



Sawyer County

Agenda

**Public Works Committee Meeting
Wednesday, August 12, 2020 @ 6:30 PM
Assembly Room Virtual Meeting**

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. 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 number for listening only at [1-312-626-6799](tel:1-312-626-6799) with the Webinar ID: 979 8289 8675. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial *9 and wait to be recognized.

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. MINUTES FROM PREVIOUS MEETING

3

- a. [Public Works 7-8-2020](#)

6. SAWYER COUNTY AIRPORT REPORT

4 - 5

- a. Hayward Aviation (contracted Airport management) report
[Airport Report August 2020](#)
- b. Terminal Building Remodeling - Discussion and Possible Action

7. HIGHWAY COMMISSIONER'S REPORT

6 - 7

- a. [August 2020 Highway Commissioner Report](#)

8 - 10

- b. Fund Balance

[2020 Fund Balance June](#)

11

- c. Overtime Report
[SC Highway Overtime Report](#)

8. MAINTENANCE DEPARTMENT REPORT

12

- a. Project report
[Maintenance Report August 2020](#)
- b. Second Courtroom - Discussion and Possible Action

9. 2021 BUDGET DISCUSSION

10. FUTURE AGENDA ITEMS

11. OTHER MATTERS FOR DISCUSSION ONLY

12. CLOSED SESSION

CLOSED SESSION pursuant to Wisconsin Statute 19.85 (e) for the purpose of deliberating or negotiating an exchange of public property and other public business relating to the Sawyer County Courtroom Public Works project and the need for closed session discussions.

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
July 8; 6:30 p.m.; Assembly Room, Sawyer County Courthouse

Members present: Ron Kinsley, Marc Helwig, Susie Taylor. Helen Dennis by phone; Dale Olson
via zoom

Others present: Tim Hagberg, Carol Williamson, Tom Hoff, Derek Leslie, Gary Gedart, Tweed
Shuman, Dale Schleeter, Mike Coleson

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

Motion by Helwig, 2nd by Dennis, to approve the minutes of the June 10, 2020 meeting. Motion
carried

Airport Manager Derek Leslie provided the Committee an airport management report including
available state entitlements. Leslie is planning an airport terminal remodeling project. The
remodel will provide 24 hour access and handicap accessibility. This will be on the August
agenda for county approval.

The Committee reviewed the resolution for the Airport Apron and Taxi Lane Improvement
Project. State and Federal funds cover 95% of the cost with Sawyer County picking up 5%. The
County's share is estimated at \$51,000. \$34,000 has already been designated. Motion by
Helwig, 2nd by Taylor, to approve the resolution and forward to Finance.

Highway Commissioner Gary Gedart provided a written report, fund balance report, and
overtime report. County Road H is pulverized and will be paved next week.

Gedart provided asphalt bids to the Committee. Motion by Helwig, 2nd by Taylor, to accept
Monarchs Type MT bid of \$49.40 a ton loaded to be used for local road improvement projects
on County Road B and H. Motion carried

Maintenance Supervisor Tim Hagberg provided a written report.

The Committee discussed the 5th Street option for the second courtroom. Consensus of the
committee is to wait for the City of Hayward to decide on California Extension and vacating 5th
Street.

Ojibwa Ambulance Station open house will be Saturday, July 18, 2020

Adjourned 7:20

Minutes prepared by Sawyer County Clerk Carol Williamson

Sawyer County Airport Management Report
August 2020

(Provided by Airport Manager Derek Leslie)

-Airport operations have resulted in a fair amount of the typical seasonal summer traffic.

-The spring 2021 Project is well underway. Consultant Becher Hoppe has completed 90% design and a design review meeting will be held at the terminal building in later August.

-Beacon Light replacement has been discussed at length with Becher Hoppe and WI BOA and at this time the most efficient location for the new beacon light is in the existing location. Airport development in this area is highly unlikely and further costs would be incurred by trying to relocate it to a different location. Members of the public have not been notified of these discussions other than what has been provided in these reports and in meeting minuets. We have received complaints before, but it was long ago.

-The Ramp/Taxiway/beacon light project should not close the airport for any amount of time, however 23 hanger owners are going to have limited to no access for operating in and out of their hangers. The plan is to try and accommodate as best possibly especially on weekends but hanger owners whom wish to operate frequently will need to relocate their aircrafts.

-Terminal Building remodeling by Hayward Aviation is still being discussed but quotes for upgrading current infrastructure have come in significantly higher than anticipated for the FBO. Any improvements that require permits and building code changes are on hold.

