



Sawyer County

Agenda

**Public Works Committee Meeting
Wednesday, October 7, 2020 @ 6:30 PM
Assembly Room Virtual Meeting**

Page

1. CALL TO ORDER

- a. The public is **strongly encouraged** to access the public meeting remotely due to public health and safety concerns. 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 number for listening only at [1-312-626-6799](tel:1-312-626-6799) with the Webinar ID: 979 8289 8675. If additional assistance is needed please contact the County Clerk's Office at 715-634-4866 prior to the meeting.
- b. If you are on a computer, click the "Raise Hand" button and wait to be recognized.
- c. If you are on a telephone, dial *9 and wait to be recognized.

2. CERTIFICATION OF COMPLIANCE WITH THE OPEN MEETINGS LAW

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. MINUTES FROM PREVIOUS MEETING

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- a. [Public Works 9-9-2020](#)

6. 2021 BUDGET DISCUSSION

- 4 - 5
- a. [Airport and Maintenance 2021 Budget Summary](#)
[Highway 2021 Budget Summary](#)

7. SAWYER COUNTY AIRPORT REPORT

- 6
- a. [Airport Report October 2020](#)
 - b. Terminal Building Remodeling - Discussion and possible action

8. HIGHWAY COMMISSIONER'S REPORT

- 7 a. [October 2020 Highway Commissioner Report](#)
- 8 - 10 b. Fund Balance
[2020 Fund Balance](#)
- c. Overtime Report
- d. ATV/UTV route request on CTH S, from Moose Lake Road to STH 77
- e. ATV/UTV route request on CTH B, from Fishtrap Road to STH 70
- f. ATV/UTV route request on CTH M, from Bebak Road to CTH W

9. MAINTENANCE DEPARTMENT REPORT

- 11 a. [Maintenance Report October 2020](#)

10. FUTURE AGENDA ITEMS

11. OTHER MATTERS FOR DISCUSSION ONLY

12. CLOSED SESSION

- a. **CLOSED SESSION** pursuant to Wisconsin Statute 19.85 (e) for the purpose of deliberating or negotiating an exchange of public property and other public business relating to the Sawyer County Courtroom Public Works project, the Purchase of a Hangar at the Sawyer County Airport, cell tower lease negotiations, and utility easement negotiations.

13. THE COMMITTEE MAY RECONVENE IN OPEN SESSION TO DISCUSS AND TAKE ACTION ON CLOSED SESSION ITEMS.

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.

Draft

Minutes of the meeting of the Public Works Committee; Sawyer County Board of Supervisors
September 9; 6:30 p.m.; Assembly Room, Sawyer County Courthouse

Members present: Ron Kinsley, Marc Helwig, Susie Taylor

Others present: Tom Hoff, Cindy Lehner, Derek Leslie, Tweed Shuman, Mike Coleson, Cliff
Korn, Karl Kemper

Chair Kinsley called the meeting to order at 6:30.

Motion by Helwig, 2nd by Taylor, to approve the minutes of the August 12, 2020 meeting. Motion
carried

Airport Manager Derek Leslie provided the Committee an airport management report including
available state entitlements. Airport terminal remodel is on hold. Will be on October agenda.
Wrapping up airport boundary survey. Working with Dan Pleoger on Airport Road, re-
mapping/road easements. Board of Appeals Town of Hayward, Sawyer County approvals for
easements in October/November. Airport 2020 budget will meet projections. 2021 requested
budget same as 2020. Committee discussed brushing.

Highway Commissioner Gary Gedart provided a written report, fund balance report, and
overtime report.

Maintenance Supervisor Tim Hagberg provided a written report. Seeing cost savings from
installation of LED lights.

Presented a resolution to apply capital improvement program fund balance to the 2020 capital
improvement program maintenance department for equipment. Hagberg requesting purchase of
equipment that can be used on the sidewalk to remove snow and operate around pedestrians.
Motion by Helwig, 2nd by Taylor, to approve the resolution. Motion carried

Future agenda items: Terminal Building remodel discussion and possible action with closed
session.

Motion by Helwig, 2nd by Taylor, to convene in Closed Session pursuant to Wisconsin Statute
19.85 (e) for the purpose of deliberating or negotiating an exchange of public property and other
public business relating to the Sawyer County Courtroom Public Works project and Purchase of
a Hangar at the Sawyer County Airport. Motion carried unanimously.

