



COUNTY OF BURNETT  
**INFRASTRUCTURE COMMITTEE**

Burnett County Government Center  
April 20, 2011

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**MINUTES**

**CALL TO ORDER** Chairman Awe called the April 20, 2011, meeting of the Infrastructure Committee to order at 9:00 a.m. in Room 165 of the Burnett County Government Center.

**NOTICE POSTED IN ACCORDANCE TO WIS. STAT. 19.84 OPEN MEETING LAW**

**MEMBERS PRESENT** Charles Awe, Bert Lund, Jr., Eldon Freese, Donald Taylor and Christopher Sybers.

**MEMBER EXCUSED** Jim Sundquist and Rick Anderson.

**PUBLIC COMMENTS** None.

**APPROVAL OF AGENDA ORDER** Motion to approve the agenda order was made by Supervisor Lund, seconded by Supervisor Freese. Motion carried, voice vote.

**APPROVAL OF MINUTES OF MARCH 16, 2011, MEETING** Motion to approve the minutes of the March 16, 2011, Infrastructure Committee meeting was made by Supervisor Sybers, seconded by Supervisor Lund. A correction noting the approval for the Land Information request for a door was defeated and not approved as reported. Motion carried with correction, voice vote.

**AIRPORT DEPARTMENT**

**Year to Date Budget Summary** There were no questions from the committee for Airport Manager Jeremy Sickler on the submitted Year-to-Date Budget Summary.

**Operations Report** There were no questions on the submitted operations report. Mr. Sickler answered questions from the committee on the submitted operations report.

**UPDATE ON MEETING WITH BUREAU OF AERONAUTICS** Mr. Sickler and Supervisor Awe attended a meeting/workshop with the Bureau of Aeronautics in Madison on March 22, 2011. Plans for upcoming development, project issues, airport compliance issues, airport funding issues, an update on the State Airport System Plan and the state land acquisition program were all discussed. Mr. Sickler reported the Bureau of Aeronautics is committed to participate in the acquisition of property as long as the roundabout is developed in such a manner that benefits the airport.

**Project Reports** Mr. Sickler answered questions from the submitted Project Report. Discussions were held on future projects and development for the airport. The state is pushing for planning and engineering being completed on the southeast taxiway area so this step would be completed

when the money is available for disbursement. Discussion ensued with Mr. Sickler informing the committee the county portion of the previous project had been overpaid and we could use \$1,500.00 from that money as the county portion for the new project to move forward. Bids for the project and proper approvals will need to be in place. Motion to approve \$1,500.00 for the county portion of the southeast taxiway area project and continue to move forward was made by Supervisor Sybers, seconded by Supervisor Taylor. Motion carried, voice vote. Discussion ensued on fuel prices, the fly-in scheduled for July 23, 2011, and whether the spring air fire service will still be located in Siren at the airport next year.

Mr. Sickler updated the committee on the hanger plan submitted by Brian Dusick to construct a new hanger located on a vacant hanger lot. Motion to approve allowing Mr. Dusick to build a hanger based on submitted plans and sign a full term lease was made by Supervisor Sybers, seconded by Supervisor Freese. Motion carried, voice vote.

FLY-IN PREPARATIONS Mr. Sickler updated the committee on the upcoming fly-in at the airport scheduled for July 23, 2011. Mr. Sickler would like to use volunteers to perform various projects at the airport including painting, minor repairs and clean-up in preparation for the fly-in. Motion to give citizens permission, under the supervision of Mr. Sickler, to volunteer their services was made by Supervisor Sybers, seconded by Supervisor Freese. Motion carried, voice vote.

MARKETING PLAN UPDATE Mr. Sickler updated the committee and reported on the marketing plan.

## **MAINTENANCE DEPARTMENT**

Year to Date Budget Summary There were no questions on the submitted Maintenance Department Budget Performance Report.

Operations Report Maintenance Supervisor Gary Faught reviewed the department operations report and answered questions from the committee.

LINE ITEM TRANSFER FOR TELEPHONE UPGRADE Mr. Faught presented the request for a line item transfer. Motion to approve a transfer of funds in the amount of \$1,874.00 from line item number 101-12-51612-50225 to 101-12-51600-50813 was made by Supervisor Taylor, seconded by Supervisor Freese. Motion carried, voice vote.

Project Reports Mr. Faught reviewed the upcoming projects, answered questions from the committee and a discussion ensued on how to fund necessary unplanned purchases and projects.

STORAGE NEEDS INFORMATION FORM (SNIF) UPDATE Mr. Faught and the committee discussed various ideas and approaches that may be helpful in addressing the current and future space needs for county storage. Increased efficiency in storage space for documents might be accomplished by using a uniform boxing and shelf system. Mr. Faught will look into costs for a project of that nature. The same ideas were discussed in reference to storage area space at the Russ Road Storage Unit utilized by most departments. A focus on standardizing to increase the efficiency of storage space use was a main topic of discussion. The committee also discussed the airport storage building, what could/should be done with it and the evidence room in the basement of the government center building. There were concerns with both areas as to their safety. The committee agreed the two areas needed to be addressed at this time. Mr. Faught will get estimates on repairs for the airport storage building which includes finding out if it is worth repairing or using. Continued discussion ensued on the evidence room and current storage needs for that area.

