



**MANITOWOC COUNTY
HIGHWAY COMMITTEE
MEETING NOTICE**

DATE: January 18, 19, 20th, 2016
TIME: 8:00 a.m. – 5:00 p.m.
PLACE: Chula Vista Resort
2501 River Road
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 at the meeting:

Winter Road School (Highway Conference) for Commissioners and Committee Members

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

Dated: December 2, 2015

A handwritten signature in cursive script, appearing to read "Marc Holsen", is written over a horizontal line.

By: Marc Holsen,
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.



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: March 7, 2016
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 at the meeting:

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

(Public Comment)

Specific subject matters upon which discussion or action is anticipated

2. Equipment Analysis Review
3. Approval of 2016 Equipment Purchases
4. Quarry Setback Variance
5. Northeast Regional Meeting May 4, 2016
6. VanderKinter Lease
7. Car Killed Deer Contract
8. Kite Festival – Saturday, June 18, 2016 (Rain Date June 19th)
9. Permit for Use of Manitowoc County Airport – Kite Festival
10. Notice of Public Hearing – Revised 5-Year Airport Plan and Petition Discussion
11. Overtime Report
12. Vouchers
13. Next Meeting Date

Dated: March 1, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES
March 7, 2016

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:30 p.m., being the 7th day of March 2016.

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

Roll Call: Supervisors Gerroll, Behnke, Vogt, and Maresh

Excused: Hoffman

Also Present: Highway Commissioner Holsen and County Executive Bob Ziegelbauer.

Approval of Minutes Supervisor Vogt made a motion, seconded by Supervisor Behnke to accept the minutes from the December 8, 2015 meeting. Motion carried.

Public Comment Chair Gerroll opened the meeting for public comment. No public comment.

Equipment Analysis Review

Commissioner Holsen presented an equipment fleet age document showing the ages, mileages, hours, etc. of all department equipment along with the asset summary report. This was followed by committee discussion regarding the ages of the equipment. Supervisor Behnke presented questions regarding the department's graders and the ages of them. Commissioner Holsen explained his concerns of the number of units and the depreciation of them.

Approval of 2016 Equipment Purchases

Commissioner Holsen presented the equipment purchase authorization form as well as the bid results of the proposed replacement equipment (trucks). The committee had a brief discussion of the bid process. Motion made by Supervisor Maresh, seconded by Supervisor Vogt to approve the 2016 equipment purchases. Motion carried.

Quarry Setback Variance

Commissioner Holsen explained the reason of applying for a variance related to the future quarry operations on the Highway Department property at 3500 STH 310. Elevation concerns were discussed and clarification was made that the elevation of the existing quarry floor would not change in regards to future operations. The committee supported the pursuing of the variance and the reasoning.

Northeast Regional Meeting May 4, 2016

Commissioner Holsen informed the committee of the upcoming NE Regional meeting and requested the names of who will be attending the meeting. At this time no members will be attending the meeting hosted by Fond du Lac County.

VanderKinter Lease

Discussion related to the reasons of a possible lease transfer had taken place. Commissioner Holsen explained that the current lease would be transferred into Chupita Farms, LLC from the existing VanderKinter Farms name. Questions pertaining to other County owned properties under lease agreements were answered and clarified.

Car Killed Deer Contract

Commissioner Holsen explained that the Wisconsin Department of Natural Resources had recently removed all counties in the State of Wisconsin from their Car-Killed Deer Pick-Up contracts leaving the counties and towns to contract on their own and/or self-perform the disposals of the carcasses. Commissioner Holsen advised that he is working with Corporation Counsel on this issue and plans to have a contract in place shortly. Motion made by Supervisor Vogt, seconded by supervisor Behnke to approve this plan of contracting this service out. Motion carried.

Kite Festival – Saturday, June 18, 2016 (Rain Date June 19th)

Commissioner Holsen explained the details and dates proposed for the 2016 Kite Festival at the Manitowoc County Airport being June 18th and having a June 19th date set as an alternate rain day for the event.

