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Agenda  
Public Works Committee meeting  
August 10, 2016; 6:30 p.m.  
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of July 13, 2016 meeting
03. Audience recognition
04. Maintenance Department report, including:
  - Project report
05. Highway Department report, including:
  - Highway Commissioner's report
  - Fund Balance Report
  - 2017 Highway Department Budget
06. 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)
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 Friday, August 5, 2016, 2:30 p.m. by Carol Williamson

Draft

Minutes of the meeting of the Public Works Committee Sawyer County Board of Supervisors  
July 13, 2016; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

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

Others present: Gary Gedart, Patty Leslie, Derek Leslie, Al Foeckler, Don Mrotek, Cliff Korn, Carol Williamson, Kari Sly, Jim Neccum, and Judy Neccum

Chair Ron Kinsley called the meeting to order

Motion by Buckholtz, 2<sup>nd</sup> by Helwig, to approve the agenda. Motion carried

Motion by Buckholtz, 2<sup>nd</sup> by Helwig, to approve the minutes of the June 8, 2016 meeting, Motion carried

The Committee was provided with a written Maintenance report.

Highway Commissioner Gary Gedart gave the Committee a report of the road conditions and high water. Update on the progress of the bike trail. Gary will provide budget information on the bike trail. Motion by Buckholtz, 2<sup>nd</sup> by Shuman, to accept the Highway Commissioner's Report.

Gedart presented a Disaster Damage Aids Petition for \$17,340.00. This is an estimate of the actual cost of repairs on CTH C. 75% of the actual cost will be reimbursed. Motion by Shuman, 2<sup>nd</sup> by Helwig, to approve the Disaster Damage Aids Petition. Motion carried.

Two ATV temporary route requests on CTH H and CTH CC were approved by the Town of Radisson on June 8, 2016. Motion by McCoy, 2<sup>nd</sup> by Shuman, to approve the temporary request for a period of time not to exceed the date when the Blueberry Bridge repairs are complete. Motion carried

Request for ATV Route on CTH B from Chippewa Trail to CTH K. The trail would run on the south side of CTH B for approximately ¼ mile. Big Fish Golf Course is concerned about riders going off the trail on to the golf course. Motion by Shuman, 2<sup>nd</sup> by McCoy, to approve the ATV route on the south side of CTH B with the stipulations that there is signage for riders to stay on the trail and if riders go off the trail on to the golf course the county will shut down the trail. Motion carried

Motion by McCoy, 2<sup>nd</sup> by Buckholtz, to table the ATV Route extension request on CTH GG. Motion carried

Al Foeckler from the Civil Air Patrol reported to the Committee on the Fly In and open house at the Sawyer County Airport. Breakfast was served to 520 visitors. Hangar lease owner Cliff Korn commended Patty and Derek Leslie and others on the open house. Next year's date is July 9, 2017.

Administrator Tom Hoff signed the Airport Improvement Program Sponsor Certification. The documents were reviewed with the Committee.

The Committee was provided with the Federal Aviation Administration Policy on the Non-Aeronautical Use of Airport Hangars. Motion by McCoy, 2<sup>nd</sup> by Shuman, to table action on this item. Motion carried.

The Committee was provided a copy of a letter from Edward Reinbold regarding airport noise. The airport report was reviewed. Improvement projects are going well. Motion by Buckholtz, 2<sup>nd</sup> by Shuman to approve the Airport Report. Motion carried.

Motion by Shuman, 2<sup>nd</sup> by Buckholtz to adjourn. Motion carried

Minutes prepared by Sawyer County Clerk Carol Williamson

Maintenance Report  
August 2016

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

I. Courthouse:

- Installed electrical circuit and outlet on power pole by the impound yard. This will enable Zoning/Land Conservation to have a place to plug their battery charger in.
- Completed numerous office moves for Health and Human Services.
- Installed a one ton mini-split air conditioner/heat pump in the IT Department phone room. The new air conditioner allows the IT Department to better secure Sawyer County's phone equipment.
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II. Hail Damage Update:

- Assisted Andry Rasmussen and Sons with the installation of a new five ton roof top air conditioner and curb adaptor at the Sheriff's Department.
- The only project left to complete is the tear off and re-shingling of the salt dome roof at the Highway Department. The roofing job should be completed by the end of August.
  - Kelmann Restoration originally replaced the damaged part of the roof, but the new shingles did not match the existing shingles.

III. Highway Department:

- Replaced a 1.5 ton air conditioning condensing unit and "A" coil on the system for the employee breakroom.
- Replaced the air conditioning condensing fan motor on the system cooling the administrative offices.

IV. Oasis:

- Replaced the garage service door that was damaged during a break in.

