

RUSK COUNTY PROPERTY COMMITTEE MINUTES

JUNE 9, 2023

8:30 A.M.

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

Staff Present: C. Meyer, J. Wilk, J. Runstrom, G. Shilts and J. Bugbee

Others Present: E. Webster

Call to Order

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

Approval of Minutes

Motion by Biller, seconded by Rath sack to approve the May 11 and May 12, 2023 Minutes. Motion carried,

DISCUSSION AND POSSIBLE MOTION

RECYCLING, FAIRGROUND AND TRAILS END REPORT- CHARMAINE RIDDLE

Charmaine gave the Coordinator Report Including Update on Outreach, Violation, & Sites 2022 Recycling Program Accomplishments, Actual Costs and Annual Report.

Trails End Report

Charmaine has requested additional funding to update and replace the Cook Stove that was approved July of 2022 for up to \$5,000.00. She is requesting \$3,000.00 additional funding due to the electronic ignition update.

Motion by P. Unterschuetz, seconded by Biller to approve the additional \$3,000.00 for an upgraded electronic ignition stove out of the 2023 Trails End Budget from Northwest Refrigeration. Motion carried.

Fairground Report

Bathrooms State update- Gary should have a complete set of drawing in the near future.

Grandstands Open Bids are as follows (1 bid): The ARPA funds were approved for \$290,000.00.

Merit Construction from Farmington Minnesota for \$250,527.69 to rehab the Rusk County Grandstands at the Fairgrounds.

Motion by Rath sack, seconded by Biller to approve Merit Construction Bid for \$250,527.69. Motion carried.

B & B Electric Quotes – Add a panel to the mud bog area for \$10,916.00, lighting on the backside of the bleacher for \$2,905.00 by Fairground Budget, timer for the skating rink \$125.00, stage panel \$1,295.00, code violation for \$1,509.00 and on call from 6-5 quote.

Motion by Biller, seconded by Rath sack to approve up to \$3,000.00 from the Fairground budget for B & B Electric quote. Motion carried.

JLO/OLS Booth Repairs request to repair/update each facility for \$2,540.87 for materials and the Fair Board will install the materials.

Motion by Biller, seconded by Wedwick to approve the request to repair/remodel the JLO/OLS booth from the Fairgrounds Budget. Motion carried.

HEALTH & HUMAN SERVIES - Fatal Vision Program Purchase

Jaimie Wilk gave a report on behalf of HHS is giving a report on the Fatal Vision Program Purchase for \$10,408.72 and trailer \$5,300-\$8,000 paid for the OWI surcharge grant money.

Motion by Biller, seconded by Wedwick to approve up to \$6,000.00 for a trailer and \$10,408.72 for the Fatal Vision Program from OWI Grant Funds. Motion carried.

REGISTER OF DEEDS

Mary Berg is requesting a Customer Security Window for \$2,151.80 to install a security window in the wall in the Register of Deeds office. Gary would like to look further into the project.

Motion by Rath sack, seconded by Biller to put an RFP out for quotes for Register of Deeds and County Clerk Security Window. Motion carried.

SHERIFF -Advanced Correctional Healthcare, Inc Contract Renewal, ANCOM Contract – NO REPORT

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

Gary gave an update on all Facility on County owed properties.

Hospital Update – Gary does a daily walk through of the hospital daily and reported a person has a tent on the property.

RFP Approval for asbestos and demolition – Discussion held on approval of RFP.

Motion by Rathsack, seconded by Wedwick to approve the RFP request for asbestos and demolition put out by the Facility Manager and approved by Administrative Coordinator and Corporation Council, due back by August 4, 2023. Motion carried.

Approval AP Report Payment and Invoices – Discussion on approval of report/paid invoices.

Motion by Biller, seconded by P. Unterschuetz to approve the June Ap Report as presented. Motion carried.

Courthouse Air Handler Unit #3 Coil Remove/Replace/Dispose ASAP

Gary is requesting to replace and dispose the Air Handler Unit #3 from Northwest for \$9,766.00.

