



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, February 10, 2021 @ 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 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, ROLL CALL

3. MEETING AGENDA

4. PUBLIC COMMENTS

5. CONSIDER APPROVAL OF MINUTES FROM PREVIOUS MEETING

- a. [Public Works Minutes 1.13.21](#)

6. SAWYER COUNTY AIRPORT REPORT

- a. Hayward Aviation (contracted Airport management) report [Airport Report Feb 2021](#)
- b. Report of Entitlements: Received, spent, and remaining

7. HIGHWAY COMMISSIONER'S REPORT

- a. [February 2021 Highway Commissioner Report](#)

- 6 b. Overtime Report
 [Highway Dept OT Report Feb 2021](#)
- 7 - 12 c. Annual Renewal of Existing ATV/UTV Memorandum of Understanding-MOU's (discussion and possible action)
 [ATV UTV Resolution 2018-46](#)
 [Current 2021 ATV routes](#)

8. MAINTENANCE DEPARTMENT REPORT

- 13 a. [Maintenance Report February 2021](#)

9. SECOND COURTROOM (DISCUSSION ONLY)

- 14 - 28 a. [2021-02-10 - Courthouse Project Update](#)

10. FUTURE AGENDA ITEMS

11. OTHER MATTERS FOR DISCUSSION ONLY

12. CLOSED SESSION, PURSUANT TO WIS. STAT. S. 19.85(1)(E) FOR THE PURPOSES OF DELIBERATING OR NEGOTIATING THE PURCHASING OF PUBLIC PROPERTIES, THE INVESTING OF PUBLIC FUNDS, OR CONDUCTING OTHER SPECIFIED PUBLIC BUSINESS.

13. DISCUSSION OF AIRPORT HANGAR LEASE INVENTORY (DISCUSSION AND POSSIBLE ACTION)

- a. May or may not come out of closed session to open session and adjourn meeting

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 January 13th 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
- ☒ Dale Olson – Virtual

Others Present:

Tom Hoff
Mike Coleson
Lynn Fitch
Tim Hagberg
Derek Leslie
Rebecca Roeker - Virtual
Jesse Boettcher
Mike Dunlop
Tweed Shuman
Linda Zilmer - Virtual

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

Certification of Compliance with the open meeting law was met.

Minutes – A motion was made by Marc Helwig to approve the minutes of the December 9, 2020, meeting; second by Ed Peters. Motion carried.

Highway Commissioner's Report – Written reports were provided. Mr. Gedart advised that the interview process to fill the shop mechanic's position is underway and feel the staff will be at full capacity soon. COVID precautions are being taken within duties. He discussed the overtime totals and relayed that OT was used more during the holidays; the mild winter has allowed for less usage in hours. The \$200,000 MLS Highway B grant program has been secured and will help finance the project when underway.

Maintenance Department Report – Written reports were provided. Mr. Hagberg advised that the office required for the new JusticePoint staff is now available and in use. He relayed other updates within the building.

Sawyer County Airport Report – The Committee was advised that the hanger leases are currently under review by legal counsel and will be presented next month. Mr. Leslie provided an update on current airport procedures regarding runway maintenance for weather and other concerns.

Mr. Hoff presented a review of the internal remodel project of the airport building which is expected to begin immediately. Mr. Helwig presented a motion to approve moving forward with this remodel project; second by Mr. Peters; motion carried. Mr. Olson abstained. The project should be completed before summer.

The process for issuing NOTAMS (Notice To AirMen) was reviewed. Mike Dunlop, Director of Aviation at Jack Links shared his experience as a pilot, one who oversees his company's fleet and assigns training at his facility.

Meeting Date/Time – The next meeting of the Public Works Committee will be Wednesday, February 10, at 6:30 pm in the Assembly Room.

Meeting adjourned at 7:30 pm
Minutes recorded by Lynn Fitch, County Clerk

Sawyer County Airport Management Report

February 2021

(Provided by Airport Manager Derek Leslie)

- I have been approached by several hangar owners seeking information pertaining to the plans Sawyer County has for addressing hangar lease issues. I look forward to having a better idea on how to navigate the dialogue moving forward. Airport Management is striving to serve well as liaison between Lessee and Lessor. (Hangar Owners and County) Getting all of these Leases up to date is of the utmost importance.

