

RUSK COUNTY PROPERTY COMMITTEE MINUTES

March 12, 2021

Present: Tony Hauser, Tom Hanson, Alan Rathsack, Mike Hraban, Abbigail Knoll, and Jerry Biller.

Others Present: Andy Albarado, Jim Bugbee, Charmaine Riddle and Kitzie Winters.

Appearances by: Hollis Helmecci, Judge Anderson and Lori Gorsegner.

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

Motion by Rathsack with second by Biller to approve the minutes from the February 12th, 2021 Property meeting. Motion carried.

HHS

Rusk County Home Delivered Meal Vehicle Repair Purchase: Vehicle repair of \$1,152 to replace body control module. Cost was covered by grant money. *Motion by Biller with second by Hraban to approve expense. Motion carried.*

Sheriff

Jail Assessment: There will be someone at County Board that will explain what an assessment covers.

Purchase of Skytron Disinfection Robot (grant funded): Last year this was purchased as a COVID expense through a DOJ grant. Used for Jail and EMT use. *Motion by Biller with second by Hraban to approve expense of \$40,368.86 out of DOJ grant funds. Motion carried.*

Circuit Court

Replacement of Courtroom Polycom: Judge stated there's been problems with the Polycom system with losing the ability to bring Polycom into Zoom. No one can see or hear in the Courtroom. When Audio Architects fixed it they stated the equipment was not supported with updates. Justice, Youth & Extension Committee approved sending this to Property for replacement. New system would be for main courtroom and would require more microphones and camera than recent board room design. Judge will work with IT to design a system.

Bandwidth: Connection with other attorneys is fine but connection with DA is bad. It kicks people off and have to go back and reset. The CCAP system doesn't go down but is on a separate server. Will discuss more when IT is present.

COVID-19

Update on Facilities/Operations: No change – continuing with sanitizing.

Acquisition of PPE Items and Cleaning /Sanitizing Equipment: No changes

Building & Grounds-Andy Albarado

Update on Maintenance of Government Center Facility and Other County Owned Properties: Andy Albarado, Administrative Coordinator, provided updates that included the following:

Approval of Payment of Invoices: *Motion by Biller with second by Hraban to approve the payment of invoices. Motion carried.*

2020 Budget Projections: Budgets reviewed. Albarado stated that most budgets are under budget.

Jail Fixture Replacement Update: No replacement yet. Stainless steel fixtures still on order.

Equipment Purchase: None

Fairgrounds and Trails End Update on Maintenance: Andy stated there are plans to go through ball fields to assess drainage. The grandstand and S/y building drains towards the baseball fields and empties into the T-Ball fields. Little League has put money into fields and requesting county also assist with maintenance. Will lose a field with the hospital purchase so there will be more use of our fields. Will be compiling a list of things that need to be done at fairgrounds so things are in place and a list of items that could be done for a 4-H/fair work day. Will be having Departments submit Capital Improvement plans for 5 years for general maintenance greater than \$5000 and a life expectancy for 3 years or more.

New tables and cart for S/Y Center: Tables in Maple Crest room are very heavy and many are in disrepair. Charmaine presented price from Menards for a 8' commercial table for \$89.98 and a cart that holds up to 12 tables for \$279.99. Old tables will be put on auction or kept under grandstand for use. Will received a 11% rebate on items. *Motion by Biller with second by Hraban to purchase 12 tables and one cart up to \$1400 out of 100-74 budget. Motion carried.*

Auction: County is accruing a lot of items. Having maintenance bring items to Gates and put it lots which will be put on WI Surplus Auction site by April 1st. *Motion by Biller with second by Rathsack to approve auction and have revenue generated go to the Equipment Fund unless the auctioned item was purchased with grant money. Motion carried.*

Recycling-Charmaine Riddle

Coordinator Report Including Update on Outreach, Violations, & Sites

Report: Compiled report to County Board and still no contamination fees.

Economic Development-Andy Albarado

Update on County Properties/Economic Activities/Construction Projects-Consideration/Approval of Change Orders

Joint Management Actions: Will be having another Joint Management meeting for some small business leases. Reported on current leases and other potential opportunities. Will be having business retention visits to see how things are going, future plans and hiring, and building/property issues. Will look at ADF roof this year as it is showing its age.

Update on Library: there are some ongoing issues including water behind efface that's running behind the walls on north and south side, HVAC issue mainly downstairs that's not moving enough air through the building. Ayres Associates recommended to put overhangs on north and south side of outside of library, redo efface and redo damaged mason work. Cost will be \$220,000 but also include replacement of floor downstairs and damaged sheet rock. Humidity issue in lower level. Will have someone locally add additional duct work to current air handler. Chiller unit needs to be replaced and put a control switch on the exhaust fan to balance air in building. Prebid estimate including contingency and HVAC is \$300,000. Proposal also includes tearing down of old Methodist church. City will pay demolition expenses out of TIF funds. Expense will be subtracted out of \$300,000 and County and City will split the rest. Will bring proposal to Finance and County Board.

Airport-Andy Albarado

Update on Airport Operations, Usage, Hangers, Land Leases and Fuel-Hanger Construction Update:

Update: Obstructions are growing into flight path. Will meet with consultant regarding easement.

BOA/FAA Funded Projects-Update: None

COVID-19 CARES Act Funding: None

Insurance/County Cars-Kitzie Winters

Review of Insurance Claims and County Car Usage

Claims Report: Work comp claim from last year with continuing medical issues.

County Vehicle Fleet(s): Will report on county car usage next month. Moved once vehicle from Sheriff that still needs decals and Forestry has their vehicles. Rusk County will be part of a pilot program for assets. Department Heads will assign asset locations and can upload pics. Will roll out with appraisal. Discussed coverage issues with Forestry pavilion damage.

IT-Jim Bugbee

Updates on Computers, Programs, Services and County Dept.'s Computer/Software Equipment Requests/IT – Bugbee stated WIFI upgrade is done including firewall and umbrella. Need to do more training with HBS. We received an extension for security risk assessment which will be assigned shortly. Discussed issues with Clerk's office phone being too busy and ability to send calls somewhere else. *Motion by Hanson with second by Hraban to add phone tree to Clerk's Office. Motion carried.* Andy would like Microsoft Teams to replace Blue Jeans. Leadership can make a team and have an internal bulletin board/website. Cost for Teams is \$2,310 which would be considered a COVID expense. *Motion by Biller with second by Hanson to approve Microsoft Teams with \$2,310 to come out of 100-76-52110-240 IT Insurance Claims budget. Motion carried.* Once Teams is set up the Blue Jeans bill can go back to Sheriff's Dept.

WIFI Project, Bandwidth, Hotspot: Bugbee said we have 200 Mbps for upload and download. Showed reports of usage including Zoom Room and also times where Judge had issues which show low bandwidth usage. DA has a mifi which after 40G it may slow down to 2G. If she is in her office and has laptop docked she is connected to the DA's State internet connection. If she is plugged into the County network she has full access to our network.

Motion by Biller with second by Hanson to adjourn. Meeting adjourned at 10:21 a.m.

Next meeting: April 9th, 2021 at 8:30 a.m.

Minutes prepared by: Charmaine Riddle, Administrative Assistant/Coordinator