

Juneau County
Building Committee Meeting
June 14, 2019
Third Floor Maintenance Office

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

1. CALL TO ORDER

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

2. MEETING AGENDA

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

3. PREVIOUS MINUTES

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

4. VOUCHERS

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

5. ADDITIONS TO AGENDA

 GROUNDS USE PERMITS, CUSTODIAL POSITION

 5.1 GROUNDS USE PERMITS

 Permit issued to Mauston FFA, Animals on the lawn 7/12 and Permit issued to the
 ADRC/DHS for Elder Abuse Awareness 6/14 -19.

 5.2 CUSTODIAL POSITION

 Discussion to interview candidates. Al to check with personnel.

6. FOLLOW-UP MAINTENANCE ITEMS

 UPS PM SERVICES BUILDING, LP CANOPY

 6.1 UPS PM SERVICES BUILDING

 After discussion, will pay as we go.

 6.2 LP CANOPY

 Contacted Hartje, on schedule in August/September.

7. OLD COURTHOUSE OFFICE DISCUSSION

 There was discussion on vacant offices and recent office changes.

8. MAINTENANCE REPORT

- a. Helped move Coroner from old office to new office in old WIC nurses area, changed all door locks.
- b. Changed door locks from LIO vault to new location, old IT storage room #3.
- c. Unplug dispatch sink on a Friday and on the following Monday unplug the toilet.
- d. Changed door locks from old IT storage room #3, to new location room #9.
- e. Took a truck load of metal scrap to Manthey's scrap yard.

- f. Disassembled a table in the new small meeting room by UW and removed it. Placed three UW tables in its place. Added two more chairs.
- g. Had the annual PM done on the Services elevator.
- h. Called in over weekend to repair the jail sally port garage door, would not function.
- i. Helped IT run a fax line from new Coroner area to patch panel in Courthouse boiler room.
- j. Had all of the tack boards permanently fastened to the desks in the Services building.
- k. Had chair rails installed in three of the WIC clinic offices. Had one splintered rail replaced and touched up painted walls.
- l. Replaced two leaking o-rings in the Huber plumbing chase.
- m. Had 143 hours of time off this month.
- n. Had the Toolcat sent in for repair of a hydraulic leak. Still not repaired.
- o. Removed and repaired a rusted PTO shaft on the Kubota.
- p. Sprayed weeds around all buildings.
- q. Unclogged the sink in the Sheriffs break room.
- r. Worked with CEC to correct ground fault/data card alarms on the Justice Center fire panel.
- s. All of the Maintenance personnel attended the AED training.

9. TOPICS FOR NEXT MEETING

Follow up items.

10. SET NEXT MEETING DATE

The next meeting was set for **Friday, July 12th, 2019 at 8:30 am in the 3rd floor Maintenance office.**

11. Motion by Ken Schneider, second by Lynn Willard to adjourn. Motion carried. Meeting adjourned at 9:55 am.

Respectively submitted,
Al Manna