Permit for Use of Manitowoc County Airport – Kite Festival

Brief discussion took place on the event and approval of the required permit was introduced. Supervisor Maresh made a motion, seconded by Supervisor Vogt to approve the permit for this event. Motion carried.

Notice of Public Hearing – Revised 5-Year Airport Plan and Petition Discussion

Commissioner Holsen explained the public hearing procedure, as well as providing information for the revised 5-year Airport project plan. The funding source was explained and the required resolutions were presented.

Supervisor Vogt made a motion, seconded by Supervisor Behnke to approve the Airport Owner Assurances, the Petition for Airport Projects and Resolution to Receive Federal and State Funding. Motion carried.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. Supervisor Behnke commented and favored the new overtime spreadsheet document presented. Supervisor Behnke made a motion to approve the overtime report, Supervisor Maresh second. Motion carried.

Vouchers The committee reviewed the vouchers dated 12-7-15 to 3-4-16. Supervisor Vogt made a motion, seconded by Supervisor Behnke, to approve the vouchers. Motion carried.

Next Meeting Date

Will be scheduled as needed.

Adjournment

Supervisor Maresh made a motion, seconded by Supervisor Behnke to adjourn at 5:01 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



**MANITOWOC COUNTY
HIGHWAY COMMITTEE
MEETING NOTICE**

DATE: April 12, 2016
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 at the meeting:

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

(Public Comment)

Specific subject matters upon which discussion or action is anticipated

2. Speed Limit Reduction – CTH “Q”
3. Broadwind – Lease
4. Stockroom Position
5. Summer Road School – Wisconsin Dells – June 6,7,8, 2016
6. Request for Consent & Consent to Sublease Lot #1613, Keith & Julie Hartlaub to George Bamman
7. Overtime Report
8. Vouchers
9. Next Meeting Date

Dated: April 1, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES

April 12, 2016

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:30 p.m., being the 12th day of April 2016.

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

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused: None

Also Present: Highway Commissioner Holsen, County Executive Bob Ziegelbauer, and County Board Chair Jim Brey

Approval of Minutes Supervisor Behnke made a motion, seconded by Supervisor Maresh to accept the minutes from the March 7, 2016 meeting. Motion carried.

Public Comment Chair Gerroll opened the meeting for public comment. No public comment.

Speed Limit Reduction – CTH “Q”

Commissioner Holsen presented a 10 year accident history report related to the intersection of CTH Q and Goodwin Road explaining the vision issues as a possible cause. Holsen also stated that this has been on the Traffic Safety Committee agenda as a continuous topic and that the department has installed temporary 45 MPH advisory signs with orange flags. Holsen stated that multiple contact attempts have been initiated to the land owner that 5-6 cedar trees will only become a concern as the growth of them progresses. He expressed the concern of the northbound curve and southbound vertical curve in the roadway as a possible cause of some of the past incidents. Motion made by Supervisor Behnke and seconded by Supervisor Hoffman to approve the speed limit reduction to 45 MPH. Motion carried.

Broadwind – Lease

Commissioner Holsen explained the concern of the bridge conditions and current weight loads crossing these structures on the tower delivery route of CTH Q between Manitowoc city limits and the Yanda’s pit/storage area. Holsen stated that meetings with Broadwind have been taking place and more are scheduled to attempt to resolve the risks of potential structure failure. Discussion of other possible routes was clarified as they are limited.

Stockroom Position

Commissioner explained that Car Quest has decided to not extend the current Stockroom contract that has been in effect since 2007. He also explained the benefits of creating a county employee position to fill this vacancy.

Motion made by Supervisor Behnke and seconded by Supervisor Maresh to approve the position creation. Motion carried.

