

**GENERAL SERVICES COMMITTEE**  
**Minutes – September 4, 2012**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, September 4, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

**Committee Members Present:** Supervisors Owens, Brill and Collins.

**Committee Members Absent:** Supervisors Heidenreich and Nash.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager.

**Others Present:** Kevin Higgs, The Samuels Group.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Brill moved approval of the minutes of August 21, 2012 as presented, second by Supervisor Collins. 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>
18-1817-0000-62203	\$ 700	18-1817-0000-64701	\$ 700
Natural Gas		Software Purchase	
18-1817-0000-62160	1,000	18-1817-0000-63500	6,000
Cleaning Contracts		R&M Supplies	
18-1817-0000-67200	5,000		
Capital Improvements			

Supervisor Collins moved approval of the above Transfer for the General Services Committee, second by Supervisor Brill. ADOPTED.

**Bills/Encumbrances**

Rock Haven Project	\$ 18,248.73
HCC Building Complex	6,728.32
General Services	5,674.04
Glen Oaks Operations	1,098.30
Juvenile Detention Operations	567.15
Communications Center Operations	87.24
Adolescent Services/ Guidance	66.16
Jail Capital Improvement	28,004.17
Courthouse Facility	30,000.00
U-Rock Expansion	14,050.00

Juvenile Detention Center Capital Improvements	620.00
Rock Haven Project	750.00
Health Care Center/Glen Oaks Parking	42,330.50

**Pre-Approved Encumbrance Amendments** None.

Supervisor Brill moved approval of the above Bills, Encumbrances for the General Services Committee, second by Supervisor Collins. ADOPTED.

**Updates.**

**Jail Project**

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

**Change Orders** Mr. Higgs reported there are none at this time.

**Rock Haven**

**Update Report** Mr. Higgs reported the following:

Safety/Use of Site: Mr. Higgs said there are 155 workers on site at this time; Sam's continues to work on the piping and vault for the geothermal.

Progress/Planned Activities: Mr. Higgs reported on the following:

N1 – mechanical rough-ins continue; the interior finishes (paint, cabinets, speakers, strobes, ceilings) are in progress; and the walls and trusses for Team Building 1 are set.

N2 – mechanical rough-ins continue; the painting has started in three wings; and interior finishes (casework, trim, ceilings) are in progress.

N3 – mechanical rough-ins continue; drywall and drywall finishes are in progress; and the foundation for Team Building 2 is complete.

N4 – mechanical rough-ins continue; drywall finishes are in progress; and fire stopping continues.

Commons – mechanical rough-ins continue; and the insulating and drywall has begun.

North and South Courtyards – the trees and bushes are in; mulch and sod are going down; and the landscaper has automatic times in place to water the new plants.

**Change Orders** Mr. Higgs said there are none at this time.

Mr. Higgs went over the Program Request Log and map of the soils remediation, which were handed out, for the Rock Haven Replacement Project and answered questions.

Mr. Higgs and Mr. Terronez said they met with Eppstein Uhen on the design costs, identified design code change orders, and will be determining if they provided value to the County or not. Mr. Terronez said their next meeting will be September 13, 2012.

### **Parking Lot Project**

**Update Report** Mr. Leu said the project is going well; there are no soils issues; they are removing more sidewalk than anticipated, but there is no charge to the County. Ms. Lubben and Ms. Cain are happy with the parking plans for their employees for next week.

**Change Orders** None.

### **Resolutions.**

#### **Authorizing Purchase of Wheelchair / Equipment Washer for Rock Haven**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012 does hereby recommend that a Purchase Order be issued to Medco Equipment, Inc. for the purchase of one Medco Equipment Washer Model 64X in the amount of \$10,995.”

Supervisor Brill moved approval of the resolution, second by Supervisor Collins.  
ADOPTED.

#### **Awarding Contract for Replacement of Roofs on the Pinehurst Building at the Sheriff's Office/ Jail, and the Lobby at Hyatt Smith Hall on the UW-Rock Campus**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, that a contract for replacement of roofs at the Pinehurst Building and Hyatt Smith Hall lobby be awarded to the low bidder, Nieman Roofing of Lyndon Station, WI, in the base bid amount of \$39,770.00.”

Supervisor Brill moved approval of the resolution, second by Supervisor Collins.  
ADOPTED.

**Authorizing Purchase of Outdoor Chairs with Arms for Rock Haven.** Supervisor Brill moved approval to purchase outdoor chairs with arms from Barco, of Baravia, IL for a total cost of \$8,268.16, second by Supervisor Collins. ADOPTED.

### **General Services Director Update.**

**Update on Plan of Approach on Courthouse Security** Mr. Leu said he had sent a letter to Captain DeRemer a few weeks ago to let them know that some of the systems are beginning to fail and will need to be fixed or upgraded. It was agreed to move ahead to the first step, which is to meet with Arnold and O'Sheridan to let them know what we are looking for; Arnold and

O'Sheridan will identify each item and the associated costs; they will then meet to come up with a project cost for the items they will identify.

**Update on Upgrades to Youth Services Center** Mr. Leu said they are in the punch list process and working on these items.

Chair Owens asked Mr. Terronez to check with Ms. Oja to see if Juvenile Detention Center on the bills, etc. could be changed to Youth Services Center. Mr. Terronez said he would check with Ms. Oja on this.

**Update on HCC Complex Parking Lots** Mr. Leu said they went over this in item 6.C.

**Update on Courthouse Window Repairs** Mr. Leu said he spoke to the company who installed the windows; he is having Maintenance people inventory where there are problems; and they will meet with the company on this. Mr. Leu said the windows are still under warranty.

**Communications, Announcements and Information.** Mr. Leu asked the Committee if they would like to meet prior to Mr. Knutson puts the 2013 Budget together or wait until it comes out to discuss. The Committee said they will wait until after Mr. Knutson presents it as they have in prior years. Chair Owens requested Mr. Leu put a list of the projects he is requesting in the budget for the Committee to review.

**Adjournment.** Supervisor Collins moved adjournment at 8:40 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**