



# Sawyer County

## Agenda

**Public Works Committee Meeting  
Wednesday, August 9, 2023 @ 6:30 PM  
Assembly Room/Virtual Meeting**

Page

### **1. CALL TO ORDER**

- a. To view or participate in the **virtual meeting** from a computer, iPad, or Android device please go to <https://zoom.us/j/97982898675>. You can also use the dial in at 1-312-626-6799 with the Webinar ID: 979 8289 8675. Use \*9 to Raise/lower hand and \*6 to Unmute/mute. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting. If you are on a computer, click the "Raise Hand" button and wait to be recognized. If you are on a telephone, dial \*9 and wait to be recognized.

### **2. ROLL CALL**

### **3. PLEDGE OF ALLEGIANCE**

### **4. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW**

### **5. MEETING AGENDA**

### **6. PUBLIC COMMENTS**

- a. At this time, members of the public will be given the opportunity to address the Committee. Please adhere to the following when addressing the Committee:
  - Comments will be limited to 3 minutes or less per individual.
  - Comments should be directed to the Committee as a whole and not directed to individual Committee members.
  - The Committee cannot respond to your comments during this time.
  - Please sign in and fill out a public comment sheet if you wish to speak on an item.

### **7. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING**

- a. [7.12.23 Public Works Minutes DRAFT](#)  
[7.12.23 Public Hearing Minutes DRAFT](#)

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**8. MAINTENANCE DEPARTMENT REPORT**

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- a. [Maintenance Report August 2023](#)

**9. SAWYER COUNTY AIRPORT REPORT**

- a. Hayward Aviation, LLC (contracted Airport management) report
- b. Master Plan Update

**10. HIGHWAY COMMISSIONER'S REPORT**

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- a. [Commissioner Report 7-30-23 Pinnow](#)

8 - 12

- b. Driveway/Utility Permit Fees
  - Driveway/Utility Permit Ordinance Draft (discussion and possible action)
    - [1\) Permit Driveway Application](#)
    - [2\) Permit Utility Application](#)

**11. COURTROOM REMODELING UPDATE**

**12. FUTURE AGENDA ITEMS**

**13. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS**

**14. ADJOURNMENT**

**DISCLAIMER:**

*A quorum of the County Board of Supervisors or of any of its committees may be present at this meeting to listen and observe. Neither the Board nor any of the committees have established attendance at this meeting as an official function of the Board or committee(s) or otherwise made a determination that attendance at the meeting is necessary to carry out the Board or committee's function. The only purpose for other supervisors attending the meeting is to listen to the information presented. Neither the Board nor any committee (other than the committee providing this notice and agenda) will take any official action with respect to this noticed meeting.*

*Copy sent via email to: County Clerk and News Media. Note: Any person wishing to attend whom, because of a disability, requires accommodation should call the Sawyer County Clerk's Office (715.634.4866) at least 24 hours before the scheduled meeting so appropriate arrangements can be made.*

**Minutes of the July 12<sup>th</sup> meeting of the Sawyer County  
Public Works Committee  
Of the Sawyer County Board of Supervisors  
Assembly Room; Sawyer County**



**Voting Committee Members Present:**

- Chair: **Ron Kinsley**
- Marc Helwig
- Ed Peters– Vice Chair
- Chris Rusk
- Brian Bisonette - virtual

**Others Present:**

Andy Albarado  
Lynn Fitch  
Cathy LaReau  
John Pinnow

**Others Present:**

Linda Zillmer  
Derek Leslie  
Steve Beining

**Call to Order** – Chair Ron Kinsley called the meeting to order at 6:30 pm.

**Certification of Compliance** with the open meeting law was met. Roll Call was taken; quorum was met.

**Meeting Agenda –**

**Public Comments – Linda Zillmer**

**Minutes from the previous meeting dated: June 7, 2023**

Motion to approve made by: Mr. Rusk                      Second by: Mr. Peters  
Motion carried without negative vote.

**Maintenance Department Report -**

A written report was provided; a courthouse construction update was included. The department has started some maintenance projects in the jail in anticipation of the annual inspection, and mowing grass at the Senior Center was added to the grounds keeping schedule.

**Sawyer County Airport Report -**

Mr. Leslie provided a report; the annual CAP pancake feed was very successful, estimating a turnout between 300-400 people and they have eight cadets in the program. Several planning projects remain under consideration, including the runway rehab. A resolution petitioning for Airport aid was presented. Mr. Leslie advised that the frequency of planes coming in/out of the airport has increased from the past. The local EAA Chapter out of Rice Lake hosted a meeting at the airport this week. Towards the end of the year he anticipates hosting their first public input meeting on the Master Plan; this will be repeated one more time in approximately a 12-month period.