Summer Road School – Wisconsin Dells – June 6, 7, 8 2016

Summer Road School packet of information was presented and an agreement was made that all interested Highway Committee members would inform Commissioner Holsen of their interests in attending the conference by April 26, 2016 for timely registration purposes.

Request for Consent & Consent to Sublease Lot #1613, Keith & Julie Hartlaub to George Bamman

Brief discussion took place regarding the sublease. Motion by Supervisor Hoffman and seconded by Supervisor Behnke to approve the sublease. Motion carried.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report.

Vouchers The committee reviewed the vouchers dated March 8, 2016 to April 8, 2016. Supervisor Hoffman made a motion, seconded by Supervisor Vogt to approve the vouchers. Motion carried.

Next Meeting Date

May 10, 2016 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

Adjournment

Supervisor Maresh made a motion, seconded by Supervisor Hoffman to adjourn at 4:47 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: June 14, 2016
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 at the meeting:

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

Specific subject matters upon which discussion or action is anticipated

2. June (4 Bridges/STP) Selection
3. CTH "R" Bridge Schedule (Waldo Boulevard)
4. Airport Advisory Committee Alternate
5. EAA Weekend Staffing
6. Transportation Funding Resolution
7. Variance (Quarry)
8. Future of Yanda's Pit (CTH "Q" Tower Routes)
9. Pony Grader/Scale/Mini (2015 Equipment Tour)
10. 2016 Project Update
11. Overtime Report
12. Vouchers
13. Next Meeting Date

Dated: May 25, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES

June 14, 2016

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:30 p.m., being the 14th day of June 2016.

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

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused: None

Also Present: Highway Commissioner Holsen and County Executive Bob Ziegelbauer

Approval of Minutes Supervisor Hoffman made a motion, seconded by Supervisor Behnke to accept the minutes from the April 12, 2016 meeting. Motion carried.

Public Comment Chair Gerroll opened the meeting for public comment. No public comment.

June (4 Bridges/STP selection)

Commissioner Holsen explained that four (4) bridges within the county are programmed to be constructed in 2019. These projects will be CTH S, CTH X, Rockville Road and Cooperstown Road. In addition to the bridges a STP Rural roadway project is also forecasted to take place in 2019 on CTH CL from STH 151 to West Viebahn St. Commissioner Holsen stated that the design process of all five (5) projects shall start in 2017.

CTH R Bridge Schedule (Waldo Boulevard)

Commissioner Holsen notified the committee that the CTH "R" bridge (Rapids Road) will be postponed until 2019 as it was originally scheduled to be constructed in 2018. He also stated that this structure will be monitored closely until the construction execution with biannual inspections due to its existing condition. He also made the committee aware of the fact that if the structure deteriorates at a faster than normal pace that posting a weight limit on the bridge may take effect in the future. The committee had a brief discussion following the information presented to include questions of how the inspection ratings are determined.

Commissioner Holsen advised the committee that the Waldo Blvd. project schedule has also been altered by WisDOT. This project is currently rescheduled to take place in 2019 and 2020. The 2019 construction limits will be from N.18th St. to Maritime Drive and the 2020 limits shall be from N.18th St. to Fleetwood Drive.

The committee held a brief discussion following the information.

Airport Advisory Committee Alternate

Commissioner Holsen explained that previously the Airport Advisory Committee had an alternate member (Mr. Bruce Morton) prior to Mr. Lee Davis' retirement. Alternate Bruce Morton accepted this vacant seat leaving the committee with the alternate vacancy. Commissioner Holsen asked the committee for a recommendation to either fill the vacancy or leave it vacant. Supervisor Behnke reminded the committee that it is an advisory committee therefore did not see the need to fill this seat. The committee agreed to this was and the decision was made to not fill this vacancy at this time.

EAA Weekend Staffing

Commissioner Holsen explained to the committee that historically the weekend in which the EAA event takes place that the Manitowoc County Airport also experiences more activity than normal. Discussion took place regarding the possible weekend staffing before and after the event. Commissioner Holsen explained the normal staffing hours and stated that the airport is not currently staffed on Sundays but offers self-served fuel, restroom access, etc.. Supervisor Vogt recommended that we staff only during the Sunday before the event and not the following. All committee members agreed.

