

## NOTICE OF MEETING

### SHEBOYGAN COUNTY TRANSPORTATION COMMITTEE

**October 30, 2023**

**9:00 A.M.**

Sheboygan County Transportation Department  
W5741 County Road 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 – October 2, 2023

Review and Approve Vouchers

Approval of Members to Attend Meetings or Functions

Correspondence

#### **Airport/Highway**

- 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 Equity Adjustments
- Consideration of Vacant Position Requests for Airport and Highway for 2024
- Consideration of 3<sup>rd</sup> Quarter Variance Report - 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, November 6, 2023

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

**October 2, 2023**

**Called to Order: 9:00 A.M.**

**Adjourned: 9:46 A.M.**

MEMBERS PRESENT: Thomas Wegner, Al Bosman, Jon Kuhlow, Roger Te Stroete, and Jackie Veldman

ALSO PRESENT in person: Alayne Krause, Bryan Olson, Crystal Fieber, Matt Grenoble, Dave Macco, Cyndy Macco and Amy Wieland

Chairman 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 September 28, 2023.

Citizen Input and Comments: David and Cyndy Macco expressed concerns with obstructions on a corner. The Maccos were provided with contact information for the State of Wisconsin since this area is owned by the state.

Supervisor Bosman made a motion and Supervisor Kuhlow seconded the motion to approve the minutes from September 12, 2023 as presented. Motion carried.

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

Airport Superintendent Matt Grenoble updated the committee on current activities.

Supervisor Bosman made a motion and Supervisor Veldman seconded the motion to approve the New Hangar Individual Lease with Glenn Moore of Lot 1. Motion carried.

Supervisor Te Stroete made a motion and Supervisor Bosman seconded the motion to approve Burrows Aviation sublease with Airworthy Aviation. Motion carried.

Transportation Director Bryan Olson updated the committee on current activities for the Highway Department.

The next Transportation Committee meeting will be on October 30, 2023 at 9:00 a.m.

Motion by Supervisor Bosman and seconded by Supervisor Kuhlow to adjourn at 9:46 a.m. Motion carried.

Amy Wieland  
Recording Secretary

Al Bosman  
Committee Secretary

**VARIANCE REPORT FOR DEPARTMENT -- HIGHWAY DEPARTMENT  
FOR THE QUARTER ENDING 09/30/2023**

<b>TIMING</b>	<b>G/L CATEGORY</b>	<b>VARIANCE FROM BUDGET</b>	<b>EXPLANATION OF VARIANCE</b>
	<b>Intergovernmental Revenues</b>		
	State Grants	72,670.09	General Transportation Aids were higher than budget
	Charges to State of Wisconsin	662,274.82	Early 2023 Winter activities were higher than budget
	Charges - Other Local Gov'ts	1,338,946.59	Early 2023 Winter activities and Municipal activities were higher than budget
	<b>Public Charges for Services</b>		
	Public Works	(7,265.63)	More revenue recouped from damages than anticipated
	<b>Interest and Other Revenue</b>		
	Rent Revenue	(2,902.00)	Timing in rents received for farmland use
	Other Misc. Revenue	194,894.88	Unbudgeted gain on asset sales
	<b>Interdepartmental Revenue</b>		
	Repairs & Maintenance Services	56,603.40	Winter and Summer activities for the other County Departments were higher than budget
	Other Interdept'l Revenue	(3,178,598.95)	A portion of the variance is due to timing of budget versus actual work completed and billed. Primarily due to realizing revenue in the shared projects with Municipalities.
	<b>Personnel Related Expenditure</b>		
	Wages	(3,945.40)	Wages higher than budgeted might be due to timing of 2023 budget prep and equity adjustments or bringing staff in at a higher pay rate.
	Overtime	(110,376.10)	Winter Activities was higher than budget and outside of business hours coupled with completing summer projects
	Benefits	(3,789.69)	Follows wages above.

**Operating Expenses**

Purchased Services	2,734,227.30	Project delays caught up, primary reason is timing of recognizing revenue/expense in the shared projects with municipalities
Repairs and Maintenance	(24,120.76)	Auto parts for repairs higher than budgeted. Structural and building systems repairs much less than budgeted.
General Operating	(312,182.41)	Partially due to increases in cost of sales, offset by increases in revenue and increases in diesel and gasoline
Fixed Charges	82,973.74	Equipment rental much less than budgeted.
Bad Debt Expense	(14,801.44)	Unbudgeted, Christopher Albert truck damage repairs will not be recouped
<b>Interdepartmental Charges</b>		
Employee Related Insurance	26,590.84	Employee insurance selection coupled with vacancies earlier in the year
Repairs & Maintenance Charges	(12,151.25)	More electrician time charged than budgeted. Much of this overage may be attributable to the Northside shed project and may need to be reclassified.
Other Interdepartmental Charges	22,425.32	Highway accounting vacancy creates this positive variance
<b>Capital Outlay</b>	1,037,745.98	Haven't received equipment which had been budgeted.
<b>Depreciation</b>	(1,560,589.03)	Unbudgeted
<b>Variances Less Than Justification Threshold</b>	<b>15,829.83</b>	
<b>TOTAL</b>	<b>1,014,460.13</b>	<b>Positive</b>