

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, NOVEMBER 16, 2021 – 7:30 A.M.**

911 COMMUNICATIONS CENTER

CONFERENCE ROOM

3636 N COUNTY ROAD F

JANESVILLE, WI 53545

Agenda

1. Call to Order
2. Approve Agenda
3. Public Comment
4. Approval of Minutes – November 2, 2021
5. Review of payments
6. Transfers
7. Resolutions and Committee Action
 - a. Recognizing Delores Smith
 - b. Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management
 - c. Approval to move forward with the sale of parking lot space to neighboring property owner 1747 Center Avenue
8. Reports, Updates, Discussion and Possible Action
 - a. Dr. Daniel Hale Williams Rock County Resource Center updates
 - i. Approval of Change Orders
 - ii. Sound issues
 - b. 911/IT renovation updates
 - i. Schedule
 - c. District Attorney renovation updates
 - i. Schedule
 - d. Update on initiatives to improve access to current County bids

9. Communications, Announcements, and Information
10. Building Tour
11. Adjournment

The County of Rock will provide reasonable accommodations to people with disabilities. Please contact us at 608-757-5510 or e-mail countyadmin@co.rock.wi.us at least 48 hours prior to a public meeting to discuss any accommodations that may be necessary.

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
MINUTES – NOVEMBER 2, 2021 – 7:30 A.M.**

Call to Order. Chair Potter called the meeting of the General Services Committee to at 7:38 A.M., on Tuesday, November 2, 2021, at the Southern Wisconsin Regional Airport.

Committee Members Present: Supervisors Potter, Wilson, Homan, Fox, and Brien.

Committee Members Absent: None.

Staff Members Present: Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Greg Cullen, Airport Director; Brent Sutherland, Facilities Director; and Dave Froeber and Mike Parille, Facilities Superintendents.

Others Present: Brian Zobel, UW Whitewater at Rock County.

Approval of Agenda. Supervisor Wilson moved approval of the agenda, second by Supervisor Homan. ADOPTED.

Public Comment. None

Approval of Minutes – October 19, 2021

Supervisor Brien moved approval of the minutes of October 19, 2021 as presented, second by Supervisor Wilson. ADOPTED.

Review of payments

None

Transfers

None

Resolutions and Committee Action

Retaining Edge Consulting Engineers Inc. for Consulting Services for the New 911 Communications Tower

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2021, that a contract for engineering services be awarded to Edge Consulting Engineers Inc, of Prairie Du Sac, WI, in the amount of \$ 50,200.00.”

Supervisor Brien moved approval of the above resolution, second by Supervisor Homan. Brent Sutherland informed the committee that Edge Consulting recommended not to move this tower, but to build a new tower. Because of this, Brent is requesting to contract with Edge Consulting to assist with building new tower. ADOPTED.

Retaining SGTS Inc. for Professional Services for the Installation, Integration, and Commissioning of the Security Controls Equipment at the Health Department Building

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2020, that a contract for professional services be awarded to SGTS Inc., of Madison, Wisconsin, in the amount of \$24,780.”

Supervisor Wilson moved approval of the above resolution, second by Supervisor Homan. Brent explained that this is for the installation of security improvements at the Rock County Health Department building. ADOPTED.

Reports, Updates, Discussion and Possible Action

Approval to partner with Alliant Energy for the installation of a 1.4 mega-watt solar array

Brent explained that he has been looking at ways to increase renewables and become carbon-neutral by 2050. Brent has been working with Alliant. They are looking to install a 1.4 mega-watt solar array on a 10-acre parcel just east of Rock Haven. Rock County will provide the land and Alliant energy will install and maintain the equipment. Alliant Energy will provide lease payments and potentially Renewable Energy Credits. Construction would start 2023. Brent is going to present this to Health Services Committee and Agriculture & Extension Committee as well. Supervisor Fox stated that solar panels are costly and hard to recycle at the end of their life. Supervisor Brien asked why the Dr. Daniel Hale Williams Resource Center was not considered. Brent explained that there is not 10 acres available. He is still looking for other opportunities to utilize renewables in other places as well. Supervisor Wilson expressed that he thought this was a great opportunity.