Adjourned out of closed session 8:07

Minutes prepared by Sawyer County Clerk Carol Williamson and Deputy County Clerk Cindy
Lehner

SAWYER COUNTY
PUBLIC WORKS COMMITTEE

Summary

	2019 Actual Amount	2019 Amended Budget	2020 Actual Amount	2020 Amended Budget	2021 Administrator
Fund: 100 General Fund					
Revenue					
100-31 - General Fund, Building Maintenance	\$6,134.47	\$800.00	\$4,033.40	\$400.00	\$0.00
100-47 - General Fund, Airport	\$31,285.69	\$25,600.00	\$32,274.80	\$42,100.00	\$41,700.00
Revenue Totals	\$37,420.16	\$26,400.00	\$36,308.20	\$42,500.00	\$41,700.00
Expenditures					
100-31-51600 - General Fund, Building Maintenance, Maint./Custodial Expenses	\$328,575.21	\$371,398.00	\$250,887.37	\$341,812.00	\$337,172.00
100-47-53510 - General Fund, Airport, Airport Expenses	\$114,306.40	\$117,458.00	\$69,014.04	\$112,938.00	\$115,348.00
Revenue Totals:	\$37,420.16	\$26,400.00	\$36,308.20	\$42,500.00	\$41,700.00
Expenditure Totals	\$442,881.61	\$488,856.00	\$319,901.41	\$454,750.00	\$452,520.00
Fund Total: General Fund	(\$405,461.45)	(\$462,456.00)	(\$283,593.21)	(\$412,250.00)	(\$410,820.00)
Revenue Grand Totals:	\$37,420.16	\$26,400.00	\$36,308.20	\$42,500.00	\$41,700.00
Expenditure Grand Totals:	\$442,881.61	\$488,856.00	\$319,901.41	\$454,750.00	\$452,520.00
Net Grand Totals:	(\$405,461.45)	(\$462,456.00)	(\$283,593.21)	(\$412,250.00)	(\$410,820.00)

SAWYER COUNTY
PUBLIC WORKS COMMITTEE

Summary

	2019 Actual Amount	2019 Amended Budget	2020 Actual Amount	2020 Amended Budget	2021 Administrator
Fund: 701 Highway Department					
Revenue					
701 - Highway Department	\$4,755,178.20	\$5,116,890.00	\$3,813,148.48	\$5,040,025.00	\$5,331,540.00
Revenue Totals	\$4,755,178.20	\$5,116,890.00	\$3,813,148.48	\$5,040,025.00	\$5,331,540.00
Expenditures					
701 - Highway Department	\$5,266,570.53	\$5,036,020.00	\$3,085,548.87	\$5,040,025.00	\$5,331,540.00
Revenue Totals:	\$4,755,178.20	\$5,116,890.00	\$3,813,148.48	\$5,040,025.00	\$5,331,540.00
Expenditure Totals	\$5,266,570.53	\$5,036,020.00	\$3,085,548.87	\$5,040,025.00	\$5,331,540.00
Fund Total: Highway Department	(\$511,392.33)	\$80,870.00	\$727,599.61	\$0.00	\$0.00
Revenue Grand Totals:	\$4,755,178.20	\$5,116,890.00	\$3,813,148.48	\$5,040,025.00	\$5,331,540.00
Expenditure Grand Totals:	\$5,266,570.53	\$5,036,020.00	\$3,085,548.87	\$5,040,025.00	\$5,331,540.00
Net Grand Totals:	(\$511,392.33)	\$80,870.00	\$727,599.61	\$0.00	\$0.00

Sawyer County Airport Management Report
October 2020

(Provided by Airport Manager Derek Leslie)

- We rented a tractor from M&M and brushed a significant amount of upland areas on airport property. The process was very smooth using the LTE lawn mower to run the equipment. We are in good shape to go into winter brushing with our 2021 budget.

-Airport and FBO activity has started to slow down as typical for fall.

-Unfortunately an individual accidentally ran through the main gate at the airport with an SUV. It is currently out of service and we are using the other gates. Repairs are going to be in the realm of 5-10,000 dollars. Insurance companies have been notified.

-Terminal Building remodeling by Hayward Aviation is still in a holding pattern until design and budget can correlate with our goals. Discussions have been ongoing and frequently in hopes to do something this winter.

