



**GENERAL SERVICES COMMITTEE**  
**Minutes – May 1, 2018**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 1, 2018 in Conference Room N-1, Fifth floor, Rock County Courthouse-East.

**Committee Members Present:** Supervisors Brill, Zajac, Brien, Potter and Rashkin.

**Committee Members Absent:** None.

**Staff Members Present:** Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Millis, Purchasing Manager; Dave Froeber, Facilities Superintendent; and Captain Brent DeRemer, Sheriff's Office.

**Others Present:** Brian Zobel, UW Colleges – Southwest; Supervisor Russ Podzilni; and James Aaron Rittenhouse, Johnson Controls.

Chair Brill welcomed the new supervisors and asked for introductions for attendees. Mr. Sutherland provided a background of the Facilities Management department and budget.

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

**Election of Vice Chair.** Chair Brill opened the nominations for Vice Chair of the General Services Committee. Supervisor Brien nominated Supervisor Zajac, second by Supervisor Rashkin. Supervisor Zajac accepted the nomination. Chair Brill asked for any other nominations. Seeing no other nominations, Chair Brill closed the nominations. Supervisor Zajac's nomination was ADOPTED unanimously.

**Set Meeting Day and Time.** The committee agreed to keep the meetings on the first and third Tuesdays of the month at 8 A.M. They agreed to begin rotating location sites again. Chair Brill reminded the committee members to look at the location on their agenda when they receive it.

**Citizen Participation.** None.

**Approval of Minutes – April 12, 2018 and April 17, 2018.** Supervisor Zajac moved approval of the minutes of April 12, 2018 and April 17, 2018 as presented, second by Supervisor Potter. ADOPTED.

**Transfer.**

**Facilities Management**

**FROM**

**Account #**

000-0000-0001-46205

Insurance Proceeds

**Amount**

\$31,760.55

**TO**

**Account #**

18-1819-0000-62400

Repair and Maintenance

**Amount**

\$31,760.55

Supervisor Potter moved approval of the above Transfer, second by Supervisor Brien.  
ADOPTED.

**Resolutions.**

**Awarding a Contract for Demolition of the Vacant Former Rock Haven Building Located at 3418 N. County Trunk F**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of, \_\_\_\_\_ 2018 does hereby approve and authorize awarding a contract in the amount of \$350,334 with Corporate Contractors Inc. of Beloit WI, for the demolition of the former Rock Haven vacant building.

**BE IT FURTHER RESOLVED**, that a contingency fund be established in the amount of \$70,000 to cover any unforeseen items that are found during the demolition process.”

Supervisor Zajac moved approval of the above resolution, second by Supervisor Potter.

Mr. Sutherland provided a hand out on a comparable demolition project in Wausau. Mr. Sutherland explained the contingency fund/change order process to the new committee members. He said normally he requests a 10% contingency fund but in this case he requested 20% because of several unknown obstacles that have already been found.

ADOPTED.

**Awarding Contract for Boiler Replacements and Water Efficiencies at Rock County Jail**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, and awards a contract to replace boilers and provide water efficiency improvements at the Rock County Jail in the amount of \$550,000, to Johnson Controls, Inc. of Madison, WI.

**BE IT FURTHER RESOLVED**, a contingency fund of \$55,000 be established to cover any unforeseeable issues that arise.”

Supervisor Zajac moved approval of the above resolution, second by Supervisor Potter.

Mr. Sutherland explained this work will be budget neutral and done under a performance contract. Johnson Controls will be installing all the equipment. We will be paying them back with

our monthly energy cost avoidance and maintenance cost savings. This work will be completed under the National Joint Powers Alliance (NJPA) a cooperative purchasing contract (bid#030817).

ADOPTED.

**Awarding the Contract for Repairing Job Center Masonry and Amending 2018 Facilities Management Capital Budget**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 does hereby approve and authorize awarding a contract in the amount of \$85,976 to Custom Restoration Inc. of Sussex, WI, for the masonry repair at the Job Center.

**BE IT FURTHER RESOLVED**, a contingency fund of \$8,500 be established to cover any unforeseeable issues that arise.

**BE IT FURTHER RESOLVED**, the Facilities Management 2018 budget be amended as follows:

.....”

Supervisor Potter moved approval of the above resolution, second by Supervisor Zajac.

Mr. Sutherland explained the additional funds are coming from the Job Center fund balance. These funds are a portion of the rent collected and set aside for capital repairs.

ADOPTED.

**Updates.**

**Discussion and Possible Approval of Overhead Door Openers and Installation with Bower City Door at the Department of Public Works.** Supervisor Zajac moved approval of the contract, second by Supervisor Potter.

Mr. Sutherland explained due to an ordinance change a resolution is no longer required for a contract less than \$25,000. In the future, he said he will include an executive summary with the bid summary form. The doors that need replacement do not have safety eyes and are not operating properly. There is a total of eight (8) door openers being installed under this bid.

ADOPTED.

**Update on the Failed Boiler at UW Rock County Campus.** Mr. Sutherland explained the background on the failed boiler at UW Rock County Campus. He said they have put preventative measures in place to avoid a similar failure in the future. They will have low water cutoffs tested weekly and verifications in place.

**Communications, Announcements and Information.** Chair Brill asked the status of the small chiller at the Sheriff’s Office. Mr. Sutherland said IBC Engineering came in to see why it was not working and found they used two separate system designs, a primary system and a

primary/secondary system, then they piped them together. These two different designs were not meant to operate together. They recommended re-piping when the chiller is replaced but at this time if both pumps are running simultaneously the chiller should run.

Supervisor Brien asked about the Courthouse window replacement as he was previously on the General Services Committee when this was being discussed. Mr. Sutherland said the project was completed by Country Glass. 928 glass panes were replaced in total.

Supervisor Rashkin inquired about the open meetings law. He would like to do a live Facebook stream at all future General Services meetings. He feels this is a great transparency opportunity. Mr. Smith said they have been researching this or something similar for County Board meetings. He suggested speaking with Corporation Counsel before the next General Services meeting.

Mr. Smith told the new committee members that he is working on an orientation schedule for new incoming County Board Supervisors and asked their availability. Supervisor Potter said he can work anytime into his schedule. Supervisor Rashkin said he has time at the end of May or more time in June available.

**Adjournment.** Supervisor Brien moved adjournment at 8:50 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
HR Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**