



COUNTY OF BURNETT
INFRASTRUCTURE COMMITTEE
Burnett County Government Center
7410 County Road K, Siren
Room #165

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MINUTES

Infrastructure Committee
September 13, 2017

MEMBERS PRESENT Charles Awe, Emmett Byrne, Jeremy Gronski, Jim Paden, Christopher Sybers and Richard Anderson.

MEMBERS EXCUSED Bert Lund, Jr.

CALL TO ORDER Chairman Gronski called the September 13, 2017, meeting of the Infrastructure Committee to order at 9:30 a.m. at the Burnett County Government Center Room 165.

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

PUBLIC COMMENTS There were none.

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

APPROVAL OF MINUTES OF AUGUST 2, 2017, MEETING Motion to approve the minutes of the August 2, 2017, meeting was made by Supervisor Paden, seconded by Supervisor Byrne. Motion carried, voice vote.

EASEMENT APPROVAL FOR WE ENERGIES Burnett County Administrator Nathan Ehalt reviewed the easements with the committee. Motion to approve both easements as presented was made by Supervisor Anderson, seconded by Supervisor Sybers. Motion carried, voice vote.

SALE OF COUNTY PROPERTY ON WISCONSIN SURPLUS County Clerk Wanda Hinrichs explained she has requested all departments with unused furniture, equipment, vehicles, etc., complete supplied forms for each item with detail information and photos to list on Wisconsin Surplus public auction site. Ms. Hinrichs presented information and photos of several items she has received already. When the list is complete, all departments will have the opportunity to have something transferred to their department if they can use it. Discussion ensued on assets, the disposal policy, offering unused assets to other municipalities and where the revenue goes when items are sold. At this time all revenue goes back to the general fund except items originally purchased from the Sheriff's Department Budget. Ms. Hinrichs will

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provide the current policy information for discussion and possible updates at next month's meeting.

MAINTENANCE DEPARTMENT REPORT

Budget Report Maintenance Supervisor Gary Faught explained the deficit on his budget is due to the unexpected expense of fixing the exterior brick work on the building. This expense was approved, but will be carried as a deficit through the end of the year. There were no questions from the committee.

Operational Report There were no questions from the committee on the Operational Report submitted and reviewed by Mr. Faught. Supervisor Sybers expressed WIC staff were grateful for the help Mr. Faught and the maintenance crew provided during their office move.

Project Report The submitted Project Report was reviewed and committee questions answered.

UPDATE ON FIRST FLOOR REMODEL Administrator Ehalt gave an update on the first floor remodel project which started the first on the week. The county is working with three or four vendors to provide furniture bids for the newly remodeled offices. Timing may be a little off when receiving the furniture due to the bidding process.

AIRPORT DEPARTMENT

Budget Report There were no questions on the submitted budget performance report.

Operational Report Administrator Ehalt updated the committee on bids received for heating and construction at the county hangar. This update goes along with agenda item 11. The bids are for the reconstruction of a wall or partial wall, a larger hangar door and adding heat to the space. The additional wall would create separation with the lease. The project would be covered by entitlement funds from the FAA and bids are coming in around \$20,000.00 to \$22,000.00. The county has updated their list of fixed base aircraft being housed at the county; there are 28 aircrafts. Six aircrafts were listed at other airports as well and that was corrected. The county is looking for a new engineering firm to work with the Burnett County Airport. The new firm will help the county complete outstanding projects; i.e. runway reconstruction, lighting updates and additional taxi lanes looking to be completed in 2019 or 2020. Our East/West runway is currently the third worst in the state by FAA standards.

Project Report A Young Eagles event occurred last weekend; 57 youth participated. This weekend, September 16, 2017, is the second Siren Nationals Radar Run and Car Show of the year.

Hangar 21 Lease Transfer Administrator Ehalt reviewed the transfer of the Hangar 21 lease from the current owner Jan Berghoff, to a new owner, Timothy Baer. Motion to approve the transfer of Hangar 21 lease was made by Supervisor Anderson, seconded by Supervisor Awe. Motion carried, voice vote.

