



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, July 12, 2023 @ 6:30 PM
Sawyer County Board Room
Revised: Monday, July 10, 2023 8:17 AM

Page

1. CALL TO ORDER

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/97982898675>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 979 8289 8675. Use *9 to Raise/lower hand and *6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial *9 and wait to be recognized.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

5. MEETING AGENDA

6. PUBLIC COMMENTS

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
 - Comments will be limited to 3 minutes or less per individual.
 - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
 - The Committee cannot respond to your comments during this time.
 - Please sign in and fill out a public comment sheet if you wish to speak on an item.

7. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING

[6.7.23 Public Works Minutes DRAFT](#)

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a.

8. MAINTENANCE DEPARTMENT REPORT

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- a. Project report
[Maintenance Report July 2023](#)

9. SAWYER COUNTY AIRPORT REPORT

- a. Hayward Aviation, LLC (contracted Airport management) report
b. Resolution Petitioning Airport Aid (discussion and possible action)

10. HIGHWAY COMMISSIONER'S REPORT

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- a. [Commissioner Report 6-30-23 Pinnow](#)

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- b. Driveway/Utility Permit Fees
[1\) Permit Driveway Application](#)
[2\) Permit Utility Application](#)

11. DISCUSSION W/LCO REGARDING ROAD BAN PROCEDURES

12. COURTROOM REMODELING UPDATE

13. FUTURE AGENDA ITEMS

14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

15. ADJOURNMENT

DISCLAIMER:

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.

Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.

**Minutes of the June 7th meeting of the Sawyer County
Public Works Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members Present:

- Chair: **Ron Kinsley**
- Marc Helwig – Vice Chair
- Ed Peters
- Chris Rusk
- Brian Bisonette

Others Present:

Andy Albarado
Lynn Fitch
Cathy LaReau

Others Present:

Linda Zillmer
Derek Leslie
John Pinnow

Call to Order – Chair Ron Kinsley called the meeting to order at 6:30 pm.

Certification of Compliance with the open meeting law was met. Roll Call was taken; quorum was met.

Meeting Agenda –

Public Comments – Linda Zillmer

Minutes from the previous meeting dated: May 10, 2023

Motion to approve made by: Mr. Peters Second by: Mr. Bisonette
Motion carried without negative vote.

Maintenance Department Report -

A written report was provided highlighting construction project assistance and projects in the highway department and Senior Resource Center.

Sawyer County Airport Report -

A written report was provided. The Master Plan PAC advisory committee held its first meeting at the courthouse on May 25th to set the course for the next 18 months. The Civil Air Patrol pancake feed will be on July 2nd. Community business meetings in the area seem to be bringing lots of activity to the airport.

A request to renew the LaBarre 20-year hangar lease was presented along with an amendment of the lease to approve the request. A motion was made by Mr. Helwig to approve the Amendment to the Sawyer County Airport Hangar Area Lease; second by Mr. Rusk. Motion passed without negative vote.

Highway Commissioner’s Report -

A written report was provided. Crews have been patching holes, fixing signs and performing winter storm cleanup. There is currently a vacancy for a driver/operator in the Radisson and Hayward shop, and interviews were conducted on June 1st for summer help. Mr. Pinnow advised that they are still behind schedule but are making progress. The summer construction repair projects were outlined. He will be applying for road funding from the State for other projects.

County KK Speed Reduction Update – Minutes of the May 17th Traffic Safety Committee were provided identifying the request to reduce speed by 10 mph on CTH KK from the stop sign on CTH K to the first corner. The reduction of speed from 55 mph to 45 mph was approved at this committee level. A motion was made by Mr. Peters to approve the Ordinance Resolution for the speed reduction request; second by Mr. Helwig. Motion carried without negative vote.

An LCO Resolution No 2023-35 “Road Ban”/Highway Weight Restrictions Exemption within Reservation Boundaries was presented. The County received this resolution on April 12th. The County may want to request opening discussions on this topic with the Tribe. Mr. Albarado will initiate the contact. This will be a July agenda item.

Courtroom Remodeling Update -

Mr. Albarado revisited the additional expense list that was presented at the last meeting. We anticipate an August 1st building turnover, and we could have the parking lot turned over within the next two weeks. We will request that the new District Court Administrator come speak to the entire board regarding the expense requests. The committee agrees to move forward with the items identified in green on the list the Mr. Albarado provided.

Closed Session -- At 7:14 pm a motion was made by Mr. Helwig; second by Mr. Peters to convene in closed session pursuant to Wis. Stat. ss. 19.85(1)(e) "Deliberating or negotiation the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session," to wit: to discuss the contractual agreements for the courthouse construction project to discuss contractor performance on the courthouse project, and the County's legal and contractual position in relation to same. A roll call vote was taken and passed 5-0, with "yes" votes from Kinsley, Helwig, Peters, Rusk and Bisonette. At 7:28 pm a motion was made by Mr. Rusk; second by Mr. Bisonette to come out of closed session.

Open Session - At 7:29 pm Committee was in open session.

