



RUSK COUNTY JOINT MANAGEMENT

May 22, 2025
3:00 P.M.

AGENDA

LOCATION: RUSK COUNTY GOVERNMENT CENTER LEC BOARD ROOM

Notice: Committee Members – J. Biller, B. Coggins, R. Freeman, Mayor B. Grotzinger, J. Kenyon and A. Christianson LDIC

Staff: A. Christianson, A. Heath and C. Meyer.

MEETING WILL BE ACCESSIBLE BY VIDEO CONFERENCE

To link with your computer video and/or audio: [Join the meeting now](#)

1. **CALL TO ORDER**
2. **PUBLIC COMMENT** – limit of 3 minutes per person with a maximum public comment of 30 minutes on agenda items only.
3. **APPROVAL OF MINUTES** – April 24, 2025
4. **BUILDING & MAINTENANCE ISSUES/DISCUSSION AND POSSIBLE MOTION**
 1. Financial Report
 - Year to Date Expenses/Revenues
 - Budget Reports
 - Unpaid Rent
 2. Property Manager Report
 - Significant Tasks Complete
 - Fritz Avenue Heating System
 - Capital Improvement Projects
 3. Enterprise Center
 4. Fritz Avenue Plant
 - Action on Lease(s)
 5. ADF Plant
 6. Jez Rd Building & 501 Doughty Rd. W Update
 - Infill Building Progress Update
 6. Gates Avenue Mfs. Plant Update
 - EDA Grant
 7. Joint Management Agreement
 - Day to Day Management of Facilities
 - Previous Agreement(s)
 - Basic Components of New Agreement
5. **SET A DATE FOR THE NEXT MEETING**
6. **ADJOURNMENT**

“Virtual attendees requesting public comment may submit their public comment in writing to the chair prior to the meeting and it will be read aloud by the chair in the meeting.”

At any time, a quorum of another County Committee or of the County Board may be present at the meeting to observe the proceedings, but no action will be taken except by those Committee Members for the stated Committee meeting and only on noticed agenda items.

Please Note: Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information, or to request this service, contact the Rusk County Clerk’s Office; phone (715)532-2100.

RUSK COUNTY JOINT MANAGEMENT COMMITTEE MINUTES

April 24, 2025

Location: Rusk County Government Center – LEC Board Room

Committee Present: J. Biller, M. Reynolds, J. Kenyon, Mayor B. Grotzinger and B. Coggins.

County/City Staff Present: C. Meyer, A. Heath, B. Ewer and City Administrator Christianson

Others Present: S. Christianson and A. Christianson Sr.

CALL TO ORDER Meeting called to order by Chair Coggins at 3:00 p.m.

PUBLIC COMMENT – S. Christianson spoke about the Gates Avenue Building. An apology was given by Administrator Christianson for his comments about Administrative Coordinator Heath. A. Christianson Sr. spoke about Fritz and Gates Buildings. M. Reynolds has requested that A. Christianson Sr. become LDIC Representative.

ELECTION

Chair – Chair Coggins called for nominations for Chair. Grotzinger nominated Kenyon for Chair. Nominations were called three times.

Motion by Biller, seconded by Grotzinger to close nominations and cast unanimous ballot for Kenyon for Chairman of the Joint Management Committee. Motion carried.

Vice-Chair – Chair Kenyon called for nominations for Vice-Chair. Biller nominated Coggins for Vice-Chair. Nominations were called three times.

Motion by Biller, seconded by Grotzinger to close nominations and cast unanimous ballot for Coggins as Vice-Chair of Joint Management. Motion carried.

APPROVAL OF MINUTES – March 27, 2025

Motion by Biller, seconded by Coggins to approve the March 27, 2025 minutes as presented. Motion carried.

BUILDING/MAINTENANCE ISSUES/DISCUSSION AND POSSIBLE MOTION:

FINANCIAL REPORT

Year-to-Date Expenses/Revenues – A. Heath, Administrative Coordinator, gave an overview of the year-to-date expenses and Revenues for the Joint Management Buildings.