-Spring 2021 Ramp/Taxi-lane project is continuing to move forward. A pre-bid conference is scheduled at the terminal building on March 3rd at 10:30am.

-Snow Removal Equipment has been functioning properly.

-2020 Airport Income vs. Expense figures will be available for discussion

-Brushing efforts have continued into the New Year and we are in good shape.

-The time is nearing when Sawyer County needs petition for the allocation of funding in reference to restoring the runway at the airport. It has been a number of years now since we have made a petition. The Wisconsin Bureau of Aeronautics handles the process of drafting. What is included in the Petition will be up for discussion on the board level based upon a presentation of needs by Airport Management, Maintenance department, and County Administration.

- The Wisconsin BOA recommends a 6-year Improvement plan for the airport annually. This process essentially takes into account the upcoming and future needs of the airport. How Entitlements and local shares might add up and also the likelihood of getting apportionment and discretionary funding based upon the BOA/FAA scale of necessity. This process should fall in quite nicely with plans of petitioning for funding.

FAA Entitlements Available

2017's: \$108,000

2018's: \$150,000

2019's: \$150,000

2020's: \$150,000

2017-2020's Total of 550k is being used for the Ramp/Taxiway project.

(The remaining 500-600k was awarded apportionment funding)

Total Cost to Sawyer County is a 5% match on the entire project.

2021's: \$150,000 Available July/August 2021

Upcoming Projects

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.*

Entitlements bank rolled at start of project will be 2021-2023 meaning we will be petitioning the governor's office for over 2.5 million of apportionment funding.

Highway Commissioner Report February, 2021

The crew has been out performing snow and ice control on state and county highways. Overall, it has been a fairly mild winter and we are maintaining an adequate supply of salt for this winter season.

The crew recently finished a brushing project on STH 27/70 near Signor. The timber was cut and stacked for removal by the LCO Tribe. A smaller project just to the east of this project will be started soon.

I recently received notification that the Bureau of Indian Affairs has submitted our application for funding for the bridge on CTH E over the Couderay River to Washington, D.C. Once they approve the project it will be forwarded onto the Federal Highway Administration. This funding is for our 20% match (80% has already been approved for state/federal funding through WisDOT). BIA indicated that it is likely to be approved for funding this year. The bridge replacement is scheduled for this year, with a bid letting of March 9, 2021.

The highway department hired Wayne Slayton for the newly created shop mechanic position. Wayne started his employment on February 8, 2021.

On February 4, 2021 I participated in the Heart of the North legislative days. The Heart of the North is comprised of Barron, Rusk, Sawyer, and Washburn counties. Legislative days are an opportunity to discuss a variety of topics with state legislators. My participation was limited to transportation. The meetings were all done virtually via Zoom.

Bids for asphalt and pavement marking will be opened on February 26, 2021 at 3:00 p.m.

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

The crew continues to work under Covid-19 guidelines established by the Sawyer County Public Health Officer. There are currently seven highway department employees who have contracted Covid-19 and all have returned to work.

Sawyer County Highway Department Overtime Report

2/5/2021

<u>Month</u>	COUNTY HOURS					STATE HOURS				
	2021	2020	2019	2018	2017	2021	2020	2019	2018	2017
January	-7.25	87.25	25.75	82.50	123.75	167.50	252.50	129.00	234.50	285.50
February	0.00	64.50	258.00	121.50	45.25	0.00	58.50	543.50	250.00	118.00
March	0.00	43.25	134.00	87.50	38.75	0.00	88.50	154.75	103.50	106.50
April	0.00	34.00	68.25	193.25	8.00	0.00	60.50	70.75	192.50	30.50
May	0.00	-6.00	28.00	23.50	45.00	0.00	24.50	1.00	7.25	0.00
June	0.00	12.75	6.00	109.50	416.00	0.00	27.75	2.00	33.50	27.50
July	0.00	155.25	264.75	342.50	190.25	0.00	16.00	15.50	32.50	133.25
August	0.00	175.00	85.25	64.50	197.75	0.00	7.25	0.50	46.00	3.00
September	0.00	79.00	14.50	276.50	51.50	0.00	24.00	4.00	9.50	4.00
October	0.00	110.50	22.25	36.75	63.75	0.00	51.50	54.50	6.00	40.25
November	0.00	164.00	240.75	224.50	176.25	0.00	132.50	193.75	206.50	169.75
December	0.00	326.75	388.25	220.00	238.25	0.00	256.50	312.75	195.00	199.50
TOTALS	-7.25	1,246.25	1,535.75	1,782.50	1,594.50	167.50	1,000.00	1,482.00	1,316.75	1,117.75

