

GENERAL SERVICES COMMITTEE

Minutes – May 17, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 17, 2016 in Conference Room N-1, Rock County Courthouse East.

Committee Members Present: Supervisors Brill, Heidenreich, Homan, Yeomans and Zajac.

Committee Members Absent: None.

Staff Members Present: Carl Varga, Interim Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Captain Brent DeRemer, Sheriff's Office; Sherry Oja, Finance Director; Jodi Millis, Purchasing Manager.

Others Present: Supervisor Podzilni; Brian Zobel, Facilities Manager, UW Colleges – Southwest.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Yeomans moved approval of the minutes of May 9, 2016 as presented, second by Supervisor Homan. ADOPTED.

Review of Payments. The Committee accepted the report.

Resolutions.

Confirmation of Appointment of Facilities Management Director

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2016, confirms the appointment of Brent Sutherland, as Facilities Management Director in accordance with the attached condition of employment.”

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

Transferring Central Duplicating and Mail Functions and Staff from the Facilities Management Department to the Finance Department and Amending the 2016 Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2016 does hereby approve the transfer of the central duplicating and mail operation functions from the Facilities Management Department to the Finance Department effective June 6, 2016.

BE IT FURTHER RESOLVED, that 1.0 FTE Administrative Assistant and 0.4 FTE Printing Services Coordinator be transferred from the Facilities Management Department to the Finance Department.

BE IT FINALLY RESOLVED, that the Facilities Management Department and Finance Department 2016 budgets be amended as follows:

...”

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

Update & Change Orders.

UW Rock Air Handling Project Mr. Varga handed out a copy of what had previously been done on this project to date and informed the Committee that they did not receive any bids. He said part of this may be due to the labor shortage and the tight turn-around time.

The Committee commented on the length of time from when the Purchase Order was issued to when the final plans and specifications were received.

The Committee agreed the project should go back out for bid this fall for work to be done over the summer break.

Discussion on Courthouse Security - Phase II Project Options. Captain DeRemer briefly went over some of the safety issues within the Courthouse and answered the Committee’s questions.

The Committee discussed short term solutions versus long term solutions; inquired if there would be any short term solutions to put in place until the long term solutions could be funded; and what the various funding options would be.

Communications, Announcements and Information. None.

Adjournment. Supervisor Heidenreich moved adjournment at 8:58 A.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.