Kris Glenn Mayberry, Sawyer County Clerk
Sawyer County Courthouse
10610 Main Street, Suite 10; Hayward, Wisconsin 54843
email address – county.clerk@sawyercountygov.org
telephone numbers 715.634.4866 and toll free
877.699.4110

April 10, 2015

Agenda
Public Works Committee meeting
April 15, 2015; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of March 11, 2015 meeting
03. Audience recognition
04. Maintenance Department report, including project report
05. Highway Department report, including:
- award of bids for sport utility vehicle
- summer seasonal help wages
- Highway Commissioner's report

06. Sawyer County Airport report, including:
- L & L Aviation (Airport management) report
- Hayward Youth Rescue/Civil Air Patrol (including addendum to hangar area lease)
- Airport improvement project

07. Employee travel out of the County
08. Monthly department expense vouchers
09. 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
March 11, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

members present: Ron Kinsley (Chair), Tweed Shuman, Dale Schleeter, Kathy McCoy, Dale Thompson

also present: Matt Malicki and Matt Messina (Wisconsin Department of Transportation Bureau of Aeronautics), 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; County Clerk Kris Mayberry

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

Motion by McCoy, 2nd by Shuman, to approve the February 11, 2015 Public Works Committee meeting minutes. Motion carried.

Maintenance Department Supervisor Tim Hagberg reported that he had travelled to airports in Ashland and Eagle River to view a New Holland tractor and a snowblower that had been suggested for use at the Sawyer County Airport. Mr. Hagberg found that this equipment is not intended for primary use to remove snow from airport runways and recommended that the Committee consider purchasing a used 928G Caterpillar loader and snowblower and plow attachments from the City of Hayward. Matt Malicki (Wisconsin Department of Transportation Bureau of Aeronautics) advised the Committee that airport grant funds can be used to purchase used equipment if the fair market value of the equipment is established and estimated the amount of funds currently available for Sawyer County to use for the purchase. The Committee discussed purchasing an attachment to brush the snow off the runway. Motion by McCoy, 2nd by Thompson, to recommend County Board approval to purchase the equipment from the City and the snow brushing attachment with available grant funds. 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).

Matt Malicki and Matt Messina (Wisconsin Department of Transportation Bureau of Aeronautics) provided an update on the Airport improvement project.

Maintenance Department Supervisor Tim Hagberg reported that Emergency Management Department Director Pat Sanchez asked whether the Assembly Room of the Sawyer County Courthouse could be used for a ham radio class on a weekend in April. The Committee discussed that meetings and other uses by outside organizations have not been permitted in the Courthouse on weekends since there are no Maintenance Department employees present and determined to deny the request.

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.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a list of current all-terrain vehicle routes on and along County Trunk Highways. Motion by Shuman, 2nd by Thompson, to approve renewing the routes listed for another year. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a proposed Cooperative Service Agreement between the Sawyer County Highway Department and the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services which provides for cooperation in a County, State, and Federal beaver damage management program to provide the necessary technical and operation assistance in identifying and controlling beaver damage in Sawyer County. Motion by Schleeter, 2nd by Thompson, to approve the agreenent. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee a written department report.

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

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

minutes prepared by Sawyer County Clerk Kris Mayberry

draft

Maintenance Report
April 2015

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

I. Courthouse:

- Started building an office in the basement of the 1963 portion of the courthouse to be used by the Coroner.
- Started renovations on the employee break room.
- Installed wiring in Clerk of Courts hallway for the installation of a security camera.

II. Sheriff's Department:

- Finished remodeling investigator's office.
- Finished installation of occupancy sensors in hallways and restrooms.

III. Veteran Services:

- Started remodeling project.

