

**Present:** Tony Hauser, Alan Rathsack, Mike Hraban, Tom Hanson.

**Others Present:** Charmaine Riddle, Ted East, Kitzie Nelson, Andy Albarado, Jeff Wallace, Jim Bugbee, Danielle Zimmer.

Meeting called to order by Chair Hauser at 8:30 a.m.

Motion by Hraban, second by Hanson to approve minutes from June 8, 2018 & June 26, 2018. Motion carried.

John Terrill of the Rusk County Historical Society passed handouts to the committee members and updated them on the request to build a structure to protect the wigwam. They will be getting a building permit from the city, two volunteers will be going to training to put the structure together. The total cost will be around \$30,000 and they have raised \$23,000 so far. Terrill gave brief history of Native American history in Rusk County. Sister Cecelia explained that the wigwam will be about 7 feet high and the dome will be about 18 feet high. The Historical Society has been in contact with schools to encourage them to utilize the new structure and wigwam. Motion by Hraban, second by Rathsack to give Historical Society permission to construct the dome at no county expense. Motion carried.

#### **H&HS**

**Vehicle:** Jeremy Jacobs, H&HS Director, updated committee on purchase of computer with grant funds. He informed committee that the home delivered meal program is in need of a vehicle. They have found a 2008 Ford Explorer to purchase at \$8300. Discussion on vehicles and fleet. Motion by Hraban, second by Hanson to approve purchase of vehicle for the senior meals program out of the vehicle trust account. Motion carried.

#### **Building & Grounds**

**Update on Maintenance of Government Center Facility and Other County Owned Properties:** Andy Albarado, Interim Maintenance Director, gave brief update on fly-in, work done at airport to get ready for it. Also updated that one inmate had been working and did well, no other inmate interest at this time.

**Budget Projections:** Albarado gave brief explanation of the budget at 6 months. Budget projections reviewed and discussed. Update on courthouse repairs, concrete work, county owned buildings, fairgrounds costs within the budget.

**Capital Improvement/Facilities Planning:** Albarado updated on difficulty getting estimates for roofing charges.

**RFQ Process:** Finance updated policy; language is all ready to go. Discussion on holding special events, such as the fair, to this policy as well.

**Department Staffing:** Albarado did not hire second seasonal person, suggested LTE position for on-call snow plowing. Discussion on staff positions and the intern/seasonal positions. Albarado informed committee of problems with weekend work, no on-call rotation in the maintenance department. July 30<sup>th</sup> there is a PPE (personal protective equipment) training scheduled for the maintenance department. Discussion on the possibility of having John work longer this year and help with a complete inventory of the department.

**Fairgrounds Update:** Albarado informed committee that the lights are up for the fair and the back gate is partially completed. The tin building was lowered, so that it is level, door needs to be fixed yet. Another work day is scheduled for July 25<sup>th</sup>.

**Fairgrounds Lighting:** Albarado stated that the lighting is more than originally proposed, but this is not a county expense and is being done by the Junior Fair.

Payment of Invoices: Discussion on invoices. Motion by Hraban, second by Hanson to approve payment of invoices. Motion carried.

### **Airport**

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RC Flyers Club Request: Albarado updated committee on request to fly out at the airport, went over the handout of the guidelines that have been put together. Discussion on insurance, regulations, getting the state to sign off before moving forward. No decision today.

Update: Albarado gave brief update on the airport tenants, no new leases as the hangers are full. Annual service on fuel system has been done.

Bureau of Aeronautics Meeting: Meeting was held and updated everyone on projects.

Snow Removal Equipment: Rusk County is eligible to go through the state for the bid process; specs need to be put together. Discussion on possibility of getting a larger piece of equipment to better handle the snow removal.

Airport 6 Year Statement of Project Intentions: Proposed resolution and statement of project intentions passed out and discussed. Motion by Hraban, second by Rathsack to approve the 6 year statement of project intentions. Motion carried.

Albarado informed committee that the maintenance department went into the old animal shelter and removed everything salvageable so that the city can go ahead and demo the building. Discussion on storage sheds being able to be moved and used if they wanted.

East explained update on towers, cost of move of tower from Ingram to Hawkins.

### **Economic Development**

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Update: Albarado informed committee there was no update this month.

### **IT Department**

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Report: Jim Bugbee, IT Director, informed committee that the Register of Deeds Project is starting, the IT Department staff went to training recently, ESG is working on the court system video conferencing system. East updated committee that Bugbee has been asked to look into purchasing a laptop for the new administrative coordinator as the one he has is his personal laptop. Bugbee explained that a new policy is being worked on, that new electronic items are not only compatible, but necessary. Discussion on open records requests, county business being done on personal devices. Bugbee updated on budget and any overages. Discussion on email addresses being billed per email address. Motion by Hanson, second by Rathsack to approve purchase of laptop for new Administrative Coordinator not to exceed \$1000.00. Motion carried.

### **Insurance/County Cars**

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Review of Insurance Claims & County Car Usage: Kitzie Nelson, Finance Director, updated on claims. East informed committee that crash report was received and the Highway accident was no liability of the driver. This morning information received regarding a vehicle that was damaged by hitting a deer, new claim will need to be done. Discussion on quotes received and what should be done with H&HS vehicle. Consensus to have the Highway Department fix the vehicle. Discussion on Trails End vehicle usage and the IRS requirements for tax on the use of non-emergency vehicles.

### **Other Items:**

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Administrative Coordinator Office Location: Ad Hoc committee discussed moving the office back up to the 3<sup>rd</sup> floor, attached to the Finance Department. Motion by Hraban, second by Hauser to move office when new employee is hired.

Numbering of the County Fleet Vehicles: All vehicles that are county owned have been requested to have numbers placed on them. Motion by Rathsack, second by Hanson to number all county vehicles. Motion carried. East will make sure numbers are placed on all vehicles.

Filling of the Maintenance Department Head Position: Discussion was held of moving a current position up to a supervisory role and having the new Administrative Coordinator oversee the financial aspects of the department.

Next meeting: August 10, 2018 at 8:30 a.m.

Motion by Rathsack, second by Hanson to adjourn. Meeting adjourned 11:40 a.m.