

Juneau County
Building Committee Meeting
February 8, 2019
Third Floor Maintenance Office

PRESENT: Lynn Willard, Chairman, Ray Zipperer, Representative Al Manna, absent Ken Schneider.

1. CALL TO ORDER

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

2. MEETING AGENDA

Motion by Lynn Willard, second by Ray Zipperer to approve the Meeting Agenda as printed. Motion carried.

3. PREVIOUS MINUTES

Motion by Ken Schneider, second by Ray Zipperer to approve the minutes of the previous meeting. Motion carried.

4. VOUCHERS

Motion made to pay all vouchers by Lynn Willard, second by Ray Zipperer, motion carried.
All other Vouchers approved for payment.

5. ADDITIONS TO AGENDA

SECURING THIRD FLOOR COURTHOUSE, PARKING IN MAINTENANCE AREA

5.1 SECURING THIRD FLOOR COURTHOUSE

When Maintenance moves to the new work area, should the third floor of the Courthouse be secured? The Committee said yes, secure the third floor.

5.2 PARKING IN MAINTENANCE AREA

It was asked that when Maintenance moves into the new area, would it be ok to park in front on the garage doors. This would open up more parking in the Service building parking lot. The Committee said yes.

6. WIL-KIL UPDATE

Wil-Kil started pest control and placed insect and rodent traps around the Services and Courthouse buildings.

7. FOLLOW-UP MAINTENANCE ITEMS

SEVERE WEATHER ALERT IN BUILDINGs, APPLIANCE DISPOSAL, ELECTION BUILDING HOURS FOR COURTHOUSE, INTERNAL/EXTERNAL BUILDING AND GROUNDS WORK

7.1 APPLIANCE DISPOSAL

Maintenance will pay for disposal.

7.2 ELECTION BUILDING HOURS FOR COURTHOUSE

This has been worked out with the County Clerk's office.

7.3 INTERNAL/EXTERNAL BUILDING AND GROUNDS WORK

Lynn will take to Executive Committee.

8. ANIMALS IN BUILDINGS

AI to check back with the Corporation Council on which Committee to discuss with.

9. PTI CONTRACT

Received quotes from PTI and CEC. CEC was chosen to perform the annual Fire Alarm Inspections.

10. DISPATCH RESTROOM

Maintenance was called over to unclog the sink again. Maintenance was called over to unclog the toilet again. Maintenance had to call Mauston plumbing to snake line again.

11. MAINTENANCE REPORT

- a. Replaced six batteries in digital cabinet locks in the Services building.
- b. Found a broken wire leading from a thermostat to a VAV in the Clerk of Courts area. Had a new cable made and installed it.
- c. Replaced 50+ burnt out lights in the Jail.
- d. Replaced a bad cylinder in door 286 in the Services building.
- e. Looked at a furnace that would not stay lit up on the mezzanine in Parks shop area. Re-lit pilot and has worked since.
- f. Looked at an overheating issue in room 215 in the Services building. Wire wasn't making a connection.
- g. Reworked a stuck door latch on room 131 in the Services building.
- h. Reworked a cartridge and seat on a leaking flush handle in the 2nd floor men's restroom in the Courthouse.
- i. Remounted a bulletin board in the 1st floor reception area in the Services building.
- j. Mounted a board and 3 coat hooks in the 2nd floor reception area in the Services building.
- k. Installed a new camera in the ceiling in the jail booking area.
- l. Shampooed carpet in Branch 1 Courtroom.
- m. Waxed floors in ROD's and Audits storage rooms.
- n. Patched and painted walls in South West entrance stairway and between 1st and 2nd floor West stairwell in Courthouse.
- o. Defrosted 1 frig and 1 freezer, drained a water heater and took these units out of service on 3rd floor in the Courthouse.
- p. Cleaned a plugged toilet in Huber C and cleared partially plugged toilet, sink and a shower floor drains in C pod.
- q. Had fire alarms go off in Courthouse and Justice Center at almost same time in late afternoon. Courthouse was a broken pull station located in the basement where items were located in the hallway just weeks before. The pull station was replaced. The Justice Center was a sprinkler head that was broken in Huber C by an inmate. The head was replaced and the water was cleaned up.
- r. Snow, snow, snow, salt, salt, salt, cold, cold, cold, clean up of salt in buildings.

12. TOPICS FOR NEXT MEETING

Follow up items.

13. SET NEXT MEETING DATE

The next meeting was set for **Friday, March 8th, 2019 at 8:30 am in the 3rd floor Maintenance office.**

14. Motion by Lynn Willard, second by Ray Zipperer to adjourn. Motion carried.
Meeting adjourned at 9:35 am.

Respectively submitted,
Al Manna