

RUSK COUNTY PROPERTY COMMITTEE MINUTES

DECEMBER 10, 2021

FRIDAY 8:30 A.M.

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

Others Present: Andy Albarado, Kitzie Winters, Charmaine Riddle, Miranda Kron, Jim Bugbee

Call to Order

Meeting called to order by Chair Hauser at 8:31a.m.

Approval of Minutes

Motion by Hraban, second by Hanson to approve the November 12, 2021 meeting minutes. Motion carried.

Recycling-Charmaine Riddle

Coordinator Report Including Update on Outreach, Violations, & Sites

Waste Management contract is up in May 2022. Charmaine will keep the RFP the same as it is, as a 3yr contract and also send information for a 5yr contract.

Covid-19

Update on Facilities/Operations

No update

Building & Grounds – Andy Albarado

Update on Maintenance of Government Center Facility and Other County Owned Properties

Water Fountain Replacement

Request to add a water fountain with a motion sensor to fill water bottles with cold water. The cost is estimated to be \$1,500.00 to retro-fit the appliance to our current water fountains or \$2,050.00 for the full water fountain with the water bottle filler. Discussion held.

Motion by Rathsack, second by Hraban to replace the second-floor water fountain for \$2050.00 using ARPA Funds. Motion carried.

Motion by Rathsack, second by Hraban to amend the first motion to check ARPA funds are sufficient and to purchase 1 new water fountain for each floor. Motion carried.

Cleaning/Vacuum

Discussed complaints from staff members regarding the quality of the cleaning being completed within the Courthouse. West Lake has been back to supervise the current custodians to make sure the bathrooms are cleaned more thoroughly. Andy added to the budget for 2022 to hire a professional, contracted cleaning company.

Andy is requesting to purchase 1 or 2 commercial robotic vacuums to help keep certain floors clean without having to have a staff member physically here to be vacuuming at night.

Motion by Hraban, second by Hanson to purchase a robot vacuum using \$1,000.00 from the maintenance budget. Motion carried.

Door Access – Electronic Locks

The Company who installed the locks will be here December 31st to give a cost estimate on installing more locks throughout the building. Andy will give a estimate to the Committee at the next meeting.

Trails End Nature Trail

The dining hall refrigerator is broke and a commercial size refrigerator will need to replace the existing. The estimated cost is \$1,499.99 (plus shipping) to come from the Trail's End budget (emergency or equipment).

Motion by Rathsack, second by Hanson to approve \$1,700.00 to cover the cost of the fridge and any shipping/handling costs to be paid for out of the Trail's End budget. Motion carried.

Jaycees/Northland Community Club Building Request

Andy talked to a representative regarding selling the Jaycees building at the fairgrounds. The stipulation to sell would be to purchase the log building for the haunted house. Andy will continue to keep in contact with them.

Grandstand

Larry Gotham completed a verbal assessment. Andy requested a formal assessment be completed. Committee will revisit at a future meeting after the formal assessment is complete.

Approval AP Report Payment and Invoices

Motion by Rathsack, second by Hanson to approve the AP Report. Motion carried.

Church update

Demolition and clean up is complete.

Equipment

Chairs ordered and in inventory to be sold as needed to other departments. The highway department ordered/received 8 new chairs for their conference room.

Chair purchase

Requesting to order a set of 10 conference room chairs for the 3rd floor conference room to come out of the equipment fund.

Motion by Hraban, second by Rathsack to approve \$1,500.00 for conference room chairs to be taken out of the equipment fund. Motion carried.

Economic Development – Andy Albarado

Update on County Properties/Economic Activities/Construction Projects

No update

Discussion on the 5R trailers – Senator Petrowski involvement and the DNR process.

Airport – Andy Albarado

Update on Airport Operations, Usage, Hangers, Land Leases and Fuel

No report.

BOA/FAA Funded Projects-Update and COVID-19 CARES Act Funding

An update will be given in 2022

Hospital Property – Andy Albarado

Update

Andy had a meeting with Marshfield Clinic regarding the nursing home lease. A notices was given to the nursing home for termination, they started moving patients December 8, 2021. Lease is up June 2022 and the county will then make a final decision of what to do with the property.

Insurance/County Cars – Kitzie Winters

Review of Insurance Claims and County Car Usage

A full update will be given next month.

A state employee fell on the stairs; no county liability, so no medical claims have come in.

Claim open for \$1,500.00 for a deer hit.

Cyber insurance will be changing as of 2022

County Vehicle Fleet(s)

Vehicles will go to sale in 2022. All purchases/sales were approved at the November committee meeting.

There was a computer purchase approval in May 2021 for LCDD and Forestry. Forestry spent approx. \$300.00 over, and LCDD was approx. \$300.00 under. The total amount approved was \$3,500.00, total invoice is \$3,933.00

Motion by Hraban, second by Rath sack to approve \$500.00 additional dollars to cover the computer cost to come out of the thin client fund. Motion carried.

IT-Jim Bugbee

IT Report- Updates on Computers, Programs, Services and County Dept's Computer/Software

Requesting approval of \$1033.60 laptop for Tom Hall. This purchase is completely grant funded, so no money from the county is needed.

Motion by Hraban, second by Rath sack to approve the purchase of the laptop for \$1033.60 using grant money.

Motion carried.

IT is under budget

Discussion held for new computers in the Register of Deeds office. Bugs will get cost estimate together and discuss at the next committee meeting.

Other Equipment Requests

Emergency or Chairman Approved Request That May Come Before the Committee

Request to have exterior security cameras installed in the east parking lot.

Adjourn

Motion by Hanson to adjourn at 10:52a.m.