-Late 2020 or early 2021 the County should consider a petition to start the process for runway reconstruction.

FAA/ State Entitlements Available

2017's: \$129,000

2018's: \$150,000

2019's: \$150,000

2020's: \$150,000

(%5 State and %5 Local Contributions)

\$579,000 Entitlements Available

+\$28,950 State of Wisconsin Match

+\$28,950 Sawyer County Match

\$636,900 Total Available for Eligible Airport Projects

Upcoming Projects:

2021 Ramp/Taxi-lane Project: Cost estimation is approximately \$1,000,000 (Apportionment or Discretionary funding will be awarded to make up the difference between available entitlements and total project costs. *5 percent County match will be required for these funds as well*)

2024 Runway Rehabilitation: Cost estimation is \$3,000,000. Similar to what we have to date in entitlements, all available will be used and Apportionment/Discretionary funding will be awarded. *5 percent total project cost will be on the County.*

August, 2020 Highway Commissioner's Report

Mowing continues on both state and county trunk highways. With staff shortages, mowers have been parked at times, so mowing is behind schedule.

Culvert installations were completed on both County Road B and County Road E, in preparation for paving of these roadways.

The paving and shouldering was completed on a 2.4 mile section of County Road H. Paving will resume on August 17, 2020 with the paving of County Road B and County Road E.

A small project on County Road KK, near YMCA Road, will include a gravel lift of the existing roadway with asphalt resurfacing. This section of highway continually floods and this project should correct the problem.

There are currently no employees out on worker's compensation.

The vacancy in the parts/buildings and grounds has been filled with the hiring of Brent Zimmerman. Brent's first day of employment was August 4, 2020. A vacancy still remains for the position of Driver/Operator.

Right-of-way acquisition has begun for the County Road E bridge project. There are four record owners that we need to acquire permanent limited easements from.

The crew continues to work under the COVID-19 guidelines established by the Sawyer County Public Health Officer. (On 7/31/2020, Red masking guidelines were put in place.)

The Summer Highway Conference, also known as Road School, was held August 10-12, 2020 at Chula Vista Resort in Wisconsin Dells.

Prepared 8/5/2020

**SAWYER COUNTY HIGHWAY DEPARTMENT
FUNDS BALANCE**

<u>COMPONENTS</u>	<u>June 2020</u>		<u>June 2019</u>	
	<u>Debits</u>	<u>Credits</u>	<u>Debits</u>	<u>Credits</u>
	<u>Expenses</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Revenue</u>
TREASURERS CASH	\$ 1,591,427.45		\$ 2,296,211.85	
PETTY CASH	\$ 50.00		\$ 50.00	
ACCOUNTS RECEIVABLE	\$ 21,841.38		\$ 48,655.53	
ACCOUNTS RECEIVABLE OTHER	\$ 1,580.92		\$ 20.48	
DUE FROM STATE	\$ 183,649.84		\$ 383,055.88	
ACCOUNTS PAYABLE	\$ (183,491.24)		\$ (104,982.90)	
TRANSFER FROM GENERAL FUND	\$ -		\$ -	
	<u>\$ 1,615,058.35</u>		<u>\$ 2,623,010.84</u>	
<u>FUNDS</u>				
ADMINISTRATION	\$ 29,399.94		\$ 56,266.74	
MATERIALS AND SUPPLIES	\$ (360,535.90)		\$ (347,718.87)	
MACHINERY	\$ 217,613.33		\$ 580,652.33	
CTH GENERAL MAINTENANCE	\$ (349,788.16)	\$ -	\$ (186,154.92)	\$ (0.00)
CTH WINTER MAINTENANCE	\$ (675,757.56)		\$ (615,163.29)	
CTH ROAD CONSTRUCTION	\$ 2,491,014.14		\$ 2,605,193.48	
CTH BRIDGES	\$ 247,180.31		\$ 245,115.88	
COUNTY AID FOR BRIDGES	\$ 125,560.66		\$ 230,822.49	
WORK FOR OTHERS	\$ (7,551.34)		\$ (10,129.49)	
WORK FOR STATE	\$ (49,454.30)		\$ 80,367.30	
INCIDENTAL LABOR	\$ (52,622.77)		\$ (16,240.80)	
	<u>\$ 1,615,058.35</u>		<u>\$ 2,623,010.84</u>	
<u>ADMINISTRATION</u>				
BALANCE 1/1/2020	\$ 1,124.74	\$ -	\$ -	\$ 8,652.81
PROPERTY TAX	\$ -	\$ 137,800.00	\$ -	\$ 129,570.00
STATE REVENUE (RECORDS/REPORTS)		\$ 24,806.21		\$ 32,822.15
BUILDINGS/GROUNDS (10%)	\$ 4,216.26		\$ 6,177.81	
ADMINISTRATION	<u>\$ 131,419.58</u>	<u>\$ 3,554.30</u>	<u>\$ 115,188.44</u>	<u>\$ 6,588.03</u>
	\$ 136,760.58	\$ 166,160.51	\$ 121,366.25	\$ 177,632.99
BALANCE 6/30/2020		<u>\$ 29,399.94</u>		<u>\$ 56,266.74</u>
<u>MATERIALS AND SUPPLIES</u>				
BALANCE 1/1/2020	\$ 395,777.88	\$ -	\$ 383,401.27	\$ -
MATERIAL AND SUPPLIES INV 1/1/2020	\$ -	\$ 370,706.50	\$ -	\$ 358,329.89
MATERIALS AND SUPPLIES - CURRENT	<u>\$ 335,464.52</u>		<u>\$ 322,647.49</u>	
	\$ 731,242.40	\$ 370,706.50	\$ 706,048.76	\$ 358,329.89
BALANCE 6/30/2020		<u>\$ (360,535.90)</u>		<u>\$ (347,718.87)</u>