Resolution Petitioning Airport Aid – Mr. Albarado introduced the resolution petitioning the State of Wisconsin for entitlement funds. The project list provided in the resolution is an ongoing list that gets updated every five years. A motion was made by Mr. Rusk to approve the resolution and forward to the County Board; second by Mr. Peters. Motion carried without negative vote.

**Highway Commissioner’s Report -**

A written report was provided; a list of current road projects was included. The County KK 45 mph speed limit signs have been installed, and they have been informed that all red flashing lights above the stop signs at county and state road intersections need to be removed. Mr. Pinnow advised that the crew has been working diligently on replacing culverts. Mowing operations began in June and are continuing throughout the County. There is a temporary plan for a fix of 3.14 miles of CTH S; the estimate of cost is \$172,000 for a patch only. An estimate for an overlay is \$392,000. Everything is on schedule for the repair of the CTH C bridge deck replacement.

Two permit application forms (driveway and utility) were provided for review. Mr. Albarado advised that the highway department has been issuing permits for driveways and have never assessed a fee. Corporate Counsel has

been consulted, and should we decide to begin issuing a fee, we should develop an ordinance to provide authority to issue/rescind permits. This will come back to a future meeting.

**Discussion w/LCO Regarding Road Ban Procedures -**

Mr. Albarado provided an update on the process. A letter has been drafted to send to the new Chairman of the Tribal Governing Board.

**Courtroom Remodeling Update -**

Mr. Albarado advised the turnover date is still August 14<sup>th</sup>; the new judge will be officially sworn in on August 11<sup>th</sup>. There have been no major issues with the remodel of the old courtroom. The second parking lot is being completed at this time. Additional signage is yet to come.

**Future Agenda Items -**

**Correspondence, reports from conferences and meetings -**

**Adjournment – 7:11 pm**

**Next Meeting:** August 9, 2023      **Time:** 6:30 pm      **Location:** Board Room  
Minutes recorded by Lynn Fitch, County Clerk

DRAFT

**Minutes of the July 12<sup>th</sup> meeting of the Sawyer County  
Public Works Committee  
Of the Sawyer County Board of Supervisors  
Assembly Room; Sawyer County**



**Voting Committee Members Present:**

- Chair: **Ron Kinsley**
- Marc Helwig
- Ed Peters– Vice Chair
- Chris Rusk
- Brian Bisonette - virtual

**Others Present:**

Andy Albarado  
Lynn Fitch  
Derek Leslie

**Others Present:**

Linda Zillmer  
Steve Beining  
Frank Zufall

**Call to Order** – Chair Ron Kinsley called the meeting to order at 6:00 pm.

**Certification of Compliance** with the open meeting law was met. Roll Call was taken; quorum was met.

**Meeting Agenda** –

**Public Comments** – Steve Beining, Linda Zillmer

**Public Hearing on Airport Petition for Federal Funding to Undertake Airport Improvements**

Mr. Albarado introduced the public hearing. Annually the airport receives BIA improvement funds, and a plan of work is required. Our project list is kept current so when funding is available, we can petition for funds. He reviewed the list of projects on our current list; most have been on our previous lists in the past. We have been accruing previous entitlement funds, as we have some big projects that will need to be completed. Mr. Leslie advised that there is a public website to host the Master Plan information as it develops.

**Adjournment** – 6:18 pm

Minutes recorded by Lynn Fitch, County Clerk

## Maintenance Report August 2023

Along with routine building and equipment maintenance, the following maintenance projects were started, continued or completed in July:

### I. Courthouse:

- We have completed all of the requested office moves in the health department and WIC areas.
- This past month we dedicated more time than usual on air conditioning and refrigeration repairs.
- In addition to routine building and grounds maintenance and projects, maintenance staff responded to, and completed, 56 service requests in July that were submitted through our AkitaBox portal by employees.
- Counting my scheduled work day, and after hours, I responded to an average of 34 work related phone calls per day in July.
- To correct a difference between initial conceptual renderings for the phase one and phase two courtrooms and what was actually built, we were able to apply a layer of black laminate to the courtroom side of the bench doors.

### II. Sheriff's Department:

- All porcelain sinks and plumbing fixtures in the Huber wing of the jail have been replaced with stainless steel fixtures.