<u>Month</u>	COUNTY WAGES					STATE WAGES				
	2021	2020	2019	2018	2017	2021	2020	2019	2018	2017
January	-92.45	2,955.59	819.77	2,739.98	4,075.03	5,374.16	8,232.03	4,183.26	7,557.13	9,244.31
February	0.00	2,193.37	8,316.90	3,974.79	1,454.37	0.00	1,888.70	17,734.95	8,070.18	3,841.90
March	0.00	1,451.06	4,311.36	2,818.56	1,326.44	0.00	2,935.84	5,007.84	3,305.42	3,463.95
April	0.00	1,173.02	2,154.70	6,143.47	270.50	0.00	2,026.73	2,309.81	6,288.45	1,000.14
May	0.00	-171.51	918.13	775.83	1,471.80	0.00	751.22	32.57	231.02	0.00
June	0.00	410.78	198.96	3,548.04	11,771.25	0.00	877.19	65.13	1,082.23	903.60
July	0.00	4,774.96	8,037.74	10,273.98	5,473.15	0.00	531.86	514.33	963.78	3,567.89
August	0.00	5,552.54	2,557.77	1,959.79	5,643.01	0.00	244.09	8.25	1,471.37	105.44
September	0.00	2,461.94	490.92	8,598.81	1,698.96	0.00	824.69	132.98	320.61	128.34
October	0.00	3,580.20	685.51	1,208.96	2,110.60	0.00	1,722.57	1,802.21	195.24	1,302.79
November	0.00	5,303.69	8,066.69	7,189.69	5,820.65	0.00	4,269.56	6,395.35	6,779.25	5,432.53
December	0.00	10,768.25	12,824.10	7,069.89	7,594.96	0.00	8,436.65	10,272.11	6,357.07	6,438.27
TOTALS	-92.45	40,453.89	49,382.55	56,301.79	48,710.72	5,374.16	32,741.13	48,458.79	42,621.75	35,429.16

1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7
8
9
0
1
2
3
4
5
6
7

WHEREAS, Sawyer County (the “County”) understands the importance of developing secure and sustainable ATV/UTV routes within the County to increase recreation, tourism and the overall health, welfare and safety of the County, its residents and visitors to the County;

WHEREAS, the County recognizes the need for a policy setting forth the terms by which the ATV/UTV route requests are reviewed;

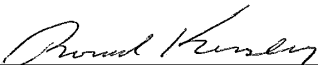
WHEREAS, the County does not currently have an ATV/UTV Route Ordinance and therefore all approved routes must be included in the route ordinance of the municipality through which the route travels.

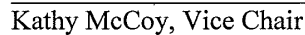
1. All ATV/UTV route requests must be requested by an established ATV/UTV club or the Alliance. At this time, resident requests will not be considered.
2. All ATV/UTV route requests shall include a location map. Requests shall also include the route length, and may include other information reasonably requested by the Public Works Committee.
3. All ATV/UTV route requests are contingent upon approval by the municipality through which the route travels. This approval must be acquired prior to the Public Works Committee's consideration of the request.
4. Once the ATV/UTV route is approved by both the Public Works Committee and the municipality pursuant to Section 3 above, it shall be the responsibility of the requestor to notify the Wisconsin Department of Natural Resources and to comply with any other legal requirements.
5. All signage for approved ATV/UTV routes will be the responsibility of the sponsor club or the Alliance and as set forth in the Letter of Understanding. All required

signage shall follow the guidance and requirements of the County Highway Department. Signage must be erected prior to the opening of the ATV/UTV route.

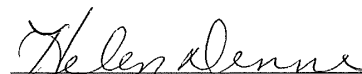
6. The Public Works Committee may adopt other application requirements or approval requirements it deems reasonably necessary to protect the health, welfare and safety of the public.
7. A requestor must agree to comply with any applicable laws, ordinances, statutes or regulations.
8. A Letter of Understanding will be drafted for each approved ATV/UTV route request. The requestor must agree to the terms of the Letter of Understanding prior to the approved ATV/UTV route being opened. The Public Works Committee can declare the applicable Letter of Understanding null and void upon any violation of the terms and conditions of the route request application, the representations made therein, or any other term or condition of the Letter of Understanding.

