



Sawyer County

Agenda

**Public Works Committee Meeting
Wednesday, August 10, 2022 @ 6:30 PM**

Assembly Room/Virtual Meeting

Revised: Wednesday, August 10, 2022 9:03 AM

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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 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. 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 on items not on the agenda. 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

[7.13.22 Public Works Minutes DRAFT](#)

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a.

8. MAINTENANCE DEPARTMENT REPORT

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- a. Project report
[Maintenance Report August 2022](#)

9. SAWYER COUNTY AIRPORT REPORT

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- a. Hayward Aviation, LLC (contracted Airport management) report
[Airport Report August 2022](#)
- b. Possible Hangar Name Change - Vecchie New Lease

10. HIGHWAY COMMISSIONER'S REPORT

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- a. Roundabout Update
- b. [August 2022 Highway Commissioner Report](#)

11. COURTROOM REMODELING UPDATE

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- a. [1\) 211290 Sawyer County - Owner Monthly Report July 2022](#)
[2\) Sawyer FR 05](#)

12. BOARD POLICY & PROCEDURE MANUAL ROLES & RESPONSIBILITIES UPDATE (DISCUSSION AND POSSIBLE ACTION)

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- a. [Public Works Roles & Responsibilities](#)

13. FUTURE AGENDA ITEMS

14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS, OTHER MATTERS FOR DISCUSSION ONLY

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 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 – Vice Chair - Virtual
- ☒ Ed Peters
- ☒ Chris Rusk
- ☒ Brian Bisonette - Virtual

Others Present:

Andy Albarado
Mike Coleson
Lynn Fitch
Cathy LaReau
Don Mrotek
Tweed Shuman

Others Present:

Derick Leslie
Gary Gedart
Linda Zillmer
James Schlender
Mike Kelsey
Carl Kemper

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 by Mr. Rusk to change the order in the agenda for item 10 to follow 7; second by Mr. Peters. Motion carried without negative vote.

Public Comments – Linda Zillmer, James Schlender and Don Mrotek

Minutes from the previous meeting – A motion was made by Mr. Peters to approve the minutes of the June 8, 2022, meeting; second by Mr. Rusk. Motion carried without negative vote.

Highway Commissioner's Report – ATV/UTV Route Request Ordinance -- Mr. Gedart requested copies of all other available county ordinances to develop the draft version of a proposed new ordinance. He highlighted a couple areas that he would recommend changes to the draft. He proposed that he, Mr. Albarado, and Mr. Kinsley work with stakeholders to continue moving the draft forward. Mr. Albarado requested that the Alliance and tribe send comments to Mr. Gedart to begin the process.

ATV/UTV Ordinance Process and Consideration of Moratorium Until Ordinance Adoption -- No action taken on this item

A written department report was provided. Mr. Gedart reported on the highlights of his report. They are conducting interviews next week for the vacancy at the Radisson shop. He is working with LCO on developing a safety plan which may allow us to revisit the roundabout concept at Hwy B & K. We would be responsible for \$10,000 in the development of a Safety Plan.

Sawyer County Airport Report – A written report was provided. Mr. Leslie advised that they've been working on getting lights installed at the airport. FBO sales have remained stable. The Young Eagles event saw about 75 people participate. The pancake breakfast was held last weekend.

Updated Hangar Lease Template -- Mr. Albarado presented the edited template that has been reviewed by corporate counsel. A motion was made by Mr. Helwig; second by Mr. Rusk to approve the revised templates to be used going forward. Motion carried without negative vote.

Hangar Lease Sale Request – Walters/Schull -- Mr. Albarado presented a Resolution Approving Sawyer County Hangar Ground lease between Walters/Schull and a revised lease for consideration. A motion was made by Mr. Rusk; second by Mr. Peters to approve the resolution and sale. Motion carried without negative vote.

Vecchie Airport Hangar Ground Lease -- Mr. Albarado presented the Resolution Approving Sawyer County Hangar Ground lease for Vecchie. Approval of this lease would approve the new lease conditions and void the old lease. A

motion was made by Mr. Rusk; second by Mr. Peters to approve the lease with minor revisions to be decided between Mr. Albarado and Vecchie legal counsel. Motion carried without negative vote.

Master Plan Process and Runway Update --Mr. Leslie advised that a couple big projects are underway at the airport. There are milestone decisions that must take place for these projects, including the runway "grooving" of surface which would improve the landing and takeoff conditions at the airport. Mr. Kemper from Becher Hoppe reviewed the effects of getting the runway grooved versus not grooving it during the runway improvement project. A grooved runway is always considered dry. This decision will be left at the airport committee level.