PROPERTY MANAGER REPORT

B Ewer, Facility Manager gave the Joint Management a report on Joint Management properties.

ENTERPRISE CENTER

Boiler- Response from Finance Committee – Coggins informed the Committee that the Finance Committee requested to put capital projects request during the 2026 budget for approval.

FRITZ AVENUE PLANT – Discussed the need to refurbish the air handler at Fritz Avenue Plant.

ADF PLANT – Discussion held on any issues.

JEZ RD. BUILDING & 501 DOUGHTY RD W UPDATE

Infill Building Progress Update – Administrator Christianson gave an update on the progress of the infill.

GATES AVENUE MFS. PLANT UPDATE

Discussed the cleaning of the South Entrance of Gates Avenue.

Motion by Coggins, seconded by Biller to approve up to \$1,500.00 to improve the South Entrance of Gates Avenue MFS Building. Motion carried.

Discussion on the Rusk County Sheriff's Department moving to another location so the Committee can release the loans.

JOINT MANAGEMENT AGREEMENT – A. Christianson gave an overview of past practices of the Joint Management Committee.

SET DATE FOR THE NEXT JMC MEETING – May 22, 2025 at 3:00 p.m.

ADJOURNMENT - *Motion by Coggins, seconded by Grotzinger to adjourn at 4:09 p.m. Motion carried.*

DRAFT

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Economic Development

Month of Report: May

Budget Name: JM-ADF

Budget Number: 682

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 83,867.58

2024 Actual Expenditures: 118,002.26

2023 Actual Revenues: 83,867.58

2024 Actual Revenues: 85,563.48*

BUDGET INFORMATION:

Budgeted Expenditures: 85,000

Budgeted Revenues: 85,000

YTD Expenditures: 1,597.91

YTD Revenues: 29,042.32

Projected Expenditures: 87,126.96

Projected Revenues: 87,126.96

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

*2024 transfer from Mining Fund has not yet happened. Revenues and expenditures always match because this is a continuing appropriation budget that is balanced with either a transfer to or from the Mining Fund.

BUDGET REPORT



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Department: Economic Development

Month of Report: May

Budget Name: JM-ENTERPRISE

Budget Number: 669

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 76,875.22

2024 Actual Expenditures: 58,227.76*

2023 Actual Revenues: 76,875.22

2024 Actual Revenues: 78,399.12

BUDGET INFORMATION:

Budgeted Expenditures: 76,274

Budgeted Revenues: 76,274

YTD Expenditures: 11,287.29

YTD Revenues: 28,243.34

Projected Expenditures: 83,283.40

Projected Revenues: 82,283.40

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

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BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

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Department: Economic Development

Month of Report: May

Budget Name: JM-FOR IND PK BLD I

Budget Number: 680

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 53,037.76

2024 Actual Expenditures: 16,596.60

2023 Actual Revenues: 53,037.76

2024 Actual Revenues: 0*

BUDGET INFORMATION:

Budgeted Expenditures: 48,000

Budgeted Revenues: 48,000

YTD Expenditures: 5,127.36

YTD Revenues: 0

Projected Expenditures: 57,535.81

Projected Revenues: 57,535.81

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name: 214-84-51629-229/FOR IND PK
BLDG I-UTILITIES

Reason for Concern: City reimbursing utilities during vacancy.

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

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BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Economic Development

Month of Report: May

Budget Name: JM-FOR IND PK BLD II

Budget Number: 681

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 37,232.72

2024 Actual Expenditures: 7,001.07*

2023 Actual Revenues: 37,232.72

2024 Actual Revenues: 15,892.14

BUDGET INFORMATION:

Budgeted Expenditures: 50,000

Budgeted Revenues: 50,000

YTD Expenditures: 959.93

YTD Revenues: 5,375.68

Projected Expenditures: 50,035.81

Projected Revenues: 50,035.81

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name: 214-84-51629-229/FOR IND PK
BLDG II-UTILITIES

Reason for Concern: City reimbursing utilities during vacancy.