	<u>June 2020</u>		<u>June 2019</u>	
	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>
MACHINERY				
BALANCE 1/1/2020	\$ -	\$ 323,278.24	\$ -	\$ 330,386.56
PROPERTY TAX	\$ -	\$ -	\$ -	\$ -
FIELD SMALL TOOLS	\$ 9,619.15	\$ 2,966.78		\$ 4,958.31
SHOP OPERATIONS	\$ 47,789.00		\$ 43,468.93	
OPERATION OF EQUIPMENT		\$ 210,123.04		\$ 285,961.50
WINTER READINESS REIMBURSEMENT		\$ 20,136.00		\$ -
SALE OF EQUIPMENT		\$ -		\$ -
FUEL HANDLING		\$ 1,946.34		\$ 2,747.99
FUEL TAX REFUND		\$ 3,598.61		\$ -
INSURANCE RECOVERIES		\$ -		\$ 45.00
MISCELLANEOUS REVENUE		\$ -		\$ 21.90
PURCHASE OF EQUIPMENT	\$ 287,027.53		\$ -	
	<u>\$ 344,435.68</u>	<u>\$ 562,049.01</u>	<u>\$ 43,468.93</u>	<u>\$ 624,121.26</u>
BALANCE 6/30/2020		<u>\$ 217,613.33</u>		<u>\$ 580,652.33</u>
CTH GENERAL MAINTENANCE				
BALANCE 1/1/2020	\$ 278,604.15	\$ -	\$ 28,485.67	\$ -
PROPERTY TAX	\$ -	\$ 75,042.00	\$ -	\$ 13,868.00
TRANSPORTATION AIDS		\$ 212,364.46		\$ 184,664.74
STATE REVENUE-OTHER		\$ 45,154.43		\$ 48,773.83
EQUIPMENT STORAGE REIMBURSEMENT		\$ 39,116.66		\$ 31,350.41
PATROL SUPERVISION	\$ 57,746.65		\$ 50,342.28	
RADIO EXPENSE	\$ 6,543.05		\$ 525.50	
GPL INSURANCE	\$ -		\$ 25.00	
SALT REIMBURSEMENT		\$ 1,426.13		\$ 918.24
LRIP REIMBURSEMENT		\$ -		\$ -
BUILDINGS/GROUNDS (90%)	\$ 37,946.30		\$ 55,600.33	
CTH GENERAL MAINTENANCE	\$ 344,351.19		\$ 330,751.37	
FLOOD DAMAGE AID		\$ -		\$ -
MISCELLANEOUS REVENUE		\$ 2,299.50		\$ -
	<u>\$ 725,191.34</u>	<u>\$ 375,403.18</u>	<u>\$ 465,730.15</u>	<u>\$ 279,575.22</u>
BALANCE 6/30/2020		<u>\$ (349,788.16)</u>		<u>\$ (186,154.92)</u>
CTH WINTER MAINTENANCE				
BALANCE 1/1/2020	\$ 897,875.82	\$ -	\$ 671,436.06	\$ -
PROPERTY TAX	\$ -	\$ 615,000.00	\$ -	\$ 595,000.00
CTH WINTER MAINTENANCE	\$ 392,881.74		\$ 538,727.23	
	<u>\$ 1,290,757.56</u>	<u>\$ 615,000.00</u>	<u>\$ 1,210,163.29</u>	<u>\$ 595,000.00</u>
BALANCE 6/30/2020		<u>\$ (675,757.56)</u>		<u>\$ (615,163.29)</u>
CTH ROAD CONSTRUCTION				
BALANCE 1/1/2020	\$ -	\$ 1,312,471.07	\$ -	\$ 1,221,565.36
PROPERTY TAX	\$ -	\$ 1,209,612.00	\$ -	\$ 1,471,910.00
CHIP REIMBURSEMENT				
LFA		\$ 16,639.72		\$ -
FUTURE PROJECTS	\$ -		\$ -	
CTH ROAD CONSTRUCTION	\$ 47,708.65		\$ 88,281.88	
	<u>\$ 47,708.65</u>	<u>\$ 2,538,722.79</u>	<u>\$ 88,281.88</u>	<u>\$ 2,693,475.36</u>
BALANCE 6/30/2020		<u>\$ 2,491,014.14</u>		<u>\$ 2,605,193.48</u>

