



GENERAL SERVICES COMMITTEE
Minutes – January 5, 2021

Call to Order. Chair Potter called the meeting of the General Services Committee to order at 7:00 A.M., Tuesday, January 5, 2021 via teleconference.

Committee Members Present: Supervisors Potter, Brien, Wilson (at 7:20 A.M.), Fox and Homan.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Brent Sutherland, Facilities Management Director; Michael Parille and Dave Froeber, Facilities Superintendents; Sheriff Troy Knudson, Capt. Curt Fell; and Terri Carlson, Risk Manager.

Others Present: John Sabinash, Venture Architects; Brian Zobel, UW Whitewater at Rock County.

Approval of Agenda. Supervisor Fox moved approval of the agenda, second by Supervisor Homan. ADOPTED.

Election of Vice Chair. Chair Potter opened the floor for nominations for Vice Chair. Supervisor Fox nominated Supervisor Tom Brien as Vice Chair, second by Supervisor Homan. ADOPTED.

Approval of Minutes – December 15, 2020. Supervisor Brien moved approval of the minutes of December 15, 2020 as presented, second by Supervisor Fox. ADOPTED.

Public Comment. No comments were submitted.

Transfers. None.

Review of Payments. The committee accepted the reports.

Resolutions and Committee Approval

Awarding Contract for the Salt Storage Facilities Repair

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2021 does hereby approve and authorize awarding a contract in the amount of \$37,000 to Tricon General Construction Inc of Dubuque, Iowa, for the Salt storage facilities repair.

BE IT FURTHER RESOLVED, that a \$3,700 contingency also be approved to cover any unforeseen items.”

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

Updates, Discussion and Possible Action.

Report on Sheriff’s Office Needs Study Conducted in 2020

Brent Sutherland introduced John Sabinash of Venture Architects to review the report’s highlights. Brent noted that the study links back to the County’s Master Plan that identified the need for replacement of the Pinehurst structure/functions.

Mr. Sabinash reviewed highlights of the report that was contained in the agenda packet. He noted that he presented the report to yesterday’s Public Safety & Justice Committee and is scheduled to present to the January 14 County Board meeting.

The project identifies the needs of law enforcement services and jail services. The Pinehurst building consists of 5 floors (basement, 1 floor for Sheriff’s administrative functions, 2 floors for inmate housing and 1 floor used for HVAC equipment). The building was constructed in 1929 with the inmate housing area designed in the obsolete linear configuration.

A timeline was outlined that provides the county with major decision points of the project. Discussion given on phasing in order to alleviate cost impact.

Staff will be developing further refinements, include item prioritization and report back to the Committee at a later date.

(Note: Supervisor Brien left the meeting at 7:20 A.M.)

Sheriff Knudson invited Committee members to schedule a tour of the facility.

Update on 1717 Center Avenue Project

Approval of Change Orders Mr. Sutherland said there are none at this time.

Schedule Mr. Sutherland reported that the project is on schedule and is pleased with the progress thus far.

Update on DPW Garage at Shopiere

Approval of Change Orders Mr. Sutherland said there are none at this time.

Schedule Mr. Sutherland said the project will be close to completion by the end of this month with some checklist-type items to be completed.

Update on Master Electrician

Department Request – Master Electrician Taking County Van Home at Night

Mr. Sutherland provided background on the recruitment process. Frank Thomas has accepted the position and has over 30 years of electrical experience including working on county projects for Carroll Electric. He also is an instructor for electricians writing their master's certification and is a fill-in inspector for the City of Janesville.

A Facilities Management vehicle has been outfitted with electrical supplies/tools, etc. County policy (which was included in the agenda packet) allows for a county employee to take a vehicle home subject to the department head obtaining approval from the governing committee and the County Board Staff Committee. Approval would greatly improve operational response.

Supervisor Fox moved approval of the request, second by Supervisor Homan. ADOPTED.

Semi-annual Report on Training / Conferences that Exceed \$1,000 Per Event While the department did not spend over \$1,000 for training during the last six months of 2020, Mr. Sutherland described examples of in-house and/on-site training undertaken by department staff.

Communications, Announcements and Information. Mr. Zobel said the students will be returning for the spring semester on January 19 and staff are continuing with winter projects. They are finalizing plans for student COVID testing.

Adjournment. Supervisor Fox moved adjournment at 7:59 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Randy Terronez
Assistant to the County Administrator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE