



Sawyer County

Agenda

Public Works Committee Meeting
Wednesday, January 10, 2024 @ 6:30 PM
Sawyer County Board Room
Revised: Thursday, January 4, 2024 12:55 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

[12.13.23 Public Works Minutes DRAFT](#)

a.

8. CONSIDERATION OF MAIL-IN CORRESPONDENCE PROCEDURE (DISCUSSION AND POSSIBLE ACTION)

9. MAINTENANCE DEPARTMENT REPORT

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- a. Project report
[Maintenance Report January 2024](#)

10. SAWYER COUNTY AIRPORT REPORT

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

11. HIGHWAY COMMISSIONER'S REPORT

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- a. [Commissioner Report 12-30-23 Pinnow](#)
 b. Holiday Hours (discussion and possible action)
 c. Out of County Highway Dept. Vehicles Review (discussion and possible action)

12. COURTROOM REMODELING UPDATE

- a. Dedication and Ribbon Cutting

13. FUTURE AGENDA ITEMS

14. CORRESPONDENCE, REPORTS FROM CONFERENCES AND MEETINGS

15. 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 December 13, 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 – virtual @ 6:47 pm
- ☒ Ed Peters– Vice Chair
- ☒ Chris Rusk - virtual
- ☒ Brian Bisonette

Others Present:

Andy Albarado
Lynn Fitch
John Pinnow
Derek Leslie

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 –

Public Comments – Nancy Schryer

Minutes from the previous meeting dated: November 8, 2023

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

Maintenance Department Report -

A written report was provided. Mr. Hagberg remains in contact with Chair Kinsley.

Sawyer County Airport Report -

A written report was provided and the highlights were reviewed by Mr. Leslie. Flights have slowed down which naturally occurs this time of year. They are still tracking the runway rehabilitation project; funding for this project is accounted for in the CIP and the total cost to Sawyer County will be 5%. The MP consultant will build flyers regarding the public meeting.

Airport Runway Snowplowing Update – Mr. Leslie advised that with Thompson Gravel closing, new contracts are being negotiated for services. Shane Kreyer has the new bid for the plowing services.

New Hangar Lease – Korn, Clifton & Petrich, Gary – Mr. Albarado presented the two new leases that are expiring next year for existing tenants. The new leases will be under the new terms. All new leases are set to be due on the first of each year. He recommended a change in the fuel storage verbiage of this proposed lease. A Resolution to approve the new lease terms was presented for approval. A motion was made by Mr. Peters; second by Mr. Bisonette to approve the new lease with the change in terms and present to the full board. Motion carried without negative vote.

New Hangar Lease – Lois Lund – Mr. Albarado presented the Lund new lease propose and resolution. A motion was made by Mr. Bisonette; second by Mr. Peters to accept the Resolution and forward to the full board. Motion carried without negative vote.

Highway Commissioner's Report -

A written report was provided and reviewed by Mr. Pinnow. Crews continue with storm damage cleanup, and a list of current funded projects was included. New projects being applied for include the Round Lake School Road to Frogg Road, Chippewa Trail to Stress Lane (including the roundabout) and LRIP. The winter maintenance budget is at \$677,000 so it is not too far from the 5-year average.

Roundabout Update – Mr. Pinnow advised that the application has been completed with a 3-phase project at Hwy B/K. They will be working with LCO on this project. The State reached out to us last week and asked to include all funding and he is meeting with members of LCO to discuss other funding opportunities.

Consider County Gravel Pit Siting/Development on County Land – Mr. Pinnow explained the need for a gravel pit for projects; a recommendation is to develop one on county land behind the current Mrotek pit. This would be a non-metallic pit. The LWFRC Committee approved the request at the December meeting. A motion was made by Mr. Helwig to approve the request to move to next steps for the gravel pit; second by Mr. Rusk. Motion carried without negative vote.

Courtroom Remodeling Update -

Mr. Albarado advised that there are two items remaining (floor resurfacing and the HVAC system repair). The outside concrete repair has been repaired.