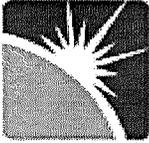


# Budget Performance Report

Fiscal Year to Date 08/01/16

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	Prior Year Total
<b>Fund 100 - General Fund</b>										
EXPENSE										
Department <b>31 - Building Maintenance</b>										
State Account <b>51600 - Maint./Custodial Expenses</b>										
50111	Regular Salaries	199,754.00	2,380.00	202,134.00	.00	.00	86,056.78	116,077.22	43	186,067.57
50112	Salaries Overtime	1,500.00	.00	1,500.00	.00	.00	217.92	1,282.08	15	710.05
50124	Temporary Help	3,000.00	.00	3,000.00	.00	.00	128.00	2,872.00	4	3,061.11
50144	Term Life Ins./Employer's Share	96.00	.00	96.00	.00	.00	48.37	47.63	50	83.44
50147	Workers Comp	7,556.00	.00	7,556.00	.00	.00	3,793.80	3,762.20	50	4,715.90
50151	FICA-Employer's Share	15,396.00	.00	15,396.00	.00	.00	6,113.27	9,282.73	40	13,564.40
50152	Retirement-Employer's Share	13,283.00	.00	13,283.00	.00	.00	5,629.95	7,653.05	42	12,538.63
50154	Hospital and Health Insurance	82,704.00	.00	82,704.00	.00	.00	39,172.23	43,531.77	47	70,202.69
50155	Flex Administration Fees	240.00	.00	240.00	.00	.00	123.60	116.40	52	256.75
50157	Employee Education and Training	.00	.00	.00	.00	.00	.00	.00	+++	50.00
<b>50217</b>	<b>Water/Sewer-Vets &amp; Maintenance.</b>									
50217-322	Water/Sewer-Vets & Maintenance.	950.00	.00	950.00	.00	.00	385.21	564.79	41	736.49
	<b>50217 - Water/Sewer-Vets &amp; Maintenance. Totals</b>	<b>\$950.00</b>	<b>\$0.00</b>	<b>\$950.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$385.21</b>	<b>\$564.79</b>	<b>41%</b>	<b>\$736.49</b>
<b>50218</b>	<b>Garbage</b>									
50218-323	Garbage	2,400.00	.00	2,400.00	.00	.00	1,130.36	1,269.64	47	1,822.19
	<b>50218 - Garbage Totals</b>	<b>\$2,400.00</b>	<b>\$0.00</b>	<b>\$2,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,130.36</b>	<b>\$1,269.64</b>	<b>47%</b>	<b>\$1,822.19</b>
50221	Water and Sewer	5,000.00	.00	5,000.00	.00	.00	2,619.32	2,380.68	52	4,825.10
50222	Electric	44,000.00	.00	44,000.00	.00	.00	20,693.30	23,306.70	47	44,795.03
<b>50223</b>	<b>Electric-Vets &amp; Maint.</b>									
50223-324	Electric-Vets & Maint.	4,500.00	.00	4,500.00	.00	.00	2,001.26	2,498.74	44	4,248.23
	<b>50223 - Electric-Vets &amp; Maint. Totals</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$4,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,001.26</b>	<b>\$2,498.74</b>	<b>44%</b>	<b>\$4,248.23</b>
50224	Heating Fuels	12,500.00	.00	12,500.00	.00	.00	3,940.29	8,559.71	32	7,495.47
50225	Telephone	2,100.00	.00	2,100.00	.00	.00	748.48	1,351.52	36	1,626.63
50242	Repair & Maint.	83,000.00	.00	83,000.00	.00	.00	35,866.98	47,133.02	43	100,912.74
50245	Ground Improvements	500.00	.00	500.00	.00	.00	131.25	368.75	26	238.33
50247	Repairs-Buildings	20,000.00	.00	20,000.00	.00	.00	8,442.41	11,557.59	42	19,898.01
50270	Insurance Claim	.00	.00	.00	.00	.00	1,024.12	(1,024.12)	+++	212,366.26
50311	Postage	75.00	.00	75.00	.00	.00	.00	75.00	0	.00
50312	Office Supplies	175.00	.00	175.00	.00	.00	49.48	125.52	28	66.46
50313	Printing	100.00	.00	100.00	.00	.00	609.28	(509.28)	609	826.47
50314	Small Items of Equipment	1,200.00	.00	1,200.00	.00	.00	902.63	297.37	75	2,010.08
50325	Registration Fees	200.00	.00	200.00	.00	.00	50.00	150.00	25	.00
50335	Meal Expenses	.00	.00	.00	.00	.00	16.00	(16.00)	+++	.00
50339	Travel	100.00	.00	100.00	.00	.00	.00	100.00	0	10.02
50340	Operating Supplies	4,000.00	.00	4,000.00	.00	.00	1,604.21	2,395.79	40	3,731.54
50344	Supplies	15,000.00	.00	15,000.00	.00	.00	7,239.72	7,760.28	48	12,414.82



# Budget Performance Report

Fiscal Year to Date 08/01/16

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	Prior Year Total
<b>Fund 100 - General Fund</b>										
EXPENSE										
Department <b>31 - Building Maintenance</b>										
State Account <b>51600 - Maint./Custodial Expenses</b>										
<b>50351</b>	<b>Fuel-Vets Bldg.</b>									
50351-325	Fuel-Vets Bldg.	2,000.00	.00	2,000.00	.00	.00	649.20	1,350.80	32	1,128.78
<b>50351 - Fuel-Vets Bldg. Totals</b>		<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$649.20</b>	<b>\$1,350.80</b>	<b>32%</b>	<b>\$1,128.78</b>
<b>50815</b>	<b>Hard Surface Flooring Continuati</b>									
50815-183	Hard Surface Flooring Continuati	1,500.00	.00	1,500.00	.00	.00	1,307.93	192.07	87	.00
<b>50815 - Hard Surface Flooring Continuati Totals</b>		<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,307.93</b>	<b>\$192.07</b>	<b>87%</b>	<b>\$0.00</b>
State Account <b>51600 - Maint./Custodial Expenses Totals</b>		<b>\$522,829.00</b>	<b>\$2,380.00</b>	<b>\$525,209.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$230,695.35</b>	<b>\$294,513.65</b>	<b>44%</b>	<b>\$710,403.19</b>
Department <b>31 - Building Maintenance Totals</b>		<b>\$522,829.00</b>	<b>\$2,380.00</b>	<b>\$525,209.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$230,695.35</b>	<b>\$294,513.65</b>	<b>44%</b>	<b>\$710,403.19</b>
<b>EXPENSE TOTALS</b>		<b>\$522,829.00</b>	<b>\$2,380.00</b>	<b>\$525,209.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$230,695.35</b>	<b>\$294,513.65</b>	<b>44%</b>	<b>\$710,403.19</b>
Fund <b>100 - General Fund Totals</b>										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		522,829.00	2,380.00	525,209.00	.00	.00	230,695.35	294,513.65	44	710,403.19
<b>Fund 100 - General Fund Totals</b>		<b>(\$522,829.00)</b>	<b>(\$2,380.00)</b>	<b>(\$525,209.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$230,695.35)</b>	<b>(\$294,513.65)</b>		<b>(\$710,403.19)</b>
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		522,829.00	2,380.00	525,209.00	.00	.00	230,695.35	294,513.65	44	710,403.19
<b>Grand Totals</b>		<b>(\$522,829.00)</b>	<b>(\$2,380.00)</b>	<b>(\$525,209.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$230,695.35)</b>	<b>(\$294,513.65)</b>		<b>(\$710,403.19)</b>

## Sawyer County Airport Management Report Aug. 2016

- Installation of the fence is still at a halt and will be starting up again when the ground is frozen
- Our ILS project engineer Becher-Hoppe is beginning work with the manufacture for the Glide Slope equipment. An outfit from the Ohio University is going to be going through the entire system to try and pinpoint what improvements could be made to help the system operate better. All results will then be sent onto FAA for further analysis as to what we need to do to get the system into operation. This is all at no expense to Sawyer County.
- We are in planning to use our 2016 entitlement dollars for a Boundary Survey and Wetland Delineation Study. We are planning to have it in next year's budget and we will hopefully be starting soon. We can begin these projects prior to the 2017 fiscal year. Once again Sawyer County only has to pay 5 percent of these costs associated with our 2016 entitlements. We are also discussing the opportunity of purchasing additional snow removal equipment for this upcoming winter using entitlement dollars. A large motorized broom that could attach to the front of our new CAT loader. This will help keep the runway breaking conditions safe for all aircraft. The vast majority of airport our size utilize this method.
- Our Airport Layout Plan is also being updated and a big part of this process is going to be completing a boundary survey.
- Our airport has been selected for a DOT (department of transportation) Cabinet visit. This is going to be an outstanding opportunity to showcase the improvements we have made to State officials. The event is to be held on Aug. 29<sup>th</sup>, from 2:00-3:30. In attendance will be Paul Hammer, Deputy Sectary of the DOT, and many members of the Bureau of Aeronautics. We would love to see few members from the County Board of Supervisors. A welcoming speech from a county official would be wonderful. We are working with the BOA on an agenda for that day.
- The annual Airport Operations and Land Use seminar is Sept. 20-21. Derek and Patty will be attending and would love for all or any of you to go with us. It is a great learning opportunity.
- Fuel Flowage July  
100 LL- 2,912  
Jet A- 28,380