

Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
10610 Main Street, Suite 10; Hayward, Wisconsin 54843
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March 9, 2015

Agenda
Public Works Committee meeting
March 11, 2015; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of February 11, 2015 meeting
03. Audience recognition
04. Emergency Management Department Director – request to use Assembly Room of Courthouse during hours the Courthouse is not open for ham radio classes
05. Maintenance Department report, including project report
06. Highway Department report, including:
 - discuss/approve renewal of all existing ATV Routes
 - 2015 beaver control contract
 - Highway Commissioner's report
07. Sawyer County Airport report, including:
 - Maintenance Department Supervisors report on snow removal equipment for Airport
 - L & L Aviation (Airport management) report
 - Airport improvement project
08. Employee travel out of the County
09. Monthly department expense vouchers
10. Other matters for discussion only

KM

Kris Mayberry
Sawyer County Clerk



minutes of the meeting of the Public Works Committee
Sawyer County Board of Supervisors
February 11, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

members present: Tweed Shuman (Vice-Chair), Dale Schleeter, Kathy McCoy

also present: Cliff Korn (Airport hangar owners association), Tom Shuman (Airport mowing contractor), Sue Johnson (Sawyer County Gazette), County Board member Warren Johnson, Patty and Derek Leslie (L & L Aviation – fixed based operator and contracted Airport management); Maintenance Department Supervisor Tim Hagberg; Highway Commissioner Gary Gedart; Accounting Manager Melissa Roach, County Clerk Kris Mayberry

Motion by McCoy, 2nd by Schleeter, to approve the meeting agenda as presented. Motion carried.

Motion by McCoy, 2nd by Schleeter, to approve the January 7, 2015 Public Works Committee meeting minutes. Motion carried.

The Committee discussed that Maintenance Department Supervisor Tim Hagberg is developing a renovation plan for the Veterans Service Department building, with a total estimated cost of \$6,500 which can be paid for from the unspent County Veterans Service Office grant fund.

The Committee discussed the Coroner's request for office and storage space in the Courthouse. Maintenance Department Supervisor Tim Hagberg advised the Committee that he will develop plans to provide that space by shortening the employee break room in the lower level of the Courthouse with an estimated cost of \$800 to be paid from the Maintenance Department budget. Motion by Schleeter, 2nd by McCoy, to approve the proposed Coroner's office. Motion carried.

Maintenance Department Supervisor Tim Hagberg advised the Committee that arrangements are being made to provide office space for State Department of Criminal Investigation employees in the Sawyer County Law Enforcement Center.

Maintenance Department Supervisor Tim Hagberg presented and reviewed with the Committee a written monthly department report (copy in meeting file) including a report on projects completed, in progress, and planned by the Maintenance Department. Motion by Schleeter, 2nd by McCoy, to approve the report. Motion carried.

The Committee discussed property owner Jody Johnson's claim that the Sawyer County Highway Department's assertion that the right of way for County Highway W adjacent to his property extends 40 feet from the centerline of the highway is in error. Mr. Johnson indicated that he does not wish to have the Highway Department clear the trees 40 feet from the centerline at his property. Another adjacent property owner, Gene Schleusner, also expressed his concern. The Committee reviewed copies of Highway Department right of way maps showing the right of way extending 40 feet from the centerline and copies of a County tax parcel map and a certified survey map which showed the right of way extending 33 feet from the centerline. Sawyer County Surveyor and Land Records Department Director Dan Pleoger indicated that there were no recorded deeds showing the right of way and that the Highway Department right of way maps provide the best evidence of the right of way dimensions.

Highway Commissioner Gary Gedart presented and reviewed with the Committee bid information for the purchase of a ½ ton pick-up truck and a loader for the Highway Department. Highway Department Shop Foreman Jay Sands recommends awarding the bid for the pick-up truck to Hayward Chrysler (\$21,075 bid) and awarding the bid for the loader to Fabco Equipment (\$67,311). Motion by Schleeter, 2nd by McCoy, to approve the recommendation for the pick-up truck. Motion carried. Motion by McCoy, 2nd by Schleeter, to approve the recommendation for the loader. Motion carried.

✓
CoBd

The Committee reviewed a proposal for a three-year phase-in for amending the maximum amount of accrued vacation hours for Highway Department employees to match the amount provided for all other County employees. Motion by McCoy, 2nd by Schleeter, to recommend County Board approval of the proposal. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a written department report and expressed his concern with the wage and position classification study developed for the County by Carlson Dettmann Consulting. Commissioner Gedart asserted that most of the JDQs prepared by Highway Department employees for use by Carlson Dettmann were not used to develop the study, and requested that these be reviewed and considered. Motion by Schleeter, 2nd by McCoy, to approve the Highway Department report. Motion carried.

Patty and Derek Leslie, of L & L Aviation (fixed based operator and contracted Airport management at the Sawyer County Airport), presented and reviewed with the Committee a written monthly report, including projects, operations, and conditions at the Sawyer County Airport (copy in meeting file), including completion of Airport brush-cutting for 2015 by 2 contractors.

✓
sign documents
The Committee discussed that Accounting Manager Melissa Roach reported at the January Public Works Committee meeting that Wings Financial Credit Union assumed ownership and control of a hangar at the Airport formerly owned by Dean Bailey through a mortgage foreclosure and that they paid the County all past hangar area rent for the hangar. Steve Bodenschatz presented a proposed (Quit Claim) Assignment of Lease and Bill of Sale and for the hangar area lease to transfer to Dave McCorquodale and asked the Committee to approve the lease transfer. Motion by McCoy, 2nd by Schleeter, to approve the transfer. Motion carried.

