on a road tour.

Motion by Supervisor Wegner and seconded by Supervisor Ziegelbauer to adjourn at 12:26 p.m. Motion carried.

Amy Wieland
Recording Secretary

Al Bosman
Committee Secretary



Sheboygan County VACANT POSITION REQUEST

(To be completed for all vacant positions)

Date: 11/1/2021

To: Transportation Committee Members

From: Greg Schnell

Position Request:

Position: LTE - Extension

Reason for Vacancy: 1 Year

Justification:

This LTE has the skillset we need in our repair shop for maintaining and repairing equipment. He also has the skills & abilities to assist in other areas of the department if needed.

Staffing Consideration:

Department has considered all alternate options as it relates to overall staff needs? Yes No

Budget Consideration:

Is this position within the Department's annual operation budget? Yes No

If not, please state the amount over budget as well as the proposed source of funds: [Click here to enter text.](#)

Costs:

The annual costs associated with the position (current year's wage & benefit rates):

Wages	Benefits	Total
\$13,608	\$356.40	\$13964.40

(Note: Costs for health and dental benefits should be net costs, after subtracting revenue from employee contributions.)

County Administrator/Department Head Signature _____ Date: _____

Human Resources Director Signature _____ Date: _____

Liaison Committee Signature _____ Date: _____

Human Resources Committee Signature _____ Date: _____

Form Process:

1. County Administrator/Department Head completes VPR.
2. County Administrator/Department Head refers to Human Resources Director for approval.
3. County Administrator/Department Head presents VPR to Liaison Committee for approval/signature.
4. County Administrator/Department Head forwards VPR to HR for Human Resources Committee approval/signature (*Salaried Positions Only.*)
5. HR begins recruitment process.

**VARIANCE REPORT FOR DEPARTMENT -- COUNTY AIRPORT
FOR THE QUARTER ENDING 09/30/2021**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Intergovernmental Revenues		
State Grants	12,593.98	Cares Act Reimbursement, not budgeted for
Public Charges for Services		
Public Works	1,725.56	Fuel Flowage is up compared to budget, but Custom's User Fees were lower than
Interest and Other Revenue		
Other Misc. Revenue	(48,669.94)	Custom's Reimbursements were lower than budget: OT hours and utilities
Personnel Related Expenditure		
Wages	(5,608.77)	More snow days than budgeted
Overtime	(2,998.82)	There were a few snow days that occurred over the weekend
Operating Expenses		
Purchased Services	11,726.47	Expenses for the Custom's Facility were lower than budgeted but seasonality peaks during winter for electric and natural gas
Repairs and Maintenance	11,091.72	Plans to paint the airfield and fix some fences were pushed out due to Ryder Cup
General Operating	(9,385.08)	Over budget on general supplies net with no purchases of de-icing yet this year
Fixed Charges	4,956.12	We haven't been billed from the State for the Temporary Tower
Interdepartmental Charges		
Employee Related Insurance	18,336.99	Employee not taking insurance
Repairs & Maintenance Charges	(10,399.36)	Electrical Maintenance higher than budgeted due to Nascar & Ryder Cup
Capital Outlay	142,933.28	Waiting on State to go through bidding process for equipment
Variances Less Than Justification Threshold	(541.69)	
TOTAL	125,760.46	Positive

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT
FOR THE QUARTER ENDING 09/30/2021**

G/L CATEGORY	VARIANCE FROM BUDGET	EXPLANATION OF VARIANCE
Intergovernmental Revenues		
State Grants	424,106.11	Reimbursement applied for in 2019 arrived in 2020, GTA is \$100K higher than budget
Charges to State of Wisconsin	331,526.73	Snow plowing was higher than budgeted by \$164K
Charges - Other Local Gov'ts	2,878,170.98	More of the work for municipalities were completed in first half of the year, whereas, budget planned for 2nd half of
Public Charges for Services		
Public Works	10,839.31	Billed out for more accidents than budgeted
Interest and Other Revenue		
Rent Revenue	6,000.00	Unbudgeted Land Rent
Other Misc. Revenue	36,245.73	Unbudgeted gains from asset sales make up ~\$28K, Difference is due to scrap metal and other misc revenues
Interdepartmental Revenue		
Repairs & Maintenance Services	474,751.19	Some projects started earlier than budget due to good weather
Other Interdept'l Revenue	(2,399,573.28)	Some projects started later than budget, while other projects had their start dates pushed out
Personnel Related Expenditure		
Wages	70,827.25	Highway has a few vacant positions
Overtime	(241,521.78)	Winter storms that hit over the weekend caused more OT, any OT work related to customers are billed and
Benefits	(11,656.30)	Retirement Benefits were higher than budgeted
Operating Expenses		
Purchased Services	376,444.40	Contracted Services were under budget due to start date of large projects being pushed into future dates
Repairs and Maintenance	33,935.55	Currently under budget but increases as we prepare for winter
General Operating	(343,072.59)	Increase in costs correlates to starting work ahead of budget
Fixed Charges	32,142.29	Rentals were less than budgeted due to not having the equipment available
Bad Debt Expense	(5,179.78)	Invoices past the 3 year statute of limitations were written off
Interdepartmental Charges		
Employee Related Insurance	109,291.45	Highway was down a few positions
Repairs & Maintenance Charges	(6,120.34)	Higher than budgeted electrical maintenance, Some of the costs were for machinery which gets reimbursed as part of the machinery billing rate
Other Interdepartmental Chgs	9,503.97	Lower than budgeted I/D Employee Wages
Capital Outlay	(275,259.70)	Received ordered machinery & equipment earlier than budgeted
Depreciation	(1,612,042.89)	Not budgeted line item
Variiances Less Than Justification Thresho	15,416.84	
TOTAL	(85,224.86)	Negative

On Thu, Oct 21, 2021 at 2:14 PM Sheboygan County <service@sheboygancounty.com> wrote.
Message submitted from the <Sheboygan County> website.

Site Visitor Name: Lisa Gillette

Site Visitor Email: clerk@villageofwaldo.com

Good afternoon Mr. Schnell,

I'm emailing today in regards to the speed limit coming into the Village of Waldo on Hwy V. The Village Board and Cascade Police Chief Liermann would like to see the speed limit be lowered directly after the bridge to 35 mph. The Village had brought this issue to the Town of Lyndon for support. The town board discussed it at their last board meeting and are not opposed to the idea. I had asked Bruce Neerhof, Waldo's Village Administrator, who I should contact next. He thought you would be the correct person. What would be the process to getting the speed limit lowered? I can be reached either by email at: clerk@villageofwaldo.com or by phone at: 920-528-8121.

Thank you for your time & help,

Lisa Gillette
Clerk-Treasurer

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Greg Schnell
Transportation Director
Sheboygan County Transportation Department
W5741 County Road J
Plymouth WI 53073
920-459-3822