

GENERAL SERVICES COMMITTEE

Minutes – October 16, 2012

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, October 16, 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; Craig Knutson, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager.

Others Present: Kevin Higgs and Brad Crook, The Samuels Group; Dean Carmen Wilson, UW Rock County.

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

Citizen Participation. Dean Wilson told the Committee she appreciated the support from the County and the two projects listed in the 2013 proposed budget. She explained that UW Rock County Staff would like to have work on the Concept Design on the Master Plan for the maintenance building and the science/nursing building. She said she feels that at least one of these, if not both, could be done with the funds included in the budget. She again expressed her thanks to the Committee.

Approval of Minutes. Supervisor Collins moved approval of the minutes of October 2, 2012 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

Purchasing Inventory/Postage	\$	733.90
General Services		12,522.37
Glen Oaks Operations		628.73
Juvenile Detention Operations		1,496.77
Communications Center Operations		2,376.45
Adolescent Services/ Guidance		1,531.96
Jail Capital Improvement		8,697.84
Youth Services Center Capital Improvement		620.00
HCC/Glen Oaks Parking		4,899.23
Rock Haven Project		44,551.76
HCC Building Complex		24,091.68

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

Pre-Approved Encumbrance Amendments

CG Schmidt	\$	39,750.19
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CG Schmidt

82,916.68

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

Updates.

Jail Project

Update Report Mr. Higgs reported there is nothing at this time.

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

Rock Haven

Update Report Mr. Crook reported the following:

Safety/Use of Site: CG Schmidt and The Samuels Group are continuing to monitor site safety; there are 130 people on site; Silha has finished the pond; landscaping and top soil continues; light pole bases are almost all in; and asphalt starts the end of this week.

Progress/Planned Activities:

N1-N4 – fire stopping, tile installation, plumbing fixtures and interior finishes/trim are in progress; N3 will be catching up quickly with drywall, drywall finishes, insulating and fire stopping taking place now. The Team Buildings are having work done on mechanical rough-ins, drywall, insulating and exterior finishes.

Commons – mechanical rough-ins continue; drywall and drywall finishes are in progress; and fire stopping and painting are in process.

North & South Courtyards – the gazebos will be set soon.

Correction of Change Order #18 Mr. Terronez said there was a mathematical error of \$1,686.40, to the County's favor, and the correct amount for CO #18 is \$72,096.26.

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

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

Mr. Higgs said they are working on fine tuning the completion schedule with CG Schmidt.

Parking Lot Project

Update Report Mr. Leu said striping at the Health Department should be completed today; Glen Oaks and the base at the Jail have a few changes; and the Council on Aging spaces will be angle parking for the vans.

Ms. Gunderson said the tunnel is still leaking in one area. Mr. Leu said he would check into it.

Supervisor Brill asked if a pull over area on USH 51 for the contractors would be allowed. Mr. Leu said the State turned us down for this.

Change Orders None.

Resolutions.

Authorizing Purchase of Welch Allyn Equipment 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 Gulf South Medical of Jacksonville, Florida for \$35,235.08 for the purchase of Welch Allyn equipment for Rock Haven.”

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

ADOPTED.

Authorizing a Contract for Moving Services to the New Rock Haven Facility

“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 Mulrooney Moving of Janesville, WI not to exceed \$25,000.”

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

ADOPTED.

Authorizing Purchase of a Riding Lawn Mower 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 Gielow’s Lawn and Garden of Milwaukee, WI for \$13,824.65 for the purchase of a Toro Model #74296 riding lawn mower.”

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

Authorizing Purchase of Riding Lawn Mowers for General Services

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a Purchase Order be issued for the purchase of a Toro Riding Lawn Mower from Gielow’s Lawn of Milwaukee, in the amount of \$13,824.65.”

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

ADOPTED.

Authorizing Lease of Multi-function Copier for General Services

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that a Purchase Order for lease of a multi-function copier be issued to Konica Minolta of Madison for \$939.72/month, for 60 months, with service and supplies billed at \$.0038/copy.”

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

2013 Budget Review. Mr. Leu went over the highlights of the budget with the Committee.

Chair Owens asked about the problem with the Courthouse windows. Mr. Leu said this is covered under warranty.

Mr. Leu informed the Committee that Dean Wilson, UW-Rock County, would be making a presentation at the December 4th General Services meeting regarding a number of potential projects. Mr. Knutson added that there may be a possibility that the State could fund movable equipment at the Campus. Also, the State has Energy Savings Grants that may be able to help fund the HVAC.

Chair Owens asked about the communication/voting system in the County Board room. Mr. Knutson said we have received some solicitations but no quotes. He added that the present system could last another five years.

Supervisor Brill said we should start looking at what to do with Rock Haven; maybe do a study next year on whether it should be torn down or not. Mr. Leu said the Health Care Center will need to be renovated at some point and that possibly Rock Haven could be used during that time.

Communications, Announcements and Information. None.

Adjournment. Supervisor Collins moved adjournment at 9:04 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.