



TOWN OF LINN

Meeting Minutes

BUILDING & GROUNDS COMMITTEE

TUESDAY, February 3rd, 2026, 5:00 PM

TOWN CONFERENCE ROOM

W3728 Franklin Walsh St. Zenda, WI. 53195

1. **Call to Order:** Tuesday, February 3, 2026 at 5:16 pm.
2. **Roll Call:** Livingston, Zimmerman, Sundstedt, Bakken (excused), Esmond (absent)
3. **Approve minutes from previous meeting, August 5th, 2025:** Zimmerman motioned, Sundstedt seconded. All voted, Aye.
4. **Comments from the Public:** none
5. **The Follow Agenda Items May Be Considered for Discussion, Consideration or Action:**
 - a. **Building & Grounds Profit & Loss Statement:**
 - Livingston reviewed the year-end profit and loss statement, noting that 2025 was a challenging year for buildings and grounds maintenance due to several unforeseen issues.
 - **Phone Bill:** Livingston noted the monthly phone bill had historically been high. Sundstedt observed that his office pays approximately \$750/month for 30+ phones, making the town's \$10,000-\$12,000 annual bill appear excessive. Zimmerman inquired whether the camera system at town facilities might be included in the phone service charges. She also noted that personal cell phone stipends are separate, but observed the "voice" line item appeared substantial, questioning whether it was more than just desk phones. David Zimmerman agreed to investigate the charges and report back, noting the bill covers all town sites (Town Hall, Fire Station, Highway Garage) and includes RingCentral, video conferencing, and possibly 911 dispatch routing.
 - **Septic Maintenance – Firehouse:** Livingston reported a significant overrun due to a plugged mound system occurring during frozen ground conditions. The town spent several months pumping the septic and lift tanks at emergency rates. The issue has been resolved, and the contractor installed cleanout ports that were previously lacking, allowing for future monitoring.
 - **Fire Generator Maintenance:** Livingston detailed a major, unbudgeted expense. A routine maintenance call revealed that for 20+ years, only oil changes had been performed. Coolant was "like thin tar," belts and hoses were original, and the digital controller subsequently failed. Total cost approached \$20,000. Livingston noted a new replacement generator would cost \$75,000-\$100,000, and the John Deere diesel engine is now in sound condition.
 - Year-End Result: The department finished 2025 22% over budget.
 - b. **2026 Capital Improvement Plan:**

Livingston reviewed the 2026 Capital Improvement Plan, which was previously approved by the Town Board in August 2025. He noted the list had not substantially changed since that approval.

Tuck Pointing – Town Hall (Old Section):

- Livingston confirmed this project remains on the list and will proceed.

Building Inspector's Office Reconfiguration:

- Livingston explained the building inspector's office is now shared with the Assistant Treasurer, necessitating a desk or workstation. He stated the Town Board Chairman has authorized this purchase.
- Livingston will obtain samples and move forward.

Bathroom Flooring:

- Livingston noted this item is contingent, as the tile is currently lying flat and causing no issues.
- No action is required at this time.

Board Chairs:

- Livingston reported the Town Board Chairman has authorized replacement of the sinking chairs.
- Livingston will obtain samples for review.

Fencing – Highway Garage North Side:

- Livingston described the issue: the north side of the highway garage, where town materials are stored, abuts a neighbor's yard. The town has experienced encroachment issues, with the neighbor parking vehicles on town property. There is also concern regarding risk to the neighbor's vehicles and town materials.
- Matt Wittum, Highway Superintendent, recommends a stockade-style screen fence.
- Committee Consensus: Staff will obtain quotes and design concepts for the fencing and bring them to the May meeting for committee review prior to Town Board action.
- No formal motion.

Highway Building Door Entry System:

- Livingston reported this project will install a keyless entry system at the highway garage, consistent with systems already in place at Town Hall and the Firehouse.
- He noted the system tracks who is coming and going.
- Livingston confirmed this project is approved and will proceed.

