

# RUSK COUNTY PROPERTY COMMITTEE MINUTES

April 9, 2021

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

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

**Appearances by:** Sheriff Wallace

Meeting called to order by Hauser at 8:33 a.m.

*Motion by Rathsack with second by Hanson to approve the minutes from the March 12<sup>th</sup>, 2021 Property meeting. Motion carried.*

## **Sheriff**

**Jail Assessment:** Sheriff Wallace stated he would be bring the jail assessment back to Committee and will bring a resolution to County Board to have an Ad Hoc Committee. Discussed differences between a master plan which would include most county buildings or a jail study. Cost was \$25-\$35,000 for a jail study or \$80-\$100,000 for a master plan.

## **Circuit Court**

**Replacement of Courtroom Polycom:** Jim reported that he met with the Judge to determine what his needs were and has an appointment with Jason from Audio Architects to get a quote.

## **COVID-19**

**Update on Facilities/Operations:** Still sanitizing, shields will remain up, not requiring masks.

**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: Andy requested Capital Improvement Plans from Departments and will put together one for Building & Grounds properties.

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

**Jail Fixture Replacement Update:** Fixture is in, installing Monday.

**Equipment Purchase:** None

**Fairgrounds and Trails End Update on Maintenance:** Andy said the water was turned on at Trail's End and will be turned on the end of the month at the fairgrounds or early May. Charmaine stated that Trail's End has a new logo, drafted an ordinance for camp and will be having a Neighborhood Picnic on April 24 to talk with neighbors about the ordinance and upcoming trail maintenance. She gave a tour of the fairgrounds to the Dodge County Kennel Club that will be having a large dog show the week after the fair. They will be using the entire fairgrounds. Terry DuSell has been asking if the bulk tank in the milk house could get replaced with a larger tank as long as there was no cost to the County. The dairy that picks up the milk is from farther away and would like to limit trips to pick up the milk during the fair. *Motion by Rathsack with second by Hanson to allow the Jr Fair board to make the decision whether to replace the bulk tank or not. Motion carried.* There are several stumps and Trail's End and the Fairgrounds that need to be ground down. Getting some quotes on whether to rent equipment or have someone grind them. Would like the stumps ground at Trail's End before the picnic. Requesting permission to get Chair's approval once we get the quotes. *Motion to give Chair Hauser approval once receive quotes. Motion carried.* The Jr Fair wanted to remind the Committee that last year they approved a portion of the white fence to be taken out and replaced with a guard rail and chain link fence. That will happen this summer. Also requesting permission for Mary Barnes' cattle trailer to be placed in the west parking lot during the fair to help promote the rodeo.

**Auction:** Have over 70 lots on auction that will close in another week. Already over \$2,300 in bids. Charmaine would like to try and sell some of the items on Ebay that don't get bids on them and send pictures of items to Dept. Heads in case they could use any of the items.

**Church Demolition and Asbestos Removal:** Andy stated there is an ad out for bids for asbestos removal. Having bids open at Finance next week. Two came to look at it already. Only 4 companies that do it in the area.

## **Recycling-Charmaine Riddle**

*Coordinator Report Including Update on Outreach, Violations, & Sites*

**Report:** Charmaine attended a webinar on electronics recycling and explained the E-Cycle program and updates for Universal Waste. The poster for the 9 county HHW dates is ready and local poster should be ready soon. Still working on sharps disposal from last year and depending on the cost, this may be the last year for collection. Recommended to see if Prevea could help. Reported on some current recycling violations in the County and problem with drop off site and possible need for additional pickups.

**Set Tire Recycling Rates:** Bee Line Tire Recycling is willing to pick up tires again this year but rate increased to \$275/ton which is \$50 more per ton than last year. Discussed individual tire prices and price per ton in order to cover disposal and advertising. *Motion by Hanson with second by Rathsack to increase individual tire prices by \$1 and to charge \$300 per ton. Motion carried.*

**2020 Recycling Report:** Charmaine gave an overview of the report that is due by April 30. Still waiting on some collection totals. We meet the per capita collection standard. *Motion by Hraban with second by Hanson to approve the report and to submit once complete. Motion carried.*

### **Economic Development-Andy Albarado**

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

Received a letter stating that the City, County and Ladysmith Federal are the responsible parties for the 8 trailers from the 5R federal court case and they want to know how the trailers and contents are being managed, where and how they will be disposed of and a timeline. Andy will check to see who is legally responsible.

**Joint Management Actions:** Planning another Joint Management meeting next week to discuss library, demolition of church, small leases for industrial buildings.

Update on Library: No update

**Brookshire Co. Listing Agreement Extension:** They are a commercial real estate broker in the Twin Cities and we had a listing agreement with them for the Conwed building. Would like to extend for another 6 months. *Motion by Hraban with second by Hanson to approve agreement extension. Motion carried.*

### **Airport-Andy Albarado**

*Update on Airport Operations, Usage, Hangers, Land Leases and Fuel-Hanger Construction Update:* Fly-In was moved to last weekend of August.

**Update:** Met with \_\_\_\_\_Aeronautics and went over airport report card.

**BOA/FAA Funded Projects-Update:** Snow removal equipment by next winter, reimbursement to update fuel system to Cloud as it's no longer on a modem. Need to update 6-year plan so we can petition for new projects. Current AWOS is 15 years old and has a salometer. It's 15 years old so replace instead. AWOS11 doesn't have a salometer.

**COVID-19 CARES Act Funding:** Having Charmaine help with bills so can track down COVID money to claim.

### **Insurance/County Cars-Kitzie Winters**

*Review of Insurance Claims and County Car Usage:* Kitzie received a verbal request insure Rusk County Transit. Discussed potential liability. Kitzie completed the cost of mowing for 2020. Cost of labor for summer help is \$18.21/hr and \$20.19 for Maintenance crew. Only included wages, FICA and WC.

**Claims Report:** Work comp claim from last year with continuing medical issues – liability is still there. Meal site employee was burned a 3<sup>rd</sup> time.

**County Vehicle Fleet(s):** Kitzie presented a new reporting mechanism to show the County Car fleet and Sheriff's Dept. vehicles. Currently at a loss. Travel is starting to increase. Charmaine questioned where the revenue from the meal site vehicles sold on auction should go. It should go back to Trust Fund.

### **IT-Jim Bugbee**

*Updates on Computers, Programs, Services and County Dept.'s Computer/Software Equipment Requests/IT* – Jim presented his Capital Improvement plan for 2021 which shows past projects back to 2019 and future projects to 2025.

**WIFI Upgrade Project – Approve additional expense:** Initial cost was approved at \$18,000. He came back the following month requesting an additional \$11,000 but it is not in the minutes. Need approval for \$11,081.33. *Motion by Hraban with second by Hanson to approve additional expense of \$11,081.33 to come out of Capital Project Fund. Motion carried.*

**Sheriff Cellbrite Tower Build:** Sheriff needs a new computer to make a forensic copy of phones. Cost is under \$2000. *Motion by Hraban with second by Rathsack to approve the purchase up to \$2000 for new tower with funds coming out of the Sheriff's Dept. Motion carried.*

Motion by Rathsack to adjourn. Meeting adjourned at 11:00 a.m.

Next meeting: May 14, 2021 at 8:30 a.m.

Minutes prepared by: Charmaine Riddle, Administrative Assistant/Coordinator