



COUNTY OF BURNETT  
**INFRASTRUCTURE COMMITTEE**

Burnett County Government Center

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## **MINUTES**

Infrastructure Committee

February 13, 2013

**CALL TO ORDER** Chairman Awe called the February 13, 2013, meeting of the Infrastructure Committee to order at 9:02 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, Dale Dresel, Emmett Byrne and Bert Lund, Jr.

**MEMBERS EXCUSED** Christopher Sybers and Jeremy Gronski.

**PUBLIC COMMENTS** None.

**APPROVAL OF AGENDA ORDER** A request was made by Airport Manager Jeremy Sickler to move the aerobatic presentation and the tractor bid agenda items to immediately following approval of the minutes. Motion to approve the agenda order with changes was made by Supervisor Lund, seconded by Supervisor Byrne. Motion carried, voice vote.

**APPROVAL OF MINUTES OF DECEMBER 12, 2012, MEETING** Motion to approve the minutes of the December 12, 2012, Infrastructure Committee meeting was made by Supervisor Byrne, seconded by Supervisor Dresel. Motion carried, voice vote.

### **AIRPORT DEPARTMENT**

**Fly-In/Aerobatics Presentation** Mr. Sickler introduced Dave Basten, Burnett County Airport Hangar Owner Association member and member of the Experimental Aircraft Association (EAA) Chapter who is here to present to the committee on the scheduled July 27, 2013, Fly-In/Drive-In Breakfast and the events being planned. Mr. Basten presented a PowerPoint on the Fly-In event, its history and the upcoming events planned for the summer. The event will include such attractions as an aerobatic show, classic car show, displays of general aviation and military aircraft, a 5K trail run/walk, a breakfast, helicopter and airplane rides and an emergency vehicle display. There is hope of including remote control plane flying event during the day also. Over 25 local businesses helped sponsor the 2012 Fly-In and with an even larger number of sponsors expected this year. The group is looking for the county's support to make this growing event possible. With adding an aerobatic show an additional insurance rider is necessary for the event with an approximate cost of \$1,500.00. Discussion ensued on the planned event and Mr. Basten, Mr. Sickler and Chairman Awe answered questions.

**Airport/Forestry Tractor Bid Review/Approval** Mr. Sickler presented several bids for the tractor purchase budgeted by the Airport and Forestry departments. Forest and Parks

Administrator Jake Nichols was present to also help answer questions from the committee on the tractor. Mr. Nichols and Sickler recommended the low bid from Baribeau Implement for a Farmall 85C for \$15,873.00 (after \$53,781.00 trade in allowance) with a 60 month 2000 hour extended warranty for \$2,224.00. Motion to approve the purchase with the extended warranty was made by Supervisor Anderson, seconded by Supervisor Dresel. Motion carried, voice vote.

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

**2012 BUDGET CARRYOVER REQUESTS** Airport Manager Jeremy Sickler presented two requests for 2012 carryovers. The first was for \$1,500.00 for additional liability insurance necessary to have with the addition of an aerobatic show for the 2013 Breakfast Drive-In/Fly-in planned for July 27, 2013. This was not originally a budgeted 2013 expense as it was unknown at the time of the budget process the show would be added to the event. Motion to approve a carryover in the amount of \$1,500.00 from 2012 line item 101-21-53511-50245 to 2013 budget line item 101-21-53511-50513 for the additional insurance was made by Supervisor Dresel, seconded by Supervisor Anderson. Motion carried, voice vote. The second request was for \$1,500.00 for a high potent weed killer treatment to use on the new fence surrounding the airport property. Brush and invasive vegetation are encroaching through the fence and unless treated soon it will wrecking the fence. Motion to approve the a carryover in the amount of \$1,500.00 for weed killer from 2012 line item 101-21-53511-50245 to 2013, same line item, was made by Supervisor Dresel, seconded by Supervisor Anderson. Motion carried, voice vote.

**Operation Report** There were no questions on the submitted Operation report. Airport Manager  
**Project Reports**

**AEROBATICS INSURANCE** Mr. Sickler presented information on the additional insurance and costs necessary for holding the aerobatic show at the summer fly-in. Discussion was held earlier which approved carryover of 2012 budget funds in the amount of \$1,500.00 to cover the additional insurance cost.

**KITE FLYING AT THE AIRPORT** Mr. Sickler and Chairman Awe presented information on a kite flying event sponsored by the Minnesota Kite Flying Association held last summer at the airport during the Siren Lilac Fest. The event was quite successful and the group has asked permission to hold the event at the airport again this year. Motion to approve the event being held at the airport again this summer was made by Supervisor Dresel, seconded by Supervisor Lund. Motion carried, voice vote.

**FUEL TANK REFURBISHING DISCUSSION** Mr. Sickler updated the committee on a recent inspection of the fuel tanks at the airport. The jet fuel tank is in need of refurbishing at an estimated cost of \$14,600.00. Mr. Sickler reviewed the long range plan for the airport which included a new fuel system. Discussion ensued on the

## **MAINTENANCE DEPARTMENT**

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

**CAPITAL IMPROVEMENT PLANNING** Mr. Faught presented his capital improvement plan document to the committee. Discussion ensued on the replacement of the air conditioning units along with other equipment and replacement needs coming up in the next ten years.

**Operational Report** Maintenance Supervisor Gary Faught reviewed the Operational Report noting the annual elevator inspection was complete with one repair done, the broken water nozzle and pipes in the basement have been replaced and a solar plane valve has been fixed.

**Project Reports/Other** There were no questions on the submitted 2012 Projects Report. Mr. Faught reported the old pay phones have been removed and replaced with courtesy phones that are free to local and toll free numbers and use a service, calling card or credit/debit card. The jail sinks have been replaced and the shower stall project completed.

**STORAGE POLICY/GUIDELINE/STANDARD DISCUSSION** Mr. Faught and Chairman Awe updated the committee on the history of the storage policy and guidelines. The basis behind the policy was to standardize storage containers used for document retention in order to maximize storage space. Mr. Faught presented a couple standard-type of storage boxes that would work for all departments and their needs. Motion to approve standardizing storage using the two boxes presented was made by Supervisor Dresel, seconded by Supervisor Lund. Motion carried, voice vote.

#### **HIGHWAY DEPARTMENT**

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

**Operational Report** Highway Commissioner Robert Morehouse reviewed the Operations Report and answered questions from the committee.

**Projects Reports/Other** Mr. Morehouse reported 2012 projects for towns and others were completed before the recent snow storm. Discussion ensued on required highway sign maintenance and replacement which is ongoing although federal requirements have eased.

**Review RFP Awards (2013 Capital Equipment)** Mr. Morehouse presented the bids for three pieces of capital equipment, a pickup, loader and brush chipper. Low bids were presented for the pickup from Fiedler Ford at \$35,400.00; the John Deere loader from Nortrax at \$139,934.00; and brush chipper from LF George at \$39,988.00. These prices are all after trade-in allowances. Motion to approve all three bids for equipment was made by Supervisor Dresel, seconded by Supervisor Byrne. Motion carried, voice vote.

**Equipment Savings, Reauthorize to Upgrade Skid-steer** Mr. Morehouse presented information to committee on a request to upgrade his current Skid-steer with a new one which has a hydro ax attachment. Mr. Morehouse has 2012 funds available for the purchase. Discussion ensued. Motion to approve the purchase and reauthorize the use of funds in the surplus equipment fund to buy the Skid-steer was made by Supervisor Byrne, seconded by Supervisor Lund. Motion carried, voice vote.

Mr. Lund excused at 11:45 a.m.

**DISCUSSION RE: WHAT IS AN INFRASTRUCTURE POLICY/GUIDELINE/STANDARD** Clarity on this subject matter will be obtained and a discussion on this will be held at a later date.

**PAPERLESS UPDATE** County Clerk Wanda Hinrichs updated the committee on the status of the project. Everything is in full swing at this point with 95% of meeting documents and distribution being done electronically.

**FUTURE AGENDA ITEMS** T-hangars, hangar space.

**NEXT MEETING DATE** March 13, 2013.

**ADJOURN** Chairman Awe adjourned the meeting at 12 noon.