



# MANITOWOC COUNTY

## HIGHWAY COMMITTEE

### MEETING NOTICE

DATE: March 8, 2011  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. N.E. Region Commissioners & Committee Member Meeting – May 5, 2011
3. St. Nazianz Shop – Land Lease to Town of Eaton
4. Spirit of the Rivers Monument
5. Air Show Permit for June 4<sup>th</sup> and 5<sup>th</sup>
6. Approval of Sublease from Lance Jerale to Lee Szalewski
7. 2011 Budget
8. 2010 Budget & Overtime Reports
9. Vouchers
10. Next Meeting Date

Dated: February 25, 2011

Donaldd Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

## HIGHWAY COMMITTEE MEETING MINUTES

March 8, 2011

The Manitowoc County Highway Committee convened into an *open* session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 8<sup>th</sup> day of March, 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Konen, Behnke, Bauknecht, and Korinek.

**Also Present** Commissioner, Gary Kennedy, Road Superintendent, Brian Glaeser, Patrol Superintendent/Airport Mgr., Chuck Behnke, and Administrative Assistant, Mary Koch.

**Approval of Minutes** Sup. Behnke made a motion, seconded by Sup. Bauknecht to accept the minutes from the December 14, 2010 meeting. Motion carried.

**Public Input** None

### **N.E. Region Commissioners & Committee Member Meeting – May 5, 2011**

The commissioner informed the committee of the 2011 N.E. Regional Spring meeting being held in Sheboygan County so that he can send in the registration for the meeting. Supervisors Markwardt and Konen will be attending.

### **St. Nazianz Shop – Land Lease to Town of Eaton**

Town of Eaton will be holding a town meeting on March 9, 2011. Commissioner Kennedy will attend the meeting to discuss this matter with the Town.

### **Spirit of the Rivers Monument**

Commissioner Kennedy advised that the piece of property for the location of these monuments on Memorial Drive is owned by the County of Manitowoc. The right-of-way has been mapped out and the monument will be outside the clear zone. We will wait for notification from the City of Two Rivers that the funding is available for this project in order to prepare the documents for the sale of the parcel to the City of Two Rivers.

### **Air Show Permit June 4<sup>th</sup> and 5<sup>th</sup>**

Airport Manager, Chuck Behnke, presented the Air Show Permit to the Committee for review. Chair Markwardt signed the permit.

### **Approval of Sublease from Lance Jerale to Lee Szalewski**

The committee reviewed the Request to Sublease and the Consent to Sublease. Motion made by Sup. Behnke, seconded by Sup. Konen to approve the Sublease from Lance Jerale to Lee Szalewski. Motion carried

### **2011 Budget**

Commissioner Kennedy advised that our department is waiting for the Governor's Repair Budget Bill, which will determine our budget and projects this year.

### **2010 Budget & Overtime Reports**

The budget for Highway is approximately a negative \$36,000.00 due to the stormy month of December. We are in the process of finalizing the budget numbers right now. The committee reviewed both reports.

**Vouchers** The committee reviewed the vouchers dated 12/13/11 to 3/4/11. Motion made by Sup. Bauknecht, seconded by Sup. Behnke to approve the vouchers. Motion carried.

### **Next Meeting**

The next meeting will be held on April 12, 2011 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

### **Adjournment**

Motion to adjourn was made by Sup. Konen, seconded by Sup. Korinek at 5:20 p.m. Motion carried.

Submitted by:

*Mary Koch,*  
*Administrative Assistant*



**MANITOWOC COUNTY  
HIGHWAY COMMITTEE  
MEETING NOTICE**

DATE: April 12, 2011

TIME: 4:30 p.m.

PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. 4 10-Hour Work Week
3. Summer Highway Conference in Wisconsin Dells – June 6, 7, 8, and 9, 2011.
4. 2011 Budget
5. 2010 Budget & Overtime Reports
6. Vouchers
7. Next Meeting Date

Dated: April 4, 2011

Donald Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

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## **HIGHWAY COMMITTEE MEETING MINUTES**

### **April 12, 2011**

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 8<sup>th</sup> day of March, 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Konen, Behnke, Bauknecht, and Korinek.

**Also Present** Commissioner, Gary Kennedy, and Administrative Assistant, Mary Koch.

**Approval of Minutes** Sup. Bauknecht made a motion, seconded by Sup. Korinek to accept the minutes from the March 8, 2011 meeting. Motion carried.

