

Juneau County  
Building Committee Meeting  
January 11, 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 Ken Schneider, second by Lynn Willard to approve the minutes of the previous meeting. Motion carried.

4. VOUCHERS

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

5. ADDITIONS TO AGENDA

DISPATCH RESTROOM, VACUUM SIGNAGE SERVICE BUILDING, PAD LOCKS, EXIT LIGHT

5.1 DISPATCH RESTROOM

Continue to have issues with clogging sink and slow toilet. Lynn to discuss with Michelle.

5.2 VACUUM SIGNAGE SERVICE BUILDING

A couple of signs have been modified without permission to read (PLEASE MOP).

5.3 PAD LOCKS

Al requested purchasing 24 keyed alike pad locks, committee approved.

5.4 EXIT LIGHT

Al explained issue with light in cold storage building at Parks and Forestry. It was agreed to remove the light.

6. DHS BUG FOLLOW-UP

Mary Jo Onsager has set up an awareness meeting with Wil-Kil pest control called "Bed Bug Boot Camp" for February 18. Al presented a quote from Wil-Kil Pest Control for a preventive maintenance program. There was discussion on possibly isolating known carriers to one room in the lobby. Motion by Lynn Willard, second by Ken Schneider to approve the quote. Motion carried.

## 7. FOLLOW-UP MAINTENANCE ITEMS

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

#### 7.1 SEVERE WHEATHER ALERT IN BUILDINGS

Received quote from PTI for Services building. PTI cannot do the Justice Center. After discussion, AI to check with IT to see if this can go thru the phone system for all buildings.

#### 7.2 APPLIANCE DISPOSAL

Committee would like this sent to Corporation Council.

#### 7.3 ELECTION BUILDING HOURS FOR COURTHOUSE

Committee would like this sent to Corporation Council.

#### 7.4 INTERNAL/EXTERNAL BUILDING AND GROUNDS WORK

Committee would like this sent to Corporation Council.

## 8. ANIMALS IN BUILDINGS

Committee would like the Corporation Council to check into a state statue on this and reply back.

## 9. BUILDING SECURITY AND ACCESS

The three nonfunctioning cameras have been replaced. Camera recording settings still need to be addressed. AI will contact IT.

## 10. MAINTENANCE WORK HOURS AND COURTHOUSE BUILDING HOURS

Leave as is for now.

## 11. JCI CONTRACT

Discussed and approved by committee.

## 12. PTI CONTRACT

Discussion, AI to have proposal re-quoted for each building, Services building and old Courthouse. Contact EST contractor to quote the Justice Center building and old Courthouse.

## 13. WIL-KIL CONTRACT

Discussed and approved. Motion by Lynn Willard, second by Ken Schneider to approve the quote. Motion carried.

## 14. MAINTENANCE REPORT

- a. Replaced one purge fan on a boiler in the Services building.
- b. Had two cracks in the walls and one wall patch done in the Service's building.
- c. Worked with Control Works on a thermostat issue in the Service building vestibule. Wall was not insulated behind thermostat.
- d. Repaired a door that was binding in the Courthouse County Board room.
- e. Delivered 7 chair mats from the Courthouse to the Sheriff's report room in the Justice Center.
- f. Installed a new stainless steel mirror in the jail.

- g. Replaced a pump motor in the Courthouse boiler room.
- h. Waxed the basement and first floor halls in the Courthouse.
- i. Cleaned the carpet in the County Board room.
- j. Removed the snow off of the curbs and street around the old Courthouse.
- k. Removed the snow out of the North West and West parking stalls to make more parking in the Services building parking lot. Cleaned the curb in front of the West vestibule entrance.
- l. Disposed of the TV's, computer monitors, refrigerator and microwaves at the dump and took scrap metal to Manthey salvage.
- m. Had a fire inspection of the Justice Center, Courthouse, Jail, Services building, Parks and Forestry and the Jiffy buildings. Had one non-compliance and one observation. The non-compliance was an exit light not illuminated in the Justice Center, the test button was stuck and the battery went dead. The button was fixed and the battery was recharged. The observation was a question if there was a breaker panel key in the Knox box because we have a couple breaker panels locked. Had a key placed in the Knox box.
- n. Removed the NRCS parking signs from the parking lot behind the Justice Center.
- o. Assembled a height/weight scale and mounted it to the wall in the WIC clinic.
- p. Fixed a tamper alarm that was set off from the old boiler room that was not disconnected before demolition.
- q. Re-hung a bulletin board that fell off the wall in DHS reception

15. TOPICS FOR NEXT MEETING

Follow up items.

16. SET NEXT MEETING DATE

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

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

Meeting adjourned at 10:55 am.

Respectively submitted,  
Al Manna