MOTION TO GO INTO CLOSED SESSION PURSUANT TO WISCONSIN STATUTES 19.85(1)(e) FOR COMMERCIAL AIRPORT HANGAR LEASE NEGOTIATIONS Prospective Airport Mechanic Otieno Oduor introduced himself and reviewed his aviation experience and desire to enter into contract with Burnett County. Mr. Oduor fielded questions from the committee on his experience and qualifications. He expressed his optimism about the business opportunities. Supervisor Awe stated a couple of area pilots have expressed they are excited to have an aviation mechanic in the area. Motion to go into closed session pursuant to Wisconsin statutes 19.85 (1) (e) to discuss a commercial airport hangar lease with Otieno Oduor was made by Supervisor Sybers, seconded by Supervisor Anderson. Roll call vote: Chairman Gronski, yes; Supervisor Sybers, yes; Supervisor Byrne, yes; Supervisor Awe, yes; Supervisor

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Anderson, yes; Supervisor Paden, yes. Motion carried, voice vote. Committee entered into closed session at 10:19 a.m.

MOTION TO RECONVENE TO OPEN SESSION Motion to reconvene to open session at 10:32 a.m. was made by Supervisor Byrne, seconded by Supervisor Sybers. Motion carried, voice vote.

ANY ACTION DEEMED NECESSARY FROM CLOSED SESSION DISCUSSIONS Motion to approve the commercial airport hangar lease with clarification in Section 4, Part C and Part D from Administrator Ehalt and Corporate Council David Grindell was made by Supervisor Anderson, seconded by Supervisor Sybers. Motion carried, voice vote. Chairman Gronski expressed gratitude to Mr. Oduor for bringing his business into the community.

HIGHWAY DEPARTMENT

Budget Report Highway Commissioner Hoefs reviewed his budget performance report and supplied a special projects budget review. There were no questions from the committee on the reviewed reports.

Operational Report In review of highway personnel, Mr. Hoefs explained the current Operations Manager has a desire to step back from the manager position and go back to the highway crew. Mr. Hoefs and Mr. Ehalt have discussed this decision with the employee and are in agreement. They are looking to fill his position from a pool of internal employees. Anyone interested will have to submit a letter answering with specific questions created by Commissioner Hoefs and Administrator Ehalt. If approved, they will hold interviews September 27, 2017, and target the first of October to fill that positions and phase out the current manager. Mr. Hoefs reviewed the employee's service record with the committee. Discussion was held on reasons why they are not opening the position up outside the county. Mr. Hoefs expressed he has a great pool of talent in his current staff and believes he would be able to fill the position with a qualified candidate without having to take the time and money to receive outside applications. Commissioner Hoefs further reviewed his submitted report highlighting continued issues he is having with doors at the new facility and explaining the Pavement Management Program. He will speak with Market & Johnson to protect beyond the warrantee due to the craftsmanship of the installation of the doors. Mr. Hoefs explained the Pavement Management Program with the committee and the teaming of WSB Engineering, Golden Valley, Minnesota, to create a plan for moving forward with improvement and maintenance plans and the most economical and sustainable plan for the county.

Project Report Mr. Hoefs reviewed his project report.

Internal Refill of Highway Operations Manager Position Discussion ensued on the important position of Operations Manager, filling it within the department with it historically being opened up to outside candidates. The majority of the committee is confident in Administrator Ehalt and Highway Manager Hoefs they know their employees and know someone within is a highly qualified candidate. Motion to internally refill the Highway Operations Manager position was made by Supervisor Paden, seconded by Supervisor Awe. Motion carried, voice vote.

FUTURE AGENDA ITEMS Policy on sale of Burnett County equipment and use of courtesy bicycles at the airport.

NEXT MEETING DATE October 11, 2017.

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ADJOURN Motion to adjourn was made by Supervisor Byrnes, seconded by Supervisor Paden. Motion carried, voice vote. Chairman Gronski adjourned the meeting at 11:33 a.m.