

# **RUSK COUNTY PROPERTY COMMITTEE MINUTES**

**NOVEMBER 10, 2023**

**8:30 A.M.**

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**Present:** Jerry Biller, Phil Unterschuetz, Terry Wedwick and Tony Hauser.

**Staff Present:** C. Meyer, A. Heath, J. Wilk, G. Shilts, C. Riddle, K. Halbur, J. Bugbee and J. Jacobs

**Others Present:** J. Wiles, T. Loomis, M. Berg and E. Webster,

## **Call to Order**

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

## **Approval of Minutes – October 13, 2023**

*Motion by Biller, seconded by P. Unterschuetz to approve the October 13, 2023 minutes. Motion carried.*

## **DISCUSSION AND POSSIBLE MOTION**

### **Recycling, Fairground and Trails End Report-**

Charmaine Riddle gave a report including Update on Outreach, Violation, & Recycling Sites and Trails end.

### **Trails End Report**

Swinging Bridge Damage – Charmaine gave an update on the Swinging Bridge Damage.

### **Fairground Report**

Rusk County Fairgrounds Project Planning – Charmaine gave a report on the results of the Fairgrounds Results and Request. Jessica Wiles and Mark Berg gave an overview of the electrical for the Fairgrounds.

*Motion by Biller, seconded by P. Unterschuetz to allow Mark Berg to give a quote on the electrical needs for the Fairgrounds and bring it back to the December Property Committee. Motion carried.*

The Fair Board Chair J. Wiles is requesting to repair wash racks drainage and broken boards and would like approval to get plans and sponsors for the East Wing repairs.

*Motion by Biller, seconded by Wedwick to approve the request to get plans and sponsors for the East Wing project and bring it back to the Property Committee. Motion carried.*

Grandstand repair update – Gary gave an update on Grandstands and should be finished in June 2024.

North bathrooms – request for ARPA funds – Bathrooms from Bastone Portable Restroom with showers for an alternate replacement for the current restrooms. The Committee would like Gary to look into the cost to get the restrooms and hook them up.

*Motion by Biller, seconded by Hauser to approve eight Portable Restrooms for up to \$90,000.00 and forward to Finance for approval from ARPA funds. Motion carried.*

Winter Farmer's Market – Charmaine gave a report on the Farmer's Market and is requesting a Winter Farmer's Market in the Senior/Youth Building.

*Motion by P. Unterschuetz, seconded by Biller to approve the request for the Winter Farmer's Market in the Senior/Youth Building the 1<sup>st</sup> Saturday of the month starting in January. Motion carried.*

## **FORESTRY**

Approval of Pesticide Cabinet Purchase Overage – Forestry Administrator Jerrad Macholl is requesting approval for the Cabinet Purchase overage.

*Motion by Biller, seconded by Wedwick to approve \$88.63 from the Forestry Equipment Budget. Motion carried.*

## **HEALTH AND HUMAN SERVICES**

Senior/Youth Center Automatic Door Project – HHS Director Jeremy Jacobs is requesting to install Automatic Doors in the Senior/Youth Center.

*Motion by Biller, seconded by Wedwick to approve \$17,970.00 from the DHS Public Health ARPA funds. Motion carried.*

## **SHERIFF**

Rifle Optic for ERT – Sheriff Wallace is requesting approval for Rifle Optic for ERT for \$3,520.00.

Rifle for ERT – The request for \$2,550.00 for Rifle for ERT.

Ballistic Vests – Rusk ERT Members – The request for 4 vest in 2023 (\$10,204.32) and 2 in 2024 (\$5102.16).

*Motion by Wedwick, seconded by P. Unterschuetz to approve the Rifle Optic for ERT for \$3,520.00, the request for \$2,550.00 for Rifle for ERT and the request for 4 vest in 2023 (\$10,204.32) and 2 in 2024 (\$5102.16). Motion carried.*

East Fire Repeater Possible Repair – The Sheriff is requesting to replace the damaged East Fire Repeater for \$12,662.74.