Future Agenda Items -

Correspondence, reports from conferences and meetings -

Adjournment – 7:32 pm

Next Meeting: July 12, 2023 **Time:** 6:30 pm **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

Maintenance Report July 2023

Along with routine building and equipment maintenance, the following maintenance projects were started, continued or completed in June:

I. Courthouse:

- We have started doing several office moves to improve workflow and efficiency in Health and Human Services/Public Health departments.
- Installed a foldable security gate in the hallway leading to the new courtroom to make it easier for court security staff to screen people during jury trials.
- We have started making additional cabinetry for the phase one portion of the new courthouse addition.
- We have been making progress refinishing the old courtroom pews and repurposing them for public seating throughout the building.
- In addition to routine building and grounds maintenance and projects, maintenance staff responded to and completed 63 service requests in May that were submitted through our AkitaBox portal by employees.
- Counting my scheduled work day, and after hours, I responded to an average of 28 work related phone calls per day in June.

II. Sheriff's Department:

- We have started touching up paint, cleaning high areas, and making any necessary repairs in the entire jail in preparation for the annual inspection that will take place in July.

III. Senior Resource Center:

- This summer we have added grass mowing and trimming at the Senior Resource Center to our grounds keeping schedule.



Sawyer County Highway Department

14688 W County Road B, Hayward, WI 54843

Office Phone 715-634-2691

Shop Phone 715-634-2692

Fax Number 715-634-4824



June 30, 2023

Highway Commissioner's Report

- The culvert crew has been working hard replacing culverts on County W south of Winter in preparation for our upcoming pavement project. The 5-mile section from Price county line to the Flambeau river bridge will be paved by the county in August.
- County KK 45 mph speed limit signs have been installed. We're waiting for our farm equipment signs to arrive and install.
- The crew has finished performing mastic patching on Hwy 63 through Hayward. The crew will finish up mastic work on bridge approaches throughout the county.
- We started our mowing operations June 26th with 2 mowers on Hwy 70 and 2 mowers on County W in Winter. Mowing operation will continue throughout the southern portion of the county.
- County road S update. We have received multiple complaints on the north section of this road. Brad and myself have a plan for a temporary fix to keep this section of road operational until we can secure funding for a permanent fix.
- Brad and I had an operational planning meeting for the county C bridge deck replacement with Ayres Associates and WISDOT on June 28th. The anticipated start date will be July 2024.
- There is currently a vacancy for a driver / operator position in the Hayward and Radisson shops. We're continuing to advertise for these positions. We have conducted a few interviews.
- We have been informed by WISDOT that all the red flashing lights above the stop signs at county and state road intersections need to be removed.

Thank You

SAWYER COUNTY HIGHWAY DEPARTMENT

14688 W COUNTY ROAD B

HAYWARD, WI 54843

TELEPHONE: 715-634-2691

PERMIT FOR ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY

INSTALLATION OF DRIVEWAY BY: APPLICANT LAND OWNER

NAME AND ADDRESS OF APPLICANT	HIGHWAY	COUNTY	
	TOWNSHIP-VILLAGE-CITY		
DAYTIME TELEPHONE NUMBER			
TYPE OF DRIVEWAY	PROPOSED LAND USE	START DATE	COMPLETION DATE

LOCATION OF DRIVEWAY:

_____ SIDE OF THE HIGHWAY _____ MILES _____ OF _____ IN SECTION _____ TOWNSHIP _____ RANGE _____

SKETCH PROPOSED WORK INCLUDING SPECIAL RESTRICTIONS, INTERSECTION CLEARANCES AND OTHER DETAILS. MARK LOCATION OF PROPOSED DRIVEWAY WITH RIBBON OR LATHE. PLEASE ATTACH COPY OF PLAT BOOKPAGE.

ANY DRIVEWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL REQUIREMENTS PRINTED ON THE NEXT PAGE, AND ANY SPECIAL CONDITIONS STATED HEREIN. THE MAINTENANCE OF THE DRIVEWAYS SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

ISSUANCE OF THIS PERMIT SHALL NOT BE CONSTRUED AS A WAIVER OF THE APPLICANTS OBLIGATION TO COMPLY WITH ANY MORE RESTRICTIVE REQUIREMENTS IMPOSED BY LOCAL ORDINANCES.

SIGNATURE OF APPLICANT _____ DATE _____

* DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY *

REQUIRED DRAINAGE STRUCTURE	IF NO DRAINAGE STRUCTURE, STATE WHY
PERMIT APPLIED	DATE
CONSTRUCTION APPROVED	DATE

DESIGN SPEED – (MPH)	STOPPING SIGHT DISTANCE *
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645
70	730

- For the speed shown, there must be unimpeded vision from the driveway for the distance shown. This is for both horizontal curves and hills or valleys. The distance shown are minimums and larger distances are preferred.

RETURN PERMIT & \$25.00 Permit Fee TO:

***SAWYER COUNTY HIGHWAY DEPARTMENT
14688 W COUNTY ROAD B
HAYWARD, WI 54843***

COUNTY HIGHWAY DRIVEWAY POLICY

The Sawyer County Highway Department requires a permit for the placement of a driveway, field entrance or temporary access to any property adjoining a County Trunk Highway.

