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Agenda  
Public Works Committee meeting  
September 7, 2016; 6:30 p.m.  
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of August 10, 2016 meeting
03. Audience recognition
04. 2017 Preliminary Budget Discussion
05. Maintenance Department report, including:
  - Project report
06. Highway Department report, including:
  - Highway Commissioner's report
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)
08. 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 Wednesday, August 31, 2016, 1:30 p.m. by Carol Williamson

Draft

Minutes of the meeting of the Public Works Committee Sawyer County Board of Supervisors  
August 10, 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, Cliff Korn, Carol Williamson, Tom Hoff,  
Tim Hagberg

Motion by McCoy, 2<sup>nd</sup> by Shuman, to approve the agenda with item 6 following item 4, and item  
5 following item 6. Motion carried

Motion by Buckholtz, 2<sup>nd</sup> by Helwig, to approve the minutes of the July 13, 2016 meeting. Motion  
carried

Maintenance Supervisor Tim Hagberg provided a report to the Committee. The salt dome at the  
Highway Department is the last thing that needs repair from the 2014 hail storm. The County  
does not have a mechanic on staff; outsourcing is working well. Motion by Helwig, 2<sup>nd</sup> by  
Shuman, to approve the maintenance report. Motion carried

Airport Manager Patty Leslie provided a report to the Committee. Supervisor McCoy requested  
a log of completed capital improvements and projected short-term plans. The Department of  
Transportation will have a Cabinet visit at the airport on August 29, 2016, at 2:00 pm. County  
Board Supervisors are encouraged to attend. A member of the Committee will give a speech.  
Airport Operations & Land Use Seminar is September 20 and 21, in Stevens Point. Information  
regarding hangar use was provided to the Committee; Leslie asked the Committee to address  
hangar usage at the September meeting. Motion by Shuman, 2<sup>nd</sup> by Buckholtz to accept the  
Airport report. Motion carried

Highway Commissioner Gary Gedart provided a report to the Committee. FEMA will hold a  
meeting August 17, 2016 from 1:00 pm to 4:00 pm in the Assembly Room. The storm damage  
on County T is estimated to be from \$85k to \$200k. Motion by Buckholtz, 2<sup>nd</sup> by Shuman, to  
accept the Commissioner's report. Motion carried

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

Minutes prepared by Sawyer County Clerk Carol Williamson

## Maintenance Report September 2016

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

### I. Courthouse:

- Removed deteriorated deck by courtyard fire exit and replaced with a new, code compliant deck.
- Installed sight window in door leading to Health and Human Services administrative offices. Not having a sight window in the door was creating a safety hazard.
- Converted all exterior wall pack lighting at the Oasis building to high efficiency LED lights.
- Installed sidewalk between the Fifth Street sidewalk and the side courthouse entry door. The door is only used for transferring inmates from the jail to the large courtroom.

### II. Hail Damage Update:

- All damage caused by the 2014 hail storm has been repaired.

### III. Veteran Services:

- Painted the exterior of the Veteran Services building with two coats of paint.

