

NOTICE OF MEETING
TRANSPORTATION COMMITTEE

November 23, 2015 - 9:00 AM

Sheboygan County Highway Department
1211 North 23rd Street
Sheboygan, WI 53081
Highway Conference Room

Agenda

Call to Order

Certification of Compliance with Open Meeting Law

Citizen Input and Comments

Approval of Minutes

Transportation Committee - Regular Meeting - Nov 2, 2015 9:00 AM

Review and Approve Vouchers

Approval of Attendance at Other Meetings or Functions

Correspondence

Airport/Highway

Burrows FBO Update

Consideration of Burrows FBO 2016 Hours of Operation

Consideration of Burrows Aviation LLC and Reichelt Request for Additional Events for
Afterburners on O

Consideration of Budget Adjustment for Highway Division

Consideration of Awarding Truck Bids

Consideration of Vacant Position Request Foreman

Consideration of Highway Worker II-III

Activities and Updates

Adjourn

Next Scheduled Meeting: December 7, 2015

Prepared by:

Ann Gottowski 459-3822

Recording Secretary

Richard Bemis
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 Highway 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
Highway Division
1211 N 23 Street
Sheboygan WI 53081

November 2, 2015

Called to Order: 9:00 A.M.

Adjourned: 10:23 A.M.

MEMBERS PRESENT: Richard Bemis, Mark Winkel, Jack Van Dixhorn, Jim Glavan, and Charlie Conrardy

OTHERS PRESENT: Greg Schnell, Gerald Bertsch, Spencer Loebel, Jon Helminiak, and Ann Gottowski

The Sheboygan County Transportation Committee convened at 9:00 a.m. Chairman Bemis presiding. Chairman Bemis noted that the meeting was posted on October 30, 2015 at 1:50 p.m. in the lobby of the Administration Building in compliance with the open meeting law.

Gerald Bertsch expressed his desire for a speed reduction on CTH "KK" (Moenning Road) between Stahl Road and CTH "V".

Motion by Supervisor Glavan and seconded by Supervisor Van Dixhorn to approve corporation counsel draw up an ordinance for speed reduction to 45 MPH on CTH "KK" (Stahl Road). Roll call vote with Supervisors Glavan and Van Dixhorn voting "AYE" and Supervisor Bemis voting "NAY", motion carried.

Supervisor Van Dixhorn made a motion and Supervisor Glavan seconded the motion to approve the October 5, 2015 minutes as presented. Motion carried.

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

Transportation Director Schnell received email correspondence from Robert and Lynn Lindorfer (CTH "LS") regarding drainage issues with their pond.

Transportation Director Schnell advised the committee of the need to replace topsoil on CTH "LS" next spring due to stone and glass in the topsoil that was previously placed.

Motion by Supervisor Van Dixhorn and seconded by Supervisor Glavan to approve Aviation Heritage Center's request for a sign on CTH "TT" and CTH "O"; sign to meet compliance and be placed out of the right of way. Motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid. Motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the airport budget adjust for the PGA event. Motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the appointment of Jane Brill to the Airport Advisory Committee. Motion carried.

The 3rd quarter variance report was received for information.

Minutes Acceptance: Minutes of Nov 2, 2015 9:00 AM (Approval of Minutes)

Transportation Committee minutes
November 2, 2015

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Motion by Supervisor Van Dixhorn and seconded by Supervisor Glavan to approve corporation counsel draw up an ordinance for no parking on CTH "O" from Taylor Drive to Rangeline Road. Motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the department policy exceptions as presented, adding time and one half on Saturdays. Roll call vote with Supervisors Bemis, Glavan, and Van Dixhorn voting "AYE", motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the table of organization change adding three Highway Worker II/III positions. Motion carried.

Supervisor Glavan made a motion and Supervisor Van Dixhorn seconded the motion to approve the vacant position request for twelve limited term employees for the summer of 2016. Motion carried.

