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Agenda
Public Works Committee meeting
February 8, 2017; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of January 11, 2017 meeting
03. Audience recognition
04. Maintenance Department report, including:
 - a. Project report
 - Ambulance Fleet
05. Highway Commissioner's report, including:
 - a. Renewal of all existing ATV Routes on County Highways
06. Sawyer County Airport report, including:
 - a. L & L Aviation (contracted Airport management) report
 - b. Resolution Petitioning the Secretary of Transportation for Airport improvement
07. Other matters for discussion only

CW
Carol Williamson
Sawyer County Clerk

Emailed to: Sawyer County Record, Sawyer County Gazette, WRLS, WHSM, AND WOJB, Hayward Library, and Village of Winter for posting on Thursday, February 2, 2017, 12:00 p.m. by Carol Williamson

Draft

Minutes of the meeting of the Public Works Committee

Sawyer County Board of Supervisors

January 11, 2017; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

Members present: Ron Kinsley, Ron Buckholtz, Kathy McCoy, Tweed Shuman, Marc Helwig

Others present: Tom Hoff, Tim Hagberg, Patty Leslie, Derek Leslie, Gary Gedart, Carol Williamson, Susan Duffy, Clifff Korn

Motion by Buckholtz, 2nd by Shuman, to approve the minutes of the December 7, 2016 meeting.
Motion Carried

Highway Commissioner Gary Gedart provided a written report to the Committee. Gedart presented an Ordinance establishing a speed zone on County Road KK. Motion by Shuman, 2nd by Buckholtz, to approve the ordinance and recommend County Board approval. Motion carried

Airport Manger Patty Leslie reported the airport closed for over 5 days due to the recent icy conditions on the runway. Brushing for next year will be put out for bids in the fall of 2017. Terminal remodeling will allow 24-hour access. The Sawyer County Maintenance Department will do the remodeling for an estimated cost of \$5,000 to \$6,000. A noise analysis will be part of the reopening of the environmental assessment and will be funded by the state.

Maintenance Supervisor Tim Hagberg provided a written report. A request to move the Judge's bench has delayed the remodeling in the Court Room. A state plan is required and a ramp may be needed. The Audio/Visual system installation is scheduled for March/April. The Committee discussed the safety analysis and prioritizing recommended safety changes.

Minutes prepared by Sawyer County Clerk Carol Williamson

Maintenance Report
February 2017

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

I. Courthouse:

- Built and installed two work stations for the Health and Human Services Department.
- Moved the Accounting Manager into a new office. We also built and installed a new work station in the new office.
- Moved Oakwood Haven from their current office into the office that was vacated by the Accounting Manager.
- Completed a four inch raceway for courthouse data lines connecting the mechanical room in the large courtroom wing with the IT Department server room.

II. Sheriff's Department:

- Worked with Andry Rasmussen and Sons, Inc. to install a second hot water circulating pump in parallel with the existing pump.

III. Emergency Government:

- In January I met with a second fencing company on site at Pipestone in an attempt to obtain a second bid for security fencing for the guy wire anchors and the building.

IV. Airport:

- Assisted a local contractor with spreading sodium acetate deicer on the airport ramp.

V. Ambulance:

- Evaluated eight responses that were submitted in response to our RFP for purchasing a 2017 Type I ambulance.

Proposed Court System Security/Renovations Update

I. New audiovisual system:

- The new audiovisual system has currently been scheduled to be installed in April.
 - The Maintenance Department will be involved in removing the existing flooring so that conduit raceways can be cut into the concrete flooring. After the conduits for electrical and data lines have been installed, a local contractor will perform any necessary masonry work to prep the floor for new carpeting. After any new concrete has been allowed to cure, a local flooring contractor will install new carpeting.
 - Both the mason and the flooring contractor have assured us that they will be available in April when needed to complete their portion of the install.
 - Potential changes to the Judge's bench area have been proposed, and none of these changes will impact the installation of the new audiovisual system.
 - Estimated cost for masonry work: \$1,850.00.
 - Estimated cost for removal of current flooring and installation of new carpet \$2,900.00.

