

Juneau County
Building Committee Meeting
April 12, 2019
Third Floor Maintenance Office

PRESENT: Lynn Willard, Chairman, Ray Zipperer, and 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 Ray Zipperer, second by Lynn Willard 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

UPS PM SERVICES BUILDING

5.1 UPS PM SERVICES BUILDING

This will be tabled until next meeting. It to be involved at next meeting.

6. OFFICE ACCESS IN SERVICES BUILDING

After discussion, department heads need to give approval prior to giving access to a room. Neither maintenance or the cleaning crew will give any access to the building or secure areas.

7. FOLLOW-UP MAINTENANCE ITEMS

LP SYSTEM QUOTE

7.1 LP SYSTEM QUOTE

Al checked to be sure this includes complete run of system including boilers and the response was yes if asked.

8. MAINTENANCE REPORT

- a. Door A by booking garage wasn't latching, removed lock body, tightened bolts, reassembled, reinstalled and replaces two door bounce stops.
- b. Mounted a hose hanger in the booking garage.
- c. Mounted a directory board in WIC clinic waiting room.
- d. Cleaned up grounds around old Courthouse and Services buildings.
- e. Moved nine tables out of ADRC's van to their storage in Courthouse.
- f. Had the annual three day fire alarm PM done in Service's Justice Center and old Courthouse. Replaced ten batteries.

- g. Had the annual fire extinguisher pm done in Service's Justice Center, old Courthouse Parks and Jiffy buildings.
- h. Shampooed carpet in County Clerk's vestibule, Courthouse break room and two entrance mats.
- i. Replaced 10 can lights throughout the Justice Center.
- j. Painted room 1 in the Courthouse, set up 6 tables and 17 chairs from UW.
- k. Cleaned windows and screens in the second floor men's and Woman's restrooms, County Board room and small side offices, and room one in the basement of the Courthouse.
- l. Took down a TV in C pod and installed a new TV in its place. Direct wired TV and remounted converter box.
- m. Installed a new electronic strike on the WIC lab room 131 of the Services building.
- n. Installed a camera in the County Clerk's office.
- o. Had the back flow preventers tested in the Justice Center and old Courthouse.
- p. Replaced an occupancy sensor in room 2111 in the Justice Center.

9. TOPICS FOR NEXT MEETING

Follow up items.
UPS Services Building

10. SET NEXT MEETING DATE

The next meeting was set for **Friday, May 10th, 2019 at 8:30 am in the 3rd floor Maintenance office.**

11. Motion by Lynn Willard, second by Ray Zipperer to adjourn. Motion carried. Meeting adjourned at 9:10 am.

Respectively submitted,
Al Manna