✓
March Comm agenda
The Committee discussed the Wisconsin Department of Transportation Bureau of Aeronautics (BOA) recommendation that the County acquire a tractor with a plow and snowblower to remove the snow a greater distance from the runway at the Sawyer County Airport to comply with safety requirements. Funds for the purchase would mostly be provided from an airport improvement project grant. Maintenance Department Supervisor Tim Hagberg indicated concern for the type of tractor and equipment that was being proposed and indicated that he is willing to work with Highway Commissioner Gary Gedart to research the best option for snow removal equipment at the Airport. Motion by McCoy, 2nd by Schleeter, to authorize Maintenance Department Supervisor Tim Hagberg and Highway Commissioner Gary Gedart to work with the BOA to determine which equipment to purchase for snow removal at the Airport. Motion carried.

✓
Co Bd
The Committee reviewed information provided by Marsh & McLennan Agency Client Representative Michelle Leonard for 2 options for Sawyer County's Airport liability insurance coverage for the period March 15, 2015 to March 15, 2016 or 2018. One option was for renewal of the coverage through Phoenix Aviation for a one year period at a cost of \$2,355. The other option was to purchase similar coverage through ACE USA for a 3 year period with an annual cost of \$1,911. Motion by McCoy, 2nd by Schleeter, to recommend County Board approval of the ACE USA option. Motion carried.

✓
Memo to LtL reminder
The Committee discussed and determined to increase the fuel flowage fee paid to Sawyer County by two cents a gallon for the jet fuel dispensed at the Sawyer County Airport, effective March 1, 2015.

Motion by McCoy, 2nd by Schleeter, to approve travel for Maintenance Department Supervisor Tim Hagberg for a trip to Ashland to check out the equipment used at the Ashland Airport for snow removal, and to approve travel by a Maintenance Department employee to Duluth for training. Motion carried.

The Committee reviewed the monthly expense vouchers for the Highway Department, the Maintenance Department, and the Airport. Motion by Schleeter, 2nd by McCoy, to approve the vouchers. Motion carried.

Motion by McCoy, 2nd by Schleeter, to adjourn the meeting. Motion carried.

minutes prepared by Sawyer County Clerk Kris Mayberry

Kris Mayberry

From: Tim Hagberg
Sent: Friday, February 27, 2015 6:39 AM
To: Kris Mayberry
Subject: FW: Assembly Room use

Kris,

This is an email I received recently from Pat Sanchez asking to use the courthouse for a ham radio class. I told her that I would ask the Public Works Committee because some of the class times occur during hour when the courthouse is normally closed, so someone would have to be responsible for making sure the building is secure.

Thanks,

Tim

From: Patricia Sanchez
Sent: Tuesday, February 24, 2015 12:26 PM
To: Tim Hagberg
Subject: Assembly Room use

Hi Tim, We are looking at holding a Ham Radio Class in April. Can we use the Assembly Room:

April 17: 4 to 10
April 18: 8 to 8
April 19: 8 to 4

Thank you! -pat

Patricia Sanchez
Sawyer County Emergency Manager

715-634-2004

Fax: 715-638-3258



Maintenance Report
March 2015

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

I. Courthouse:

- Finished installing drop ceiling and new light fixtures in Register of Deeds/Treasurer's office.
- Installed new carpeting in Land Records/Surveyor Director's office.
- Assisted UW Extension with office moves.

II. Sheriff's Department:

- Completed construction of new office for DCI officers.
- Started installing occupancy sensors in restrooms and low traffic, non-secure hallways and storage areas.

III. Airport:

- Traveled to Ashland and Eagle River to meet with fixed based operations managers to gain a better understanding of the equipment required for airport snow removal.



