

RUSK COUNTY PROPERTY COMMITTEE MINUTES

November 6th, 2020

Present: Tony Hauser, Tom Hanson, Alan Rathsack, Mike Hraban.

Others Present: Andy Albarado, Charmaine Riddle, Loren Beebe, Kitzie Winters, Jim Bugbee.

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

Motion by Hraban, second by Rathsack to approve the minutes from the October 9th, 2020 Property meetings. Motion carried.

COVID-19

Update on Facilities/Operations: Andy Albarado, Administrative Coordinator, provided updates that included; limiting business in the building as the outbreak is increasing; remote working for employees.

Acquisition of PPE Items and Cleaning /Sanitizing Equipment: Andy provided update that the new sanitation equipment is working great and not leaving the residue that has been in the past.

Consider Roads to Recovery Expenses/Acquisitions-Grant Funded: Albarado provided a list of items that will be submitted which include; wages, plexiglass guards, and sanitation supplies. At this time \$113,000 has been submitted for reimbursement by the county.

- Upgrade Board Room Audio/Visual System: Andy went over system and provided information on all the features it has and what will be upgraded. This would be a one-time installment of \$35,000.
- OpenMeetings, meeting software platform: A demo of how OpenMeetings works was played for the committee to watch. This would be a \$9,700 payment the first year and a \$3,500 each year after.
- Add UV Lights to Government Center air Handlers: Train proposal was submitted. This would be a cost of \$24,200.
- NeoGov, personnel application: Demo video was played for the committee to review. The cost
- IT purchases: None to report at this time.

Motion by Hanson, second by Hraban to approve all the above purchase subject to grant funding. Motion carried.

Building & Grounds-Andy Albarado

Update on Maintenance of Government Center Facility and Other County Owned Properties: Andy Albarado, Administrative Coordinator, provided updates that included the following; manhole in East parking lot will be redone, West Lake has not been able to come the past 3 weeks, Mikey has taken on their responsibility with garbage and bathrooms

Approval of Payment of Invoices: Motion by Hraban, second by Hanson to approve the payment of invoices. Motion carried.

2020 Budget Projections: Budgets reviewed.

Power House Update-Inquiry on Building Site: They now have an agreement with the elementary school.

Jail Hot Water Heater Replacement: Received quote and it came in at \$10,235. The quote includes the heater, recycler and extortioner. Motion by Rathsack, second by to upgrade the water heater to an 80-gallon 1000 BTU in the amount to not exceed \$12,000 and to have the expenses be split 50% out of the canteen fund and the other 50% comes out of the Courthouse maintenance funds. Motion carried.

Fairgrounds and Trails End Update on Maintenance: Albarado provided update that both areas have been winterized.

Recycling-Charmaine Riddle

Coordinator Report Including Update on Outreach, Violations, & Sites

Report: Charmaine Riddle, Recycling Coordinator, provided updates that included training she did with dump attendance and sent out letter to all with attendance with guidelines, no contamination on this bill Tire bill 16.64 tons were taken in, \$414 to the good. Still looking to get rid of the sharps that were taken in

Economic Development-Andy Albarado

Update on County Properties/Economic Activities/ Construction Projects-Consideration/ Approval of Change Orders

Update: Two of the buildings on Doughty road have had inquiries. The Conwed building is being look at this morning.

Joint Management Actions: Andy is working with Marty Reynolds on getting someone Update on the Havoc system at the library. Andy is working with Marty Reynolds to help with getting someone in to look at the system.

Airport-Andy Albarado

Update on Airport Operations, Usage, Hangers, Land Leases and Fuel-Hanger Construction Update:

Update: Albarado provided updates on Hanger door needing repair and that the ceilometer needed to be replaced for \$30,000.

Insurance/County Cars

Review of Insurance Claims and County Car Usage

Claims Report: Kitzie Winters, Finance Director, provided updates that included; car utilization is still down, inmate altercation, jailer 4 days of lost time.

Acceptance of Installment Agreement for 12/09/2019 Damage to County Highway Truck: Winters stated \$2,244.10 is the amount that is being requested to do as installments. Discussion on allowing the payment plan. Motion by Hraban, second by Rathsack to approve the payment plan of instalments of \$50 a month for 45 months. Motion carried.

Action on Enterprise Lease cars: Winters provided information on car utilization. Committee Discussion. Motion by Hanson, second by Rathsack to buyout the lease vehicles and the money to come out county car fleet fund. Motion carried.

IT

Updates on Computers, Programs, Services and County Dept.'s Computer/Software Equipment Requests/IT

IT Report: Jim Bugbee, IT Director, provided updates on WiFi upgrades and items that were discussed at beginning of meeting listed above in minutes.

Motion by Rathsack, second by Hraban to adjourn. Adjourned at 11:07 a.m.

Next meeting: December 11th, 2020 at 8:30 a.m.