	<u>June 2020</u>		<u>June 2019</u>	
	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>
CTH BRIDGES				
BALANCE 1/1/2020	\$ -	\$ 241,145.52	\$ -	\$ 245,157.22
PROPERTY TAX	\$ -	\$ 14,000.00	\$ -	\$ -
CTH BRIDGE INSPECTIONS	\$ 7,965.21		\$ 41.34	
BRIDGE MAINTENANCE				
	<u>\$ 7,965.21</u>	<u>\$ 255,145.52</u>	<u>\$ 41.34</u>	<u>\$ 245,157.22</u>
BALANCE 6/30/2020		<u>\$ 247,180.31</u>		<u>\$ 245,115.88</u>

COUNTY AID ON BRIDGES				
BALANCE 1/1/2020	\$ -	\$ 80,936.05	0	\$ 166,978.52
BRIDGE AID REVENUE	\$ -	\$ 53,725.00	\$ -	\$ 74,500.00
COUNTY BRIDGE AID				
DEFERRED REVENUE - TOWNSHIPS				
BRIDGE AID EXPENSE	\$ 9,100.39		\$ 10,656.03	
	<u>\$ 9,100.39</u>	<u>\$ 134,661.05</u>	<u>\$ 10,656.03</u>	<u>\$ 241,478.52</u>
BALANCE 6/30/2020		<u>\$ 125,560.66</u>		<u>\$ 230,822.49</u>

WORK FOR OTHERS				
BALANCE 1/1/2020	\$ 11,990.68	\$ -	\$ 9,324.02	\$ -
REVENUE FROM OTHERS		\$ 160,297.59		\$ 250,825.45
WORK FOR OTHERS	\$ 155,858.25		\$ 251,630.92	
	<u>\$ 167,848.93</u>	<u>\$ 160,297.59</u>	<u>\$ 260,954.94</u>	<u>\$ 250,825.45</u>
BALANCE 6/30/2020		<u>\$ (7,551.34)</u>		<u>\$ (10,129.49)</u>

WORK FOR STATE				
BALANCE 1/1/2020	\$ -	\$ 2,097.67	\$ -	\$ 2,097.67
REVENUE FROM STATE		\$ 487,998.37		\$ 679,115.46
STATE PBM EXPENSES	\$ 59,527.37	\$ -	\$ -	\$ -
STATE MAINTENANCE	\$ 480,022.97		\$ 600,845.83	
	<u>\$ 539,550.34</u>	<u>\$ 490,096.04</u>	<u>\$ 600,845.83</u>	<u>\$ 681,213.13</u>
BALANCE 6/30/2020		<u>\$ (49,454.30)</u>		<u>\$ 80,367.30</u>

INCIDENTAL LABOR				
BALANCE 1/1/2020				
EXPENSES	\$ 463,099.23		\$ 468,986.07	
REVENUES		\$ 410,476.46		\$ 452,745.27
	<u>\$ 463,099.23</u>	<u>\$ 410,476.46</u>	<u>\$ 468,986.07</u>	<u>\$ 452,745.27</u>
BALANCE 6/30/2020		<u>\$ (52,622.77)</u>		<u>\$ (16,240.80)</u>

GENERAL PROPERTY TAXES	\$2,105,179.00	\$2,284,848.00
------------------------	----------------	----------------

Sawyer County Highway Department Overtime Report

8/5/2020

Month	COUNTY HOURS					STATE HOURS				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
January	87.25	25.75	82.50	123.75	84.75	252.50	129.00	234.50	285.50	245.50
February	64.50	258.00	121.50	45.25	127.75	58.50	543.50	250.00	118.00	229.00
March	43.25	134.00	87.50	38.75	64.50	88.50	154.75	103.50	106.50	92.50
April	34.00	68.25	193.25	8.00	94.00	60.50	70.75	192.50	30.50	102.00
May	-6.00	28.00	23.50	45.00	35.00	24.50	1.00	7.25	0.00	20.50
June	12.75	6.00	109.50	416.00	79.00	27.75	2.00	33.50	27.50	179.50
July	155.25	264.75	342.50	190.25	7.50	16.00	15.50	32.50	133.25	221.50
August	0.00	85.25	64.50	197.75	27.25	0.00	0.50	46.00	3.00	4.75
September	0.00	14.50	276.50	51.50	217.00	0.00	4.00	9.50	4.00	10.50
October	0.00	22.25	36.75	63.75	151.75	0.00	54.50	6.00	40.25	4.00
November	0.00	240.75	224.50	176.25	99.75	0.00	193.75	206.50	169.75	164.00
December	0.00	388.25	220.00	238.25	487.75	0.00	312.75	195.00	199.50	456.00
TOTALS	391.00	1,535.75	1,782.50	1,594.50	1,476.00	528.25	1,482.00	1,316.75	1,117.75	1,729.75

Month	COUNTY WAGES					STATE WAGES				
	2020	2019	2018	2017	2016	2020	2019	2018	2017	2016
January	2,955.59	819.77	2,739.98	4,075.03	2,737.12	8,232.03	4,183.26	7,557.13	9,244.31	7,777.10
February	2,193.37	8,316.90	3,974.79	1,454.37	4,104.74	1,888.70	17,734.95	8,070.18	3,841.90	7,261.73
March	1,451.06	4,311.36	2,818.56	1,326.44	2,089.36	2,935.84	5,007.84	3,305.42	3,463.95	2,901.11
April	1,173.02	2,154.70	6,143.47	270.50	2,994.93	2,026.73	2,309.81	6,288.45	1,000.14	3,258.20
May	-171.51	918.13	775.83	1,471.80	1,150.05	751.22	32.57	231.02	0.00	661.13
June	410.78	198.96	3,548.04	11,771.25	2,687.59	877.19	65.13	1,082.23	903.60	5,403.83
July	4,774.96	8,037.74	10,273.98	5,473.15	250.60	531.86	514.33	963.78	3,567.89	6,819.29
August	0.00	2,557.77	1,959.79	5,643.01	903.00	0.00	8.25	1,471.37	105.44	152.20
September	0.00	490.92	8,598.81	1,698.96	6,917.81	0.00	132.98	320.61	128.34	341.77
October	0.00	685.51	1,208.96	2,110.60	4,829.19	0.00	1,802.21	195.24	1,302.79	128.19
November	0.00	8,066.69	7,189.69	5,820.65	3,183.34	0.00	6,395.35	6,779.25	5,432.53	5,300.44
December	0.00	12,824.10	7,069.89	7,594.96	15,617.37	0.00	10,272.11	6,357.07	6,438.27	14,771.62
TOTALS	12,787.27	49,382.55	56,301.79	48,710.72	47,465.10	17,243.57	48,458.79	42,621.75	35,429.16	54,776.61

Maintenance Report August 2020

Along with routine maintenance, the following maintenance projects were started or completed in July:

I. Courthouse:

- Glass transaction windows for Land Records and Zoning have been installed.
- Finished removing wallpaper and skim coating walls in ADRC area hallways. After curing, the walls were primed and painted.
- Installed plexiglass shields in courthouse conference rooms.
- Started renovating courthouse lobby.
- Glass transaction windows have been ordered for County Clerk, Treasurer and Register of Deeds offices.
- At least one touchless faucet has been installed in every courthouse restroom.
- For better security, hard board panels have been attached to the mesh wall panels surrounding the State of Wisconsin server in the basement of the courthouse.

II. Oasis:

- Installed more bracing and repaired broken drywall in resident restroom.

III. Ambulance:

- Finished installing mini split air conditioners in the sleeping rooms in Ojibwa.

V. Airport:

- Collaborated with Highway to broom FOD off of the ramp.