

GENERAL SERVICES COMMITTEE
Minutes – March 1, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, March 1, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Heidenreich, Nash, Zajac and Brien.

Committee Members Absent: None.

Staff Members Present: Rob Leu, General Services Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Jodi Timmerman, Deputy Corporation Counsel; Captain Brent DeRemer, Sheriff's Office; Carl Varga, Courthouse Facilities Superintendent.

Others Present: Supervisor Russ Podzilni; Eric Lawson and Kevin Anderson, Potter Lawson Architects; Mike Connor, UW Rock County Building and Grounds Superintendent; Whitney Helm, Beloit Daily News.

Approval of Agenda: Supervisor Zajac moved approval of the agenda as presented, second by Supervisor Heidenreich. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Nash moved approval of the minutes of February 16, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

Courthouse Security Phase 2 Presentation – Potter Lawson. Mr. Leu referred to the letter dated January 29, 2016 from Potter Lawson (attached to the minutes) of their proposal for the building access and weapons screening at the courthouse.

Mr. Lawson gave a brief background of his company and some of the projects they have done and are currently working on. He said they are aware of the majority of the needs and requirements and have worked with Mr. Pronschinske, Mead & Hunt, for the past 15 years. Mr. Lawson said it is tough to put a fee on this project and they have agreed to work on an hourly basis up to the \$30,000, and if they are able to save money all the better. He said he understands the need for as many different options as possible, that a couple options will be picked out and these are the options they will price out.

Mr. Leu expressed the need to have a design contingency fund in case we, the County, would like to make some changes to the options or have "what if" questions. He added that many times this is some of the best money spent to try to get what is best for all.

Mr. Lawson said they are also aware of issues in the 1955 portion of the courthouse building and court and court related areas. They will look at these issues for the employees and public and take them into consideration.

Supervisor Zajac said he understands this is a six month time-frame for \$30,000. Mr. Lawson said that is correct.

Transfers and Appropriations. None.

Bills/Encumbrances.

HCC Building Complex	\$	5,068.69
Postage Meter		736.70
General Services		5,141.83
Glen Oaks Facility Operation		749.41
Youth Services Center		4,772.73
Communications Center Operations		1,054.33
Diversion / ASC		239.66
Jail		4,439.25
UW Rock County		865.99
Eclipse Center		497.77
Job Center		6,507.08
HCC Building Complex		24,914.30
Courthouse Security System		3,108.00

Pre-Approved Encumbrance Amendments None.

Supervisor Zajac moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Heidenreich. ADOPTED.

Resolutions.

Authorizing Replacement of Jail Water Heaters

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, awards the purchase and installation of two water heaters for the Jail to the low bidder, Butters Fetting of Milwaukee, WI, in the amount of \$79,000.00; and,

BE IT FURTHER RESOLVED, that a project contingency of \$5,000.00 be established to cover change orders authorized by the General Services Committee, and project related expenses; and,

BE IT FURTHER RESOLVED, that payment(s) be made to the vendor upon approval of the General Services Committee.”

Supervisor Heidenreich moved approval of the above resolution, second by Supervisor Zajac. ADOPTED.

Authorizing Control Upgrades to the Chiller at the Jail

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, that a Purchase Order be issued to Trane Building Services for upgrades to the Trane Chiller at the Jail in the amount of \$31,698.49; and,

BE IT FURTHER RESOLVED, that payment(s) be made to the vendor upon approval of the General Services Committee.”

Supervisor Heidenreich moved approval of the above resolution, second by Supervisor Zajac.
ADOPTED.

Retaining Architectural Firm to Develop Options and Costs for Phase 2 Building Access and Security Screening at the Courthouse

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, duly assembled this _____ day of _____, 2016, hereby retains Potter Lawson Architects of Madison, WI to develop access and screening options, renovation requirements, and cost estimates related to Phase 2 security improvements at the Courthouse in an amount not to exceed \$30,000.00; and,

BE IT FURTHER RESOLVED that a design contingency be established in the amount of \$15,000.00 to cover additional services of the architect, or other engineering disciplines, as authorized in advance, by the General Services Committee; and,

BE IT FURTHER RESOLVED that payments be made to the vendor upon approval of the General Services Committee.”

Supervisor Heidenreich moved approval of the above resolution, second by Supervisor Zajac.

Supervisor Heidenreich moved to postpone action to the next meeting, second by Supervisor Zajac. POSTPONED to the next meeting.

Update.

Courthouse Windows Mr. Kuglitsch said Ms. Timmerman was able to get a little more for the windows. Ms. Timmerman said the County should expect to receive a check for \$45,742.94 in about 60 days.

Supervisor Heidenreich asked when the request for bids will be going out. Mr. Leu said they will probably budget for the windows for installation in spring 2017. He said the specs for the windows will need to be written. Chair Brill said the windows will be bid out as both a single frame and as the current 3 frame window.

Mr. Smith said the timing should be to get Mr. Leu’s replacement in first and then go from there.

Discussion of General Services Director Recruitment and Responsibilities. Mr. Smith thanked Mr. Leu for all he has done over his years with the County and mentioned that Mr. Leu has only one meeting left.

Mr. Smith explained in the process of replacing Mr. Leu he and the Human Resources office personnel looked at quite a few other counties to see how they are staffed in this area. He said he also met with Mr. Varga and asked if he would fill the gap between when Mr. Leu leaves and when the new

person takes his place. Mr. Varga agreed to take this interim position. Mr. Smith said going forward he would like the position to: 1) focus on the facilities and management of the facilities; 2) integrate between the facilities. Mr. Smith said the department will become the Facilities Management Department and they will recruit for a Facilities Management Director. He said a couple changes will be made to move the Mailroom and Central Duplicating under the Finance Director, which includes and coordinates 1.4 FTE positions. He added that the remaining 1.0 FTE Administrative Assistant position will remain in the Facilities Management Department. Once the new Director is hired we may need to do an evaluation of the Department. The Administrative Assistants at the Courthouse and Health Care Center should be able to backup each other. He added that the compensation and classification study Human Resources is doing should help with the integration.

Mr. Smith said it may be necessary to hire Samuels Group during the transition period to help with the projects on an as needed basis. He said a resolution will be needed as we are doing this outside the budget process.

Supervisor Heidenreich said the restructuring of the department makes sense, that he is familiar with Samuels and this makes sense too.

Supervisor Zajac asked if the use of Samuels would be just for the gap. Mr. Smith said that is the idea but will depend on the new director's skillset.

Supervisor Nash asked if the new director would be in place by May 1st. Mr. Smith said a good goal may be sometime in May but that would be up to the Committee and what their comfort level is with the changes. The Committee all said they are comfortable with all the changes.

Communications, Announcements and Information. Supervisor Brien asked who is responsible for shoveling the sidewalks at the Job Center. Mr. Varga said the maintenance person is. Supervisor Brien said it was not done along the highway after the last snow. Mr. Varga said he would check into it.

Supervisor Heidenreich said he drove past the Youth Services Center and noticed that the screen around the recreation yard is damaged. Mr. Varga said this occurred during the high winds we had the prior Friday and that he has sent in a warranty claim.

Supervisor Heidenreich asked why the County Board Supervisors do not have badges. Mr. Smith said he would bring this up to the Courthouse Security Committee. He added that there may need to be different colors for employees, Supervisors, volunteers, etc.

Adjournment. Supervisor Zajac moved adjournment at 9:13 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.