*Motion by Biller, seconded by P. Unterschuetz to approve the East Fire Repeater Repair for \$12,662.74 from the Equipment Fund. Motion carried.*

RR Crossing Flashing Beacon Purchase and installation – RR Crossing install a Beacon to help with the view due to safety reasons. The Sheriff will look into the project cost and bring it back to the Committee.

## **BUILDING & GROUNDS – Facility Manager Update on Maintenance of Government Center**

Gary Shilts, Facility Manager gave an update on the Maintenance of the Government Center.

Courthouse ADA Compliant East Entrance Openers – Gary is requesting to replace the Entrance Doors for \$27,096.00. He will talk with Jeremy Jacobs to help with funding source.

Winter hours before 6am for snow/ice removal, salt application – Gary gave an update on the request to work outside of the 6 a.m. to 6 p.m. parameters during Snow storms, the Committee gave approval.

Approval of Resolution Stipend for Facility Manager – Gary is requesting on the end date of the Resolution Stipend for Facility Manager. Discussion held to change the funding source to Wind Down Funds or County Funds and the fiscal impact for a total of \$240.00 per week for 24 weeks May 1<sup>st</sup> – October 14<sup>th</sup>.

*Motion by P. Unterschuetz, seconded by Biller to amend the changes to change funding source to Wind Down Funds or County Funds and the pay to \$240.00 per week for 24 weeks and date to May 1 to October 14, 2023. Motion carried.*

*Motion by P. Unterschuetz, seconded by Biller to approve the Resolution Stipend for Facility Manager and forward to County Board as amended. Hauser called for a Roll Call Vote: Yes – Wedwick, Unterschuetz, Biller. No - Hauser*

Ambulance, Medical Exam Van, Trailer, misc. items relocate – Tom Hall, Ambulance Director is requesting to relocate the Ambulance, Medical Exam Van, Trailer, misc. items. Discussed 501 Doughty Road, Gates or Jez Road building.

Courthouse Boiler/Pump/Drive Repairs – The Drives in the Boiler need to be replaced. The Facility Manager is waiting for an update from Trane and will bring back to the Committee with an update.

Possible hydro/trans repair needed on Boom of New Holland snow removal tractor – The Boom on the New Holland will need to be repaired possibly. Discussed flushing the system and or servicing the Tractor.

*Motion by Biller, seconded by Hauser to take the New Holland Tractor for service. Motion carried.*

Facilities Manager wage adjustment – Gary is requesting a wage adjustment.

*Motion by P. Unterschuetz seconded by Wedwick to forward to Personnel for the wage adjustment request. Motion carried.*

## **ADMINISTRATIVE COORDINATOR – UPDATE**

Updates to Purchasing/Procurement Policy in Financial Procedures Manual

Ashley Heath – Administrative Coordinator gave an overview of the Updates to Purchasing/Procurement Policy in Financial Procedures Manual.

## **AIRPORT**

Gary gave an update on the repairs to the Airport.

Fuel Master Update – They are waiting on setting the Fuel Master.

Potential loader in November – Still waiting for delivery.

Hangar #3 Lease approval

*Motion by Biller, seconded by P. Unterschuetz to approve the lease for Hanger #3 to Wayne Tappon for up to 6 months. Motion carried.*

### **INSURANCE/COUNTY CARS**

Review of Insurance Claims and County Car Usage – The Finance Director gave a review of Insurance Claims and County Car Usage.

### **IT**

Server, Door and Camera Update – Gary gave an update on the Server, Door and Camera update.

Report on CEP worker with IT – CEP worker in IT update was given.

ESET Anti – Virus – An update was given on the cost of the Anti-Virus for 3 years for \$7,735.00.

### **APPROVE AP REPORT – BILLS**

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

Next meeting will be December 8, 2023 in the LEC at 8:30 a.m.

### **Adjourn**

*Motion by Biller, seconded by P. Unterschuetz to adjourn at 10:58 a.m. Motion carried.*