Budget Performance Report

Date Range 01/01/15 - 02/28/15

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - General Fund									
REVENUE									
Department 31 - Building Maintenance									
48309	Sale of misc property	150.00	.00	150.00	28.20	.00	143.20	6.80	95
Department 31 - Building Maintenance Totals		\$150.00	\$0.00	\$150.00	\$28.20	\$0.00	\$143.20	\$6.80	95%
REVENUE TOTALS		\$150.00	\$0.00	\$150.00	\$28.20	\$0.00	\$143.20	\$6.80	95%
EXPENSE									
Department 31 - Building Maintenance									
State Account 51600 - Maint./Custodial Expenses									
50111	Regular Salaries	193,180.00	.00	193,180.00	14,930.36	.00	27,530.59	165,649.41	14
50112	Salaries Overtime	2,500.00	.00	2,500.00	.00	.00	6.76	2,493.24	0
50124	Temporary Help	3,000.00	.00	3,000.00	560.00	.00	1,040.00	1,960.00	35
50144	Term Life Ins./Employer's Share	137.00	.00	137.00	6.50	.00	13.01	123.99	9
50147	Workers Comp	7,191.00	.00	7,191.00	.00	.00	.00	7,191.00	0
50151	FICA-Employer's Share	14,901.00	.00	14,901.00	1,114.20	.00	2,089.11	12,811.89	14
50152	Retirement-Employer's Share	12,704.00	.00	12,704.00	1,015.26	.00	1,872.55	10,831.45	15
50154	Hospital and Health Insurance	57,993.00	.00	57,993.00	9,400.84	.00	17,000.84	40,992.16	29
50155	Flex Administration Fees	220.00	.00	220.00	17.80	.00	35.60	184.40	16
50217 Water/Sewer-Vets & Maintenance.									
50217-322	Water/Sewer-Vets & Maintenance.	1,000.00	.00	1,000.00	31.89	.00	31.89	968.11	3
50217 - Water/Sewer-Vets & Maintenance. Totals		\$1,000.00	\$0.00	\$1,000.00	\$31.89	\$0.00	\$31.89	\$968.11	3%
50218 Garbage									
50218-323	Garbage	2,200.00	.00	2,200.00	384.11	.00	384.11	1,815.89	17
50218 - Garbage Totals		\$2,200.00	\$0.00	\$2,200.00	\$384.11	\$0.00	\$384.11	\$1,815.89	17%
50221	Water and Sewer	6,000.00	.00	6,000.00	175.89	.00	175.89	5,824.11	3
50222	Electric	45,500.00	.00	45,500.00	3,452.78	.00	3,452.78	42,047.22	8
50223 Electric-Vets & Maint.									
50223-324	Electric-Vets & Maint.	4,300.00	.00	4,300.00	360.19	.00	360.19	3,939.81	8
50223 - Electric-Vets & Maint. Totals		\$4,300.00	\$0.00	\$4,300.00	\$360.19	\$0.00	\$360.19	\$3,939.81	8%
50224	Heating Fuels	18,400.00	.00	18,400.00	986.05	.00	1,065.53	17,334.47	6
50225	Telephone	2,400.00	.00	2,400.00	100.75	.00	100.75	2,299.25	4
50242	Repair & Maint.	98,600.00	.00	98,600.00	1,276.98	.00	(2,494.85)	101,094.85	-3
50245	Ground Improvements	800.00	.00	800.00	.00	.00	.00	800.00	0
50247	Repairs-Buildings	20,000.00	.00	20,000.00	1,106.66	.00	1,106.66	18,893.34	6
50311	Postage	150.00	.00	150.00	.00	.00	.00	150.00	0
50312	Office Supplies	600.00	.00	600.00	18.02	.00	18.02	581.98	3
50313	Printing	300.00	.00	300.00	.00	.00	.00	300.00	0
50314	Small Items of Equipment	1,275.00	.00	1,275.00	.00	.00	.00	1,275.00	0
50325	Registration Fees	1,100.00	.00	1,100.00	.00	.00	.00	1,100.00	0
50339	Travel	340.00	.00	340.00	.00	.00	.00	340.00	0
50340	Operating Supplies	4,650.00	.00	4,650.00	.00	.00	.00	4,650.00	0



Budget Performance Report

Date Range 01/01/15 - 02/28/15
 Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 31 - Building Maintenance									
State Account 51600 - Maint./Custodial Expenses									
50344	Supplies	16,150.00	.00	16,150.00	187.50	.00	187.50	15,962.50	1
50351	Fuel-Vets Bldg.								
50351-325	Fuel-Vets Bldg.	2,300.00	.00	2,300.00	266.64	.00	266.64	2,033.36	12
	50351 - Fuel-Vets Bldg. Totals	\$2,300.00	\$0.00	\$2,300.00	\$266.64	\$0.00	\$266.64	\$2,033.36	12%
50815	Capital Outlay-Equipment	1,500.00	.00	1,500.00	.00	.00	.00	1,500.00	0
	State Account 51600 - Maint./Custodial Expenses Totals	\$519,391.00	\$0.00	\$519,391.00	\$35,392.42	\$0.00	\$54,243.57	\$465,147.43	10%
	Department 31 - Building Maintenance Totals	\$519,391.00	\$0.00	\$519,391.00	\$35,392.42	\$0.00	\$54,243.57	\$465,147.43	10%
	EXPENSE TOTALS	\$519,391.00	\$0.00	\$519,391.00	\$35,392.42	\$0.00	\$54,243.57	\$465,147.43	10%
Fund 100 - General Fund Totals									
	REVENUE TOTALS	150.00	.00	150.00	28.20	.00	143.20	6.80	95
	EXPENSE TOTALS	519,391.00	.00	519,391.00	35,392.42	.00	54,243.57	465,147.43	10
	Fund 100 - General Fund Totals	(\$519,241.00)	\$0.00	(\$519,241.00)	(\$35,364.22)	\$0.00	(\$54,100.37)	(\$465,140.63)	
Fund 220 - Maintenance of County Vehicles									
REVENUE									
Department 00 - General									
43542	Maintenance Dept. Revenues	.00	.00	.00	.00	.00	325.00	(325.00)	+++
	Department 00 - General Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	(\$325.00)	+++
	REVENUE TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	(\$325.00)	+++
EXPENSE									
Department 00 - General									
State Account 52230 - Service Garage									
50224	Heating Fuels	.00	.00	.00	922.95	.00	1,004.83	(1,004.83)	+++
50241	Repairs/Maintenance-Vehicles	.00	.00	.00	9.00	.00	(276.02)	276.02	+++
	State Account 52230 - Service Garage Totals	\$0.00	\$0.00	\$0.00	\$931.95	\$0.00	\$728.81	(\$728.81)	+++
	Department 00 - General Totals	\$0.00	\$0.00	\$0.00	\$931.95	\$0.00	\$728.81	(\$728.81)	+++
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$931.95	\$0.00	\$728.81	(\$728.81)	+++
Fund 220 - Maintenance of County Vehicles Totals									
	REVENUE TOTALS	.00	.00	.00	.00	.00	325.00	(325.00)	+++
	EXPENSE TOTALS	.00	.00	.00	931.95	.00	728.81	(728.81)	+++
	Fund 220 - Maintenance of County Vehicles Totals	\$0.00	\$0.00	\$0.00	(\$931.95)	\$0.00	(\$403.81)	\$403.81	
Grand Totals									
	REVENUE TOTALS	150.00	.00	150.00	28.20	.00	468.20	(318.20)	312
	EXPENSE TOTALS	519,391.00	.00	519,391.00	36,324.37	.00	54,972.38	464,418.62	11
	Grand Totals	(\$519,241.00)	\$0.00	(\$519,241.00)	(\$36,296.17)	\$0.00	(\$54,504.18)	(\$464,736.82)	