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

*2024 transfer to Mining Fund has not yet happened. Revenues and expenditures always match because this is a continuing appropriation budget that is balanced with either a transfer to or from the Mining Fund.

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Economic Development

Month of Report: May

Budget Name: JM-FRITZ

Budget Number: 672

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 110,071.13

2024 Actual Expenditures: 53,723.48*

2023 Actual Revenues: 110,071.13

2024 Actual Revenues: 79,715.95

BUDGET INFORMATION:

Budgeted Expenditures: 79,234

Budgeted Revenues: 79,234

YTD Expenditures: 10,280.77

YTD Revenues: 42,924.45

Projected Expenditures: 83,283.40

Projected Revenues: 83,283.40

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

*2024 transfer to Mining Fund has not yet happened. Revenues and expenditures always match because this is a continuing appropriation budget that is balanced with either a transfer to or from the Mining Fund.

BUDGET REPORT



THIS FORM IS TO BE COMPLETED MONTHLY BEGINNING IN MAY (OR SOONER IF BUDGET CONCERNS ARISE) BY EACH DEPARTMENT AND SUBMITTED FOR REVIEW TO THE OVERSIGHT COMMITTEE.

The Oversight Committee shall approve and forward the report to the Finance Committee for monthly review and final approval.

Department: Economic Development

Month of Report: May

Budget Name: JM-GATES

Budget Number: 673

Name & Title of Person Preparing This Report: Ashley Heath, Administrative Coordinator

HISTORICAL BUDGET INFORMATION:

2023 Actual Expenditures: 87,686.60

2024 Actual Expenditures: 56,223.36*

2023 Actual Revenues: 87,686.60

2024 Actual Revenues: 95,261.03

BUDGET INFORMATION:

Budgeted Expenditures: 85,374

Budgeted Revenues: 85,374

YTD Expenditures: 14,440.36

YTD Revenues: 33,722

Projected Expenditures: 85,816.00

Projected Revenues: 85,816.00

GL ACCOUNTS OF CONCERN: Check if no concerns.

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

Account Number/Name:

Reason for Concern:

Plan of Action:

OTHER INFORMATION:

Please detail any other information relevant to departmental budget outlook. Attach additional sheets if needed.

*2024 transfer to Mining Fund has not yet happened. Revenues and expenditures always match because this is a continuing appropriation budget that is balanced with either a transfer to or from the Mining Fund.

BUDGET REPORT

Department Head's Signature: Ashley Heath Date: _____

Oversight Chair's Signature: _____ Date: _____

Finance Chair's Signature: _____ Date: _____

This request form is to be sent to the Clerk's Office/Agenda Preparer for inclusion in the packet provided to the Oversight Committee and the Finance Committee.

Fully approved and executed form is to be kept filed with the Finance Director.

Please refer to the Financial Procedures Manual, Chapter 6 for the full policy regarding monthly departmental budget reports.

AGREEMENT

WHEREAS, It is difficult for two local units of government to operate several joint facilities on a day by day basis without a clearly established chain of command from one to the other.

NOW, THEREFORE, IT IS AGREED as follows by and between Rusk County and the City of Ladysmith that effective upon approval by both parties and continuing indefinitely until superseded or voided.

1. AS TO THE RUSK COUNTY AIRPORT.

That the City of Ladysmith hereby relinquishes to Rusk County any interest the City has in the Discretionary Payment Program grant for development of a new terminal, maintenance hanger, paved access roads and related improvements at the Rusk County airport. These facilities shall be managed at the direction of the Rusk County Airport Committee.

