



COUNTY OF BURNETT
INFRASTRUCTURE COMMITTEE
Burnett County Government Center

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MINUTES

Infrastructure Committee

August 7, 2013

CALL TO ORDER Chairman Awe called the August 7, 2013, 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, Dale Dresel, Jeremy Gronski, Rick Anderson, Christopher Sybers (9:01 a.m.), Bert Lund, Jr. and Emmett Byrne.

PUBLIC COMMENTS None.

APPROVAL OF AGENDA ORDER Motion to approve the agenda order was made by Supervisor Lund, seconded by Supervisor Byrne. Highway Commissioner Robert Morehouse reported he had not received any information on agenda item six, *ATV Route Request for Part of County Road FF – Town of Meenon*. Motion to amend the agenda and strike item six was made by Chairman Awe, seconded by Supervisor Lund. Motion carried, voice vote. Motion to approve the agenda as amended carried, voice vote.

APPROVAL OF MINUTES OF JUNE 12, 2013, MEETING Motion to approve the minutes of the June 12, 2013, Infrastructure Committee meeting was made by Supervisor Anderson, seconded by Supervisor Dresel. Motion carried, voice vote.

APPROVAL OF PAMPHLET HOLDERS – CLERK OF COURT Maintenance Supervisor Gary Faught was present to review his position concerning the pamphlet holder purchased by Clerk of Court Trudy Schmidt to be installed in the hallway across from the Clerk of Court window. Mr. Faught noted there are no written policies but standards do exist for office interiors, lobbies and hallways, including art work, bulletin boards, pamphlet holders and other items hung on the walls. The pamphlet holder purchased by Ms. Schmidt does not meet these standards as it does not match other pamphlet holders installed throughout the building. Mr. Faught wants to return the item at his department's expense. Mr. Faught reminded the committee they had given him the authority to make this type of minor decision. Ms. Schmidt does not want to return the item and was present to make an appeal to the committee. Ms. Schmidt stated she was unaware of the unwritten standards prior to purchasing the pamphlet holder. This pamphlet holder has adjustable pocket sizes which accommodate the type of forms Ms. Schmidt wants to display. The forms are on letter sized paper, not tri-folded, and stand out against the holder's black background. Discussion ensued on the need for written standards or guidelines so department

managers would know the rules. Supervisor Sybers expressed concern about using tax payers dollars to return this item. Motion to approve an exception to unwritten standards and to keep the pamphlet holder purchased by Ms. Schmidt was made by Supervisor Dresel, seconded by Supervisor Anderson. Motion carried, voice vote. Motion to direct Mr. Faught to develop written policies and guidelines about changing office interiors, hallways and lobby displays was made by Supervisor Dresel, seconded by Supervisor Sybers. Motion carried, voice vote.

REVIEW AND APPROVE AIRPORT BUDGET Airport Manager Jeremy Sickler presented the 2014 Airport Department operational budget and answered questions from the committee.

<u>2014 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Airport	\$140,784.00	\$304,335.00	(\$163,551.00)

Motion to approve the 2013 Airport Department budget as amended with a decrease to account 101-21-50813 to \$75,000.00 for the purchase of a used, rather than a new plow truck was made by Supervisor Dresel, seconded by Supervisor Lund. Motion carried, voice vote.

<u>2014 Approved Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Airport	\$140,784.00	\$229,335.00	(\$88,551.00)

Discussion ensued on the airport payroll budget. Mr. Sickler reported \$3,000.00 is budgeted for casual labor to provide backup snowplowing and grass mowing. Two individuals have been performing this work; one paid and one volunteer. Mr. Sickler would like to begin paying the volunteer for his work. Motion to approve the addition of one person to the airport's casual labor list, thereby bringing it to two, was made by Chairman Awe, seconded by Supervisor Dresel. The budgeted amount of \$3,000.00 will not be increased. Motion carried, voice vote.

REVIEW AND APPROVE MAINTENANCE BUDGET Gary Faught presented the 2014 Maintenance Department operational and capital budgets and answered questions from the committee.

<u>2014 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Maintenance	\$672.00	\$173,824.00	(\$173,152.00)

Motion to approve the 2014 Maintenance department operational budget as presented was made by Supervisor Sybers, seconded by Supervisor Gronski. Motion carried, voice vote.

<u>2014 Summary Capital Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Maintenance	\$0.00	\$199,914.00	(\$199,914.00)

Motion to approve the 2014 Maintenance department capital budget as presented was made by Supervisor Anderson, seconded by Supervisor Lund. Capital projects are listed as follows:

1. Long range industrial cordless phone - \$704.00
2. Smart TV for Lobby - \$460.00
3. Vacuum cleaner - \$550.00
4. ATV w/snow plow - \$10,850.00
5. Carpet replacement - \$10,350.00
6. Crack sealing - \$2,800.00

7. Irrigation plumbing repairs and improvements - \$6,000.00
8. Jail receiving cell coating - \$20,000.00
9. Siren sanitary hook up - \$138,000.00
10. Water meter replacement - \$10,200.00

Motion carried, voice vote.

REVIEW AND APPROVE HIGHWAY BUDGET Mr. Morehouse and Office Manager Sheila Bristol presented the 2014 Highway Department operational and capital budgets and answered questions from the committee.

<u>2014 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Highway	\$6,875,945.00	\$6,875,945.00	(\$0.00)

Motion to approve the 2014 Highway Department operational budget as presented was made by Supervisor Sybers, seconded by Supervisor Lund. Motion carried, voice vote.

Supervisor Sybers was dismissed from the meeting at 10:23 a.m.

<u>2014 Summary Capital Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Highway	\$0.00	\$426,400.00	(\$426,400.00)

Motion to approve the 2014 Highway Department capital budget was made by Supervisor Dresel, seconded by Supervisor Lund. Capital projects were prioritized as follows:

1. Facility Improvement Consultant - \$25,000.00
2. Pickup 4 x 4 Crew Cab - \$33,000.00
3. 1 Ton Truck - \$41,000.00
4. 1 Ton Truck (State) - \$32,400.00
5. Grader – \$235,000.00
6. Power Boom - \$60,000.00

Motion carried, voice vote.

FUTURE AGENDA ITEMS ATV Route Request for part of County Road FF.

NEXT MEETING DATE September 11, 2013.

ADJOURN Chairman Awe adjourned the meeting at 11:04 a.m.