March 2015 Airport Management Report

The month of February was slow at the airport. Typical for this time of year, yet we still seen some traffic from snowmobilers and skiers. Jack Links has continued their normal operations, which includes on average several flights each week. Snow removal costs were down again vastly this month from 2014 and overall we are shaping up very well in regards to our budget. The ILS improvement project has been steadily going with the favorable conditions. The electricians were able to get concrete trucks all the way into the swamp where our tricky obstruction lights were erected. Sawyer County played a key role in getting this done as our brushing from last month really helped the electricians to get into the wetlands. It was quite a sight to see cement trucks on ice roads in the wetlands. Also over the last month dump trucks have been hauling in rock for our access roads on the north side of the airport. Next week on March 12th, there will be a final walk though for the whole MALSAR system. The MALSAR lighting system has passed flight check. The FAA, BOA, airport management, and contractors will be completing the walk through and that part of the project will be done. The FAA will be taking over the system at that point. Once the FAA accepts the road and lighting system, the system will come into use. That's a big step in getting our new system up and running.

We are working with Tim Hagberg and Matt Malicki on what the best snow removal equipment to purchase for the airport is. Matt will be at our meeting and we should have a recommendation for the committee at this point. This equipment will be used to help with snow removal but not replace our current subcontractor. It has been determined that the New Holland tractor we were previously pursuing will not be adequate for our needs. Tim should have more to add to this subject.

Looking forward we will soon be talking about this summer's fencing project. Matt Malicki should have an update for us on where we are in the process of getting the project out for bid and when we may start to see action at the airport. Also, Matt will be able to give us a better understanding on where we stand with getting our ILS glideslope online. Several factors may have lead up to the system not getting passed during the first and second flight check. We are hoping that the brush in the glide slope critical area was the main factor and that come spring the system will pass inspections. A possibility still remains that we may have to fill in some sensitive areas within the GS critical area, which will undoubtedly set our project back considerably. Currently, we are hoping for the best and we cannot do anything until our next flight check.

Current ATV routes on/along County Trunk Highways

County Road H (Blueberry Avenue to Blueberry Fire Lane)

County Road H (Beaverbrook Road to STH 27/70)

County Road M (over the Flambeau River bridge)

County Road BB (Washburn County line to STH 70)

County Road W (West Lane to south side of N. Fork Flambeau River bridge)

County Road G (Dam Road to Polish Road)

County Road C (STH 27/70 to Chafer Road)

County Road F (Sissabagama Road to Right-of-Way Road)

County Road G (Dorscheid Road to Dam Road)

County Road W (Crawford Street to Lake Winter Road)

County Road OO (USH 63 to Old "OO" Road)

County Road G (Polish Road to STH 27/70)

County Road B (Chippewa Trail to CTH K)

County Road C (Irish Road to STH 48)

County Road GG (STH 70 to Crazy Horse Trailhead)

County Road W (Thornapple Grade to Bear Lane)

County Road W (Lake Winter Road to Thornapple Grade)

County Road G (Dorscheid Road to Knapp Road)

County Road T (Nelson Lake Road – STH 27)

County Road F (Rusk County line – Stoney Hill Road)



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife Services
P.O. Box 1064
Rhineland, WI
54501
PHONE:
715-369-5221
FAX:
715-369-1257

Date: February 17, 2015

Gary Gedart
Sawyer County Highway Department
14688 W. County Road B
Hayward, WI 54843

Dear Gary,

Enclosed is the 2015 Cooperative Service Agreement (CSA) for your county to participate in USDA-APHIS-WS beaver damage management program. Our state director has already signed the CSA. With your signature, the CSA will be complete and serve as the billing invoice. We are hoping you can send a check upfront for the counties financial portion. Please make the check payable to USDA and return with the CSA to our Rhineland office. Be sure to include your Tax ID number on page 4. Please retain a signed copy for your records.

I appreciate your cooperation and look forward to another productive year. If you have any questions, please call me at 715-369-5221 ext. 12.

Thanks,


Kelly Thiel
Project Leader
USDA APHIS WS
P O Box 1064
Rhineland, WI 54501

CC: Bob Willging, District Supervisor
Dave Ruid, Assistant District Supervisor



Safeguarding American Agriculture

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Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339

WS-ER (6/14)

Agreement No.:
WBS Element:

COOPERATIVE SERVICE AGREEMENT
between
SAWYER COUNTY HIGHWAY DEPARTMENT (the County)
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this agreement is to cooperate in a County, State, and Federal beaver damage management program to provide the necessary technical and operational assistance in identifying and controlling beaver damage in Sawyer County, Wisconsin.

ARTICLE 2

APHIS WS has statutory authority under the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C.426-426b) as amended, and the Act of December 22, 1987 (101Stat. 1329-331, 7 U.S.C. 426c), to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS-WS and the County mutually agree:

1. The parties' authorized representatives who shall be responsible for carrying out the provisions of this Agreement shall be:

Gary Gedart, Sawyer County Highway Department
14688 W. County Rd. B
Hayward, WI 54843

APHIS-WS: WI State Director
USDA, APHIS, WS
P.O. Box 1064

2. To meet as determined necessary by either party to discuss mutual program interests, accomplishments, needs, technology, and procedures to maintain or amend the Work Plan (Attachment A). Personnel authorized to attend meetings under this Agreement shall be Environmental Programs Director or his/her designee, the State Director or his/her designee, and/or those additional persons authorized and approved by the County, and the State Director.
3. APHIS-WS shall perform services more fully set forth in the Work Plan, which is attached hereto and made a part hereof. The parties may mutually agree in writing, at any time during the term of this Agreement, to amend, modify, add or delete services from the Work Plan.

