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Sawyer County Courthouse
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Agenda
Public Works Committee meeting
October 12, 2016; 6:30 p.m.
Assembly Room, Sawyer County Courthouse

01. Meeting agenda
02. Minutes of September 7, 2016 meeting
03. Audience recognition
04. 2017 Budget
05. Maintenance Department report, including:
 - Project report
06. Sawyer County Airport report, including:
 - L & L Aviation (contracted Airport management) report
 - Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid
 - Agency Agreement and Federal Block Grant Owner Assurances
 - Airport improvement projects (including nearly completed instrument landing system, expanded aprons, and parallel taxiway project and perimeter fencing project)
 - Hangar usage
 - Snow-removal brush
07. Highway Department report
08. Highway Commissioner's report
09. Other matters for discussion only
- 10.

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, October 7, 2016,
3:45p.m. by Carol Williamson
Updated on October 11, 2016, 3:30 pm.

Draft

Minutes of the meeting of the Public Works Committee
Sawyer County Board of Supervisors
September 7, 2016; 6:30 p.m.; Assembly Room; Sawyer County Courthouse

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

Others present: Tom Hoff, Tim Hagberg, Patty Leslie, Derek Leslie, Cliff Korn, Elaine Nyberg, Carol Williamson

Motion by Buckholtz, 2nd by Helwig, to approve the Agenda. Motion carried

Motion by Buckholtz, 2nd by Helwig, to approve the minutes of the August 10, 2016 meeting.
Motion Carried

Maintenance Supervisor Tim Hagberg provided a written report. Motion by Buckholtz, 2nd by Helwig, to approve the Maintenance Report. Motion carried

The Committee was provided a written Highway Department report. Motion by Helwig, 2nd by Buckholtz to accept the Commissioner's Report. Motion carried

Airport Manager Patty Leslie provided the Committee with a copy of the opening speech she delivered at the Cabinet on the Road meeting on August 29, 2016, at the Sawyer County Airport. Leslie thanked the Committee for visiting the airport and attending the meeting. Cliff Korn reported to the Pilots Association and also thanked the Committee for their attendance and support. Leslie encouraged attendance at the Conference on September 21 & 22 in Stevens Point.

Derek Leslie provided a list of Airport Improvement Projects from 2015 through 2020 as requested. The airport receives around \$150,000 each year through a block grant from the FAA; if not spent, it rolls to the next year.

The Leslies are concerned with letters, emails, and phone calls from a property owner near the airport. The Committee will address hangar do's and don'ts at the October meeting; a written opinion will be requested from Corporate Counsel TJ Duffy.

Motion by Buckholtz, 2nd by Helwig, to approve the airport report. Motion carried

Motion by McCoy, 2nd by Buckholtz, to adjourn. Motion carried

Minutes prepared by Sawyer County Clerk Carol Williamson

2016 / 2017 BUDGET SUMMARY BY AGENCY BY FUNCTIONAL AREA

	2016 ANNUAL BUDGET - UNAUDITED				2017 ANNUAL BUDGET - UNAUDITED			
			NET FUND	TAX			NET FUND	TAX
	EXPENDITURE	REVENUE	BALANCE	LEVY	EXPENDITURE	REVENUE	BALANCE	LEVY
PUBLIC WORKS								
HIGHWAY	7,769,563	5,221,991		2,547,572	5,249,657	2,672,112	96,453	2,481,092
AIRPORT	119,495	25,600		93,895	117,495	25,600		91,895
TRANSPORTATION	150,000			150,000	150,000			150,000
RECYCLING	10,087	0		10,087	8,587			8,587
Subtotal: Public Works	8,049,145	5,247,591	0	2,801,554	5,525,739	2,697,712	96,453	2,731,574

2017 - 2021 Requested Capital Projects Listing

PUBLIC WORKS	2017	2018	2019	2020	2021
Expenditures					
Airport Improvements	\$8,400	\$270,000	\$250,000	\$20,000	\$8,400
Revenues					
Fund Balance Appropriations					
Capital Project Funds Assigned	\$8,400	\$270,000	\$250,000	\$20,000	\$8,400
Total Public Works Revenues	<u>\$8,400</u>	<u>\$270,000</u>	<u>\$250,000</u>	<u>\$20,000</u>	<u>\$8,400</u>

Public Works- Airport

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 to get approved by the Governor. The funding for 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

- | | | |
|--|---------------------------------|----------------|
| 1. Design Fence, Hanger taxi lane
culvert restoration | Total Projected (1 & 2) Costs = | \$1,020,002.00 |
| 2. Install Deer Fence | County Cost = 5% | \$51,000.10 |