Transportation Funding Resolution

Commissioner Holsen presented a draft resolution addressing the current revenue shortfall in the Segregated Transportation Fund as the Wisconsin Counties Association works with the Transportation Development Association regarding this matter. The purpose of this effort is meant to encourage the Legislature and Governor to develop a long-term sustainable solution to the issue. Motion was made by Supervisor Behnke and seconded by Supervisor Hoffman to approve the resolution. Motion carried.

Variance (Quarry)

Commissioner Holsen explained the progress of the variance request regarding the STH 310 quarry location. He stated that he has been communicating with Carmuese Stone as a collaborative effort to ensure the safety of the neighboring properties. He stated that this variance request will be on the next Board of Adjustment agenda. No further discussion.

Future of Yanda's Pit (CTH "Q" Tower Routes)

Commissioner Holsen started by following up from last meeting on the Broadwind Towers weight concerns over the bridges on the current haul route. He explained that a cost analysis of the weight reduction project was done and that he had presented this to Broadwind for their consideration. He also explained their response to the cost. Commissioner Holsen recommended a cost sharing of 50% be presented with a possible lease extension of the current storage area. Supervisors Behnke, Maresh and Hoffman agreed that this portion would be a fair percentage to due to the nature of the weight issue. Commissioner Holsen will have further conversation with Broadwind regarding this issue.

2015 Equipment Tour

Commissioner Holsen led the committee on a tour through the maintenance shop and explained the equipment updates and truck scale functions.

2016 Project Update

Commissioner Holsen explained the current and future projects taking place within the county and the tentative schedule of them. He mentioned that the department has recently started a resurfacing project on CTH K and also is currently performing a chip seal operation on various county trunks and state highways. Brief discussion took place.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. No further discussion took place.

Vouchers The committee reviewed the vouchers dated April 12, 2016 to June 7, 2016. Supervisor Behnke made a motion, seconded by Supervisor Vogt to approve the vouchers. Motion carried.

Next Meeting Date

July, 2016 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

Adjournment

Supervisor Behnke made a motion, seconded by Supervisor Hoffman to adjourn at 5:09 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: July 19, 2016
TIME: 6:30 p.m.
PLACE: UW-Manitowoc (Cafeteria)
705 Viebahn Street
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 at the meeting:

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

Specific subject matters upon which discussion or action is anticipated

2. Broadwind Energies/Yanda's Pit Future Update
3. CTH P Culvert Issue Progress
4. 2016 Airport Project Start Date/Duration
5. EAA Weekend Staffing
6. Kite Fly Results
7. Airport Security Measures
8. Transportation Letter
9. Variance (Quarry) Update
10. Overtime Report
11. Vouchers
12. Next Meeting Date

Dated: July 12, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES
July 19, 2016

The Manitowoc County Highway Committee convened into an open session at the UW Manitowoc (Cafeteria), 705 Viebahn St., Manitowoc, Wisconsin at 6:30 p.m., being the 19th day of July, 2016.

Chair Rick Gerroll called the meeting to order at 6:30 p.m.

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused: Nonr

Also Present: Highway Commissioner Holsen and County Executive Bob Ziegelbauer

Approval of Minutes Supervisor Behnke made a motion, seconded by Supervisor Vogt to accept the minutes from the June 14th, 2016 meeting. Motion carried.

Public Comment Chair Gerroll opened the meeting for public comment. No public comment.

Broadwind Energies/Yanda's Pit Future Update

Commissioner Holsen explained the progress of the Yanda's Pit/Broadwind Energies lease status as a follow up from the previous meeting as a proposal was submitted. He stated that the department was awaiting a response from Broadwind Energies and anticipates confirmation notice soon.

