

GENERAL SERVICES COMMITTEE
Minutes – May 7, 2013

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 7, 2013 in the 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; Sherry Gunderson, Nursing Home Administrator; Jenifer Keach, Coroner; Louis Smit, Chief Deputy Coroner.

Others Present: Kevin Higgs and Kurt Berner, 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 Collins moved approval of the minutes of April 23, 2013 and April 30, 2013 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

Rock Haven Project	\$ 11,334.99
HCC Building Complex	2,087.02
Postage Meter	437.85
General Services	29,496.33
Glen Oaks Operations	547.30
Juvenile Detention Center Operations	531.45
Communications Center Operations	474.38
Adolescent Services / Guidance	15,511.18
Jail Capital Improvement	9,541.70

Chair Owens stated the totals are still not accurate on the Committee Approval Reports.

Pre-Approved Encumbrance Amendments

CG Schmidt	\$ 23,071.00
CG Schmidt	110,615.00
CG Schmidt	1,942.00
CG Schmidt	4,142.00

CG Schmidt	11,765.00
CG Schmidt	3,507.00
Rock Road	27,373.00
Peterson Cleaning, Inc.	9,504.00

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

Proposal for a Coroner Morgue – Coroners Office. Ms. Keach handed out copies of the Coroner’s Office proposal for a morgue at the Health Care Center utilizing the existing coolers and freezer. Ms. Keach said the proposal includes air quality issues, anticipated costs, and a possible future grant. She handed out a diagram of the area they are looking at, which shows the location of security points, elevator, coolers and freezer. She feels this is a good opportunity to expand and possibly bring in more revenue.

Chair Owens asked about odors. Mr. Keach said every morgue has to deal with the issue of odors, but there are commercial products available and the odors usually stay within the coolers.

Chair Owens asked about the air circulation within the facility. Ms. Keach said that issue would best be left for a feasibility study.

Mr. Terronez informed the Committee that Mr. Knutson asked him and Mr. Osborne to look into this along with the change from Coroner to Medical Examiner. Mr. Osborne added that they should be done by June or early July. Chair Owens asked if there has been any discussion on a feasibility study. Mr. Terronez said that could be part of the process. Chair Owens asked that they continue to move forward.

Resolution.

Approving Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Facility Replacement Project

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2013 that the contingency budget be increased a total of \$75,614 to cover additional project costs with funds to come from the Net Assets of the Rock Haven operational account, and that the 2013 budget be amended as follows:

...

BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meeting.”

Ms. Gunderson informed the Committee that about five years ago they volunteered Rock Haven to participate in a study to save on Medicare in nursing homes and she had just been informed that a check in the amount of \$266,819 would be coming soon.

Mr. Terronez said that due to the extended length of the project, the Samuels Group is working beyond their contract date and is requesting, as part of this resolution, an additional \$31,578. Mr. Berner said they have looked at who they have on staff and charged at \$80 per hour to help keep costs down. Mr. Terronez said the resolution also includes \$44,027 for the following items in Program Request #30:

Mr. Higgs reported the following:

Program Request #30 (COR#199) pertaining to the commons basement chemical feed pump for cost of \$180.00; (COR#200) pertaining to a request from the fire inspector for 60 minute doors and frames at the mezzanine stair exits instead of the 45 minute doors and frames for a cost of \$6,949.00; (COR#202) pertaining to the installation of 120 v power to 3 TCPs in the commons basement for a cost of \$867.00; (COR#203) pertaining to the removal of three-way switches on the emergency egress lights at the loading dock receiving room for a cost of 168.00; (COR#204) pertaining to gravel exits and hardware changes required by the building inspector for a cost of \$28,674.00; (COR#205) pertaining to the addition of exit lights and signs in each neighborhood for a cost of \$3,563.00; (COR#207) pertaining to the addition of 3 duplex receptacles at the request of the owner for a cost of \$1,141.00; and (COR#209) pertaining to additional outlets as requested by the owner for a cost of \$2,485.00; for a total cost of \$44,027.00.

Supervisor Collins moved approval of the resolution and change order requests, second by Supervisor Nash. ADOPTED.

Updates.

Jail Project

Update Report Mr. Higgs said he had received drawings the prior day from TriNorth but has not had the chance to look at them. He said there is still the issue with the cut fiber line, there are a couple asphalt issues, and they are waiting on final lien waivers.

Change Orders None.

Rock Haven

Update Report Mr. Higgs said a follow up walk through is scheduled with a new list of items, and there is an inspection Wednesday morning.

Change Orders & **The Samuels Group Contract** Mr. Terronez said these items were handled with the resolution.

Parking Lot Project

Update Report Mr. Leu distributed a memo to the Committee members on this project. He went over the conditions of the road beds for each of the three areas, Health Care Center, Health Department/Council on Aging and the Sheriff's Office, which were built in 1970s, 1960s and mid 1980s.

Change Orders Mr. Leu asked the Committee to approve a change order in the amount of \$37,341.26 to cover the additional work on the road beds and let them know that a resolution to transfer the funds from the 18-1849 HCC/Jail Project account would be coming to the Committee on May 21.

Supervisor Collins moved approval of the \$37,341.26 Change Order to Rock Road, second by Supervisor Brill. ADOPTED.

Communications, Announcements and Information. Supervisor Collins said he would like to see the study move along on the coolers for the Coroner's Office.

Supervisor Heidenreich requested a meeting be held at the Health Care Center so the Committee could tour the area the Coroner's Office is requesting for a morgue.

Adjournment. Supervisor Collins moved adjournment at 9:00 A.M., second by Supervisor Nash. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.