

# **RUSK COUNTY JOINT MANAGEMENT COMMITTEE**

**April 25, 2024**

---

Location: Rusk County Government Center – LEC Board Room

Committee Present: J. Kenyon, A. Christianson Sr., B. Coggins and J. Biller.

County/City Staff Present: C. Meyer, J. Wilk, A. Heath, C. Swearing and A. Christianson Jr

Others Present: J. Kalepp, M. Reynolds and E. Webster

**CALL TO ORDER** by Chair Christianson at 1:00 p.m.

## **ELECTION OF CHAIRMAN**

Chairman Christianson called for nomination for Joint Management Chair, County member

Biller nominated Coggins for Chairman of Joint Management.

Christianson called for any other nominations.

*Motion by Biller, seconded by Kenyon to close nominations and cast a unanimous ballot for Coggins for Chair. Motion carried.*

## **ELECTION OF VICE-CHAIRMAN**

Chairman Coggins called for nomination for Joint Management Vice-Chair, City member

Kenyon nominated Christianson for Vice-Chairman of Joint Management.

Coggins called for any other nominations.

*Motion by Biller, seconded by Kenyon to close nominations and cast a unanimous ballot for Christianson for Vice-Chair.*

*Motion carried.*

**APPROVAL OF MINUTES** – March 21, 2024 Minutes

*Motion by Kenyon, seconded by Christianson to approve the March 21, 2024 minutes as presented. Motion carried.*

## **BUILDING/MAINTENANCE ISSUES/DISCUSSION AND POSSIBLE MOTION:** **FACILITY MANAGERS REPORT**

Joint Management facility report including update on installation of snow and ice guards

Gary gave a report on all maintenance done on Joint Management Buildings and will follow up on the lower level window at the Library.

## **ANIMAL SHELTER**

Addition to the Animal Shelter - No Report

Compliance issues

Gary Shilts, Facility Manager gave a quote to replace the door or put a door bell outside to be ADA

Compliant.

## **LIBRARY**

Lower window replacement

Discussion on Lechleiter repairing the window in the lower level at the Library, the Facility Manager will follow up with the replacement.

## **FINANCIAL REPORT**

Year to Date Expenses/Revenues

J. Wilk, Finance Director gave an Expenses/Revenues year to date. Discussion held on what area the budget reflects for the business is renting.

## **ENTERPRISE CENTER**

Tenant concerns – Issues with parking on the sides of the building and semi is in litigation.

### **FRITZ AVENUE PLANT**

HVAC replacement/rehabilitation work – M. Reynolds gave an overview and split out the Fritz Avenue Plant into sections for rental units so tenants can pay the utility cost.

Update removal of abandoned or unused utility conduit/pipeline – M. Reynolds gave a report on Verdegan Plumbing removing and replacing conduit and pipe to supply water.

### **ADF PLANT**

Paving Update – The Facility Manager gave an update on the paving around the loading dock area.

**JEZ RD. BUILDING/501 DOUGHTY RD W UPDATE** – City has a contract with Aries Associates to put the building together.

### **GATES AVENUE MFS. PLANT**

Approval of O’Keefe Short Term Lease – Discussion held.

*Motion by Kenyon, seconded by Biller to approve the O’Keefe short term lease for additional one month for 3,000 sq. ft. for \$500.00 per month and \$200.00 for utilities. Motion carried.*

### **JOINT MANAGEMENT AGREEMENT**

Review proposed JMC Agreement – Christianson handed out 2 documents, We don’t know what we don’t know and Joint Management Committee then and now and suggest entering into a new agreement between the County and the City.

Jointly Operated Building – Maintenance oversight – The Committee would like the Visitors Center, Library and Animal Shelter Committee oversight to oversee the maintenance on each building.

### **SET DATE FOR THE NEXT JMC MEETING**

*Motion by Christianson, seconded by Kenyon to have Joint Management meetings the last Thursday of the month at 3:00 p.m. Motion carried.*

### **ADJOURNMENT**

*Motion by Biller, seconded by Kenyon to adjourn at 2:10 p.m. Motion carried.*