

COMMITTEE: BUILDING/PUBLIC PROPERTY  
DATE: MAY 7, 2025  
TIME: 10:00 A.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairman Lukas called the meeting of the Building/Public Property to order at 10:00 a.m.

### **ROLL CALL**

Members Present: Decorah, Landru, Lukas, Miller, Weber

Absent:

Others Present: Nora Matuszewski, Dave Wiebelhaus, Danielle McLaughlin, Tracy Ferraro, Travis Wollenberg, Amy Gatton

### **APPROVE AGENDA**

Motion by Weber to approve the agenda, second by Miller. All present voting AYE. Motion carried.

### **APPROVE MINUTES FROM THE APRIL 29, 2025 PUBLIC PROPERTY/BUILDING MEETING**

Motion by Weber to approve the minutes from the April 29, 2025 Public Property/Building meeting, second by Decorah. All present voting AYE. Motion carried.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

### **DISCUSSION/ACTION WITH MAINTENANCE DEPARTMENT ON AN ACTION PLAN FOR PARKING, WHEN CONSTRUCTION BEGINS**

Lukas asked Wiebelhaus if he asked the Highway for any safety devices to mark out the parking lot etc. Wiebelhaus was not sure yet how much room the entrance way will take up and he would like to move the entrance to the District Attorney door to keep everyone away from the North side of the building; tape off the from the IT windows to the North and block off the whole front entry. Musson felt once the floor is poured the construction will not need as much room. The committee will leave it up to the staff to figure out the best scenario.

### **DISCUSSION/ACTION ON THE INSTALLATION OF THE GAS LINE/INSTALL METER FOR THE OLD SHERIFF RESIDENCE FROM WPSC**

The cost to for the gas line/install meter was \$4,867.18; the lighting for the poles is still being worked out with Ayres.

Motion by Miller to pay for the gas line/install meter and the lighting when it gets figured out, out of General Obligation debt, second by Landru. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION ON QUOTES FOR THE STRIPPING/WAXING OF FLOORS**

Lukas spoke with Joski and he does not have time to do it and Musson never got back to Wiebelhaus on the other company. The original discussion was to accept the other bid if two other bids were not secured. Wiebelhaus will let Aset Janitorial know they can proceed.

### **DISCUSSION/ACTION ON SHARING ELECTRIC WITH THE LIONS CLUB; OPTIONS FOR PAYMENT**

The president of the Lions Club, Brent Gagnon was present to speak with the committee on what they are thinking of doing. There did not seem to be a clear plan for the electric.

Motion by Miller to see if the Lions Club was interested, if it could be done, and check into a panel to get a quote, second by Weber. All present voting AYE. The committee told Lukas to bring back the plan to the next meeting for discussion with answers and a plan.

## **FUTURE AGENDA ITEMS**

A. Electric in courtyard

## **ADJOURNMENT**

Motion by Miller to adjourn the meeting, second by Landru. All present voting AYE. Motion carried. Meeting adjourned at 10:43 a.m.

## **PERSONNEL/FINANCE MEETING**

### **CALL TO ORDER**

Skallerud call the Personnel/Finance meeting to order at 10:43 a.m., immediately following the Building and Property meeting.

### **ROLL CALL**

Members Present: Decorah, Gretzinger, Landru, Lukas, Marvin, Skallerud, Weber, Wirtz

Absent: Goode

Others Present: Nora Matuszewski, Danielle McLaughlin, Tracy Ferraro, Travis Wollenberg, Amy Gatton

### **APPROVE AGENDA**

Motion by Lukas to approve the agenda, second by Marvin. Motion by Marvin to approve and amend the agenda and renumber, second Landru. All present voting AYE. Motion carried.

### **APPROVE MINUTES FROM THE APRIL 22, 2025 PERSONNEL/FINANCE MEETING**

Motion by Marvin to approve the minutes from the April 22, 2025 Personnel/Finance meeting, second by Landru. All present voting AYE. Motion carried.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

### **DISCUSSION/ACTION ON 5310 MOBILITY MANAGEMENT GRANT AND FORWARDING A RESOLUTION TO FULL COUNTY BOARD FOR APPROVAL**

The 5310 Mobility management grant was discussed earlier in 2024 and it was approved to apply and bring back to the committee for acceptance. The grant was awarded as an 80/10 grant; \$46,600 with a \$11,600 match; Management feels it can be matched with in-kind.

Motion by Gretzinger to forward a resolution to full County Board to accept the 5310 Grant, second by Wirtz. All present voting AYE. Motion carried.

