

**GENERAL SERVICES COMMITTEE**  
**Minutes – January 8, 2013**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, January 8, 2013 in Conference Room N-1, Fifth Floor, Courthouse-East.

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

**Committee Members Absent:** None.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator.

**Others Present:** Kevin Higgs and Brad Crook, The Samuels Group.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Brill moved approval of the minutes of December 18, 2012 as presented, second by Supervisor Nash. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances - 2012**

Rock Haven Project	\$	21,220.71
HCC Building Complex		1,961.88
Purchasing Inventory		8,768.69
General Services		8,749.12
Glen Oaks Operations		253.02
Juvenile Detention Operations		390.26
Communications Center Operations		184.60
Adolescent Services/ Guidance		312.49
Jail Capital Improvement		2,477.44
U-Rock Expansion		1,029.00
Jail/HCC Complex		220.00
Rock Haven		19.06

**Bills/Encumbrances - 2013**

U-Rock Expansion	\$	380,073.00
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**Pre-Approved Encumbrance Amendments**

CG Schmidt	\$	152,061.81
CG Schmidt		16,705.17

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

**Updates.**

**Jail Project**

**Update Report** Mr. Crooks said the punch list is done with a couple outstanding items with TriNorth.

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

**Rock Haven**

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

Safety/Use of Site: They are protecting the finishes, cleaning and demobilizing.

Informational: There is a coordination meeting today at 10:30 am with Rock County IT as well as a team meeting; systems training is in process; and Eppstein Uhen punch list review is in process. Mr. Crook went over the three critical path issues: 1) the nurse call station; 2) 28 additional fire dampers needed; and 3) mezzanine stair landing revisions.

Progress/Planned Activities: N1-N2 – a pre-punch list is in process as well as corrections and cleaning. N-3/N-4 - fire stopping, paint, tile and carpet installation, plumbing and electrical fixtures, casework, acoustical ceilings, interior finishes/trim and doors and hardware are being installed. Commons – fire stopping, painting, casework and ceiling grid is in process.

Mr. Higgs said a meeting is scheduled for later this morning and they should have some numbers for pending change orders.

The Committee gave Mr. Higgs approval to keep the project on task.

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

**Parking Lot Project**

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

**Change Orders** None.

Chair Owens asked about the Jail roof project. Mr. Leu said it is in the 2013 budget.

**Semi-Annual Report – Attendance at Conventions/Conferences.** Mr. Leu said they had nothing to report for the second half of 2012.

**Communications, Announcements and Information.** Supervisor Heidenreich requested a tour of the new Rock Haven facility prior to move-in and suggested the second meeting in March. Mr. Higgs said that should not be a problem.

**Adjournment.** Supervisor Heidenreich moved adjournment at 8:33 A.M., second by Supervisor Collins. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**