**Public Input** None

#### **4-10 Hour Work Week**

The Commissioner informed the committee that the Highway Department will commence the 4 10-hour work week (Monday – Thursdays 6:00 a.m. – 4:00 p.m.) on Monday, April 18<sup>th</sup> through Friday, August 26<sup>th</sup>.

#### **Summer Highway Conference in Wisconsin Dells – June 6, 7, 8, and 9<sup>th</sup> 2011**

The Commissioner explained that this will be the Wisconsin County Highway Association's 100<sup>th</sup> Year Road School. Agenda items were discussed.

#### **2011 Budget**

The committee reviewed the report and Commissioner Kennedy advised that due to the last storm in March, there are no funds remaining in the budget for November and December, 2011.

#### **2010 Budget & Overtime Reports**

The Highway budget is an approximate negative of \$36,000.00 due to the stormy month of December. We are in the process of finalizing the budget numbers right now.

**Vouchers** The committee reviewed the vouchers dated 3/7/11 to 4/8/11. Motion made by Sup. Behnke, seconded by Sup. Konen to approve the vouchers. Motion carried.

#### **Next Meeting**

The next meeting will be held on May 10, 2011 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

#### **Adjournment**

Motion to adjourn at 5:00 p.m. was made by Sup. Bauknecht, seconded by Sup. Behnke. Motion carried.

Submitted by:

*Mary Koch, Administrative Assistant*



**MANITOWOC COUNTY  
HIGHWAY COMMITTEE  
MEETING NOTICE**

**DATES:** June 6, 7, and 8<sup>th</sup>, 2011

**TIME:** 8:00 a.m. – 5:00 p.m.

**PLACE:** Kalahari Resort & Conference Center  
1305 Kalahari Drive, Wisconsin Dells, WI 53965

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

**Summer Road School for Commissioners and Committee Members**

\*Meetings are for information only with the Department of Transportation and 71 other counties in the State of Wisconsin.

Date: 5-31-11

Donald Markwardt, Chair

By: Gary L. Kennedy, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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# MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: July 12, 2011  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. Land Lease/Purchase to Town of Eaton
3. Land Lease Agreement for Highway Landscapers, Inc.
4. CTH "B" – Jurisdictional Transfer to City of Manitowoc
5. Driveway Permits – Farmers
6. Driveway Permits – Stecker Machine
7. Hertz Rental at Manitowoc County Airport
8. Request for Consent and Consent to Sublease - (Allen Duvneck, Lessee) (Dan Hornung, Sublessee)
9. Discussion of Future Staffing Levels
10. 2011 Budget & Overtime Reports
11. Vouchers
12. Next Meeting Date

Dated: June 30, 2011

Donald Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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## **HIGHWAY COMMITTEE MEETING MINUTES**

### **July 12, 2011**

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 12<sup>th</sup> day of July, 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Behnke, Bauknecht, and Korinek.

**Excused** Supervisor Konen

**Also Present** Commissioner, Gary Kennedy, Road Superintendent, Brian Glaeser, Patrol Superintendent/Airport Manager, Chuck Behnke, Parks/Safety Supervisor, Adam Backus, and Administrative Assistant, Mary Koch.

**Approval of Minutes** Sup. Behnke made a motion, seconded by Sup. Bauknecht to accept the minutes from the April 12, 2011 meeting. Motion carried.

**Public Input** None

#### **Land Lease/Purchase to Town of Eaton**

Commissioner Kennedy explained that the Town of Eaton is interested in purchasing a small parcel of land behind the St. Nazianz Shop. The land was appraised. The Town of Eaton has a town meeting tomorrow. No action - matter will be placed on the next month's agenda.

#### **Land Lease Agreement for Highway Landscapers, Inc.**

Patrol Superintendent Behnke has been working on an agreement with Scott Skinkis (Highway Landscapers, Inc.) to purchase sand from our Yanda Pit for a project on STH 29. Highway Landscapers was low bidder, our pit met the specs required by the State and we would receive 50 cents per yard as royalties. Motion made by Sup. Behnke, seconded by Sup. Korinek approving a land lease to be between Highway Landscapers and Manitowoc County to remove sand from the Yanda Pit at a royalty of 50 cents per yard of sand, subject to Corp. Counsels preparing the lease and subject to approval by the County Board. Motion carried.