**SAWYER COUNTY HIGHWAY DEPARTMENT  
JULY FUNDS BALANCE**

<u>COMPONENTS</u>	<u>July 2016</u>		<u>July 2015</u>	
	<u>Debits</u>	<u>Credits</u>	<u>Debits</u>	<u>Credits</u>
	<u>Expenses</u>	<u>Revenue</u>	<u>Expenses</u>	<u>Revenue</u>
TREASURERS CASH	\$ 2,715,034.37		\$ 2,323,211.18	
PETTY CASH	\$ 50.00		\$ 50.00	
ACCOUNTS RECEIVABLE	\$ 2,446.14		\$ 52,335.49	
ACCOUNTS RECEIVABLE OTHER	\$ 5,466.27		\$ -	
DUE FROM STATE	\$ 323,521.87		\$ 135,227.22	
ACCOUNTS PAYABLE	\$ (255,660.20)		\$ (433,128.83)	
TRANSFER FROM GENERAL FUND	\$ (13,250.00)			
	<u>\$ 2,777,608.45</u>		<u>\$ 2,077,695.06</u>	
<u>FUNDS</u>				
ADMINISTRATION	\$ 62,154.67		\$ 72,318.33	
MATERIALS AND SUPPLIES	\$ (330,880.44)		\$ (329,506.91)	
MACHINERY	\$ 339,248.52		\$ 508,078.62	
CTH GENERAL MAINTENANCE	\$ 780,292.23	\$ -	\$ 523,765.39	\$ -
CTH WINTER MAINTENANCE	\$ (292,178.97)		\$ (322,021.91)	
CTH ROAD CONSTRUCTION	\$ 1,534,594.77		\$ 1,322,826.15	
CTH BRIDGES	\$ 261,350.47		\$ (155,071.37)	
COUNTY AID FOR BRIDGES	\$ 311,661.00		\$ 419,982.01	
WORK FOR OTHERS	\$ (19,337.15)		\$ (1,240.48)	
WORK FOR STATE	\$ 125,239.64		\$ 25,861.69	
INCIDENTAL LABOR	\$ 5,463.71		\$ 12,703.54	
	<u>\$ 2,777,608.45</u>		<u>\$ 2,077,695.06</u>	
<u>ADMINISTRATION</u>				
BALANCE 1/1/2016	\$ -	\$ 19,078.04	\$ -	\$ 46,814.37
PROPERTY TAX		\$ 130,442.00		\$ 135,392.00
STATE REVENUE (RECORDS/REPORTS)		\$ 38,778.13		\$ 29,185.67
BUILDINGS/GROUNDS (10%)	\$ 6,069.53		\$ 5,308.96	
ADMINISTRATION	\$ 126,385.37	\$ 6,311.40	\$ 140,056.83	\$ 6,292.08
	\$ 132,454.90	\$ 194,609.57	\$ 145,365.79	\$ 217,684.12
BALANCE 7/31/2016		<u>\$ 62,154.67</u>		<u>\$ 72,318.33</u>
<u>MATERIALS AND SUPPLIES</u>				
BALANCE 1/1/2016	\$ 343,252.74		\$ 393,848.69	\$ -
MATERIAL AND SUPPLIES INV 1/1/2016		\$ 318,181.36		\$ 368,777.31
MATERIALS AND SUPPLIES - CURRENT	\$ 305,809.06		\$ 304,435.53	
	\$ 649,061.80	\$ 318,181.36	\$ 698,284.22	\$ 368,777.31
BALANCE 7/31/2016		<u>\$ (330,880.44)</u>		<u>\$ (329,506.91)</u>

	July 2016		July 2015	
	Debits Expenses	Credits Revenue	Debits Expenses	Credits Revenue
<b>MACHINERY</b>				
BALANCE 1/1/2016		\$ 552,195.35		\$ 603,087.33
PROPERTY TAX		\$ -		\$ -
FIELD SMALL TOOLS	\$ 3,327.95	\$ 3,777.57	\$ 1,622.35	\$ 2,792.37
SHOP OPERATIONS	\$ 43,490.44		\$ 45,949.20	
OPERATION OF EQUIPMENT		\$ 271,809.68		\$ 249,657.67
SALE OF EQUIPMENT		\$ 7,500.00		\$ -
FUEL HANDLING		\$ 3,049.44		\$ 2,786.32
FUEL TAX REFUND		\$ 3,199.38		\$ 3,130.48
INSURANCE RECOVERIES		\$ 1,804.17		\$ -
SALE OF SALVAGE		\$ 107.22		\$ -
PURCHASE OF EQUIPMENT	\$ 457,375.90		\$ 305,804.00	
	<u>\$ 504,194.29</u>	<u>\$ 843,442.81</u>	<u>\$ 353,375.55</u>	<u>\$ 861,454.17</u>
BALANCE 7/31/2016		<u>\$ 339,248.52</u>		<u>\$ 508,078.62</u>

