

COMMITTEE: BUILDING/PUBLIC PROPERTY  
DATE: JUNE 3, 2025  
TIME: 9:00 A.M.  
PLACE: COUNTY BOARD ROOM

### **CALL TO ORDER**

Chairman Lukas called the meeting of the Building/Public Property to order at 9:00 a.m.

### **ROLL CALL**

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

Absent:

Others Present: Nora Matuszewski, Dave Wiebelhaus, Danielle McLaughlin, Tracy Ferraro, Travis Wollenberg, Christy Conley, Kathy Fohrman, Jamie Zarda, Penny Carter, Jeannie Fannin, Cortney Cleereman, Stephanie Montgomery, Shannon Boney, Sam Augustin, Al Marvin, Ron Skallerud, Anthony Weber, Richard Wirtz

### **APPROVE AGENDA**

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

### **APPROVE MINUTES FROM THE MAY 7, 2025 PUBLIC PROPERTY/BUILDING MEETING**

Motion by Miller to approve the minutes from the May 7, 2025 Public Property/Building meeting, second by Weber. All present voting AYE. Motion carried.

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

None

### **MAINTENANCE UPDATES; POSSIBLE ACTION**

- a) Matt Looby was available to update on the progress of projects
- b) Wiebelhaus reported issues with Boiler #2 again and there is a service technician coming on June 4<sup>th</sup> to take look at it
- c) He does not want the old water heater torn out of the building until the new one gets set up
- d) Krueger is supposed to be here today for the electric
- e) There are no bids on the Aging garage. Wiebelhaus wondered about calling around. The committee told him to advertise again and have the completion date next year. The committee also asked about who did the RFP and bid process and Wiebelhaus explained Musson was involved to help with this.

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

Wiebelhaus explained that the product used for the stone floors will be around \$1764.49, which had to be purchased because the original product was not useable and non-refundable.

Motion by Weber to approve the stripping product for \$1764.40 and payable out of the Capital Projects Maintenance fund, second by Miller. All present voting AYE. Motion carried.

### **DISCUSSION/ACTION WITH DON DEHART FAIRGROUND UPDATE AND HOMETOWN TROLLEY**

Dehart was not present to discuss this with the committee. Skallerud explained the cost to maintain the grounds is above and beyond what is paid for out of the Fair budget. The committee has tried to move the property but, it has to be within three miles of the current property and they had no luck. The committee has decided the best course of action would be to give the Ag Society the property and then find a place to build storage for the County equipment now stored at the grounds. The UW-Extension had concerns over the Red School House and the consideration is it can be offered to them but, they will have to move it. If they do not move it, they will be walking away from it. The Trolley company told them they do not need any additional land but, will still clean

up the property as it is. If the Ag Society does not want to purchase the land the committee is going to do limited maintenance on it and the power and water/sewer will be shut off.

#### **DISCUSSION/ACTION ON LIONS CLUB ELECTRIC SERVICE**

Lukas reported the Lions Club had a meeting and they would be willing to part with the power for the building. Krueger looked at it and the electrical in the building would take a day to clean up; not too bad. Lukas thought they should get estimates for conduit for future potential.

#### **DISCUSSION/ACTION ON CHANGE ORDER – DAVID TENOR ON PARKING LOTS**

No Action

#### **DISCUSSION/ACTION ON CHANGE ORDER FOR DAVID TENOR**

The change order is for the sewer lateral for the Sheriff/Jail Residence.

Motion by Landru, second by Miller to accept the change order for \$17,420, eliminate \$4,500 if needs to be underneath the parking lot. All present voting AYE. Motion carried.

#### **DISCUSSION/ACTION ON MTI CHANGE ORDER FOR LEC FANS**

There was only one quote and it was from MTI. The committee needs more than one quote to come to a decision. Wiebelhaus will also reach out to Tweet Garot and Johnson Controls.

Motion by Decorah to go out and get more quotes, second by Weber. All present voting AYE. Motion carried.

#### **DISCUSSION/ACTION ON STORAGE BUILDING FOR COUNTY PROPERTY AND REVIEW OF COST ESTIMATE**

The information for the estimate was put forth. The committee would like this to go out to bids.

#### **UPDATE OF CAPITAL PROJECTS, LATCF AND GENERAL OBLIGATION DEBT #2**

The committee was updated on current balances from the Clerk.

#### **FUTURE AGENDA ITEMS**

- a) Storage building quotes
- b) Dehart – Fair ground update
- c) Aging Garage – Bid update
- d) LEC Fans – Additional quotes

#### **ADJOURNMENT**

Motion by Decorah to adjourn the meeting, second by Landru. All present voting AYE. Motion carried. Meeting adjourned at 10:06 a.m.

### **PERSONNEL/FINANCE MEETING**

#### **CALL TO ORDER**

Skallerud call the Personnel/Finance meeting to order at 10:06 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, Dave Wiebelhaus, Danielle McLaughlin, Tracy Ferraro, Travis Wollenberg, Christy Conley, Kathy Fohrman, Jamie Zarda, Penny Carter, Jeannie Fannin, Courtney Cleereman, Stephanie Montgomery Shannon Boney, Sam Augustin

## **APPROVE AGENDA**

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

## **APPROVE MINUTES FROM THE MAY 7, 2025 PERSONNEL/FINANCE MEETING**

Motion by Landru to approve the minutes from the May 7, 2025 Personnel/Finance meeting, second by Wirtz. All present voting AYE. Motion carried.

## **PUBLIC COMMENT ON AGENDA ITEMS**

Cortney Cleereman asked if the Department Heads would be allowed in Closed Session. Lukas told her no. The committee would discuss A-F and then let them come in and discuss concerns.

