



Sawyer County

Agenda

**Public Works Committee Meeting
Wednesday, November 4, 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

3 - 4

- a. [Public Works 10-7-2020](#)

6. 2021 BUDGET DISCUSSION

5 - 6

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

7. SAWYER COUNTY AIRPORT REPORT

- a. Hayward Aviation (contracted Airport management) report
- b. Hangar use
- c. Approve propane tank easement

7 - 8

- d. Assignment of Hangar Lease to Hayward Aviation - Discussion and possible action
[Resolution approving Assignment of Hangar Lease](#)
- e. FBO for Business conducted by Hayward Aviation in additional hangar

8. HIGHWAY COMMISSIONER'S REPORT

- a. Fund Balance
- b. Overtime Report
- c. Use of Highway Department on Fifth Street and California Avenue project.

9. MAINTENANCE DEPARTMENT REPORT

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- a. [Maintenance Report November 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, Hayward Aviation Lease and FBO for purchased 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 ITEMS DISCUSSED IN CLOSED SESSION

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
October 7; 6:30 p.m.; Assembly Room, Sawyer County Courthouse

Members present: Ron Kinsley, Tweed Shuman, Helen Dennis-V

Others present: Tom Hoff, Carol Williamson, Tim Hagberg, Derek Leslie, Mike Coleson, Cliff
Korn, Don Mrotek, Gary Gedart-V, Rebecca Roeker

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

Motion by Dennis, 2nd by Shuman, to approve the minutes of the September 9, 2020 meeting.
Motion carried

County Administrator Tom Hoff presented 2021 budget summaries for the Maintenance
Department, Highway Department, and the Sawyer County Airport.

Airport Manager Derek Leslie provided the Committee an airport management report including
available state entitlements. Rented tractor and brushed 45-55 acres. Budget \$10,000 each
year for brushing. Terminal building remodel still on hold.

Highway Commissioner Gary Gedart provided a written report and fund balance report. Shop
Foreman interviews were held and moving forward with hiring process. One driver/operator
position open. Another employee retiring November 25.

Three ATV/UTV requests presented. Gedart has no issues with any of the routes and
recommends approval. Motion by Shuman, 2nd by Dennis, to approve the County Road S route
request from Moose Lake Road to STH 77. Motion carried. Motion by Dennis, 2nd by Shuman, to
approve the County Road B route request from Fishtrap Road to STH 70. Motion carried.
Motion by Dennis, 2nd by Shuman to approve the County Road M Route request from Bebak
Road to CTH W. Motion carried

Supervisor Dennis thanked County staff and Don Mrotek for their service to the County.

Maintenance Supervisor Tim Hagberg provided a written report.

Future agenda items: Airport hangar use and propane tank easement. Utilizing the Highway
Department in Fifth Street and California Avenue project.

Motion by Shuman, 2nd by Kinsley, 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, the purchase of
a Hangar at the Sawyer County Airport, cell tower lease negotiations, and utility easement
negotiations.. Motion carried unanimously.

Motion by Shuman, 2nd by Kinsley, to reconvene in open session. Motion carried

Motion by Kinsley, 2nd by Shuman, on the first right of refusal to not purchase a hangar at the
airport and forward to County Board. Motion carried

Motion by Kinsley, 2nd by Dennis, to approve the assignment of lease to Hayward Aviation for the available hangar and forward to County Board. Motion carried

Motion by Kinsley, 2nd by Dennis, to approve the Agreement with the City of Hayward and forward to the County Board. Motion carried

Adjourned 8:25

Minutes prepared by Sawyer County Clerk Carol Williamson

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

49 **NOW, THEREFORE, BE IT RESOLVED**, the Sawyer County Board of Supervisors
50 determines, adopts and directs the following:

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52 1. Recitals. The recitals set forth above are true and accurate, and are therefore incorporated
53 into the Resolution and shall be used not just for reference.

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55 2. Determination. The Sawyer County Board of Supervisors, after reviewing the proposal
56 by Hayward Aviation, the Hangar Lease, accompanying information, and waiving the County's Right
57 of First Refusal, determines that it is in the best interest of the health, welfare and safety of the County's
58 residents, taxpayers, visitors and property within the County to approve the Assignment of Hangar Lease,
59 as set forth in Exhibit A.

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61 **FISCAL IMPACT:** None

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64 The subject matter of this Resolution was discussed by the Sawyer County Public Works Committee at
65 its meeting on October 7, 2020, and was recommended for approval by the Sawyer County Board of
66 Supervisors at its meeting on October 15, 2020.

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68 _____ (Absent) _____
69 Ron Kinsley, Chair Marc Helwig, Vice Chair
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72 _____ (Absent) _____
73 Helen Dennis, Member Dale Olson, Member
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76 _____ (Absent) _____
77 Susie Taylor, Member Tweed Shuman, *ex officio* Member
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80 This Resolution and Assignment of Lease was heard by and approved by the Sawyer County Board of
81 Supervisors this 15th day of October, 2020.

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83
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85 _____
86 Tweed Shuman, Dale Schleeter,
87 Sawyer County Board of Supervisors Chair Sawyer County Board of Supervisors Vice Chair
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89 _____
90 Carol Williamson,
91 Sawyer County Clerk
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94 EXHBIT A (ATTACHED) – ASSIGNMENT OF HANGAR LEASE

Maintenance Report November 2020

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

I. Courthouse:

- Built and installed a new workstation for the Clerk of Courts.
- Built and installed a new workstation for the Payroll Clerk, and assisted in moving her office into the Administration wing. We also ran conduit, wire, and installed additional receptacles to accommodate the electrical needs of the new office.

II. Sheriff's Department:

- Installed forty feet of safety railing on the parapet wall of the 2006 addition of the jail to make the work area around the new air conditioning unit safer.
- Due to cold weather, we have been unable to complete the final startup of the new air conditioning unit on the jail roof.
 - If the weather forecast is accurate, we are hoping to be able to complete the air conditioning project by Friday, November 6.
- Assisted Kreyer Electric with installing new detention grade light fixtures in holding cells four and five.
- We have been working with KBK Services, Inc. on installing a new boiler.
- Ran new data cables connecting the upstairs radio room with Dispatch for Communications System Specialist, John Kruk.

III. Ambulance:

- We installed bollards at the Ojibwa Ambulance Garage to protect the emergency generator.