Budget Performance Report

Date Range 01/01/15 - 03/30/15
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	43.08	.00	186.28	(36.28)	124
	Department 31 - Building Maintenance Totals	$150.00	$0.00	$150.00	$43.08	$0.00	$186.28	($36.28)	124%
	REVENUE TOTALS	$150.00	$0.00	$150.00	$43.08	$0.00	$186.28	($36.28)	124%
EXPENSE									
Department 31 - Building Maintenance									
State Account 51600 - Maint./Custodial Expenses									
50111	Regular Salaries	193,180.00	.00	193,180.00	14,813.20	.00	42,343.79	150,836.21	22
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	600.00	.00	1,640.00	1,360.00	55
50144	Term Life Ins./Employer's Share	137.00	.00	137.00	6.51	.00	19.52	117.48	14
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	1,108.30	.00	3,197.41	11,703.59	21
50152	Retirement-Employer's Share	12,704.00	.00	12,704.00	1,007.30	.00	2,879.85	9,824.15	23
50154	Hospital and Health Insurance	57,993.00	.00	57,993.00	4,199.48	.00	21,200.32	36,792.68	37
50155	Flex Administration Fees	220.00	.00	220.00	17.80	.00	53.40	166.60	24
50217	**Water/Sewer-Vets & Maintenance.**								
50217-322	Water/Sewer-Vets & Maintenance.	1,000.00	.00	1,000.00	66.06	.00	97.95	902.05	10
	50217 - Water/Sewer-Vets & Maintenance. Totals	$1,000.00	$0.00	$1,000.00	$66.06	$0.00	$97.95	$902.05	10%
50218	**Garbage**								
50218-323	Garbage	2,200.00	.00	2,200.00	103.99	.00	488.10	1,711.90	22
	50218 - Garbage Totals	$2,200.00	$0.00	$2,200.00	$103.99	$0.00	$488.10	$1,711.90	22%
50221	Water and Sewer	6,000.00	.00	6,000.00	450.85	.00	626.74	5,373.26	10
50222	Electric	45,500.00	.00	45,500.00	3,877.79	.00	7,330.57	38,169.43	16
50223	**Electric-Vets & Maint.**								
50223-324	Electric-Vets & Maint.	4,300.00	.00	4,300.00	385.10	.00	745.29	3,554.71	17
	50223 - Electric-Vets & Maint. Totals	$4,300.00	$0.00	$4,300.00	$385.10	$0.00	$745.29	$3,554.71	17%
50224	Heating Fuels	18,400.00	.00	18,400.00	1,055.39	.00	2,120.92	16,279.08	12
50225	Telephone	2,400.00	.00	2,400.00	24.96	.00	125.71	2,274.29	5
50242	Repair & Maint.	98,600.00	.00	98,600.00	1,462.13	.00	(1,032.72)	99,632.72	-1
50245	Ground Improvements	800.00	.00	800.00	.00	.00	.00	800.00	0
50247	Repairs-Buildings	20,000.00	.00	20,000.00	6,194.46	.00	7,301.12	12,698.88	37
50311	Postage	150.00	.00	150.00	.00	.00	.00	150.00	0
50312	Office Supplies	600.00	.00	600.00	.00	.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	196.18	.00	196.18	1,078.82	15
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	336.41	.00	336.41	4,313.59	7

