

GENERAL SERVICES COMMITTEE
Minutes – March 15, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, March 15, 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; Carl Varga, Courthouse Facilities Superintendent; Jodi Millis, Purchasing Manager.

Others Present: Supervisors Russ Podzilni and Sandra Kraft; Dean Charles Clark, UW Colleges; Mike Connor, UW Rock County Building and Grounds Superintendent.

Approval of Agenda: Supervisor Heidenreich moved approval of the amended agenda, second by Supervisor Brien. ADOPTED.

Executive Session: Supervisors Nash and Heidenreich moved to go into Executive Session at 8:01 A.M. per Section 19.85(1)(g), Wis. Stats. – Confer with Legal Counsel Regarding Pending Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Brien, Heidenreich, Zajac, Nash and Brill. All present.

Supervisor Heidenreich moved to go out of Executive Session at 8:07 A.M., second by Supervisor Brien. ADOPTED.

Citizen Participation. Mr. Smith said this was Mr. Leu's last General Services Committee meeting and invited everyone to partake in the treats.

Approval of Minutes. Supervisor Zajac moved approval of the minutes of March 1, 2016 as presented, second by Supervisor Nash. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances.

HCC Building Complex	\$	5,813.58
General Services		2,604.88
Glen Oaks Facility Operation		313.11
Youth Services Center		2,223.80
Communications Center Operations		225.80
Jail		4,581.97
UW Rock County		2,234.00
Job Center		2,468.64

Pre-Approved Encumbrance Amendments

Diversified Building Maintenance	\$	1,250.00
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Supervisor Zajac moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Heidenreich. ADOPTED.

Request Approval to use Bidder's Qualified Statement for the Following Projects:

UW Rock County Air-Handling Unit Replacements

Parking Lot and Sidewalk Reconstruction Projects

UW Rock County
Health Care Center
Glen Oaks

Roof Replacement Projects

Courthouse
Health Care Center
Records Storage
Youth Services Center

Courthouse Tower Demolition

Supervisor Heidenreich moved to put this on the table for discussion, second by Chair Brill.

Mr. Leu referred the Committee to the *Bidder's Qualification Statement* included in the packet and read the top part of page 4. He said he felt this was an important part to get a good, qualified bidder who will be able to do the job(s). Mr. Leu said the Bidder's Qualification Statement will be included for each of the above 9 projects.

Supervisor Heidenreich asked if the bidders will be bonded and insured. Mr. Leu said that is part of the normal bid packet.

Supervisor Heidenreich asked if contractors, or their representative, will be attending future General Services meetings. Mr. Leu said if the Committee would like them to attend he is sure they would.

Supervisor Heidenreich moved to vote on 7.A. through 7.D. with one vote, second by Supervisor Nash. ADOPTED.

Supervisor Heidenreich moved approval to use the Bidder's Qualified Statement for each of the nine projects, second by Supervisor Brien. ADOPTED.

Dean Clark thanked Mike Connor for the work he has done at the UW Rock County and UW Baraboo locations. He added that Mr. Connor has worked on many projects in the past and will remain with UW Colleges through the summer to work on the slated projects.

Dean Clark informed the Committee the new Facilities Manager will be starting on March 28, 2016.

Update.

Kubota Loader Chair Brill said he had a great many questions from supervisors and citizens as to why we are spending so much on this loader and wouldn't a skid steer work just as well for less money. Mr. Varga said the area at the Sheriff's Office is land locked; he had looked into a box pusher; most skid steers do not have enough power to do the job out there; the largest skid steer is \$82,000; it is difficult to see behind while in a skid steer; a loader has 360° view, which is needed with all the vehicular and pedestrian activity around the Sheriff's Office; and the loader would be able to be used for more things such as landscaping type functions and loading / unloading equipment.

Supervisor Zajac asked if the County would still need to lease skid steers. Mr. Varga said the County would still need to lease skid steers for other locations.

Supervisor Heidenreich moved to have the purchase of the Kubota Loader placed on the next County Board agenda, second by Supervisor Brien. ADOPTED.

Resolutions.

Recognizing Robert Leu

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby recognize Rob Leu for his 38 plus years of service and extends best wishes in his future endeavors.”

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

Mr. Smith thanked Mr. Leu for all the contributions and overseeing the many projects throughout the county and his over 38 years of service to the citizens of Rock County.

The Committee and staff congratulated Mr. Leu on his retirement and thanked him for his service.

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 Chair Brill. PASSED on the following vote: Yes – Supervisors Brill, Brien, Heidenreich and Zajac; No – Supervisor Nash.

Renaming the General Services Department and Director Title

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016 does hereby change the name of the General Services Department to the Facilities Management Department and the name of the director position from General Services Director to Facilities Management Director.”

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

Communications, Announcements and Information. None.

Adjournment. Supervisor Zajac moved adjournment at 8:30 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.