

# **RUSK COUNTY PROPERTY COMMITTEE MINUTES**

**MAY 10, 2024**

**8:30 A.M.**

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**Present:** Jerry Biller, Terry Wedwick, Tom Hanson, John Kalepp.

**Staff Present:** C. Meyer, J. Wilk, A. Heath, G. Shilts, C. Riddle, T. Cudo, K. Englehart, Sheriff Wallace, Chief of Police Julian, and J. Kahl.

**Others Present:** J. Wiles, E. Webster, J. Robinson, E. Mikunda

## **Call to Order**

Meeting called to order by Vice Chair Biller at 8:35 a.m.

## **ELECTION OF CHAIR**

Vice Chair Biller called for nominations for Property Chairman.

Hanson nominated Kalepp for the Property Chairman.

Biller called for additional nominations three times.

*Motion by Wedwick, seconded by Biller to close nominations and cast a unanimous ballot for Kalepp as Chair. Motion carried.*

## **ELECTION OF VICE-CHAIR**

Kalepp called for nominations for Property Vice-Chairman.

Hanson nominated Biller for Property Vice-Chairman.

Kalepp called for additional nominations three times.

*Motion by Hanson, seconded by Wedwick to close nominations and cast a unanimous ballot for Biller as Vice-Chair. Motion carried.*

## **Approval of Minutes – April 12, 2024**

*Motion by Biller, seconded by Hanson to approve the April 12, 2024 minutes. Motion carried.*

## **DISCUSSION AND POSSIBLE MOTION**

### **RECYCLING, FAIRGROUND AND TRAIL'S END REPORT**

Coordinator Riddle gave a Report Including Update on Outreach, Violation & Sites

#### **Trail's End Report**

James Kahl gave a report on the Trails End Campground and the 2025-2029 capital improvement projects.

#### **Fairground Report**

##### **Fairground Update**

C. Riddle gave an update on the Fairgrounds to the grandstands, flagpole for the museum, log building, gravel, score board, building updates by the Fair Board and East Wing.

##### **Ballfield Facilities – Summer Youth League**

Summer Youth League has 17 teams in the league and is requesting improvements to the fields.

##### **Capital Improvement Project Requests**

G. Shilts gave a 2025-2029 Capital Improvement Project Request.

##### **Request to Send Out RFP for North Bathrooms**

G. Shilts is requesting to send out RFP for North Bathrooms at the Fairgrounds to build in the spring of 2025.

*Motion by Biller, seconded by Hanson to approve the RFP for North Bathrooms and recommend to Finance the funds not covered by LTCF - \$64,000.00 for the project come out of the General Fund. Motion carried.*

### **ADMINISTRATIVE COORDINATOR**

#### **Future Use of 1201 Lake Ave Ladysmith Property**

A. Heath is requesting the future use of 1201 Lake Ave property.

*Motion by Biller, seconded by Hanson to send to Finance to approve the value of the property – 1201 Lake Avenue and send out the RFP. Biller rescinded the motion.*

## Relocation of Administration and Human Resources Offices

A. Heath is requesting to relocate the Administration and Human Resources Office. Committee is recommending that Chair Kalepp look into the move and bring it back to the June meeting.

## **SHERIFF, JAIL & POLICE DEPARTMENT**

### Sale of Old Enclosed Trailer

Sheriff Wallace is requesting to sell the old enclosed trailer at auction.

*Motion by Biller, seconded by Hanson to sell the old enclosed trailer at auction. Motion carried.*

### Lease Agreement with Ladysmith Police Department/Reception

A. Heath gave an overview of the Reception and Lease Agreement with Ladysmith Police Department and would like direction to update the lease. The Committee is recommending that the Administrative Coordinator work with the Chief of Police Julian and bring an agreement back to the June meeting.

### Approval of Window Tint on Dispatch Window

Sheriff Wallace is requesting approval for window tint on the Dispatch window.

*Motion by Wedwick, seconded by Hanson to approve the window tint on Dispatch window for \$1,849.50 from a Enbridge donation. Motion carried.*

## **BUILDING & GROUNDS**

County Facilities Report – Gary Shilts, Facility Manager gave an update on the County Facilities including updates on Government Center, Old Hospital and Clinic.

### Skid Steer – Repair or Replace

The Facility Manager is requesting to repair or replace the skid steer in the Maintenance Department.

*Motion by Biller, seconded by Hanson to repair the skid steer for the Maintenance Department from the Maintenance Budget. Motion carried.*

### Internet at Senior/Youth Center

C. Riddle is requesting internet at the Senior/Youth Center. Discussion held on the options.

*Motion by Biller, seconded by Hanson to approve internet at the Senior/Youth Center from Public Health ARPA Funds. Motion carried.*

### Request to Increase Building & Grounds Property Approval Requirement to \$2,500

The Facility Manager is requesting to increase the Building & Grounds Property Approval Requirement to \$2,500. Discussion held.

*Motion by Hanson, seconded by Biller to recommend to increase building and Grounds Property Approval requirement from \$1,500.00 to \$2,500.00 and forward to Finance for approval. Motion carried.*

### Capital Improvement Project Requests

G. Shilts gave a 2025-2029 Capital Improvement Project Request.

## **AIRPORT**

Airport Report – The Facility Manager gave an update on the Airport including updates on Runways, Fuel, and Leases.

### Septic Repair

G. Shilts is requesting to approve the septic repair.

*Motion by Hanson, seconded by Kalepp to approve hiring a septic repair camera Company to find the leak in the tank at the airport. Motion carried.*

### Approval for Emergency Lighting Repair

*Motion by Biller, seconded by Hanson to approve \$3,129.60 for the Emergency Lighting Repair. Motion carried.*

### Approval for Airport use Pancake Fly-In Brunch – June 22<sup>nd</sup>, 2024 and EAA Young Eagles Event – June 29<sup>th</sup>, 2024

*Motion by Biller, seconded by Hanson to approve the Pancake Fly-In Brunch – June 22<sup>nd</sup>, 2024 and EAA Young Eagles Event – June 29<sup>th</sup>, 2024. Motion carried.*

**INSURANCE/COUNTY CARS**

Review of Insurance Claims and County Car Usage

Jaimie gave a report on claims and County car usage.

**IT**

IT Director Report updates

The IT Director gave a report and updates for IT.

Credit Card Invoice Entry Policy and Compliance

J. Wilk gave a report on Credit Card Invoice Entry Policy and Compliance to the oversight for the Department. Discussion held.

**APPROVE AP REPORT – BILLS**

*Motion by Biller, seconded by Hanson to approve bills as presented. Motion carried.*

Next meeting will be June 7, 2024 in the LEC at 8:00 a.m.

**Adjourn** – *Motion by Biller, seconded by Hanson to adjourn at 11:04 a.m. Motion carried.*