



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

7410 County Road K, #105, Siren, WI 54872 • Phone 715-349-2173 • FAX 715-349-2169

MINUTES

Infrastructure Committee
January 10, 2018

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

CALL TO ORDER Chairman Gronski called the January 10, 2018, meeting of the Infrastructure Committee to order at 9:32 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 no public comments.

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

APPROVAL OF MINUTES OF DECEMBER 13, 2017, MEETING Motion to approve the minutes of the December 13, 2017, as submitted was made by Supervisor Byrne, seconded by Supervisor Lund. Motion carried, voice vote.

2018 COMMITTEE AND DEPARTMENT GOALS Motion to move agenda item number six to the first item under each department report was made by Supervisor Byrne, seconded by Supervisor Paden. Motion carried, voice vote.

CONTINUITY OF OPERATIONS PLANNING (COOP) DISCUSSION – EMERGENCY MANAGEMENT DIRECTOR JIM TOLBERT Administrator Nathan Ehalt reviewed the COOP process for Emergency Management Director Jim Tolbert, who was attending a conference in Phillips. Mr. Ehalt explained Burnett County is working on putting into place a county wide COOP. Each department and subsequently each committee will discuss what their duties would be in the case of a long term power outage. Mr. Ehalt reviewed where to find the working documents and asked the committee to review the documents and bring questions/concerns to next month's meeting. The committee would like to see defined responsibilities of towns versus the county and an added addendum to the document outlining/explaining to staff how they can prepare their own families for a long term power outage. If our staff is prepared for an emergency they will be able to get to work and help Burnett County faster. Discussion was held, with input from Maintenance Director Gary Faught

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and Highway Commissioner Mike Hoefs, about coverage of the current generators in both the government center and the highway/forestry building and about beginning to put aside funds for updated generators. The committee requested the working document be line numbered and a draft watermark added for ease in updating. Discussion was held on how the airport would be affected by a power outage.

MAINTENANCE DEPARTMENT REPORT

2018 Department Goals In reference to his department goals, Mr. Faught discussed he will be losing some long term employees in the spring and fall of this year. Discussion was held on the transition of new employees over a time period with the exiting employees. Mr. Ehalt spoke on the issue stating a transition is only necessary in certain departments and when the budget allows. The committee would like to see the county looking ahead at a phase two of the government center remodel; updating the dispatch/jail and set a timeline and goal as part of phase two. The committee would like to be included in the discussion of prioritizing capital expenditures. Administrator Ehalt likes to see a long term plan that is broken into smaller pieces. He finds it easier for people to get behind a smaller, lower dollar amount project, rather than trying to pass a larger dollar amount plan over a longer period of time.

Budget Report Maintenance Supervisor Gary Faught reviewed his budget performance report. He feels once they have all 2017 expenditures in the system they will be on target to come in under budget.

Operational Report Mr. Faught reviewed his submitted report. Mr. Faught reported he is staying aware of maintenance items that have been headaches over the years so they can be updated before his retirement in three to four years.

Project Report Mr. Faught reviewed his submitted project report. Mr. Faught reported the horizontal joints project slated for 2018 will be tentatively postponed until 2019 due to the cost being well over what was expected and budgeted. The 2018 budgeted funds will be carried over to 2019.

AIRPORT DEPARTMENT

2018 Department Goals The committee discussed what the county's two, three and five year plans are for the airport, keeping open the possibility to change the current administrator's involvement. Discussion was held on hangar updates, expansions and possibly making commercial space available. There is no plan for the existing office spaces in the airport terminal, other than airport mechanic Otieno Oduor will utilize one space per his contract. The committee suggested the county allow the local Chapter of the Experimental Aircraft Association (EAA) uses an office.

Budget Report Mr. Ehalt answered questions from the committee on a couple of budget items. There were no further questions on the submitted report.

Operational Report Mr. Ehalt stated the largest operational issue was trying to keep the runway cleared through the winter months and storms.

Project Report Mr. Ehalt reviewed the tree clearing project necessary south of Midtown Road. Burnett County Forestry Department is going to use the property as a timber sale, so the county will make money on it instead of spending money. Mr. Ehalt believes the paperwork for the timber sale should come to committee next month. Discussion was held about the current easements on that property.

UPDATE ON FIRST FLOOR REMODEL Administrator Ehalt updated the committee on the first floor remodel. Mr. Ehalt, Mr. Faught and Land Use Director Jason Towne did a walk-through of the project last week. There are minor concerns about the project, but they will be

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addressed. The furniture has been ordered; once it is in place, the offices will be moved. The department's offices will be locked, like much of the building, utilizing a programmable passkey. The project is over budget as predicted. Some of the overage was due to communication errors between the consultant Kueny and the contractor; therefore Kueny will cover about half of the budget overage.

HIGHWAY DEPARTMENT

2018 Department Goals Highway Commissioner Mike Hoefs reviewed his department goals. Mr. Hoefs feels his department will highly benefit from the electronic timesheet program. His staff has a very detailed time keeping system which is currently being kept manually. Discussion was held on how to go forward with expediting the billing system. The Committee discussed the policy expenditure process, how to identify equipment that needs replaced and how to go about putting equipment on a replacement schedule.

Budget Report Mr. Hoefs reviewed his budget report.

Operational Report Mr. Hoefs reviewed his operational report. There were no questions from the committee. The committee explained we are in need of adding an additional mechanic to the highway shop, due to the loss of revenue for turning away vehicle repairs. The committee wants to build a case to take to full county board for the addition of an additional mechanic to the staff at the highway shop, explaining why it is necessary and what the county gains from it.

Project Report Mr. Hoefs reviewed his submitted project status report. There were no questions from the committee.

FUTURE AGENDA ITEMS Emergency Management COOP. Timber sale paperwork.

NEXT MEETING DATE February 14, 2018.

ADJOURN Motion to adjourn was made by Supervisor Lund, seconded by Supervisor Paden. Motion carried, voice vote. Chairman Gronski adjourned the meeting at 11:35 a.m.