2016 Project/ Entitlements

- | | | |
|---|-------------------------|-------------------------------|
| 1. Grading of the Glide Slope
Critical area | Total Projected Costs = | \$100,000.00 |
| | County Cost = | Zero, completely state funded |
| 2. Airport Boundary Survey | Total Projected Costs = | \$67,500.00 |
| | County Cost = 5% | \$3,375.00 |
| 3. Wetland Delineation Study | Total Projected Costs = | \$45,000.00 |
| | County Cost = 5% | \$2,250.00 |
| 4. Purchase Broom for snow
removal equipment | Total Projected Costs = | \$25,000.00 |
| | County Cost = 5% | \$1,250.00 |

2017 Project/ Entitlements

- | | | |
|--------------------------------------|------------------------|---------------------|
| 1. Crack fill Airport Runway payment | Total Projected Cost = | \$100,000-\$135,000 |
| | County Cost = 5% | |
| 2. Purchase Mowing Equipment | Total Projected Cost = | \$20,000.00 |
| | County Cost = 5% | \$1,000.00 |

2018 Project/ Entitlements

- | | | |
|--|--|--------------------------|
| 1. Develop Hanger Area | County Cost = 5% | Possibly up to \$400,000 |
| | <i>(additional block grant funding may be available as well as Sate apportionment funding)</i> | |
| 2. Reconstruct Asphalt Ramp (north side) | County Cost = | Possibly up to \$500,000 |
| | <i>(additional block grant funding may be available as well as Sate apportionment funding)</i> | |

2019 Project/ Entitlements

1. Develop Hanger area
2. Reconstruct Asphalt Ramp (north side)

2020 Project/ Entitlements

- | | | |
|---|------------------------|--------------|
| 1. Construct Terminal Building &
Connected Terminal Hanger | Total Projected Cost = | \$400,000.00 |
| | County Cost= 5% | \$20,000.00 |

2017 - 2021 Schedule of Capital Purchases By Other Funds

PROJECT REQUESTED	2017	2018	2019	2020	2021
Public Works					
Highway - Wheel Loader	\$100,000				
Highway - (2) Tri-Axle Trucks	\$300,000				
Highway - Cracksealing Unit	\$50,000				
Highway - Crew Cab	\$30,000				
Highway - Miscellaneous	\$20,000				
Equipment to be identified		\$500,000	\$500,000	\$500,000	\$500,000
Highway - CTH B (CTH A - River Road) 4.43 miles	\$795,000				
Highway - CTH B (CTH W - Fishtrap Road) 3.51 miles	\$631,800				
Highway - CTH K (STH 27 - CTH KK) 1.39 miles	\$251,000				
Other Projects to be identified		\$1,675,000	\$1,675,000	\$1,675,000	\$1,675,000
Total Public Works Projects Requested	\$2,177,800	\$2,175,000	\$2,175,000	\$2,175,000	\$2,175,000

Airport

Committee: Public Works

Account		2016	Amend Budget	2016 Actual	2017 Department	2017 Admin
100 47 Airport	Expense					
100-47-53510-50111	Regular Salaries		-	-2,659.46	-6,000	-6,000
100-47-53510-50112	Salaries Overtime		-	-26.03	-	-
100-47-53510-50129	Contracted Services		-	0.00	-	-
100-47-53510-50147	Workers Comp		-	-120.35	-	-
100-47-53510-50151	FICA-Employer's Share		-	-205.44	-	-
100-47-53510-50152	Retirement-Employer's Share		-	-8.91	-	-
100-47-53510-50219	Maintenance Contracts		-600	-7,167.30	-	-
100-47-53510-50220	Contracted Expenses		-38,400	-22,400.00	-38,400	-38,400
100-47-53510-50222	Electric		-6,000	-7,082.74	-6,000	<u>-12,000</u>
100-47-53510-50224	Heating Fuels		-4,000	-1,049.89	-6,000	<u>-4,000</u>
100-47-53510-50225	Telephone		-2,200	-1,513.64	-2,200	-2,200
100-47-53510-50230	Runway upkeep & maintenance		-5,000	-1,474.08	-5,000	-5,000
100-47-53510-50235	Snow removal		-30,000	-4,549.06	-20,000	-20,000
100-47-53510-50236	Mowing		-9,000	0.00	-6,000	-6,000
100-47-53510-50239-340	Snowblower/Mowing Gas		-200	0.00	-	-
100-47-53510-50243	Repairs/Furniture & Fixtures		-4,500	-1,419.52	-3,000	<u>-2,500</u>
100-47-53510-50245	Ground Improvements		-200	0.00	-600	-600
100-47-53510-50246	Repair-Building Service Equip.		-500	-262.02	-500	-500
100-47-53510-50311	Postage		-	0.00	-	-
100-47-53510-50312	Office Supplies		-50	-335.13	-50	-
100-47-53510-50313	Printing		-	-855.35	-75	<u>-1,500</u>
100-47-53510-50325	Registration Fees		-75	-75.00	-75	-75
100-47-53510-50339	Travel		-200	-182.24	-200	-200
100-47-53510-50340	Operating Supplies		-50	-104.15	-4,000	<u>-5,000</u>
100-47-53510-50344	Supplies		-4,000	-2,624.02	-4,000	-
100-47-53510-50390-341	Brushing		-10,000	-4,000.00	-10,000	-10,000
100-47-53510-50461	Electrical Supplies		-200	0.00	-200	-200
100-47-53510-50513	Public Liability Insurance		-1,820	-1,438.00	-1,820	-1,820
100-47-53510-50805	Capital Outlay-Small Equipment (1000 - 5000)		-	0.00	-1,500	-1,500
100-47-53510-50815	Capital Outlay-Equipment		-	0.00	-	-
100-47-53510-50828	Capital Outlay-Holding Tank		-2,500	0.00	-	-
100 47 Airport	Expense TOTAL		-119,495	-59,552.33	-115,620	-117,495
100 47 Airport	Revenue					
100-47-46340	Airport Fuel Flowage Fees		8,000	4,812.06	8,000	8,000
100-47-46345	Hangar Leases/Septic Easements		17,000	5,771.08	17,000	17,000
100-47-46346	Vehicle Parking Revenues		600	220.00	600	600
100 47 Airport	Revenue TOTAL		25,600	10,803.14	25,600	25,600
100 47	NET		-93,895	-48,749.19	-90,020	-91,895