Location

When locating a driveway, several considerations must be made as follows:

1. Driveways should not be placed in a blind spot or area where there is limited vision. There should be 250 to 500 feet of vision (depending on posted speed limit) from the highway and driveways should not be located near hills or curves, if possible
2. Drainage must be maintained and ordinarily a culvert is required. The Department will inform you what size culvert will be required. Drainage restrictions are not allowed. Maintenance of the culvert is the property owner's responsibility. Used culverts are not recommended.
3. The Department will not permit "multiple driveways" on the same parcel of property unless there is a compelling reason. Owners should limit access to one point whenever possible.

Siting Procedure

The following steps should be taken when applying for a driveway permit:

1. Inspect the proposed site and choose the best location with respect to sight distance and drainage.
2. Mark the location for the proposed driveway using lathe and flagging or flagging tied to a tree or fence line.
3. Complete a driveway permit application (attached).

Processing

Upon receipt of your permit request, the Department will inspect the site and determine if a permit can be granted. If there are no problems found at the site, you will receive a permit authorizing you to construct your driveway. If the site does not meet standards, you will be contacted about any problems. Allow 3 to 4 weeks for inspection and response. There is a 25.00 fee for a driveway permit.

Installation and Maintenance

The cost of furnishing and installing a culvert along with all costs associated with construction of the driveway are solely the owners. Driveways must be constructed in a workmanship like manner. Driveways that do not meet standards will have to be repaired at the owner's cost. If they are not promptly repaired the County Highway Department will remove the driveway and bill the owner.

Other Streets, Roads and Highways

Town Road Driveways – Contact the Town Chairman or Town Clerk in your Town for requirements and necessary permits.

City and Village Streets – Contact the City or Village Hall for information on the appropriate party to contact.

State Highways – Contact the Wisconsin Department of Transportation, Superior Office at (715) 392 -7925 and you will be directed to the party who administers permits for the State Highway System

SAWYER COUNTY HIGHWAY DEPARTMENT
 APPLICATIONS/PERMIT to CONSTRUCT, OPERATE
 and MAINTAIN UTILITIES WITHIN HIGHWAY
 RIGHT-OF-WAY

Applicant/Company: _____
 Address: _____

 Office Phone: _____
 Local Phone & Pager: _____
 Plans Prepared By: _____
 Preparer's Phone: _____

LOCATION INFORMATION	
Highway(s) _____	
Town/Village/City of: _____	
_____ 1/4 of the _____ 1/4 Sec _____ T _____ N R _____	
ADDITIONAL INFORMATION	
Annual Service Connection Permit <input type="checkbox"/> Yes <input type="checkbox"/> No	
Utility Work Order # _____	
Fee Required Permit <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____	

DESCRIPTION OF PROPOSED WORK (Check and fill out all that apply)

UTILITY TYPE: Electric Gas/petroleum Communications Water Sanitary Sewer Private Line
 Transmission Distribution Service *Facility Size/Capacity:* _____
(Diameter, 0 fibers, psi, Kv, etc.)

ORIENTATION Overhead Underground Parallel to Hwy centerline Hwy Crossing Tunnel Bridge Attachment

WORK TYPE: New Construction Improve/repair existing Maintenance Removal Abandon in place

CONSTRUCTION METHOD(S): Plow Trench Bore Suspend on poles/tower Open cut hwy Cased

Tree cutting/removal Chemical treatment of trees/brush *Erosion Control Designation:* Major Minor

Provide additional narrative if needed: _____

**NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE
 RESPONSIBLE FOR CONSTRUCTION:** _____

Estimate Starting Date: _____ Estimate Completion/Restoration Date: _____

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodations Policy of the above-named county in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

By: _____ Title _____ Date _____
(Signature of Applicant/Company Authorized Representative)

(Printed Name of Person Signing Above or Electronic Signature Code) (Authorized Applicant/Company Representative Telephone Number)

DO NOT WRITE BELOW THIS LINE

<p>PERMIT APPROVAL BY PERMITTING AUTHORITY The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated in the Utility Accommodation Policy of the above-named county including the Indemnification as included in 96.03 of the WCMA Utility Accommodation Policy in effect on the date of this application.</p> <p>Supplemental Provisions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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<p>By: _____ (Authorized Representative for County)</p> <p>_____</p> <p>Title _____ Date _____</p>

<p>Fee Received \$ _____</p> <p>Check Number: _____</p> <p>Date Issued: _____</p> <p>Hwy Project #: _____</p> <p>Permit Number: _____</p>

PERMIT

Permit Application & Review Fee *	\$ 50.00
Fee per Inspection **	\$100.00
Open Cuts Across Paved Roadways***	\$350.00

* Permit not required for trimming & brushing operations

** Fee per inspection – there shall be no charge for final site inspection. If, however, the right-of-way has not been properly restored at the time of inspection and additional inspections are required, a \$100.00 fee shall be charged for each subsequent inspection until the right-of-way has been successfully restored.

*** Open cuts will require a restoration agreement between the utility and the Highway Department in addition to the permit fee.

Fees shall be reviewed by the Sawyer County Public Works Committee on an annual basis and shall be subject to revision January 1st of each year.