ARTICLE 4

1. To authorize APHIS-WS to conduct direct control activities to reduce damage to coldwater habitats and other sensitive resources caused by beaver. These activities are defined in the Work Plan. APHIS-WS will be considered an invitee on the lands controlled by the County. The County will be required to exercise reasonable care to warn APHIS-WS as to dangerous conditions or activities in the project areas.
2. To reimburse APHIS-WS for costs of services provided under this Agreement up to but not exceeding the amount specified in the Financial Plan (Attachment B). The county will begin processing for payment invoices submitted by APHIS-WS within 30 days of receipt. The County ensures and certifies that it is not currently debarred or suspended and is free of delinquent Federal debt.
3. To designate to APHIS-WS the County authorized individual whose responsibility shall be the coordination and administration of activities conducted pursuant to this Agreement.
4. To notify APHIS-WS verbally or in writing about any proposed meeting related to the program.
5. APHIS-WS shall be responsible for administration and supervision of the program.
6. There will be no equipment with a procurement price of \$5,000 or more per unit purchased directly with funds from the cooperator for use solely on this project. All other equipment purchased for the program is and will remain the property of APHIS WS.
7. To coordinate with APHIS-WS before responding to all media requests.
8. To notify APHIS-WS of damage locations at least ten (10) working days prior to the end date of this agreement to allow sufficient time to resolve the damage complaints.

ARTICLE 5

APHIS-WS Agrees:

1. To conduct activities at the County as described in the Work and Financial Plans.
2. Designate to the County the authorized APHIS-WS individual who shall be responsible for the joint administration of the activities conducted pursuant to this Agreement.
3. To bill the County quarterly for actual costs incurred by APHIS-WS during the performance of services agreed upon and specified in the Work Plan. APHIS-WS shall keep records and receipts of all reimbursable expenditures hereunder for a period of not less than one year from the date of completion of the services provided under this Agreement and the County shall have the right to inspect and audit such records.
4. To coordinate with the County before responding to all media requests related to the program.

ARTICLE 6

This Agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS upon failure of Congress to so appropriate. This Agreement may also be reduced or terminated if Congress only provides APHIS funds for a finite period under a Continuing Resolution.

ARTICLE 7

APHIS assumes no liability for any actions or activities conducted under this Cooperative Service Agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 U.S.C. 1346(b), 2401(b), and 2671-2680).

ARTICLE 8

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this Agreement or to any benefit to arise therefrom.

ARTICLE 9

Nothing in this Agreement shall prevent APHIS- WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.

ARTICLE 10

The County certifies that APHIS WS has advised the County that there may be private sector service providers available to provide wildlife management services that the County is seeking from APHIS WS.

ARTICLE 11

The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance and informed the County about its findings.

ARTICLE 12

This Cooperative Service Agreement may be amended at any time by mutual agreement of the parties in writing. Also, this Agreement may be terminated at any time by mutual agreement of the parties in writing, or by one party provided that party notifies the other in writing at least 120 days prior to effecting such action. The length of notice for unilateral termination may be longer or shorter if necessary. Further, in the event the Cooperator does not provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

SAWYER COUNTY HIGHWAY DEPARTMENT:

BY: _____ Date _____
Gary Gedart
Sawyer County Highway Department
14688 W. County Rd. B
Hayward, WI 54843

In accordance with the Debt Collection Improvement Act of 1996, the Department of Treasury requires a **Taxpayer Identification Number** for individuals or businesses conducting business with the agency.

Sawyer County Highway Department Taxpayer Identification Number (TIN) _____

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES**

BY: *Acty* _____ Date 2/13/15
WI State Director
USDA, APHIS, WS
P.O. Box 1064
Rhineland, WI 54501

ATTACHMENT A WORK PLAN

Introduction

The U.S. Department of Agriculture (USDA) is authorized to protect American agriculture and other resources from damage associated with wildlife. The primary authority for Wildlife Services (WS) is the Act of March 2, 1931 (46 Stat. 1468; 7 U.S.C. 426-426c) as amended. Wildlife Services activities are conducted in cooperation with other Federal, State and local agencies; private organizations and individuals.

The WS program uses an Integrated Wildlife Damage Management (IWDM) approach (sometimes referred to as IPM or "Integrated Pest Management") in which a series of methods may be used or recommended to reduce wildlife damage. IWDM is described in Chapter 1, 1-7 of the Animal Damage Control Program Final Environmental Impact Statement (USDA, 1994). These methods include the alteration of cultural practices as well as habitat and behavioral modification to prevent damage. However, controlling wildlife damage may require that the offending animal(s) are killed or that the populations of the offending species be reduced.

Purpose

The purpose of this Agreement is to assist the County in protecting county and state roads, bridges and related structures from damage caused by beaver.

Planned USDA, APHIS, Wildlife Services Activities

A. Objectives:

1. To investigate beaver related road damage complaints as provided by the County in a timely manner.
2. To contact all landowners and/or public land managers with lands within each project site as necessary to obtain permission to perform beaver damage management activities. It is understood that USDA-WS cannot conduct activities on lands where permission has not been granted.
3. To remove beaver and beaver dams from those lands on which landowner permission has been obtained as necessary to alleviate or prevent damage..
4. Provide the County with monthly accomplishment reports.

B. Expected Results:

The results or benefits to be expected from a cooperative beaver management program include animal damage management expertise, and timely technical and operational assistance to alleviate or prevent beaver related damage to roads, culverts, bridges and related structures.