Airport

Committee: Public Works

<u>Account</u>	2016	Amend Budget	2016 Actual	2017 <u>Department</u>	2017 <u>Admin</u>
		-93,895		-90,020	-91,895
		-93,895		-90,020	-91,895

Highway

Committee: Public Works

<u>Account</u>				2016	Amend Budget	2016 Actual	2017 Department	2017 Admin
265	00	Special Revenue Fund Highway	Expense					
265-00-53311	50000	CTH Winter Maintenance		-		0.00		
265-00-53315	50000	CTH A		-		0.00		
265-00-53330	50000	District Maintenance		-		0.00		
265	00	Special Revenue Fund Highway Expense	TOTAL	0		0.00		
265	00	Special Revenue Fund Highway	Revenue					
265-00-41110		General Property Taxes		-		0.00		
265-00-43531		Jail Literacy		-		0.00		
265	00	Special Revenue Fund Highway Revenue	TOTAL	0		0.00		
265	00		NET	0		0.00		
				0				
701	45	Highway Department	Expense					
701-45-53110		Highway Administration	Total	-196,580		-173,687.95	-194,902	-194,902
701-45-53182		Local Bridge Aid	Total	-71,746		-165,844.60	-107,355	-107,355
701-45-53191		Supervision	Total	-107,000		-72,197.59	-103,000	-103,000
701-45-53192		Radio Expense	Total	-4,500		-3,143.66	-2,600	-2,600
701-45-53193		General Public Liability Expense	Total	-31,000		-33,788.00	-34,000	-60,000
701-45-53210		Employee Taxes and Benefits	Total	-895,837		-36,019.63	0	0
701-45-53220		Field Small Tools	Total	-8,800		-3,208.21	-10,000	-10,000
701-45-53230		Shop Operations	Total	0		-53,938.30	0	0
701-45-53232		Fuel Handling	Total	0		3,078.87	0	0
701-45-53240		Machinery Operations	Total	-1,115,000		-316,912.14	-1,545,000	-1,519,000
701-45-53241		Equipment	Total	-510,000		625,838.69	1,545,000	1,545,000
701-45-53270		Buildings/Grounds Operations	Total	0		-79,433.52	0	0
701-45-53301		STP Projects	Total	0		-24,351.04	0	0
701-45-53310		CTH General Maintenance	Total	-979,000		-512,108.44	-825,000	-825,000
701-45-53311		CTH Winter Maintenance	Total	-575,000		-435,317.85	-575,000	-575,000
701-45-53312		FUTURE PROJECTS	Total	-1,565,100		0.00	0	0
701-45-53313		CTH F	Total	0		-23,032.39	-795,000	-795,000
701-45-53314		CTH NN	Total	0		-41,103.84	-631,800	-631,800
701-45-53315		CTH A	Total	0		-7,670.43	-251,000	-251,000
701-45-53316		CTH CC	Total	0		0.00	0	0
701-45-53317		CTH E	Total	0		0.00	0	0
701-45-53318		CTH BIKE TRAIL	Total	0		-226,062.53	0	0
701-45-53319		CTH Bridge Inspections	Total	0		-685.00	0	0
701-45-53321		STH Maintenance	Total	-1,245,000		-782,144.35	-1,245,000	-1,245,000
701-45-53323		S.T.H.-Discretionary Main	Total	0		0.00	0	0

