



COUNTY OF BURNETT  
**INFRASTRUCTURE COMMITTEE**

Burnett County Government Center  
July 21, 2010

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**MINUTES**

**CALL TO ORDER** Chairman Awe called the July 21, 2010, 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, Eldon Freese, Bert Lund, Jr., Jim Sundquist and Donald Taylor.

**MEMBERS ABSENT** Christopher Sybers.

**PUBLIC COMMENTS** Richard Costerisan reserved public comments for agenda item 14.c.ii (ATV Resolution, Policy and Ordinance) and any issues related to County Highway B construction. Mr. Costerisan also requested the ATV Resolution, Policy and Ordinance be considered before the Airport Petition Information and Public Discussion. Larry Koch made the same requests.

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

**APPROVAL OF MINUTES OF JUNE 16, 2010, MEETING** Motion to approve the minutes of the June 16, 2010, Infrastructure Committee meeting was made by Supervisor Anderson, seconded by Supervisor Freese. Motion carried, voice vote.

**AIRPORT PETITION INFORMATION AND PUBLIC DISCUSSION** There were no public questions on the Airport Petition. Committee members received information on the Airport Petition in their packets and had no questions.

**AIRPORT PETITION PUBLIC HEARING** Chairman Awe opened the public hearing on the Airport Petition. There were no public comments. Chairman Awe closed the public hearing on the Airport Petition.

**RESOLUTION PETITIONING FOR AIRPORT IMPROVEMENT AID** Motion to approve the Resolution Petitioning for Airport Improvement Aid was made by Supervisor Taylor, seconded by Supervisor Anderson. Airport Manager Jeremy Sickler reminded the committee he will be making a presentation on the Petition for Airport Improvement Aid at the July 22, 2010, Board of Supervisors meeting. Approval of the resolution is an agenda item for that meeting.

Motion carried, voice vote. Two copies of the resolution were signed by the committee, one for the Wisconsin Bureau of Aeronautics and one for the County Clerk.

**RESOLUTION PLACING TRANSPORTATION ADVISORY REFERENDUM QUESTION ON NOVEMBER 2010 BALLOT** Motion to approve the Resolution Placing Transportation Advisory Referendum Question on the November 2010, ballot was made by Supervisor Taylor, seconded by Supervisor Freese. Discussion ensued on the advisory nature of the resolution. Motion carried, voice vote.

**LOUNGE COMMITTEE POLICY INFORMATION** Emergency Management Director Bobbi Sichta was present and distributed the Lounge Committee Policy to the committee. The document formalizes the Lounge Committee's policies for the first time. The Infrastructure Committee is named as having oversight for the Lounge Committee. Chairman Awe requested time for the committee to consider the document before any action is taken. The Lounge Committee Policy will be a future agenda item.

**OVERFLOW PARKING LOT CONCERNS** Supervisor Freese was not prepared to discuss this item and requested it be a future agenda item for the August 18, 2010, Infrastructure Committee meeting.

#### **AIRPORT DEPARTMENT**

##### **Budget**

**Budget Performance Report** There were no questions on the submitted Budget Performance Report.

**2009 Carryover of Funds and Line Item Transfer** Mr. Sickler reviewed his request for a carryover of funds and a line item transfer to purchase a New World Software license. Funds would be carried over from 2009 budget line item 101-21-53511-50291 (contractual services) and transferred to 2010 budget line item 101-21-535110-50811 (capital equipment). Motion to approve the carryover and line item transfer was made by Supervisor Taylor, seconded by Supervisor Freese. Motion carried, voice vote.

**2011 Budget Review and Approval** Mr. Sickler presented the 2011 department budget and answered questions from the committee.

<u>2011 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Airport	\$96,402.00	\$171,339.00	(\$74,937.00)

Motion to approve the budget request was made by Supervisor Taylor, seconded by Supervisor Anderson. Motion carried, voice vote.

**Operations Report** There were no questions on the submitted Operations Report. Mr. Sickler reported the Sheriff's Department is temporarily storing evidence in one of the county-owned hangars. Discussion ensued on the proposed Sheriff's Department storage shed. The shed will be a future agenda item.

**Project Report** Mr. Sickler reminded the committee of the Fly-In scheduled for Saturday, July 24, 2010. There will be a ribbon cutting ceremony at 9:00 a.m. The annual meeting of the Hangar Association is Friday, July 23, 2010, at 6:30 p.m.

#### **MAINTENANCE DEPARTMENT**

**Budget Performance Report** There were no questions on the submitted Maintenance Department Budget Performance Report.

**2011 Budget Review and Approval** Maintenance Department Supervisor Gary Faught presented the 2011 department budget and answered questions from the committee.

<u>2011 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Maintenance - Operations	\$672.00	\$397,807.00	(\$397,135.00)

<u>2011 Summary Budget Request</u>	<u>Revenues</u>	<u>Expenses</u>	<u>Net</u>
Maintenance – Capital Items	\$0	\$52,831.00	(\$52,831.00)

The operations budget request is under the required 0% increase, but the capital items budget is over. Mr. Faught reviewed the capital items budget. The phone line consolidation is Mr. Faught's top priority and the voice activated email system is the lowest priority. The amount budgeted for new carpet could be reduced. Motion to approve the summary budget requests with the notation the voice activated email system could be eliminated if it is necessary to reduce the capital items budget request to a 0% increase was made by Supervisor Taylor, seconded by Supervisor Freese. Motion carried, voice vote.