- C. Approach:
Beaver damage management activities will utilize a variety of methods including the use of foot-hold traps, body grip traps, snares, shooting to remove beaver, and hand removal and binary explosives to remove dams. All APHIS-WS explosives specialists are required to possess current Wisconsin Blasters License and APHIS-WS certification for beaver dam removal purposes.
- D. Resources required:
Overall program direction will be provided by the APHIS-WS State Director. The Rhinelander District Supervisor will be responsible for implementation of specific provisions of the Agreement.
- E. Procurement:
Purchase of supplies and equipment will be made by APHIS-WS. All expenditures will be processed through APHIS-WS's administrative system.
- F. Stipulations and Restrictions:
APHIS-WS activities under this Agreement will be limited to the County area. .
- G. Reports:
APHIS-WS will provide an annual report to the County on APHIS-WS activities conducted under this Agreement. Updates will be submitted to the County monthly.

Effective Dates

The cooperative agreement shall commence April 6, 2015, and shall expire on October 30, 2015.

**ATTACHMENT B
FINANCIAL PLAN**

**BEAVER DAMAGE MANAGEMENT PROGRAM
SAWYER COUNTY HIGHWAY DEPARTMENT
2015**

	<u>SAWYER COUNTY</u>	<u>USDA- APHIS-WS</u>
Personnel Costs	\$3,350.00	\$3,675.00
Travel	\$0.00	\$0.00
Vehicle Usage	\$380.00	\$390.00
Supplies/Equipment	\$125.00	\$100.00
Services	\$0.00	\$0.00
 Subtotal (Direct Costs)	 \$3,855.00	 \$4,165.00
 Pooled Job Costs	 \$0.00	 \$0.00
 Program Support	 \$625.00	 \$0.00
 TOTAL	 \$4,480.00	 \$4,165.00

The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed \$4,480.00 for the County.

Financial Point of Contact

Cooperator:	Gary Gedart Sawyer County Highway Department	(715) 634-2691
APHIS- WS:	Mariette Amundson, Budget Analyst	(608) 837-2727

March 11, 2015

Highway Department Report

Highway Commissioner

- The crew has been performing snow and ice control when conditions warrant.
- The crew is continuing to brush the right-of-way on CTH W. I worked with the landowners who had concerns and everything was addressed to their satisfaction.
- Potholes have been forming with the recent thaws and there are two crews out handling them.
- One employee who had been out from work has now returned with restrictions. An Independent Medical Examination has been ordered to make a final determination if the injury was work related. At this time the employee has been compensated by workers compensation.
- Another employee will be going on workman's compensation as a result of a shoulder injury which requires surgery.
- I had a 2 ½ hour telephone call with Barb Petkovsek of Carlson Dettman Consulting regarding the appeals filed by highway department employees. Every single highway department employee filed an appeal. The grade order list is the ONLY item that can be appealed and Barb reviewed the Job Description Questionnaires as they related to the grade order list. I questioned how the salaries were computed and was informed that this is proprietary and can't be shared. I have serious concerns with this study and the manner that it was completed. Once the results of the appeals are released this matter will need to be discussed further.
- I am continuing with right-of-way negotiations for the bicycle/pedestrian trail which will run along CTH B. Contact has been made with all but two of the owners and I had to resort to contacting those two owners by mail. Ayres Associates delineated the right-of-way at Lumberjack Bowl. The consultant and I met with D.J. Aderman and Fred Scheer on Friday, March 6, 2015 to discuss issues of concern. This is the area of the trail which has the highest number of conflicts. All right-of-way must be secured by April 17, 2015.
- The temporary bridge for the American Birkebeiner went pretty well. There were a few delays, but it was the first year and that was to be expected. Other traffic flows outside of the bridge area were better than previous years. There was a follow-up meeting held this morning to go over any concerns or issues for next year.
- Season road bans go into effect on Friday, March 13, 2015 at 12:01 p.m. All neighboring counties are also placing their road bans on at the same time and date.

Office Manager

- Working with Mike Coleson on preparing a new monthly overtime report to detail out total overtime for state and county labor. The new report will be distributed at the meeting.
- Updating the public by providing a notice regarding Road Bans. Communicating via email, fax, website and the automated phone attendant. Setting up contact groups to simplify the process in the future.
- Preparing year end forms to provide to the State for approval.
- Update Highway Department website with current documentation.

Kris Mayberry

From: Tim Hagberg
Sent: Friday, February 27, 2015 6:26 AM
To: Kris Mayberry
Subject: RE: agendas and agenda items needed early tomorrow for March committee meetings

Hi Kris,

Do I need to include what I've found out about the snow removal equipment for the airport?

Thanks,

Tim

From: Kris Mayberry
Sent: Thursday, February 26, 2015 3:41 PM
To: Committee-Board of Supervisors; Dept-Head
Cc: Dujardin, Patty; SCHULL, MARGIE
Subject: agendas and agenda items needed early tomorrow for March committee meetings



Division of Transportation
Investment Management
PO Box 7914
Madison, WI 53707-7914

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: www.dot.wisconsin.gov

Telephone: 608-266-3351

Facsimile (FAX): 608-267-6748

February 24, 2015

KRIS GLENN MAYBERRY
SAWYER COUNTY
10610 MAIN STREET, SUITE 10
HAYWARD, WISCONSIN 54843

Analysis of Petition from Sawyer County Airport

A copy of the eligibility statement and the agency agreement for your petition dated January 30, 2015 are enclosed. The **eligibility statement** analyzes each of the work items requested and determines whether they are or aren't *eligible* for state and/or federal aid. The **agency agreement** authorizes the bureau to begin work on the airport's behalf.

