

RUSK COUNTY PROPERTY COMMITTEE MINUTES

December 11th, 2020

Present: Tony Hauser, Tom Hanson, Alan Rathsack, Mike Hraban, Abbigail Knoll. Biller in at 8:37 a.m.

Others Present: Andy Albarado, Charmaine Riddle, Loren Beebe, Jim Bugbee, Jeremy Koslowski, Phil Grassmann.

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

Motion by Rathsack, second by Hraban to approve the minutes from the November 13th, 2020 Property meetings. Motion carried.

Forestry

ATV Purchase: Jeremy Koslowski, Forestry Administrator, informed the committee that they had received 2 bids for a new ATV at this point. Committee discussion on price and what budget the ATV purchase will come out of. Koslowski noted that the equipment line budget of \$7,500 that has not been used and that he is looking at about \$6,000. Motion by Hraban, second Rathsack to approve the ATV forestry equipment line 811 budget. Motion carried.

COVID-19

Update on Facilities/Operations: Andy Albarado, Administrative Coordinator, stated that the facilities are still running the same as last month's update.

Acquisition of PPE Items and Cleaning /Sanitizing Equipment: Albarado stated that the new sanitation equipment is working well and is not leaving behind residue.

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, second by Hraban to approve the payment of invoices. Motion carried.

2020 Budget Projections: Budgets reviewed. Albarado stated that the budgets are looking good for end of the year.

Jail Hot Water Heater Replacement: Albarado stated that the project will start Monday and that the courthouse will be out of hot water for about one day. Albarado also stated that the project should take a total of 2 days to complete. Motion by Biller, second by Hraban to approve the purchase of the increased size of boiler to 199,000 btu for a cost of \$12,405 and to have the expenses be split 50% out of the canteen fund and the other 50% comes out of the Courthouse maintenance funds. Motion carried.

Jail Fixture Replacement: Motion by Hraban, second by Hanson to approve the purchase of the acorn combination sink/toilet fixture in the amount of \$5,250 from Badger State Plumbing and to have the money come from the Jail Maintenance budget. Motion carried

Equipment Purchase: Albarado stated that there are a few items they are watching on the online auction site that includes grabble bucket attachment, and portable light sets if price is right on them. Also purchase of a snowblower from a private party for \$600. Motion by Rathsack, second by Hanson to give Andy permission to purchase the snow blower, grabble bucket attachment, and portable lights on the online auction site. Motion carried.

County Room Booking Policy: Discussion on possibly doing a policy. Charmaine will write up policy and bring it to January meeting.

Cleaning Air Handlers/Ducts: \$985 per air handler and there are 9 of them. Motion by Hraban, second by Rathsack to contract with Ken Heart to clean the 9 ducts at \$985 apiece and not to exceed \$10,000 in total and to have the money come out of the maintenance budget. Motion carried.

Fairgrounds and Trails End Update on Maintenance:

- **Trail's End Camp Statement of Understanding:** Charmaine went over changes with the committee. Motion by Biller, second by Rathsack to approve the updated Trail's End Camp Statement of Understanding. Motion carried.

Recycling-Charmaine Riddle

Coordinator Report Including Update on Outreach, Violations, & Sites

Report: Charmaine Riddle, Recycling Coordinator, provided updates that included a few site issues and recap of clean sweep event. Riddle stated that is has been 2 months with no contamination fees.

Economic Development-Andy Albarado

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

Update: Albarado informed the committee that there will be a showing the Conwed building and that a company came in and looked at the Norse building.

Joint Management Actions: Albarado stated that there will need to be a meeting to address some of the issues out at the library.

Airport-Andy Albarado

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

Update: None

BOA/FAA Funded Projects-Update: None

COVID-19 CARES Act Funding: None

Hunting on Airport Property: Game Warden called, someone shot a deer on the airport near runway. Discussion on airport policies, and leased land. Will allow those leasing airport property to post land.

Insurance/County Cars

Review of Insurance Claims and County Car Usage

Claims Report: Kitzie Winters, Finance Director, provided updates that included; one employee fell on ice and hit their head, doing ok. Car utilization is down.

Management of County Vehicle Fleet(s): Spreadsheet provided to show usage/cost breakdowns. Motion by Biller, second by Rathsack to move the squad cars into the county fleet starting 1-1-2021. Motion carried.

Squad Cars 2021: Motion by Biller, second by Hanson to approve the 5-year rotation and to forward it to the Finance Committee and to the County Board. Motion carried.

Motion by Biller, second by Hraban to allow Phil to purchase the 3 squad cars in the amount to not exceed \$160,000 contingent to the approval by the Finance and County Board. Motion carried.

IT

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

IT Report: Nothing to report.

CLOSED SESSION announced by Chair

Consider sale of County owned property.

19.85 (1) e - (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

Motion by Hanson, second by Rathsack to enter closed session.

Roll call – Voting yes: Hraban, Biller, Rathsack, Hanson, Hauser.

Closed session at 11:20 a.m.

Open session at 11:30 a.m.

Motion by Rathsack, second by Hraban to adjourn. Adjourned at 11:31 a.m.

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