Transportation Director Schnell updated the committee on the transportation complex. The property purchase was completed October 13, 2015. He has met with Bernie Rammer regarding marketing strategy and spoke to Jim TeBeest to confirm his interest in being the project manager. Greg will be forming a committee for the development of the complex, which will include: a committee member, department managers, staff accountant, mechanics, information technology staff member, and county administrator. He will also have an appraisal of the shop/administration building done in November.

Winter Road School attendance should be on the December agenda.

Transportation Director Schnell advised CTH "A" from Home Depot to the new roundabout is being paved; Alliant has to put up the lighting, and the road may open up next week.

Motion by Supervisor Glavan and seconded by Supervisor Bemis to adjourn at 10:23 A.M., motion carried.

Ann Gottowski
Recording Secretary

Charles Conrardy
Committee Secretary

Minutes Acceptance: Minutes of Nov 2, 2015 9:00 AM (Approval of Minutes)

Hours of Operation (Open 7 Days a Week)

January	7:00 am – 5:00 pm
February	7:00 am – 5:00 pm
March	7:00 am – 5:00 pm
April	7:00 am – 5:00 pm
May	6:00 am – 6:00 pm
June	5:30 am – 8:30 pm
July	5:30 am – 8:30 pm
August	5:30 am – 8:00 pm
September	6:00 am – 6:00 pm
October	7:00 am – 5:00 pm
November	7:00 am – 5:00 pm
December	7:00 am – 5:00 pm
Holiday Hours	

Thanksgiving Day	Closed
Christmas Eve	7:00 am - 3:30 pm (Close Early)
Christmas Day	Closed
New Year's Eve	7:00 am - 3:30 pm (Close Early)
New Year's Day	Closed



SHEBOYGAN COUNTY VACANT POSITION REQUEST

Date : 11/19/15

To : Transportation Committee Members

From : Greg Schnell

Position Request:

Position: Foreman

Reason for Vacancy: Promotion of foreman to shed supervisor

Justification:

This is a key position on our patching crew. This person supervises the work of the crew, performs evaluations, and assists in estimating jobs.

Staffing Consideration:

Department has considered any and all alternate options as it relates to overall staffing needs.

YES ☒ NO ☐

Budget Consideration:

Is this position within the department's annual operating budget? YES ☒ NO ☐

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

Costs:

Salary Range of Requested Position: \$22.70-\$24.90

DBM Salary Range of Requested Position: N/A

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

Wages	Benefits	Total
\$ 52,187	\$ 24,990	\$ 77,177

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

Department Head signature _____

Date 11/19/2015

Liaison Committee signature _____

Date _____

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (salaried positions only)
4. HR will begin the recruitment process

Attachment: VPR - FOREMAN 11-23-15 (3294 : Vacant Position Request Foreman)



SHEBOYGAN COUNTY VACANT POSITION REQUEST

Date : 11/20/15

To : Transportation Committee Members

From : Greg Schnell

Position Request:

Position: HIGHWAY WORKER II-III

Reason for Vacancy: Retirement

Justification:

This position is necessary for summer and winter operations.

Staffing Consideration:

Department has considered any and all alternate options as it relates to overall staffing needs.

YES ☒ NO ☐

Budget Consideration:

Is this position within the department's annual operating budget? YES ☒ NO ☐

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

Costs:

Salary Range of Requested Position: \$33,433 - \$50,801

DBM Salary Range of Requested Position: 22 or 23 depending on experience

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

Wages	Benefits	Total
\$ 43,544	\$ 7,228	\$ 67,808

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

Department Head signature _____

Date _____

Liaison Committee signature _____

Date _____

Human Resources Committee signature _____

Date _____

Form Process:

1. Department Head completes the VPA form
2. Department Head presents the VPA form to their Liaison Committee for approval/signature
3. Department Head forwards the VPA form to HR For Human Resources Committee approval/signature (**salaried positions only**)
4. HR will begin the recruitment process

Attachment: HIGHWAY WORKER II-III 11-20-15 (3295 : Highway Worker II-III)