



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, November 8, 2023 @ 6:30 PM

Sawyer County Board Room

Revised: Thursday, November 2, 2023 12:24 PM

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

[10.11.23 Public Works Minutes DRAFT](#)

3 - 4

a.

8. MAINTENANCE DEPARTMENT REPORT

5

- a. Project report
[Maintenance Report November 2023](#)

9. SAWYER COUNTY AIRPORT REPORT

6

- a. Hayward Aviation, LLC (contracted Airport management) report
[November Airport Report](#)

10. HIGHWAY COMMISSIONER'S REPORT

7

- a. [Commissioner Report 10-30-23 Pinnow](#)
b. Driveway/Utility Ordinance (discussion and possible action)
c. Roundabout Update

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 October 11, 2023 meeting of the Sawyer County
Public Works Committee
Of the Sawyer County Board of Supervisors
Board Room; Sawyer County**



Voting Committee Members Present:

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

Others Present:

Andy Albarado
Lynn Fitch
Cathy LaReau
John Pinnow

Others Present:

Linda Zillmer

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 – A motion was made to move item #10 to position #8 by Mr. Helwig; second by Mr. Peters. Motion carried without negative vote.

Public Comments – Eric Dall-Wither, Linda Zillmer, James Strandlund, Don Mrotek, Mark Newsom, Laura Rusk, two letters were read into town written by Rolfe Hanson, one email from Kay Wilson, and Jerry Winters and Sydney Backus

Minutes from the previous meeting dated: September 13, 2023

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

Maintenance Department Report -

A written report was provided highlighting activity in the courthouse, the sheriff's department and the highway department. Discussions on handling winter snow removal are underway.

Sawyer County Airport Report -

A written report was provided. The Master Plan invitees should be going out for our next meeting soon. Civil Air Patrol operations at the airport have increased significantly. Enrolled cadet numbers are at an all-time high and many parents are donating their time as well.

Airport Master Plan Update – The next Master Plan meeting is expected in November.

Hanzlik New Airport Lease Request – A resolution authorizing a new lease for Martin J. Hanzlik was presented, as the existing lease is expiring on 4/18/24. A motion was made by Mr. Helwig; second by Mr. Bisonette to approve the new lease and Resolution and forward to the County Board. Motion carried without negative vote.

Highway Commissioner's Report -

A written report was provided and reviewed by Mr. Pinnow. Repair and paving activity on County road projects were identified. A request for \$200,000 LRIP reimbursement for County Road W has been submitted. Tim Meyer was hired as the new Patrol Superintendent, and we have posted internal positions for two foreman and a night watchperson and have already filled some positions from within. There currently are four vacancies for driver / operator positions in Hayward, Winter and Radisson. Highway B had a temporary blacktop repair to prevent hydroplaning.

Driveway/Utility Ordinance – Mr. Albarado advised that work is not yet complete on this ordinance and it will become a winter project.

Roundabout Update – Mr. Pinnow advised that a firm has been selected to begin investigation and funding of this project at Hwy K/B.

ATV/UTV Trail Ordinance Review – A copy of a letter signed by area business owners in support of opening all County ATV/UTV routes was provided in addition to a copy of the WISDOT Community Maps – ATV accident data report. No action was taken on this item.

ATV/UTV New Route Requests – Five new route requests along county roads were presented for approval. Each route request was reviewed individually by Mr. Pinnow using the route review checklists included in the packet.

1. CTH C Hwy 48 to Fire #13116 – A motion was made by Mr. Rusk; second by Mr. Peters to approve this request with a 45-mph speed limit. Motion carried without negative vote.
2. CTH CC Devils Lake Rd to Ryan Rd – A motion was made to approve the request with a 45-mph speed limit when the construction is completed on County C Bridge by Mr. Helwig; second by Mr. Peters. Motion carried without negative vote.
3. CTH DD rom CTH F to Washburn Line – A motion was made by Mr. Helwig to approve the route with a 35-mph speed limit; second by Mr. Bisonette. Motion carried without negative vote.
4. CTH F Right of Way Rd to Chapel Rd – A motion was made by Mr. Rusk to approve the request at a 45-mph speed limit and moving of a road sign; second by Mr. Peters. Motion carried without negative vote.
5. CTH F Stoney Hill Road to Tuscobia Trail – A motion was made by Mr. Rusk to approve the request at a 45-mph speed limit; second by Mr. Bisonette. Motion carried without negative vote.

A motion was made by Mr. Helwig; second by Mr. Peters to send these approved requests to the full board to amend section 3.01 of the ATV/UTV ordinance. Motion carried without negative vote.

Courtroom Remodeling Update -

Mr. Albarado advised that the remaining furniture should arrive next week. There are just a few items remaining to be completed.