2. AS TO THE RUSK COUNTY FOREST INDUSTRY BUSINESS PARK.

a. That except for retaining a one half interest in the proceeds of land sales or leases which exceed continued development costs that Rusk County hereby relinquishes to the City of Ladysmith the authority to develop and operate the Rusk County Forest Industry Business Park day by day. This facility shall be managed pursuant to the policies of the Joint Management Committee.

b. That the lease rate for the Rusk County Forest Industry Business Park warehouse shall be no less than \$0.90 per sq. ft. per year and land prices shall be no less than \$5,000 per acre even after application of any incentives unless Rusk County agrees, in writing, to lesser amounts. These revenues shall be used to complete development of the entire 145 acre facility, including but not limited to extension of municipal utilities, widening and paving of roads, installation of streetlights and storm sewer or for similar improvements elsewhere as may be agreed upon. After those improvements are completed, one half of the proceeds of such revenues shall be paid over to Rusk Co. within 30 days of being received by the City. \$0.20 per sq. ft. per year of the warehouse lease revenue shall be a payment in lieu of real estate taxes to be paid in equal monthly portions to the City and County Treasurers.

3. AS TO THE LADYSMITH/RUSK COUNTY ENTERPRISE CENTER.

a. That except as provided in b. and c. below, the City hereby relinquishes to the County the authority to operate the Ladysmith/Rusk County Enterprise Center day by day, including the hiring or contracting of any staff or support services and repair calls which Rusk County's Building and Grounds Supervisor shall take lead responsibility for addressing. This facility shall be managed pursuant to policies of the Joint Management Committee, which shall also have final authority for approval of leases.

b. That the per sq. ft. annual lease rate for the manufacturing portion of the Enterprise Center shall be no less than indicated on Appendix A, attached hereto, which may include limited services, and that \$0.40 per sq. ft. per year of the lease

revenue for actual space leased shall be a payment in lieu of real estate taxes to be paid in equal portion to the City and County Treasurers. Any operating shortfall for maintenance and utility costs of this facility shall be shared equally by the City and County. Any staffing of the facility shall be managed so as to avoid exceeding revenues available to pay for it.

- c. That except for the payment in lieu of taxes provided for in b., above, lease revenues received from the Enterprise Center shall be used in the following order of priority.
 - i. For maintenance and upkeep of the Enterprise Center and grounds, including parts purchased by or repairs contracted by the Rusk Co. Buildings and Grounds Supervisor.
 - ii. For paying heating and shared electrical costs for the facility.
 - iii. To pay for staff based in whole or in part at the Enterprise Center provided that staff time paid from this source shall only be for facility maintenance and operation or for assisting the development and expansion of businesses in Rusk County.
 - iv. To pay for other joint economic development projects.
 - v. Be placed in escrow to pay for later expansion, repair or upgrading of the Enterprise Center.
4. AS TO THE GATES AVENUE INDUSTRIAL AREA REDEVELOPMENT PROJECT.

The City of Ladysmith will be the lead agent for carrying out the Gates Avenue Industrial Area Redevelopment Project, subject to oversight by the Joint Management Committee.
5. AS TO THE FRITZ AVENUE MANUFACTURING PLANT.

That the County shall continue to take the lead role in maintaining the Fritz Avenue Manufacturing Plant and that the City and County shall both work to develop leases for space vacated at this facility. This facility shall be managed pursuant to the policies of the Joint Management Committee, which shall also maintain authority for final approval of leases.
6. AS TO THE ADF BUILDING.

That the County shall take the lead role in responding to facility maintenance issues raised by occupants and that all other matters pertaining to these facilities shall be referred to the Joint Management Committee for action.
7. NORSE BUILDING.

The Norse Building Systems facility shall be overseen by the Joint Management Committee, but with a representative of the Town of Grant having input prorated based upon the Town's respective financial contribution to that facility. Purchase payments shall be made directly from Norse to the City, County and Town respectively.
8. WESTLAKE ENTERPRISES
Although this space is owned solely by the City, Rusk County in 1997 contributed toward remodeling and enlarging it. It was agreed at that time that the City would pay a portion of each rent check received from Westlake over to Rusk County until the contribution is fully reimbursed.

9. CONWED PLANT

The Conwed plant shall be overseen by the Joint Management Committee. Lease payments shall be made directly from the Lessor to the City and County.

10. COMMITTEE OVERSIGHT AND REPORTING

Facilities covered by this Agreement shall be managed by the committees indicated herein unless otherwise agreed to in writing by the City and County.

