

Juneau County  
Building Committee Meeting  
October 12, 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

TV & MICROWAVE IN SHERIFF DEPARTMENT, CLEANING SERVICE

5.1 TV & MICROWAVE IN SHERIFF DEPARTMENT

TV and microwave set outside maintenance slop room for disposal. Al will write a procedure and bring it to the next Building Committee meeting for approval.

5.2 CLEANING SERVICE

Al asked if we supply service with everything. We will not supply them with PPE. A question was asked if we have a contract with them. Lynn will follow up with Corp. Council on this.

6. GROUNDS USE PERMIT

A grounds use permit was issued to the Health department for Apple Crunch.

7. FOLLOW-UP MAINTENANCE ITEMS

SEVERE WHEATHER ALERT JUSTICE CENTER

5.1 SEVERE WHEATHER ALERT JUSTICE CENTER

Waiting on PTI for quote. Al put on hold to talk to Bill D. on add on fire systems being added to the Justice Center.

8. MAINTENANCE REPORT

- a. Wire brushed and painted the Courthouse generator.
- b. Shampooed carpet in two IT offices, Register of Deeds and all of Land and Water Resources offices.
- c. Finished painting first floor hall ceiling, second floor HR office, basement woman's restroom.
- d. Installed a new fire extinguisher on the wall in-between the wood shop and paint shop at

- Parks and Forestry per request of fire inspector.
- e. Added additional membrane to seams and did more caulking around flashing on the North and South roofs of old Courthouse.
  - f. Installed a blank cover plate over a cat junction box and repaired a bracket and leg of a file cabinet in the Corporation Council meeting room.
  - g. Converted an observation room into a evidence room. Added a 110 outlet and changed the door lock in the Sheriff department.
  - h. Patched, painted walls and replaced ceiling tiles in the interview room in the Sheriff department.
  - i. Installed a stainless steel splash guard above the sink in the jail kitchen.
  - j. Received a delivery of 24 boxes of files for the HR department and moved them to their storage.
  - k. Moved a podium from UW Ext. in the old Courthouse to the conference room 209 in the Services building.
  - l. Waxed the first, second floor and the basement hallway's in the old Courthouse.

#### 9. TOPICS FOR NEXT MEETING

#### 10. SET NEXT MEETING DATE

The next meeting was set for **Friday, November 9<sup>th</sup>, 2018 at 8:30 am in the 3<sup>rd</sup> floor Maintenance office.**

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

Respectively submitted,  
Al Manna