



COUNTY OF BURNETT
INFRASTRUCTURE COMMITTEE

Burnett County Government Center
December 16, 2009

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MINUTES

CALL TO ORDER Chairman Carsten Endresen called the December 16, 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.

OTHERS PRESENT Laura Neve.

PUBLIC COMMENTS Supervisor Freese asked if Maintenance Department Supervisor Gary Faught was prepared to report on replacing the boilers. Mr. Faught said his contacts at Johnson Controls have changed so it will be after the first of the year before he can report. Following discussion, it was agreed a preliminary report, rather than a formal proposal, would be sufficient at this time.

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

APPROVAL OF MINUTES OF NOVEMBER 18, 2009, MEETING Motion to approve the November 18, 2009, minutes was made by Supervisor Lund, seconded by Supervisor Patneau. Motion carried, voice vote.

AGING AND DISABILITY RESOURCE CENTER (ADRC) SIGNAGE NEEDS – HANDICAP ACCESS Mr. Faught reviewed the ADRC Accessible Entrance Study prepared by Ayres Associates and the three options for addressing handicapped access outlined in the report. Mr. Faught had also confirmed with ADRC Director Laura Neve the time frame for addressing this issue was not as tight as previously thought. Option one would make the east entrance to the Government Center handicapped accessible by installing a threshold extension and an automatic door with push buttons at an estimated cost of \$8,970.00. Option two is to make the east entrance handicapped accessible by installing a threshold extension and relocating the Area 186 east stairwell door and fire-rated drywall partition. Construction estimate for option two is \$7,101.00. The door would also require the installation of push buttons which would increase the cost of this option. Option three is to make no modifications to the east entrance and add signage to direct traffic to the ADRC at the main Government Center entrance which is already handicapped

accessible. Costs estimates for option three ranges from \$300.00 to \$1,500.00 depending on the type of sign chosen. Discussion ensued on the proper use of public funds, possible security issues with reengineering the east entrance and additional costs related to designating the parking spaces by the east entrance as handicapped. The possibility of installing a second set of push buttons on outgoing doors at the main entrance was also discussed. Supervisor Freese reminded the committee of the need to provide assistance to handicapped people of all ages, including veterans. Motion to approve option one was made by Supervisor Freese, seconded by Supervisor Sybers. Following the voice vote, Supervisor Sybers called for division of house, show of hands. Motion failed, three to four. Motion to approve option three was made by Supervisor Awe, seconded by Supervisor Anderson. Motion carried, show of hands five to two. Mr. Faught stated he would discuss signage with Ms. Neve and would look at ways to reduce congestion at the main door.

AIRPORT DEPARTMENT

Airport Department Report Airport Manager Jeremy Sickler reviewed the monthly department report and answered questions from the committee. Supervisor Anderson asked about the cost of upgrading the airport fuel pump and asked Mr. Sickler to estimate revenues from sales to small jets. Discussion ensued on the type of system Mr. Sickler would recommend be installed and what could be done with the existing tank.

Budget Performance Report Mr. Sickler reviewed the department budget performance report and answered questions from the committee. Supervisor Freese questioned the balances in fuel line items 50351 and 50351-001. Mr. Sickler stated he and Financial Manager Lynn Blahnik split line item 50351 to differentiate two types of fuel expenditures, fuel purchased for use in county vehicles and fuel purchased for resale.

Six Year Development Plan Mr. Sickler reviewed the six-year plan and memo distributed at the last meeting and discussed how the list of future projects was developed. The memo was the outcome of the meeting with MSA Professional Services about the sponsor program for the airport. The county is sponsor of the airport. The 10 most important projects for the next 6 years were identified. Not all projects will be feasible and no decisions are needed at this time. Discussion ensued on the fuel system upgrade noted in the memo and funding of airport projects. Mr. Sickler estimated at least \$20,000.00 remains from the runway extension project. Following discussion of the project petitioning process, a motion to begin the petitioning process for a new fuel system was made by Supervisor Anderson, seconded by Supervisor Patneade. Motion carried, voice vote. Discussion followed on snowplowing at the airport. Mr. Sickler noted the truck he is using for snowplowing will need to be replaced soon. The committee suggested the Highway Department could provide that service. Further discussion ensued on developing a list of projects which would draw more people to the airport and whether to petition for these at this time. It was agreed this would be a future agenda item.

MAINTENANCE DEPARTMENT

Maintenance Department Report Maintenance Department Supervisor Gary Faught reviewed the monthly department report and answered questions from the committee. Mr. Faught reported that maintenance department expenses of approximately \$14,000.00 have been billed to ADRC.

Budget Performance Report Mr. Faught reviewed the department budget performance report and noted heating fuel usage is way under budget this year due to reductions in cost.

Project Expansion of the Planned 2010 Telephone System Upgrade Mr. Faught reviewed the telephone system upgrade planned for 2010. Currently \$7,000.00 is budgeted to upgrade the telephone switch at the government center. Convergent Solutions is the contractor and they have offered an end of year special. Mr. Faught would like to take this opportunity to upgrade the

telephone system at the Highway Department. The additional cost is \$2,235.00 which will be expended in 2009 as a down payment on the project. These funds are available in the department's capital improvement fund. Mr. Faught is requesting approval for both the project expansion and the transfer of funds. Motion to approve the expanded project and a line item transfer from the 2009 Capital Improvement Account (50821) to the Depreciable Capital Equipment Account (58013) of \$2,235.00 was made by Supervisor Anderson, seconded by Supervisor Sybers. Motion carried, voice vote.

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. Three projects have been deferred until 2010 due to the onset of winter.

Award for 2010 Tri-Axle Trucks Mr. Morehouse reported the results of the bid opening for two Tri-Axles Trucks to be purchased in 2010 and recommended accepting the bid from Astleford International with trade-in. Mr. Morehouse reminded the committee the bid is for a chassis only and is a non-urea burning engine. Motion to accept the bid from Ashtleford International was made by Supervisor Anderson, seconded by Supervisor Lund. Motion carried, voice vote.

2010-2011 CHIP & CHP – D Project Schedule Mr. Morehouse reported the County Highway Improvement Project (CHIP) on 1.5 miles of County Road D, from Fossum Road to County Road M is scheduled to begin after July 1, 2010. The County Highway Program Discretionary (CHP-D) project on 2 miles of County Road H, from South County Line Road to Denalo Road is scheduled for spring, 2011. Mr. Morehouse reported on the meeting with AECOM to review engineering needs for the Federal Aid Road project to reconstruct 3.52 miles of County Road B, from Lind Road to 1,320 feet past Soderberg Road which is scheduled for spring, 2011.

FUTURE AGENDA ITEMS Six-year airport plan.

NEXT MEETING DATE January 20, 2010.

ADJOURN A motion to adjourn the December 16, 2009, meeting of the Infrastructure Committee was made by Supervisor Freese, seconded by Supervisor Awe. Motion carried, voice vote. Chairman Endresen adjourned the meeting at 11:10 a.m.