



COUNTY OF BURNETT
INFRASTRUCTURE COMMITTEE
Burnett County Government Center

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MINUTES

Infrastructure Committee
September 11, 2013

CALL TO ORDER Chairman Awe called the September 11, 2013, meeting of the Infrastructure Committee to order at 9:03 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, Christopher Sybers, and Emmett Byrne.

MEMBERS EXCUSED Rick Anderson and Bert Lund, Jr.

PUBLIC COMMENTS None.

APPROVAL OF AGENDA ORDER Motion to approve the agenda order was made by Supervisor Gronski, seconded by Supervisor Byrne. Chair Awe stated agenda items 9-11 would be moved until after agenda item 13. Motion carried with this change, voice vote.

APPROVAL OF MINUTES OF AUGUST 7, 2013, MEETING Motion to approve the minutes of the August 7, 2013, Infrastructure Committee meeting was made by Supervisor Byrne, seconded by Supervisor Sybers. Motion carried, voice vote.

ATV ROUTE REQUEST FOR PART OF COUNTY ROAD FF – TOWN OF MEENON Highway Commissioner Robert Morehouse stated the request to open the short section of County Road FF from Jamison Road to Fairgrounds Road to ATV traffic has no vertical or horizontal curves and will connect Webster to Yellow Lake and north bound ATV trail systems. Mr. Morehouse reported Deputy Ryan Bybee was in favor of approving the request. Supervisor Sybers noted he would abstain from the vote due to a conflict of interest. Motion to approve the ATV Route Request was made by Supervisor Dresel, seconded by Supervisor Gronski. Motion carried, voice vote.

AIRPORT DEPARTMENT

Budget Report There were no questions on the submitted Year-To-Date Budget Summary Report.

Operational Report There were no questions on the submitted Operational Report. Airport Manager Jeremy Sickler reported the roundabout at the intersection of State Roads 70/35 has

been delayed for a year and a report to the County Board will be made at the September 29, 2013, meeting. Discussion ensued on whether a payment for purchase of land for the roundabout has been issued. Mr. Sickler reported an insurance claim has been filed for a navigation light which was damaged by an aircraft. A Notice to Airmen (NOTAM) has been posted with the FAA to alert pilots to the situation. Mr. Sickler is exploring whether the light can be repaired or needs to be replaced

MAINTENANCE DEPARTMENT

Budget Report There were no questions on the submitted Year-To-Date Budget Summary report.

Operational Report Maintenance Supervisor Gary Faught reviewed the Operational Report and answered questions from the committee. The parking lot overlay was delayed by one day due to rain.

Project Report Mr. Faught reported the storage shelving project was completed under budget. Because of the new shelving system, storage lighting will need to be revamped. Savings from the shelving project could be used on lighting and other departmental storage needs. Motion to approve using savings from the shelving project on lighting and other storage needs was made by Supervisor Sybers, seconded by Supervisor Gronski. Motion carried, voice vote

Custom Furniture Request – Clerk of Court Clerk of Court Trudy Schmidt was present to review her request for a custom built work station for the Clerk of Court customer service window. The desk currently in use was purchased at a garage sale and is not working out. Ms. Schmidt received a bid of \$3,700.00 from Tri-State Office Supply for modular furniture. Because of a permanent pillar, modular furniture does not fit the space without leaving gaps. Ms. Schmidt reviewed the bid from Howard Pahl for a custom built workstation which incorporates the pillar without gaps. The bid is \$4,285.00. Motion to approve the bid from Howard Pahl for a custom built workstation for the Clerk of Court customer service window was made by Supervisor Dresel, seconded by Supervisor Sybers. Motion carried, voice vote. This purchase will be made in 2014.

Document Storage Guideline Review Mr. Faught reviewed the “Room 40 Document Storage Guideline” noting more detail has been added to the existing draft. The committee recommended changing “preferred types” to “approved types” and adding “exceptions will be brought to committee for recourse.” Mr. Faught will make these changes and bring the document back to the committee.

Public and Office Space Guidelines Review Mr. Faught reviewed the “Guidelines for the Public and Office Spaces of the Burnett County Government Center.” Chairman Awe noted the document was actually a policy, not guidelines. The committee also noted the word “bullet” in the last sentence of paragraph one should read “bulletin.” Motion to approve the document as corrected was made by Supervisor Gronski, seconded by Supervisor Dresel. Motion carried, voice vote.

HIGHWAY DEPARTMENT

Ayres and Associates: Building Discussion/Design Roger Nelson, Matt Long and Steve and Steve Heckrel of Ayres and Associates were present to discuss the Highway Department’s need for a new building. Chairman Awe noted the highway shop has been identified as the number one item for capital improvement. This discussion is to help educate the committee to answer questions from other supervisors about the highway department’s needs. Matt Long reviewed the planning process that would likely take place to gather information and ultimately lead to a design and budget appropriate to Burnett County. Following discussion, Chairman Awe noted

the 2014 Highway Department budget, if approved, includes funds to hire a facility improvement consultant.

Chairman Awe called a recess at 10:38 a.m.

The meeting reconvened at 10:45 a.m.

Chairman Awe solicited committee input concerning the Ayres and Associates presentation. Supervisor Gronski noted choosing Ayres and Associates as a consultant would be an extension of the previous Ayres and Associates Facility Needs Study.

Budget Report There were no questions on the submitted Year-To-Date Budget Summary report.

Operational Report Mr. Morehouse reviewed the Operational Report and answered questions from the committee. Mr. Morehouse reported the state may be paying for a new salt storage building in Danbury. An overhead door due to be replaced in 2014 has to be replaced this year.

Project Report There were no questions on the submitted Open Project Status Report.

Update: #176 Sterling Dump Accident Mr. Morehouse reported on the accident involving #176 Sterling dump truck. The truck is down and an insurance claim has been filed. The driver of the truck is on Workers Compensation.

Update: Two Shop Mechanic positions Mr. Morehouse reported one mechanic had been hired following interviews last week. Qualifications for the position have been changed and reposted.

MOTION TO GO INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85 (1)(e) TO DELIBERATE THE PURCHASE OF PUBLIC PROPERTY Motion to go into closed session pursuant to Wisconsin Statutes 19.85 (1)(e) to deliberate the purchase of public property was made by Supervisor Byrne, seconded by Supervisor Dresel. Roll call vote: Chair Awe, yes; Supervisor Gronski, yes; Supervisor Sybers, yes; Supervisor Byrne, yes; Supervisor Dresel, yes. The meeting went into closed session at 11:15 a.m.

MOTION TO RECONVENE TO OPEN SESSION Motion to reconvene to open session at 11:37 a.m. was made by Supervisor Gronski, seconded by Supervisor Byrne. Motion carried, voice vote.

ANY ACTION DEEMED NECESSRY FROM CLOSED SESSION DISCUSSIONS Motion to approve Resolution Hangar 22 Purchase was made by Supervisor Gronski, seconded by Supervisor Dresel. Motion carried, voice vote.

FUTURE AGENDA ITEMS Document storage guidelines.

NEXT MEETING DATE October 9, 2013.

ADJOURN Chairman Awe adjourned the meeting at 11:40 a.m.