Highway

Committee: Public Works

Account				2016	Amend Budget	2016 Actual	2017 Department	2017 Admin
701	45	Highway Department	Expense					
701-45-53324		STH PBM	Total		0	-53,830.59	0	0
701-45-53330		District Maintenance	Total	-465,000		-270,229.81	-475,000	-475,000
701	45	Highway Department	Expense TOTAL	-7,769,563		-2,685,792.31	-5,249,657	-5,249,657
701	45	Highway Department	Revenue					
701-45-41110		General Property Taxes		2,534,322		2,534,322.00	2,577,545	<u>2,481,092</u>
701-45-43530		Transportation Aids		5,221,991		752,111.90	752,112	752,112
701-45-47200		Revenue from State PBM		-		0.00	-	-
701-45-47201-000		Damage Claims		-		0.00	-	-
701-45-47201-100		General Maintenance		-		831,764.43	1,245,000	1,245,000
701-45-47201-200		Supervision		-		38,165.52	50,000	50,000
701-45-47201-300		Special Maintenance		-		51,797.99	4,000	4,000
701-45-47201-400		Field Small Tools		-		4,054.82	10,000	10,000
701-45-47201-500		Records & Reports		-		42,333.90	65,000	65,000
701-45-47201-600		Radio Revenue		-		3,583.61	2,000	2,000
701-45-47201-700		Salt Reimbursement		-		1,794.16	2,000	2,000
701-45-47201-851		GPL Insurance		-		11,755.61	13,000	13,000
701-45-47201-900		Special Project-LRIP		-		8,579.78	-	-
701-45-47201-901		LFA		-		0.00	-	-
701-45-47201-950		Equipment Storage Reimbursement		-		40,746.49	36,000	36,000
701-45-47330		Revenue - Local Districts		-		291,512.10	475,000	475,000
701-45-47331		County Bridges		-		0.00	-	-
701-45-47411		Local Bridges		-		0.00	-	-
701-45-48010		Highway Revenues		-		0.00	-	-
701-45-48340		Sale of Salvage		-		1,204.05	-	-
701-45-48430		Insurance Recoveries		-		5,337.17	-	-
701-45-48600		Misc. General Revenue		-		0.00	18,000	18,000
701-45-48600-100		Misc. Revenue-Admin. Fees		-		6,540.36	-	-
701-45-48601-200		Fuel Tax Refunds		-		3,199.38	-	-
701-45-48601-300		Flood Damage Aid		-		0.00	-	-
701-45-48701		Bridge Inspection Fees		-		0.00	-	-
701-45-49210		Transfer From General Fund		13,250		13,250.00	-	-
701-45-49300		Use of Prior Years' Fund Balance		-		0.00	-	<u>96,453</u>
701-45-*			Total	7,769,563		4,642,053.27	5,249,657	5,249,657
701	45	Highway Department	Revenue TOTAL	7,769,563		4,642,053.27	5,249,657	5,249,657
701	45		NET		0	1,956,260.96	0	0
					0		0	0
					0		0	0

Maintenance Report
October 2016

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

I. Courthouse:

- Installed occupancy sensors in tunnel storage rooms.
- Replaced deteriorating landscape timbers in the front yard of courthouse.
- Repaired minor wall damage caused in two of client rooms at Oasis.

II. Hail Damage Update:

- Will be conducting a final repair assessment with Kelmann Restoration on Thursday 10/6/2016.

III. Emergency Government:

- Cleared brush at the Pipestone tower site in advance of state inspection.
- At the request of the Emergency Government Director Pat Sanchez and Chief Deputy Craig Faulstich, we towed the emergency command trailer to a search site in the southern part of the county.

IV. Sheriff's Department:

- Picked up new transport van in Eau Claire after inmate container was installed.
- Dug foundation for new K9 kennel.

Sawyer County Airport Management Report October 2016

- Fence project is still at a halt until winter
- ILS is still where we were at last month, no new news from the FAA on approving the BOA's plan for filling in the upland critical area
- We need to try and sign the petitions for the Boundary Survey, Wetland Delineation, and Broom as soon as possible. The %5 matching funds have been added to the 2017 airport budget and we may try to start these projects before the end of the year. If so, we plan to not pay our %5 until after the first of the year. We are waiting to hear from the state if this is acceptable. We may ask for the county to approve and sign the petition next month. Now is the time to start thinking about snow removal and attachments if we would like to use them during the 2017 winter.
- The airport operations and land use seminar in Stevens Point was attended by airport management and many new topics were covered this year. One big take away was how to deal with the rising U.A.S. (DRONE) traffic. We went over in detail the laws and how they are written to ensure the airport remains safe. We also went over the newly implemented hanger use rules as well from the FAA.
- Tim had the Lumber for the landscaping around the terminal building delivered and I believe we may try to tackle that once Tim's department has some free time.
- We've been battling a short in the runway lighting system and the Kreyer's have been helping us out in regards the fixing the problem. Several light connector boxes had been damaged over the years and we are in the process of getting them all fixed up. We have not had an outage since our last round of work we did on the system.
- We need to decide on a contract for Jim Miller for once again helping with the snow removal at the airport. Should our new machine break down, we need to have a backup for plowing the airport as well as working with Mr. Miller on sand for the runway.
- We are trying to reach our goal for 2016 on the airport parking revenues. We anticipate hitting our goal.
- Fuel Flowage
- JET A- 15,882
- 100LL -1,288

