1. CALL TO ORDER

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. MINUTES FROM PREVIOUS MEETING
   a. Public Works 1-8-2020

6. SAWYER COUNTY AIRPORT REPORT
   a. Hayward Aviation (contracted Airport management) report
      Airport Report February 2020
   b. Ramp reconstruction project funding

7. HIGHWAY COMMISSIONER'S REPORT
   a. February 2020 Highway Commissioner Report
   b. Overtime Report
      Highway Overtime Report 2.4.2020
   c. Renewal of all existing ATV Routes on County Highways
      Current 2020 ATV routes
      ATV UTV resolution 2018-46

8. MAINTENANCE DEPARTMENT REPORT
   a. Maintenance report
      Maintenance Report February 2020
9. FUTURE AGENDA ITEMS

10. OTHER MATTERS FOR DISCUSSION ONLY

A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee’s function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.
Draft

Minutes of the meeting of the Public Works Committee; Sawyer County Board of Supervisors
January 8, 2019; 6:30 p.m.; Ojibwa Ambulance Facility, Ojibwa

Members present: Ron Kinsley, Marc Helwig, Ron Buckholtz, Helen Dennis, Kathy McCoy 6:38 pm

Others present: Tim Hagberg, Carol Williamson, Tom Hoff, Derek Leslie, Gary Gedart, Bill Wymer

Chair Kinsley called the meeting to order at 6:30.

Motion by Buckholtz, 2nd by Dennis, to approve the minutes of the December 11, 2019 meeting. Motion carried

Derek Leslie provided the Committee an Airport Management report including available state entitlements. County Administrator Tom Hoff, Accounting Manager Mike Keefe, Airport Manager Derek Leslie, and Airport Development Engineer Mark Graczykowski met to discuss airport projects. The Committee received maps of the airport showing future ramp reconstruction areas and a list of costs and funding. Wisconsin Airport Managers Association conference May 5-7, 2020. Committee members welcome to attend.

Highway Commissioner Gary Gedart provided a written report, overtime report, and Fund Balance report for October and November. Gedart reported Sawyer County ranked #1 for lowest cost per lane mile, based on winter severity index, in the State of Wisconsin. One employee retiring this Friday, expecting two more to give notice this summer. Hired two LTE’s for snow maintenance; working out well.

Maintenance Supervisor Tim Hagberg provided a written report. Discussed soundproofing. Start with basics: advised employees to use headsets, no speakerphone, and talk softly. Ojibwa station complete except for snow stoppers and asphalt in the spring.

Supervisor McCoy requests the county look at options in the jail to reduce waste; specifically the use of styrofoam containers.

Adjourned 7:09

Minutes prepared by Sawyer County Clerk Carol Williamson
- The upcoming Ramp and Taxi-Lane discussions have been ongoing. The latest update out of Madison has resulted in multiple options for the County. There are varying levels of financial commitment for different areas of the project, which will ultimately affect the decision-making abilities for the County in the upcoming four to five years. FAA guidelines have and continue to change from year to year and by postponing the project to 2021 may result in a higher financial percentage commitment from the County. We anticipate having financial figures for Committee to review and discuss at our February meeting. Cost estimates provided by Becher Hoppe, our Engineering Firm for the project, should give members a clear view of the scale of the project.

- Snow Removal has been going well and the new tires on the loader have made a big difference.

FAA/ State Entitlements Available
Entitlements are unchanged from last month.
2017’s: $129,000
2018’s: $150,000
2019’s: $150,000
(%5 State and %5 Local Contributions)
$429,000 Entitlements Available
+$42,900 Matching Contributions
$471,900 Total Available for Eligible Airport Projects
***
2020 Entitlements will be available July/August
February, 2020 Highway Commissioner’s Report

Crews have been out on a regular basis performing snow and ice control. When not performing snow and ice control operations, the crew has been brushing on STH 77.

There are currently no employees out on work comp. One employee is out with health related issues.

I attended the Winter Highway Conference in Wisconsin Dells, WI. The conference was well attended and workshops handled topics such as the Multimodal Local Supplement, Salt Usage, Highway Effective Highway Garages, and Roadway Safety Plans. Nationally recognized speaker Rob Bell was the motivational speaker for the conference. The association business meeting was held on Wednesday morning and the association elected a new secretary.

The highway department now has two limited term employees hired to assist with snow and ice control operations. Both of these LTE’s have been called into duty and they are working out well.

The highway department received a resignation notice from one of our employees who has accepted a position with the Maintenance Department. This position will be advertised for replacement.

