

RUSK COUNTY PROPERTY COMMITTEE MINUTES

AUGUST 4, 2023

8:30 A.M.

Present: Alan Rathsack, Jerry Biller, Phil Unterschuetz and Terry Wedwick. Absent – Tony Hauser.

Staff Present: J. Buchholz-Jones, A. Heath, J. Wilk, G. Shilts, C. Riddle, P. Grassmann and J. Murray.

Others Present: E. Webster

Call to Order

Meeting called to order by Vice-Chair Biller at 8:30 a.m.

Approval of Minutes

Motion by P. Unterschuetz, seconded by Wedwick to approve the July 7, 2023 minutes. Motion carried.

DISCUSSION AND POSSIBLE MOTION

Recycling, Fairground and Trails End Report- Charmaine Riddle

Trails End Report – No Report

Fairground Report – Charmaine gave an update on projects happening at fairgrounds.

Aluminum Seating for grandstands

Gary Shilts, Facility Manager is requesting to use the left-over funds of \$40,000.00 for aluminum seating for the grandstands.

Motion by P. Unterschuetz, seconded by Rathsack to put out an RFP for up to \$40,000.00 for aluminum seating for grandstands. Motion carried.

Grandstand repair update

Work is being done currently and will stop during the Rusk County Fair and continue after the fair to get the remainder of the work done to the grandstands.

BUILDING & GROUNDS – Facility Manager Update on Maintenance of Government Center Facility and Other County Owned Properties

Hospital Demo/Asbestos RFP update

Marty Reynold spoke about the Department of Administration – Veterans Administration is looking for a facility for homeless veterans with 48 beds.

Courthouse ROD/Clerks bulletproof security window installation/Room construction & modification RFP update.

Postponed until Jail study is done.

Army tank Ins. Value – Gary is looking for feedback for value on the Army Tank on the Fairgrounds property.

Motion by Biller, seconded by Rathsack to keep the value at the current insurance rate at \$7,100.00. Motion rescinded.

Motion by P. Unterschuetz, seconded by Rathsack to remove the Army Tank from the Insurance policy and keep Liability only. Motion carried.

On-Call maintenance Policy – Gary is requesting to keep the on-call maintenance policy as done in the past, the current policy was read from the Personnel Handbook. The Policy will be written up for next month's meeting.

Budgeting/Need to start being proactive instead of reactive on all buildings HVAC, pumps, power.

Committee would like a priority list of things that need to be fixed and or repaired.

Approve budgeting/creating airport director/ Old Hospital Contact/Manager

Gary would like to have consideration to create an Airport Director and pass it onto Personnel. Hospital Contact/Project Manager should also be considered.

Motion by P. Unterschuetz, seconded by Wedwick to approve the Hospital Project Manager and forward to Personnel. Motion carried.

ANIMAL SHELTER

Approval of Contracting with Architect for Shelter Addition

Terry Wedwick, Animal Shelter Chairman is requesting approval of contracting with Architect for Animal Shelter Addition. Contract will be taken back to the Animal Control Committee.

ADMINISTRATIVE COORDINATOR – UPDATE

Approve Xcel Energy Lease Extension at Tony Railyard Site

The request to extend the lease to Xcel Energy at the Tony Railyard Site.

Motion by Wedwick, seconded by P. Unterschuetz to approve the Xcel Energy Lease for 1 year at the Tony Railyard Site for \$44,000.00 per year. Motion carried.

Approve District Attorney's Office Expansion into Old Finance Office

Minutes by C. Meyer, Rusk County Clerk

The District Attorney is requesting to move into the Old Finance office.

Motion by Rathsack, seconded by Wedwick to approve the District Attorney's Office to move into the old Finance Office. Motion carried.

SHERIFF

Radio Tower Upgrade Project Timeline and Funding

Jail Captain Murray is requesting to upgrade the radio tower for the Sheriff's Department, Administration will meet next Thursday to discuss options and solutions.

2024 Squad Bids

Chief Deputy Grassmann is requesting bids for 2024 squads and has requested bids which are not available from the manufacturer.

Motion by P. Unterschuetz to go into a 7-year rotation and buy 2 new squads for 2024. Motion died from lack of a second.

AIRPORT

FuelMaster system update

Still waiting for installation should be installed within the next 2 to 3 months.

Land Acquisition BOA in progress

In the progress of acquiring land for the airport.

INSURANCE/COUNTY CARS

Review of Insurance Claims and County Car Usage – Jaimie Wilk, Finance Director gave a report on Insurance Claims and Car usage.

Approval to Sell B61 2018 Ford Explorer #9134

Motion by Rathsack, seconded by Wedwick to sell the B61 2018 Ford Explorer #9134. Motion carried.

Insurance update. – An update was given.

IT – GARY SHILTS

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

Out of County Travel

Motion by Rathsack, seconded by P. Unterschuetz to approve Neil and Walt from IT to attend Command Central Election Programming out of County Travel. Motion carried.

Approve Fiber Installation for Server project

Jim Bugbee, IT is requesting to approve an additional \$42,000.00 for fiber installation for the server project.

Motion by Wedwick, seconded by P. Unterschuetz to approve the additional \$42,000.00 for fiber installation for the server project and forward to Finance. Motion carried.

Approve contractor for fiber installation – Has checked with three different contractors.

Approve IT Dept. Head to move back to the Director – Gary Shilts, Facility Manager is requesting to move the Director position back to Jim Bugbee. It's the Committee consensus that job descriptions would have to be presented and approved and forwarded onto Personnel.

Motion by Rathsack seconded by Wedwick to enter into Closed Session at 10:51 a.m. All responded yes.

CLOSED SESSION announced by the Property Chair

Discussion of personnel issue pursuant to: Wis. Stat § 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

OPEN SESSION – at 11:29 a.m.

APPROVAL OF BILLS

Motion by Biller, second by Wedwick to approve the AP Report as presented. Motion carried.

TOUR OF FAIRGROUNDS IMPROVEMENTS AND PROJECTS

Next meeting will be September 15, 2023 in the LEC at 8:30 a.m.

Adjourn

Motion by Biller, seconded by Wedwick to adjourn at 11:31 a.m. Motion carried.