

**GENERAL SERVICES COMMITTEE**  
**Minutes – April 21, 2015**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, April 21, 2015 in Conference Room N-1, Rock County Courthouse East.

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

**Committee Members Absent:** Supervisor Nash.

**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.

**Others Present:** Supervisor Podzilni; Kevin Higgs, Samuels Group.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Zajac moved approval of the minutes of April 7, 2015 as presented, second by Supervisor Heidenreich. ADOPTED.

**Transfers and Appropriations.**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1810-0000-63104	\$3,300	18-1810-0000-64200	\$3,300
Printing & Duplicating		Training	

Supervisor Heidenreich moved approval of the above Transfers and Appropriations for the General Services Committee, second by Supervisor Brien. ADOPTED.

**Bills/Encumbrances**

General Fund	\$ 495.95
General Services	18,887.85
Glen Oaks Facility Operations	44.24
Youth Services Center	1,246.30
Communications Center Operations	1,155.68
Jail Capital Improvements	33,908.19
HCC Building Complex	1,163.47

**Pre-Approved Encumbrance Amendments** None.

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

**Resolutions.**

**Awarding Bid for Courthouse PBX Room Air Conditioning**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2015, that a Purchase Order to replace the air-conditioning system in the Courthouse PBX Room be awarded to, JC heating and Air Conditioning, o Janesville, WI, for the low bid amount of \$11,617.70; and,

**BE IT FURTHER RESOLVED**, that a project contingency of \$1,500 be established to cover change orders approved by the General Services Committee; and,

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

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

**Update.**

**Courthouse Windows Project** Mr. Leu said there was nothing new to report at this time.

**Courthouse Planters** Mr. Leu said there was nothing new to report at this time.

**Courthouse Security Project – Discussion of Options and Possible Recommendations** Mr. Leu handed out questions he asked Mr. Pronschinske, Mead and Hunt, regarding the Courthouse Security Assessment Report, his six phase recommendations and what these recommendations would entail. Mr. Leu said Mr. Pronschinske will be at the May 14, 2015 County Board meeting to present the Courthouse Security Assessment Report.

Mr. Smith said the way the phases are broke out the cost would be about \$900,000 for the first four phases and we have approximately \$1 million set aside for the project this year. He said the Courthouse Security Committee will be meeting next on May 13, 2015.

The Committee discussed the different phases.

Supervisor Heidenreich moved to recommend moving ahead with the first four phases, second by Supervisor Brien. ADOPTED.

Mr. Smith said the recommendation will be passed on to the Courthouse Security Committee, then the process will start with a resolution, and then work will start.

The Committee discussed the importance of updating/moving the screening station, adding a second screening station, and the cost of the next two phases.

Chair Brill asked to have the screening station put on the next agenda for discussion.

Supervisor Heidenreich suggested inviting the Courthouse Security Committee to attend the meetings.

**Communications, Announcements and Information.** None.

**Executive Session:** Supervisors Zajac and Heidenreich moved to go into Executive Session at 8:52 A.M. per Section 19.85(1)(g) Wis. Stats. – Conferring with legal Counsel Regarding Potential Litigation.

Chair Brill announced that the Committee would meet in closed session per Section 19.85(1)(g) Wis. Stats. – Conferring with legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Brill, Brien, Heidenreich and Zajac. Supervisor Nash were absent.

Supervisor Zajac moved to go out of Executive Session at 9:01 A.M., second by Supervisor Heidenreich. ADOPTED.

**Adjournment.** Supervisor Heidenreich moved adjournment at 9:02 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**