Supervisor Homan moved approval to partner with Alliant Energy for the installation of a 1.4 mega-watt solar array, second by Supervisor Wilson. YES – Supervisors Wilson, Homan, Potter, and Brien. NO – Supervisor Fox. ADOPTED.

Approval to purchase security equipment for the Health Department

Supervisor Fox moved approval to purchase security equipment for the Health Department, second by Supervisor Wilson. Brent explained that these funds would be used to purchase security equipment for the Health Department. ADOPTED.

Dr. Daniel Hale Williams Rock County Resource Center updates

Approval of Change Orders

None.

Sound issues

Brent informed to the committee that when they built the building, they paid a lot of attention to the way that sounds travels in the building. They are finding that sound is traveling despite their efforts. They are finding that some of the doors are not soundproof in the way that they need. Some doors do not have the gasket on them that seals them and do not allow for sound to carry.

There will be a change order for this coming soon. Brent said that they are also looking at white noise machines like they used in the Health Care Center building.

911/IT renovation updates

Schedule

Brent informed the committee that the group is still meeting biweekly. They are doing several site surveys to show what utilities are there and what could be under the ground. There are more surveys coming to get a full comprehensive picture.

District Attorney renovation updates

Schedule

Brent informed the committee that Phase I is still on track to be completed by December 2021 and Phase II to start at the end of Phase I.

Communications, Announcements, and Information

None.

Tour of Airport

Airport Director Greg Cullen gave an overview of the Southern Wisconsin Regional Airport.

Adjournment

Supervisor Homan moved adjournment at 8:30 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Haley Hoffman
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1810-0000-62119	Other Services	P2100268	10/07/2021	UNIFIRST CORP	UNIFORMS FOR CTHS	51.58
		P2100444	10/14/2021	TRUGREEN	LAWN SERVICE AT COURTHOUSE	170.87
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT CTHS	138.67
18-1810-0000-62400	R & M Services	P2100260	10/21/2021	SCHROEDER LAWN AND SNOW LLC	COURT ST TOWER MAINT.	320.00
		P2100907	10/07/2021	QUALITY DOOR LLC	SERVICE LABOR TO FIX GARAGE DO	237.00
		P2101256	10/28/2021	SGTS INC	SERVICE CALL 10.13.21 AT CTHS	2,071.00
18-1810-0000-63500	R&M Supplies	P2100162	10/14/2021	GRAINGER	SUPPLIES FOR COURTHOUSE	324.60
		P2100164	10/28/2021	HARRIS ACE HARDWARE LLP	SUPPLIES FOR COURTHOUSE	89.06
		P2100168	10/28/2021	MENARDS	SUPPLIES FOR COURTHOUSE	230.70
		P2100169	10/07/2021	BJ ELECTRIC SUPPLY INC	SUPPLIES FOR COURTHOUSE	20.03
		P2100187	10/21/2021	WERNER ELECTRIC SUPPLY COMPANY	SUPPLIES FOR THE COURTHOUSE	30.89
		P2100188	10/21/2021	JANESVILLE WINSUPPLY COMPANY	SUPPLIES FOR COURTHOUSE	484.08
		P2100189	10/14/2021	ENERGETICS INC	SUPPLIES FOR COURTHOUSE	22.92
		P2100214	10/21/2021	US BANK	SUPPLIES FOR COURTHOUSE	625.91
		P2100409	10/28/2021	AARONS LOCK AND SAFE INC	DUPLICATE KEY-YELLOW	15.75
		P2102083	10/21/2021	JMB AND ASSOCIATES LLC	REMOVED & INSTALLED ABB VFD -	725.00
		P2102116	10/28/2021	HALVERSON CARPET CENTER LTD	REMOVAL OF EXISTING CARPET & T	2,110.00
18-1810-0000-67200	Captial Improve	P2101968	10/07/2021	AFFORDABLE ENVIRONMENTAL TECHN	HAZARDOUS MATERIALS REMOVAL PR	2,300.00
Facilities Management PROG TOTAL						9,968.06
18-1811-0000-62119	Other Services	P2100444	10/14/2021	TRUGREEN	LAWN SERVICE COA	369.86
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL HEALTH	113.75
18-1811-0000-62400	R & M Services	P2100199	10/21/2021	ILLINGWORTH KILGUST MECHANICAL	SERVICE ORDER# 90010802	2,915.28
18-1811-0000-63500	R&M Supplies	P2100168	10/28/2021	MENARDS	COA REMODEL	230.63
		P2100170	10/21/2021	SHERWIN WILLIAMS	SUPPLIES FOR COA	151.61
		P2100214	10/21/2021	US BANK	SUPPLIES FOR HEALTH DEPT	131.21