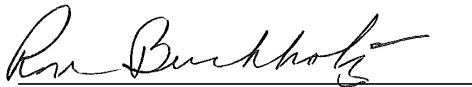
Recommended for adoption by the Sawyer County Board of Supervisors, by the Sawyer County Public Safety Committee, this 10th day of December, 2018.


Ron Kinsley, Chair


Kathy McCoy, Vice Chair


Marc Helwig


Helen Dennis


Ron Buckholtz

Adopted by the Sawyer County Board of Supervisors on this 20th day of December, 2018.


Tweed Shuman, Sawyer County
Board of Supervisors Chairman

Letter of Understanding

THIS LETTER OF UNDERSTANDING is made this _____ (insert date) by and between Sawyer County (the "County"), by the Sawyer County Public Works Committee ("Public Works Committee") and its appointed representative, and _____ (insert Sponsor Club) (the "Club").

RECITALS

1. The Club submitted an application dated _____ for an ATV/UTV route, a copy of which is attached hereto and incorporated herein (the "Application");

2. The Public Works Committee reviewed and approved the Application on _____ with the condition of this Letter of Understanding being executed by the County and the Club prior to the route being opened.

3. The County and the Club have determined it is in their mutual interest to enter into this Letter of Understanding on the terms stated below to address the operation of the approved ATV/UTV route requested in the Application and as approved by the Public Works Committee.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged and confirmed, the County and the Club agree as follows:

AGREEMENT

1. Recitals. The Recitals set forth above are true and accurate, and therefore incorporated into this Letter of Understanding.

2. Approved Route. The County, by virtue of the approval by the Public Works Committee, hereby authorizes the Club to establish an all-terrain vehicle route on (name of CTH), as described and depicted in the Application and as approved by the Public Works Committee on _____ (the "Approved Route"). This Letter of Understanding incorporates all terms and conditions set forth by the Public Works Committee in its approval of the Approved Route.

3. Approved Route Location. The Approved Route will run from (start of route to end of route), as depicted in the Application and as approved by the Public Works Committee.

4. Signage. The Club shall be responsible for all required signage on and along the Approved Route. All required signage shall follow the guidance and requirements of the County Highway Department. Signage must be erected prior to the opening of the Approved Route for use.

5. Compliance with Laws. The Club shall comply with all applicable laws, ordinances, statutes or regulations that may apply to the development, use, operation or maintenance of the Approved Route. The Club shall also comply with any conditions or restrictions of the municipality (or municipalities) through which the Approved Route is located.

6. Maintenance. The Club shall maintain the Approved Route at its sole cost and expense. The Club shall also be responsible for restoring the pavement, shoulder or any other damaged areas along or adjacent to the Approved Route. All ATVs/UTVs shall not be operated off of the pavement or anywhere off the Approved Route.

7. Indemnification; County Immunity. Regardless of any immunity or defense available to the County, the Club shall indemnify and hold harmless the County and all of the County's employees, agents and

representatives against any action, claim, suit, or the like, for personal injury, property damage, or any other damage sustained as a result of the approval, development, operation, maintenance or use of the Approved Route. The County has not waived and does not intend to waive any defenses or immunity available to it by virtue of entering into this Letter of Understanding.

8. Expiration; No Assignment. This Letter of Understanding and the Club's ability to operate the trail along the Approved Route shall expire one (1) year from the date of this Letter of Understanding. The Public Works Committee shall review and approve, if appropriate, each ATV/UTV route at its February meeting each year. Such renewal shall not impact the one-year expiration of this Letter of Understanding and the Club's approval to operate the Approved Route. The Club may not assign this Letter of Understanding to any other party without express approval from the Public Works Committee.

9. Termination. The Public Works Committee may declare this Letter of Understanding null and void, and therefore terminate its approval of the Approved Route, upon the Club's or any user's violation of the terms and conditions of the Application, the representations made therein, the Public Works Committee's conditions of approval, or any other term or condition of this Letter of Understanding.