Kitchen Hood – Firehouse:

- Livingston described the current system that just blows the air right back into the room through the carbon filter.
- Zimmerman noted the committee had previously determined a commercial-grade system was required.
- Sundstedt suggested coordination with the exhaust removal system project. Livingston agreed this was an excellent idea and noted the difficulty of the installation.
- Zimmerman confirmed Peck and Weiss was the contractor referenced for the commercial system recommendation.
- Livingston noted the existing quote is outdated and requires updating.
- **Committee Consensus:** Staff will obtain updated quotes for the kitchen hood and coordinate with Peck and Weiss regarding potential integration with the exhaust removal system ductwork. This item will be brought back to the May meeting.

Exhaust Removal System – Firehouse:

- Livingston explained this system is for firefighter health and safety, capturing vehicle exhaust from apparatus bays. He noted the quote is from the prior year and requires updating. Chief Peters has been the primary contact on this project.
- **Committee Consensus:** Staff will obtain updated quotes for the exhaust removal system and bring the project back to the committee for formal review and action at a future meeting (targeting May).

Alerting System – Firehouse:

- Livingston described the proposed system as being tied to lighting, phones, alarm systems, and a message sign that tells them what equipment they need and where they have to go. Estimated cost: **\$47,000**.
- Livingston reported Chief Peters indicated potential grant funding for the repeater/cell phone notification component. Livingston will meet with Chief Peters on Thursday and will report back on call volume and grant status.
- Sundstedt noted the primary health benefit is reducing cardiac shock.
- Livingston confirmed he would obtain the monthly call volume data from Chief Peters at the Thursday Police and Fire Commission meeting.
- **Committee Consensus: Staff will gather additional information (call volume, grant status, updated pricing) and bring this item back for further discussion. No action taken at this meeting.**

Asphalt Apron – Town Hall East Side:

- Livingston described the condition the east side of the building, where we have a little bit of asphalt between the concrete apron and hillside road is all broken up. He noted Matt Wittum, Highway Superintendent, is reviewing this project as part of his 2026 highway paving program.
- Sundstedt observed that's similar to a full day of work price, which is about what you pay for a driveway because they take the machinery out there and kills their day. If there's anything in the area, they could have that price easily, because equipment's nearby already.
- Livingston confirmed Wittum has approximately \$500,000 in paving projects planned for 2026, including Woodstone Prairie, which is approximately one mile from Town Hall.
- Livingston confirmed the project will be coordinated with Wittum's paving schedule to capture mobilization efficiencies.

- c. **Proposed 2026 Annual Budget:** Livingston reviewed the proposed 2026 Buildings and Grounds Budget, previously approved by the Town Board.

Key Changes (Increases):

- **Utilities (Office):** Rate increases.
- **Town Generator Maintenance:** Proactive maintenance (hoses, belts, coolant) for the natural gas generator adjacent to the Police Department, modeled after the Firehouse generator work.
- **Cleaning Service:** Sunshine Cleaning contract revised. David Zimmerman explained the original quote inadvertently omitted the main Town Hall floor; \$50/month added to correct the scope. Livingston noted service quality has significantly improved under the new contract.
- **Fire Utilities:** Rate increases and increased occupancy/usage.
- **Fire HVAC Maintenance:** Service agreement with Peck and Weiss; reflects current market rates.

Decreases:

- **Phone Service:** Approximately \$2,000 reduction from 2025.
- **Property Outlay:** Livingston explained this line item funds the ongoing records digitization project. The Board previously rejected a costly proposal to construct a concrete record room in the basement in favor of systematic scanning and shredding.

- **Zimmerman** questioned the records retention limit asking how long do we need to retain certain documents for legal or historical purposes. Historical records have been offered to the historical society; voting records are retained per state requirement. The project is expected to continue for another 1-2 years.

Net Budget Increase: Approximately **\$12,000 (10%)** over 2025.

- **Action:** No motion required. Item was for informational purposes only.

6. Next meeting date/time: Tuesday May 5th, 2026 at 5:00 pm.

7. Adjournment: Zimmerman motioned to Adjourn, Sundstedt seconded. All voted, Aye. Meeting adjourned at 5:55pm.