CTH P Culvert Issue Progress

Commissioner Holsen discussed an issue regarding a blocked culvert pipe on CTH P and the importance of addressing the issue. He stated that the Highway Department is working with the Dept. of Natural Resources on the issue due to the environmental factors involved. Brief discussion took place regarding the history of the issue.

2016 Airport Project Start Date/Duration

Commissioner Holsen informed the committee of the change in start date of the 2016 Manitowoc County Airport project. He stated that there is a pre-construction meeting scheduled for 7/20/2016 and that the new start is to be 8/1/2016.

EAA Weekend Staffing

Commissioner Holsen informed the committee that the hours of operations at the airport would be extended during the weekend prior to the EAA event to accommodate a forecasted increase of facility usage. Saturday (7/23/16) the FBO will be staffed from 8:00 AM through 4:00 PM and Sunday (7/24/16) staffing will be from 8:00 AM through 4:00 PM.

Kite Fly Results

A copy of the most recent EAA Chapter 383 newsletter was presented to the committee. The positive outcomes of the listed events within the letter were discussed as this year's attendance was estimated to be more than the previous year. (Pancake Breakfast, Flag Raising Ceremony, Kites Over the Airport).

Airport Security Measures

Commissioner Holsen informed the committee of a letter that was sent to all hangar owners and airport users regarding the importance of confirming gates closures after entering and exiting. He also mentioned that access through the security gate should be updated as the code has not been changed in the past 11 years, as well as remotes. The committee unanimously agreed and recommended to move forward with the update. Commissioner Holsen stated that this item will also be on the next Airport Advisory Committee agenda for any related input.

Transportation Letter

Commissioner Holsen presented a Transportation Letter for committee's review. No comment on letter made by committee.

Variance (Quarry) Update

Commissioner Holsen informed the committee that the variance request regarding the STH 310 location quarry has been granted by the Board of Adjustment.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. No further discussion.

Vouchers The committee reviewed the vouchers dated June 14, 2016 to July 5, 2016. Supervisor Maresh made a motion, seconded by Supervisor Vogt to approve the vouchers. Motion carried.

Next Meeting Date

August 9th, 2016 at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI at 4:30 p.m.

Adjournment

Supervisor Hoffman made a motion, seconded by Supervisor Vogt to adjourn at 6:44 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: August 16, 2016
TIME: 5:30 p.m.
PLACE: UW-Manitowoc (Cafeteria)
705 Viebahn Street
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 at the meeting:

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

(Public Comment)

Specific subject matters upon which discussion or action is anticipated

2. Resolution Appropriating Highway Department Special Revenue Fund for the Purpose of Installing/Rehabilitation of CTH CR Culvert Pipe.
3. Next Meeting Date

Dated: August 8, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES
August 16, 2016

The Manitowoc County Highway Committee convened into an open session at the UW Manitowoc (Cafeteria), 705 Viebahn St., Manitowoc, Wisconsin at 5:30 p.m., being the 16th day of August, 2016.

Vice Chair, Kevin Behnke. called the meeting to order at 5:30 p.m.

Roll Call: Supervisors Behnke, Vogt, Hoffman, and Maresh

Excused: Supervisor Gerroll

Also Present: Highway Commissioner Holsen, Supervisor Vogel, Supervisor Waack, County Board Chair Brey

Approval of Minutes Supervisor Hoffman made a motion, seconded by Supervisor Vogt to accept the minutes from the July 19, 2016 meeting. Motion carried.

Public Comment Vice Chair Behnke opened the meeting for public comment. No public comment.

Resolution Appropriating Hwy. Dept. Special Revenue Funds for the Purpose of Installing/Rehabilitation of CTH CR Culvert Pipe.

Commissioner Holsen explained the condition and severity of the culvert pipe upon a recent inspection. Pictures and aerial photos were handed out for location reference. Commissioner Holsen explained the results of the cost benefit analysis regarding the options to repair the structure. Brief discussion took place followed by a motion by Supervisor Vogt and seconded by Supervisor Maresh to approve the fund transfer. Motion carried.