II. Proposed changes to the location of the bar:

- It has been determined that the bar could potentially be moved approximately thirty (30) inches into the gallery. This would eliminate some of the congestion in the well area and potentially provide easier access to seating for county board supervisors during their monthly meetings.
 - If no other alterations were going to be attempted in the large courtroom, the bar could be moved without a state plan submittal and review. However, if alterations to the current bench are pursued, the entire project will be subject to a plan review.
 - Estimated cost of relocating and reconstructing bar: \$900.00.

III. Proposed changes to the Judge's bench:

- Judge Yackel has requested that the bench be changed to improve visibility, safety, and courtroom aesthetics.
 - Any changes to the footprint of the current bench would require a plan review, and making the new bench ADA compliant.
 - The current bench is approximately eighteen (18) inches above the floor. In order to be code compliant, the new desk would require eighteen (18) feet of ramp to access the bench. An ADA compliant ramp could be constructed in the room that is currently being used as the Judge's office.
 - Utilizing Judge Yackel's current office for ramp construction would require creating him a new office space. It has been requested that a new office for him be constructed by combining the court wing

storage vault and the current Court Reporter office. This would require removing the concrete vault wall and ceiling.

- A new office for the Court Reporter would be constructed in what is now the paper storage room located behind the large courtroom.
 - Estimated cost for constructing ADA compliant ramp: \$1,300.00
 - Estimated architecture and plan review fees: \$10,000.00
 - Estimated cost for removing vault wall and ceiling: \$4,000.00

IV. Proposed replacement of glass entrance door on Fifth Street.

- It has been requested that the glass Fifth Street entrance door be replaced with a more secure commercial grade steel door. The new door would have a small safety glass window for visibility.
 - Estimated cost of new door: \$1,500.00

V. Proposed Fifth Street Security Gate:

- It has been requested that a security gate be installed across the Fifth Street courtyard. The gate would be a fourteen (14) foot cantilever opening gate with an automatic opener. The purpose of the gate would potentially provide additional security for court staff, along with security and privacy for Sheriff's Department staff transporting inmates for court appearances.
 - Estimated cost for the gate, automatic opener, and remotes: \$10,349.00.

VI. Proposed installation of card readers on large courtroom doors.

- It has been requested that SecuraKey card readers be installed on the bench access door, and the well access doors. The card readers would replace the remote control openers currently installed on two of the doors.
 - Estimated cost for the SecuraKey system: \$3,000.00

VII. Notes:

- Some of the costs associated with these proposed projects have yet to be determined. The actual cost of renovations to the bench can't be ascertained until it is determined if the bench will be constructed and installed by Sawyer County employees or an outside contractor.
- Estimates for changing the aesthetics in the large courtroom can't be determined until proposed changes have been solidified.

Sawyer County Airport Management Report Feb. 2016

- Runway and taxiways ice free and in great shape.
- Fencing project finishing up. Had a little delay due to warm weather but it is going very well.
- We received Mr. Shuman's mowing bill: \$5347.00
- A pin busted on our plow and had to be welded.
- The trout stream restoration project is scheduled to start on June 5th. The consultants have been hired and the plan approved by the DNR. This is no cost to the county. All state dollars will be used to pay for this.

Bid to Mow Airport 2016

5/5/16

\$ 5,219.00

You have a Copy of My Insurance,
be Same a last yr.

I have 2 Toro Coml 72" Deck
DIESEL ENGINES.

My Bid Per Hr to Mow with
1 Machine is \$37.00 37.00

The Quote I give you is Per
Season.

I will Mow any area you want
& How many times you want it
Mowed.

Thank you for having used
My Service the past 20 years.