<b>CTH GENERAL MAINTENANCE</b>				
BALANCE 1/1/2016		\$ 450,447.42		\$ 112,040.07
PROPERTY TAX		\$ 192,034.00		\$ 193,173.00
TRANSPORTATION AIDS		\$ 564,083.91		\$ 586,294.20
STATE REVENUE-OTHER		\$ 49,708.61		\$ 45,509.21
EQUIPMENT STORAGE REIMBURSEMENT		\$ 40,746.49		\$ 35,202.32
PATROL SUPERVISION	\$ 57,570.24		\$ 61,133.24	
RADIO EXPENSE	\$ 3,006.66		\$ 1,389.89	
GPL INSURANCE	\$ 33,788.00		\$ -	
SALT REIMBURSEMENT		\$ 1,794.16		\$ 570.91
LRIP REIMBURSEMENT		\$ 4,289.89		\$ -
BUILDINGS/GROUNDS (90%)	\$ 54,625.80		\$ 47,780.63	
CTH GENERAL MAINTENANCE	\$ 373,821.55		\$ 355,052.39	
FLOOD DAMAGE AID		\$ -		\$ 11,466.83
MISCELLANEOUS REVENUE		\$ -		\$ 4,865.00
	<u>\$ 522,812.25</u>	<u>\$ 1,303,104.48</u>	<u>\$ 465,356.15</u>	<u>\$ 989,121.54</u>
BALANCE 7/31/2016		<u>\$ 780,292.23</u>		<u>\$ 523,765.39</u>

<b>CTH WINTER MAINTENANCE</b>				
BALANCE 1/1/2016	\$ 432,152.22		\$ 598,769.60	
PROPERTY TAX		\$ 575,000.00		\$ 560,000.00
CTH WINTER MAINTENANCE	\$ 435,026.75		\$ 283,252.31	
	<u>\$ 867,178.97</u>	<u>\$ 575,000.00</u>	<u>\$ 882,021.91</u>	<u>\$ 560,000.00</u>
BALANCE 7/31/2016		<u>\$ (292,178.97)</u>		<u>\$ (322,021.91)</u>

<b>CTH ROAD CONSTRUCTION</b>				
BALANCE 1/1/2016	\$ -	\$ 182,861.78	\$ -	\$ 702,987.56
PROPERTY TAX		\$ 1,565,100.00		\$ 1,325,203.00
CHIP REIMBURSEMENT		\$ -		\$ -
LFA		\$ -		\$ 7,111.28
FUTURE PROJECTS	\$ -		\$ 15,828.11	
CTH ROAD CONSTRUCTION	\$ 213,367.01		\$ 696,647.58	
	<u>\$ 213,367.01</u>	<u>\$ 1,747,961.78</u>	<u>\$ 712,475.69</u>	<u>\$ 2,035,301.84</u>
BALANCE 7/31/2016		<u>\$ 1,534,594.77</u>		<u>\$ 1,322,826.15</u>

	July 2016		July 2015	
	Debits Expenses	Credits Revenue	Debits Expenses	Credits Revenue
<b>CTH BRIDGES</b>				
BALANCE 1/1/2016	\$ -	\$ 291,901.21	\$ 420,106.55	
PROPERTY TAX		\$ -		\$ 272,570.00
CTH BRIDGE INSPECTIONS	\$ 30,550.74		\$ 7,534.82	
BRIDGE MAINTENANCE				
	<u>\$ 30,550.74</u>	<u>\$ 291,901.21</u>	<u>\$ 427,641.37</u>	<u>\$ 272,570.00</u>
BALANCE 7/31/2016		<u>\$ 261,350.47</u>		<u>\$ (155,071.37)</u>

<b>COUNTY AID ON BRIDGES</b>				
BALANCE 1/1/2016		\$ 393,609.45		\$ 372,891.41
BRIDGE AID REVENUE		\$ 71,746.00		\$ 61,807.00
COUNTY BRIDGE AID		\$ -		\$ -
DEFERRED REVENUE - TOWNSHIPS				
BRIDGE AID EXPENSE	\$ 153,694.45		\$ 14,716.40	
	<u>\$ 153,694.45</u>	<u>\$ 465,355.45</u>	<u>\$ 14,716.40</u>	<u>\$ 434,698.41</u>
BALANCE 7/31/2016		<u>\$ 311,661.00</u>		<u>\$ 419,982.01</u>

