



GENERAL SERVICES COMMITTEE
Minutes – July 2, 2019

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 2, 2019 at 1717 Center Avenue.

Committee Members Present: Supervisors Brill, Zajac, Brien, Potter and Rashkin (at 8:06 A.M.).

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Terri Carlson, Risk Manager, Corporation Counsel.

Others Present: Brian Zobel, UW Colleges – Southwest; Supervisors Podzilni, Mawhinney and Peer.

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

Citizen Participation. None.

Approval of Minutes – June 18, 2019. Supervisor Zajac moved approval of the minutes of June 18, 2019 as presented, second by Supervisor Potter. ADOPTED.

Transfers. None.

Review of Payments. The Committee accepted the reports.

Resolutions and Committee Action.

Contracting for the Renovation of the Department of Public Works Interior Office

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2019, that a purchase order be issued to Klobucar Construction Inc., of Beloit, Wisconsin, in the amount of \$274,900 for the DPW interior office renovation.

BE IT FURTHER RESOLVED, that a \$25,000 contingency also be approved to cover any unforeseen items.”

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

Approval to Relocate Council on Aging Offices to 1717 Center Avenue Mr.

Sutherland explained, per County Ordinance, departments must obtain prior approval from the General Services Committee to move the locations of their office.

Mr. Smith handed out copies of the memo given to the Education, Veterans and Aging Services Committee (dated June 19, 2019) explaining the analysis by Venture Architects and the option of co-locating the Council on Aging and Human Services Departments to the 1717 Center Avenue building. He added that the Aging Services Integration Review Advisory Committee is looking into the possible integration of Council on Aging and the ADRC.

Supervisor Potter moved approval of moving the Council on Aging to 1717 Center Avenue, second by Supervisor Brien. ADOPTED.

Supervisor Rashkin arrived at 8:06 A.M.

Approval to Hire IBC Engineering for Engineering Services for 911 HVAC

Supervisor Zajac moved approval to hire IBC Engineering to prepare plans and specifications for the replacement of the 911 Communications Center fan coil unit system for a lump sum fee of \$10,850, second by Supervisor Potter. ADOPTED.

Updates and Possible Action.

Courthouse Security

Phase 2 & 3 Construction Schedule Update Mr. Sutherland said the back parking lot is done except for the striping, and we are waiting for the elevator equipment.

Courthouse Security Phase 2 & 3 Change Orders Mr. Sutherland said there are no change orders at this time.

New Human Services Building Update Mr. Sutherland said we will be keeping this item on upcoming agendas to keep the Committee updated. He added that the Human Services employees are giving feedback on what they feel will work best for their office setup. The ten division leaders, two from each division, will work with the architects. Mr. Sutherland said that Mark Stevens, Human Services Controller, is the project manager and is doing a good job on pulling the group together. Mr. Sutherland said some of the items discussed have been: need for meeting space; positioning of the departments; a centralized pharmacy, maybe bring someone in; color coding the different services; and any issues that may be created or avoided with the placement of divisions. He said all the engineers have been onsite.

Communications, Announcements and Information. Chair Brill mentioned seeing Blackhawk Technical College trucks from their driving school using the loading docks and parking lot at the 1717 Center Avenue site. Mr. Sutherland said he would check on this.

Supervisor Podzilni asked about the Master Electrician. Mr. Sutherland said they are doing a background check. He said they interviewed three candidates, feels they have a very strong candidate, and hopefully will have more information at the next meeting.

Tour of 1717 Center Avenue Building and Site. The Committee, along with Mr. Smith, Mr. Terronez, Mr. Sutherland, Ms. Carlson, Supervisor Peer, and Mr. Zobel toured the building and site from 8:24 A.M. to 8:54 A.M.

Adjournment. Supervisor Potter moved adjournment at 8:54 A.M., second by Supervisor Rashkin. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.