

NOT COMMITTEE APPROVED

RUSK COUNTY PROPERTY COMMITTEE

August 18, 2017

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

Others Present: Mike Naczas, Charmaine Johnson, Jeff Wallace, Ted East, Kitzie Nelson, Andy Albarado, CeCe Tesky, Jim Bugbee, Rosemary Schmit, Danielle Zimmer.

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

Motion by Platteter, second by Hraban to approve minutes from July 14, 2017. Motion carried.

Sheriff's Department

East Tower: Sheriff Wallace updated committee on continued attempts to purchase ½ acre property to put up a tower to enhance the radio communication on the east side of the county.

New sidewalk on NW corner of Government Center: Naczas explained what the Sheriff's Department would like to be done as a memorial to Officer Glaze and estimated the cost to be around \$600. Naczas explained to the committee that the stairs by maintenance need to be fixed with an estimated cost of \$300. Wallace and Naczas informed committee that the receiving cells in the jail have benches that do not meet state code, someone will be here to remove the benches in a week and they are looking to put in concrete benches with an estimated cost of \$600. Motion by Platteter, second by Hraban to allow maintenance to spend up to \$1,600 on the 3 projects as explained. Motion carried.

Other Items for Discussion & Possible Motion

County Fleet: East explained there are new vehicles and requested that the property committee let him know which car(s) should now be taken out of the fleet. Discussion on vehicle mileage and condition of each vehicle. Naczas explained he would like to take one of the "newer" vehicles that will be taken out of the fleet to replace the current airport vehicle. Motion by Hraban, second by Platteter to replace airport vehicle with bronze Malibu and allow airport fund to repair vehicle with the old airport vehicle being auctioned off. Motion carried.

Emergency Request

Shredded paper: East explained a request to have all shredded paper by an individual to use for a non-profit organization. Discussion on amount of revenue it would remove from maintenance budget and precedent this could set. Committee consensus they will say no to this request at this time. East will inform gentleman of the decision.

Other Items for Discussion & Possible Motion

MI-AP Software Purchase: Nelson explained the request for a new software purchase totaling \$4,200. This software is for an electronic invoice system in which the invoice would be done all online including department head approval and then routed directly to finance. Nelson explained this request is one Finance had done a cost proposal on for next year, but with the upcoming retirement in the department they are looking to implement it and get training in before all of the changes in the beginning of next year. Motion by Hraban, second by Hanson to use \$4,200 out of the general fund to purchase software for the Finance Department. Motion carried.

Building & Grounds

Budget Projections: Discussion and explanation by Naczas and Johnson of the accounts that are over-budget for 2017, breakdown of lines and the amounts. Discussion on revenue lines, departments being billed once a year based on the PARS reports for the maintenance workers, line-item transfers & crack sealing at airport. Naczas explained the equipment rental costs there are to date at the airport, requested a new budget line be added for equipment/equipment rental. Discussion on preparing 2018 budget.

Tom Hanson excused 9:47 a.m.

Continued discussion on 2018 courthouse budget and the amounts that are required for courthouse maintenance. Committee discussed vehicle that was hit at fairgrounds by maintenance worker while moving bleachers. Motion by Platteter, second by Rathsack to create an equipment fund of \$18,000 to be placed in the airport budget. Motion carried.

Approval of Payment of Invoices: Invoices reviewed and discussed. Motion by Hraban, second by Platteter to approve payment of invoices. Motion carried.

East Parking Lot: Hraban explained a situation in which a gentleman came to the courthouse to go to the ADRC and was unable to use his walker to cross the parking lot. He also informed the committee that this is not the first complaint that the ADRC has received regarding the rough parking lot. Naczas explained that the parking lot was recently swept again, but he will look into fixing this problem if it still exists.

Airport

Jet A Fuel – Possible Tank Conversion: Albarado explained need for Jet A fuel to be available at the airport has never been there before. Discussion on the different options available (referencing the handout that can be found on the Z drive). Albarado explained the costs and what would be needed to convert the tank. Motion by Platteter, second by Rathsack to authorize the proposal for conversion as written and explained. Motion carried. Discussion on crack-sealing and work done thus far.

Economic Development

Animal Shelter Update: Naczas gave animal shelter update: issues that have come up, savings, changes made and work that is being done. Albarado and Nazas informed committee that they are keeping Karen Welke in the loop on the changes and information as it comes up. Platteter requested that Animal Shelter updates be on the agenda until the project is complete.

800 Gustafson Road: Albarado informed committee that the county will assume possession of this property at the end of the month, all maintenance and utilities will become the liability of the county. Discussion on the use of the building. Albarado wanted to make sure that this is part of the 2018 budget to be maintained, including water, sewer, fire protection and utilities.

Tony Railroad Lease: Albarado provided a handout for the committee and explained the ongoing discussion with Verso and CN. Motion by Hraban, second by Rathsack to authorize Albarado to pursue agreement with Verson on the Rusk Regional Transshipment Facility. Motion carried.

Farmer's Market: Albarado informed committee that he is working with the city on the new farmers market and the possibility of utilizing the parking lot as it was originally planned. Currently looking into grants to help with costs of new farmers market as well as grants to demolish the old church with the possibility of the new farmers market in that lot. Naczas informed board John Hoover would like to take the stained glass windows to use and board up all the windows. Motion by Rathsack, second by Platteter to allow John Hoover to remove stained glass windows and in the process board the windows up. Motion carried.

Other Items for Discussion & Possible Motion

Plow Museum Sign Location: Locations for the sign discussed. Platteter informed committee that the location for the windmill will be in front of the 1920s house. The proposed location for the plow museum sign is south of the senior center building as there is power located near that. Motion by Platteter, second by Rathsack to allow sign to be located at the south side of the fairgrounds. Motion carried.

Zoning Vehicle: Tesky gave explained previous requests for a vehicle, what she has found and gave overview of vehicles and prices. Discussion on 2014 Equinox available through Toycey. Discussion on the county car fleet fund and the money being there for the vehicle to be purchased, zoning pays .36 per mile as other departments do for vehicle. Motion by Platteter, second by Rathsack to approve Tesky move forward with purchase of Equinox from Toycey up to \$17,900 and put old zoning explorer on auction. Motion carried.

IT Department

Purchases: Bugbee explained UPS purchase that was made, replacement of remaining UPS, consequences of failure of the remaining three. Discussion on IT having done a cost proposal request for next year and stretching out the life of the current systems into the beginning of next year and the importance of this and it being an immediate need. Motion by Hraban, second by Rathsack to authorize IT Department to purchase 3 Tripp Lite Server UPS and the SAN unit hard drives, up to \$10,000. Motion carried.

Update on current projects and budget: Bugbee updated committee on current projects, 2017 budget, and projection for 2018 budget.

Computer Rotation: Bugbee explained that other counties are charging departments based on the type of device they are using and in turn money is built up and used to replace computers and any other purchases that come up as necessary, eliminating the need to replace all computers at once. Committee requests an explanation of how the fund/program would work. Discussion on cloud use and backup of county data.

Insurance/County Cars

Review of Insurance Claims & County Car Usage: Schmit explained incident the Friday of the fair on the fairgrounds, she came to fairgrounds and did a written report of the incident and watched the repair take place.

Next meeting: September 8, 2017 at 8:30 a.m.

Motion by Hraban, second by Hauser to adjourn. Motion carried. Meeting adjourned 12:08 p.m.