## **HIGHWAY DEPARTMENT**

**Year to Date Budget Summary** There were no questions from the committee on the submitted Highway Department Year-to-Date Account Classification Report.

**Operations Report** Highway Superintendent Mike Huber reviewed the operations of the Highway Department and answered questions from the committee.

**Project Reports** Mr. Huber noted the frost has gone out and the county road weight limit restrictions are scheduled to be lifted the second week of May. Projects are on schedule for the spring and summer work and they will resume work on the trails in the northern part of the county.

**ROAD PROJECTS** There were no questions on the scheduled road projects.

## **AWARD REQUEST FOR PROPOSAL (RFP) for CAPITAL EQUIPMENT PURCHASES**

Mr. Huber presented the bid proposals for the capital equipment purchases. Motion to approve the low bid for a single axle truck at \$66,640.00 and a tandem axle truck at \$73,670.00 from Stainless and Repair was made by Supervisor Taylor, seconded by Supervisor Sybers. Motion carried, voice vote.

## **AWARD REQUEST FOR PROPOSAL (RFP) FOR OIL, ASPHALT AND PULVERIZING**

Mr. Huber presented the bid proposals for the oil, asphalt and pulverizing materials. Motion to approve the low bid for asphalt from Monarch Paving, 50.40 asphalt pavement E-1, shaping crew 430.00, tack coat 3.50, rental trucks tri-axle 80.00 and rental trucks quad-axel 84.00; bituminous to Flint Hills for SC all grades 3.07 and CRS-2 at 1.76 and Pearson for CRS-2 applied 0.40; and pulverizing to Monarch Paving for 0.291 per square yd. was made by Supervisor Awe, seconded by Supervisor Taylor. Motion carried, voice vote.

## **CEDAR CORPORATION ENVIRONMENTAL REPORT FOR FACILITY (SIREN)**

Information on this issue will be discussed at the May meeting.

**COUNTY ROAD B UPDATE (CONSTRUCTION TO START AFTER 07/05/11)** Monarch Paving got the bid for \$1.1 million to do the County Road B road project. This is federal money paying for the project.

## **MAY 17, 2011, BIG TEN HIGHWAY COMMISSIONERS ASSOCIATION MEETING**

**AGENDA** Discussion on attending the conference ensued with Supervisor Awe noting he would be attending. Supervisors Sundquist and Freese will also possibly attend.

## **TOWER PROJECT UPDATE AND DISCUSSION – BOBBI SICHTA**

Emergency Manager Bobbi Sichta, project manager for the Tower/Communication project along with Administrator Fitzgerald have worked together for the initial startup of the required implementation of a compliant communication system for the county. Ms. Sichta reviewed the history of the county's communication system and the towers and the past focus of communication. Ms. Sichta reviewed the new requirements for the FCC, informed the committee there will be another narrow banding coming in 2020 and a new generation of 911 coming in the near future. The current communication project is on schedule. Bids will be gathered this summer with lease agreements the first focus. It is hopeful by June the final sites to erect the new towers necessary will be known. Discussion ensued on the need for the area of communications to eventually be assigned to a department and committee for oversight. Supervisor Taylor also reviewed the history of communication in the county. Since 2003, the state has been funding the purchase of new radios for counties. Discussion ensued, to consider in the future, hooking up with the

WIScom system, but at this time it is not necessarily a benefit. Discussion on radios and their use ensued.

**MOTION TO GO INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)(E) TO DELIBERATE/NEGOTIATE ON PUBLIC PROPERTY USE/PURCHASE** Motion to go into closed session pursuant to Wisconsin Statutes 19.85(1)(e) to deliberate/negotiate on public property was made by Supervisor Taylor, seconded by Supervisor Lund. Roll Call vote: Supervisor Awe, yes; Supervisor Lund, yes; Supervisor Freese, yes; Supervisor Sybers, yes; Supervisor Taylor, yes; Motion carried, roll call vote. Closed session 11:10 a.m.

**MOTION TO RECONVENE TO OPEN SESSION** Motion to reconvene to open session was made by Supervisor Freese, seconded by Chairman Taylor. Motion carried, voice vote. Open session 11:45 a.m.

**ANY ACTION DEEMED NECESSARY FROM CLOSED SESSION DISCUSSIONS**  
None.

**SECURITY REQUEST** Child Support Administrator Donna Gregory presented a request for measures to be put in place for security reasons. Discussion ensued. Motion to approve and recommend installation of a tempered glass window at the Child Support Department counter was made by Supervisor Taylor, seconded by Supervisor Lund. The committee recognized other concerns for security and requested Maintenance Supervisor Faught look into options and costs. Motion carried, voice vote.

**FUTURE AGENDA ITEMS** May 17, 2011, Spring Highway meeting in Ashland and ATV Ordinance.

**NEXT MEETING DATE** May 18, 2011.

**ADJOURN** Motion to adjourn the April 20, 2011, meeting of the Infrastructure Committee was made by Supervisor Freese, seconded by Supervisor Taylor. Motion carried, voice vote. Chairman Awe adjourned the meeting at 12:00 p.m.