Next Meeting Date

September 13th, 2016 at 4:30 p.m. at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, WI.

Adjournment

Supervisor Behnke made a motion, seconded by Supervisor Hoffman to adjourn at 5:42 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



**MANITOWOC COUNTY
HIGHWAY COMMITTEE
MEETING NOTICE**

DATE: September 13, 2016
TIME: 4:30 p.m.
PLACE: Manitowoc County Highway Department
3500 STH 310
Manitowoc, WI 54220

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

Specific subject matters upon which discussion or action is anticipated:

2. Highway Engineer Position
3. CTH Q/Broadwind Energies Update
4. Proposal to bring back Airshow
5. Performance Evaluations
6. Overtime Report
7. Vouchers
8. Next Meeting Date

Dated: September 6th, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, Highway Commissioner

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HIGHWAY COMMITTEE MINUTES

September 13, 2016

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:30 p.m., being the 13th day of September, 2016.

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

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused:

Also Present: Highway Commissioner Holsen, Executive Bob Ziegelbauer, County Board Chairman Jim Brey

Approval of Minutes Supervisor Maresh made a motion, seconded by Supervisor Vogt to accept the minutes from the August 16th, 2016 meeting. Motion carried.

Public Comment Chair Gerroll opened the meeting for public comment. Mr. Leon Sigman started the meeting with praising the Highway Department for the professional appearance of the airport and stated that the airport users are very satisfied with the current airport updates to include the new runway lighting. He also mentioned to the committee that he had concerns about the current staffing hours. The committee responded with brief questions and considered his concerns. Chair Gerroll thanked him for his attendance.

Highway Engineer Position

Commissioner Holsen explained to the committee that the Highway Engineer position has recently become vacant. He stated that due to the timing of the year and construction season nearing completion that the need to fill the position was not immediate. He reminded the committee that the department is currently under an agreement contract for engineering services with Steinbrecher, Menau, Inc. (SMI) in which renews for one-year terms automatically or until terminated by either party. The committee agreed that this vacant position will be discussed again in 2017.

CTH Q/Broadwind Energies Update

Commissioner Holsen explained that a new lease agreement has been accepted by both parties and that the CTH Q bridge project was to be executed on 9/14/2016 and anticipated to be completed on 9/15. Supervisor Maresh stated that she was pleased with efforts of both parties as the efforts ultimately ended in a successful outcome.

Proposal to bring back Airshow

Commissioner Holsen explained that he along with Gary Robinson (Airport Manager) and Chairman Brey attended the last Chamber meeting as the proposed return of the airshow was discussed. Chairman Brey explained to the committee that this was simply an attempt to receive comments and interests as no further action had taken place. He also explained the intentions of the possible return of military aircraft as the presence of the jets may be the most popular attraction for attendees. The committee positively commented on the proposal. Brief discussion followed.

Performance Evaluations

Commissioner Holsen explained the new performance based pay plan for 2017 and how it differs from the 2016 evaluation. He presented a document that listed the different levels of pay by class within the department and levels of performance percentages per employee for the previous year as well as projected for 2017. This also showed the various levels of starting wages as well as capped wages. Brief discussion followed the review.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. Supervisor Behnke questioned a line item related to overtime and Holsen stated that a follow up will be performed and reported.

Vouchers The committee reviewed the vouchers dated July 19, 2016 to August 30, 2016. Supervisor Hoffman made a motion, seconded by Supervisor Behnke to approve the vouchers. Motion carried.

Next Meeting Date

October 11, 2016

Adjournment

Supervisor Hoffman made a motion, seconded by Supervisor Maresh to adjourn at 5:13 p.m. Motion Carried.

