

DODGE COUNTY BUILDING COMMITTEE MINUTES

Administration Building, Room 1A, 127 East Oak Street, Juneau, WI 53039

Date: July 10, 2013

Call to order: The meeting was called to order by Chairman Mattson at 9:00 a.m. with the following members present: **Rodger Mattson, Paul Marose, Clem Hoelzel, Ed Nelson, and Chester Caine**

Also present: Russell Freber, Director of Physical Facilities; Phillip McAleer, Asst. Director of Physical Facilities; Brenda Saugstad, Secretary; and Jim Mielke, County Administrator

Minutes: A motion was made by Caine and seconded by Nelson to approve the minutes of the June 5, 2013 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Russ Freber reported on the following maintenance operations and projects:

Work continues on the Administration Building stone restoration. Russ Freber explained a new option the contractor is using to resurface/grind off some of the stones that are spauling. This is a cost savings measure to save the existing stone.

A new water meter was scheduled for installation at the Henry Dodge Office Building on Monday, July 1. Arrangements were made with the Juneau Utility to shut water service off to the building. Inadvertently, water service was also shut off to the whole city which resulted in the loss of water pressure and pressure surges when water service was restored causing water mains to break throughout the city. As a result, damage to plumbing systems and fixtures did occur in county buildings. Maintenance staff worked late into the night to do repairs and cleanup. A report will be submitted to the city of Juneau listing maintenance labor and repair costs.

The Henry Dodge Office Building renovation project is ahead of schedule and the second floor is almost finished. The tentative date for the next move will be August 19.

The Maintenance Department has purchased several lock sets for the purpose of securing properties Dodge County reclaimed due to delinquent taxes. County Treasurer Patti Hilker informed the department there will be more houses in the next week or two that will need to be secured.

We have been pleased with the services provided by Grass Chopper Grounds Maintenance of Hartford to do the lawn mowing, trimming, and shrub maintenance.

We are checking into getting a suburban vehicle from the Sheriff's Department to be used by staff going between the Henry Dodge Office Building and the buildings downtown as well as short trips for parts.

Currently the BO10 IT Server Room is being cooled by a water cooled unit. We will be requesting bids for the purchase of a new air cooled unit.

Projects for the Capital Improvement Plan have been submitted. The purchase of a new or used truck was included in the request.

A requisition for the position of Custodian II will be made for the 2014 budget.

The next meeting is scheduled for Wednesday, August 7, 2013 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 Nelson and seconded by Hoelzel to adjourn the meeting at 9:45 a.m. Motion carried.

Respectfully submitted,


Clem Hoelzel, Secretary

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