

**Executive Committee**  
**January 13, 2023 – 8:30 AM**  
**Courtroom A**

**1. Call to Order/Roll Call**

Members: Brad Knolhoff, Ann Schroeder, Nelson Heinzmann

Others Board Members: Mike Hilmes, Gary Arentsen, Ken Knolhoff

**2. Recognition of Guests**

Linda Mensing, Dennis Perez, Dan Travous, Chris Liedel, Denise Trame, Carla Stalnaker, Dan Behrens, Vicky Albers, Phil Moss, Rod Kloekner, Doug Gruenke, Jami Staser, Stew Freeman, JD Brandmeyer

**3. Public Comment**

None

**4. Approval Previous Meeting Minutes**

N/A

**5. Reports from Department Heads**

All department heads were given opportunity to speak. Each gave a report on personnel, facilities and misc issues the offices are encountering.

**Facilities Issues:**

- Carla Stalnaker is requesting a camera in Probation Lobby.
- Doug Gruenke expressed concerns about his heat running all the time and his window having leakage issues.
- Rod Kloekner indicated that there is a leak (likely from upper floor bathroom toilet) in his office.
- Jami Staser Reported her office has problems regulating temperature and that it is very hot.
- Stew Freeman reported his window is bad.
- Vicky Albers reported a leak in her office, but believes the repaired roof will correct that issue.
- Phil Moss reported the poor status of his work area at Highway/EMA. Brad reported that the old animal control building may be a good option and that that area may be considered as a new location
- Dennis Perez addressed the workorder system and requested that all issues be reported that way to ensure that maintenance issues are addressed. There will be follow-up if submitted that way.

**Personnel Issues:**

- Rod Kloekner explained Janet Mussenbrock's 2023 retirement
- Denise Trame asked about potential retirement in her office and inquired about how much notice the board needed. It was recommended that the board know at least 9 months prior to retirement. Dan Behrens gave an explanation as to why that is important.

- Collectively, several Dept Heads inquired about paid family insurance. Brad noted that for elected positions, would having timing requirements if there were to be any change to their compensation.

**Misc Issues:**

- Dan Behrens inquired about the Cross from the Church of God that was taken down prior to that building's demolition. It is currently stored at the Highway Dept Basement. Dan felt it technically belonged to Diekemper Excavating since it was a part of the church when the demolition was bid. Dan was instructed to reach out to Diekemper to see if they would like to claim it. If they do not, the local historical societies will be contacted and offered to them.
- Dan Behrens indicated Servers will be installed in the coming future at the highway department.
- Linda Mensing indicated that 5 computers need to be replaced in her office.
- Phil Moss inquired about purchasing a truck for his office. He was instructed that if it funds were available in his budget and he can procure from State Contract, he could purchase. If not bought off of State Contract, it would need to be brought to the board to be put out for bids.
- Several Departments indicated they have several electronics that need to be disposed of. Brad indicated that we need to establish a day to collect everything and to find a location that everything will be hauled off to. Everyone should communicate with John Skain to ensure items can be disposed of.
- Brad provided an update on all the current construction projects and timelines and issues we are experiencing with each.

**6. Agenda Approval**

The committee reviewed the Board Meeting agenda. Brad will work with JD to ensure the lateral transfer is reviewed by JD. Also, Brad will establish if Kyle Markus is able to be appointed to ETSB Board. If not, Dan Travous will be appointed. Motion by Nelson to Approve the Agenda, Second by Ann. Motion Carried.

**7. Adjourn**

Motion to Adjourn at 10:55 by Ann, Second by Nelson. Motion Carried.