

# RUSK COUNTY JOINT MANAGEMENT COMMITTEE

September 28, 2023

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Location: Rusk County Government Center – LEC Board Room

Committee Present: M. Hraban, A. Christianson, R. Tatur, M. Reynolds and T. Hauser.

County Staff Present: C. Meyer, D. Fleming, A. Heath, and G. Shilts

City Staff Present: A. Christianson Jr.

Others Present: E. Webster, C. Swearing, D. Bale and D. Ziemer

**CALL TO ORDER** by Chair Christianson at 1:00 p.m.

**APPROVAL OF MINUTES** – August 31, 2023 Minutes

*Motion by Hraban, seconded by Kenyon to approve the August 31, 2023 minutes as presented. Motion carried.*

## **BUILDING/MAINTENANCE ISSUES:**

### **ANIMAL SHELTER**

Report on project to add space for cats – Three RFP offers for the addition space for the cats.

Review quote for paving access and parking areas and need for 2024 budgetary approval

Holding off paving the access and parking areas until the new building is done.

### **LIBRARY**

Action of Proposal(s) for HVAC work at Library - Concrete is finished, window is replaced, picked up debris and received quotes on other broken windows. Discussed the issues with how the broken windows will be secured. *City Administrator gave his approval to repair windows or replace the glass for \$1,500.00.* Dan Bale gave a report on the solar panels that are installed at the Library and how the Library foundation could help fundraise for other issues. The bid for Doug's Plumbing & Heating LLC will be contacted to discuss the estimate for the rest of the bid submitted for the furnace and air conditioners.

*Motion by Kenyon, seconded by Tatur to accept the total bid from Doug's Heating LLC for \$67,445.00 pending the City and County 2024 Budget. Motion carried.*

Report on progress on Lechleitner Builders Contract, and action on invoice for 2023 new mobilization

Discussed the progress and billing on Lechleitner Builders.

### **MAINTENANCE**

Report on work completed at JMC overseen facilities since previous meeting.

Gary gave a report on the maintenance for all Joint management buildings.

Report on progress on fabrication/installation of snow and ice guards over exterior meters, heating and cooling equipment, other wall and roof penetrations, and doors at all JMC managed locations.

Maintenance is working on installing snow and ice guards.

Requests for Rusk County maintenance department. - None

Action on Apex Engineering Proposal to design vehicle exhaust systems for Dahlstrom Trucking space at Fritz Avenue Plant.

Chair Christianson will give a report next month on the cost from Apex, Reynold question installing the exhaust system.

Action to establish policy requiring first contact on maintenance needs by tenants to be made with County Facilities manager, or manager's designee, and determine who will make contacts with tenants.

*Motion by Hauser, seconded by Hraban to have Administrator Christianson establish/ draft policy requiring first contact on maintenance needs by tenants of Joint Management Buildings to be made with County Facilities manager or manager's designee and determine who will contact tenants. Motion carried.*

**ADF PLANT** – Dehumidifier has stopped working and needs to be repaired, City Administrator approved the Facility Manager to allow up \$400.00 for repairs.

## **DOUGHTY RD BUILDING**

Action to authorize purchase of rain handlers – Have not found additional rain handlers.

Action to rent lift to facilitate installation of rain handlers on west side – No report

## **ENTERPRISE CENTER**

Report on tenant request or concerns, if any.

Stands from trailers are imbedded in the blacktop which can be removed and blacktop repaired.

## **FRITZ AVENUE PLANT**

Report on recommendation for HVAC replacement/rehabilitation work.

Gary and Marty are still looking into the HVAC and additional work. Discussed isolating each unit to Control the cost to the County and City.

## **GATES AVENUE MFG. PLANT**

Report on tenant requests or concerns

Reynolds is requesting the Sheriff's Department relocate. Discussion held.

**JEZ RD. BUILDING** – No report

## **APPRAISALS**

Update on pending appraisals of joint properties – No report.

**PAST PROJECTS SUMMARY** – No report.

## **CORRESPONDENCE**

Chairman's report – No Report.

Consider elements of new JMC operating agreement - Chair gave a suggestive Operating agreement ordinance change for the future of the Joint Management Committee.

A request from the Finance Director for each of the JMC buildings for the October meeting.

**SET DATE FOR THE NEXT JMC MEETING** – October 26, 2023 at 1:00 p.m.

## **ADJOURNMENT**

*Motion by Hraban, seconded by Kenyon to adjourn at 2:28 p.m. Motion carried.*