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF OCTOBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
Public Health/COA PROG TOTAL						3,912.34
18-1812-0000-62119	Other Services					
		P2100444	10/14/2021	TRUGREEN	LAWN SERVICE AT YSC	167.63
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT YSC	113.75
18-1812-0000-63500	R&M Supplies					
		P2100162	10/28/2021	GRAINGER	SUPPLIES FOR YSC	399.24
		P2100168	10/28/2021	MENARDS	SUPPLIES FOR YSC	1,578.35
		P2100191	10/07/2021	NAPA AUTO PARTS	SUPPLIES FOR YSC	37.09
		P2100214	10/21/2021	US BANK	SUPPLIES FOR YSC	73.63
Youth Services Center PROG TOTAL						2,369.69
18-1815-0000-62119	Other Services					
		P2100265	10/28/2021	UNIFIRST CORP	UNIFORMS	69.40
		P2101641	10/14/2021	BADGERLAND DISPOSAL LLC	HCC TRASH RECYCLING SERVICE	249.00
18-1815-0000-62400	R & M Services					
		P2100173	10/28/2021	JF AHERN COMPANY	HCC SPRINKLER INSPECTION	128.00
		P2100276	10/28/2021	PORTERS LAWN AND POWER EQUIPME	HCC R&M	567.06
18-1815-0000-63500	R&M Supplies					
		P2100214	10/21/2021	US BANK	SUPPLIES FOR HCC	59.15
		P2100234	10/14/2021	AIRGAS NORTH CENTRAL	HCC AIRGAS RENT	167.95
		P2100269	10/14/2021	KWIK TRIP EXTENDED NETWORK	FUEL	447.07
18-1815-0000-64200	Training					
		P2100284	10/14/2021	US BANK	TRAINING EXPENSE	1,000.56
HCC Building Complex PROG TOTAL						2,688.19
18-1816-0000-62119	Other Services					
		P2100444	10/14/2021	TRUGREEN	LAWN SERVICE 911 CENTER	166.55
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT 911	45.50
18-1816-0000-62400	R & M Services					
		P2101256	10/21/2021	SGTS INC	SERVICE CALL 9/23 AT 911	640.47
		P2101380	10/21/2021	CULLIGAN WATER CONDITIONING IN	CULLIGAN AQUA CLEER	2,835.00
18-1816-0000-63500	R&M Supplies					

