

**GENERAL SERVICES COMMITTEE**  
**Minutes – February 4, 2014**

**Call to Order.** Vice Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, February 4, 2014 in Conference Room N-1, Fifth Floor, Courthouse-East.

**Committee Members Present:** Supervisors Brill, Heidenreich and Nash.

**Committee Members Absent:** Supervisors Collins and Owens.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator.

**Others Present:** None.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Nash moved approval of the minutes of December 10, 2013 as presented, second by Supervisor Heidenreich. ADOPTED.

**Transfers and Appropriations.**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1811-0000-62400	\$ 3,000	18-1811-0000-63500	\$ 3,000
Repair and Maintenance Services		Repair and Maintenance Supplies	
18-1837-0000-67200	41,000	18-1837-0000-63500	41,000
Capital Improvements		Repair and Maintenance Supplies	

Supervisor Heidenreich moved approval of the above Transfers for the General Services Committee, second by Supervisor Nash. ADOPTED.

**Bills/Encumbrances - 2013**

Postage Meter	\$	350.07
General Services		2,770.76
Youth Services		313.00
Communications Center Operations		407.86
Jail Capital Improvement		29,878.26
HCC/Glen Oaks Parking Lots		1,100.00
HCC Complex Maintenance		349.00

**Bills/Encumbrances - 2014**

General Services	\$	78,855.60
Glen Oaks Facility Operations		630.23
Youth Services Center		6,590.54
Communications Center Operations		7,414.27
Diversion/ASC		118.52
Jail Capital Improvements		1,629.99
HCC Building Complex		5,217.66

**Pre-Approved Encumbrance Amendments**

J F Ahern Company

\$ 70.00

Supervisor Heidenreich moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Nash. ADOPTED.

**Updates.**

**Jail Project**

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

**Rock Haven**

**Update Report** Mr. Terronez reported there has been a few problems with the sprinklers since mid-December. The pipes for the sprinklers located in the common wall of the neighborhood hallway and resident room in Neighborhoods 1 and 3 burst. Some of the HVAC settings were not set for Wisconsin's colder weather and the freeze stat unit was not positioned properly. Cold air from the attic was also causing problems with the temperature sensors in the walls between the resident rooms and the bathrooms. The insulation used was R19 instead of the R38 that was supposed to be installed. Additional insulation has been added. So far \$23,000 has been spent. Most of the bills are going to CG Schmidt and some of the vendors we are paying (to ensure service continues) and will then be forwarded to CG Schmidt. We also found we need heat in the connecting hallways. February 15<sup>th</sup> is the end of the warranty period but the warranties are being extended. He said we are trying to make sure all areas are covered until the issues are fully resolved. There was discussion on electrical usage.

**Semi-Annual Report – Attendance at Conventions/Conferences.** Mr. Leu said they had nothing to report for the second half of 2013.

**Communications, Announcements and Information.** Supervisor Nash asked about the status on north entrance by the tower. Mr. Leu said the architect has put together six possible solutions and these are being priced at this time. We will then make a decision on what should be done.

Supervisor Brill requested a report on the geo thermal system at Rock Haven, how it has been working and what the cost savings has been.

**Adjournment.** Supervisor Heidenreich moved adjournment at 8:23 A.M., second by Supervisor Nash. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**