

GENERAL SERVICES COMMITTEE
March 1, 2011

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, March 1, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Combs and Heidenreich.

Committee Members Absent: Supervisor Mawhinney.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator; Jodi Millis, Purchasing Manager; Karen Cain, Public Health Officer; Commander Erik Chellevoid.

Others Present: Kevin Higgs, The Samuels Group

Call to Order and Approval of Agenda: Supervisor Combs moved approval of the agenda with the following change that approval of the bill on Page 12 for Combs and Associates, Inc. be considered as a separate item from the rest of the bills, second by Supervisor Brill. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Brill moved approval of the minutes of February 15, 2011 and of the joint meeting minutes of General Services and the Health Services Committee for February 15, 2011, second by Supervisor Combs. ADOPTED.

Transfers and Appropriations. None.

2011 Bills/Encumbrances

HCC Building Complex	11,852.72
Purchasing Inventory and Postage Meter CH	11,686.12
General Services	8,802.33
Glen Oaks Operations	3,329.64
Juvenile Detention Center Operations	59.10
Communications Center Operations	63.09
Adolescent Services/Guidance	136.00
Jail Capital Improvement	1,388.13
Courthouse Facility	3,036.00
U-Rock Expansion	1,480.23
JDC Cap. Improv.	4,030.00
Courthouse Facility/Capital Improv.	36,000.00

Pre-Approved Encumbrance Amendments.

Potter Lawson	7,750.00
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TNB Supply Company LLC	475,941.00
Tri-North Builders	8,681.32
Tri-North Builders	2,045.26

Supervisor Brill asked what the \$36,000 encumbrance from Halverson Carpet Center LTD was for. Mr. Leu replied that it was for the purchase of floor covering for the Courthouse lobby, up the steps to second floor, and towards the County Clerk’s Office as far as it will go.

Supervisor Combs moved approval of the above Bills, Encumbrances and Pre-Approved Encumbrance Amendments for the General Services Committee excluding the bill for Combs and Associates, Inc., second by Supervisor Heidenreich. ADOPTED.

Supervisor Heidenreich moved approval of the bill for Combs and Associates Inc in the amount of \$7,250.00 for the Rock Haven Proj., second by Supervisor Brill. ADOPTED with Supervisor Combs abstaining.

Updates. Jail Project.

Update Report Mr. Higgs reported on the following:

Safety/Use of Site: No incidents or injuries. Contractor Safety inspectors are performing ongoing safety inspections.

Progress/Planned Activities: Painting thru out addition, walls and doorframes, electrical overhead at sally port J-100, working on permanent power, penthouse siding installation in progress, duct work installation at penthouse and sally port, mechanical piping thru out, proceed with work in Pinehurst B of I area, start acoustical ceilings 3-7-11.(starting in G area rooms), and start installing doors 3-17-11.

Administrative: Change orders: CO#18-Program Request #17; CO#19-Remove Ceiling in H102; CO#20-Emergency Generator, COR #069.

Request for Information: 170 RFI’s Issued to date; RFI #170 – Directing some minor MEP work for B of I area.

Pending COR’s: COR 067R1-Corridor Ceiling Replacement. (Not accepted); COR 067R2 – Corridor Ceiling replacement. Requested additional back up information from TNB.

Proposal Requests Issued: PR #011; West Parking lot modifications. (Waiting for cost).

Supervisor Brill asked why the building in back of the Sheriff’s Department couldn’t have water in it for washing vehicles. Mr. Higgs replied that the main water main couldn’t be tapped into in order to get water to this building through another route would cost quite a bit of money and the Sheriff decided not to pursue it. Commander Chellevoid said that they are washing vehicles in the vehicle base. Supervisor Brill asked that Mr. Higgs provide information as far as the cost of putting water in this building at the next meeting of this committee.