As requested during the time in which this Agreement is in force the local government operating a particular facility on a day by day basis, as provided for herein, shall provide a written report to the other summarizing financial and other key transactions at the facilities during the preceding year. Upon receipt of a written request, reasonable supplemental information shall be provided.

11. JOINT MANAGEMENT COMMITTEE

The Joint Management Committee referenced herein shall consist of five voting members. Two shall be appointed by the City and three shall be appointed by the County provided, however, that at least one member appointed by Rusk County shall be a County Board Supervisor representing a district located primarily within the City. The unit of government which appoints the member shall be responsible for compensating that member for service on the Committee.

12. LEASES

The City and County hereby grant authority to the Joint Management Committee the authority to approve leases for jointly owned property covered by this Agreement. Both the City Administrator and County Economic Development Director shall work on development of new leases for available property or building spaces provided, however, that each shall advise the other of any lease being prepared so that there is no duplication of effort or misrepresentation about space availability to prospective tenants. New leases shall be nearly identical in terms and conditions to previous leases for the same property and building space and a conscious effort shall be made to keep lease rates comparable for properties or building spaces of similar quality.

13. TAXES

Many of the projects covered herein involve lease of tax exempt property to private parties. Payments in lieu of real estate taxes are built into the lease rates. The City and County shall make their own decisions on how to allocate these payments in lieu of taxes.

IT IS FURTHER AGREED that this Agreement shall automatically renew on an annual basis beginning January 1, 2004 unless replaced or rescinded in writing by both parties hereto.

RESOLUTION #2008-24

ASSIGNING REVENUES TO RUSK COUNTY TO HELP RETIRE DEBT

WHEREAS, Rusk County in 2008 borrowed \$3,000,000 to undertake the following economic development projects:

1. Construction of a new 20,000 sq. ft. warehouse at 402 Jez Road to be jointly by the City and County.
2. Construction of the Rusk Regional Trans-shipment Facility at Tony, WI, which the City has been fully involved with planning jointly with Rusk County.
3. Construction of an approximately 20,000 sq. ft. connecting addition to link the two buildings that presently make up the Gates Avenue Plant, which is jointly owned by the City and County.
4. Remodeling of the existing warehouse at 501 Doughty Road W., owned jointly by the City and County, for use as a manufacturing facility.

WHEREAS, the City desires to assist Rusk County in recovering the investments made in these jointly owned and operated facilities.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Ladysmith that, effective September 1, 2008, it does hereby assign all previously unassigned lease revenues from the following listed facilities to Rusk County until such time as Rusk County shall recover the \$3,000,000 borrowing referenced above, including interest paid thereon:

1. The ADF Plant at 101 Doughty Rd. W.
2. The Enterprise Center at 1101 Barnett Road.
3. The Gates Avenue Plant at 600 Gates Avenue W.
4. The Fritz Avenue Plant at 515 Fritz Avenue W. and 205 W. 5th St. S.
5. The existing warehouse at 501 Doughty Rd. W.
6. The new warehouse at 402 Jez Road.

BE IT FURTHER RESOLVED by the Common Council that these revenue assignments shall be contingent upon Rusk County also paying all operating costs for the above listed facilities during the time the assignments are in effect.

Adopted by voice vote at a regular meeting of the Common Council held the 25th day of August, 2008.

Signed: Daniel J. Gudis
Daniel J. Gudis, Mayor

Attest: Shari Kavanagh
Shari Kavanagh, Clerk

BE IT FURTHER RESOLVED by the Board of Supervisors that it does hereby commit \$150,000.00 in County monies as one half of the 40% local match share needed to complete this project.

Signed

Bernice Dukerschein
Bernice Dukerschein
Chairman, Board of Supervisors

TO WHOM IT MAY CONCERN:

I, Melanie Meyer, County Clerk for Rusk County, Wisconsin, hereby certify that the foregoing is a true and correct copy of Resolution #91-~~69~~ adopted by the Rusk County Board of Supervisors on August 20, 1991.

Melanie Meyer
Melanie Meyer, Rusk County Clerk