

RUSK COUNTY PROPERTY COMMITTEE MINUTES

OCTOBER 13, 2023

8:30 A.M.

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

Staff Present: C. Meyer, A. Heath, J. Wilk, G. Shilts, C. Riddle, J. Kahl, T. Hall and J. Jacobs

Others Present: E. Webster, B. Kelley, C. Kelley and B. Kelley.

Call to Order

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

Approval of Minutes – September 15, September 20 and September 26, 2023

Motion by Biller, seconded by P. Unterschuetz to approve the September 15, September 20 and September 26, 2023.

Motion carried.

DISCUSSION AND POSSIBLE MOTION

Recycling, Fairground and Trails End Report-

Charmaine Riddle gave a report including Update on Outreach, Violation, & Sites

Village of Conrath recycling – request to change from T. Willard

The request for a dumpster for the Village of Conrath for \$560.00 for a 4-yard dumpster per year and no change for the Town of Willard.

Motion by Biller, seconded by Rathsack to approve the additional 4-yard dumpster for \$560.00 per year for the Village of Conrath for Recycling. Motion carried.

Trails End Report

Jayna Kelley Memorial Foundation Donation of Obstacle Course

Brian, Bob and Cheryl Kelly proposed a donation of \$15,000.00 from the Jayna Kelley Memorial Foundation and the Kelley Family for an Obstacle Course.

Motion by P. Unterschuetz, seconded by Wedwick to accept the donation from Brian, Bob and Cheryl Kelly of \$15,000.00 from the Jayna Kelley Memorial Foundation and the Kelley Family to install an Obstacle Course at no cost to the County at Trails End. Motion carried.

Electrical upgrade for campsites

Five designated camping spots at Trails End needs an upgrade to the electrical. The Budget was discussed and three quotes are required.

Motion by P. Unterschuetz, seconded by Biller to approve the lowest bidder or up to \$4,200.00 to upgrade the electrical for 5 campsites at Trails End. Motion carried.

Swinging Bridge Damage

James Kahl gave a report on fixing or replacing the swinging bridge at Trails End, he would like to know how to proceed. Discussion held on the insurance and the next steps.

Winterize water lines/shut off water – Water will be shut off October 23rd.

Pavilion Contractors

Charmaine gave an overview of the Contractors that are requesting payment for building the Pavilion at Trails End:

Pavilion – Jed Westlund, Caleb Westlund and Brandon Kokko

Concrete – J&J Concrete

Site Prep – Russ Thompson Excavating

Electrical – Red Cedar Electric

Motion by Rathsack, seconded by Wedwick to pay the individuals vendors as listed for the Pavilion Project. Phil Unterschuetz requested a roll call vote as follows: Voting Yes – Rathsack, Wedwick and Hauser Voting No – Biller and P. Unterschuetz.

Fairground Report

Grandstand repair update (Gary) – Water proofing is done and seating will be ordered.

North bathrooms – request for ARPA funds – Final drawings in December.

Minutes by C. Meyer, Rusk County Clerk

Mud Pit Update/repair – A request to spend \$5,000.00 for the mud pit.

Motion Biller, seconded by Rath sack to approve the expenditure of \$5,000.00 from the Fair Budget for the mud pit.

Motion carried.

Invoice for Bulk Tank Compressor – Discussed payment to fix CRM for the Bulk Tank Compressor.

Motion by Biller, seconded by Hauser to pay the CRM invoice for \$1,915.05 from the Fair Budget. Motion carried.

Winterize water lines/shut off water – Water is shut down.

EMERGENCY MANAGEMENT/AMBULANCE

Disposal of Old Equipment – Tom Hall, Emergency Management Director is requesting to dispose of obsolete equipment as he sees fit.

Motion by Biller, seconded by P. Unterschuetz to allow Tom Hall, Emergency Management Director to dispose of obsolete equipment as he sees fit but not to distribute to individual people. Motion carried.

FORSTRY

Repair Truck or Replace Truck

The ½ ton 2014 Silverado needs the transmission fixed and it will cost around 5 or \$6,000.00.

Motion by Biller, seconded by Rath sack to repair the ½ ton 2014 Silverado up to \$6,000.00 from the County Car Fund Balance. Motion carried.

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

Facility and Other County Owned Properties – Gary gave an update on the Government Center.

Senior/Youth Center Door Project-Jeremy J. – No Report

Courthouse ADA Compliant East Entrance Openers – There is a problem with the wiring for the East Entrance Door and needs to be replaced. Gary will bring pricing back to the Committee.

Old Hospital Project – Gary gave an update.

Ambulance, Medical Exam Van, Trailer, misc. items relocate from old hospital boiler garage.

Tom Hall, is requesting a place to store his extra Ambulance in a heated garage. Discussion held on RCTC Garage.

Courthouse Boiler/Pump Repairs – Boilers were turned on and shut down due to repair needs to the drive motors.

Forestry Store 3 mowers, Trimmers, etc.

They will be storing 3 mowers and trimmers in the Multipurpose Building.

Facilities Manager (Joint Management) Stipend

Gary Shilts, Facility Manager is requesting a stipend for taking care of the Joint Management buildings and gave an overview of the hours for the year. The Facility Manager job description should be looked at and brought back next month.

ADMINISTRATIVE COORDINATOR – UPDATE

Set Interviews for Hospital Project Manager – Administrative Coordinator is requesting to set up Interviews for Hospital Project Manager. Discussion held on if the Project Manager is needed.

Motion by Rath sack, seconded by Wedwick to not proceed with Hospital Project Manager Interviews. Motion carried.

Updates to Purchasing/Procurement Policy in Financial Procedures Manual

The Financial Procedure Manual Purchasing Procurement Policy was discussed and will be discussed at the Finance meeting.

AIRPORT

Fuel Master – Gary gave an update on the Fuel Master.

Potential loader in November – Possibility of loader in November.

INSURANCE/COUNTY CARS – Jaimie gave a report.

Review of Insurance Claims and County Car Usage – Jaimie handed out the report.

IT – GARY SHILTS

Project Update – Gave an update.

APPROVE AP REPORT – BILLS

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

Next meeting will be November 10, 2023 in the LEC at 8:30 a.m.

Adjourn

Motion by Rathsack, seconded by Hauser to adjourn at 11:05 a.m. Motion carried.