



Winnebago County Veterans Affairs Commissioners Board Meeting

Monday, December 22, 2025 – 10:00 am
Winnebago Co Health Department Board Room

1. Call to Order, Roll Call, Pledge

Present: Commissioners Dave Peterson, Steve Bosma, Troy Thompson and Veteran Service Officer (VSO) Mary Lou Kleveland

2. Review and Approval of Previous Monthly Meeting Minutes

The November monthly meeting minutes were reviewed. Thompson motioned, seconded by Peterson to approve the November minutes. All in favor. November minutes are approved.

3. Veteran Services Officer Report

- a. Monthly VA numbers: VSO shared the statistics for November 2025 for Winnebago County.
- b. County Outreach Efforts – There were no outreach events in December. The November outreach activities were reviewed at the November meeting and are outlined in the November minutes.
- c. Review Monthly Expenditure Report for Approval - The Commissioners and VSO reviewed the expenditures for November 2025. Bosma motioned and Thompson seconded to approve the expenditures for November. All in favor. The November expenditure report was approved and the Commissioners signed off on the report.

4. Old Business

- a. Proposed VA Budget FY 2025-2026 – VSO reported that the health insurance increase for FY 26-27 will be 2% per Auditor Karla Weiss. VSO stated that she would be giving the proposed budget to Auditor Weiss by January 12, 2026. Budget meetings for each department will then be scheduled.

5. New Business

- a. Memorial Wall & Engraving – Discussion with possible approval of policy change –VSO advised that she had received a call from a community member who had paid for a family member's name to be engraved on the memorial wall. He was upset that the name had not yet been engraved and told VSO that he was going to hire his own engraver to engrave the name. VSO told him that he could not do so without the permission of the Board of Supervisors because the property did not belong to him or VSO. VSO explained to the community member that the engraver used by this office drives from 3 hours away and will only come to engrave names if there are 4-5 names. VSO advised the Commissioners that having to wait to have enough names has been a problem because the family members become upset at having to wait a year or more to have the name of their loved one engraved. VSO stated this office currently charges \$125 for the engraving of each name. The \$125 cost covered what the previous engraver charged in August 2024. VSO reached out to Forest City Granite Works and spoke to Leslie Ruby. Leslie advised VSO that Forest City Granite Works can engrave each name for \$225. They can engrave the names immediately, but names can only be engraved in the spring/warmer weather. The cold weather negatively impacts proper engraving and causes problems with cracks in the granite.

Thompson motioned to raise the price of the engraving of a veteran's name to \$225 effective 1/1/2026. Bosma seconded. All in favor. New policy for engraving is approved. The Commissioners asked VSO to check with other engravers in Lake Mills, Albert Lea and Blue Earth to compare prices. VSO agreed to do so and will report on the costs at the next Commissioners' meeting.

- b. Emergency Contact Information for Winnebago Co VA – VSO gave each Commissioner an emergency contact information form containing contact information if VSO is unexpectedly out of the office for an extended period (illness, emergency). The form also listed where the Commissioners could obtain the keys to the VA office as well as where passwords are located.
- c. New and Emerging Information – There was no new information to share.
- d. Financial Assistance Request(s) with possible closed session – There were no financial assistance requests this month.
- e. Next Meeting Date: January 26, 2026, at 10:00 am at the Winnebago County Courthouse

Adjournment – Peterson motioned; Thompson seconded. All in favor. Meeting adjourned.

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