## Sawyer County Highway Department

14688 W County Road B, Hayward, WI 54843

Office Phone 715-634-2691

Shop Phone 715-634-2692

Fax Number 715-634-4824



July 30, 2023

### Highway Commissioner's Report

- Crews completed installing and capping all 16 culverts on County W South. Everything is ready for paving to start August 14<sup>th</sup>.
- Crews replaced 3 culverts on County S and patched all existing holes. We plan to have paving completed by August 14<sup>th</sup>.
- Mowing operations still continue throughout the southeast part of the county moving north. We have 3 mowers on state routes and 2 on county routes. We purchased a rotary attachment mower for our skid steer. This will help with storm damage clean-up along with county and state mowing operations
- Our WDF storm damage clean-up is still moving along. We still have multiple areas left to complete. Currently we're about 50% complete with our storm damage clean-up.
- There is currently a vacancy for a driver / operator position in the Hayward shop. We're continuing to advertise for this position.
- There is a public involvement meeting for improvements to the County C bridge at the Couderay river. The meeting is scheduled for Thursday August 10<sup>th</sup> in the Town of Couderay.
- LRIP Pilot Program update. All 25 counties within the designated pilot program have signed the contract. The WTA will be discussing and helping towns with management on how this pilot program will move forward.
- Salt prices increased from \$86.25 to \$94.01 per ton. This will cost us roughly \$26,000 more for the same amount of salt as the previous year.
- We had two bridge damages this month. First was County E Couderay river bridge and the second was State highway 48 and Thirty-Three creek bridge. Guardrails were damaged at both locations. Mattison Contractors will be fixing the guardrails.

**SAWYER COUNTY HIGHWAY DEPARTMENT**

**14688 W COUNTY ROAD B**

**HAYWARD, WI 54843**

**TELEPHONE: 715-634-2691**

**PERMIT FOR ACCESS DRIVEWAY TO COUNTY TRUNK HIGHWAY**

INSTALLATION OF DRIVEWAY BY:  APPLICANT  LAND OWNER

NAME AND ADDRESS OF APPLICANT	HIGHWAY	COUNTY	
	TOWNSHIP-VILLAGE-CITY		
DAYTIME TELEPHONE NUMBER			
TYPE OF DRIVEWAY	PROPOSED LAND USE	START DATE	COMPLETION DATE

LOCATION OF DRIVEWAY:

\_\_\_\_\_ SIDE OF THE HIGHWAY \_\_\_\_\_ MILES \_\_\_\_\_ OF \_\_\_\_\_ IN SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

<p>SKETCH PROPOSED WORK INCLUDING SPECIAL RESTRICTIONS, INTERSECTION CLEARANCES AND OTHER DETAILS. MARK LOCATION OF PROPOSED DRIVEWAY WITH RIBBON OR LATHE. PLEASE ATTACH COPY OF PLAT BOOK PAGE.</p>
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ANY DRIVEWAYS SHALL BE CONSTRUCTED IN ACCORDANCE WITH ALL REQUIREMENTS PRINTED ON THE NEXT PAGE, AND ANY SPECIAL CONDITIONS STATED HEREIN. THE MAINTENANCE OF THE DRIVEWAYS SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

ISSUANCE OF THIS PERMIT SHALL NOT BE CONSTRUED AS A WAIVER OF THE APPLICANTS OBLIGATION TO COMPLY WITH ANY MORE RESTRICTIVE REQUIREMENTS IMPOSED BY LOCAL ORDINANCES.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

\* DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY \*

REQUIRED DRAINAGE STRUCTURE	IF NO DRAINAGE STRUCTURE, STATE WHY
PERMIT APPLIED	DATE
CONSTRUCTION APPROVED	DATE



<b>DESIGN SPEED – (MPH)</b>	<b>STOPPING SIGHT DISTANCE *</b>
25	155
30	200
35	250
40	305
45	360
50	425
55	495
60	570
65	645
70	730

- For the speed shown, there must be unimpeded vision from the driveway for the distance shown. This is for both horizontal curves and hills or valleys. The distance shown are minimums and larger distances are preferred.

***RETURN PERMIT & \$25.00 Permit Fee TO:***

***SAWYER COUNTY HIGHWAY DEPARTMENT  
14688 W COUNTY ROAD B  
HAYWARD, WI 54843***

## COUNTY HIGHWAY DRIVEWAY POLICY

The Sawyer County Highway Department requires a permit for the placement of a driveway, field entrance or temporary access to any property adjoining a County Trunk Highway.

### Location

When locating a driveway, several considerations must be made as follows:

1. Driveways should not be placed in a blind spot or area where there is limited vision. There should be 250 to 500 feet of vision (depending on posted speed limit) from the highway and driveways should not be located near hills or curves, if possible
2. Drainage must be maintained and ordinarily a culvert is required. The Department will inform you what size culvert will be required. Drainage restrictions are not allowed. Maintenance of the culvert is the property owner's responsibility. Used culverts are not recommended.
3. The Department will not permit "multiple driveways" on the same parcel of property unless there is a compelling reason. Owners should limit access to one point whenever possible.

### Siting Procedure

The following steps should be taken when applying for a driveway permit:

1. Inspect the proposed site and choose the best location with respect to sight distance and drainage.
2. Mark the location for the proposed driveway using lathe and flagging or flagging tied to a tree or fence line.
3. Complete a driveway permit application (attached).