Maintenance Department Report – A written report was provided. We are still awaiting furniture for the Oasis building.

Internet Service Update – Mr. Coleson reported that the Hayward Fire Tower off Hwy B is now housing some antennas for the Sheriff's department which runs their phone service. It needs to be fine-tuned more but it is stable.

Courtroom Remodeling Update -- Mr. Albarado indicated the contractors have run into some weather issues recently. The budget shows no indication of material shortages or other delays impeding their work. He shared the project budget worksheet. Fiber optic relocates came in over budget and will be rebid. The furniture costs will also be reviewed for other options.

Review Board Policy & Procedure Manual Committee Role & Responsibilities – Mr. Albarado shared a draft version that he created. He requested comments to come back and it will be reviewed at the August meeting.

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

Meeting adjourned at 7:41 pm
Minutes recorded by Lynn Fitch, County Clerk

Maintenance Report August 2022

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

I. Courthouse:

- I was able to send two employees to Duluth for training on proper maintenance and cleaning of polished concrete and Luxury Vinyl Tile (LVT) floors. We have been installing a lot of LVT in our buildings the past five years, and both LVT and polished concrete are being installed in the new courthouse expansion.

II. Sheriff's Department:

- Along with finishing necessary painting prior to the annual jail inspection, we were also able to replace all of the ceiling tiles in the Huber portion of the jail.
- We are making steady progress upgrading the hydronic heating system in the 1975 portion of the jail. A licensed plumber from Rasmussen's is in the process of replacing the antiquated pneumatic zone valves in the system with electronic ones. As the valves are replaced, the Maintenance Department will be installing any necessary electrical wiring to the valves and thermostats.

III. Oasis Update:

- Due to some requested changes in the scope of work at the Oasis building, the project will probably not be completed until September.
- I would like to thank the Sawyer County Highway Department for sending approximately ten yards of gravel and a grader to the Oasis building to repair a large pothole and to grade the gravel portion of the parking lot.

IV. Airport:

- I have been working with Wisconsin DOT Bureau of Aeronautics Airport Development Engineer Matt Messina to try to procure a new snowblower for the airport before the next snow removal season.

Sawyer County Airport Management Report

August 2022

(Provided by Airport Manager Derek Leslie)

- The Civil Air Patrol Pancake feed was successful. The turnout was slightly less than anticipated. Nearly 250 people were fed. Next year we are planning to try and bring more attractions to the event.
- July as usual kept the airport busy. General Aviation traffic is down and the primary cause is most likely high fuel prices. Jet traffic has remained constant.
- We are in a lull when it comes to airport improvement projects. This fall we will begin the Master Plan public involvement meetings and discussions.
- Becher Hoppe is working on design for the Runway Rehabilitation Project. We should see the first set of design plans around the beginning of the year.
- Our entitlements, both current and future, are being allocated to fund our AIP improvement projects. Our CIP discussions will have a heavy emphasis on when there will be expenses incurred by the County. Note any AIP project requires a 5% sponsor share.
- Over the last two years we have worked extensively on our hangar area leases and the folders requiring attention continue to get less and less in the clerks office. Lynn primarily handled this monumental task and she should be recognized for her hard work.
- Tim also has been playing a big role in support of the airport working on our snow removal equipment. We plan to keep rolling with Thompson as the primary going into this winter for snow removal and using our specialized equipment to blow back banks and broom the runway.
- Terminal building renovations are looking fantastic. The to-do list still has some things on it. After Labor Day we plan to get things finished up.

Highway Commissioner Report August, 2022

Mowers are out on state and county trunk highways. There are two mowers on county highways and two mowers on state highways.

There are currently two employees with worker's compensation injuries. Both employees are still working, one with restrictions.

Paving is scheduled to begin on August 8, 2022 on County Road C. The project limits are from Valley View Road, north to STH 48. Paving on CTH K is tentatively scheduled to begin on August 29, 2022. That project is from Highland Road north to KTown Road.

The driver/operator position in the Radisson Shop has been filled. A driver/operator resigned his position in Hayward. That position has been filled. There are currently no vacancies at the highway department.

A letter and copy of the draft ordinance was sent out to all municipalities, LCO, and the Sawyer County Snowmobile and ATV Alliance requesting comments on the draft Sawyer County ATV/UTV Ordinance. Comments will be received until October 4, 2022.

I will not be present at the September 2022 meeting of the Public Works Committee. I will also be unable to attend remotely.



Sawyer County Courthouse
Addition and Remodeling
Miron Project #211290

July 2022

Table of Contents

Executive Summary
Schedule
Progress Photos

Key Project Drivers

- Open in time for new judge to be seated August 2023
- Minimize financial impact to Sawyer County tax payers

Distribution List

Andy Albarado
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Our *commitment* reaches beyond construction;
our *passion* brings *dreams* to life.

