

Juneau County  
Building Committee Meeting  
December 14, 2018  
Third Floor Maintenance Office

PRESENT: Lynn Willard, Chairman, Ken Schneider, Ray Zipperer, Mary Jo Onsager, Terri Treptow and Representative Al Manna.

1. CALL TO ORDER

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

2. MEETING AGENDA

Motion by Al Manna to change item 5 to item 6 and make item 6 to item 5. Motion by Ken Schneider, second by Ray Zipperer 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. DHS BUG FOLLOW-UP

Mary Jo Onsager had discussion with the board. Al will contact Wil-Kil Pest Control to see about a preventive maintenance program and also bring this to the Juneau County jail.

6. ADDITIONS TO AGENDA

PICTURE RAIL IN SHERIFF ROOM, VACUUM SIGNAGE SERVICE BUILDING, JUDGES PICTURE, CLOGGED TOILETS IN JAIL

6.1 PICTURE RAIL IN SHERIFF ROOM

Sheriff department would like to mount a rail system on the wall for pictures.  
This will be evaluated when they get plan together for mounting.

6.2 VACUUM SIGNAGE SERVICE BUILDING

Al has 100 magnetic signs made up for the Services building. He will distribute.

6.3 JUDGES PICTURE

Mount a picture of previous Judge on wall in Branch 1. Waiting on Judge's response.

6.4 CLOGGED TOILETS IN JAIL

Have had a rash of toilets to be unclogged in jail. Call in on weekends. Found Roman noodle wrappers, chip bags and other food container items. Also discussion on thermostats being sprayed with cleaner and why this cleaner is left in cells. Lynn will follow up with jail.

## 7. FOLLOW-UP MAINTENANCE ITEMS

SEVERE WEATHER ALERT SERVICES BUILDING, APPLIANCE DISPOSAL, ELECTION BUILDING HOURS FOR COURTHOUSE, INTERNAL/EXTERNAL BUILDING AND GROUNDS WORK

### 7.1 SEVERE WHEATHER ALERT SERVICES BUILDING

Waiting on PTI for quote for Justice center and Courthouse Buildings.

### 7.2 APPLIANCE DISPOSAL

Committee agreed to send out policy and dispose of current items.

### 7.3 ELECTION BUILDING HOURS FOR COURTHOUSE

Terri Treptow will check with State. Cannot lock building if Clerk is still on premises. Back door of Courthouse will be left open only and County Clerk will be responsible for locking building.

### 7.4 INTERNAL/EXTERNAL BUILDING AND GROUNDS WORK

Committee agreed to send out policy.

## 8. ANIMALS IN BUILDINGS

Al will locate draft document and bring back to committee.

## 9. BUILDING SECURITY AND ACCESS

Al explained issues and to committee. He will report back to committee.

## 10. MAINTENANCE WORK HOURS AND COURTHOUSE BUILDING HOURS

Courthouse will be unlocked at 7:30am. Maintenance hours will be evaluated.

## 11. MAINTENANCE REPORT

- a. Cleaned the carpet in the DA's office in the Justice Center.
- b. Moved 8 matching file cabinets from the Courthouse to the report room in the Sheriff's office.
- c. Worked with EBI replacing locks and/or changing batteries on 5 desk's in the Service building.
- d. Removed 6 monitors, wiring and 3 uni-strut mounts from wall in Court Security and mounted one 65" TV in their place.
- e. PM's performed on Justice Center, Courthouse and Services generators. Justice Center and Courthouse generators also had load bank testing performed.
- f. Replaced 2 batteries on Courthouse generator.
- g. Replaced the jail kitchen fan switch 3 times in a month due to a food rack hitting the switch.
- h. Mounted an end piece to a desk and moved a supply cabinet in Register of Deed's preparing for a new ceiling to be installed.
- i. Replaced rolled up carpet on the lower level in Branch 2 courtroom.
- j. Replaced 2 gas regulators on the boilers in the Services building.
- k. Had Chase go through the Toolcat training. Other department personnel going through refresher training.
- l. Cleaned snow off of curbs and street around the Courthouse and in front of ADRC angle parking area.

12. TOPICS FOR NEXT MEETING

Follow up items.

13. SET NEXT MEETING DATE

The next meeting was set for **Friday, January 11<sup>th</sup>, 2019 at 8:30 am in the 3<sup>rd</sup> floor Maintenance office.**

14. Motion by Lynn Willard, second by Ray Zipperer to adjourn. Motion carried.

Meeting adjourned at 10:55 am.

Respectively submitted,  
Al Manna