FAA/ State Entitlements Available

2017's: \$129,000

2018's: \$150,000

2019's: \$150,000

2020's: \$150,000

(%5 State and %5 Local Contributions)

\$579,000 Entitlements Available

+\$28,950 State of Wisconsin Match

+\$28,950 Sawyer County Match

\$636,900 Total Available for Eligible Airport Projects

Upcoming Projects:

2021 Ramp/Taxi-lane Project: Cost estimation is approximately \$1,000,000 (Apportionment or Discretionary funding will be awarded to make up the difference between available entitlements and total project costs. *5 percent County match will be required for these funds as well*)

2024 Runway Rehabilitation: Cost estimation is \$3,000,000. Similar to what we have to date in entitlements, all available will be used and Apportionment/Discretionary funding will be awarded. *5 percent total project cost will be on the County.*

October, 2020 Highway Commissioner's Report

As staffing levels permit, two employees have been assigned to mow on county trunk highways and one employee is mowing on state trunk highways.

Paving was completed on a 2.2-mile section of County Road E, from Victory Heights Road to Thoroughfare Road. Also, paving was completed on a 1.3-mile section of County Road CC, from Sandy Point Road to Tiger Musky Road. Pavement marking was completed on the County Road H and County Road B projects.

Sawyer County forces recently assisted Bayfield County Highway Department in the paving of four culverts in their county.

Recruitment is taking place for the position of shop foreman, vacated by a recent retirement. Also, a job order has been placed to fill a vacant Driver/Operator position. Finally, an employee has given a verbal notice that he is retiring November 25, 2020. An official letter of retirement has not yet been received.

There are currently no employees out on worker's compensation.

Right-of-way acquisition for the County Road E bridge project has been completed and certification has been submitted to WisDOT.

The culvert pipes on County Road NN at Worlds End Road are scheduled to be replaced this year. This replacement will take place after paving and shouldering are complete on County Road CC. This project will necessitate a two-day road closure.

Commissioner training, previously scheduled for March 17-18, 2020, has been rescheduled for October 27-28, 2020 at the Lismore Hotel in Eau Claire, WI.

The crew continues to work under the COVID-19 guidelines established by the Sawyer County Public Health Officer. (On 7/31/2020, Red masking guidelines were put in place.)

Prepared 9/30/2020

**SAWYER COUNTY HIGHWAY DEPARTMENT
AUGUST FUNDS BALANCE**

	<u>August 2020</u>		<u>August 2019</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>
COMPONENTS				
TREASURERS CASH	\$ 1,179,360.70		\$ 1,442,879.01	
PETTY CASH	\$ 50.00		\$ 50.00	
ACCOUNTS RECEIVABLE	\$ 39,169.78		\$ 84,351.46	
ACCOUNTS RECEIVABLE OTHER	\$ 980.11		\$ 1,967.41	
DUE FROM STATE	\$ 192,153.35		\$ 245,016.84	
ACCOUNTS PAYABLE	\$ (529,908.40)		\$ (479,764.05)	
TRANSFER FROM GENERAL FUND	\$ -		\$ -	
	<u>\$ 881,805.54</u>		<u>\$ 1,294,500.67</u>	
FUNDS				
ADMINISTRATION	\$ (16,459.80)		\$ 16,165.57	
MATERIALS AND SUPPLIES	\$ (342,217.63)		\$ (309,521.68)	
MACHINERY	\$ 215,160.94		\$ 363,465.44	
CTH GENERAL MAINTENANCE	\$ (97,328.29)	\$ -	\$ (74,928.25)	\$ -
CTH WINTER MAINTENANCE	\$ (675,639.31)		\$ (625,059.78)	
CTH ROAD CONSTRUCTION	\$ 1,496,995.24		\$ 1,433,940.72	
CTH BRIDGES	\$ 244,840.18		\$ 245,115.88	
COUNTY AID FOR BRIDGES	\$ 125,560.66		\$ 228,855.08	
WORK FOR OTHERS	\$ (7,983.04)		\$ (7,233.90)	
WORK FOR STATE	\$ 4,989.52		\$ 84,600.99	
INCIDENTAL LABOR	\$ (66,112.93)		\$ (60,899.40)	
	<u>\$ 881,805.54</u>		<u>\$ 1,294,500.67</u>	
ADMINISTRATION				
BALANCE 1/1/2020	\$ 1,124.74	\$ -	\$ -	\$ 8,652.81
PROPERTY TAX	\$ -	\$ 137,800.00	\$ -	\$ 129,570.00
STATE REVENUE (RECORDS/REPORTS)		\$ 30,049.85		\$ 37,087.56
BUILDINGS/GROUNDS (10%)	\$ 5,213.02		\$ 7,082.74	
ADMINISTRATION	\$ 185,041.09	\$ 7,069.20	\$ 164,028.96	\$ 11,966.90
	<u>\$ 191,378.85</u>	<u>\$ 174,919.05</u>	<u>\$ 171,111.70</u>	<u>\$ 187,277.27</u>
BALANCE 8/31/2020		<u>\$ (16,459.80)</u>		<u>\$ 16,165.57</u>
MATERIALS AND SUPPLIES				
BALANCE 1/1/2020	\$ 395,777.88	\$ -	\$ 383,401.27	\$ -
MATERIAL AND SUPPLIES INV 1/1/2020	\$ -	\$ 370,706.50	\$ -	\$ 358,329.89
MATERIALS AND SUPPLIES - CURRENT	\$ 317,146.25		\$ 284,450.30	
	<u>\$ 712,924.13</u>	<u>\$ 370,706.50</u>	<u>\$ 667,851.57</u>	<u>\$ 358,329.89</u>
BALANCE 8/31/2020		<u>\$ (342,217.63)</u>		<u>\$ (309,521.68)</u>

