

# RUSK COUNTY PROPERTY COMMITTEE MINUTES

September 11th, 2020

**Present:** Tony Hauser, Tom Hanson, Alan Rathsack, Mike Hraban, Abbigail Knoll, Jerry Biller  
**Others Present:** Andy Albarado, Charmaine Riddle, Jeremy Jacobs, Loren Beebe, Kitzie Winters.

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

Motion by Hraban, second by Hanson to approve the minutes from the August 14th, 2020 Property meetings. Motion carried.

## Health & Human Services

Women, Infant, Children-Computer Upgrade: Jeremy Jacobs, Health & Human Services Director, explained request of a computer and docking station. There was a \$5,650 grant awarded from the state. Motion by Biller, second by Hraban to approve the computer upgrade with the state funding. Motion carried.

Children's Long-Term Support-High Cost Purchase: Explanation by Jacobs of recommendation from a therapist of a trampoline purchase in the amount of \$2,000 that will be used for therapy for 2 individuals in a home. The trampoline will be property of the customer and not be county property. The purchase would be state and federal funded, no cost to the county. Furthered discussion on if this is a reasonable purchase as the age of the children are 18 and 17. No action is being taken on this agenda item. H&HS tabled it at their committee meeting yesterday, 9/10/2020.

## COVID-19

Update on Facilities/Operations: Andy Albarado, Administrator Coordinator, provided updates to committee.

Acquisition of PPE Items and Cleaning /Sanitizing Equipment: Just got the 2 in on Tuesday. A couple of the smaller ones will be coming but are on backorder right now. Cutting back a little on the disinfecting as DHS info on contamination.

## Building & Grounds-Andy Albarado

*Update on Maintenance of Government Center Facility and Other County Owned Properties*

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

2020 Budget Projections: Budget reviewed and discussed. Discussion on crack seal that was done out at the Air Port.

Update-Inquiry on Building Site: Albarado stated that he notified them to let them know that can start using the Senior Center again.

Jail Hot Water Heater Replacement: No update at this time. Finding it difficult to find someone to come and look at it. It has been working with no issues so far.

### Fairgrounds and Trails End Update on Maintenance:

- Griddle Purchase: Issue noticed with the griddle at Trails End, it is not completely shut off unless it is unplugged. Cost \$300 to fix it with no guarantee that it will work properly with it being an older piece. Recommendation is to purchase a new griddle. A new one will be \$1,000 to \$4,000 to purchase and the money is within the Trails End budget. Motion by Hraban, second by Rathsack to approve the purchase of a new griddle in the amount up to \$1,000 and to have the money come out of the Trails End Fund. Motion carried.

## Recycling-Charmaine Riddle

*Coordinator Report Including Update on Outreach, Violations, & Sites*

Report: Riddle presented recap report of the 2020 Cleansweep. Highway will help with the batteries next year to keep the money at the County. Explanation of changes in charges for some items. Discussion of city dumpster move to a secure location. Brief discussion on budget.

2021 Recycling Grant Application: Riddle explained grant guidelines. Motion by Hraban, second by Hanson to approve the 2021 Recycling grant application. Motion carried.

## Economic Development-Andy Albarado

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

Update: No changes from last month

Joint Management Actions: No update at this time.

## Airport-Andy Albarado

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

Update: Albarado updated on crack-seal project and fuel pumps are up and running. There is a standard lease that is now in place. Motion by Biller, second by Hauser to approve the lease with Greg Swope. Motion carried. Fly-in is scheduled for tomorrow. Helicopter is out there now. Cleaning and cutting by vanDoorn area, looking at outside company to come take care of it.

Covid-19 CARES Act Funding: Albarado provided update. Possible purchase of a plow truck.

## **Insurance/County Cars**

*Review of Insurance Claims and County Car Usage*

**Claims Report:** Discussion on insurance claims – multiple deer hits, sing dropped on foot, ambulance backed in the garage door, squad backed into a tree, dog bite.

**Enterprise Car Lease Agreement-Consider Buyout or Continuing to Lease:** Lease is up and are now just doing month to month. Discussion on options that will save the most money and be most beneficial to the county.

## **IT**

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

**Thin Client Project and Repurposing Capital Funds:** Purchased 74 laptops and 74 docks with the CARES grant funds. Thin Clients Project postponed indefinitely. Requesting to have the remaining money, around \$71,000, in the Thin Client project to be moved to the IT budget. Discussion on just leaving it where it is for now but still able to use it for other projects. Motion by Hraban, second by Hanson to approve the 74 laptops and 74 docks for remote work out of the COVID funds up to \$81,000. Motion carried. Motion by Rathsack, second by Biller to approve the purchase of 74 cases for the laptops out of the COVID funds up to \$2,000. Motion carried.

**IT Purchases:** \$56,500 requested for the Firewall Project.

Motion by Biller, second by Hraban to approve the purchase of the Firewall in the amount of \$28,500 and the money will come from Loren's grant. Motion carried.

Motion by Biller second by Hraban to approve the purchase of KnowBe4 in the amount of \$4,200 and the money will come out of Loren's grant. Motion carried.

Motion by Rathsack, second by Biller to approve the purchase of Eset antivirus in the amount of \$4,000. Motion carried.

Motion by Biller, second by Rathsack to approve the purchase of UIU software and to try to use the COVID money and if not able to, it will be taken out of the Thin Client project funds. Motion carried.

Motion by Biller, second by Hraban to approve the purchase of the 4 laptops, 1 dock, software and warranty for the DA office in the amount of \$8,428.38 and to have it covered by the COVID money except for the warranty and that will come out of the Thin Client project. Motion carried.

Motion by Rathsack, second by Biller to approve the Security Risk Assessment to be done in the amount of \$13,725 and for it to be paid for with Loren's grant. Motion carried.

Motion by Biller, second by Hraban to approve the purchase of up to 29 desktops in the amount up to \$17,000 and to have the money come from the Thin Client project. Motion carried

WI-FI project hold off on for now.

- **LCDD-Towers Purchase:** 3,493.50 towers \$2,035.04 server in Prowest project money was already budgeted for. Motion by Biller, second by Hraban to approve the purchases of the towers in the amount of \$3,493.50 and the Servers for the Prowest project in the amount of \$2,035.04 and the money come out of the Land Conversation project. Motion carried

## **Other Items for Discussion & Possible Motion**

**White Fence:** Judy Srp, on behalf of the Fair Board, is requesting permission to remove the white fence on the northside of the tracks. The Fair board will cover all of this. Motion by Biller, second by Rathsack to allow the removal of the white fence on the north side of the track and to have the work down by the fair board with no cost to the county. Motion carried.

**Maintenance Issues During the Fair:** Complaints about grass not being mowed, no garbage cans the first day, issue with toilet overflowed. Mikey was the one coming to take care of everything. Antifreeze was still in the lines was requested to be flushed and taken care of prior to the fair and never happened. Have this become part of the routine maintenance in the spring.

Motion by Biller, second by Rathsack to adjourn. Adjourned at 11:23 a.m.

Next meeting: October 9th, 2020 at 8:30 a.m.