Executive Summary

Site Activities

- Mason mobilized.
- Electrician mobilized.
- Plumber mobilized.
- VA Building demolished.

Bid & Award

- All contracts have been bid out and awarded.

Major Milestones / Accomplishments

- Completion of gutter and downspout redesign to tie-in to underground storm piping.
- Generator redesign complete.
- Structural steel & decking delivered.

Upcoming Milestones

- None.

Key Issues and Concerns

- Adding gutters and downspouts to existing roof and the routing of new storm water piping/tie-ins. Re-design is approved but may affect schedule.

We exist to create...

Relationships

...built on honesty and integrity, with
clients, partners, and employees.
At Miron, people come first.

Schedule Summary

Schedule Update

The electricians and the plumber mobilized to site to begin underground rough-ins and in wall rough-ins in the CMU for the masons. Footings/foundations continued and are nearing completion on the east side and interior grade beam footings. The old Veteran's building was demolished and backfilled. Misc. interior jail demo continues.

Delays

- Weather
 - 2 rain days experienced that impacted foundations
- Materials & Labor
 - Burnished block delivery delayed. Re-sequenced masons to minimize impact.
- Design
 - Mortar color selection not specified and added late.
- Owner
 - No concerns.

Key Issues / Concerns / Recommended Action Steps

- Burnished block delivery and mortar colors. Miron re-sequenced the structure and enclosure activities to minimize the 2 week delay on the burnished block and mortar color selection.

We exist to serve each...

Community

...in which we live and work, giving back whenever and wherever we can.

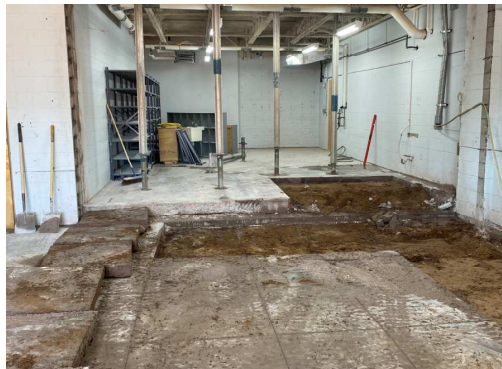
Progress Photographs



East Exterior Foundation Excavation



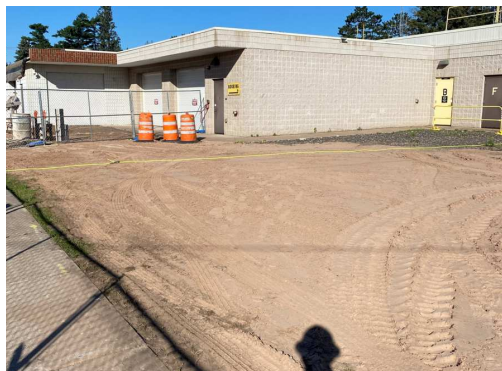
East Exterior Foundation Wall Poured



Jail Slab & Wall Demo



Veteran's Building Demo



Veteran's Building Area Backfilled



South Foundations Backfilled

Progress Photographs *(continued)*



West CMU Wall Started



West CMU Wall Complete

Progress Photographs *(continued)*



Time-Lapse 7/4/2022



Time-Lapse 7/29/2022

FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling	Date:	8/3/2022
Hayward, WI	Time:	8:00
Venture Project No. 210032.00	Weather Condition:	Sunny
	Temperature:	74

PARTICIPANTS / DISTRIBUTION

NAME	AGENCY	EMAIL	ATTENDED
David Keating	Miron Construction	David.Keating@miron-construction.com	☐
Taylor Rhode	Miron Construction	Taylor.Rhode@miron-construction.com	☐
Trevor Anderson	Miron Construction	Trevor.Anderson@miron-construction.com	☒
Heather Wogsland	Venture Architects	Heather.Wogsland@zastudios.com	☒
Jack Blume	Venture Architects	Jack.blume@ventarch.com	☐
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Erik Thorsen	HEC	Erik.Thoresen@hecl.com	
Brad Seubert	HEC	brad.seubert@hecl.com	

Construction Progress

1. Interior footings being formed for cmu walls.
2. West cmu wall installed, masons working on the north wall..
3. Ongoing demo in jail building.
 - a. Shoring needs to be reviewed by structural contractor.
 - i. Bottom chord of joists cannot be used as bearing for shoring.
 - b. Loss of existing plank bottom for bearing needs to be addressed by structural.
 - c. HEC not available to do this work at this time, Miron to engage independent contractor for this work.