Prepared 1/26/2020
## Sawyer County Highway Department Overtime Report

**2/4/2020**

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## COUNTY WAGES

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Current ATV routes on/along County Trunk Highways

- County Road B (Chippewa Trail-east to CTH K)
- County Road B (Frogg Road to Richardson’s Bay Road)
- County Road B (Forest Road 319 to Musky Tale Resort)
- County Road BB (Washburn County line to STH 70)
- County Road C (STH 27/70 to Chafer Road)
- County Road C (Deer Lake Road to STH 48)
- County Road CC (CTH N to Conger Road)
- County Road CC (Flowage Road to Big Musky Road)
- County Road D (STH 48 – STH 27)
- County Road E (CTH K to Williams Road)
- County Road E (CTH K to Reserve Road)
- County Road E (STH 27/70 to Thors Lane)
- County Road EE (Forest Road 161 to Price County line)
- County Road F (Right-of-Way Road to STH 27/70)
- County Road F (Stoney Hill Road to Rusk County line)
- County Road G (Dorscheid Road to STH 27/70)
- County Road GG (STH 70 to Crazy Horse Trailhead)
- County Road H (Blueberry Fire Lane to Blueberry Avenue)
- County Road H (STH 27/70 to Beaverbrook Road)
- County Road K (County Road E to Grindstone Landing Road)
County Road M -north (CTH W to STH 70)

County Road M (South side of Flambeau River bridge to North side of Flambeau River Bridge)

County Road N (CTH NN to CTH CC)

County Road NN (CTH N to Gurno Lake Road)

County Road OO (USH 63 to Northern Lights Road)

County Road S (Moose Lake Road-west to Moose Lake Road-east)

County Road T (Nelson Lake Road – STH 27)

County Road W-south (Crawford Street to Price County Line)

County Road W-north (STH 70 to CTH B)
WHEREAS, Sawyer County (the “County”) understands the importance of developing secure and sustainable ATV/UTV routes within the County to increase recreation, tourism and the overall health, welfare and safety of the County, its residents and visitors to the County;

WHEREAS, the Sawyer County Snowmobile and ATV Alliance (the “Alliance”) and other recognized ATV/UTV clubs within the County make requests to the County for approved ATV/UTV routes;

WHEREAS, the County recognizes the need for a policy setting forth the terms by which the ATV/UTV route requests are reviewed;

WHEREAS, the County recognizes the need for the Sawyer County Public Works Committee (“Public Works Committee”) to provide direction and guidelines for ATV/UTV route requests on Sawyer County Trunk Highways, which is appropriate given that the Public Works Committee is the committee of jurisdiction for these ATV/UTV route requests; and

WHEREAS, the County does not currently have an ATV/UTV Route Ordinance and therefore all approved routes must be included in the route ordinance of the municipality through which the route travels.

NOW, THEREFORE, BE IT RESOLVED the Sawyer County Public Works Committee recommends to the Sawyer County Board of Supervisors that the Sawyer County Board of Supervisors adopt this Resolution to provide for the provisions set forth below relating to ATV/UTV routes within the County:

1. All ATV/UTV route requests must be requested by an established ATV/UTV club or the Alliance. At this time, resident requests will not be considered.

2. All ATV/UTV route requests shall include a location map. Requests shall also include the route length, and may include other information reasonably requested by the Public Works Committee.

3. All ATV/UTV route requests are contingent upon approval by the municipality through which the route travels. This approval must be acquired prior to the Public Works Committee’s consideration of the request.

4. Once the ATV/UTV route is approved by both the Public Works Committee and the municipality pursuant to Section 3 above, it shall be the responsibility of the requestor to notify the Wisconsin Department of Natural Resources and to comply with any other legal requirements.

5. All signage for approved ATV/UTV routes will be the responsibility of the sponsor club or the Alliance and as set forth in the Letter of Understanding. All required
signage shall follow the guidance and requirements of the County Highway Department. Signage must be erected prior to the opening of the ATV/UTV route.

6. The Public Works Committee may adopt other application requirements or approval requirements it deems reasonably necessary to protect the health, welfare and safety of the public.

7. A requestor must agree to comply with any applicable laws, ordinances, statutes or regulations.

8. A Letter of Understanding will be drafted for each approved ATV/UTV route request. The requestor must agree to the terms of the Letter of Understanding prior to the approved ATV/UTV route being opened. The Public Works Committee can declare the applicable Letter of Understanding null and void upon any violation of the terms and conditions of the route request application, the representations made therein, or any other term or condition of the Letter of Understanding.

Recommended for adoption by the Sawyer County Board of Supervisors, by the Sawyer County Public Safety Committee, this 10th day of December, 2018.

Ron Kinsley, Chair
Kathy McCoy, Vice Chair
Marc Heiwig
Helen Denis

Ron Buckholtz

Adopted by the Sawyer County Board of Supervisors on this 20th day of December, 2018.

