

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

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

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 Ray Zipperer, second by Lynn Willard, motion carried.
All other Vouchers approved for payment.

5. ADDITIONS TO AGENDA

MAINTENANCE BUDGET, LP SYSTEM QUOTE

5.1 MAINTENANCE BUDGET

Al brought to the Committee's attention he has spent \$7164.84 out of his budget to date that was not budgeted for in 2019. List shared with committee.

5.2 LP SYSTEM QUOTE

Quote submitted to committee for review to an annual PM of system. Will bring back to April meeting. Al to check to be sure this includes complete run of system including boilers.

6. KEY(S) FOR SLOP ROOM (SHOWER DISCUSSION, SOAP, TOWELS)

Discussion on who should have a key and who supplies soap and towels. Maintenance to be contacted if there is a need to access shower and for what reason. Individual requesting use needs to supply soap, towels and remove these items when done.

7. FOLLOW-UP MAINTENANCE ITEMS

SEVERE WEATHER QUOTE, ANIMALS IN BUILDINGS

7.1 SEVERE WEATHER QUOTE

Quote submitted to committee for review using the phone system to announce severe weather or other emergency notices. Not an option at this time

7.2 ANIMALS IN BUILDINGS

Al checked with Corporation Council, they did not remember who the committee was they had recommended before. Lynn to take to Executive meeting and have memo sent out to follow State guidelines.

8. MAINTENANCE REPORT

- a. Had a new tackboard mounted in the second floor reception area and one remounted in ADRC that fell off the cabinet in the Services building.
- b. Moved two file cabinets from a vault to room 103 and moved a book case to accommodate the cabinets for UW Extension.
- c. Cleaned a plugged sink in Dispatch, again.
- d. Installed a new 4' X 8' white board in IT.
- e. Cleaned the curbs around the handicap stall of the Justice Center and the angle parking areas in front of the ADRC by the Services building. City is not cleaning the curbs timely or at all around the Services building.
- f. Replaced a broken heating control knob in ROD's. Second time this year.
- g. Moved twelve boxes down the stairs into the vault for the County Clerk.
- h. Had the damaged lower garage door panel replaced on the booking garage.
- i. Had to show the trustee in the jail laundry room how and what to clean for the dryers lint traps. This was causing the dryers to overheat.
- j. Had Gray Electric come in to run and conceal wires in Branch 1 and Branch 2 for the DAR system that was installed.
- k. Shampooed carpet in County Clerk's office.
- l. Installed three Sharps containers in the Services building. One in ADRC restroom, and one in each family restroom on each floor in the main lobbies.
- m. Had to de-thaw gas regulators on roof top 3 and on the generator of the Services building.
- n. Used a camera down several floor clean outs to view the drain line leading from the Dispatch restroom through the jail, to the parking lot.
- o. Had a frozen pipe stem jetted from the new boiler roof drains to the catch basin by Hickory street.
- p. Moved a desk and small table from the County Clerk's office to storage.
- q. Plowed snow at the Jiffy building and cleared snow in front of the side service door because parks bobcat was in for service.
- r. Snow, salt, cold, and clean up of salt in buildings.

9. TOPICS FOR NEXT MEETING

- Follow up items.
- LP PM contract and system run.

10. SET NEXT MEETING DATE

The next meeting was set for **Friday, April 12th, 2019 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 9:55 am.

Respectively submitted,
Al Manna