Budget Performance Report

Date Range 01/01/15 - 03/30/15
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	1,596.48	.00	1,783.98	14,366.02	11
50351	**Fuel-Vets Bldg.**								
50351-325	Fuel-Vets Bldg.	2,300.00	.00	2,300.00	250.35	.00	516.99	1,783.01	22
	50351 - Fuel-Vets Bldg. Totals	$2,300.00	$0.00	$2,300.00	$250.35	$0.00	$516.99	$1,783.01	22%
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	$37,752.74	$0.00	$91,996.31	$427,394.69	18%
Department 31 - Building Maintenance Totals		$519,391.00	$0.00	$519,391.00	$37,752.74	$0.00	$91,996.31	$427,394.69	18%
EXPENSE TOTALS		$519,391.00	$0.00	$519,391.00	$37,752.74	$0.00	$91,996.31	$427,394.69	18%
Fund 100 - General Fund Totals									
REVENUE TOTALS		150.00	.00	150.00	43.08	.00	186.28	(36.28)	124
EXPENSE TOTALS		519,391.00	.00	519,391.00	37,752.74	.00	91,996.31	427,394.69	18
Fund 100 - General Fund Totals		($519,241.00)	$0.00	($519,241.00)	($37,709.66)	$0.00	($91,810.03)	($427,430.97)	
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	937.87	.00	1,942.70	(1,942.70)	+++
50225	Telephone	.00	.00	.00	20.36	.00	20.36	(20.36)	+++
50241	Repairs/Maintenance-Vehicles	.00	.00	.00	.00	.00	(276.02)	276.02	+++
State Account 52230 - Service Garage Totals		$0.00	$0.00	$0.00	$958.23	$0.00	$1,687.04	($1,687.04)	+++
Department 00 - General Totals		$0.00	$0.00	$0.00	$958.23	$0.00	$1,687.04	($1,687.04)	+++
EXPENSE TOTALS		$0.00	$0.00	$0.00	$958.23	$0.00	$1,687.04	($1,687.04)	+++
Fund 220 - Maintenance of County Vehicles Totals									
REVENUE TOTALS		.00	.00	.00	.00	.00	325.00	(325.00)	+++
EXPENSE TOTALS		.00	.00	.00	958.23	.00	1,687.04	(1,687.04)	+++
Fund 220 - Maintenance of County Vehicles Totals		$0.00	$0.00	$0.00	($958.23)	$0.00	($1,362.04)	$1,362.04	
Grand Totals									
REVENUE TOTALS		150.00	.00	150.00	43.08	.00	511.28	(361.28)	341
EXPENSE TOTALS		519,391.00	.00	519,391.00	38,710.97	.00	93,683.35	425,707.65	18

Budget Performance Report

Date Range 01/01/15 - 03/30/15
Include Rollup Account and Rollup to Account

Grand Totals	($519,241.00)	$0.00	($519,241.00)	($38,667.89)	$0.00	($93,172.07)	($426,068.93)

Kris Mayberry

From: Janeen Abric
Sent: Monday, March 23, 2015 3:48 PM
To: Kris Mayberry
Subject: Public Works agenda items

Please add the following items to the Public Works agenda for the April 15, 2015 meeting:

Award bid for a Sport Utility Vehicle
~~Award bid for pulverizing, asphalt and centerline striping~~
Discuss wages for Summer Seasonal help

Thanks!

Janeen Abric

Office Manager
Sawyer County Highway Department
14688W County Road B
Hayward, WI 54843
Phone: 715-634-2691
Fax: 715-634-4824
Email: janeen.abric@sawyercountygov.org

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April 2015 Airport Management Report

Once again the month of March was very quiet at the airport. Now that fishing opener fast approaching we expect to begin to see a lot more traffic. On Thursday, April 9th, a walk through was done of the entire ILS project. Matt Malicki from the B.O.A, Karl Kemper "Becker Hoppe", and the general contractors all inspected the site and a final punch list of things yet to be done was created. We now wait for the road limits to be removed so the MALSAR access road can be finished. The F.A.A is holding off on acceptance for that part of the system until the road is completed. We are expecting another flight check of the ILS glide slope system sometime in the middle of April. We should have a date and time for that before our meeting.

It is our understanding that Tim is still working with the city of Hayward and the B.O.A on the value and depreciation of the snow removal equipment. Hopefully that will be in place and ready to go for next fall. We have requested that Tim and his crew come out and do some light maintenance out at the terminal building. There are a few areas where door handles have damaged the walls behind them and Tim came out and said it should be minimal to fix. While we are fixing these areas, other areas in the terminal require some painting. In each bathroom around the soap dispensers and on a few wall areas where there is water damage. A new roof was installed on that portion of the terminal last year. Tim believes none of these things will be of a significant cost. We did have to plow in the middle of the night on Easter Sunday as Jack Links had 2 flights departing at 5:00 am. A special thanks to Jim Miller and his crew, not only for this latest short notice event, but also for an amazing winter that seen no damages done to airport property.

