

Juneau County
Building Committee Meeting
November 9, 2018
Third Floor Maintenance Office

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

1. CALL TO ORDER

Meeting called to order by Ken Schneider, at 8:30 am.

2. MEETING AGENDA

Motion by Ray Zipperer, 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

UW (ANIMALS BROUGHT IN BUILDING), BUILDING CHANGES, ELECTION HOURS

5.1 UW (ANIMALS BROUGHT IN BUILDING)

UW asked if they could bring in animals/pets for training sessions into the Courthouse. They asked about the Services building prior and was told no. After Discussion, UW is to check with WTL to see what it would cost to heat the fair grounds building.

5.2 BUILDING CHANGES

Many departments are scheduling work affecting the infrastructure or cosmetics of buildings and not consulting with the Building and Grounds Committee or the Building and Grounds Director. After discussion, anyone having work performed or cabling runs in the Justice Center, Services Building, Old Courthouse, Jiffy Building and the Parks and Forestry buildings must go through the Building and Grounds Committee or the Building and Grounds Director before any work can be done.

5.3 ELECTION HOURS

Building was left unlocked after last election. Building Committee decided the Building will be locked by the maintenance department at the end of their shift at 10:30pm.

6. FOLLOW-UP MAINTENANCE ITEMS

SEVERE WEATHER ALERT SERVICES BUILDING, APPLIANCE PICK UP

6.1 SEVERE WHEATHER ALERT JUSTICE CENTER

Received quote for Services Building, Will check on Justice Center and Old Courthouse.

6.2 APPLIANCE PICK UP

Form made and brought to B&G's Committee. All agreed and said to send this form out to department heads.

7. MAINTENANCE REPORT

- a. Cleaned door jams, ceiling vents and heat registers in the Justice Center.
- b. Shampooed carpet in Justice Center elevator.
- c. Finished painting the Courthouse basement hall ceiling, and central duplicating ceiling.
- d. Washed the walls in the Sheriff department hallways.
- e. PM performed on lift in the old Courthouse by contractor, everything was good.
- f. Washed the walls and patched holes in the Sheriff's report room.
- g. Moved a pallet of bricks from gravel parking lot to the Service's parking lot. Separated ¼ of the pallet, brought them down to Highway and put blowers on them to dry them out. Brought them back on Monday to use for the new electronic Services building sign. Moved remainder of bricks back to Gravel parking lot.
- h. Made and installed two new ceiling access panels in central duplicating and basement hallway of the old Courthouse.
- i. Removed several lights in the old Annex boiler room and replaced the incandescent and T10 lights in the old Courthouse boiler room with them.
- j. Re-mounted a bulletin board that fell off of the wall in the Personnel office.
- k. Rebuilt one large steam trap in the County Board room and one small steam trap in Audit.
- l. Had the floor indicator panel replaced for the second time in the Services building elevator.
- m. Installed two air diverters in the Judges reception office in the Justice Center.

8. Motion to go into Closed Session Pursuant to Wis Stats 19.85 (1) (c) for review.

Motion by Ray Zipperer, second by Ken Schneider to go into Closed Session.

9. Motion to return from Closed Session Pursuant to Wis Stats 19.85 (1) (c)

Motion by Ken Schneider, second by Ray Zipperer to return from Closed Session.

10. TOPICS FOR NEXT MEETING

Follow up items.

11. SET NEXT MEETING DATE

The next meeting was set for **Friday, December 14th, 2018 at 8:30 am in the 3rd floor Maintenance office.**

12. Motion by Ray Zipperer, second by Ken Schneider to adjourn. Motion carried.

Meeting adjourned at 10:35 am.

Respectively submitted,
Al Manna