### **CLOSED SESSION**

The committee may consider a motion to convene into closed session pursuant to Wis. Stat. §19.85(1) (c) “considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction responsibility and Conferring with legal counsel concerning strategy to be adopted by the governmental body with respect to litigation in which it is or is likely to become involved. Sec. 19.85(1)(g)’ this closed session relates to:

- a) Organizational Structure of the Human Service Department consideration – flow chart
- b) Location of the Human Service Department
- c) Comp time – salaried exempt

- d) Non-exempt Department heads – exempt consideration (wage structure)
- e) Holiday pay
- f) Health Department work hours
- g) Employee Hazard pay eligibility
- h) Tower Attorney – written advice on Lease 158285.1
- i) Wage grid – Employee reverse steps
- j) Opioid – Lawsuit settlement update

Motion by Weber to convene to closed session, seconded by Landru. Roll call vote was taken, and all present voting: Decorah AYE, Gretzinger AYE, Landru AYE, Lukas AYE, Marvin AYE, Skallerud AYE, Weber AYE, Wirtz AYE. Motion carried.

### **RECONVENE TO OPEN SESSION TO TAKE ACTION, IF APPROPRIATE, ON MATTERS DISCUSSED IN CLOSED SESSION**

Motion by Lukas to reconvene to open session. Wirtz seconded the motion. All present voting AYE. Motion carried. The committee reconvened in open session at 1:42 p.m.

- a) No action; follow-up in a month and post the combined Administrative Assistant II position
- b) The department will be co-located in the same building in the future. No action at this time
- c) Motion by Weber to discontinue all comp time for all employees not under a union contract, ending on June 30<sup>th</sup> 2025, pay-out all comp on the next payroll that it can be paid out, second by Decorah. All present voting AYE. Motion carried.
- d) No Action – add to future agenda
- e) No Action - add to future agenda
- f) The Staff Nurse was hired under full-time; 27 hours per week, saving the department money that can be used to increase the two employee's hours from 35 to 40 permanently after grant money is exhausted and still have a savings in the Health Department budget; according to the Health Director. Motion by Gretzinger to approve the new job description updates for the PH Assistant and PH Clerk to 40-hour work weeks, because of the budget saving and send the updated job description to full County Board in resolution form for approval, second by Marvin. All present voting AYE. Motion carried.
- g) Motion by Lukas to approve hazard pay for Stephanie Montgomery, Mike Hasselkus, Dave Wiebelhaus, Tammy Stroik, Chris Slagowski and Amy Montgomery, to be paid by grant funding or if not available a budget modification will be made at the end of the year to cover the department overage if needed, second by Wirtz. All present voting AYE. Motion carried.
- h) Motion by Lukas to approve giving the Tower Attorney authority to work this contract out with the company, second by Weber. All present voting AYE. Motion carried.
- i) No Action – add to future agenda
- j) Motion by Landru to forward the resolution prepared to full County Board involving the Opioid settlement, second by Gretzinger. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION – LETTERS/RESOLUTIONS TO BE SENT TO WISCONSIN JFC AND WCA REGARDING FUNDNG OPTIONS**

Motion by Lukas to forward the resolutions for the Wisconsin JFC and WCA regarding funding options to full County Board for approval, second by Weber. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION ON PH DIRECTOR; POSTING OF SAID POSITION**

Motion by Weber to accept the resignation of the PH Director and post the position until filled; hire to work under the current director for one (1) month, second by Marvin. Motion carried.

### **DISCUSSION/ACTION ON JOB DESCRIPTION UPDATE FOR 2026: HUMAN SERVICES DIRECTOR**

No Action – add to future agenda

### **DISCUSSION/ACTION ON APPROVING FUNDING FOR ADDITIONAL SERVICES FOR PATRICK CORK**

There is ongoing consulting needed for structure with the State.

Motion by Weber to approve up to and not exceed \$1,500.00 from the Contingency Fund, second by Lukas. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION ON THE PURCHASE OF A GENERATOR FOR THE ADRC BUILDING**

Motion by Landru to approve a generator for the ADRC building in an amount not to exceed \$15,000.00 from the Capital Projects fund, second by Marvin. All present voting AYE. Motion carried.

### **WORK GROUP; REPORTS TO COMMITTEE AND POTENTIAL WORK GROUP CHARGES**

They met with other Counties and not much more for this meeting.

### **FUTURE AGENDA ITEMS**

- a) Administrative Assistant II – Job Description update
- b) Non-exempt Department heads – exempt consideration (wage structure)
- c) Holiday pay
- d) Wage grid – Employee reverse steps
- e) Fair grounds

### **ADJOURNMENT**

Motion by Lukas to adjourn the meeting, second by Wirtz. Meeting adjourned at 1:55 p.m.

These minutes are subject to change and will be approved at the next scheduled Personnel/Finance meeting.