## **DISCUSSION/ACTION ON VAN PURCHASE FOR AGING AND TITLE/REGISTRATION**

There was discussion on the problems encountered with the purchase of the Van; one being tax being charged, another not being able to take the tax/title out of the Trust funds, etc. All issues have been resolved.

## **DISCUSSION/ACTION ON HIRING AN ADDITIONAL BUS DRIVER FOR THE AGING**

The department is in need of additional drivers because there are drivers that are taking the summer off and the committee asked them if they hire additional drivers will they be able to stay within the current budget. It was explained from the staff that they would be able to stay within the current budget.

Motion by Lukas to allow the Aging to hire a pool of drivers as long as they stay within current budget, second by Marvin. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON EDUCATION AGREEMENT – HEALTH DEPARTMENT M. KELLY**

Motion by Landru to approve the education agreement, updating the language, grant funding and sure-up the wording and note it as non-precedent setting, send to full County Board for approval, second by Wirtz. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON DEPARTMENT HEAD EVALUATIONS**

Decorah would like to know what process the County has on Department Head evaluations and he talked about reaching out to other counties to see what their process is and NEO Gov which is what the County had tried to implement and then a couple department heads did not want it implemented so, the committee chose not to do it. Should there be an email on the website to submit comments.

Motion by Lukas to set up a work group with Department heads to work on evaluations, second by Decorah; committee to consist of Marvin, Decorah and Skallerud, second by Decorah. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON EBS/DBS JOB DESCRIPTION; POSTING OF SAID POSITION**

Motion by Landru to approve the job description to include a Bachelor degree and make sure the new employee is aware of the amount of training needed for the position, second by Marvin. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON REQUEST FROM NEW PH DIRECTOR FOR THREE WEEKS' VACATION**

Motion by Landru to approve the three weeks' vacation for the new PH Director, and this is not precedent setting, second by Marvin. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON REMOVING THE LTE FROM THE IM ASSISTANT JOB DESCRIPTION**

Motion by Landru to remove the "LTE" from the job description, second by Weber. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON MILEAGE RE-ROUTE FOR BOARD MEMBERS DURING CONSTRUCTION**

The mileage increase for some is something that is allowed because of the construction and should be noted for future incidents.

## **DISCUSSION/ACTION ON PITNEY BOWES LEASE RENEWAL**

The Clerk noted this is a renewal that has to be done every five (5) years and is for the postage meter in the Clerk's office.

Motion by Weber to approve the renewal contract, second by Decorah. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON CDL HIGHWAY AGREEMENT**

The CDL agreement will be paid for with the Highway funds. Remove #4 from the agreement, which was highlighted. This year they were budgeted for 13 employees and only have 9.

Motion by Landru to approve the CDL updated agreement as non-precedent setting, second by Decorah. All present voting AYE. Motion carried.

## **DISCUSSION/ACTION ON INVOICE FOR NORTHWAY COMMUNICATIONS TO CORRECT INTERFERENCE**

Motion by Landru to pay the invoice out of LATCF funds and if any of it qualifies for Title III funding then replace the funds, second by Lukas. All present voting AYE. Motion carried.

Motion by Weber to allow other repairs for the EMS/Sheriff Towers not to exceed \$10,000 out of LATCF, 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) Comp time
- b) Non-Exempt Department heads – exempt consideration (wage structure)
- c) Holiday pay
- d) Employee hazard pay eligibility – Employees
- e) Wage grid – Employee reverse steps
- f) PTO – Sick Leave
- g) Part-time Jail/Dispatch wage
- h) HR Process
- i) Personnel – Human Services Update

Motion by Lukas to convene to closed session, seconded by Decorah. Roll call vote was taken, and all present voting: Decorah AYE, Landru AYE, Lukas AYE, Marvin AYE, Skallerud AYE, Weber AYE, Wirtz AYE, Augustin AYE. Motion carried.(Closed session 11:09 a.m.)

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

Motion by Lukas to reconvene to open session, second by Weber. All present voting AYE. Motion carried. The committee reconvened in open session at 2:30 p.m.

- a) Motion by Marvin to approve the new comp policy for the 2026 budget for forty (40) hours maximum for all classifications of employees as a rolling forty (4); Department heads must budget for 40 hours for

overtime in their individual budgets to cover this, forward to full County Board for approval, second by Decorah. All present voting AYE. Motion carried.

- b) No Action
- c) No Action
- d) No Action; pay employees on the list that was approved
- e) No Action; reverse step pay was updated
- f) Motion by Marvin to approve the PTO policy as presented; send to full County Board, second by Weber. All present voting AYE. Motion carried.

Motion by Lukas to sunset the Post Retirement Benefit and move to PTO benefits for budget year 2026, second by Augustin. All present voting AYE. Motion carried.

- g) No Action
- h) No Action
- i) No Action

### **DISCUSSION/ACTION ON FLEET POLICY FOR VEHICLES**

Skallerud discussed moving all vehicles except Highway and Sheriff Department and create a fleet under the control of the Maintenance Supervisor.

Motion by Landru to create the fleet under the Maintenance Supervisor, second by Marvin. All present voting AYE. Motion carried.

Moved to future meeting for discussion on policy.

### **UPDATE: SALES TAX**

The Sales Tax for the month of March was \$73,706.43, which is up \$5,407.18 from last year.

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

Nothing to report

### **FUTURE AGENDA ITEMS**

- a) Non-Exempt Department heads – exempt consideration (wage structure)
- b) Holiday pay
- c) Wage grid – Employee reverse steps
- d) HR Process
- e) Personnel – Human Services Update
- f) Fair grounds

### **ADJOURNMENT**

Motion by Weber to adjourn the meeting, second by Lukas. Meeting adjourned at 2:40 p.m.