Submitted by:
Marc A. Holsen,
Highway Commissioner



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: October 11th, 2016
TIME: 6:30 p.m.
PLACE: UW-Manitowoc (Cafeteria)
705 Viebahn Street
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 at the meeting:

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

(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

2. Highway Landscapers, Inc. Lease Extension Discussion
3. Tom Bare to Dean Pollnow – Request for Consent & Consent to Sublease, Lot 1853, Hangar Site 27
4. Vouchers
5. Overtime Report
6. Next Meeting Date

Dated: October 5, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, 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 MINUTES

October 11, 2016

The Manitowoc County Highway Committee convened into an open session at UW-Manitowoc (Cafeteria), 705 Viebahn Street, Manitowoc, Wisconsin at 6:30 p.m., being the 11th day of October, 2016.

Chair Rick Gerroll called the meeting to order at 6:30 p.m.

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused:

Also Present: Highway Commissioner Holsen, Count Executive Bob Ziegelbauer

Approval of Minutes Supervisor Vogt made a motion, seconded by Supervisor Behnke to accept the minutes from the September 13, 2016 meeting. Motion carried.

Public Comment

None

Highway Landscapers, Inc. Lease Extension Discussion

Commissioner Holsen explained the history of the current lease and the reasons for the proposed extension followed by a brief discussion on the topic. Supervisor Vogt made a motion to approve the 2-year lease extension, seconded by Supervisor Behnke. Motion carried.

Tom Bare to Dean Pollnow – Request for Consent & Consent to Sublease, Lot 1853,

Hangar Site 27

Commissioner Holsen explained the history of the current lease as well as the termination dates and procedures within the original lease documents followed by a brief discussion on the topic. Supervisor Hoffman made a motion to approve the sublease, seconded by Supervisor Maresh. Motion carried.

Vouchers The committee reviewed the vouchers dated September 13th, 2016 to October 5th, 2016. Supervisor Behnke made a motion, seconded by Supervisor Hoffman to approve the vouchers. Motion carried.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. No further discussion.

Next Meeting Date

November 8, 2016

Adjournment

Supervisor Hoffman made a motion, seconded by Supervisor Maresh to adjourn at 6:36 p.m. Motion Carried.

Submitted by:

Marc A. Holsen,

Highway Commissioner



MANITOWOC COUNTY HIGHWAY COMMITTEE MEETING NOTICE

DATE: December 13th, 2016
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 at the meeting:

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

(Public Comment)

Specific subject matters upon which discussion or action is anticipated:

2. John Fogeltanz Driveway Access CTH K
3. Allen Berschek R/W Proposal
4. Notice of Public Hearing-Petition Discussion
5. Letter Regarding Airport Concerns
6. Airport Hanger Sublease (Kiel/Pollnow)
7. Winter Road School
8. Vouchers
9. Overtime Report
10. Next Meeting Date

Dated: November 30, 2016

Rick Gerroll, Committee Chairman
By: Marc Holsen, 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 MINUTES
December 13, 2016

The Manitowoc County Highway Committee convened into an open session at the Manitowoc County Highway Department, 3500 STH 310, Manitowoc, Wisconsin at 4:30 p.m., on the 13th day of December, 2016.

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

Roll Call: Supervisors Gerroll, Behnke, Vogt, Hoffman and Maresh

Excused:

Also Present: Highway Commissioner Holsen, Allen Berschek, Jeff DeZeeuw (Corner Point, LLC), John Fogeltanz

Approval of Minutes Supervisor Hoffman made a motion, seconded by Supervisor Vogt to accept the minutes from the October 11, 2016 meeting. Motion carried.