10. Signatories. The County and the Club represent and acknowledge that each party signing this Letter of Understanding has authority to bind the respective party.

CLUB NAME:

By: _____
Its: _____

_____ Date

SAWYER COUNTY:

By: Gary Gedart
Sawyer County Highway Commissioner

_____ Date

(Attach Application)

Current ATV routes on/along County Trunk Highways

County Road B (Chippewa Trail-east to CTH K)

County Road B (Frogg Road to Richardson's Bay Road)

County Road B (Forest Road 319 to Musky Tale Resort)

County Road BB (Washburn County line to STH 70)

County Road C (STH 27/70 to Chafer Road)

County Road C (Deer Lake Road to STH 48)

County Road CC (CTH N to Conger Road)

County Road CC (Flowage Road to Big Musky Road)

County Road D (STH 48 – STH 27)

County Road E (CTH K to Williams Road)

County Road E (CTH K to Reserve Road)

County Road E (STH 27/70 to Thors Lane)

County Road EE (Forest Road 161 to Price County line)

County Road F (Right-of-Way Road to STH 27/70)

County Road F (Stoney Hill Road to Rusk County line)

County Road G (Dorscheid Road to STH 27/70)

County Road GG (STH 70 to Crazy Horse Trailhead)

County Road H (Blueberry Fire Lane to Blueberry Avenue)

County Road H (STH 27/70 to Beaverbrook Road)

County Road K (County Road E to Grindstone Landing Road)

2/3/2021

County Road M -north (CTH W to STH 70)

County Road M (South side of Flambeau River bridge to North side of Flambeau River Bridge)

County Road N (CTH NN to CTH CC)

County Road NN (CTH N to Gurno Lake Road)

County Road OO (USH 63 to Northern Lights Road)

County Road S (Moose Lake Road-west to Moose Lake Road-east)

County Road T (Nelson Lake Road – STH 27)

County Road W-south (Crawford Street to Price County Line)

County Road W-north (STH 70 to CTH B)

Maintenance Report February 2021

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

I. Courthouse:

- Fabricated and installed a new 44 slot mailbox as a part of renovating and repurposing the County Clerk office area.
- Progress in the WIC area has been delayed to accommodate COVID vaccination clinics.
- This past month, a substantial amount of time has been devoted to disinfecting various office areas and vehicles.
- Painting and patching walls in the Zoning/Land Records hallway has been completed.
- Purchased a new vehicle for Zoning.

II. Sheriff's Department:

- Due to shipping delays, the installation of the new jail boiler has not been completed yet. However, a new electrical subpanel and emergency boiler shutoff control have been installed, so all necessary electrical work for the project has been completed.
- UV-C lighting and safety switches have been installed in the main air handlers for both the 1975 and 2006 jail additions.

III. Highway:

- Collaborated with Highway to implement a plan for ensuring that the driveway and parking lot at the Ojibwa Ambulance station is sanded and or salted when needed.

IV. Airport:

- Plowed at the airport while the airport snow removal limited term employee was on vacation.