ENCLOSURES:

Photos below.

FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling

Hayward, WI

Venture Project No. **210032.00**

Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling

Hayward, WI

Venture Project No. **210032.00**

Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling

Hayward, WI

Venture Project No. **210032.00**

Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling

Hayward, WI

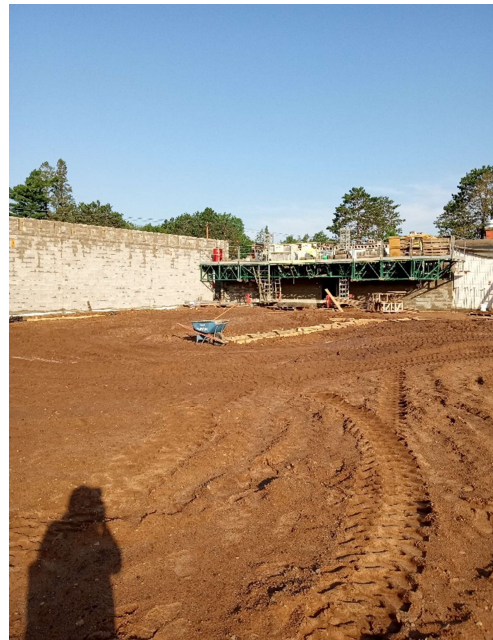
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Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



FIELD REPORT 05

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Sawyer County Courts Addition & Remodeling

Hayward, WI

Venture Project No. **210032.00**

Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



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Sawyer County Courts Addition & Remodeling

Hayward, WI

Venture Project No. **210032.00**

Date: 8/3/2022

Time: 8:00

Weather Condition: Sunny

Temperature: 74



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Sawyer County Courts Addition & Remodeling

Hayward, WI

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Sawyer County Courts Addition & Remodeling

Hayward, WI

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Sawyer County Courts Addition & Remodeling

Hayward, WI

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Sawyer County Courts Addition & Remodeling

Hayward, WI

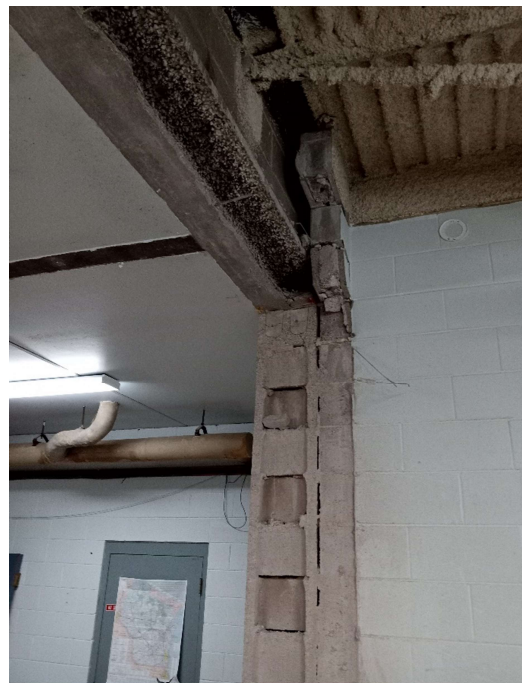
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Temperature: 74



E) Public Works Committee

Mission: Develop, guide and implement policies that address management and operation of County facilities and infrastructure.

Composition: Five members appointed by the Chair with approval of the board.

Committee of Jurisdiction for: Maintenance, Airport, Highway

Primary Responsibilities:

- Act as the designated Highway Committee per Wisconsin State Statute 83.015
- Act as the designated Airport Committee, and address policy and operation of the airport.
- Address policy related to operation of County facilities.
- Review budgets for the departments subject to the committee's jurisdiction. Provide recommendations to the County Administrator about his/her proposed changes to the budgets submitted by the departments
- Review utilization of County facilities, space needs, and capital improvements.
- Approve contracts and agreements pertaining to facilities and infrastructure, and where the counter party requires board approval, forward to the County Board for approval.
- Deal with all other issues of policy raised by the departments subject to the committee's jurisdiction while avoiding interfering the day to operations of county government.
- Receive monthly reports from departments subject to the committee's jurisdiction.
- Approve annual goals and objectives and long-range plans for departments subject to the committee's jurisdiction.
- Approve grant requests for departments subject to the committee's jurisdiction where such approval is required by the grantor. Such approvals are forwarded to the County Board for approval
- Review and approve Airport agreements (Management Contracts, Contracts for Services, and Leases). Such approvals are forwarded to the County Board for approval.
- Monitor building projects including new construction and remodeling.