



COUNTY OF BURNETT  
**INFRASTRUCTURE COMMITTEE**  
Burnett County Government Center

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## MINUTES

Infrastructure Committee  
February 12, 2014

**CALL TO ORDER** Chairman Awe called the February 12, 2014, 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, Emmett Byrne, Dale Dresel, Jeremy Gronski, Bert Lund, Jr. and Christopher Sybers (9:45 a.m.).

**MEMBER EXCUSED** Richard Anderson.

**PUBLIC COMMENTS** None.

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

**APPROVAL OF MINUTES OF JANUARY 8, 2014, MEETING** Motion to approve the minutes of the January 8, 2014, Infrastructure Committee meeting was made by Supervisor Byrne, seconded by Supervisor Lund. Motion carried, voice vote.

### **AIRPORT DEPARTMENT**

**Budget Report** Airport Manager Jeremy Sickler answered questions on the submitted Year-To-Date Budget Summary Report.

**Operational Report** Mr. Sickler answered questions on the submitted Operational Report.

**Project Report** There were no questions on the submitted Project Report. Discussion ensued on the MSA Professional Preliminary Project Schedule for the fuel system upgrade. The project was delayed in part due to uncertainty about the availability of airport entitlement funds. The construction phase of the schedule is in conflict with the annual Gandy Dancer Fly-In/Drive-In which is scheduled for July 26, 2014. Mr. Sickler will research if other options are possible.

**Year End Carryover Request for Snow Removal Services** Mr. Sickler worked with Financial Manager Lynn Blahnik to identify surplus funds from the 2013 Airport Department budget in the amount of \$4,082.50 which could be carried over to the 2014 budget for snow removal services. Motion to approve budget carryover of \$4,082.50 to 2014 budget line item 101-21-53511-50291 for snow removal services was made by Supervisor Byrne, seconded by Supervisor Dresel. Motion carried, voice vote.

**Hiring Part-time/On-call Employee** Mr. Sickler reviewed his earlier request to add a second part-time/on-call employee without increasing the budgeted amount of \$3,000.00. Another employee is needed as the current part-time employee is not always available. Mr. Sickler would like to begin paying the hangar owner who volunteers occasionally and make him the second part-time/on-call employee. At the August 7, 2013, meeting of Infrastructure Committee the following motion was approved: *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.* Mr. Sickler and County Administrator Nate Ehalt have discussed the hiring process. The request must go to the Administration Committee for final approval.

**Six-Year Airport Development Plan Review in Preparation for Meeting at Bureau of Aeronautics (BOA)** Mr. Sickler distributed the Six-Year Airport Development Plan for review. The annual meeting with the BOA is normally held in March but this year the meeting has been moved to April. Discussion ensued on the timing of upcoming airport projects and the possibility of changing priorities. The committee asked Mr. Sickler to provide a financial report on entitlement funds so a better discussion can be held at the March 12, 2014, committee meeting in preparation for the April meeting with the BOA.

**Policy Regarding Insurance for Aircraft Mechanics Using County Building** Mr. Sickler reported the Aircraft Maintenance Insurance Policy has been reviewed and approved by Corporation Counsel. Motion to recommend the policy to the county board for approval was made by Supervisor Dresel, seconded by Supervisor Gronski. The policy covers mechanical work done in county owned hangars or on the airport apron. A letter will be sent to hangar owners explaining how this policy will apply to them and the requirement to provide proof of liability insurance to the airport manager. Motion carried, voice vote. County Administrator Nate Ehalt will work with Mr. Sickler to finalize the letter before it is sent to hangar owners.

Supervisor Sybers arrived at 9:45 a.m.

## **MAINTENANCE DEPARTMENT**

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

**Operational Report** Maintenance Department Supervisor Gary Faught answered questions on the submitted Operations Report.

**Project Report** Mr. Faught answered questions from the committee on the submitted Project Report. Discussion ensued on unplanned projects. Projects budgeted by other departments, such as the information monitors in the lobby, sometimes result in unexpected costs to the Maintenance Department.

## **HIGHWAY DEPARTMENT**

**Budget Report** Mr. Morehouse answered questions from the committee 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 distributed the 2013 WISLR Rating Map and discussed how the new ratings may change planned projects.

**Project Report** Mr. Morehouse reviewed the Open Project Status Report and updated the committee on the progress of ongoing projects. Since the report was generated, a Department of Transportation performance based management project has been added for crack sealing and shouldering on state roads. Currently there are no township projects scheduled.

**2014 January Winter Maintenance Costs** Mr. Morehouse reported the preliminary numbers reported in January for 2014 winter maintenance costs have been reduced due to sales of salt and sand to townships. Overall winter maintenance costs are still predicted to be over budget.

**2014 Equipment Awards: Pickup, (2) Tri-Axle Truck Chassis** Mr. Morehouse reviewed bids awarded on January 29, 2014. Fielder Ford, Inc. was awarded the bid for a 2014 Ford F-150 Pickup for \$18,920.00 after trade-in. V & H, Inc. was awarded the bid for two 2015 Westernstar Tri-Axle Trucks, model 4700, for \$84,911.00 each after trade-in.

#### **ADMINISTRATOR UPDATES**

**Highway Facility Update** Mr. Ehalt updated the committee on discussions of a new highway facility. The Town of Daniels will be constructing their own facility. Mr. Ehalt, Mr. Morehouse and Forestry and Parks Administrator Jake Nichols will be having discussions as the next step.

Referencing social media comments about highway conditions, Supervisor Gronski inquired whether the county has a policy about employee use of social media. Mr. Ehalt said he will be reviewing previous incidents to see how they have been handled. A social media policy has been identified as a need.

Mr. Morehouse reviewed the remote camera system installed last fall. The cameras are being used to monitor road conditions and have resulted in overtime savings. The Department of Transportation made the arrangements with businesses where the cameras are located. Mr. Ehalt expressed concerns about public records requests resulting from the use of the cameras.

**REVIEW INFRASTRUCTURE COMMITTEE DEFINITION AND BEGIN WORK ON STRATEGIC THINKING** Chairman Awe distributed the Infrastructure and Administration Committee definitions from the Standing Rules Book and suggested discussions on strategic thinking should be initiated. Mr. Ehalt noted a committee goal setting session will be held after the April 1, 2014, election. Departments will also be working on goals. Mr. Ehalt reviewed his long term goals for the county and how he is beginning to implement them.

**FUTURE AGENDA ITEMS** Airport six-year plan and Infrastructure Committee definition.

**NEXT MEETING DATE** March 12, 2014.

**ADJOURN** Motion to adjourn was made by Supervisor Lund, seconded by Supervisor Sybers. Chairman Awe adjourned the meeting at 10:52 a.m.