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**RESOLUTION PETITIONING
THE SECRETARY OF TRANSPORTATION
FOR AIRPORT IMPROVEMENT AID
BY**

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**County Board of Supervisors
Sawyer County, Wisconsin**

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WHEREAS, Sawyer County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

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WHEREAS, the sponsor desires to develop or improve the Sawyer County Airport, Sawyer County, Wisconsin,

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"PETITION FOR AIRPORT PROJECT"

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WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

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WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

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THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

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The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

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1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
 2. The character, extent, and kind of improvements desired under the project are as follows: Purchase Snow Removal Equipment Attachments; Crack Seal, Flex Patch, Seal Coat and/or Microsurface Airfield Pavements; Reconstruct/Rehabilitate Apron and Taxiways; Construct New Hangar Taxiway; Develop New Hangar Area; Update Airport Layout Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.
 3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

55 "DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"
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57 THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested
58 to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its
59 agent to make all arrangements for the development and final acceptance of the completed project whether by contract,
60 agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other
61 monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport;
62 and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to
63 supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to
64 execute any assurances or other documents required or requested by any agency of the federal government and to comply
65 with all federal and state laws, rules, and regulations relating to airport development projects.
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67 FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire
68 certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.
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70 "AIRPORT OWNER ASSURANCES"

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72 AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with
73 certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a
74 federal grant agreement.
75

76 AND BE IT FURTHER RESOLVED THAT THE _____ and _____
77 be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this
78 resolution.
79

80 RESOLUTION INTRODUCED BY:

81 _____
82 _____ (TITLE)
83 _____
84 _____
85 _____
86 _____ (TITLE)
87 _____
88 _____
89 _____
90 _____ (TITLE)
91 _____

92 CERTIFICATION

93
94 I, _____, Clerk of Sawyer County, Wisconsin, do hereby certify that the foregoing
95 is a correct copy of a resolution introduced at a _____ meeting of the _____ on _____,
96 20____, adopted by a majority vote, and recorded in the minutes of said meeting.
97
98
99

100 _____
101 Clerk
102

1 **AGENCY AGREEMENT AND**
2 **FEDERAL BLOCK GRANT OWNER ASSURANCES**

3
4 **Department of Transportation**
5 **Bureau of Aeronautics**
6 **Madison, Wisconsin**
7

8 WHEREAS, Sawyer County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport
9 development project to be constructed with federal aid and/or state aid, specifically, the Sawyer County Airport project to:

10
11 Purchase Snow Removal Equipment Attachments; Crack Seal, Flex Patch, Seal Coat and/or Microsurface Airfield
12 Pavements; Reconstruct/Rehabilitate Apron and Taxiways; Construct New Hangar Taxiway; Develop New Hangar
13 Area; Update Airport Layout Plan; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55;
14 and any necessary related work.
15

16 WHEREAS, the sponsor adopted a resolution on _____, 20____, a copy of which is
17 attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary
18 as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the
19 airport in accordance with certain conditions; and
20

21 **AGENCY AGREEMENT**.....

22
23 WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial
24 closing of this project;
25

26 NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's
27 agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided,
28 however, that the Secretary is not required to provide legal services to the sponsor.
29

30 By: SECRETARY OF TRANSPORTATION

31
32
33
34 _____ (Date)
35 David M. Greene, Director
36 Bureau of Aeronautics

37 **FEDERAL BLOCK GRANT OWNER ASSURANCES**

38
39 WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects
40 receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.
41

42 The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities
43 developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land
44 projects, which shall run in perpetuity);
45

46 Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.
47

48 Sponsor: Sawyer County, Wisconsin
49
50

51
52 _____ Name _____ Name
53 _____ Title _____ Title
54 _____ Date _____ Date
55
56
57

58 W:\Airports\Sawyer County Airport\Petition\10-16HYRres.docx
59
60



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

Scott Walker, Governor
Mark Gottlieb, P.E., Secretary
Internet: <http://wisconsindot.gov>

Telephone: 608-266-3351

Facsimile (FAX): 608-267-6748

October 12, 2016

PATTY LESLIE & DEREK LESLIE
SAWYER COUNTY AIRPORT

Sawyer County Airport Petition Package

Dear Patty & Derek:

Matt asked me to send you a petition package based on a discussion he had with you in August—I'm sorry it has taken me so long to send this to you.