#### **CTH "B" – Jurisdictional Transfer to City of Manitowoc County**

Commissioner Kennedy looked into the feasibility of a jurisdictional transfer of CTH "B" to the City of Manitowoc. Manitowoc County agreed to pave this section of road next year and the City of Manitowoc will install sewer and gutters this year. After all construction is completed, a jurisdictional transfer of this portion of CTH "B" will be turned over to the City of Manitowoc. Motion made by Sup. Behnke, seconded by Sup. Bauknecht, approving the jurisdictional transfer of CTH "B" to the City of Manitowoc from Waldo Boulevard to Albert Drive, subject to the approval of the County Board. Motion carried.

#### **Driveway Permits – Farmers**

Patrol Superintendent, Chuck Behnke, advised under the current driveway permits, we allow 35 feet for a driveway top and the farmers are complaining this is not enough footage because they are crossing the centerlines to get into the fields. They are requesting 45 – 50 feet. Discussion held by the committee. Motion made by Sup. Korinek, seconded by Supt. Bauknecht to change the driveway permits to allow 45 feet for a driveway top. Motion carried.

**Driveway Permits – Stecker Machine**

Patrol Superintendent Behnke, advised that Stecker Machine is in the process of constructing a new warehouse on CTH "C" and needs a driveway entrance to be 60 feet to allow adequate access to the warehouse. The company's current driveway is 60 feet and works excellent. Sup. Behnke, also Chair for the Town of Newton, recommends this permit. He informed the committee that Stecker Machine does a very good job and he has no doubt that they will comply with all provisions of the permit. Motion made by Sup. Bauknecht, seconded by Sup. Korinek allowing a commercial driveway for Stecker Machine. Motion carried

**Hertz Rental at Manitowoc County Airport**

Airport Manager, Chuck Behnke, advised that Hertz Rental has had some conflicts between its company and the FBO, which resulted in Hertz Rental terminating its contract with the FBO for the Manitowoc County Airport.

**Request for Consent and Consent to Sublease - (Allen Duvencek, Lessee) (Dan Hornung, Sub lessee)**

Committee discussed the above sublease request. Motion made by Sup. Korinek, seconded by Sup. Behnke to approve the Consent to Sublease from Allen Duvencek, Lessee, to Dan Hornung, Sublessee. Motion carried.

**Discussion of Future Staffing Levels**

Commissioner Kennedy gave an update to the committee on the current staffing at the Highway Department and the status of hiring new employees. He advised that the deadline for filing applications is Friday, July 15<sup>th</sup>. We eventually want a balanced workforce for summer and winter. Discussion held by the committee.

**2011 Budget & Overtime Report.**

Commissioner Kennedy advised that the budget looks good at this time. We have brought in 4 temporary employees to work in the parks, which save dollars.

**Vouchers** The committee reviewed the vouchers dated 4-11-11 to 7-8-11. Motion made by Sup. Behnke, seconded by Sup. Korinek to approve the vouchers. Motion carried.

**Next Meeting**

The next meeting will be held on August 9, 2011 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

**Adjournment**

Motion to adjourn at 5:30 p.m. was made by Sup. Behnke, seconded by Sup. Korinek. Motion carried.

Submitted by:

*Mary Koch, Administrative Assistant*





# MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: September 13, 2011

TIME: 4:30 p.m.

PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. EAA Hangar Lease
3. Keith & Julie Hartlaub – Request to Sublease to James A. Wilson, T-Hangar 2, File #555
4. Keith & Julie Hartlaub – Request to Sublease to John Yunger, Lot 1613, File #470
5. Discussion of Future Staffing Levels
6. Driveway Permits
7. No Parking on CTH “O” and “V”
8. 2011 Budget & Overtime Reports
9. Vouchers
10. Next Meeting Date

Dated: August 30, 2011

Donald Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

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## **HIGHWAY COMMITTEE MEETING MINUTES September 13, 2011**

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 13<sup>th</sup> day of September 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Behnke, Konen, Bauknecht, and Korinek.