All eligible work items will be considered in the bureau's Five-Year Airport Improvement Program. We will compare your project to other airports requests using a state and federal priority rating system. Low priority rating eligible work items may be deferred to later years in the program. Please read through the attached documents for status on your requested work items, and an explanation of your airport's compliance with Wis. Admin. Code Trans §55.06 (1997). The eligibility committee found the purchase of snow removal equipment to be eligible for Federal GA entitlements and/or State funding. The eligibility committee found that the purchase of mowing equipment to be eligible for State funding.

Also included is a copy of Wis. Admin. Code Trans §55.06 (1997). There are nine minimum safety and operational standards your airport needs to meet as a condition of receiving state funds. When the bureau proceeds with an airport improvement project, we review the airport to see if it meets these conditions. A review of your airport at this time indicates your airport meets these conditions.

Sincerely,

A handwritten signature in cursive script that reads "Mark Arnold".

Mark A. Arnold, P.E., Chief
Airport Engineering Section

MAA:
Enclosures
116dev.dot/r.06/07/13

Cc: Patty Leslie, Airport Manager

**WISCONSIN DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION INVESTMENT MANAGEMENT
BUREAU OF AERONAUTICS**

Eligibility Statement

For

Petition Dated January 15, 2015

Submitted by

Sawyer County

Sawyer County Airport

I. Project Background

A. Petition

The Sponsor of the proposed project, Sawyer County, petitioned the Wisconsin Secretary of Transportation, under Wisconsin Statutes Chapter 114.33 for Federal and State aid to improve the Sawyer County Airport. The improvements desired were requested in a petition dated January 15, 2015. The requested improvements are:

1. Purchase Snow Removal Equipment
2. Purchase Mowing Equipment
3. And Any Necessary Related Work

B. Compatibility with National, State, and Local Plans

Sawyer County Airport is included in both the National Plan of Integrated Airport Systems (NPIAS) and the State Airport System Plan (SASP), making it eligible for both Federal and State Aid. The Airport is classified as local airport in the NPIAS and as a medium general aviation airport in the SASP.

II. Project Need Assessment

A. Existing Facility

The Sawyer County Airport is located approximately 2 miles northeast of the City of Hayward, Wisconsin. The airport encompasses approximately 380 acres of land. The Sawyer County Airport has 2 runways with connector taxiways, aircraft parking aprons, a terminal building, navigational aids, an entrance road and an auto parking lot.

The primary runway, Rwy 02-20 is 5,000' x 75' and has a bituminous pavement surface design pavement strength of 65,000 pounds. The runway has medium intensity runway lights (MIRL's). Runway 02-20 has the following instrument approaches: a GPS approach to Rwy 2; a non-directional beacon (NDB) approach to RWY 20; and a GPS approach to RWY 20. The RWY 20 approaches are aided by two visual lighting nav aids; a precision approach path indicator (PAPI) and runway end identifier lights (REIL's). There is a Very High Frequency Omni Range (VOR) located on the airport. An ILS system has recently be installed

The crosswind runway, Rwy 16-34, is a turf runway 1,090' x 110' and is not lighted.

There are 2 additional navigational aids: a lighted wind cone and a rotating beacon.

The last 5010 survey completed on September 11, 2012, indicates that there are 27 aircraft based at the airport and include: 26 single engine airplanes and 1 multi-engine airplane.

B. Assessment of Petitioned Items

1. **Purchase Snow Removal Equipment:** The airport currently subcontracts snow removal duties. The sponsor wishes to purchase their own snow removal equipment to expedite snow removal on airfield pavements. To date, there has not been any AIP project for the purchase of snow removal equipment.
2. **Purchase Mowing Equipment:** The airport currently subcontracts the mowing needed on airport property. By purchasing their own mowing equipment and having their staff complete the mowing, the airport mowing costs will be reduced.
3. **And any necessary related work:** Any other work identified as related and necessary to these items will be included.

III. Public Hearing Summary

A public hearing was held at a meeting of the Sawyer County Courthouse on January 15, 2015. County Clerk Kris Mayberry asked if anyone present at the meeting had questions about the County's petition or wished to speak or present information pertaining to the petition. There was no response. Motion by Johnson, 2nd by Shuman, to close the public hearing. Motion by Shuman, 2nd by Paulsen, to approve Resolution #1-2015 and the Agency Agreement and Federal Block Grant Owner Assurances. Motion carried by unanimous voice vote.

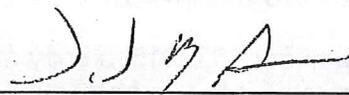
IV. Eligibility Review Committee Determination

A. Petitioned Items

1. **Purchase Snow Removal Equipment:** The eligibility committee finds that the purchase of snow removal equipment is eligible for Federal GA entitlements and/or State funding.
2. **Purchase Mowing Equipment:** The eligibility committee finds that the purchase of mowing equipment is eligible for State funding.
3. **And Necessary Related Work:** The eligibility committee finds that necessary related work is eligible for Federal and/or State funding.

V. Bureau Director Endorsement

The determination(s) of the Eligibility Review Committee are approved. It is recommended that the eligible items be programmed in accordance with priorities subject to the correction of any deficiencies identified in the "Trans 55 Checklist".

Approved: 
David M. Greene, Director
Bureau of Aeronautics

Date: 02-19-2015

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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 and mowing equipment; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on January 15, 2015, 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 02-19-2015
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

Ronald Kinsley
Name Ronald Kinsley
Vice-Chair, Sawyer County Board
Title
January 28, 2015
Date

Kris Mayberry
Name Kris Mayberry
Sawyer County Clerk
Title
January 28, 2015
Date

WIS. ADMIN. CODE TRANS §55.06 (1997) GUIDANCE

Airport: Sawyer County Airport

Date prepared: 13 February 2015

1. Good title to airport

Wis. Admin. Code Trans §55.06(1)(a) (1997), "...owner shall maintain good title to the airport..." Sale or encumbrance of a parcel of airport property must be approved by the Wisconsin Department of Transportation Secretary (Secretary) or FAA Administrator (Administrator).

