



**MINUTES**  
**Eau Claire County • Highway Building Committee**  
**June 7, 2023 –2:00 p.m.**

Highway Members Present: Chair Jim Dunning, Supervisor Larry Hoekstra, Supervisor Judy Gatlin, Supervisor Robin Leary, Supervisor Gerald Wilkie, Supervisor Nick Smiar

Staff/Other Present: Facilities Director Matt Theisen, Brian Spilde, Kevin Dallas, Greg Bowe, Finance Director Nob Kirk, Linda Struck, Kathryn Schauf, Jeff Hagen, Andrew Dowd (Leader Telegram)

**Meeting called to order at 2:00 p.m.** Meeting confirmed.

**Roll Call**

**Review/Approval of Past Minutes.** Chair Dunning asked for a correction to the minutes for spelling of the word salt in PR#81 description. Motion to accept minutes, Supervisor Gatlin. Motion carried 6-0.

**Public Comment –** No comment

**Construction Schedule Update –** Kevin replied, “Final touches are being done and on-site staff is winding down.” Equipment storage is empty, final inspection with the city is in process. Hanson is here to take care of some wash outs in the landscaping. Minor touch up on paint. Panels that we were waiting for did show up and everything is here. We are beginning kitchen startup. Wi-Fi is up and running. Meals on Wheels move in date is June 20<sup>th</sup>. Highway staff will move in after July 4<sup>th</sup> and will take until the end of the month.

**Owner Purchased Items Update –**Matt presented the following owner items:  
 Cellular Modems cost of \$996.00 and Fire Panel Dialers cost of \$378.56 to monitor fire panels,  
 Large Benchtop Grinder – cost of \$1,075.00  
 Filter Crusher- cost of \$3,195.00  
 Hose Reels Racks (2) – cost of \$1,308.00  
 Steel surfaced work benches (6) Cost of \$4,530.00  
 Benchtop Vises (6) Cost of \$855.00

Meals on Wheels Washer & Dryer – Cost of \$1,449.93  
 Wall Mounted Coatracks - cost of \$79.96  
 Floor Scrubber for Meals on Wheels Kitchen - cost of \$8,575.52

Motion to approve all owner items Supervisor Leary. Motion carried 6-0.

Matt stated owner item contingency now stands at \$8,589.

**Financial Update, Review/Approval of Change Orders—**Matt replied, contingency for project is at \$223,980.

**PR#83** Temp Panels for Emergency Power Cost \$1,975.20 Motion to approve Supervisor Hoekstra, Motion carried 6-0.

**PR#84** Power Requirements for New Compressor and Dryers, Cost \$1,007.12. Motion to approve Supervisor Hoekstra, Motion carried 6-0.

**PR#85** Emergency Power to Alarm Dialers, Cost \$466.57. Motion to approve Supervisor Gatlin, Motion carried 6-0. Contingency after approval of changes orders is \$220,531.

**Open House & Ray Henning Conference Room Dedication** – Supervisor Leary asked when would we want to do the room dedication, same time as the ribbon cutting? Response by committee, yes. Brian Spidle stated that the time frame for open house and dedication should be early fall, maybe September. Matt brought copies of a pamphlet from Sheboygan County open house.

Supervisor Wilkie thanked Market and Johson, Matt Theisen and Jon Johnson for their leadership on the project and staying on track with the budget.

**Collaborative Use of Property with other Public Entities** - Chair Dunning asked if there is a way the facility could charge for services such as use of the car wash or providing mechanical services? Would there be sufficient time and resources to accomplish this? Brian replied, maybe we should start with the use of the car wash to see how this would work. Supervisor Hoekstra asked if we would be liable or what about damages to our equipment? Kathryn replied that she would contact our Risk Manager for answers.

**Future meeting dates, times, and agenda items:** 07/05 at the EOC meeting room.

**Adjourn:** 2:28 p.m.

Respectfully submitted,

**Nancy Williams**  
Facilities Department