

Juneau County  
Building Committee Meeting  
August 9, 2023  
Second Floor Maintenance Office

1. CALL TO ORDER

Meeting called to order by Lynn Willard, at 8:35 am.

2. ROLL CALL

2 Present; Lynn Willard, Chairman, Mike Keichinger, second chair, Ray Zipperer. 0 Absent;

3. WAS THIS MEETING POSTED AS MANDATED BY LAW

Yes

4. MEETING AGENDA

Motion by Lynn Willard, second by Ray Zipperer to approve the Meeting Agenda as printed.  
Motion carried.

5. PREVIOUS MINUTES

Motion by Mike Keichinger, second by Ray Zipperer to approve the minutes of the previous Meeting. Motion carried.

6. VOUCHERS

Motion made to approve vouchers by Ray Zipperer, second by Mike Keichinger, motion carried.

7. FOLLOW-UP MAINTENANCE ITEMS

SERVICES PARKING /ADA SPOT

NTR. Cement contractor called and said he would be here the 1<sup>st</sup> or 2<sup>nd</sup> week of August.

JUSTICE CENTER RE-NAME SIGNAGE

Lettering artwork was approved and half payment was sent. Received acrylic panel, installed it and LED lighting.

SERVICES BUILDING ART WORK ON WALLS

Policy was written and reviewed by Building and Grounds committee. Instructed to send to Corporation Council and Human Resources.

CLERK OF COURTS HANG BROCHURE RACK AND WORKSTATIONS

Acrylic brochure rack added to stand up brochure rack and was located in second floor lobby. Two desks put into Clerk of Courts office. Will discuss a plan on work stations.

AMBULANCE CONCERNS

Had the local ambulance responders review the lift and elevator in the old Courthouse. The elevator is okay, the lift is about one foot short for the current stretchers. Mauston ambulance will contact the fire department if they need to carry a stretcher down a flight of stairs. This will be put in their response plan for the Courthouse.

ADRC FOB ACCESS TO DHS/HEALTH ENTRANCE AND SECURE HALL

This has been taken care of.

FOB ACCESS TO SERVICES BUILDING DHS/HEALTH

The request for 24/7 access for Mary in the Health department and Economic Support is done. IT and Maintenance access removed for the DHS medical room. Afterhours access

to the Services building was discussed with representatives from County Mutual. A log shared with dispatch was thought to be okay or employees contacting their department head was also acceptable. Suggested AI take fob access to the Safety committee.

**SERVICES BUILDING NARCAN KIT AND STOP THE BLEED KIT**

AI reviewed the areas and discussed this with Jean. The narcan kit will fit in the AED box. AI to check on battery maintenance with the Sheriff.

**DOOR/BUILDING SIGNAGE 1<sup>ST</sup> AMENDMENT AUDITORS**

Signs are on order.

**AC COUNTY CLERK**

One quote received, waiting for a second supplier to review areas and quote.

**SPLIT DOOR IN VETERANS OFFICE**

NTR

**8. SERVICES DIGITAL SIGN**

Tabled.

**9. WIL-KIL BED BUGS**

AI to see what training would cost for Maintenance performing an internal treatment.

**10. CUSTODIAN II REPLACEMENT**

Process started for the replacement.

**11. BUILDING KEY(S) POLICY AND ADDITION TO PERSONNEL MANUAL**

Two sections written and reviewed by HR and Maintenance. Approved by the Building and Grounds Committee. AI to add who to contact in policy if badge, fob, or keys are lost.

**12. 2024 MAINTENANCE BUDGET REQUESTS**

Several requests were reviewed. AI to review areas.

**13. MAINTENANCE REPORT**

Motion by Lynn Willard, second by Mike Keichinger to approve the Maintenance report. Motion Carried

**14. POTENTIAL ITEMS FOR NEXT MEETING**

None.

**15. SET NEXT MEETING DATE**

The next meeting was set for **Wednesday, September 13, 2023 at 8:30 am in the 2<sup>nd</sup> floor Maintenance office.**

**16. ADJOURN**

Motion by Lynn Willard, second by Mike Keichinger to adjourn. Motion carried. Meeting adjourned at 10:50am

Respectively submitted,  
AI Manna