Motion by Wedwick, seconded by Biller to approve the #3 Coil in the courthouse from the Courthouse Maintenance budget from the most advantages bid. Motion carried.

Jail Plumbing Parts Obsolete/Back Ordered May Need Replumb (Badger)

Gary gave an update on the plumbing in the jail.

ADMINISTRATIVE COORDINATOR – UPDATE

County issued cell phone approval

Motion by Rathsack, seconded by P. Unterschuetz to approve the Administrative Coordinator cell phone. Motion carried.

Jim's Heating – Sheldon – Ground water sampling approval

The DNR is requesting additional testing of the Gas contaminated property for an additional \$500.00.

Motion by Rathsack, seconded by P. Unterschuetz to approve the additional \$500.00 from the same funding source used in the past. Motion carried.

Establish hours for Courthouse doors to be locked

Administrative Coordinator is requesting established hours for the Courthouse doors to be locked.

Motion by Biller, seconded by Wedwick to approve the establish hours for courthouse doors to be open at 7:45 a.m. and locked at 4:30/12:30 p.m. Motion carried.

Hospital Access Policy and Consent Form

The County Insurance was notified to for people or businesses to have access to the Hospital, the procedure was read to the Committee. Discussion held.

Motion by Biller, seconded by Wedwick to approve the Hospital Access Policy with changes. Motion carried.

AIRPORT

Facility Manager, Update on Airport Operations, Usage, Hangers, Land Lease and Fuel – Gary gave a report.

Land Acquisition for runway compliance

Gary would like to get approval of the requested land acquisition for the runway compliance.

Motion by P. Unterschuetz, seconded by Biller to proceed with land acquisition for the airport runway easement for runway compliance. Motion carried.

June 24th Pancake Fly-in Brunch

Gary is going to bring tables and chairs from Tony Daze to the airport for the Fly-In and requested permission to have Tom Hall bring an ambulance out to the airport for the event. Consensus of the committee is to allow the request for the ambulance.

Hangar Lease #5

Previous tenant has vacated the hangar and a request from Grant Thayer to rent the hanger at a discounted rate because he does not want heat. Consensus of the committee is not to allow a discount on the hangar rates.

Remove/Replace 2 broken tempered glass windows terminal

Two windows were broken during weed eating procedures. Lowest quote to fix the windows was \$1,562.70 from Indianhead Glass.

Motion by Biller, seconded by Rathsack to replace the two windows at the airport for a cost not to exceed \$1,562.70. Motion carried.

Repair Papi Lights on Runway

No action needed or taken.

Fuel Master Upgrade

New system upgrade is available and can be installed within 6-8 weeks of signing contract.

Motion by Biller, seconded by P. Unterschuetz to approve increased amount of \$17,572.98 for Fuel Master Cloud System upgrade. Motion carried.

INSURANCE/COUNTY CARS

Review of Insurance Claims and County Car Usage-Report provided by Jaimie Wilk.

Insurance update. -Report provided by Jaimie Wilk. Consensus of committee to have Gary Shilts, Facilities Manager coordinate access to all County buildings for insurance appraisal.

IT – GARY SHILTS IT Report- Updates on Computers, Programs, Services and County Dept’s Computer/Software

Door Swipe Project update – Updated provided by Gary Shilts and Jim Bugbee – this project will start in June 2023.

Camera System Project update – Update provided by Jim Bugbee.

Server/Switches Project update - Updated provided by Jim Bugbee.

IT Items Salvaged from Hospital – Update provided by Jim Bugbee that IT has been salvaging as much equipment as possible from the old hospital building.

IT Work Hours Adjust as Needed to Minimize Interruptions – Gary Shilts is asking for flexibility of staff hours for needs of completing IT projects outside of normal working hours to minimize interruptions. Discussion held.

Motion by Biller, seconded by Rathstack to forward the request for IT work hours adjust as needed to minimize interruptions to the July Personnel Committee. Motion carried.

Next meeting will be July 14, 2023 at the Airport.

Adjourn

Motion by Biller, seconded by Hauser to adjourn at 11:19 a.m. Motion carried.