<b>WORK FOR OTHERS</b>				
BALANCE 1/1/2016	\$ 1,228.84		\$ 2,435.23	
REVENUE FROM OTHERS		\$ 224,845.08		\$ 273,789.94
WORK FOR OTHERS	\$ 242,953.39		\$ 272,595.19	
	<u>\$ 244,182.23</u>	<u>\$ 224,845.08</u>	<u>\$ 275,030.42</u>	<u>\$ 273,789.94</u>
BALANCE 7/31/2016		<u>\$ (19,337.15)</u>		<u>\$ (1,240.48)</u>

<b>WORK FOR STATE</b>				
BALANCE 1/1/2016	\$ 2,565.76	\$ -	\$ 2,314.76	\$ -
REVENUE FROM STATE		\$ 806,453.84		\$ 605,983.45
STATE PBM EXPENSES	\$ -	\$ -	\$ 7,352.19	\$ 9,925.23
STATE MAINTENANCE	\$ 678,648.44		\$ 580,380.04	
	<u>\$ 681,214.20</u>	<u>\$ 806,453.84</u>	<u>\$ 590,046.99</u>	<u>\$ 615,908.68</u>
BALANCE 7/31/2016		<u>\$ 125,239.64</u>		<u>\$ 25,861.69</u>

<b>INCIDENTAL LABOR</b>				
BALANCE 1/1/2016		\$ -		\$ -
EXPENSES	\$ 478,625.51		\$ 481,785.48	
REVENUES		\$ 484,089.22		\$ 494,489.02
	<u>\$ 478,625.51</u>	<u>\$ 484,089.22</u>	<u>\$ 481,785.48</u>	<u>\$ 494,489.02</u>
BALANCE 7/31/2016		<u>\$ 5,463.71</u>		<u>\$ 12,703.54</u>

GENERAL PROPERTY TAXES

\$2,534,322.00

\$2,548,145.00

September 7, 2016

## Highway Department Report

### Highway Commissioner

- Work has started on the CTH NN and CTH F projects. Culverts are currently being installed on all three jobs. CTH NN will be pulverized starting September 6, 2016.
- Work has now been completed on the bicycle/pedestrian trail. The total costs have not been finalized yet, but the project has come in significantly under budget.
- There is one employee who has returned from a workers compensation injury/surgery and is currently working light duty with restrictions.
- Work on the reconstruction of the intersection of STH 77/CTH K/Mosquito Brook Road is scheduled to begin after Labor Day and the project should be paved around the middle of October, 2016. Mattison Contractors of Knapp, WI is the prime contractor for the project.
- Work continues on the CTH F state-funded project. The culverts on the job were installed the last week of August. Pulverizing is expected to take place on September 8, 2016.
- Reconstruction on CTH S is scheduled to begin September 12, 2016. The project is a 35 working day contract and should be completed by October 28, 2016. The prime contractor is Monarch Paving of Amery, WI.
- The state funded projects scheduled for STH 27 from Ojibwa, south to the Brunet River and STH 40 (entire length in Sawyer County) were both started August 22, 2016.
- There was a meeting held at 1:00 p.m. on September 6, 2016 with FEMA. The meeting was to discuss funding for the July 11-12, 2016 flooding that affected Sawyer County.
- Brad Beise and I underwent Reasonable Suspicion Training on Wednesday, August 31, 2016. The training was provided by our worker's compensation carrier, Aegis Corporation.
- The two foremen and our superintendent will be attending the Leadership Development Group (formerly known as the superintendent's and foreman's convention) meeting to be held September 19-22, 2016 in Green Bay, WI.

### Office Manager

- Patrol Superintendent, Brad Beise, attended Compass Training in Wausau, WI on August 9 and 10, 2016.
- Digital Security Systems was unavailable to complete installation of additional camera last month as indicated. Camera will be installed at a later date.

