

# RUSK COUNTY PROPERTY COMMITTEE MINUTES

JULY 7, 2023

8:30 A.M.

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**Present:** Tony Hauser, Jerry Biller, Phil Unterschuetz and Terry Wedwick. Absent - Alan Rath sack.

**Staff Present:** J. Buchholz-Jones, A. Heath, J. Wilk, J. Runstrom, S. Jones and J. Wallace.

**Others Present:** E. Webster and J. Wiles

## Call to Order

Meeting called to order by Chair Hauser at 8:32 a.m.

## Approval of Minutes

*Motion by Biller, seconded by Wedwick to approve the June 9, 2023 minutes. Motion carried.*

## DISCUSSION AND POSSIBLE MOTION

### Recycling, Fairground and Trails End Report- Charmaine Riddle

A report on recycling, fairgrounds and trails-end was handed out from Charmaine who could not attend the meeting.

### Trails End Report

Swinging bridge inspection report – Discussion held on price to repair the swing bridge at trails end. Committee consensus to table and leave as is.

*Motion by Biller, seconded by P. Unterschuetz to postpone the repairs indefinitely and restrict to limited use and restricted to walking only as suggested by Larry Gotham P.E. of Morgan and Parmley. Motion carried.*

### Reconsider Funding for Stove at Trails End

*Motion by P. Unterschuetz, seconded by Biller to forward the stove to finance committee to see what other capital improvement projects they will have for 2023. Motion carried.*

## Fairground Report

Bathrooms State update- Gary was not able to be at the meeting today. He gave a report that the bathrooms should have complete set of plans soon for 2024 bid project.

Winter Storage in Northland Community Club building- Discussion held about leasing the northland community club building for 1 year for storage for items that were stored under the grandstands while they renovate the grandstands.

*Motion by Biller, seconded by P. Unterschuetz to pay them \$100 out of fairgrounds budget for rent, for one-time use for extra storage through winter. Motion carried.*

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

Multipurpose Building aprons with remain funds request – Jon Runstrom spoke about the concrete project in the multipurpose building has \$6,100 remaining. The fair is requesting to use the remaining funds to put on a few aprons on each end of the multipurpose building and a small one by the utility door and purchase 2 sponsor signs to be placed at each end of the building.

*Motion by Biller, seconded by Wedwick to approve 3 aprons and 2 signs for the multipurpose building at the fairgrounds not to exceed the remaining \$6,100. Motion carried.*

Hospital Update- In the Facility Managers report he is doing daily walk throughs and removing items as needed.

Elevator Decommission Approval – The Administrative Coordinator met with TKE company on July 6<sup>th</sup> to decommission the elevators in the hospital. It the Committees consensus to forward to the July County Board Meeting.

Hospital Utilities Shut Off Approval – Discussed the utilities at the hospital.

*Motion by P. Unterschuetz, seconded by Biller to shut off water and sewer at the Hospital. Motion carried.*

RFP Approval to remove asbestos - Discussion held about when RFP Bids on asbestos.

*Motion by P. Unterschuetz, seconded by Biller to put out RFP out as soon as we get the asbestos survey is back and open at the September 8<sup>th</sup> property meeting. Motion carried.*

*Motion by P. Unterschuetz, seconded by Biller to amend the original motion to once asbestos results are back put out a 30-day RFP and if needed have a special County Board Meeting. Motion carried.*

RFP Approval for demolition – Discussion held about when we should have RFP Bids back.

Approval AP Report Payment and Invoices – Report was not complete and will be approved at the August meeting.

Minutes by C. Meyer, Rusk County Clerk

## **ADMINISTRATIVE COORDINATOR – UPDATE**

Approve Sale of Flag Pole at Old Hospital Building – Committee consensus was to postpone and forward to the July County Board Meeting.

Approve Sale of Outdoor Fountain at Old Hospital Building – Committee consensus was to postpone and forward to the July County Board Meeting.

Single Point of Entry/Building Security – Discussion held about all the entries to the building.

Approve Purchase of 4 Security Gates – Ashley Heath, Administrative Coordinator and Sheriff Jeff Wallace spoke about the safety at the Courthouse and what could help keep the night staff safe. Discussed putting up a gate on first floor, second floor and two on third floor that would be locked after normal business hours. Four gates will cost \$1,500, Maintenance department will install them.

*Motion by Biller, seconded by P. Unterschuetz to approve purchasing four gates up to \$1,500 to come out of the courthouse repairs budget. Motion carried.*

## **HIGHWAY**

Approve Install of GPS and Front Facing Cameras in Highway Trucks/Equipment

Discussion held on Highway 25 GPS units and Front Facing Cameras installed in Highway Trucks/Equipment. Discussed getting more units to installed in the Fleet Vehicles after getting feedback from Highway.

Cell phone for the Commissioner

Scott Jones Highway Commissioner is requesting a County Cell Phone per County policy.

*Motion by P. Unterschuetz, seconded by Wedwick to approve getting the highway commissioner a county phone and follow the County policy. Motion carried.*

## **AIRPORT**

Facility Manager, Update on Airport Operations, Usage, Hangers, Land Lease and Fuel – In the Facility Managers report; Hangar Lease #5 – Waiting for signed lease to be returned.

BOA Land Acquisition – The Acquisition is progressing.

## **INSURANCE/COUNTY CARS**

Review of Insurance Claims and County Car Usage-Report provided by Jaimie Wilk. - No update.

Insurance update - No update.

## **IT – GARY SHILTS**

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

Door Swipe Project update – In the Facility Managers report - in progress

Camera System Project update – In the Facility Managers report - in progress

Server/Switches Project update - In the Facility Managers report - in progress

IT Items Salvaged from Hospital – In the Facility Managers report – salvaged six item.

IT Work Hours Adjust as Needed to Minimize Interruptions – Personnel approved on July 6, 2023, no action was taken.

Next meeting will be August 4, 2023 at 8:30 a.m. at the Rusk County Senior Center.

## **Adjourn**

*Motion by Biller, seconded by P. Unterschuetz to adjourn at 10:05 a.m. Motion carried.*