DODGE COUNTY BUILDING COMMITTEE MINUTES

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

Date: October 2, 2013

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, Clem Hoelzel, Ed Nelson, and Chester Caine**

Also present: Russell Freber, Director of Physical Facilities; John Nehls, Lead Mechanic; Brenda Saugstad, Secretary; Ruth Otto, I.T. Director; Jeff Hoffman, UW Extension Director; and Jennifer Tisdale, Wellness Committee member

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

A request to relocate the IT Department to the former ADRC office space on the second floor of the Administration Building was discussed. Ruth Otto also requested permission to move the current IT storage area at the end of the hall into the current IT office area. The Wellness Committee also expressed an interest in moving into the IT storage area at the end of the hall.

A motion was made by Mattson and seconded by Caine to take a recess at 8:40 a.m. to tour the IT Department and ADRC office areas on second floor of the Administration Building. Motion carried.

A motion was made by Hoelzel and seconded by Marose to reconvene the meeting at 8:50 a.m. in Room 1A of the Administration Building. Motion carried.

A motion was made by Nelson and seconded by Hoelzel to allow the IT Department to move into the former ADRC office areas and use their current office space for storage. Motion carried.

A motion was made by Marose and seconded by Caine to allow the Wellness Committee the use of the office space currently used for storage by the IT Department until it may become necessary to convert the area into office space. Motion carried.

Jeff Hoffman presented a request from the Dodge County Master Gardeners group to use meeting room 1E on the first floor of the Administration Building. This would provide an area the volunteers may use to meet with residents one morning a week during the growing season. An afternoon session may be added based on need.

A motion was made by Hoelzel and seconded by Nelson to allow the Dodge County Master Gardeners group the use of meeting room 1E under the supervision of the UW Extension Ag agent. Motion carried.

Russ Freber reported on the following maintenance operations and projects:

The second shipment of stone was delivered and Statz Restoration is nearing the completion of the stone restoration project on the Administration Building.

The replacement of the main water valve at the Henry Dodge Office Building will take place this afternoon. This was rescheduled from July. The Public Health and remaining administration offices will be moving from the Office Building the first week in November. The maintenance staff has been busy updating the HVAC units at Henry Dodge. The 1986 section and 1969 waiting area section of Henry Dodge are being demolished this week. A surplus furniture sale will be held in the parking lot of the Office Building the second week of November.

The chimney repairs at the Law Enforcement Center have been completed.

The Court Security Committee recently discussed future security needs. These items include improvements to court security stations, card readers for doors to holding cells and secured areas, and securing doors behind the courtroom bench and re-evaluating exit areas.

Currently there is a vacant Custodian II position in the department. The position has been posted and interviews are being scheduled. Postings and applications for the positions approved by the County Board in September will take place in the near future.

Three large projects were budgeted for 2014 and include the roof at the Henry Dodge Office Building, internal repairs of the Administration Building due to water infiltration, and new air conditioning unit in B010 of the Courthouse.

The next meeting is scheduled for Wednesday, November 6, 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 Caine to adjourn the meeting at 9:55 a.m. Motion carried.

Respectfully submitted,

Clem Hoelzel, Secretary

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