### Processing

Upon receipt of your permit request, the Department will inspect the site and determine if a permit can be granted. If there are no problems found at the site, you will receive a permit authorizing you to construct your driveway. If the site does not meet standards, you will be contacted about any problems. Allow 3 to 4 weeks for inspection and response. There is a 25.00 fee for a driveway permit.

### Installation and Maintenance

The cost of furnishing and installing a culvert along with all costs associated with construction of the driveway are solely the owners. Driveways must be constructed in a workmanship like manner. Driveways that do not meet standards will have to be repaired at the owner's cost. If they are not promptly repaired the County Highway Department will remove the driveway and bill the owner.

### Other Streets, Roads and Highways

Town Road Driveways – Contact the Town Chairman or Town Clerk in your Town for requirements and necessary permits.

City and Village Streets – Contact the City or Village Hall for information on the appropriate party to contact.

State Highways – Contact the Wisconsin Department of Transportation, Superior Office at (715) 392 -7925 and you will be directed to the party who administers permits for the State Highway System

**SAWYER COUNTY HIGHWAY DEPARTMENT**  
 APPLICATIONS/PERMIT to CONSTRUCT, OPERATE  
 and MAINTAIN UTILITIES WITHIN HIGHWAY  
 RIGHT-OF-WAY

Applicant/Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Office Phone: \_\_\_\_\_  
 Local Phone & Pager: \_\_\_\_\_  
 Plans Prepared By: \_\_\_\_\_  
 Preparer's Phone: \_\_\_\_\_

LOCATION INFORMATION	
Highway(s)	_____
Town/Village/City of:	_____
_____ 1/4 of the _____ 1/4 Sec _____ T _____ N R _____	
ADDITIONAL INFORMATION	
Annual Service Connection Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No
Utility Work Order #	_____
Fee Required Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____

**DESCRIPTION OF PROPOSED WORK** (Check and fill out all that apply)

UTILITY TYPE:  Electric  Gas/petroleum  Communications  Water  Sanitary Sewer  Private Line  
 Transmission  Distribution  Service *Facility Size/Capacity:* \_\_\_\_\_  
(Diameter, 0 fibers, psi, Kv, etc.)

ORIENTATION  Overhead  Underground  Parallel to Hwy centerline  Hwy Crossing  Tunnel  Bridge Attachment

WORK TYPE:  New Construction  Improve/repair existing  Maintenance  Removal  Abandon in place

CONSTRUCTION METHOD(S):  Plow  Trench  Bore  Suspend on poles/tower  Open cut hwy  Cased

Tree cutting/removal  Chemical treatment of trees/brush *Erosion Control Designation:*  Major  Minor

Provide additional narrative if needed: \_\_\_\_\_

**NAME AND PHONE NUMBER OF UTILITY REPRESENTATIVE  
 RESPONSIBLE FOR CONSTRUCTION:** \_\_\_\_\_

Estimate Starting Date: \_\_\_\_\_ Estimate Completion/Restoration Date: \_\_\_\_\_

The Applicant understands and agrees that the permitted work shall comply with all permit provisions and conditions of the Utility Accommodations Policy of the above-named county in effect at the time of this application, and with any special provisions listed below or attached hereto, and any and all plans, details, or notes attached hereto and made a part thereof.

By: \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant/Company Authorized Representative)

\_\_\_\_\_  
(Printed Name of Person Signing Above or Electronic Signature Code) (Authorized Applicant/Company Representative Telephone Number)

**DO NOT WRITE BELOW THIS LINE**

<p><b>PERMIT APPROVAL BY PERMITTING AUTHORITY</b>          The foregoing application is hereby approved and permit issued by the Permitting Authority subject to full compliance by the Applicant with all provisions and conditions stated in the Utility Accommodation Policy of the above-named county including the Indemnification as included in 96.03 of the WCMA Utility Accommodation Policy in effect on the date of this application.</p> <p>Supplemental Provisions Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--

<p>By: _____          (Authorized Representative for County)</p> <p>_____</p> <p>Title _____ Date _____</p>
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<p>Fee Received \$ _____</p> <p>Check Number: _____</p> <p>Date Issued: _____</p> <p>Hwy Project #: _____</p> <p>Permit Number: _____</p>
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**PERMIT**

Permit Application & Review Fee *	\$ 50.00
Fee per Inspection **	\$100.00
Open Cuts Across Paved Roadways***	\$350.00

\* Permit not required for trimming & brushing operations

\*\* Fee per inspection – there shall be no charge for final site inspection. If, however, the right-of-way has not been properly restored at the time of inspection and additional inspections are required, a \$100.00 fee shall be charged for each subsequent inspection until the right-of-way has been successfully restored.

\*\*\* Open cuts will require a restoration agreement between the utility and the Highway Department in addition to the permit fee.

Fees shall be reviewed by the Sawyer County Public Works Committee on an annual basis and shall be subject to revision January 1<sup>st</sup> of each year.