	<u>August 2020</u>		<u>August 2019</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>
MACHINERY				
BALANCE 1/1/2020	\$ -	\$ 323,278.24	\$ -	\$ 330,386.56
PROPERTY TAX	\$ -	\$ -	\$ -	\$ -
FIELD SMALL TOOLS	\$ 14,589.85	\$ 3,395.08		\$ 6,847.25
SMALL TOOLS FEE		\$ -		\$ -
SHOP OPERATIONS	\$ 62,597.78		\$ 53,418.71	
OPERATION OF EQUIPMENT		\$ 329,736.28		\$ 436,704.78
WINTER READINESS REIMBURSEMENT		\$ 20,136.00		\$ -
SALE OF EQUIPMENT		\$ -		\$ -
FUEL HANDLING		\$ 1,605.19		\$ 2,277.40
FUEL TAX REFUND		\$ 3,598.61		\$ 4,131.33
INSURANCE RECOVERIES		\$ -		\$ 4,806.16
SALE OF SALVAGE		\$ 626.70		\$ 531.75
PURCHASE OF EQUIPMENT	\$ 390,027.53		\$ 368,801.08	
	<u>\$ 467,215.16</u>	<u>\$ 682,376.10</u>	<u>\$ 422,219.79</u>	<u>\$ 785,685.23</u>
BALANCE 8/31/2020		<u>\$ 215,160.94</u>		<u>\$ 363,465.44</u>

CTH GENERAL MAINTENANCE				
BALANCE 1/1/2020	\$ 278,604.15	\$ -	\$ 28,485.67	\$ -
PROPERTY TAX	\$ -	\$ 75,042.00	\$ -	\$ 13,868.00
TRANSPORTATION AIDS		\$ 637,093.38		\$ 553,994.22
STATE REVENUE-OTHER		\$ 58,163.94		\$ 58,443.61
EQUIPMENT STORAGE REIMBURSEMENT		\$ 39,116.66		\$ 31,350.41
PATROL SUPERVISION	\$ 80,137.19		\$ 66,893.22	
RADIO EXPENSE	\$ 9,378.80		\$ 698.80	
GPL INSURANCE	\$ 68,000.00		\$ 68,025.00	
SALT REIMBURSEMENT		\$ 1,426.13		\$ 918.24
LRIP REIMBURSEMENT		\$ 4,608.11		\$ -
BUILDINGS/GROUNDS (90%)	\$ 46,917.18		\$ 63,744.65	
CTH GENERAL MAINTENANCE	\$ 474,326.60		\$ 505,655.39	
FLOOD DAMAGE AID		\$ 42,285.91		\$ -
MISCELLANEOUS REVENUE		\$ 2,299.50		\$ -
	<u>\$ 957,363.92</u>	<u>\$ 860,035.63</u>	<u>\$ 733,502.73</u>	<u>\$ 658,574.48</u>
BALANCE 8/31/2020		<u>\$ (97,328.29)</u>		<u>\$ (74,928.25)</u>

CTH WINTER MAINTENANCE				
BALANCE 1/1/2020	\$ 897,875.82	\$ -	\$ 671,436.06	\$ -
PROPERTY TAX	\$ -	\$ 615,000.00	\$ -	\$ 595,000.00
CTH WINTER MAINTENANCE	\$ 392,763.49		\$ 548,623.72	
	<u>\$ 1,290,639.31</u>	<u>\$ 615,000.00</u>	<u>\$ 1,220,059.78</u>	<u>\$ 595,000.00</u>
BALANCE 8/31/2020		<u>\$ (675,639.31)</u>		<u>\$ (625,059.78)</u>