Change Orders Supervisor Brill moved to approve Change Order Request #069 for a total cost of \$2,045.26 and Change Order Request #070 for the total cost of \$1,611.65, second by Supervisor Combs. ADOPTED.

Mr. Higgs and Commander Chellevoid left the meeting at this time.

Discussion of District Attorney Security Camera Request: Mr. Leu said that there was a memo attached to the agenda packet from District Attorney O'Leary regarding video surveillance cameras in the Courthouse parking lot. On February 11, 2011, his car was hit and severely damaged and the offending vehicle fled the scene. Without the evidence that a video camera could provide, no one could identify the suspect vehicle.

Mr. Leu said that a video camera was added in the back last year but in order to record someone has to push the button to activate the VHS recorder. He said that even if the camera had been on there is no guarantee it would have been pointing in the direction of his vehicle when this accident occurred. Chair Owens asked if the current camera scans the whole parking lot in back. Mr. Leu replied that it pans the lot but not 360°.

Supervisor Brill wondered if we shouldn't wait and see how the new system at the Jail and JCC work out and then make a decision down the road, as we don't have the money right now.

Supervisor Combs wondered if we couldn't use the existing equipment in the parking lots and do an upgrade of the system we already have.

Chair Owens felt that Mr. Leu should look into the cost of upgrading the video systems presently in use but see about having them record all the time.

Supervisor Heidenreich felt that the lighting in the back parking lot could be increased, as it is quite dark at night when you come out after a meeting. Mr. Leu replied that the lighting in the parking lot is a concern of the neighbors. It was designed to accommodate them, but this could be looked in to.

After further discussion on this issue, the committee directed Mr. Leu to research the cost of taking the existing outside camera equipment and checking into whether it could record all the time and come back to the committee with a report.

Request to Sell Outside of County Auction. Ms. Cain explained to the committee that four years ago this autoclave was purchased with some grant money to be used in the Health Department's lab. The autoclave has never been used and is still in the original box and is currently in long term storage waiting to be taken to the County auction. Because of the type of services the Health Department provides in their lab, they do not anticipate ever using this piece of equipment. Ms. Cain said that several weeks ago Outagamie County sent out a request for purchasing a used autoclave. She said that rather than selling it at the auction where it no doubt wouldn't bring much money, she would like to offer it to them for \$750 plus shipping. Ms. Cain

said she was asking the General Services Committee's approval to sell the autoclave to Outagamie County.

Supervisor Combs felt that \$750 wasn't much for a piece of equipment that cost \$5,061.94 originally. Ms. Cain said that she had contacted various hospitals and clinics but it was too small for them. The Committee asked Ms. Millis about putting it on E-Bay. She replied that E-Bay would have to be monitored seven days a week and it would be expensive to advertise it.

Chair Owens was wondering if some dentist office or veterinary office would like this piece of equipment. Supervisor Heidenreich wondered if the equipment couldn't be donated to a worthy organization.

Supervisor Brill wondered what Dr. Schurhammer's thinking was on purchasing this piece of equipment. Ms. Cain replied that he thought the Health Department's lab could do all sorts of tests but they don't.

Ms. Millis suggested they do some more research and find out what dollar value can be gotten for this piece of equipment.

Chair Owens suggested that they check with Sherry Gunderson and find out what new services she has planned at Rock Haven as maybe they could use this piece of equipment.

Supervisor Combs moved to table this so more research can be done, second by Supervisor Heidenreich. ADOPTED

Ms. Cain left the meeting at this time.

Purchasing Procedural Endorsement and Contract Award

Authorizing Purchase of Floor Coverings for the Courthouse. Mr. Leu explained that the carpet and tile in the front lobby, and at the top of the staircase will be replaced with a combination of non-slip tile and walk off mats. These high traffic areas have had heavy use over the past approximately 12 years.

"NOW, THEREFORE BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, that a Purchase Order for flooring replacement in selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the amount of \$36,000.00."

Supervisor Brill moved the above resolution, second by Supervisor Combs. ADOPTED.

