

Juneau County
Building Committee Meeting
July 12, 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 Ken Schneider to approve the Meeting Agenda as printed. Motion carried.

3. PREVIOUS MINUTES

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

4. VOUCHERS

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

5. ADDITIONS TO AGENDA

N/A

6. FOLLOW-UP MAINTENANCE ITEMS

DISPATCH RESTROOM

Brent and Al have had scheduling conflicts to discuss restroom.

7. OLD COURTHOUSE OFFICE DISCUSSION

There was discussion on vacant offices and recent office changes.

8. MAINTENANCE REPORT

- a. Moved the Coroner mail box and door sign from old office to new office location.
- b. Worked on Clerk of Courts records room window door opener. Replaced with new opener.
- c. Ray, Randy and Al had training on Fire suppression, Maintenance AC unit and electrical in the new boiler room and maintenance areas.
- d. Department completed month one IT training on the Infosec IQ training program.
- e. Had Metco perform the underground tank inspection. Passed.
- f. Moved Maintenance equipment out of Sheriff's garage into new Maintenance garage.
- g. Riveted literature racks to stand in Services building lobby.
- h. Repaired a water fountain in A pod that was tampered with by inmates.
- i. Re-glued laminate on a desk and a stamp pad in Clerk of Courts.
- j. Replaced and glued down a strip of carpet and repaired ripples in the carpet in G pod.
- k. Mounted a dry erase board in IT.
- l. Cleaned the IT AC unit in the old Courthouse.
- m. Had 117.5 hours of time off this month.

- n. Had fire inspection from the city. All buildings passed, one note made to clean hood in jail kitchen.
- o. Started moving into new maintenance area.

9. TOPICS FOR NEXT MEETING

Follow up items.

10. SET NEXT MEETING DATE

The next meeting was set for **Friday, August 9th, 2019 at 8:30 am in the 2rd floor Maintenance office.**

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

Respectively submitted,
Al Manna