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Sawyer County Courthouse
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January 7, 2016

Agenda
Public Works Committee meeting
January 13, 2016; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of November 4, 2015 meeting
03. Audience recognition
04. Memorandum of understanding with Oakwood Haven for utilization of Courthouse office
05. Maintenance Department report, including:
 - project report
 - monthly department expense vouchers
06. Highway Department report, including:
 - Town of Lenroot – jurisdictional transfer of Mosquito Brook Road
 - establishment of offering price for County Highway S right of way acquisitions
 - Highway Commissioner's report
 - monthly department expense vouchers
07. Sawyer County Airport report, including:
 - L & L Aviation (contracted Airport management) report
 - Airport improvement projects (including nearly completed instrument landing system, expanded aprons, and parallel taxiway project and perimeter fencing project)
 - monthly Airport expense vouchers
08. Other matters for discussion only

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Kris Mayberry
Sawyer County Clerk

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minutes of the meeting of the Public Works Committee
Sawyer County Board of Supervisors
December 9, 2015; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

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

also present: County Board member Warren Johnson; Patty Leslie (L & L Aviation – fixed based operator and contracted Airport management); Maintenance Department Supervisor Tim Hagberg; Highway Commissioner Gary Gedart; County Administrator Tom Hoff; 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 November 4, 2015 Public Works Committee meeting minutes. Motion carried.

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; Maintenance Department staff training on the use of the Airport snow removal equipment purchased from the City of Hayward and the successful use of that equipment following a recent snowfall; and an update on hiring a Maintenance Department Mechanic. Motion by Shuman, 2nd by Schleeter, to accept the Maintenance Department report. Motion carried.

Patty Leslie (L & L Aviation - fixed-base operator and contracted Airport management at the Sawyer County Airport) presented and reviewed with the Committee a written monthly report (copy in meeting file), including projects, operations, and conditions at the Sawyer County Airport; plans for snow removal during the winter of 2015-2016 (emphasizing the need to provide radio communication for runway snow removal equipment operators); an update on the Airport perimeter fencing project; and reporting that the Federal Aviation Administration has made the GPS approach system unavailable at the Airport due to an issue with the runway approach numbering and delays with the instrument landing system coming on-line. Motion by Shuman, 2nd by Schleeter, to accept the Airport report. Motion carried.

The Committee reviewed an email from Edward Reinbold (resident near Airport) concerning the impact of Airport noise on nearby properties.

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Co Bd
Highway Commissioner Gary Gedart presented the following resolution requested by the Town of Edgewater Board of Supervisors for a reduction of the speed limit on County Highway F to 45 miles per hour between its intersection with Wisconsin Highway 48 and Edgewater:

Ordinance # -2015

Establishing a Speed Zone On County Road F

WHEREAS, the Town of Edgewater Board of Supervisors, the Sawyer County Public Works Committee, the Sawyer County Traffic Safety Commissioner, and the Sawyer County Board of Supervisors have determined and established that 45 miles per hour shall be the maximum speed at which vehicles may travel on County Road F, from State Trunk Highway 48 to 500 feet North of Little Sissabagama Road, and

WHEREAS, this 45 mile per hour section totals approximately 5.8 miles in length and this speed has herein been established as the reasonable and safe maximum speed to travel, pursuant to section 349.11 of the Wisconsin Statutes;

THEREFORE, the Sawyer County Board of Supervisors hereby ordains, with the approval of federal and state agencies, and upon the erection of standard signs giving notice thereof, as follows:

- Section 1 – 45 miles per hour shall be the maximum permissible speed for vehicles operated on County Road F in Sawyer County, from State Highway 48 to 500 feet north of Little Sissabagama Road, a distance of 5.8 miles.

Section 2 – Any person violating any provision of this ordinance may suffer forfeiture of no less than \$30.00 nor more than \$300.00, plus costs, or imprisoned not more than 30 days upon failure to pay such fine or forfeiture and cost.

Motion by McCoy, 2nd by Shuman, to recommend County Board approval of the resolution. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee the recommendation of Highway Department Shop Foreman Jay Sands to award the bid for 2 tri-axle trucks to Boyer Trucks of Superior, Wisconsin in the amount of \$115,108 for both units. Motion by Schleeter, 2nd by Shuman, to approve the recommendation. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee the recommendation of Highway Department Shop Foreman Jay Sands to award the bid for 2 tri-axle truck bodies to Universal Truck in the amount of \$164,690 for both units. Motion by Shuman, 2nd by Schleeter, to approve the recommendation. Motion carried.

