

Juneau County
Building Committee Meeting
May 11, 2018
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 Ken Schneider, second by Ray Zipperer to approve the Meeting Agenda as printed. Motion carried.

3. PREVIOUS MINUTES

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

4. VOUCHERS

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

5. ADDITIONS TO AGENDA

DISPATCH RESTROOM, LIGHTING UW EXTENSION

5.1 DISPATCH RESTROOM

The toilet was clogged again, maintenance pulled the toilet and cleared clog. Maintenance installed screen in the sinks in the dispatch restroom and break room. A sanitary napkin receptacle was installed in the dispatch restroom. Sign's have been made and will be posted in both areas per the Building Committee.

5.2 LIGHTING UW EXTENSION

Foot candle readings were taken in three locations of the reception area desk where request to eliminate lighting was requested. OSHA requires 30 fc minimum for offices. Here are the readings. (Courthouse lighting only in area one, 27, area two, 21, area three, 20. Courthouse lighting and 3 lamps on desk in area one, 34, area two, 36, area three, 38. Three lamps lighting only in area one, 6, area two, 19, area three, 20. Committee said to leave as is.

6. GROUNDS USE PERMIT

A grounds use permit was issued to the ADRC for pin wheels and a banner June 13-15. The location will be the area on LaCrosse Street of the Services building providing the landscaping is completed. If the landscaping is not completed the display will be in the old Courthouse lawn.

7. JOHN DEERE MOWER

Request was made to replace the John Deere mower purchased in February 2003 due to over heating issue and age with Ho-Chunk funds. Committee agreed to submit through Ho-Chunk funds.

8. SNOW BLOWER, KUBOTA

Request was made to purchase a snow blower for the Kubota with Ho-Chunk funds. Committee agreed to submit through Ho-Chunk funds.

9. ARROW LIFT MAINTENANCE RENEWAL

Annual performance plan for the Courthouse lift was reviewed. Motion made approve a one year plan by Ken Schneider, second by Lynn Willard, motion carried.

10. FOLLOW-UP MAINTENANCE ITEMS

NTR

11. MAINTENANCE REPORT

- a. Moved UW Extension from Hickory to the old Courthouse. Removed cabinets, a projector, and a TV from their meeting room in Hickory to storage in the old Courthouse.
- b. Had two days of ice and snow removal.
- c. Disassembled partitions in Hickory rooms 202/203 and put in storage in Justice Center mechanical room.
- d. Started removing maintenance mechanical surplus items from the Hickory and Annex buildings. (Door handles, door closures, misc toilet items, fire horns and strobes, etc.)
- e. Mounted a gate and three pamphlet holders in UW Extension.
- f. Removed cabinets in old ADRC kitchen and disconnected water lines on two sinks and power on garbage disposal and water heater.
- g. Removed shower head panels, grab bars and shelves in three cells in the jail. Sealed and painted walls. Reinstalled shower head panels, grab bars and shelves in the three cells. NOTE; This will be a several week project.
- h. Installed a second light per request in an FSA office.
- i. Disassembled a large conference room table from old child support in Annex and reassembled it in the break room on the second floor of the Justice Center.
- j. Disassembled a large conference room table from old UW Extension in Hickory and placed it in storage on the second floor of the Justice Center.
- k. Delivered more cabinets and a coat rack from Annex to the new Vets office in the old Courthouse.
- l. Disassembles three desks from old DHS in Annex on second floor and delivered and set them up in the Finance department in the old Courthouse. Disassembled Finances desks and with the help of Parks and Forestry, they took them down to a trailer and brought them to Parks to replace their old furniture.
- m. Delivered an e-poster from Courthouse to WIC in the Services building.
- n. Assembled one chair for the judges and will return one chair that was found damaged.
- o. Delivered per request, miscellaneous office furniture from Annex to LIO/Treasurer in the old Courthouse.
- p. Had an auction in the Annex building. Helped disassemble and load items for customers.
- q. Had to remove the toilet and snake the line again in dispatch. Could not determine cause.
- r. Removed a door in the Treasurer office of the Courthouse and replaced it with a

door from the old ADRC in Annex.

12. TOPICS FOR NEXT MEETING

None.

13. SET NEXT MEETING DATE

The next meeting was set for **Friday, June 8th, 2018 at 8:30 am in the 3rd floor Maintenance office.**

14. Motion by Ray Zipperer, second by Ken Schneider to adjourn. Motion carried.
Meeting adjourned at 9:35 am.

Respectively submitted,
Al Manna