



TOWN OF LINN

Meeting Minutes

BUILDING & GROUNDS COMMITTEE

TUESDAY, June 2nd, 2026, 5:00 PM

TOWN CONFERENCE ROOM

W3728 Franklin Walsh St. Zenda, WI. 53195

1. **Call to Order:** Tuesday, June 2, 2026 at 5:00 pm.
2. **Roll Call:** Livingston, Zimmerman, Bakken, Sundstedt (excused), Esmond (absent)
3. **Approve minutes from previous meeting, February 3rd, 2025:** Zimmerman motioned, Esmond 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:**
 - Administrator Zimmerman reported that Town Complex Operations and Maintenance is at 94% of budget, noting the budget line was incorrectly entered. The correct annual budget is \$14,250 (not \$3,400). Expenses to date include pest control, paper towels, shop towels, fire monitoring, toilet paper, hardware for the keypad installation (\$470), mop heads, mats, bay lock service, and trash bags.
 - Supervisor Livingston observed that some supplies (e.g., shop towels, mop heads, mats) relate to the ITU service (rugs) and may represent a year's worth of purchases.
 - Regarding Highway Building Utilities, Supervisor Livingston noted that percentage is higher this time of year due to heating. Highway Building Lighting Maintenance is an outlier: the 10-year-old exterior LED fixtures have begun to fail. Because they have no replaceable bulbs, entire cast aluminum fixtures had to be replaced. The committee has spent 36.8% of the lighting maintenance budget, but after adding \$10,000 for replacements, the department is in good shape at 41% of the year.
6. **Building Issues, Concerns, Repairs, Updates**
 - Keypad Installation: A keypad was installed on the door at the end of the hallway leading outside. This was prompted by a bridge project on Hillside Road; the engineer for the project needs a desk and workspace in the basement. The keypad allows temporary

access control and will also benefit janitorial staff and groups using Town Hall. It provides a record of who is coming and going. Keypads will also be installed at the highway buildings.

- Firehouse Water Softener & Mold Remediation: The water softener stopped working and developed a leak. Water ran down through a wall, requiring mold remediation. The wall is inside the sleeping quarters. The mold was minimal. Fire department staff have offered to repair the drywall during scheduled hours using town-supplied materials. Administrator Zimmerman confirmed a mold specialist was brought in to ensure zero mold remained in the sleeping area.

No other major projects are anticipated at this time.

7. Fire Department Vehicle Exhaust Extraction System

- Supervisor Livingston reported that the Police and Fire Commission strongly recommended this system, which collects exhaust fumes from trucks started indoors. Documented evidence shows it reduces cancer rates for firefighters. The City of Lake Geneva already has a similar system.
- The Town budgeted \$125,000 for this project. An updated proposal from Hastings came in at \$124,950, including all components, installation, drops for all 10 truck bays, and the magnetic attachments for truck exhaust pipes. The system disconnects automatically when trucks drive out. The Town previously bid the project with assistance from the City of Lake Geneva.
- **Motion by Supervisor Zimmerman, seconded by Esmond, to recommend to the Town Board approval of the Hastings proposal for \$124,950 for the fire department vehicle exhaust extraction system. Motion carried unanimously.**

8. 2026 Capital Plan Updates

- 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. Supervisor Livingston reviewed the status of capital items:
- Tuck Pointing – Town Hall: Budgeted \$5,000. Contractor will focus on the brick columns on the sides of the building (the areas most in need). Work has not yet started.
- Building Inspector’s Desk: Complete. Installed last week.
- Bathroom Flooring: As-needed. No evidence of loose tile; likely not needed this year.
- Town Board Chairs: A sample chair was received last week and will be evaluated by the Town Board at its next meeting.
- Fencing – Highway Garage North Side: Matt Wittum had the property surveyed. The Highway Department will purchase fencing and install it themselves.
- Highway Building Door Entry System: Parts are on order. Police crew will install upon delivery.

- Kitchen Hood – Firehouse: A vented hood will replace the current microwave oven above the stove. Installation will wait until the drywall project is complete. A countertop microwave will be purchased; sufficient budget exists.
- Exhaust Removal System – Firehouse: Previously discussed and approved as part of the exhaust extraction system (see item 5.c).
- Station Alerting System: Not in the 2026 budget.
- Asphalt Apron – Town Hall East Side: The 12' x 40' asphalt section between the concrete drive and Hillside Road is crumbling. Mohawk Road repaving came in under budget by approximately \$20,000, so funds may be available to complete this apron when road crews are in the area. Supervisor Livingston will monitor as the season progresses.
- Supervisor Zimmerman requested that the lock on the entry door be repaired, as she has difficulty getting the latch to engage, especially when entering on Sundays. Supervisor Livingston and Supervisor Leith (present but not a committee member) noted the key sometimes needs pressure or jiggling. Supervisor Livingston agreed to examine the lock and possibly file down metal to improve alignment.

9. Next meeting date/time: Tuesday September 1st, 2026 at 5:00 pm.

10. Adjournment: Zimmerman motioned to Adjourn, Esmond seconded. All voted, Aye. Meeting adjourned at 5:23pm.