

GENERAL SERVICES COMMITTEE

Minutes – July 1, 2014

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, June 17, 2014 in Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Absent: Supervisor Nash.

Staff Members Present: Carl Varga, Courthouse Facilities Superintendent; Randy Terronez, Assistant to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Sherry Oja, Finance Director; Al Dransfield, Senior Buyer; Carla Quirk, Administrative Assistant, General Services.

Others Present: None.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Heidenreich moved approval of the minutes of June 17, 2014 as presented, second by Supervisor Brien. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

General Services	\$	8,881.40
Glen Oaks Facility Operations		35.86
Youth Services Center		1,186.87
Communications Center Operations		157.02
Diversion/ASC		879.71
Jail Capital Improvements		2,387.12
HCC Building Complex		2,641.29

Pre-Approved Encumbrance Amendments None.

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

Authorization to Purchase.

Carpet for the Sheriff's Office for a Cost of \$9,125 Supervisor Heidenreich moved authorization to purchase carpet from Halverson Carpet for the Sheriff's Office at a cost of \$9,125, second by Supervisor Zajac. ADOPTED.

Design Engineering Services for Cooling Tower at Jail for a Cost of \$8,100 Supervisor Heidenreich moved to authorize hiring KJWW Engineering to prepare plans and specifications for replacement of the cooling tower at the Jail at a cost of \$8,100, second by Supervisor Zajac. Mr. Varga said they are hoping to replace it this fall. ADOPTED.

Design Engineering Services for Cooling Tower at Courthouse for a Cost of \$8,100 Supervisor Heidenreich moved to authorize hiring KJWW Engineering to prepare plans and specifications for replacement of the cooling tower at the Courthouse at a cost of \$8,100, second by Supervisor Zajac. Mr. Varga said they are hoping to replace it this fall. ADOPTED.

Discussion of Courthouse Tower Repair. Chair Brill said the cost is so high and there are so many options to this project that he feels it needs to go to County Board for input and possibly narrow the options to three. The Committee requested someone from the Engineering firm be present at the County Board meeting on July 10. Mr. Varga said he would check on this.

Updates.

Rock Haven

Update Report Mr. Terronez said there is nothing to report at this time.

Parking Structure

Update Report Mr. Varga said Truesdel Corporation has completed the East ramp and are doing a few more repairs on the West ramp, then sealer will be applied to both ramps.

Supervisor Heidenreich asked about the planters at the bottom of the West ramp, he added that there has not been anything in these planters for some time. Mr. Varga said Mr. Leu has been looking into going out for bids for tree replacements. Chair Brill asked to have the planters put on the next agenda.

Change Orders None.

Courthouse Window Project

Update Report Mr. Varga said Mr. Leu is looking for certified Traco installers.

Supervisor Brien said he did some research and it looks like many others are having problems also.

Supervisor Heidenreich asked at what point the County should move ahead and replace the windows ourselves.

Chair Brill asked that this be kept on the agenda for further updates.

Discussion / Possible Action on Change to Responsible Bidder Determination. Mr. Kuglitsch said there was a new provision in the bid that went out for the Jail roof project which requires the bidder to have completed at least one project of at least 50% of size or value of the project being bid. He added that Dane County has used this provision and it is also in the State's regulations.

Supervisor Zajac moved to have this provision added, second by Supervisor Heidenreich.

Supervisor Heidenreich asked how we would determine which projects the provision is added. Mr. Kuglitsch said it would probably be the larger projects on a case by case basis. Ms. Oja said we would probably look at the technical difficulty of the project as well.

ADOPTED.

Communications, Announcements and Information. Supervisor Zajac asked what the timeline on the Courthouse Tower is. Chair Brill said after it goes to County Board he would like it to come back to the General Services Committee and have it put in the budget.

Supervisor Zajac asked about public input. Chair Brill said he would check with Mr. Knutson and County Board Chair Podzilni. Mr. Kuglitsch said if there was a public hearing it would be with the General Services Committee.

Adjournment. Supervisor Brien moved adjournment at 8:35 A.M., second by Supervisor Zajac.
ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.