/Venture/Architects

Justice Planning and Design

212 North 25th Street, Milwaukee, WI 53233

414.271.3359 • jcain@ventarch.com

Sawyer County

Study Options to Add Second Courtroom to Existing Courthouse

Project Update

February 10, 2021

Presentation Outline

Department Meetings

Existing Conditions

Overall Plan

Courts Options: 2A & 2B

Existing Wing Remodeling

Budget

Department Meetings

Courts

Clerk of Court

Register in Probate

District Attorney

Child Support

Veteran's Services

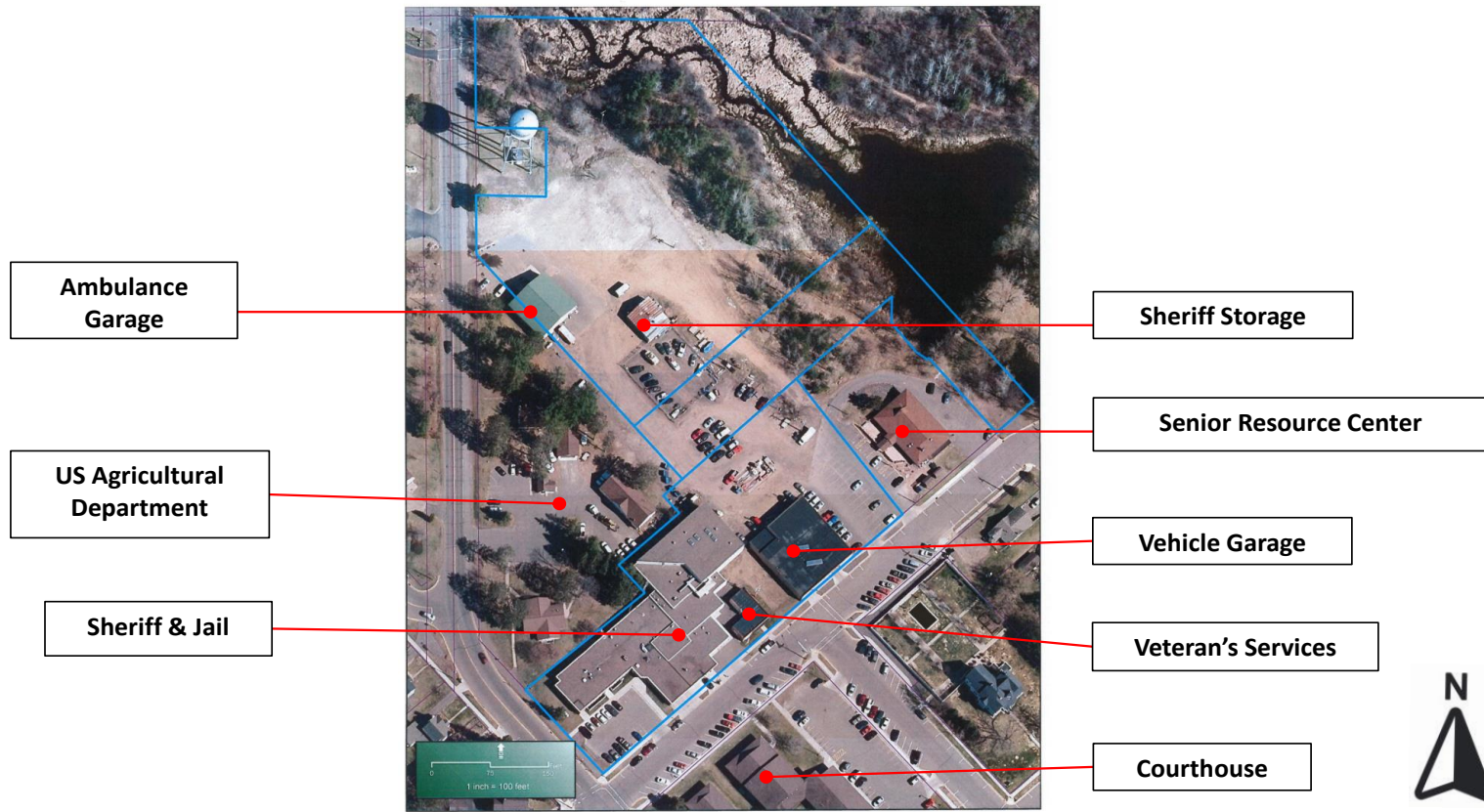
Existing Conditions

4



Existing Conditions

5



Existing Conditions

5th Street



Existing Conditions

Sheriff and Jail



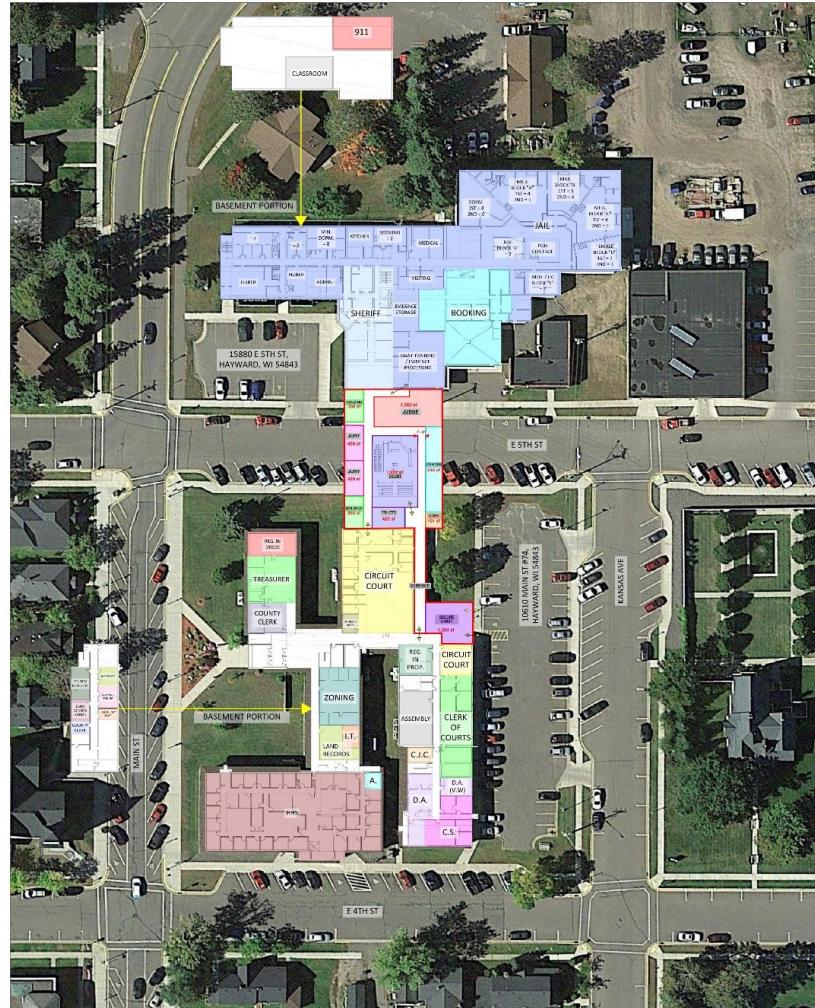
Existing Conditions

Courthouse

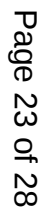


Overall Plan

9



10



11

[illegible]

Existing Wing Remodeling

12



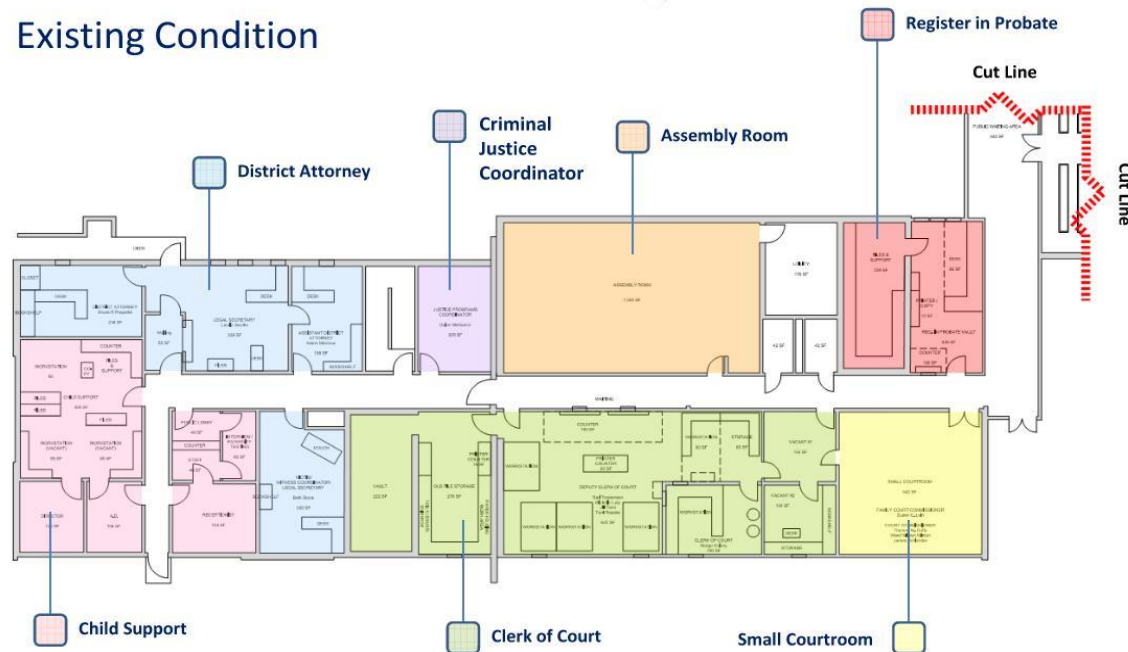
Feasibility Study for Proposed Courthouse Addition | County Board Presentation