**Operations Report** Mr. Faught reviewed the department Operations Report and answered questions from the committee. Mr. Faught updated the committee on the handicapped ramp project. Aging and Disability Resource Center (ADRC) Director Laura Neve would be willing to fund the ramp if another entrance for the ADRC was provided at the east end of the building. Mr. Faught noted an east entrance would require a revision to the Government Center Security Policy approved by the County Board. Mr. Faught reported there are funds from the 2010 budget that could be used for the ramp. Following discussion on whether approval of this expenditure can be acted on at today's meeting, the ramp will be added to the Highway Department Budget meeting scheduled for August 4, 2010. Mr. Faught reported the Sheriff's Department has purchased a small shed for Tribal Liaison Officer storage which they want to place on the government center grounds. Following discussion, the committee directed Mr. Faught to make the decision about placement of the shed as it is not a permanent structure.

**Project Report** There were no questions about the submitted Project Report.

## **HIGHWAY DEPARTMENT**

### **Budget**

**Budget Performance Report** There were no questions on the submitted Highway Department Budget Performance Report.

**CTH B Project Status** Highway Commissioner Robert Morehouse reported the original estimate of the County Road B project was \$568,000.00. The estimated cost of the project has risen to approximately \$970,000.00. The project cannot be shortened to reduce costs. Mr. Morehouse has requested additional funding from the Department of Transportation (DOT) and will have an answer in the fall on that request. Because of these factors, the project may be delayed until 2012 and the County Road H project moved ahead to 2011. Richard Costerisan stated he lives off County Highway B and spoke in favor of starting the project as soon as possible. Mr. Morehouse told the committee for budgeting purposes, the County Road B project is out for 2011 and the County Highway H project is in.

**2011 Project/Budget Discussion** A meeting on the Highway Department Budget is scheduled for August 4, 2010, at 9:00 a.m. at the Highway Building, 8150 State Road 70, Siren.

### **Operations Report**

**Professional Environmental Consulting Proposal (Cedar) Case #02-07-263397** Mr. Morehouse reviewed the proposal from Cedar Professional Environmental Consulting to get closure on Wisconsin Department of Natural Resources (WI DNR) Bureau for Remediation and Redevelopment Tracking System Review Case #02-07-263397 and close the remaining water

wells on Highway Department land. Cost will be approximately \$15,000.00. Motion to allow Mr. Morehouse to proceed with the Cedar Professional Environmental Consulting proposal was made by Supervisor Freese, seconded by Supervisor Taylor. Motion carried, voice vote.

Coverall Salt Storage Building Notice Mr. Morehouse reviewed the letter from the Wisconsin Department of Commerce directing all Cover-All Building owners, *effective immediately*, to cease and desist occupancy ~~immediately~~ *during severe weather* due to structural deficiencies. The manufacturer is conducting an evaluation and will be responsible for remediation of the problem. (*Minutes were amended at August 4, 2010 Infrastructure Committee Meeting.*)

### **Project Status Report**

Road Projects Mr. Morehouse reviewed the Project Status Report and reported on changes to the report. Mr. Morehouse informed the committee he was asked by the County Clerk, who was directed by the Administration Committee, to fence off the Trade Lake Creamery building site for safety reasons and liability concerns and set a time to demolish the building. Because the building has historic value, it will be fenced off and demolition will be put on hold while more research is done.

ATV Resolution, Ordinance and Policy Chairman Awe updated the committee on the All Terrain Vehicle (ATV) Ordinance and Policy. The document has been reviewed by Corporation Counsel and the County Sheriff. Based on their review, the appeal process included in the ordinance was removed. Since the Infrastructure Committee and the County Board will review each request to open county highways for ATV use, an appeal process was not necessary. Chairman Awe stated the ATV Ordinance and Policy for County Highways is in its final form and opened the meeting to public comments. Richard Costerisan expressed his opinion the final document no longer reflects the position of the public involved in the ATV Ordinance Work Group. Mr. Costerisan also expressed concern whether meetings of the ATV Ordinance Work Group had been posted properly and whether the open meetings law had been violated. He stated he would file an open meetings law complaint. Chairman Awe stated the input of the public had been sought in developing the ATV Ordinance and Policy but there was no guarantee their input would be included. County highways are the responsibility of the county. The ATV Ordinance follows state statutes as directed by Corporation Counsel. Approval by the ATV Ordinance Work Group is not necessary. Chairman Awe closed public comments. Motion to approve the ATV Ordinance and Policy for County Highways Resolution was made by Supervisor Taylor, seconded by Supervisor Sundquist. Motion carried voice, vote. Chairman Awe stated he had the best of intentions in soliciting citizen input and was sorry for their dissatisfaction.

**INFRASTRUCTURE COMMITTEE RESPONSIBILITY AND AUTHORITY** Chairman Awe began the discussion by noting the County Board Standing Rules state the Infrastructure Committee has oversight of all county properties and capital assets. Discussion ensued on the meaning of oversight vs. management. Chairman Awe reported the communications tower equipment is not included in the most recent inventory report of county property. Chairman Awe is working to correct this omission as well as other gaps he noted. Discussion ensued on responsibility for large items vs. small items. Supervisor Freese noted the Infrastructure Committee was responsible for disposal of all property, large or small. Further discussion ensued on the need for a Capital Budget which the Infrastructure Committee would administer. Chairman Awe stated the committee will continue to discuss the strategic responsibility of the Infrastructure Committee.

Supervisor Freese excused at 10:59 a.m.

**FUTURE AGENDA ITEMS** Overflow parking and Lounge Committee Policy.

**NEXT MEETING DATE** County Highway Department 2011 Budget meeting, August 4, 2010;  
Infrastructure Committee meeting, August 18, 2010.

**ADJOURN** A motion to adjourn the July 21, 2010, meeting of the Infrastructure Committee was made by Supervisor Taylor, seconded by Supervisor Anderson. Motion carried, voice vote. Chairman Awe adjourned the meeting at 11:05 a.m.