

## DODGE COUNTY BUILDING COMMITTEE MINUTES

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

Date: January 8, 2014

Call to order: The meeting was called to order by Chairman Mattson at 8:30 a.m. with the following members present: Rodger Mattson, Paul Marose, Ed Nelson, and Chester Caine

Also present: Russell Freber, Director of Physical Facilities; Mary Kay Westimayer, Secretary; Phil McAleer, Assistant Director of Physical Facilities and Ruth Otto, IT Department.

Absent: Clem Hoelzel

Minutes: A motion was made by Marose and seconded by Nelson to approve the minutes of the December 4, 2013 meeting as recorded and allow the chairman to go out of order to efficiently conduct the meeting. Motion carried.

Relocation of the IT Department is going to be postponed until 2015. This will allow time for the maintenance department to remove cubicles, prep and paint the walls and replace the carpeting. The removal and replacement of the carpeting will be put in the 2015 Budget and put out for bids.

Discussion on the sale of 3.5 Acres to Archie Monuments was favorable and will be referred back to the executive committee to do what they deem necessary.

It was discussed that the ADRC Committee was pleased with the changes that were made to better enable their clients to use the Henry Dodge Building.

Russ Freber reported on the following maintenance operations and projects:

Our department has one maintenance person and two custodians off under the Family/Medical Leave Act and two LTE people have been hired to take over their duties until they return. The Custodian II position that was created last fall has been filled with that person ready to take over their duties on January 13, 2014. On April 1, 2014 a Maintenance Mechanic will be hired. There will be one person located at the HDOB Monday thru Friday. Russ Freber introduced Mary Kay Westimayer as the departments new Administrative Secretary.

The snow equipment has been fixed and/or replaced as needed. This was expensed out in 2013 budget.

The Henry Dodge Building made it thru the cold snap with few problems, possibly due to the updates made to the air handlers by Johnson Control. There are still some air handlers that need to be updated. Also, the lighting in the dining room needs to be replaced. Russ will contact Johnson Control for an updated energy report.

The roof contract was approved and Maly Roofing will start the project on March 1<sup>st</sup>. It will take approximately 3 months to complete the project. The new roof comes with a 30 year warranty. The rocks from the existing roof will be used by the highway department.

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Law Enforcement Center boilers are running fantastic. The south section of the Law Enforcement Center has never had air conditioning. The air conditioning unit from Henry Dodge Office Building that fed the old kitchen is no longer being used. Possibilities of using this unit in the south section are being considered.

The next meeting is scheduled for Wednesday, February 5, 2014 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 Marose and seconded by Nelson to adjourn the meeting at 9:15 a.m. Motion carried.

Respectfully submitted,

  
Clem Hoelzel, Secretary

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