

Juneau County  
Building Committee Meeting  
May 10, 2019  
Third Floor Maintenance Office

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

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

GROUNDS USE PERMIT

5.1 Permit issued to Mauston Chamber of Commerce for the Farmers Market.

6. UPS PM SERVICES BUILDING

After discussion, will try and find another service provider.

7. CUSDODIAN POSITION

After discussion, Al to go to Personnel meeting to have position posted. Will use an internal employee to help with custodial duties.

8. FOLLOW-UP MAINTENANCE ITEMS

LP CANOPY

8.1 Received building permit from the city. Contact Hartje to get on schedule.

9. MAINTENANCE REPORT

- a. Had a non-functional ergonomic desk repaired and end caps installed on a set of blinds in the Services building.
- b. Replaced a leaking steam valve packing in the ROD's.
- c. Unclogged a jail Huber washing machine drain line.
- d. Unclogged the main jail washing machine drain line.
- e. Removed a couple wooden shelves, cut fasteners, patched walls and moved two file cabinets out of the County Clerk's office.
- f. Cleaned windows and screens in the Courthouse break room, UW Extension, and Vet's, Land information, Audit, IT, Central duplicating, Maintenance room 5 and the old WIC

- clinic area offices in the Courthouse.
- g. Repaired, patched and painted the ceiling around an access hatch on the third floor of the Courthouse.
  - h. Moved a desk into the new passport room and mounted a literature rack in the County Clerk's office.
  - i. Disposed of a dozen pallets from the Justice Center, and branches from the lawn out to Lenoruds.
  - j. Moved stored material from the back room to the front room of the old WIC clinic area. Set up a table and six chairs for a small conference room in the Courthouse.
  - k. Unloaded 27 boxes of air filters and put into stock.
  - l. Had an underground (UST) tank inspection. Passed.
  - m. Had the back flow preventers tested in the Services building. Passed.
  - n. Replaced two water probes in the AHU1 humidifier.
  - o. Replaced two leaking check stop bodies in C and F pods and one flow control in D, of the Jail.
  - p. Replaced two check valves on the boilers in the Courthouse.
  - q. Waxed the floor in the Huber visiting area.
  - r. Cement patched broken out areas on front Courthouse steps.
  - s. Had a building static sensor installed on AHU1.

10. TOPICS FOR NEXT MEETING

Follow up items.

11. SET NEXT MEETING DATE

The next meeting was set for **Friday, June 14<sup>th</sup>, 2019 at 8:30 am in the 3<sup>rd</sup> floor Maintenance office.**

12. Motion by Lynn Willard, second by Ken Schneider to adjourn. Motion carried. Meeting adjourned at 9:15 am.

Respectively submitted,  
Al Manna