## Sawyer County Highway Department County and State Overtime Report

2015 Hours			
Month	County	State	Total
January	19.00	185.00	204.00
February	39.75	124.50	164.25
March	26.25	53.25	79.50
April	41.00	92.75	133.75
May	8.00	7.50	15.50
June	86.50	6.00	92.50
July	137.75	130.00	267.75
August	89.00	6.00	95.00
September	179.75	8.50	188.25
October	129.75	14.50	144.25
November	57.50	56.00	113.50
December	222.25	218.00	440.25
<b>Grand Total</b>	<b>1,036.50</b>	<b>902.00</b>	<b>1,938.50</b>

2016 Hours			
Month	County	State	Total
January	84.75	245.50	330.25
February	127.75	229.00	356.75
March	64.50	92.50	157.00
April	94.00	102.00	196.00
May	35.00	20.50	55.50
June	79.00	179.50	258.50
July	7.50	221.50	229.00
August	27.25	4.75	32.00
<b>Grand Total</b>	<b>519.75</b>	<b>1,095.25</b>	<b>1,615.00</b>

2015 Wages			
Month	County	State	Total
January	621.38	5,876.22	6,497.60
February	1,264.87	3,959.06	5,223.93
March	840.68	1,696.91	2,537.59
April	1,317.01	2,955.81	4,272.82
May	264.20	241.90	506.10
June	2,620.27	192.45	2,812.72
July	3,782.14	4,138.19	7,920.33
August	2,501.33	191.70	2,693.03
September	5,712.21	276.18	5,988.39
October	4,164.06	463.86	4,627.92
November	1,849.88	1,784.14	3,634.02
December	7,099.11	6,900.62	13,999.73
<b>Grand Total</b>	<b>\$32,037.14</b>	<b>\$28,677.04</b>	<b>\$60,714.18</b>

2016 Wages			
Month	County	State	Total
January	2,737.12	7,777.10	10,514.22
February	4,104.74	7,261.73	11,366.47
March	2,089.36	2,901.11	4,990.47
April	2,994.93	3,258.20	6,253.13
May	1,150.05	661.13	1,811.18
June	2,687.59	5,403.83	8,091.42
July	250.60	6,819.29	7,069.89
August	903.00	152.20	1,055.20
<b>Grand Total</b>	<b>\$16,917.39</b>	<b>\$34,234.59</b>	<b>\$51,151.98</b>

OT thru August 2016      \$13,211.88    \$19,252.24      32,464.12

OT thru August 2016      \$16,917.39    \$34,234.59      51,151.98

Welcome to the Sawyer County Airport. I am Patty Leslie- the Sawyer County Airport Manager. Thank you all for being here today.

I'd like to introduce my assistant Derek Leslie, former Airport manager Dan Leslie, County Board Chairman Ron Kingsley and members of the Public works committee. These folks oversee the Airport- Kathy McCoy, Tweed Shuman, Marc Helwig, Ron Buckholt, County Administrator Tom Hoff and our County Clerk – Carol Williamson.

In the past 27 years of airport management here at Sawyer County Dan, Derek and I have been very fortunate to work with these amazing people and many others. The Sawyer County board understands the need for a viable airport and is very supportive of its continuing improvements.

Our airport is very unique. It is used not only for tourism & Businesses but most importantly for medical use. Many lives have been saved due to our continued improvements on our approaches. Our approaches enable helicopters to access the hospital and other areas of the community safely.

I'd like to give you a little snap shot of our last 27 years and how we have continued to grow and improve. When our family took over the management there were 2 hangars on the field. Shortly there after we had a major project to develop a hangar area. We now have 26 hangars on the field. If we had more room we would have 26 more as we have a waiting list of people who would love to build. The last hangar which was built in 2012 is the Jack Links hangar which we will tour a little later. The folks at Links have been gracious enough to open there doors so you can see the shining jewel of our airport.

In 2001 we continued to improve. We expand the width of the runway from 75 feet wide to 100 feet wide. We also added new airport lighting and the first part of our concrete ramp. The runway was strengthened to handle today corporate jets. It may seem a bit quiet today but weekend the tarmac is full of aircraft. We get everything from the Cessna 150 to The Global Express.

We are currently in the middle of 2 projects that we will show you. Matt Malicki is our ILS project manager. You will see we now have a beautiful taxi way, MALSAR lighting system, and an ILS that will hopefully come online soon. We also expanded our concrete ramp and many other improvements that Derek will point out on your tour.