The upcoming fence project it is still moving along. Matt Malicki is turning the project over to Matt Messina whom you met last month. We look forward to working with Mr. Messina on this project. It is looking like we will not begin construction on this project until early fall. DNR permits will be pulled once again by airport management to handle any deer related issues until the fence is put up. Multiple parties have expressed interests in having a grand opening of our newly updated airport. A time where everyone is invited out to see the vast improvements we have made to our airport. The Civil Air Patrol has expressed interests in having this be on the Sunday after the 4th of July during their annual pancake feed/fly in.

ADDENDUM TO THE SAWYER COUNTY MUNICIPAL HANGAR AREA LEASE

1. **PROPERTY DESCRIPTION:** That part of the Southwest Quarter of the Southwest Quarter, Section 13, Township 41 North, Range 9, more particularly described as Lot 1 of Certified Survey recorded in Volume Thirteen(13) of Certified Survey Maps, pages 238-239 as Survey No. 3216 recorded September 24, 1990 in the Register of Deeds office for Sawyer County.

2. **TERM:** At the end of the twenty (20) year lease term July 1, 2010, lessee shall have the right to renew this lease term for one additional successive ten (10) year period under the same terms and conditions. Lessee herby exercises its ten year renewal option extending the lease to July 1, 2020.

3. In the event that this lease is not renewed at the end of the initial twenty (20) year term, lessee shall have the right to remove the hangar and its fixtures at its own expense or sell the hangar and its fixtures to any third party which must remove the hangar and fixtures at its own expense. In the event lessee attempts to sell the hangar, it shall first offer to sell the hangar to the lessor pursuant to the terms of paragraph 14 herein.

Dated this 10th day of March, 2015.

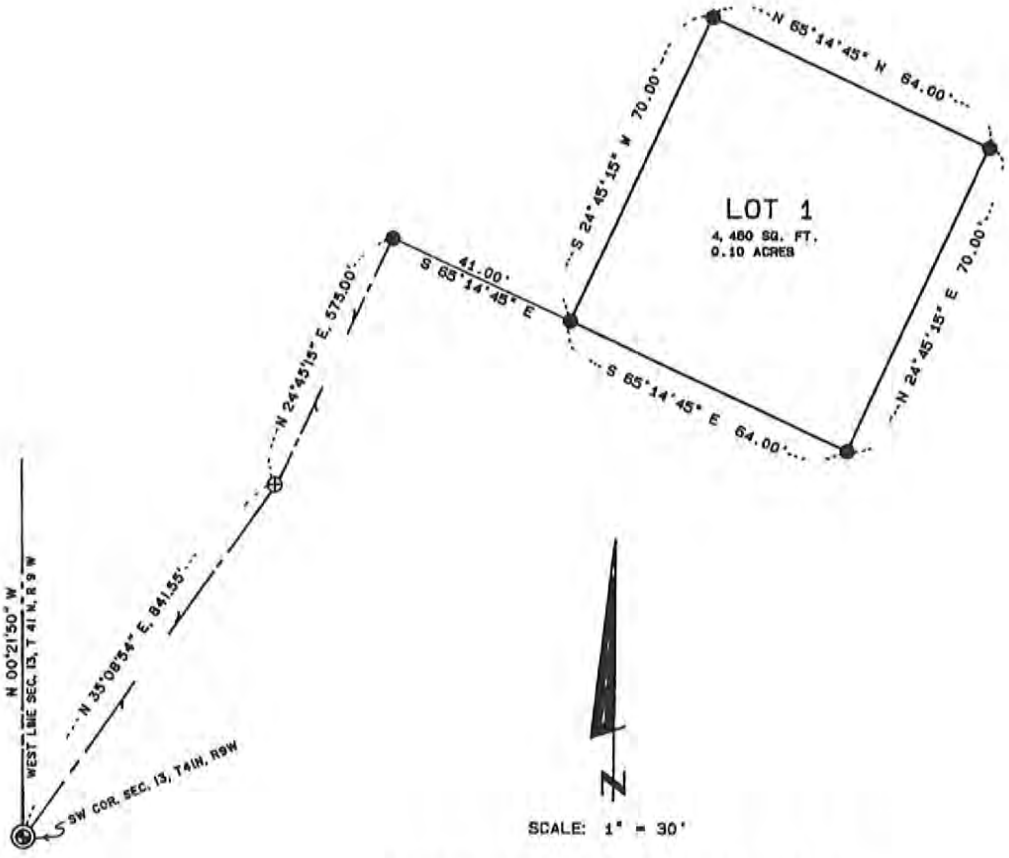
LESSOR:

By:_____
Hal Helwig
Sawyer County Board Chairman

By:_____
Ron Kinsley
Sawyer County Public Works Committee, Chairperson

LESSEE:

By:_____
Don R. Rowland
Chief Operating Officer
National Headquarters, Civil Air Patrol



SCALE: 1" = 30'

SOLAR OBSERVATIONS DETERMINE THE WEST LINE OF SECTION 13 TO BEAR N 00°21'50" W.

WISCONSIN
RONALD L. PETERSON
S 803
HAYWARD
WIS
LAND SURVEYOR

Ronald L. Peterson
RONALD L. PETERSON
S-0803

CERTIFIED SURVEY MAP	LEGEND	HEART OF THE NORTH SURVEYS INC.	
PART OF THE SW-SW, SEC. 13, T 41 N, R 9 W, TOWN OF HAYWARD, SAWYER COUNTY, WISCONSIN.	FD. 21/2" IP W/BRASS CAP FD. 1" IRON PIPE SET 11/4"x30" IP, WT=1.13/FT	RT. 10, BOX 251 HAYWARD, WISC. 54843 715-634-2442	SEPT. 21, 1990 S107-81 PAGE 1 OF 2

Certified Survey No. 3216

238

I, Ronald L. Peterson, Wisconsin Registered Land Surveyor hereby certify that in compliance with Chapter 236.34 of the Wisconsin Statutes, I have surveyed, and mapped the land herein described, and that in my opinion this map is a correct representation of the survey made, to the best of my knowledge and ability, and that this survey has been made under the direction of SAWYER COUNTY, owner.

This land is located in the SW1/4-SW1/4, Section 13, T 41 N, R 9 W, Town of Hayward, Sawyer County Wisconsin, described as follows:

Commencing at the Southwest corner of Section 13, T 41 N, R 9 W, Thence N 35°08'54" E, 841.55 feet, Thence N 24°45'15" E, 575.00 feet, Thence S 65°14'45" E, 41.00 feet to the actual point of beginning, Thence continue S 65°14'45" E, 64.00 feet, Thence N 24°45'15" E, 70.00 feet, Thence N 65°14'45" W, 64.00 feet, Thence S 24°45'15" W, 70.00 feet to the point of beginning.

Subject to all existing easements and reservations.

Note! Sawyer County has created this parcel for useage in a lease agreement for the construction of a aircraft hanger.

220472

Register's Office
Sawyer County }

Received for record the 24 day of Sept A D 1990 at 11:15 o'clock AM and recorded in vol. 13 of Cert. Surveys on page 238-239

E. Jordis Imhoff
Register

Deputy

WISCONSIN
RONALD L. PETERSON
S-803
HAYWARD
WIS.
LAND SURVEYOR

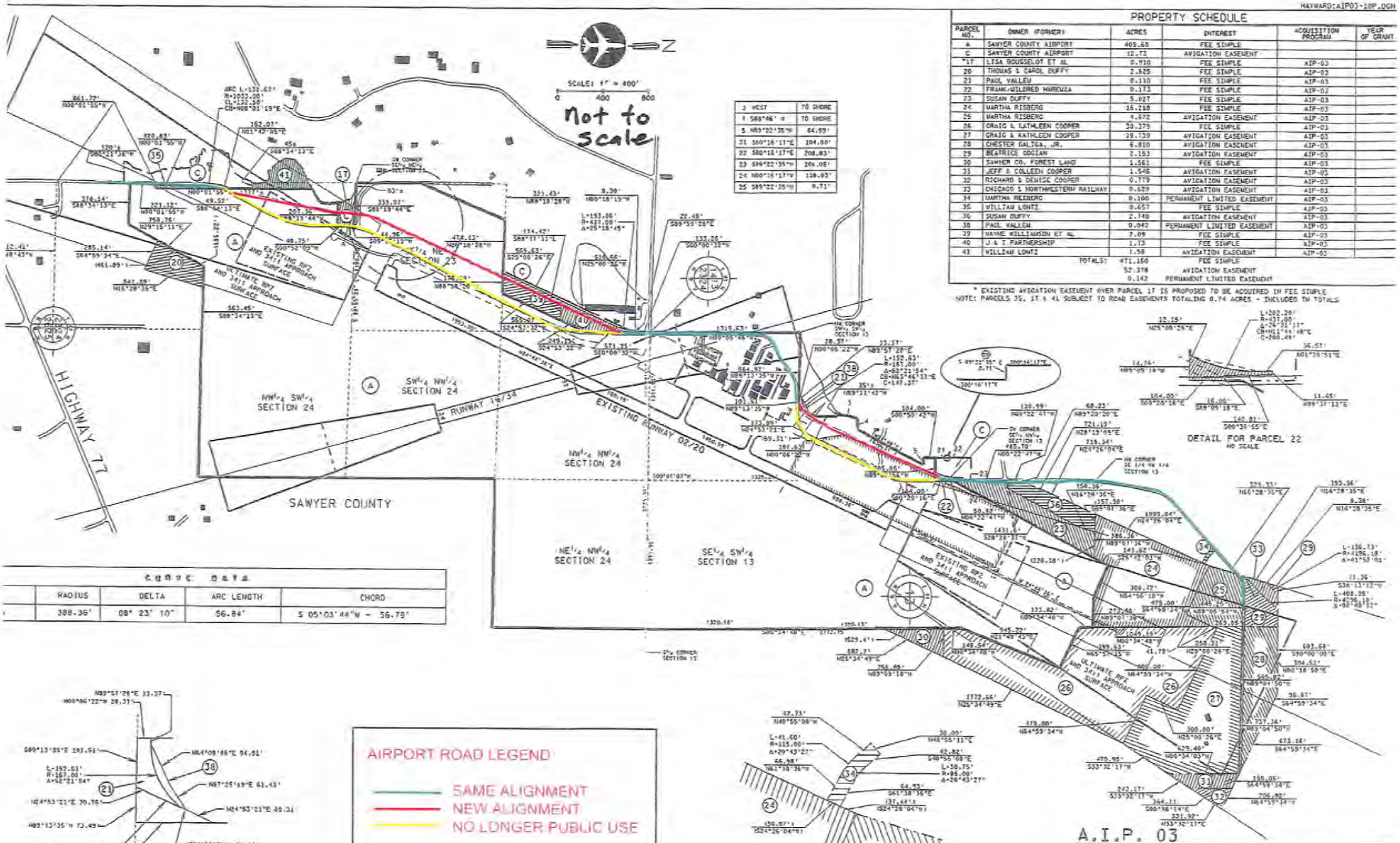
This instrument drafted by
Ronald L. Peterson
Sept. 22, 1990

Ronald L. Peterson

Approved this 24th day of Sept, 1990, by Robyn K Thake - Deputy
Sawyer County Zoning Admin.

Hayward Airport Hangar Lease Map

HAYWARD:AIP03-10P.DGN



3 WEST	TO SHORE		
4 S89°46' W	TO SHORE		
5 N89°22'35"W	64.99'		
21 S00°16'17"E	104.00'		
22 S80°16'17"E	208.03'		
23 S89°22'35"W	204.06'		
24 N00°16'17"W	138.03'		
25 S89°22'35"W	9.71'		

	RADIUS	DELTA	ARC LENGTH	CHORD
	388.36'	08° 23' 10"	56.84'	S 05°03'44"W - 56.79'