7

Existing Department Wing



Existing Condition



Feasibility Study for Proposed Courthouse Addition • County Board Presentation

Venture/Architects

Existing Wing Remodeling

13

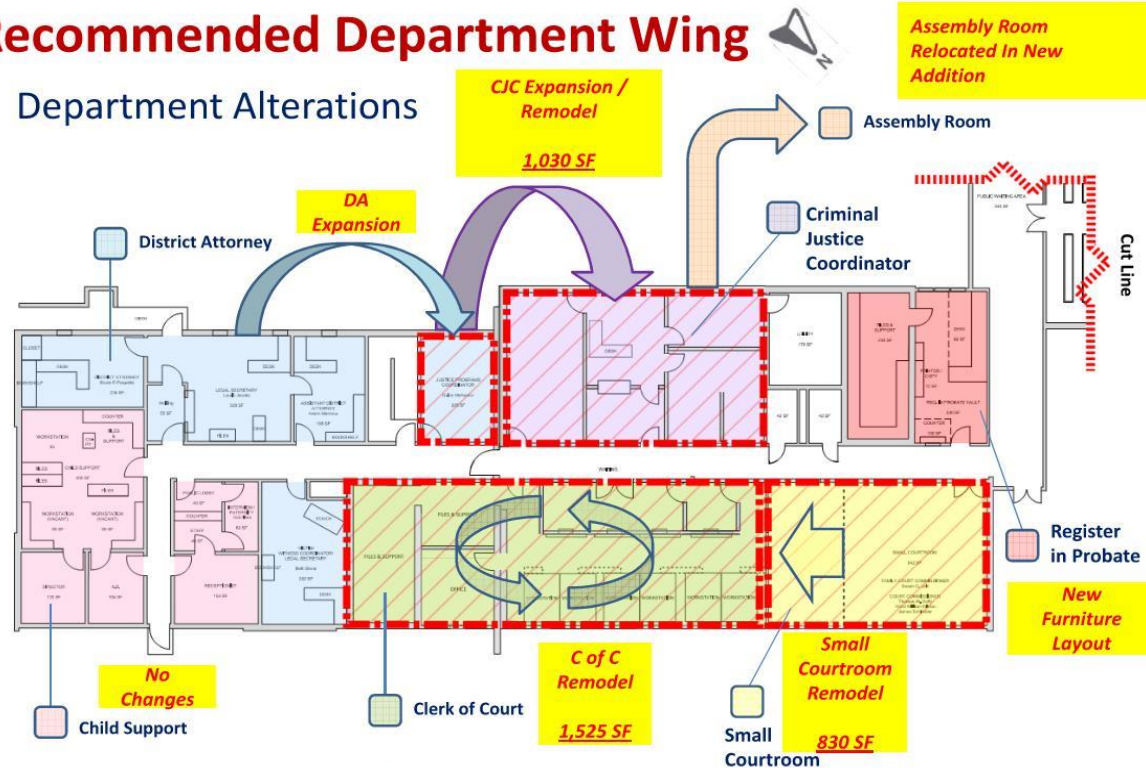


Feasibility Study for Proposed Courthouse Addition | County Board Presentation

8

Recommended Department Wing

Department Alterations



Feasibility Study for Proposed Courthouse Addition • County Board Presentation

Venture/Architects

Cost Summary – Scheme 2A & 2B

Budget (BID 2021 Numbers)



14

- Construction Cost Range \$5,700,000 to \$6,000,000
-

- Courts Addition
- Existing Courts and Jail Building Remodeling
- Clerk of Court Wing Remodeling
- New Veteran's Services

- Non-Construction Cost Range @ 26% \$1,482,000 to \$1,560,000
-

- Professional Services Fees (Architect and Construction Manager)
- Courtroom Technology
- Furniture
- Survey and Soil Borings
- Plan Review Fees
- 5% Contingency
- Other Items

- Project Cost Range \$7,182,000 to \$7,560,000
-

Cost of Inflation – Project Costs

Bid 2021	\$7,560,000
Bid 2022	\$7,862,000 (1.04)
Bid 2023	\$8,177,000 (1.04)
Bid 2024	\$8,504,000 (1.04)