



GENERAL SERVICES COMMITTEE
Minutes – July 21, 2020

Call to Order. Chair Zajac called the meeting of the General Services Committee to order at 8:00 A.M. via video/telephone conference.

Committee Members Present via Video/Phone: Supervisors Zajac, Brien, Potter, Fox and Homan.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Dave Froeber and Michael Parille, Facilities Superintendents; Brent Sutherland, Facilities Management Director; Terri Carlson, Risk Manager; Rich Greenlee, Corporation Counsel; Jodi Millis, Purchasing Manager.

Others Present: Brian Zobel, UW Whitewater at Rock County.

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

Approval of Minutes – July 7, 2020. Supervisor Fox moved approval of the minutes of July 7, 2020 as presented, second by Supervisor Potter. ADOPTED.

Public Comment. None.

Transfers. None.

Resolutions and Committee Action. None.

Updates, Discussion and Possible Action.

Update on DPW Beloit Garage. Mr. Sutherland said they are on schedule. Site work is being done currently. Scheduled to be done in December 2020. Mr. Sutherland said the permit for the Town of Turtle are based on square footage and came in around \$23,000. This seems excessive to him based on the type of building it is. He is going to approach the Town of Turtle to see if an adjustment can be made. The permit fee is paid by the contractor but he doesn't want

the contractor to lose money because of this excessive fee. Supervisor Potter asked if other bidders got the permit fee correct which would lead to their bid being higher. Mr. Sutherland said he would have to look in to that. Mr. Sutherland said Mr. Parille has contacted all the Shopiere neighbors and shared his contact information if they have any concerns.

Lamar Sign/Approval of Change Orders. Mr. Sutherland said there are two signs on the property. The tall one will be coming down. The smaller sign is owned by Lamar with long term easements that they are working around. Mr. Sutherland said there has to be a 1500 square foot clearance around the sign for a clear view. Angus Young developed a plan to shift the building by 7 feet in one direction to be in compliance. The new position of the building will still block neighbors for sound and stays away from the drainage ditch. Both change orders are to accommodate the sign. Mr. Sutherland is hoping to share this cost with Angus Young. He will continue to work with them on this. Supervisor Brien moved to approve the two change orders in the amount of \$3,500 and \$20,072.26, second by Supervisor Homan. ADOPTED with the following vote. YES-Supervisors Brien, Zajac, Potter and Homan. ABSTAIN-Supervisor Fox.

Update on 1717 Center Ave.

City Approvals. Mr. Sutherland said the city approvals are complete and we can move forward. Supervisor Brien said there are three big piles of rubbish behind the building. Mr. Sutherland said he will have maintenance get that cleaned up. He said Dvorak had sprayed the weeds once in exchange for the use of the parking lot. He will talk to Dvorak about spraying again.

Approval of Change Orders. Mr. Sutherland reviewed the eight change orders with the committee. He said all of the change orders are a result of our requests. The contingency fund for this project was at \$72,000. These change orders total roughly \$68,000. Mr. Sutherland spoke to Venture about being mindful of this moving forward. Supervisor Fox moved approval of the eight change orders, second by Supervisor Potter. ADOPTED.

Evaluation of Bids. Mr. Sutherland said he is still evaluating the bids. It has taken a little longer than expected but he wants to be thorough due to the size of the project. He has a meeting today at 9:00 A.M. with Corporation Counsel, Administration and Purchasing to make sure everything is ready to move forward with the lowest responsible bidder. Mr. Sutherland will bring the resolution before the General Services committee on August 4th and to County Board on August 13th.

COVID-19 Updates. Mr. Sutherland said COVID has created extra hours/work. They have installed sneeze shields and signage in every courtroom. Thermal cameras were purchased and will be installed in the doorways at the Courthouse public entrance to read body temperature. These are all measures in preparation for in person court. He said he has a 10:30 A.M. kickoff meeting today on the BiPolar Ionization. As of July 16th, all Rock County employees are required to wear masks with some exceptions. As of July 20th, all visitors to County facilities are required to wear masks. Bilingual signs have been posted at all doors. There are signs in hallways reminding of social distancing. They have added signs outside every elevator with

maximum social distancing occupancy. They are tracking COVID expenses in a special account for potential reimbursement. Mr. Sutherland still expects his 2020 budget to be in line.

Semi-annual Training Report. The committee accepted the report.

Communications, Announcements and Information. Mr. Zobel said Rock County Public Works has begun resurfacing the engineering lot today.

Adjournment. Supervisor Fox moved adjournment at 9:16 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Tracey VanZandt
Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE