



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, January 9, 2019 @ 6:30 PM
Assembly Room

Page

-
- 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 12-12-18](#)
 - 6. HIGHWAY COMMISSIONER'S REPORT**
 - a. [January 2019 Highway Commissioner Report](#)
 - b. Fund Balance
[Funds Balance](#)
 - c. Overtime Report
[Overtime Report](#)
 - 7. MAINTENANCE DEPARTMENT REPORT**
 - a. Project report
[Maintenance Report January 2019](#)
 - b. Southern Ambulance Station
 - 8. SAWYER COUNTY AIRPORT REPORT**
 - a. L & L Aviation (contracted Airport management) report
[Sawyer County Airport Management Report Jan 2019](#)
 - b. Report of Entitlements: Received, spent, and remaining

9. FUTURE AGENDA ITEMS

- a. Sawyer County Airport management contract

10. OTHER MATTERS FOR DISCUSSION ONLY

11. CLOSED SESSION

- a. Closed Session, pursuant to Section 19.85(1) (e) to negotiate terms of the Sawyer County Airport Management Contract

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
December 12, 2018; 6:30 p.m.; Assembly Room, Sawyer County Courthouse

Members present: Ron Kinsley, Ron Buckholtz, Helen Dennis, Marc Helwig

Others present: Tim Hagberg, Carol Williamson, Derek Leslie, Tom Hoff, Gary Gedart, Don Mrotek, Cliff Korn, Elaine Nyberg, Chris Ruckdaschel

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

Motion by Buckholtz, 2nd by Helwig, to approve the minutes of the November 7, 2018. Motion Carried

Highway Commissioner Gary Gedart provided a written report, Fund Balance Report, and overtime report. The weight limit restrictions were lifted off the Chief River Bridge on County Rd B.

Gedart presented Letter of Understanding and an ATV/UTV Resolution regarding trails on County Highways. Motion by Dennis, 2nd by Helwig to approve and forward to the County Board. Motion carried

Gedart presented an ATV/UTV trail request for Highway K extending from Bass Lake Town Hall to Grindstone Boat Landing Road. Bass Lake approved. Motion by Buckholtz, 2nd by Dennis to approve the request. Motion carried

Airport Manager Derek Leslie provided a written report to the Committee. Leslie will provide a list of unused entitlements with his report.

Maintenance Supervisor Tim Hagberg provided a written report. Met with Focus on Energy regarding solar options. Converting lighting to LED.

The estimated cost of bringing in Cooper Engineering as a project manager for the Southern Ambulance Station is \$20,000. Bruce Paulsen and Pat Sanchez are working on a grant with a 50% match. Submittal date is March/April with a notification date of July. Current building plan is not commercial. Adding offices would require commercial plans. Committee requests Paulsen and Sanchez to inform Committee on grant details at January meeting.

Airport Contract renewal date is November 1, 2019. Closed Session item for January meeting.

Adjourned 7:35

Minutes prepared by Sawyer County Clerk Carol Williamson

January 9, 2019 Highway Commissioner's Report

Crews have been out quite often performing snow and ice control activities.

There is one crew that is continuing to brush on STH 77 west of Clam Lake. There is also a posi-trac brusher that has been working on STH 70 and STH 27/70. Another brush crew has been working on STH 27/70.

There are currently no employees out on work comp injuries and no employees working with restrictions.

Any work on upcoming bridge replacements has been put on hold on the advice of the Wisconsin County Highway Association's Executive Director. This includes any selection of design consultants for the two bridges scheduled for replacement in Sawyer County. This decision is based on the Department of Transportation coming under new leadership and possible changes to the bridge replacement program.

ATV route renewals will come before the Public Works Committee in February 2019. If any committee members have comments/concerns/feedback on any of the existing ATV routes, please contact the Highway Commissioner prior to the meeting.

**SAWYER COUNTY HIGHWAY DEPARTMENT
NOVEMBER FUNDS BALANCE**

| <u>COMPONENTS</u> | <u>November 2018</u> | | <u>November 2017</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 | \$ 950,876.87 | | \$ 1,640,903.85 | |
| PETTY CASH | \$ 50.00 | | \$ 50.00 | |
| ACCOUNTS RECEIVABLE | \$ 45,610.13 | | \$ 21,511.34 | |
| ACCOUNTS RECEIVABLE OTHER | \$ 1,289.23 | | \$ (432.84) | |
| DUE FROM STATE | \$ 238,250.36 | | \$ 227,455.75 | |
| ACCOUNTS PAYABLE | \$ (120,236.93) | | \$ (322,517.37) | |
| EQUIPMENT STORAGE - AUDIT ADJ | | | \$ (68,750.31) | |
| TRANSFER FROM GENERAL FUND | \$ - | | \$ - | |
| | <u>\$ 1,115,839.66</u> | | <u>\$ 1,498,220.42</u> | |
| <u>FUNDS</u> | | | | |
| ADMINISTRATION | \$ (43,915.81) | | \$ (29,878.95) | |
| MATERIALS AND SUPPLIES | \$ (380,790.80) | | \$ (363,225.03) | |
| MACHINERY | \$ 303,426.38 | | \$ 435,800.23 | |
| CTH GENERAL MAINTENANCE | \$ 49,702.76 | \$ - | \$ (67,514.97) | \$ (0.00) |
| CTH WINTER MAINTENANCE | \$ (500,226.17) | | \$ (368,672.57) | |
| CTH ROAD CONSTRUCTION | \$ 1,183,836.84 | | \$ 1,336,667.62 | |
| CTH BRIDGES | \$ 245,157.27 | | \$ 267,400.52 | |
| COUNTY AID FOR BRIDGES | \$ 188,276.53 | | \$ 301,722.83 | |
| WORK FOR OTHERS | \$ (8,550.95) | | \$ (5,456.87) | |
| WORK FOR STATE | \$ 74,722.49 | | \$ 97,492.32 | |
| INCIDENTAL LABOR | \$ 4,201.12 | | \$ (106,114.71) | |
| | <u>\$ 1,115,839.66</u> | | <u>\$ 1,498,220.42</u> | |
| <u>ADMINISTRATION</u> | | | | |
| BALANCE 1/1/2018 | \$ - | \$ 19,628.92 | \$ - | \$ 19,040.63 |
| PROPERTY TAX | | \$ 131,640.00 | | \$ 129,902.00 |
| STATE REVENUE (RECORDS/REPORTS) | | \$ 53,229.88 | | \$ 42,119.98 |
| BUILDINGS/GROUNDS (10%) | \$ 10,293.47 | | \$ 8,273.53 | |
| ADMINISTRATION | \$ 244,427.08 | \$ 6,305.94 | \$ 217,574.40 | \$ 4,906.37 |
| | <u>\$ 254,720.55</u> | <u>\$ 210,804.74</u> | <u>\$ 225,847.93</u> | <u>\$ 195,968.98</u> |
| BALANCE 11/30/2018 | | <u>\$ (43,915.81)</u> | | <u>\$ (29,878.95)</u> |
| <u>MATERIALS AND SUPPLIES</u> | | | | |
| BALANCE 1/1/2018 | \$ 324,109.07 | | \$ 361,946.63 | |
| MATERIAL AND SUPPLIES INV 1/1/2018 | | \$ 299,037.69 | | \$ 336,875.25 |
| MATERIALS AND SUPPLIES - CURRENT | \$ 355,719.42 | | \$ 338,153.65 | |
| | <u>\$ 679,828.49</u> | <u>\$ 299,037.69</u> | <u>\$ 700,100.28</u> | <u>\$ 336,875.25</u> |
| BALANCE 11/30/2018 | | <u>\$ (380,790.80)</u> | | <u>\$ (363,225.03)</u> |

| | <u>November 2018</u> | | <u>November 2017</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 1/1/2018 | | \$ 443,747.86 | | \$ 568,170.01 |
| PROPERTY TAX | | \$ - | | \$ - |
| FIELD SMALL TOOLS | \$ 5,753.40 | \$ 4,347.62 | | \$ 3,378.34 |
| SMALL TOOLS FEE | | \$ - | | \$ - |
| SHOP OPERATIONS | \$ 69,683.43 | | \$ 64,365.48 | |
| OPERATION OF EQUIPMENT | | \$ 457,931.08 | | \$ 511,436.16 |
| SALE OF EQUIPMENT | | \$ 2,000.00 | | \$ 3,600.00 |
| FUEL HANDLING | | \$ 4,451.00 | | \$ 1,037.85 |
| FUEL TAX REFUND | | \$ 3,935.12 | | \$ 2,820.25 |
| INSURANCE RECOVERIES | | \$ - | | \$ - |
| SALE OF SALVAGE | | \$ 5,476.96 | | \$ 1,667.66 |
| PURCHASE OF EQUIPMENT | \$ 543,026.43 | | \$ 591,944.56 | |
| | <u>\$ 618,463.26</u> | <u>\$ 921,889.64</u> | <u>\$ 656,310.04</u> | <u>\$ 1,092,110.27</u> |
| BALANCE 11/30/2018 | | <u>\$ 303,426.38</u> | | <u>\$ 435,800.23</u> |

| | | | | |
|--------------------------------|------------------------|------------------------|------------------------|------------------------|
| CTH GENERAL MAINTENANCE | | | | |
| BALANCE 1/1/2018 | \$ 143,274.09 | | | \$ 523,792.14 |
| PROPERTY TAX | | \$ 80,488.00 | | \$ 87,488.00 |
| FLOOD DAMAGE AID | | \$ 95,314.12 | | \$ 13,405.14 |
| TRANSPORTATION AIDS | | \$ 820,732.21 | | \$ 729,232.98 |
| STATE REVENUE-OTHER | | \$ 69,683.77 | | \$ 60,646.10 |
| PATROL SUPERVISION | \$ 90,197.36 | | \$ 78,351.24 | |
| RADIO EXPENSE | \$ 4,065.88 | | \$ 1,837.48 | |
| GPL INSURANCE | \$ 60,000.00 | | \$ 55,691.00 | |
| SALT REIMBURSEMENT | | \$ 5,292.33 | | \$ 763.99 |
| LRIP REIMBURSEMENT | | \$ 102,064.63 | | \$ - |
| BUILDINGS/GROUNDS (90%) | \$ 92,641.20 | | \$ 74,461.78 | |
| STATE EQUIPMENT STORAGE | | \$ 36,087.58 | | \$ 32,662.73 |
| CTH GENERAL MAINTENANCE | \$ 771,805.48 | | \$ 1,319,450.51 | |
| MISCELLANEOUS REVENUE | | \$ 2,024.13 | | \$ 14,285.96 |
| | <u>\$ 1,161,984.01</u> | <u>\$ 1,211,686.77</u> | <u>\$ 1,529,792.01</u> | <u>\$ 1,462,277.04</u> |
| BALANCE 11/30/2018 | | <u>\$ 49,702.76</u> | | <u>\$ (67,514.97)</u> |

| | | | | |
|-------------------------------|------------------------|------------------------|----------------------|------------------------|
| CTH WINTER MAINTENANCE | | | | |
| BALANCE 1/1/2018 | \$ 525,633.59 | | \$ 428,324.04 | |
| PROPERTY TAX | | \$ 575,000.00 | | \$ 575,000.00 |
| CTH WINTER MAINTENANCE | \$ 549,592.58 | | \$ 515,348.53 | |
| | <u>\$ 1,075,226.17</u> | <u>\$ 575,000.00</u> | <u>\$ 943,672.57</u> | <u>\$ 575,000.00</u> |
| BALANCE 11/30/2018 | | <u>\$ (500,226.17)</u> | | <u>\$ (368,672.57)</u> |

| | | | | |
|------------------------------|------------------------|------------------------|------------------------|------------------------|
| CTH ROAD CONSTRUCTION | | | | |
| BALANCE 1/1/2018 | \$ - | \$ 1,423,137.38 | \$ - | \$ 818,212.75 |
| PROPERTY TAX | | \$ 1,475,000.00 | | \$ 1,677,800.00 |
| CHIP REIMBURSEMENT | | \$ - | | \$ - |
| LFA | | \$ - | | \$ - |
| FUTURE PROJECTS | \$ - | | \$ 28,646.81 | |
| CTH ROAD CONSTRUCTION | \$ 1,714,300.54 | | \$ 1,130,698.32 | |
| | <u>\$ 1,714,300.54</u> | <u>\$ 2,898,137.38</u> | <u>\$ 1,159,345.13</u> | <u>\$ 2,496,012.75</u> |
| BALANCE 11/30/2018 | | <u>\$ 1,183,836.84</u> | | <u>\$ 1,336,667.62</u> |

| | November 2018 | | November 2017 | |
|-------------------------------------|---------------------|----------------------|----------------------|----------------------|
| | Debits Expenses | Credits Revenue | Debits Expenses | Credits Revenue |
| CTH BRIDGES | | | | |
| BALANCE 1/1/2018 | \$ - | \$ 272,950.53 | \$ - | \$ 408,155.70 |
| PROPERTY TAX | | \$ - | | \$ - |
| CTH BRIDGE INSPECTIONS | \$ 27,793.26 | | \$ 149,844.50 | |
| BIKE TRAIL (2018)/BIKE TRAIL (2016) | | \$ - | | \$ 9,089.32 |
| | <u>\$ 27,793.26</u> | <u>\$ 272,950.53</u> | <u>\$ 149,844.50</u> | <u>\$ 417,245.02</u> |
| BALANCE 11/30/2018 | | <u>\$ 245,157.27</u> | | <u>\$ 267,400.52</u> |

| | | | | |
|------------------------------|----------------------|----------------------|---------------------|----------------------|
| COUNTY AID ON BRIDGES | | | | |
| BALANCE 1/1/2018 | | \$ 296,462.75 | | \$ 303,742.28 |
| BRIDGE AID REVENUE | | \$ 61,658.00 | | \$ 10,902.00 |
| COUNTY BRIDGE AID | | \$ - | | \$ - |
| DEFERRED REVENUE - TOWNSHIPS | | | | |
| BRIDGE AID EXPENSE | \$ 169,844.22 | | \$ 12,921.45 | |
| | <u>\$ 169,844.22</u> | <u>\$ 358,120.75</u> | <u>\$ 12,921.45</u> | <u>\$ 314,644.28</u> |
| BALANCE 11/30/2018 | | <u>\$ 188,276.53</u> | | <u>\$ 301,722.83</u> |

| | | | | |
|------------------------|----------------------|----------------------|----------------------|----------------------|
| WORK FOR OTHERS | | | | |
| BALANCE 1/1/2018 | \$ 6,779.64 | | \$ 3,923.79 | |
| REVENUE FROM OTHERS | | \$ 359,384.80 | | \$ 296,590.08 |
| WORK FOR OTHERS | \$ 361,156.11 | | \$ 298,123.16 | |
| | <u>\$ 367,935.75</u> | <u>\$ 359,384.80</u> | <u>\$ 302,046.95</u> | <u>\$ 296,590.08</u> |
| BALANCE 11/30/2018 | | <u>\$ (8,550.95)</u> | | <u>\$ (5,456.87)</u> |

| | | | | |
|-----------------------|------------------------|------------------------|------------------------|------------------------|
| WORK FOR STATE | | | | |
| BALANCE 1/1/2018 | | \$ 2,097.67 | \$ - | \$ 1,965.34 |
| REVENUE FROM STATE | | \$ 1,049,095.95 | | \$ 858,971.29 |
| STATE PBM EXPENSES | \$ 32,457.05 | \$ 73,615.99 | \$ 189,715.63 | \$ 271,646.03 |
| STATE MAINTENANCE | \$ 1,017,630.07 | | \$ 845,374.71 | |
| | <u>\$ 1,050,087.12</u> | <u>\$ 1,124,809.61</u> | <u>\$ 1,035,090.34</u> | <u>\$ 1,132,582.66</u> |
| BALANCE 11/30/2018 | | <u>\$ 74,722.49</u> | | <u>\$ 97,492.32</u> |

| | | | | |
|-------------------------|----------------------|----------------------|----------------------|------------------------|
| INCIDENTAL LABOR | | | | |
| BALANCE 1/1/2018 | | \$ - | | \$ - |
| EXPENSES | \$ 857,468.64 | | \$ 850,054.27 | |
| REVENUES | | \$ 861,669.76 | | \$ 743,939.56 |
| | <u>\$ 857,468.64</u> | <u>\$ 861,669.76</u> | <u>\$ 850,054.27</u> | <u>\$ 743,939.56</u> |
| BALANCE 11/30/2018 | | <u>\$ 4,201.12</u> | | <u>\$ (106,114.71)</u> |

| | | |
|------------------------|-----------------|-----------------|
| GENERAL PROPERTY TAXES | \$ 2,323,786.00 | \$ 2,481,092.00 |
|------------------------|-----------------|-----------------|

Sawyer County Highway Department
County and State Overtime Report

| 2017 Hours | | | |
|--------------------|-----------------|-----------------|-----------------|
| Month | County | State | Total |
| January | 123.75 | 285.50 | 409.25 |
| February | 45.25 | 118.00 | 163.25 |
| March | 38.75 | 106.50 | 145.25 |
| April | 8.00 | 30.50 | 38.50 |
| May | 45.00 | 0.00 | 45.00 |
| June | 416.00 | 27.50 | 443.50 |
| July | 190.25 | 133.25 | 323.50 |
| August | 197.75 | 3.00 | 200.75 |
| September | 51.50 | 4.00 | 55.50 |
| October | 63.75 | 40.25 | 104.00 |
| November | 176.25 | 169.75 | 346.00 |
| December | 238.25 | 199.50 | 437.75 |
| Grand Total | 1,594.50 | 1,117.75 | 2,712.25 |

| 2018 Hours | | | |
|--------------------|-----------------|-----------------|-----------------|
| Month | County | State | Total |
| January | 82.50 | 234.50 | 317.00 |
| February | 121.50 | 250.00 | 371.50 |
| March | 87.50 | 103.50 | 191.00 |
| April | 193.25 | 192.50 | 385.75 |
| May | 23.50 | 7.25 | 30.75 |
| June | 109.50 | 33.50 | 143.00 |
| July | 342.50 | 32.50 | 375.00 |
| August | 64.50 | 46.00 | 110.50 |
| September | 276.50 | 9.50 | 286.00 |
| October | 36.75 | 6.00 | 42.75 |
| November | 224.50 | 206.50 | 431.00 |
| December | 220.00 | 195.00 | 415.00 |
| Grand Total | 1,782.50 | 1,316.75 | 3,099.25 |

| 2017 Wages | | | |
|--------------------|--------------------|--------------------|--------------------|
| Month | County | State | Total |
| January | 4,075.03 | 9,244.31 | 13,319.34 |
| February | 1,454.37 | 3,841.90 | 5,296.27 |
| March | 1,326.44 | 3,463.95 | 4,790.39 |
| April | 270.50 | 1,000.14 | 1,270.64 |
| May | 1,471.80 | 0.00 | 1,471.80 |
| June | 11,771.25 | 903.60 | 12,674.85 |
| July | 5,473.15 | 3,567.89 | 9,041.04 |
| August | 5,643.01 | 105.44 | 5,748.45 |
| September | 1,698.96 | 128.34 | 1,827.30 |
| October | 2,110.60 | 1,302.79 | 3,413.39 |
| November | 5,820.65 | 5,432.53 | 11,253.18 |
| December | 7,594.96 | 6,438.27 | 14,033.23 |
| Grand Total | \$48,710.72 | \$35,429.16 | \$84,139.88 |

| 2018 Wages | | | |
|--------------------|--------------------|--------------------|--------------------|
| Month | County | State | Total |
| January | 2,739.98 | 7,557.13 | 10,297.11 |
| February | 3,974.79 | 8,070.18 | 12,044.97 |
| March | 2,818.56 | 3,305.42 | 6,123.98 |
| April | 6,143.47 | 6,288.45 | 12,431.92 |
| May | 775.83 | 231.02 | 1,006.85 |
| June | 3,548.04 | 1,082.23 | 4,630.27 |
| July | 10,273.98 | 963.78 | 11,237.76 |
| August | 1,959.79 | 1,471.37 | 3,431.16 |
| September | 8,598.81 | 320.61 | 8,919.42 |
| October | 1,208.96 | 195.24 | 1,404.20 |
| November | 7,189.69 | 6,779.25 | 13,968.94 |
| December | 7,069.89 | 6,357.07 | 13,426.96 |
| Grand Total | \$56,301.79 | \$42,621.75 | \$98,923.54 |

OT thru December 2018 \$48,710.72 \$35,429.16 \$84,139.88

OT thru December 2018 \$56,301.79 \$42,621.75 \$98,923.54

Maintenance Report January 2019

Along with routine maintenance and snow removal, the following maintenance projects were started or completed in December:

I. Courthouse:

- Completed the renovations in Administrator Tom Hoff's office.
- Started converting courthouse interior light fixtures to LEDs.
- Renovated the small courtroom to create another workstation with enough room to accommodate the Digital Audio Recorder (DAR) system.

II. Forestry:

- Replaced heater motor in the Hatchery Creek Pavilion.

III. Highway:

- We have been working to resolve electrical issues that were created when moisture inside of a conduit froze and damaged the circuit wiring.

IV. EMS:

- Met with a representative from Cooper Engineering to finalize the Ojibwa Ambulance Garage site plan.

Sawyer County Airport Management Report

January 9th 2019

Traffic has slowed yet we had numerous flights in over the holidays including what seemed like an unusual amount of medical flights.

Snow removal operations have been going smoothly and the broom and box plow have both been put into use.

Upcoming projects are starting to gain traction and we are looking at a very busy summer worth of improvements. Engineers from both Becher Hoppe and the Wisconsin Bureau of Aeronautics will be in attendance at our meeting to give updates and answer any questions pertaining to these projects. (Becher Hoppe-Karl Kemper and B.O.A-Matt G.)

- 2016- ALL entitlements have been used. (*Crack Seal Project, Ramp Restoration Engineering, SRE Broom and Box plow, mowing equipment, Boundary survey*)
- 2017-129k of 150k entitlements are yet available
- 2018- 150k of 150k of entitlements are yet available
- 2019- 150k will be available starting around August of 2019