Carpet for Sheriff's Department. Mr. Leu said that a purchasing procedural endorsement and contract award is being requested to allow for carpet replacement in the Chief Deputy's Office, the Blue Room, and F-Unit East in Pinehurst. The project cost is \$6,969.00.

Pricing is based on State of Wisconsin Contract #11-36020-900 through Halverson Carpet Center, Janesville.

Chair Owens asked where the funds for this expenditure were coming from. Mr. Leu replied that they were coming out of 1837, Jail Assessment Fee Account in the 2011 budget.

Retaining Engineering Firm to Complete an Emergency Mass Notification and Security Feasibility Assessment at the UW-Rock County Campus. Supervisor Brill wondered why UW-Rock couldn't take care of some of these expenses themselves. Mr. Leu replied that there was a very specific contract with UW-Rock that covers all the buildings, infrastructure, and repair costs over \$200, which the County is responsible for.

Mr. Leu explained that the security systems at the UW-Rock County Campus differ from building to building, are not campus wide, and are not considered sufficient for a campus environment. He said also that the access control, video surveillance and mass notification systems all are in disarray and need to be assessed before any upgrades can be implemented.

Chair Owens pointed out that the new building's systems and the old buildings' systems don't talk to each other. Chair Owens and Supervisor Combs both felt that for the safety of the students and faculty these systems need to be maintained.

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, that Arnold & O'Sheridan, Inc. of Madison, be retained to complete a feasibility assessment of security systems at the University of Wisconsin Rock County, in the amount of \$15,000.00.”

Supervisor Brill moved the above resolution, second by Supervisor Combs. ADOPTED.

General Services Director's Report.

Review and Report on Current Open Projects. Supervisor Combs asked about the landscaping around UW-Rock. Mr. Leu replied that they would be coming down in April to look at the plants. Supervisor Heidenreich wondered if they needed direction from us. Mr. Leu said they need to submit their plan in writing for the excavation of all bad soils. He said that all the work will be done after the students leave. He said that he asked that this work be done according to the weather.

Mr. Leu said that Diane and Michael were upset about the way the hill looks out there at UW-Rock. He said that only a few plants survived and the rest are weeds. He said that this maybe something we would have to tackle on our own. Mr. Leu said he would like to do something like they did at Arbor Ridge.

Chair Owens asked about the boiler situation. Mr. Leu replied that he would be hiring a contractor to assess the actual condition of the stack. Once that is complete it will be bid, so this project is right on track.

Mr. Leu said that he met with the engineer to submit a proposal for the parking lot at HCC and will also bid out the UW-Rock parking lot at the same time.

Supervisor Combs asked if more sealing had to be done on the back parking ramp of the Courthouse. Mr. Leu replied that more work needed to be done. Chair Owens said that someone ran into the brick back there. Mr. Leu said that would be fixed.

Upcoming Projects. Chair Owens asked if any new projects were coming up.

Ms. Millis replied that at JCC they were looking at a security upgrade and an upgrade of the fire alarm. She said they submitted a wage rate and is waiting on that response.

Mr. Leu said he met with UW-Rock regarding a new gym floor. There is money in the budget this year for this project. Mr. Leu said that they would have to find someone knowledgeable of gym floors to assist with this project.

Communications, Announcements and Information. Ms. Millis informed the committee that the County Auction was scheduled for April 30, 2011 and they have put out bids for an auctioneer.

Supervisor Brill mentioned that he felt it was important to have water in the building at the Sheriff's Office for washing cars. Supervisor Combs said he could check with his engineer in this regard, also.

The committee agreed that the next meeting would be held out at the Sheriff's Office and this would be on March 15, 2011 at 8:00 a.m.

Adjournment. Supervisor Brill moved adjournment at 9:20 A.M., second by Supervisor Combs. ADOPTED.

Respectfully submitted,

Diane Rabe
HR Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.