I have enclosed the following to get you started on your airport's petition for federal/state aid for an airport development project:

1. Airport Aid Petition Resolution Checklist.
2. Resolution petitioning the Secretary for Airport Improvement Aid.
3. Agency and Assurances Agreement.
4. Chapter Trans 55, Wisconsin Administrative Code.
5. Federal Owner Assurances
6. Sample of the Notice of Public Hearing.
7. Sample of the Affidavit of Publication of the hearing notice.
8. Information on the airport development hearing process.
9. Information to be submitted in support of airport aid petitions.

It may be helpful for you to call Matt Malicki, the bureau's project manager for your airport, to discuss your request, to be ensure all needed work items are included. This will help assure no step in the process is missed and avoid the need for a new resolution.

The public hearing is the first step in the petition process. Wisconsin Statutes require at least **ten (10)** days notice of the public hearing is provided by publication of a Class I notice in the local legal paper. It is also imperative that **all** the work items you wish to petition for are listed in the notice and addressed in the public hearing. An affidavit of publication signed by the publisher and notarized is also required. An exhibit showing the location of the proposed work (including land to be acquired) should be made available for inspection at the public hearing. Please include a copy of this exhibit in your petition package to clarify the intent of your request.

The sample hearing notice includes suggested wording for meeting the requirements of the Americans with Disabilities Act (ADA).

After the public hearing, the airport's governing body can pass the petition resolution. The petition resolution authorizes representatives of the governing body to execute the agency agreement and owner assurances. Please return one original copy of the petition resolution and two copies of the agency agreement and owner assurances. A copy of the agency and assurances agreement will be returned to you after it is signed by the bureau director.

The Bureau of Aeronautics recommends that general aviation airport sponsors budget 20% of the project costs as their share of all projects.

Please contact me at (608) 266-7187 or mary.strait@dot.wi.gov with any questions.

Sincerely,

Mary Strait
Airport Program Engineer

W:\Airports\Sawyer County Airport\Petition\10-16HYR\tr.doc
Enclosures

102dev.dot/r.08/26/2015

October 12, 2016

Highway Department Report

Highway Commissioner

- Pulverizing, paving and shouldering is complete on CTH NN. The road still needs pavement marking applied (striping) and that will be coordinated with our other two projects on CTH F.
- The southern portion of CTH F has been paved. The only work remaining is to place gravel shoulders and pavement marking.
- The northern portion of CTH F has been pulverized and culverts have been replaced. A hill just south of Carlson Lane is in the process of being cut to improve sight distance. The project will be paved and shouldered shortly after this work is complete. Pavement markings will be coordinated with the other two County projects.
- 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 almost complete. CTH K and Mosquito Brook Road were realigned with STH 77.
- Work continues on the CTH F state-funded project. The majority of the project has received a single layer of blacktop. The area located in the swamp is not very stable at this point and may not be paved until next year. The contractor is continuing to work on this problem area.
- Reconstruction on CTH S has begun and the roadway is closed to traffic north of Pine Point Road.
- Work on STH 27 has been completed and work on STH 40 still continues with grinding and paving to be completed.
- On September 29, 2016 I hosted the Turnout for Transportation meeting for Sawyer County. The meeting was held simultaneously in every county throughout the state. The purpose of the meeting was to bring attention to transportation issues/ funding. The meeting was held at the Sawyer County Courthouse Large Courtroom and was attended by 27 people from around the county.
- Our shop foremen and construction foreman both attended the Leadership Development Group conference recently held in Green Bay, WI. Patrol Superintendent Brad Beise chose to stay back and not attend.
- There is a two day highway commissioner's training that will take place October 17th and 18th at Wausau, WI.
- The Fall Commissioners and Committee Members meeting will be held on November 8, 2016 at 9:30 a.m. at the Vet Center in Hayward. Please respond to the highway department by November 7th if you plan to attend.

Office Manager

- Digital Security Systems completed the additional camera installation.
- Four Highway Department employees completed their scheduled audiology retest on October 6, 2016. Exams were conducted by Ashland Audiology at the Hayward Area Memorial Hospital.
- Janeen Abric, Office Manager, and Teresa McCue, Account Clerk, will be attending the annual CHEMS Conference and Year End Financial Training in Wisconsin Dells, WI on October 13 and 14, 2016.
- Met with Darrell Bliese, Valley Scale Service, Inc. to discuss additional options for scale software. The most recent estimate was overpriced and did not meet our needs.