Closed Session -

A motion was made by Mr. Helwig; second by Mr. Peters to enter closed session to pursuant to Wis. Stat. ss. 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session,” to wit: to discuss the contractual agreements for the courthouse construction project, to discuss contractor performance on the courthouse project, and the County’s legal and contractual position in relation to same. Closed session at 7:42 pm. In attendance were committee members, Mr. Pinnow, Clerk Fitch and Administrator Albarado. A roll call vote was taken and carried 5-0 with “yes” votes from Kinsley, Peters, Bisonette, Rusk and Helwig.

Open Session – A motion was made by Mr. Peters; second by Mr. Helwig to enter open session @ 7:56 pm -- No action taken during closed session.

Future Agenda Items – Driveway/Utility ordinance, roundabout update, airport leases

Correspondence, reports from conferences and meetings -

Adjournment – 7:59 pm

Next Meeting: November 8, 2023 **Time:** 6:30 pm **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

Maintenance Report November 2023

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

I. Courthouse:

- We are making progress renovating the block of offices that used to house the Health and Human Services fiscal department.
 - Renovations have included painting the offices and hallways and removing the existing carpeting and LVT (luxury vinyl tile) flooring. Hayward Home Center will be installing new carpeting in the offices the first week of November. After that, maintenance staff will install new LVT flooring in the hallways.
- We have started the process of installing a mini split heating/air conditioning unit in the animal containment area of the dog pound. The new system will help increase the temperature of that area during winter months.
- In addition to routine building and grounds maintenance and projects, maintenance staff responded to, and completed, forty-two service requests, sixty-three reactive work orders, and thirty-eight preventative work orders in the past thirty days.
- Counting my scheduled workday and after hours, I responded to an average of thirty-one work related phone calls per day in October.

II. Airport:

- Sawyer County airport snow removal equipment is ready for the upcoming snow removal season. I have also been in contact with Thompson Sand and Gravel to ensure that they are ready as well.

III. Highway:

- Completed necessary furnace repairs at the Hayward building.

Sawyer County Airport Management Report

November 2023

(Provided by Airport Manager Derek Leslie)

- October traffic volumes and sales at the airport were up in comparison to the previous year.
- The Master Plan “Planning Advisory Committee” will be meeting on November 8th. We will be able to offer committee members a detailed report of the ongoing discussions. Furthermore, we should be able to address some of the concerns pertaining to public involvement with the Master Plan and give a rough estimate as to when our first public involvement meeting will be held.
- Glassworks installed a new door on the road side of the terminal building and it turned out really well. We are now looking at replacing some of the remaining original 1973 windows.
- Brushing activity has been ongoing and we continue to work within budget. There has been a significant increase in discussions referencing the long-term plans of maintaining the 467-acre property.
- Contracted Fixed Based Operator “Hayward Aviation” has entered into discussions with County Administration in reference to acquiring a deice truck to further its services at the airport. Pursuant to the terms of the FBO Operations Agreement, this type of operation is included in the services allowed to be performed at the airport. In the last year, the FBO updated their SPCC (Spill Prevention Countermeasure and Control) plan to include these operations. We have also been working with the Consultant/Engineer Becher Hoppe to review and update the SWPPP (storm water pollution and prevention plan) for the Sawyer County Airport. We are working to identify environmental regulations and industry best practices pertaining to these types of operations with the ultimate goal of providing safer operations in the winter months to aircraft utilizing the airport.



Sawyer County Highway Department

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Office Phone 715-634-2691

Shop Phone 715-634-2692

Fax Number 715-634-4824



October 30, 2023

Highway Commissioner's Report

- Crews have started our brushing season. We have completed a good portion of our county road system over the summer with the storm damage clean-up fund. We're also working with the airport to clean up some brush along the runway.
- Crews have also patched and sealed a number of state and county bridges in the past few weeks and will continue as weather allows.
- County AA paving, striping and shouldering has been completed. Also, a portion of County K shouldering was completed.
- We're gearing up for the winter season. Salt is being delivered for both state and county in all locations. We also started mixing our salt sand along with installing wings and sanders on our trucks.
- I have a public involvement meeting November 9th in the county board room for the County B to Chippewa trail project that will take place in 2025.
- We completed setting up RT Vision and will be doing supervisor and employee training throughout the next couple weeks. My goal is to have testing completed and go live by December 11th.
- November 16th will be our safety day training at the highway shop. We have a variety of speakers and topics to discuss.
- Tim Meyer our new Patrol Superintendent will start November 7th. Brad and Tim will be working together over the next 2 months to make this a smooth transition.
- We hired a driver / operator for the Radisson shop on October 25th. We still have 2 vacancies in Hayward and also 2 in Radisson. We have also filled our night watchperson position. This position will be from November 15th to March 31st from Thursday night through Monday morning 6:00pm to 4:00am.

John Pinnow