Tom Shuman
1110 N Company Lake Rd
Hayward, WI 54843

75-634-4386

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**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

**County Board of Supervisors
Sawyer County, Wisconsin**

10 WHEREAS, Sawyer County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of
11 the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip,
12 improve, maintain, and operate an airport, and
13

14 WHEREAS, the sponsor desires to develop or improve the Sawyer County Airport, Sawyer County, Wisconsin,
15

"PETITION FOR AIRPORT PROJECT"

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17
18 WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and
19

20 WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2)
21 as amended, and a transcript of the hearing is transmitted with this petition, and
22

23 THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form
24 is hereby approved:
25

26 The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in
27 accordance with the applicable state and federal laws, respectfully represents and states:
28

- 29 1. That the airport, which it is desired to develop, should generally conform to the requirements for a General
30 Aviation type airport as defined by the Federal Aviation Administration.
31
- 32 2. The character, extent, and kind of improvements desired under the project are as follows: Purchase Snow
33 Removal Equipment Attachments; Purchase Mowing and Sanding Equipment; Crack Seal, Flex Patch,
34 Seal Coat and/or Microsurface Airfield Pavements; Reconstruct/Rehabilitate Apron and Taxiways;
35 Construct New Hangar Taxiway; Develop New Hangar Area; Update Airport Layout Plan; implement
36 noise abatement measures; clear and maintain runway approaches as stated in Wis. Admin. Code Trans
37 §55; and any necessary related work.
38
- 39 3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to
40 meet the existing and future needs of the airport.
41

42 WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively
43 as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport
44 development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of
45 Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and
46 unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available
47 any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above;
48 the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary
49 by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all
50 reasonable federal and state expenditures related to the project shall be paid by the sponsor; and
51

52 WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive,
53 receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and
54 is authorized by law to designate the Secretary as its agent for other purposes.
55

56 **"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"**

57
58 THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested
59 to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its
60 agent to make all arrangements for the development and final acceptance of the completed project whether by contract,
61 agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other
62 monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport;
63 and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to
64 supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to
65 execute any assurances or other documents required or requested by any agency of the federal government and to comply
66 with all federal and state laws, rules, and regulations relating to airport development projects.
67

68 FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire
69 certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.
70

71 **"AIRPORT OWNER ASSURANCES"**

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73 AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with
74 certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a
75 federal grant agreement.
76

77 AND BE IT FURTHER RESOLVED THAT THE ADMINISTRATOR and COUNTY BOARD CHAIR be authorized
78 to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.
79

80 RESOLUTION INTRODUCED BY:

81
82
83 _____
84 Ron Kinsley

85 _____
86 Kathy McCoy

87 _____
88 Tweed Shuman

89 _____
90 Ron Buckholtz

91 _____
92 Marc Helwig

93 **CERTIFICATION**

94
95
96 I, Carol J. Williamson, Clerk of Sawyer County, Wisconsin, do hereby certify that the foregoing is a correct copy of
97 a resolution introduced at a Public Works Committee meeting of the Sawyer County Board of Supervisors on March 8, 2017,
98 adopted by a majority vote, and recorded in the minutes of said meeting.
99

100
101 _____
102 Carol J. Williamson, Sawyer County Clerk
103

**AGENCY AGREEMENT AND
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation
Bureau of Aeronautics
Madison, Wisconsin**

WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Sawyer County Airport project to:

Purchase Snow Removal Equipment Attachments; Purchase Mowing and Sanding Equipment; Crack Seal, Flex Patch, Seal Coat and/or Microsurface Airfield Pavements; Reconstruct/Rehabilitate Apron and Taxiways; Construct New Hangar Taxiway; Develop New Hangar Area; Update Airport Layout Plan; implement noise abatement measures; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55;; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on March 8, 2017, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Sawyer County, Wisconsin

Tom Hoff

Ron Kinsley

County Administrator

County Board Chair

Date

Date