**Excused** None

**Also Present** Commissioner, Gary Kennedy, Road Superintendent Brian Glaeser, Patrol Superintendent/Airport Manager, Chuck Behnke, Parks/Road Superintendent, Adam Backus, County Board Chair Paul Tittl, Jim Theyerl, Julie Hartlaub, Keith Hartlaub, Paul Stockhausen, Ralph Schleis, Harlan Sauer, R. Markquart, James Markquart, Jim Nate, Mike Sobush and Al Forner.

**Approval of Minutes** Sup. Bauknecht made a motion, seconded by Sup. Konen to accept the minutes from the July 12, 2011 meeting. Motion carried.

**Public Input** Jim Theyerl mentioned alleged employee activities and driveway permits.

### **EAA Hangar Lease**

Paul Stockhausen discussed the language in the old lease and the intent for the EAA to renew their lease with the county, but because of communication problems, the renewal deadline expired. Discussion held. Sup. Behnke made a motion, seconded by Sup. Bauknecht to enter into a new lease with EAA with the new lease format and a starting rate of \$379.39. Motion carried.

### **Keith & Julie Hartlaub - Request to Sublease to James A. Wilson, T-Hangar 2, File #555**

Discussion by Committee. Motion made by Sup. Behnke, seconded by Sup. Konen to approve the Request to Sublease and Consent to sublease from Keith & Julie Hartlaub to James A. Wilson. Motion carried.

### **Keith & Julie Hartlaub - Request to Sublease to John Yunger, Lot 1613, File #470**

Discussion by Committee. Motion made by Sup. Korinek, seconded by Konen to approve the Request to Sublease and Consent to sublease from Keith & Julie Hartlaub to John Yunger. Motion carried.

### **Discussion of Future Staffing Levels**

Commissioner Kennedy explained the current and futures staffing levels and how the 2012 budget will impact the number of employees for winter and summer operations.

### **Driveway Permits**

Tabled until next month.

### **No Parking on CTH "O" and "V"**

Commissioner Kennedy explained the parking situation, along with the concerns of the property owners and the Manitowoc Public School District. Discussion held. Motion made by Sup. Korinek, seconded by Sup. Konen to table this matter until next meeting. Motion carried.

**2011 Budget & Overtime Report.**

Commissioner Kennedy discussed the current budget and the maintenance and construction projects that will be completed this year. He also stated overtime is minimal at this time.

**Vouchers** The committee reviewed the vouchers dated 7-26-11 to 9-9-11. Motion made by Sup. Bauknecht, seconded by Sup. Korinek to approve the vouchers. Motion carried.

**Next Meeting**

The next meeting will be held on October 11, 2011 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

**Adjournment**

Motion to adjourn at 5:40 p.m. was made by Sup. Korinek, seconded by Sup. Konen. Motion carried.

Submitted by:

*Gary Kennedy, Highway Commissioner*



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: October 11, 2011

TIME: 4:30 p.m.

PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. Land Lease for Yanda's Pit with Peter VanderKinter
3. Driveway Permits
4. No Parking on CTH "O" and CTH "V"
5. Discussion of Future Staffing Levels
6. Airport Advisory Committee Members
7. 2011 Budget & Overtime Reports
8. Vouchers
9. Next Meeting Date

Dated: October 4, 2011

Donald Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

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HIGHWAY COMMITTEE MEETING MINUTES  
October 11, 2011

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 11<sup>th</sup> day of October, 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Behnke, Konen, Bauknecht, and Korinek.

**Excused** None

**Also Present** Commissioner, Gary Kennedy, Road Superintendent Brian Glaeser, Sup. Joe Panosh, and Mary Koch, Administrative Assistant.

**Approval of Minutes** Sup. Bauknecht made a motion, seconded by Sup. Korinek to accept the minutes from the September 13, 2011 meeting. Motion carried.

**Public Input** None

**Land Lease for Yanda's Pit with Peter VanderKinter**

Commissioner Kennedy advised that due to mining operations at Yanda's pit, Peter VanderKinter will no longer be able to farm this property in the future. Peter, therefore, has requested a three-year extension on his Kunz property lease with Manitowoc County. The lease currently is in affect until March 31, 2015. Discussion held. Sup. Behnke made a motion, seconded by Sup. Korinek granting a three-year extension to Peter VanderKinter for the Kunz property from 2015. Motion carried.

**Driveway Permits**

This matter was tabled for the next agenda.