We accept that the system airports have good title to their real property. No special review is needed absent information that there is a problem. If you have a concern, like the sale of airport land without a release, we will need to go through the compliance assistance process explained in Wis. Admin. Code Trans §55.07 (1997). That process will determine if there is a problem and the best way to address the found problem.

Standard met

Action needed

2. Airport operation and maintenance

Wis. Admin. Code Trans §55.06(20)(a) (1997), the airport is obligated to "safely operate and maintain all airport facilities..."

We recognize that system airports are being operated safely, and that maintenance is being done to preserve our investments. No special review is necessary unless we are aware of a problem.

Standard met

Action needed

3. Maintain clear and safe approaches

Wis. Admin. Code Trans §55.06(3)(a) (1997), "The airport owner shall maintain clear and safe runway protection zones as described in FAA Advisory Circular 150/5300-13A, Airport Design."

Wis. Admin. Code Trans §55.06(3)(b) (1997), "An airport owner shall adequately clear and protect the aerial approaches to the airport ..."

These are important safety conditions. For (3)(a), each runway approach should be reviewed to assure that the Runway Protection Zones (RPZs) are clear.

For the aerial approaches referred to in (3)(b) review the Airport Layout Plan (ALP) and 5010 data to see if those criteria are met. List each runway number, its design surface, the actual surface, and the source and date of the information. Take into account existing displaced or relocated thresholds, granted "determinations of no hazard" and waivers.

If the RPZs are not clear or the runway approaches are obstructed, a compliance review needs to be done by Wis. Admin. Code Trans §55.07 (1997), to identify the problem and come up with a solution.

Runway	Design Surface	Actual Surface	Source / Date

Remarks:

Standard met

Action needed

4. Ordinances

Wis. Admin. Code Trans §55.06(4)(a) (1997), "A public airport owner shall adopt the following ordinance within 6 months after receipt of a sample ordinance from the Secretary."

Wis. Admin. Code Trans §55.06(4)(a)(1) (1997), " A height limitation zoning ordinance..." is needed when land has been acquired after the adoption of the HLZ. We should review the ordinance to assure that it is adequate to protect the new airport boundaries.

HLZ Ordinance Date: April 19th, 2011

Ordinance adequate

Action needed

Wis. Admin. Code Trans §55.06(4)(a)(2) (1997), "An ordinance to provide for control of vehicular and pedestrian traffic..." Almost all system airports have both ordinances. Check the appropriate list to be sure your airport has them. If they lack one of these ordinances, a compliance review should be done Wis. Admin. Code Trans §55.07 (1997), to establish what they actually do or do not have and determine the best way to assist in compliance.

Vehicle/Pedestrian Ordinance Date: November 1st, 1989

Standard met

Action needed

5. Surveys

Wis. Admin. Code Trans §55.06(5) (1997), "Airport owners shall cooperate with the secretary in surveys..."

Historically, airport owners have been very helpful in providing important survey data. Absent any information about a problem with your airport, no special review is required.

Standard met

Action needed

6. Public Access

Wis. Admin. Code Trans §55.06(6) (1997), "An airport owner shall provide suitable aircraft-parking areas so that aircraft and passengers, scheduled and general aviation, have reasonable access to the airport facilities..."

This is an important requirement for any public facility, and rarely has ever been a problem. No special review is required, unless we receive information about public access being a problem.

Standard met Action needed

7. Legal Relations

Wis. Admin. Code Trans §55.06(7) (1997), "The airport owner shall indemnify and hold harmless the state...."

This is part of our usual contract "boiler plate" and should not be a problem. It is an important administrative requirement but rarely an issue. No special review is required unless a problem is apparent.

Standard met Action needed

8. Airport Layout Plan (ALP)

Wis. Admin. Code Trans §55.06(8) (1997), "An airport owner shall maintain a current layout plan...."

Almost every system airport has an Airport Layout Plan (ALP). If the project will change the configuration of the land or facilities, be sure to update the ALP as a part of your project. Carefully review the ALP to see if an update is needed.

ALP Date: 6-28-06

Standard met Action needed

9. Preserving Airport Rights and Powers

Wis. Admin. Code Trans §55.06(9)(a) (1997), "An airport owner may not enter into transactions which would deprive it of the rights and powers necessary to perform these conditions without the written approval of the Secretary."

If the airport owner wants to close the airport for two weeks to shoot a movie or have an auto race each year, this sort of transaction would deny airport use to the traveling public and would have to be approved by the Wisconsin Department of Transportation Secretary and the FAA Administrator. This is a rare situation, and these types of situations should be dealt with as they arise. Ordinarily, no special review is required for a project.

Standard met Action needed

10. Special Conditions

Wis. Admin. Code Trans §55.06(10) (1997), "...the Secretary may establish, by written agreement, special conditions in the public interest where required by specific project or airport site circumstances."

In some instances we may need to require something extra, like written reports from the sponsor on the effectiveness of a new technology used in a demonstration project. Those reports might be a special condition of the project.

Immediate compliance or completion of some action such as land acquisition may need to be deferred. As a special condition to a current project, the owner may agree to take some specified action in a fixed period of time.

No Special Conditions

Recommended Special Condition:

Reviewed by:

Matt Messina

Date:

13 Feb 2015

(initials)

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