

**Juneau County
Building Committee Meeting
January 12, 2018
Third Floor Maintenance Office**

PRESENT: Lynn Willard, Chairman, Ken Schneider, Tim Cottingham, Stacy Havill and representative Al Manna. Absent, Ray Zipperer.

1. CALL TO ORDER

Meeting called to order by Lynn Willard, at 8:30 am.

2. MEETING AGENDA

Motion by Ken Schneider, second by Lynn Willard to approve the Meeting Agenda as printed. Motion carried.

3. PREVIOUS MINUTES

Motion by Lynn Willard, second by Ken Schneider to approve the minutes of the previous meeting. Motion carried.

4. VOUCHERS

Motion made to pay all vouchers except CP land lease by Ken Schneider, second by Lynn Willard, motion carried. Motion by Ken Schneider, second by Lynn Willard not to pay CP land lease, motion carried. All other Vouchers approved for payment.

5. ADDITIONS TO AGENDA

Painting ROD's

- 5.1 Al explained maintenance was been short staffed and busy with moving of department, department supplies and building supplies. ROD's will unload and disassemble shelving unit to help maintenance. Maintenance will instruct ROD's on how to disassemble shelving. Maintenance will work painting into schedule.

6. FOLLOW-UP MAINTENANCE ITEMS

NTR

7. MAINTENANCE REPORT

- a. Delivered and assembled a chair from the County Clerk's office in the Courthouse to the Judges office in Justice Center.
- b. Repaired a broken keyboard tray in dispatch.
- c. Second time in 24 hours, had the same flooring transition strip in the WIC clinic broken and pulled out of the floor retainer. Screwed the strip to the floor.
- d. Continue moving maintenance repair stock from the Hickory stock room to room 5 in the Courthouse. About 80% there.
- e. Moved air handler pleated filter stock for Hickory workshop to Justice Center room 1195.
- f. Replaced 4 steam trap cages in the Courthouse (2 in ROD's, 1 in 2nd floor woman's RR, and 1 in audit).
- g. Repaired a broken control valve in ROD's and one in County Clerk's office.
- h. Mounted a heating control valve in Treasurer office.
- i. Repaired a sticking heat control valve for the Sheriff office.

- j. Flushed heating valves again in Annex 2nd floor ceiling. Had Johnson Controls direct wire supply fan on roof top that was tripping out.
- k. Repaired univent to supply heat in Hickory room 202.
- l. Uninstalled and reinstalled four sinks from Annex and Hickory to the old Courthouse. Standardized faucets in Courthouse. (two replaced in the second floor Men's restroom and two in the basement women's restroom).
- m. Disposing of excess trash and recycling in Annex, Courthouse and Hickory as people are preparing for moving.
- n. Had fire inspections for the Courthouse, Annex, Hickory, Justice Center, Sheriff office, Jail and Jiffy buildings. Had one noncompliance, a ventilation hood sticker in the jail kitchen was outdated. Contacted Krus and had this corrected.
- o. Moved a desk from the Hickory workshop to Annex 2nd floor DHS for new hire. Re-arranged cabinet in office to fit desk.
- p. Delivered 9 boxes in 2 days from the County Clerk's office in the Courthouse to UW extension in the Hickory building.
- q. Moved Larry and Steve out of Annex office and placed Steve in Justice Center room 1195, and Larry into the Courthouse room 5.
- r. Moved Ray out of Justice Center room 1195 to 3rd floor of the Courthouse. Moved Randy out of Hickory into the Courthouse room 5.

9. TOPICS FOR NEXT MEETING

None.

10. SET NEXT MEETING DATE

The next meeting was set for **Friday, February 9th, 2018 at 8:30 am in the 3rd floor Maintenance office.**

11. Motion by Lynn Willard, second by Ken Schneider to adjourn. Motion carried.
Meeting adjourned at 9:30 am.

Respectively submitted,
Al Manna