Tweed Shuman, Sawyer County Board of Supervisors Chairman
Letter of Understanding

THIS LETTER OF UNDERSTANDING is made this ______ (insert date) by and between Sawyer County (the “County”), by the Sawyer County Public Works Committee (“Public Works Committee”) and its appointed representative, and ____________ (insert Sponsor Club) (the “Club”).

RECITALS

1. The Club submitted an application dated ______ for an ATV/UTV route, a copy of which is attached hereto and incorporated herein (the “Application”);

2. The Public Works Committee reviewed and approved the Application on ________ with the condition of this Letter of Understanding being executed by the County and the Club prior to the route being opened.

3. The County and the Club have determined it is in their mutual interest to enter into this Letter of Understanding on the terms stated below to address the operation of the approved ATV/UTV route requested in the Application and as approved by the Public Works Committee.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confirmed, the County and the Club agree as follows:

AGREEMENT

1. Recitals. The Recitals set forth above are true and accurate, and therefore incorporated into this Letter of Understanding.

2. Approved Route. The County, by virtue of the approval by the Public Works Committee, hereby authorizes the Club to establish an all-terrain vehicle route on (name of CTH), as described and depicted in the Application and as approved by the Public Works Committee on ________ (the “Approved Route”). This Letter of Understanding incorporates all terms and conditions set forth by the Public Works Committee in its approval of the Approved Route.

3. Approved Route Location. The Approved Route will run from (start of route to end of route), as depicted in the Application and as approved by the Public Works Committee.

4. Signage. The Club shall be responsible for all required signage on and along the Approved Route. All required signage shall follow the guidance and requirements of the County Highway Department. Signage must be erected prior to the opening of the Approved Route for use.

5. Compliance with Laws. The Club shall comply with all applicable laws, ordinances, statutes or regulations that may apply to the development, use, operation or maintenance of the Approved Route. The Club shall also comply with any conditions or restrictions of the municipality (or municipalities) through which the Approved Route is located.

6. Maintenance. The Club shall maintain the Approved Route at its sole cost and expense. The Club shall also be responsible for restoring the pavement, shoulder or any other damaged areas along or adjacent to the Approved Route. All ATVs/UTVs shall not be operated off of the pavement or anywhere off the Approved Route.

7. Indemnification: County Immunity. Regardless of any immunity or defense available to the County, the Club shall indemnify and hold harmless the County and all of the County’s employees, agents and
representatives against any action, claim, suit, or the like, for personal injury, property damage, or any other damage sustained as a result of the approval, development, operation, maintenance or use of the Approved Route. The County has not waived and does not intend to waive any defenses or immunity available to it by virtue of entering into this Letter of Understanding.

8. **Expiration; No Assignment.** This Letter of Understanding and the Club’s ability to operate the trail along the Approved Route shall expire one (1) year from the date of this Letter of Understanding. The Public Works Committee shall review and approve, if appropriate, each ATV/UTV route at its February meeting each year. Such renewal shall not impact the one-year expiration of this Letter of Understanding and the Club’s approval to operate the Approved Route. The Club may not assign this Letter of Understanding to any other party without express approval from the Public Works Committee.

9. **Termination.** The Public Works Committee may declare this Letter of Understanding null and void, and therefore terminate its approval of the Approved Route, upon the Club’s or any user’s violation of the terms and conditions of the Application, the representations made therein, the Public Works Committee’s conditions of approval, or any other term or condition of this Letter of Understanding.

10. **Signatories.** The County and the Club represent and acknowledge that each party signing this Letter of Understanding has authority to bind the respective party.

**CLUB NAME:**

By: ___________________________ Date ___________________________
Its: ___________________________

**SAWYER COUNTY:**

By: Gary Gedart Date ___________________________
Sawyer County Highway Commissioner

(Attach Application)
Along with routine maintenance and snow removal, the following maintenance projects were started or completed in January:

I. Courthouse:
   - Installed electrical receptacles and TV brackets in Assembly Room for IT Department.
   - Spent time working with Legend Architecture to complete plans for creating an additional office space for the new Assistant District Attorney.
   - We have hired a new fulltime maintenance employee.

II. Highway:
   - Installed a new water heater in the Radisson shop.
   - Replaced the east and west exterior shop lights with LED lights at the Radisson shop.

III. Sheriff’s Department:
   - We have been working with local contractors to obtain estimates for potential dispatch area renovations.

IV. Ambulance:
   - Installed cord reels and range hood in Ojibwa Ambulance Garage.
   - New room darkening blinds and ceiling fans have been installed in the bedrooms in the Ojibwa Ambulance Garage.
   - The new ambulance that was budgeted for 2020 has been delivered and will be put into service as soon as its graphics package has been applied.