

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1H & 1I, 127 East Oak Street, Juneau, WI 53039

Date: June 3, 2015

Call to order: The meeting was called to order by Chairman Mattson at 8:30 a.m. with the following members present: **Rodger Mattson, Mark Roesch, Dennis Schmidt; Chester Caine and Tom Nickel**

Also present: Russell Freber, Director of Physical Facilities; Phil McAleer, Assistant Director of Physical Facilities; Mary Kay Westimayer, Administrative Secretary; Russ Kottke, Dodge County Board Chairman; Jim Hill, Clearview; Jeff Hoffman, UW Extension Department Head; Kim Brown Pokorny, 4H Leaders Association; Marie Witzel, UW Extension 4H Youth Development; Eugene Becker, Juneau Cemetery, Alvin and Pat Weidman, Juneau Cemetery, Sharon Keil, Dodge County Fair Association; Douglas Ninmann, Dodge County Fair Association

Public Forum: None

Minutes: A motion was made by Tom Nickel and seconded by Chet Caine to approve the minutes of the May 6, 2015 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Communications & Committee Member Reports: None

Consider, Discuss and Take Action:

Youth Building at the Fairgrounds: Discussion took place on the use of the Youth building and grounds. The Fair Association and the UW Extension had representation at this meeting. The Fair Association would like the ability to use this building when needed. Both groups were in agreement that UW/4H takes priority in the use of this building. UW Extension proposed eliminating the \$75 rental fee that was currently being charged. A new contract from the Fair Association will be provided. **A motion** was made by Tom Nickel and seconded by Chet Caine to suspend the \$75 fee being charged for the rental of the Youth Building at the Dodge County Fairgrounds. Motion Carried.

Dodge County Cemetery – Stone Maintenance / Replacement: The committee is considering replacing the cemetery headstones with markers that can be set into the ground. This would be a cost savings to the county for the care of this site. It would be done in a manner that would allow the markers to be mowed over eliminating the need for trimming or repairing and replacing of head stones. It was suggested that a memorial be created with a sign and a rock garden around it using some of the old headstones to acknowledge what once stood there. Members from the community voiced their feelings of preserving the cemetery and continuing with the headstones as has been done in the past. Funding for this project will put into the 2016 Budget requests.

Jail Water Heater Project: The water heaters are up and running. There seems to be a pressure fluctuation between the hot and the cold. Valve replacement is being considered. We will continue to research a solution for this problem.

Admin Building Air Vapor Project: The work on the second and third floor is complete. Work began on the 4th floor expecting to be finished in 3 weeks. Additional problems were encountered. Facility Engineering will be contacted for their recommendation to remedy these problems at an additional cost. The contingency money will be used to cover as much of this as possible.

Admin Building HVAC Project: The cost of the VHD is \$11,358. This item was not budgeted for however, there is money available within the Physical Facility Budget to absorb this expense. It will be installed next week.

Lawn Mowing Contract: Concerns have been voiced on the quality of work that the current lawn care contractor provides. The committee will review this as the season ends and decide if they want to advertise for lawn care bids in the spring or renew the existing contract.

Report & Consider Maintenance Operations & Projects:

Russ Freber updated the committee on the projects at the different locations.

Administration Building

HVAC Software Project is 98% done and just requires some tweaking to get it fully operational.

Courthouse

BO10 Air Conditioning Project Update: The project has been completed and is running fantastic. The unit does not use outside air in the winter but may be an option in the future.

HDOB

Air Conditioning Project Update: The unit has not been purchased yet. Russ is working with Corp Council on the Terms of the agreement before signing. Once the contract is signed it will take approximately 8 weeks for the unit to arrive.

Elevators: The equipment is ordered with an 11 to 13 week lead time. New flooring is going to be installed for approximately \$1000.00.

Staffing Updates: The Administrative Secretary Position will be vacant the end of August, due to retirement. Russ shared with the committee that he is going to request that this become a full time position before hiring. Physical Facilities is fully staffed at this time. Human Resources approved on call time for the Lead Mechanics which will be a benefit to the people holding these positions.

Other Discussions:

Sink Holes: There are sink holes that need our attention at the Admin and HDOB parking lot.


MetalFab Building & Taxation Properties: The MetalFab building has been sold. Our department helped secure two more properties today in Kekoskee and Mayville.

The next meeting is scheduled for Wednesday July 1, 2015 at 8:30 a.m. in Room 1A of the Administration Building

Adjournment:

There being no further business to come before this committee, a motion was made by Chet Caine and seconded by Mark Roesch to adjourn the June 3, 2015 meeting at 10:18 a.m. Motion Carried.

Respectfully submitted,


Dennis Schmidt, Secretary

Disclaimer: The above minutes may be approved, amended or corrected at the next committee meeting.