



COUNTY OF BURNETT
INFRASTRUCTURE COMMITTEE

Burnett County Government Center
November 18, 2009

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MINUTES

CALL TO ORDER Chairman Carsten Endresen called the November 18, 2009, 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 Richard Anderson, Charles Awe, Carsten Endresen, Eldon Freese, Bert Lund, Jr., Harry Patneau and Christopher Sybers (9:02).

OTHERS PRESENT Laura Neve.

PUBLIC COMMENTS None.

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

APPROVAL OF MINUTES OF OCTOBER 21, 2009, MEETING Motion to approve the October 21, 2009, minutes was made by Supervisor Lund, seconded by Supervisor Awe. Motion carried, voice vote.

AGING AND DISABILITY RESOURCE CENTER (ADRC) SIGNAGE NEEDS – HANDICAP ACCESS Aging and Disability Resource Center (ADRC) Director Laura Neve reported that during the walk-through of the ADRC with the state, she had been reminded of the requirement for outdoor signage of the center. Because of delays with the rollout of the ADRC, the center has approximately \$33,000.00 which needs to be spent by the end of 2009. Ms. Neve and Maintenance Department Supervisor Gary Faught reviewed the three options they developed to meet the outdoor signage requirement. Option A would open the handicapped accessible east door for public use and include ADRC signage, Option B would create a new handicapped entrance with ADRC signage on the east side of the building and Option C would place ADRC signage on the handicapped accessible main door. Ms. Neve prefers Options A or B. At 9:10 a.m. the committee adjourned briefly to review the particulars of Options A and B on site. At 9:16 a.m. the committee returned. Motion to approve Option A, explore costs and design and develop a timeline for implementation was made by Supervisor Freese, seconded by Supervisor Patneau. Following discussion, Supervisor Freese modified his motion to approve exploring costs, design and timeline of Option A before making a decision how to proceed. Motion carried, voice vote. Chairman Endresen noted a special meeting could be called if necessary.

AIRPORT DEPARTMENT

Airport Department Report Airport Manager Jeremy Sickler reviewed the monthly department report and answered questions from the committee.

Budget Performance Report Mr. Sickler reviewed the department budget performance report and answered questions from the committee.

Six Year Development Plan Mr. Sickler distributed documents related to the six-year airport development plan. Following discussion, it was agreed the six-year airport plan will be a future agenda item to allow the committee time to review and digest the documents. Supervisor Awe expressed concern the memo from MSA Professional Services dated April 8, 2009, summarizing cost estimates of future airport projects, had not been distributed previously.

MAINTENANCE DEPARTMENT

Maintenance Department Report Maintenance Department Supervisor Gary Faught reviewed the monthly department report and answered questions from the committee. Supervisor Freese inquired about the solar plenum mentioned in the department report. Mr. Faught explained its purpose and how he made it functional again. Supervisor Freese requested a cost/feasibility analysis on the boiler systems replacement described in the Space Needs Study.

HIGHWAY DEPARTMENT

Budget Performance Report Highway Department Commissioner Robert Morehouse reviewed the department budget performance report and answered questions from the committee.

Project Status Report Mr. Morehouse reviewed the Open Project Status Report and projects recently added. Highway Department projects for the year will be wrapping up next week.

Request for Proposals (RFP) for 2010 Tri-Axle Trucks Following discussion on upcoming changes to diesel engines, a motion to submit a request for proposal (RFP) for 2010 tri-axle truck chassis was made by Supervisor Freese, seconded by Supervisor Awe. Motion carried, voice vote.

Site Environmental Concerns Cedar/Department of Natural Resources Mr. Morehouse reviewed the past environmental issues existing at the highway department site. All recommendations have been followed to correct these problems. A DNR closure review is necessary in order to close out this file. Cedar Engineering has prepared the documents and they have been submitted. Mr. Morehouse will keep the committee informed of the decision by the DNR.

Management Consultant Selection for CTH B Mr. Morehouse reviewed the proposals submitted for the engineering phase of the County Road B project. Three and one half miles of County Road B will be reconstructed from Lind Road to 1,300 feet past Soderberg Road. Drainage will be addressed and the curves and hills taken out. The engineering costs include design, submission of state permits and assessment of archaeological needs. Engineering will be done in 2010 and construction in 2011. The highway department is responsible for the engineering costs and the construction costs will be 80% federal funds from the Surface Transportation Program (STP) and 20% county funds. Two bids for the engineering phase were received: AECOM for \$42,384.00 and Mead and Hunt, \$42,500.00. Motion to accept low bid was made by Supervisor Anderson, seconded by Supervisor Patneau. Motion carried, voice vote.

Local Road Improvement Programs Meetings/Selection Mr. Morehouse reported the Towns Association committee met to review and select town road projects to be submitted for the Local Road Improvement Program. Because four townships did not submit projects, two of which would have been assured an award, three alternate projects were chosen from the Towns of

Siren, Swiss and Roosevelt. A total of 11 townships were selected. County road projects selected for the County Highway Program Discretionary (CHPD) were County Road H from Delano Road south to the county line and two miles of County Road E from Fossil Road. Town projects will be submitted soon. Mr. Morehouse thanked Supervisor Sybers for chairing the committee.

Supervisor Freese questioned why the highway department was closed last Thursday. Mr. Morehouse said the department was closed because many of the employees have vacation time they need to use before the end of the year. Supervisor Freese emphasized the committee needs to know about unusual events.

Supervisor Awe inquired what the next steps for the Space Needs Study are beyond the presentation by Ayres Associates at the Policy Planning meeting. Discussion ensued on the need for a plan to address current and future needs of the highway department in lieu of a major construction project.

FUTURE AGENDA ITEMS Six-year airport plan and ADRC signage.

NEXT MEETING DATE December 16, 2009.

ADJOURN A motion to adjourn the November 18, 2009, meeting of the Infrastructure Committee was made by Supervisor Lund, seconded by Supervisor Anderson. Motion carried, voice vote. Chairman Endresen adjourned the meeting at 10:40 a.m.