



**GENERAL SERVICES COMMITTEE**  
**Minutes – May 15, 2018**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 15, 2018 in the Administration Conference Room at Rock Haven.

**Committee Members Present:** Supervisors Brill, Potter and Rashkin at 8:04 A.M.

**Committee Members Absent:** Supervisors Zajac and Brien.

**Staff Members Present:** Brent Sutherland, Facilities Management Director; Dave Froeber, Facilities Superintendent; and Jon Furseth, Facilities Superintendent.

**Others Present:** Brian Zobel, UW Colleges – Southwest; and Supervisor Russ Podzilni.

**Approval of Agenda:** Mr. Sutherland said that item 8A is not a change order. These words should be removed. Supervisor Podzilni moved approval of the agenda as amended, second by Supervisor Potter. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes – May 1, 2018.** Supervisor Potter moved approval of the minutes of May 1, 2018 as presented, second by Supervisor Podzilni. ADOPTED.

**Transfer.** None.

**Review of Payments.** The committee accepted the report.

**Resolutions.**

**Awarding the Contract for Concrete Work at Various Locations.**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 does hereby approve and authorize awarding a contract in the amount of \$44,108 to Valia Excavating LLC of Fort Atkinson, WI.

**BE IT FURTHER RESOLVED,** that a \$2,500 contingency also be approved to cover any possible unforeseen items.”

Supervisor Podzilni moved approval of the above resolution, second by Supervisor Potter.

ADOPTED.

**Updates.**

**Approval of Chiller Repairs over \$5,000.** Supervisor Potter moved approval of the repairs, second by Supervisor Podzilni. ADOPTED.

Supervisor Rashkin requested more information on the open bid qualifications and purchasing process. This will be placed on the next agenda for discussion.

**Change Orders to the Contract for Upgrading Exterior Lighting at the Public Works Facility in Janesville.** Supervisor Podzilni moved approval of the two change orders, second by Supervisor Potter. ADOPTED.

**Hail Damage – May 2, 2018.** Mr. Sutherland told the committee the hail storm on May 2, 2018 caused damage to 14 (fourteen) rooftop units at the Job Center. All the damaged units are still within their 20 year lifespan. He said a couple condensers were able to have the damage combed out. In addition to the damage at the Job Center, UW-Rock County had damage as well. They had several broken greenhouse windows as well as cooling tower damage. Mr. Sutherland has opened an insurance claim and will keep the committee updated on the progress.

**Update on 2018 Projects.** Mr. Sutherland said he wanted to provide this update for the new committee members. He updates the project list on a quarterly basis for the committee. Mr. Sutherland reminded the committee about the building assessment that is being completed this year. He explained they are looking to change from reactive to proactive repairs/replacements in the budget. Mr. Sutherland explained the building portfolio book that he will have updated and provide to the new committee members. He will also send the new committee members a sample building assessment.

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

**Tour of Rock Haven Facility.** Mr. Froeber provided a tour of the Rock Haven facility for the committee from 8:30 A.M. to 9:20 A.M.

**Adjournment.** Supervisor Rashkin moved adjournment at 9:20 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**