Matt Messina is the manager for our fencing project. The project is currently on hold until the winter months so we can get into the damper parts of the field without disturbing any of the environment. Being in the northwoods we have quite a few animals we have to watch out for and the fence will help out tremendously. It will be very helpful to have the added security.

All of this has been possible due to a proactive county board that understands the need for the community to have a viable airport. We would thank the FAA, the Department of Transportation and the Bureau of Aeronautics. With all of your help and support has made the Sawyer County airport the success it is today. Thank you for being here today and sharing in our progress to improve.

Without further ado I'd like to turn it over to Mr. Paul Hammer. Mr Hammer is the Deputy Secretary of the DOT.

**Cabinet on the Road**  
**Sawyer County Airport**  
**Monday, August 29<sup>th</sup>**  
**2:30~ 3:30 a.m.**

*Wisconsin Department of Transportation Deputy Secretary Paul Hammer*

- Meet in lobby – Aviation Terminal  
Patty Leslie, Airport Manager  
Derek Leslie, L&L Aviation Manager (FBO)
  - Welcome -  
Introductions-  
County Board Chair Ron Kinsley  
Airport Committee Members:  
Kathy McCoy  
Tweed Schuman  
Marc Helwig  
County Administrator Tom Hoff
  - Jack Links  
Director of Aviation Mike Dunlop  
Director of Maintenance Don Salisbury
  - WI BOA  
Matt Malicki  
Matt Messina
  - Becher Hoppe  
(ILS and Fence Airport Engineers)  
Randy  
Karl Kemper
  - Opening remarks  
Paul Hammer, Deputy Secretary  
Wisconsin Department of Transportation
  - Tour – Newly installed instrument landing system and associated improvements
  - Tour- Fencing project (currently underway)
  - Tour- Jack Links Flight Department Hanger and Offices (2012)
- Conclude meeting on ramp outside of Terminal and Jack Links

# Sawyer County Airport Improvement Projects

Every year the Sawyer County Airport is eligible for state and federal funding. This funding is only available for certain types of projects. Each project must be petitioned by Sawyer County to the Wisconsin Bureau of Aeronautics and it is then sent on to get approved by the Governor. The funding from each fiscal year the county is eligible for from the federal government is in excess of \$150,000. The State of Wisconsin and Sawyer County must contribute a %5 matching cost of the entitlements used. Currently, the average amount the county would have to pay to get the full amount of entitlements is around \$8,333. We have now built it into the airport budget to use this full amount every year as it will be paramount to get these funds to continue to maintain and improve the airport. Any questions on what these entitlements can be used for should be directed towards Matt Malicki at the B.O.A.

## 2015 Project/Entitlements

- Design Fence, Hanger taxi lane culvert restoration
  - Install Deer Fence

Total Projected costs= \$1,020,002

County Cost=%5

## 2016 Project/Entitlements

- Grading of the Glide Slope Critical area

Total Projected costs= \$100,000

County Cost= zero, completely state funded

- Airport Boundary Survey

Total Projected Costs= \$67,500

County cost= %5

- Wetland Delineation Study

Total Projected Cost= \$45,000

County Cost= %5

- Purchase Broom for Snow removal Equipment

Total Projected Cost= \$25,000

County Cost= %5

## **2017 Project/Entitlements**

- Crack Fill Airport Runway Pavment

Total Projected Cost= \$100,000-\$135,000

County Cost= %5

- Purchase Mowing Equipment

Total Projected Cost= \$20,000

County Cost= %5

## **2018 Project/Entitlements**

- Develop Hanger Area

County Cost= possibly up to \$400,000

(additional block grant funding may be available as well as state apportionment funding)

County Cost= %5

- Reconstruct Asphalt Ramp (north side)

County Cost= possibly up to \$500,000

(additional block grant funding may be available as well as state apportionment funding)

## **2019 Project/Entitlements**

- Develop Hanger Area
- Reconstruct Asphalt Ramp (north side)

## **2020 Project/Entitlements**

- Construct Terminal Building & Connected Terminal Hanger

Total Projected cost= \$400,000

County Cost= %5