Highway Commissioner Gary Gedart presented and reviewed with the Committee written monthly Highway Commissioner and Office Manager reports (copy in meeting file), including Sawyer County Highway Department fund balance reports and an employee overtime report (copies in meeting file). Motion by Shuman, 2nd by Schleeter, to accept the Highway Department reports. Motion carried.

The Committee reviewed monthly department expense vouchers. Motion by Shuman, 2nd by Schleeter, to approve the vouchers. Motion carried.

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

minutes prepared by Sawyer County Clerk Kris Mayberry

MEMORANDUM OF UNDERSTANDING
BETWEEN
LAC COURTE OREILLES BAND OF LAKE SUPERIOR CHIPPEWA INDIANS
AND
SAWYER COUNTY COURTHOUSE
AND
LAC COURTE OREILLES OAKWOOD HAVEN DOMESTIC ABUSE/SEXUAL ASSAULT PROGRAM

This Memorandum Of Understanding (MOU) is entered into by The Lac Courte Oreilles Oakwood Haven Domestic Abuse/Sexual Assault Program ("Oakwood Haven"); the Sawyer County Courthouse facilities/Building (Sawyer County Courthouse); the 10th Judicial District/Circuit Court of Sawyer County (Circuit Court) and the Lac Courte Oreilles Band of Lake Superior Chippewa Indians (Tribe).

Purpose:

The purpose of this MOU is to provide office space for the Department of Justice VOCA (Victims of Crime Act) Victim Services Advocate position supervised by Oakwood Haven. The Victim Services Advocate will provide and coordinate outreach services with Sawyer County service providers and tribal service providers and other agencies for the Sawyer County/Lac Courte Oreilles reservation and surrounding areas. The Victim Services Advocate will maintain an outreach office within the Sawyer County Courthouse and occupy such space forty five (45) percent of her time with additional time spent at Oakwood Haven Shelter facility ten (10) percent and a Winter Wisconsin office space at forty five (45) percent.

Roles and Responsibilities:

Oakwood:

The Lac Courte Oreilles Oakwood Haven Domestic Abuse/Sexual Assault Program and VOCA Victim Services Advocate will provide supportive advocacy, assistance, intervention, and information/referral and follow up services at the Sawyer County Courthouse. Oakwood Haven Shelter will provide after hour 24 hour, 7 days a week, 365 days a year toll free crisis line intervention services to assist in the prevention of burn out of Victim Services Advocate. Oakwood Haven trained advocates will document calls and Victim Services Advocate will provide follow up services during her next work shift. The Victim Services Advocate will promote Sawyer County and Lac Courte Oreilles collaborative community partnerships through MOU agreements and CCR Team participation.

The Lac Courte Oreilles Oakwood Haven Domestic Abuse/Sexual Assault Program and VOCA Victim Services Advocate will provide supplies and operating expenses to include office equipment, office furniture, file cabinet, chairs, end table and printer, copier/fax machine. It is noted that a desk is currently in the office space and this has been offered and will be used by the Victim Services Advocate. Oakwood Haven Victim Services Advocate will be provided a laptop, computer and phone for her employment duties. The Victim Services Advocate will provide community outreach information, advertising, business cards and will incur her own printing/distribution costs.

Sawyer County:

The Sawyer County Courthouse agrees to provide the in-kind contribution office space of 396 square feet with the estimated cost quoted by the Cost Auditor to be nine dollars and eight cents (\$9.08) per square foot which is three thousand, five hundred ninety six dollars and sixty eight cents (\$3,596.68) per year. The monthly amount would be estimated to be two hundred ninety nine dollars and sixty four (\$299.64). A *telephone land line* will be utilized in the event clients call the Sawyer County Health and Human Services in which case the calls will be forwarded to a landline extension in the Sawyer County DV/SA Victim Services

Advocates office. *Internet* costs will be estimated at fifty-five (\$55.00) dollars per month for twelve (12) months equaling six hundred and sixty (\$660.00). Daily, weekly, monthly cleaning/garbage removal responsibility as it applies to the office space is to be determined. Technical Assistance support services will be supplied by Sawyer County Courthouse facilities as needed or requested. No significant changes to the office space/floors/walls will occur without the written authorization of the County Administrator, Mr. Thomas R. Hoff.

Space Use:

The space designated for Oakwood Haven in the Sawyer County Courthouse is under the authority of the Wisconsin Circuit Court. The use of this space is subject to the approval of the Chief Judge of the 10th Judicial District or the Sawyer County District Judge in their respective capacities and their sole discretion.