Future Agenda Items – Ribbon cutting ceremony for the new facility, Airport MasterPlan, review of letters received via mail

Correspondence, reports from conferences and meetings -

Adjournment – 7:16 pm

Next Meeting: January 10, 2024 **Time:** 6:30 pm **Location:** Board Room
Minutes recorded by Lynn Fitch, County Clerk

Maintenance Report January 2024

Along with routine building and equipment maintenance, the following maintenance projects are in process or were completed in December:

I. Courthouse:

- Unfortunately, we will potentially be dealing with staffing limitations until sometime in February.
- Built and installed a new workstation in one Health and Human Services office.
- In addition to routine building and grounds maintenance, staff responded to, and completed, forty-four service requests, sixty reactive work orders, and nineteen preventative work orders in the past thirty days.
- Counting my scheduled workday and after hours, I responded to an average of thirty-four work related phone calls per day in November.
- We are still experiencing problems with the HVAC system in the new addition. Rather than maintaining a slight positive internal air pressure in the building, the HVAC system is creating a negative air pressure that is creating a wind tunnel noise in parts of the addition. We are continuing to work with KBK, Johnson Controls, and Miron Construction to remedy the issue.

II. Sheriff's Department:

- All fleet vehicles for 2024 have been ordered.

III. Airport:

- To have heated sand available for the runway, we had to make room in the maintenance garage to build a sand bin. We also constructed a sand bin behind the maintenance garage to store enough sand to last through a normal winter.

Sawyer County Airport Management Report

January 2024

(Provided by Airport Manager Derek Leslie)

- December seen airport operations slow immensely as is usual. No snow certainly helped everybody operationally. We do have a big user group that flies in for snowmobiling activities that are now NOT flying in and out like they would be normally during this time of year. A little bad with the good.

- The Master Plan website is up to date on progress thus far. Our first **Public Involvement meeting is scheduled for 5:30pm in the Board room on Tuesday MARCH 5TH.**

<https://www.sawyercounty.airportstudy.net>

-We will be mailing individual invites to all of the adjacent land owners to the airport as well as publicly noticing the meeting in the paper.

-Snow removal has been negligible.

-Brushing at the airport went very well and we are able to maximize the budget at the end of 2023. Contracted brusher (Wings to Whitetails) did a very good job handling the heavy brushing on the south side of the airport. We are planning to start brushing at the begging of the year with the hopes of developing a better program for tree clearing in the future.

-FBO operations have also slowed at the end of the year. Hayward Aviation is looking to add several pieces of equipment in 2024 to expand capabilities. Overall it was a good year at the airport for all parties.

-Yearly airport expenditures have yet to be discussed. The income/expense should be calculable soon and we may have a report for the next committee meeting.



Sawyer County Highway Department

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Fax Number 715-634-4824



December 30, 2023

Highway Commissioner's Report

- Crews are continuing with brushing on state and county along with completing patch work on county and state roadways
- Winter maintenance budget update.
- Our WDF storm damage clean-up was submitted to the state on 12/28
- LRIP CTH W North project has been submitted to WISDOT for funding. Project details include a wedge to correct any deficiencies prior to a placement of a 2" asphalt surface. Project is a total of 5.92 miles from STH 70 to CTH B
- I had a meeting with LCO and SEH to discuss funding opportunities for the roundabout project. LCO is looking at applying for funding to help cover the county's portion of the cost.
- I completed a 5-year road plan with estimates. This plan all depends where I can get an asphalt plant set each year. I'll be meeting with Monarch this month to confirm locations.
- New approved ATV/UTV routes on CTH DD and F have been signed and now open. CTH C south is also be signed
- I haven't heard anything back from Round Lake on the non-metallic license ordinance set back to open up the gravel pit.
- RT Vision is live now and everything seems to be working correctly.
- Highway Dept is fully staffed at all locations including a night watchman.
- I'll be attending winter road school January 22nd-24th in Wisconsin Dells

John Pinnow