



GENERAL SERVICES COMMITTEE
Minutes – July 19, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 19, 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: Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Sherry Oja, Finance Director; Jodi Millis, Purchasing Manager; Captain Brent DeRemer, Sheriff's Office.

Others Present: Supervisors Podzilni, Mawhinney, Fox and Richard; Mike Connor, UW Rock County Building and Grounds Superintendent; Brian Zobel, Facilities Manager, UW Colleges – Southwest; Dennis Condon and Diana Shadel, UW-Rock County Foundation; Dean Charles Clark, UW Colleges – Southwest Dean; Tim Nordlund, Samuels Group.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Yeomans moved approval of the minutes of July 5, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

Transfer. None.

Review of Payments. The Committee accepted the report.

UW-Rock County Residence Hall Status Update. Mr. Smith said in November and December of 2013 a resolution provided approximately four acres of land transferred to the UW-Rock County Foundation to build and operate a residence hall. Since then there have been changes on how the Campus and Foundation would like to do things. He said we are revisiting the project today to see where everyone's comfort level is now. He added that because the parcel has not yet been conveyed to the Foundation the two year time frame has not lapsed.

Mr. Smith handed out information on some of the existing UW Colleges existing residential facilities.

Dean Clark said he has been at the Rock County Campus since January of this year with the regionalization of the UW Campuses. He said both UW- Baraboo and UW-Richland both have residence halls and he would like to see one at UW-Rock as well. He added that UW-Rock Foundation should be working on funds for scholarships rather than on a residence hall. Dean Clark said he does not want to rush through the project and the he would also like it to be a partnership between UW-Rock County and Rock County.

Mr. Kuglitsch said UW-Rock County's applications from the City of Janesville expired this past June.

There was discussion on the hall being on the campus grounds or near the campus; private for-profit ownership; the benefit and draw to out of state students; if the County built the hall the need for arrangements of rent to go toward payment of bonds; private development would protect the County on liability; having a clause so the County Board would not be the landlord in case of bankruptcy, etc.; how many beds are projected; if the County would be part of the project that the maintenance of the building would not fall to the County to pay for; and having the County Board included on future communications.

Chair Podzilni said when this went through the County Board in 2013 there was a great deal of pressure from the Campus that everything needed to be done quickly or the whole thing would fall through with the Board of Regents. He said he feels a residence hall would be a wonderful asset but he does not feel the County should be in the rental business. He suggested the Dean put together information on building off campus, making sure the neighbors are kept in the loop, information on costs, lease agreements, occupancy, and revenue from other campuses. He said he had asked the City of Janesville City Manager if this could create a TIF District and was told that it could.

Discussion and Possible Action on Courthouse Window Specifications. Mr. Sutherland asked if there were any questions on the handouts from the last meeting, said this project would still be able to be done this year, and that the project would take approximately two months.

Supervisor Zajac moved approval to go out for bid, second by Supervisor Heidenreich.
ADOPTED.

Resolution.

Retaining Consultants to Complete an Analysis of our Parking Structures' Current Conditions

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2016, hereby retains Walker Restoration Consultants of Chicago to complete a study of our current underground parking structures conditions and life cycle cost in the amount of \$9,000.”

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

Mr. Sutherland said the average life of underground parking is 40 years, but with proper maintenance it could be 100 years. He said the front lot was built heavier and the back lot would not hold an ambulance. Mr. Sutherland added that they would also look at up-front costs versus maintenance cost.

ADOPTED.

Discussion and Possible Action on Courthouse Traffic Study Options.

Supervisor Heidenreich moved to put the topic on the table for discussion, second by Supervisor Zajac.

Mr. Sutherland handed out copies of options for counting people entering the building and on the number of people who enter the secure side of the building. He said volume of traffic is needed in order to make decisions on how many screening stations are needed and if there should be more than one entrance to the building.

There was discussion on the accuracy of the two methods; coordinating with the judges on their calendars to find out when a good time would be to obtain an average count; the possibility of using someone at the security station and the turnstile instead of a mat; and the mats would also give a report on when traffic is busiest/slowest.

Supervisor Heidenreich moved to approve Option 1, the mats, for both area, second by Supervisor Yeomans. PASSED on the following vote: Yes – Supervisors Brill, Heidenreich, Homan, and Yeomans; No – Supervisor Zajac.

Discussion of Agenda Structure and Information Sharing. Mr. Sutherland said the Committee had asked for a Directors Report on the agenda and that there is also a need to comply with open meetings law. He asked the Committee if it would be okay to have the project update with a list of the projects and include it on the packet.

Mr. Kuglitsch said the problem is when the agenda just has Director's Report listed and does not have any backup included in the packet. The citizens need to know what is going to be discussed so they know if they wish to attend/comment on these items. He added that if other topics come up they would need to go on a future agenda.

Supervisor Heidenreich said he is happy with the report as it is done here and have it included in the packet. He added that he thought having this report every other month would be sufficient. The Committee agreed.

Facilities Management Update.

Discussion and Possible Action - Process Change Request for Change Orders / Contingency Funds Mr. Sutherland said this should help with projects that have unexpected issues that come up and this will keep the project moving ahead instead of putting a hold on it to come back to the Committee. He said he would like to have the authority to use the contingency funds if it is under \$5,000 so he can keep a project moving.

Supervisor Heidenreich moved approval to give authority to the Facilities Management Director to use up to \$5,000 of the contingency fund to keep a project moving, second by Supervisor Yeomans. ADOPTED.

Project Updates & Change Orders.

Projects Update Mr. Sutherland said he hopes this format is easy to follow.

Chair Brill said he would like to see this on the County Board agenda quarterly.

Supervisor Heidenreich asked about the Courthouse Tower. Mr. Sutherland said he met with the historical society the prior evening and they are fine with the tower coming down.

Supervisor Zajac asked about the brickwork at the Courthouse. Mr. Sutherland said it is finished and has been approved.

UW-Rock County Mass Notification Project – Change Orders Mr. Sutherland went over the change orders and said the first one is a credit of \$2,179 for changes to the hardware, and the second one is for an additional charge of \$546 for changes in magnetic locks, for a total credit of \$1,633.

Supervisor Heidenreich moved approval of the two change orders as listed above, second by Supervisor Homan. ADOPTED.

Semi-Annual Report. The Committee accepted the report.

Communications, Announcements and Information. Mr. Sutherland informed the Committee the vehicular study at the Courthouse will be coming.

Adjournment. Supervisor Yeomans moved adjournment at 9:40 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.