Timeframe:

The Memorandum of Understanding will commence on Monday, October 19, 2015 and will dissolve at the end of the grant period of one year or under the direction of the Chief Judge of the 10th Judicial District or his designated representative at his sole discretion.

Confidentiality:

In order to ensure the safety of Oakwood Haven Domestic Abuse Program clients and staff all parties to the Memorandum of Understanding agree to adhere to the confidentiality expectations as outlined in the Department of Justice, Victims of Crime Act (VOCA) and relevant confidentiality standards for the Circuit Court and the Sawyer County Courthouse.. The Victim Services Advocate agrees to follow all procedures and practices of the Sawyer County Courthouse and the Circuit Court to ensure safety and confidentiality of all clients and the public during court hearings and all other interactions. Due to the location of the office space the Victim Services Advocate will be provided the daily/weekly docket of court cases to ensure any client appointments do not coincide with any relevant court cases to ensure confidentiality and safety for all.

The Lac Courte Oreilles Oakwood Haven Domestic Abuse Program accepts full responsibility for the performance of the Victim Services Advocate and collaborative partners and agencies within the confines of the Sawyer County Courthouse office space.

Establishment of Responsibility:

This MOU is not intended to, and does not create, any right, benefit, or trust responsibility, substantive or procedural, enforceable at law or equity, by a party against Sawyer County or the Tribe, its agencies, its officers, or any person.

Principal Contacts:

Oakwood Haven
Sharon Paulson-Tainter
Director
13394W Trepania Rd
Hayward, WI 54843

Sawyer County
Hon. John M. Yackel
Circuit Judge, Sawyer County
10610 Main St, Suite 244
Hayward, WI 54843

Authorized Representatives:

By signature below, the cooperators certify that the individuals listed in this document as representatives of the cooperator are authorized to act in their respective areas for matters related to this agreement.

This Memorandum of Understanding is the complete agreement between Lac Courte Oreilles Oakwood Haven Domestic Abuse/Sexual Assault Program; the Sawyer County Administration; The Sawyer County District Court (Under the Direction of the 10th Judicial District); and the Lac Courte Oreilles Tribal Governing Board and this agreement shall be amended only by written agreement signed by each of the parties involved.

THE PARTIES HERETO have executed this instrument.

Oakwood Haven Representative

Sharon Paulson-Tainter
Director

DATE

Sawyer County Facilities Representative

Thomas Hoff
Sawyer County Administrator

DATE

Sawyer County Circuit Court Representative

Hon. John M. Yackel

DATE

Lac Courte Oreilles Band of Lake Superior Chippewa Indians

Michael J. Isham, Jr.
Chairman

DATE

Maintenance Report
January 2016

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

I. Courthouse:

- Completed installing flooring in the AODA/ADRC office area.
- Removed carpeting and installed porcelain tile in part of the public health area.
- A new control board and software was installed in the fresh air intake air handler in Health and Human Services. This project was completed in collaboration with ACC Planned Services, Inc.
- Built and installed shelving units for the Health & Human Services storage room.

II. Sheriff's Department:

- I have been working with the Sheriff and Chief Deputy on preparing bids for their new vehicles that are budgeted to be purchased in 2016.

III. Maintenance Garage:

- We entered into a three month agreement with a local repair shop to maintain the courthouse and Sheriff Department fleets.

IV. Airport:

- The equipment that was purchased for snow removal has been able to keep all necessary areas cleared. The only thing they have needed an outside contractor for is sanding the runway.

L & L Aviation INC. Management Report Jan. 2016

- Snowplowing is going very well. Tim and crew are doing a fine job. Only complaints are from the hangar owners whose taxi way and aprons are being plowed differently.
- Problem with fence project bids. 2 bids came in. One didn't have the proper paperwork and the other was way too high. Project is being re-bid Jan. 14th.
- Sawyer County project funding –
Fence project \$45,000
ILS over runs due to primarily unstable soil \$43,500
Wetland Delineation/ Boundary survey \$6,500
- Due to inclement weather and ice the holidays were very slow. Although traffic has picked up a bit this past week.
- The approach systems that were taken away by the FAA because of the runway numbers will be republished and usable again on Feb. 4th.
- Whose fault was the mishap with the approaches? It was in the plans to renumber the runway all along. The FAA approved the plans. The BOA and contractors were told to proceed with the plans by the FAA.
- We are still struggling to find an indoor location for the plow truck and blower. We offered ours but it isn't heated.