**SAWYER COUNTY HIGHWAY DEPARTMENT
AUGUST FUNDS BALANCE**

<u>COMPONENTS</u>	<u>August 2016</u>		<u>August 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	\$ 2,339,170.08		\$ 1,818,434.31	
PETTY CASH	\$ 50.00		\$ 50.00	
ACCOUNTS RECEIVABLE	\$ 24,355.24		\$ 82,631.93	
ACCOUNTS RECEIVABLE OTHER	\$ 5,466.27		\$ -	
DUE FROM STATE	\$ 408,259.60		\$ 144,070.63	
ACCOUNTS PAYABLE	\$ (119,411.96)		\$ (277,400.23)	
TRANSFER FROM GENERAL FUND	\$ (13,250.00)			
	<u>\$ 2,644,639.23</u>		<u>\$ 1,767,786.64</u>	
 <u>FUNDS</u>				
ADMINISTRATION	\$ 43,720.46		\$ 56,277.45	
MATERIALS AND SUPPLIES	\$ (311,004.34)		\$ (336,085.29)	
MACHINERY	\$ 379,950.55		\$ 544,379.25	
CTH GENERAL MAINTENANCE	\$ 671,190.82	\$ -	\$ 459,572.34	\$ -
CTH WINTER MAINTENANCE	\$ (292,200.08)		\$ (323,158.99)	
CTH ROAD CONSTRUCTION	\$ 1,511,797.41		\$ 1,066,669.72	
CTH BRIDGES	\$ 261,350.47		\$ (155,281.37)	
COUNTY AID FOR BRIDGES	\$ 299,510.85		\$ 419,982.01	
WORK FOR OTHERS	\$ (1,748.96)		\$ (1,985.99)	
WORK FOR STATE	\$ 69,614.92		\$ 11,598.39	
INCIDENTAL LABOR	\$ 12,457.13		\$ 25,819.12	
	<u>\$ 2,644,639.23</u>		<u>\$ 1,767,786.64</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)		\$ 42,333.90		\$ 32,111.56
BUILDINGS/GROUNDS (10%)	\$ 7,717.51		\$ 5,821.08	
ADMINISTRATION	\$ 146,956.33	\$ 6,540.36	\$ 159,372.02	\$ 7,152.62
	<u>\$ 154,673.84</u>	<u>\$ 198,394.30</u>	<u>\$ 165,193.10</u>	<u>\$ 221,470.55</u>
BALANCE 8/31/2016		<u>\$ 43,720.46</u>		<u>\$ 56,277.45</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	\$ 285,932.96		\$ 311,013.91	
	<u>\$ 629,185.70</u>	<u>\$ 318,181.36</u>	<u>\$ 704,862.60</u>	<u>\$ 368,777.31</u>
BALANCE 8/31/2016		<u>\$ (311,004.34)</u>		<u>\$ (336,085.29)</u>

	<u>August 2016</u>		<u>August 2015</u>	
	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>
MACHINERY				
BALANCE 1/1/2016		\$ 552,195.35		\$ 603,087.33
PROPERTY TAX		\$ -		\$ -
FIELD SMALL TOOLS	\$ 3,763.61	\$ 4,054.82	\$ 963.65	\$ 3,129.30
SMALL TOOLS FEE		\$ -		\$ -
SHOP OPERATIONS	\$ 49,599.76		\$ 51,041.67	
OPERATION OF EQUIPMENT		\$ 320,594.18		\$ 305,254.59
SALE OF EQUIPMENT		\$ 7,500.00		\$ -
FUEL HANDLING		\$ 3,078.87		\$ 2,957.87
FUEL TAX REFUND		\$ 3,199.38		\$ 3,130.48
INSURANCE RECOVERIES		\$ 5,337.17		\$ -
SALE OF SALVAGE		\$ 1,204.05		\$ -
PURCHASE OF EQUIPMENT	\$ 463,849.90		\$ 321,175.00	
	<u>\$ 517,213.27</u>	<u>\$ 897,163.82</u>	<u>\$ 373,180.32</u>	<u>\$ 917,559.57</u>
BALANCE 8/31/2016		<u>\$ 379,950.55</u>		<u>\$ 544,379.25</u>

CTH GENERAL MAINTENANCE				
BALANCE 1/1/2016		\$ 450,447.42		\$ 112,040.07
PROPERTY TAX		\$ 192,034.00		\$ 193,173.00
FLOOD DAMAGE AID		\$ -		\$ 11,466.83
TRANSPORTATION AIDS		\$ 564,083.91		\$ 586,294.20
STATE REVENUE-OTHER		\$ 53,504.74		\$ 50,566.41
EQUIPMENT STORAGE REIMBURSEMENT		\$ 40,746.49		\$ 35,202.32
PATROL SUPERVISION	\$ 64,841.31		\$ 70,695.66	
RADIO EXPENSE	\$ 3,143.66		\$ 1,389.89	
GPL INSURANCE	\$ 33,788.00		\$ -	
SALT REIMBURSEMENT		\$ 1,794.16		\$ 570.91
LRIP REIMBURSEMENT		\$ 8,579.78		\$ -
BUILDINGS/GROUNDS (90%)	\$ 69,457.57		\$ 52,389.75	
CTH GENERAL MAINTENANCE	\$ 468,769.14		\$ 410,131.10	
MISCELLANEOUS REVENUE		\$ -		\$ 4,865.00
	<u>\$ 639,999.68</u>	<u>\$ 1,311,190.50</u>	<u>\$ 534,606.40</u>	<u>\$ 994,178.74</u>
BALANCE 8/31/2016		<u>\$ 671,190.82</u>		<u>\$ 459,572.34</u>