PROPERTY SCHEDULE

PARCEL NO.	OWNER (FORMER)	ACRES	INTEREST	ACQUISITION PROGRAM	YEAR OF GRANT
A	SAWYER COUNTY AIRPORT	403.68	FEE SIMPLE		
C	SAWYER COUNTY AIRPORT	12.73	AVIGATION EASEMENT		
*17	LISA BOUSSELOT ET AL	0.910	FEE SIMPLE	AIP-03	
20	THOMAS & CAROL DUFFY	2.825	FEE SIMPLE	AIP-03	
21	PAUL VALLEN	0.110	FEE SIMPLE	AIP-03	
22	FRANK/MILDRED HARDUZA	0.173	FEE SIMPLE	AIP-02	
23	SUSAN DUFFY	5.027	FEE SIMPLE	AIP-03	
24	MARTHA RISBERG	16.218	FEE SIMPLE	AIP-03	
25	MARTHA RISBERG	4.672	AVIGATION EASEMENT	AIP-03	
26	CRAIG & KATHLEEN COOPER	30.379	FEE SIMPLE	AIP-03	
27	CRAIG & KATHLEEN COOPER	28.739	AVIGATION EASEMENT	AIP-03	
28	CHESTER GALIGA, JR.	6.810	AVIGATION EASEMENT	AIP-03	
29	BEATRICE GOGIAN	2.153	AVIGATION EASEMENT	AIP-03	
30	SAWYER CO. FOREST LAND	1.561	FEE SIMPLE	AIP-03	
31	JEFF & COLLEEN COOPER	1.546	AVIGATION EASEMENT	AIP-03	
32	RICHARD & DENISE COOPER	0.779	AVIGATION EASEMENT	AIP-03	
33	CHICAGO & NORTHWESTERN RAILWAY	0.629	AVIGATION EASEMENT	AIP-03	
34	MARTHA REISBERG	0.100	PERMANENT LIMITED EASEMENT	AIP-03	
35	WILLIAM LONTZ	0.657	FEE SIMPLE	AIP-03	
36	SUSAN DUFFY	2.740	AVIGATION EASEMENT	AIP-03	
38	PAUL VALLEN	0.042	PERMANENT LIMITED EASEMENT	AIP-03	
39	WAYNE WILLIAMSON ET AL	2.09	FEE SIMPLE	AIP-03	
40	J & T PARTNERSHIP	1.73	FEE SIMPLE	AIP-03	
41	WILLIAM LONTZ	1.58	AVIGATION EASEMENT	AIP-03	
	TOTALS:	471.160	FEE SIMPLE		
		52.378	AVIGATION EASEMENT		
		0.142	PERMANENT LIMITED EASEMENT		

* EXISTING AVIGATION EASEMENT OVER PARCEL 17 IS PROPOSED TO BE ACQUIRED IN FEE SIMPLE
NOTE: PARCELS 35, 17 & 41 SUBJECT TO ROAD EASEMENTS TOTALING 0.74 ACRES - INCLUDED IN TOTALS

AIRPORT ROAD LEGEND

- SAME ALIGNMENT
- NEW ALIGNMENT
- NO LONGER PUBLIC USE

-LEGEND-

- EAP — EX. AIRPORT PROPERTY LINE
- CZE — EX. CLEAR ZONE EASEMENT LINE
- AV — EX. AVIGATION EASEMENT LINE

SHEET REVISIONS			
DESCRIPTION OF REVISIONS	DATE	FIRM OR AGENCY NAME	BY
REVISED PROPOSED PARCELS	04-02-12	BUREAU OF AERONAUTICS	KJS
REVISED PROPOSED PARCELS	06-04-12	BUREAU OF AERONAUTICS	KJS
PARCEL PLANIMETRICS	8-24-12	BUREAU OF AERONAUTICS	KJS

A.I.P. 03

EXHIBIT "A" MAP
PROPOSED LAND ACQUISITION
SAWYER COUNTY AIRPORT
HAYWARD, WISCONSIN

WISCONSIN DEPARTMENT OF TRANSPORTATION
BUREAU OF AERONAUTICS

SCALE: 1"=400' | DATE: 12-15-10 | DWN. BY: KJS | SHEET 1 OF 1

HAYWARD:AIP03-10P.DGN