Public Comment

None

John Fogeltanz Driveway Access

Commissioner Holsen explained Mr. Fogeltanz's hardship presented to him previously followed by the land owner's explanation regarding the need for access to his parcel within a deemed controlled access per resolution No. 92/93-72. Holsen stated that no vision constraints exist as measurements exceed the 600' minimum standard and the roadway does not consist of any curvature or other vision obstructions. Pictures of the parcel and roadway were presented along with Chapter 15 of Manitowoc County Code and the (average daily traffic) ADT map. Discussion upon various question answering took place. Motion to approve by Supervisor Gerroll, seconded by Supervisor Behnke. Motion carried. Holsen explained to Mr. Fogeltanz upon the approval of how to access the Highway Department driveway permitting process and follow-up procedures.

Allen Berschek R/W Proposal

Holsen initiated the agenda item by explaining the history of the right of way on CTH VV near Riverside Drive related to a proposed bridge and roadway realignment project in years past. Mr. Berschek described his proposal and constraints related to it as he requested to allow his home to be built as presented on site plan layout submitted to the committee drafted by Corner Point, LLC. Holsen described his potential future concerns and presented a letter from The City of Two Rivers Mayor Greg Buckley explaining the city's tentative future proposals. Jeff DeZeeuw of Corner Point, LLC provided an updated proposed site plan layout with edits since originally provided to Holsen eliminating the original request to purchase county right of way as it now would only affect an easement area. Set back variances have been approved previously by The Board of Adjustment. Mr. Berschek followed up with a detailed explanation of his requests and reasons why he wishes to be granted this request. Questions followed by discussion between Mr. Berschek and the committee took place. Supervisor Behnke made a motion to approve, seconded by Supervisor Gerroll. Motion carried.

Notice of Public Hearing-Petition Discussion

Holsen explained to the committee the process of receiving federal funding as an annual entitlement for airport uses as the first step is the holding of a public hearing. He stated that due to the successful completion of the previous airport lighting project that a new tractor for snow removal purposes (SRE) was needed and that the last unit was purchased in 2004 while recent repairs costs and maintenance expenses justify the need and that the reliability of this unit is demanded to maintain the runways at the airport. The federal entitlement funding allows for a replacement of SRE every 10 years and that the unit is now approaching 13 years of age. Holsen explained that the funds from the sale and/or trade-in of existing unit can be used to offset the percentage of the county responsibility of the cost share. The public hearing is scheduled to be held at the Manitowoc County Airport on January 24th, 2017. Resolution to receive the funding shall be presented upon completion of the hearing. Supervisor Hoffman made a motion to approve, seconded by Supervisor Maresh. Motion carried.

Letter Regarding Airport Concerns

Holsen presented a letter of concern submitted by Mr. Leon Sigman of CAVU Flight Academy regarding his concern of staffing hours and fuel sales at the airport. Holsen explained that the airport hours of operation meet the FAA Minimum Standards also refers to Manitowoc County Code Chapter 11.30. He also explained that our fuel prices are in line with the region average as the concern of the fuel sales was also stated within the concern letter. He also provided the committee with the year-to-date fuel purchased by CAVU.

Don Kiel to Dean Pollnow – Request for Consent & Consent to Sublease, Lot 2117, Hangar Site 46

Commissioner Holsen explained the reasons for a sublease request between Mr. Don Kiel and Mr. Dean Pollnow. Brief Discussion. Supervisor Behnke made a motion to approve, seconded by Supervisor Maresh. Motion carried.

Winter Road School

Holsen informed the committee that he would attending this annual conference along with Supervisor's Maresh and Vogt. He handed out the agenda and stated that many beneficial topics will be presented.

Vouchers The committee reviewed the vouchers dated October 5th, 2016 to November 29th, 2016. Supervisor Gerroll made a motion to approve, seconded by Supervisor Hoffman. Motion carried.

Overtime Report

Commissioner Holsen and the committee members reviewed the overtime report. No further discussion.

Next Meeting Date

January 10, 2017 (tentative)

Adjournment

Supervisor Hoffman made a motion to adjourn, seconded by Supervisor Maresh. Motion Carried. Meeting adjourned at 5:44p.m.

Submitted by:

Marc A. Holsen,
Highway Commissioner