CTH WINTER MAINTENANCE				
BALANCE 1/1/2016	\$ 432,152.22		\$ 598,769.60	
PROPERTY TAX		\$ 575,000.00		\$ 560,000.00
CTH WINTER MAINTENANCE	\$ 435,047.86		\$ 284,389.39	
	<u>\$ 867,200.08</u>	<u>\$ 575,000.00</u>	<u>\$ 883,158.99</u>	<u>\$ 560,000.00</u>
BALANCE 8/31/2016		<u>\$ (292,200.08)</u>		<u>\$ (323,158.99)</u>

CTH ROAD CONSTRUCTION				
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	\$ -		\$ 17,028.11	
CTH ROAD CONSTRUCTION	\$ 236,164.37		\$ 951,604.01	
	<u>\$ 236,164.37</u>	<u>\$ 1,747,961.78</u>	<u>\$ 968,632.12</u>	<u>\$ 2,035,301.84</u>
BALANCE 8/31/2016		<u>\$ 1,511,797.41</u>		<u>\$ 1,066,669.72</u>

	<u>August 2016</u>		<u>August 2015</u>	
	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>	<u>Debits</u> <u>Expenses</u>	<u>Credits</u> <u>Revenue</u>
CTH BRIDGES				
BALANCE 1/1/2016	\$ -	\$ 291,901.21	\$ 420,106.55	
PROPERTY TAX		\$ -		\$ 272,570.00
CTH BRIDGE INSPECTIONS	\$ 30,550.74		\$ 7,744.82	
BRIDGE MAINTENANCE				
	\$ -		\$ -	
	<u>\$ 30,550.74</u>	<u>\$ 291,901.21</u>	<u>\$ 427,851.37</u>	<u>\$ 272,570.00</u>
BALANCE 8/31/2016		<u>\$ 261,350.47</u>		<u>\$ (155,281.37)</u>

COUNTY AID ON BRIDGES				
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	\$ 165,844.60		\$ 14,716.40	
	<u>\$ 165,844.60</u>	<u>\$ 465,355.45</u>	<u>\$ 14,716.40</u>	<u>\$ 434,698.41</u>
BALANCE 8/31/2016		<u>\$ 299,510.85</u>		<u>\$ 419,982.01</u>

WORK FOR OTHERS				
BALANCE 1/1/2016	\$ 1,228.84		\$ 2,435.23	
REVENUE FROM OTHERS		\$ 265,495.26		\$ 313,387.20
WORK FOR OTHERS	\$ 266,015.38		\$ 312,937.96	
	<u>\$ 267,244.22</u>	<u>\$ 265,495.26</u>	<u>\$ 315,373.19</u>	<u>\$ 313,387.20</u>
BALANCE 8/31/2016		<u>\$ (1,748.96)</u>		<u>\$ (1,985.99)</u>

WORK FOR STATE				
BALANCE 1/1/2016	\$ 2,565.76	\$ -	\$ 2,314.76	\$ -
REVENUE FROM STATE		\$ 883,562.42		\$ 668,317.59
STATE PBM EXPENSES	\$ 50,116.91	\$ -	\$ 14,273.14	\$ 9,925.23
STATE MAINTENANCE	\$ 761,264.83		\$ 650,056.53	
	<u>\$ 813,947.50</u>	<u>\$ 883,562.42</u>	<u>\$ 666,644.43</u>	<u>\$ 678,242.82</u>
BALANCE 8/31/2016		<u>\$ 69,614.92</u>		<u>\$ 11,598.39</u>

INCIDENTAL LABOR				
BALANCE 1/1/2016		\$ -		\$ -
EXPENSES	\$ 540,343.98		\$ 540,834.14	
REVENUES		\$ 552,801.11		\$ 566,653.26
	<u>\$ 540,343.98</u>	<u>\$ 552,801.11</u>	<u>\$ 540,834.14</u>	<u>\$ 566,653.26</u>
BALANCE 8/31/2016		<u>\$ 12,457.13</u>		<u>\$ 25,819.12</u>

GENERAL PROPERTY TAXES

\$2,534,322.00

\$2,548,145.00

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
Grand Total	1,036.50	902.00	1,938.50

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
September	217.00	10.50	227.50
Grand Total	736.75	1,105.75	1,842.50

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
Grand Total	\$32,037.14	\$28,677.04	\$60,714.18

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
September	6,917.81	341.77	7,259.58
Grand Total	\$23,835.20	\$34,576.36	\$58,411.56

OT thru September 2016 \$18,924.09 \$19,528.42 38,452.51

OT thru September 2016 \$23,835.20 \$34,576.36 58,411.56