**No Parking on CTH "O" and CTH "V"**

The committee discussed the "No Parking" designations for CTH "O" and CTH "V". Sup. Behnke made a motion, seconded by Sup. Konen to approve the two documents for no parking at anytime in the designated areas on CTH "O" and CTH "V". Motion carried.

**Discussion of Future Staffing Levels**

Commissioner Kennedy advised the department is currently interviewing for full time employees for this winter and next year's construction season. He also discussed how important the County Executive's 2012 budget is for the Highway Department.

**Airport Advisory Committee Members**

This matter was tabled for the next agenda.

**2011 Budget & Overtime Report**

The commissioner informed the committee that overtime is down and the budget will be dictated by the winter season. A five-year average is the basis for our winter budget.

**Vouchers** The committee reviewed the vouchers dated 9-12-11 to 10-7-11. Motion made by Sup. Behnke, seconded by Sup. Bauknecht to approve the vouchers. Motion carried.

**Next Meeting**

The next meeting will be held on November 7, 2011 at 6:30 p.m. at UW-Manitowoc.

**Adjournment**

Motion to adjourn at 5:25 p.m. was made by Sup. Bauknecht, seconded by Sup. Koenen. Motion carried.

Submitted by:

*Mary Koch, Administrative Assistant*



## MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: December 13, 2011  
TIME: 4:30 p.m.  
PLACE: Manitowoc County Highway Department  
3500 STH 310  
Manitowoc, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the Committee may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Regular Business. (Call to order, previous minutes, vouchers, etc.)

(Public Input)

Specific subject matters upon which discussion or action is anticipated

2. Winter Highway Conference – Wisconsin Dells – January 16, 17, and 18, 2012
3. Driveway Permits
4. Sublease from Keith & Julie Hartlaub to Richard Funke, Airport Hangar 12, Lot 1613.
5. Airport Advisory Committee Members
6. 2011 Budget & Overtime Reports
7. Vouchers
8. Next Meeting Date

Dated: December 1, 2011

Donald Markwardt, Committee Chair  
By: Gary L. Kennedy, Highway Commissioner

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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HIGHWAY COMMITTEE MEETING MINUTES  
December 13, 2011

The Manitowoc County Highway Committee convened into an *open* session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI being the 13<sup>th</sup> day of December, 2011.

Chair Markwardt called the meeting to order at 4:30 p.m.

**Roll Call** Present were Chair Markwardt, Supervisors Behnke, Konen, Bauknecht, and Korinek.

**Excused** None

**Also Present** Commissioner, Gary Kennedy, and Mary Koch, Administrative Assistant.

**Approval of Minutes** Sup. Bauknecht made a motion, seconded by Sup. Behnke to accept the minutes from the October 11, 2011 meeting. Motion carried.

**Public Input** None

**Winter Highway Conference – Wisconsin Dells – January 16, 17, and 18, 2012**

The commissioner advised that 2 Highway Committee members will be attending the conference.

**Driveway Permits**

Matter tabled for the February 14, 2012 meeting.

**Sublease from Keith & Julie Hartlaub to Richard Funke, Airport Hangar 12, Lot 1613.**

A motion was made by Sup. Konen, seconded by Sup. Korinek to approve the Request For Consent and Consent to Sublease from Keith & Julie Hartlaub, Lessee, to Richard Funke, Sublessee. Motion carried.

**Airport Advisory Committee Members**

Commissioner advised that Curt Drumm, FBO, is requesting an additional person be appointed to the Airport Advisory Committee. Discussion held by the committee. A motion was made by Sup. Behnke, seconded by Sup. Bauknecht to table this agenda matter until after the April, 2012 elections, at which time we will review this matter. Motion carried.

**2011 Budget & Overtime Report.**

Commissioner Kennedy advised that with the recent warm weather, the budget is in good shape for the end of the 2011 year.

**Vouchers** The committee reviewed the vouchers 10-10-11 to 12-9-11. Motion made by Sup. Bauknecht, seconded by Sup. Korinek to approve the vouchers. Motion carried.

**Next Meeting** The next meeting will be held on February 14, 2012 at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI at 4:00 p.m.

**Adjournment** Motion to adjourn at 5:05 p.m. was made by Sup. Bauknecht, seconded by Sup. Behnke. Motion carried.

Submitted by:

*Mary Koch, Administrative Assistant*