CTH ROAD CONSTRUCTION				
BALANCE 1/1/2020	\$ -	\$ 1,312,471.07	\$ -	\$ 1,221,565.36
PROPERTY TAX	\$ -	\$ 1,209,612.00	\$ -	\$ 1,471,910.00
CHIP REIMBURSEMENT		\$ -		\$ -
LFA		\$ 16,639.72		\$ -
FUTURE PROJECTS	\$ -		\$ -	
CTH ROAD CONSTRUCTION	\$ 1,041,727.55		\$ 1,259,534.64	
	<u>\$ 1,041,727.55</u>	<u>\$ 2,538,722.79</u>	<u>\$ 1,259,534.64</u>	<u>\$ 2,693,475.36</u>
BALANCE 8/31/2020		<u>\$ 1,496,995.24</u>		<u>\$ 1,433,940.72</u>

	<u>August 2020</u>		<u>August 2019</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>
CTH BRIDGES				
BALANCE 1/1/2020	\$ -	\$ 241,145.52	\$ -	\$ 245,157.22
PROPERTY TAX	\$ -	\$ 14,000.00	\$ -	\$ -
CTH BRIDGE INSPECTIONS	\$ 10,305.34		\$ 41.34	
BRIDGE MAINTENANCE				
	\$ -		\$ -	
BALANCE 8/31/2020	\$ 10,305.34	\$ 255,145.52	\$ 41.34	\$ 245,157.22
		\$ 244,840.18		\$ 245,115.88
COUNTY AID ON BRIDGES				
BALANCE 1/1/2020	\$ -	\$ 80,936.05	\$ -	\$ 166,978.52
BRIDGE AID REVENUE	\$ -	\$ 53,725.00	\$ -	\$ 74,500.00
COUNTY BRIDGE AID		\$ -		\$ -
DEFERRED REVENUE - TOWNSHIPS				
BRIDGE AID EXPENSE	\$ 9,100.39		\$ 12,623.44	
BALANCE 8/31/2020	\$ 9,100.39	\$ 134,661.05	\$ 12,623.44	\$ 241,478.52
		\$ 125,560.66		\$ 228,855.08
WORK FOR OTHERS				
BALANCE 1/1/2020	\$ 11,990.68	\$ -	\$ 9,324.02	\$ -
REVENUE FROM OTHERS		\$ 199,420.71		\$ 329,878.11
WORK FOR OTHERS	\$ 195,413.07		\$ 327,787.99	
BALANCE 8/31/2020	\$ 207,403.75	\$ 199,420.71	\$ 337,112.01	\$ 329,878.11
		\$ (7,983.04)		\$ (7,233.90)
WORK FOR STATE				
BALANCE 1/1/2020	\$ -	\$ 2,097.67	\$ -	\$ 2,097.67
REVENUE FROM STATE		\$ 589,552.25		\$ 762,345.39
STATE PBM EXPENSES	\$ 59,527.37	\$ 76,733.40	\$ -	\$ -
STATE MAINTENANCE	\$ 603,866.43		\$ 679,842.07	
BALANCE 8/31/2020	\$ 663,393.80	\$ 668,383.32	\$ 679,842.07	\$ 764,443.06
		\$ 4,989.52		\$ 84,600.99
INCIDENTAL LABOR				
BALANCE 1/1/2020	\$ -	\$ -	\$ -	\$ -
EXPENSES	\$ 619,299.96		\$ 649,483.59	
REVENUES		\$ 553,187.03		\$ 588,584.19
BALANCE 8/31/2020	\$ 619,299.96	\$ 553,187.03	\$ 649,483.59	\$ 588,584.19
		\$ (66,112.93)		\$ (60,899.40)

GENERAL PROPERTY TAXES

\$2,105,179.00

\$2,284,848.00

Maintenance Report October 2020

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

I. Courthouse:

- We are in the planning stages of converting two exam rooms in the WIC area of the courthouse into one large room.
- The equipment that was approved by the Board of Supervisors last month has been ordered.
- Renovations in the courthouse lobby and Main Street entrance have been completed. We are now in the process of renovating the Zoning/Land Records hallway.

II. Sheriff's Department:

- Collaborated with Andry Rasmussen and Sons, Inc. to install two new hot water mixing valves and electronic solenoids into the water supply for the 2006 jail addition.
- Built and delivered twelve new targets to the City of Hayward gun range.
- The air conditioning unit for the 2006 jail addition has been installed, and should be fully operational by October 15.

III. Ambulance:

- Snow removal equipment has been serviced and is ready for the upcoming season.

IV. Ambulance:

- We spread, raked, and seeded thirty cubic yards of screened topsoil at the Ojibwa Ambulance garage site. We will hopefully be able to remove all of the silt fencing next spring.