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**

FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P2100162	10/28/2021	GRAINGER	CREDIT FOR INV 9071270947	(4.51)
		P2100168	10/28/2021	MENARDS	SUPPLIES FOR 911	35.18
		P2100169	10/14/2021	BJ ELECTRIC SUPPLY INC	SUPPLIES FOR 911 CENTER	113.35
		P2100214	10/21/2021	US BANK	SUPPLIES FOR 911	87.97
Communication Center PROG TOTAL						3,919.51
18-1818-0000-62119	Other Services					
		P2100268	10/21/2021	UNIFIRST CORP	UNIFORMS FOR JAIL	154.63
		P2100444	10/14/2021	TRUGREEN	LAWN SERVICE AT SHERIFFS	338.50
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT JAIL	656.50
18-1818-0000-62400	R & M Services					
		P2100198	10/28/2021	COLLINS SANITARY	PUMP GREASE TRAP AT JAIL	180.00
		P2100202	10/14/2021	HOBART SALES AND SERVICE	SERVICE AT JAIL	889.86
		P2100204	10/21/2021	CONGRESS GLASS INC	JAIL INVOICE	2,587.00
		P2100907	10/14/2021	QUALITY DOOR LLC	JAIL DOOR #5	237.00
		P2100939	10/28/2021	SGTS INC	FURNISH AND INSTALL CAMERA	2,644.00
		P2101256	10/28/2021	SGTS INC	SERVICE CALL 10.9.21 AT JAIL	2,639.00
18-1818-0000-63500	R&M Supplies					
		P2100162	10/28/2021	GRAINGER	SUPPLIES FOR JAIL	369.98
		P2100164	10/28/2021	HARRIS ACE HARDWARE LLP	SUPPLIES FOR JAIL	2.00
		P2100168	10/28/2021	MENARDS	SUPPLIES FOR JAIL	83.62
		P2100185	10/14/2021	JACK AND DICKS FEED AND GARDEN	50LB SOLAR SALT	665.25
		P2100187	10/28/2021	WERNER ELECTRIC SUPPLY COMPANY	SUPPLIES FOR JAIL	329.50
		P2100188	10/21/2021	JANESVILLE WINSUPPLY COMPANY	SUPPLIES FOR JAIL	53.22
		P2100189	10/14/2021	ENERGETICS INC	SUPPLIES FOR JAIL	248.70
		P2100191	10/21/2021	NAPA AUTO PARTS	SUPPLIES FOR JAIL	139.71
		P2100214	10/21/2021	US BANK	SUPPLIES FOR JAIL	263.38
		P2100306	10/14/2021	BATTERIES PLUS LLC	CREDIT FOR INV P44232118	638.90
Jail PROG TOTAL						13,120.75
18-1819-0000-62400	R & M Services					
		P2101256	10/21/2021	SGTS INC	SERVICE CALL 10/6 AT UW CAMPUS	1,148.48

**COMMITTEE REVIEW REPORT
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FOR THE MONTH OF OCTOBER 2021**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
UW-Whitewater at Rock County PROG TOTAL						1,148.48
18-1820-0000-62119	Other Services					
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT ECLI	62.30
18-1820-0000-63500	R&M Supplies					
		P2100168	10/28/2021	MENARDS	SUPPLIES FOR ECLIPSE/VETS	186.42
Eclipse Center PROG TOTAL						248.72
18-1821-0000-62119	Other Services					
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT JOB	178.67
18-1821-0000-62400	R & M Services					
		P2100209	10/21/2021	JF AHERN COMPANY	SPRINKLER INSPECTIONS @ JC	206.00
18-1821-0000-63500	R&M Supplies					
		P2100164	10/28/2021	HARRIS ACE HARDWARE LLP	SUPPLIES FOR JOB CENTER	7.88
		P2100168	10/14/2021	MENARDS	SUPPLIES FOR JOB CENTER	268.20
		P2100214	10/14/2021	US BANK	SUPPLIES FOR JOB CENTER	338.00
Job Center PROG TOTAL						998.75
18-1822-0000-62119	Other Services					
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL FRANK	(5.27)
Franklin Street PROG TOTAL						(5.27)
18-1823-0000-62119	Other Services					
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL COURTST	(7.52)
Court Street PROG TOTAL						(7.52)
18-1824-0000-62119	Other Services					
		P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT DPW	337.97
18-1824-0000-63500	R&M Supplies					
		P2100168	10/21/2021	MENARDS	SUPPLIES FOR DPW	23.93
		P2100170	10/21/2021	SHERWIN WILLIAMS	SUPPLIES FOR DPW	1,586.01
		P2100214	10/21/2021	US BANK	SUPPLIES FOR DPW	213.91
		P2101599	10/28/2021	CONSOLIDATED ELECTRICAL DISTRI	SUPPLIES FOR DPW	100.95

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1824-0000-67200	Captial Improve	P2001461	10/14/2021	CORPORATE CONTRACTORS INC	CONSTRUCTION OF NEW DPW GARAGE	6,663.60
Hwy Buildings and Grounds PROG TOTAL						8,926.37
18-1828-0000-62400	R & M Services	P2100730	10/07/2021	GFL SOLID WASTE MIDWEST LLC	TRASH SERVICE	128.04
18-1828-0000-63500	R&M Supplies	P2100214	10/21/2021	US BANK	SUPPLIES FOR FAIRGROUNDS	281.04
		P2100408	10/07/2021	HOME DEPOT/GECF	FAIRGROUNDS R & M	323.00
18-1828-0000-67250	R&M Projects	P2101400	10/21/2021	MALY ROOFING CO INC	CHANGE ORDER #1 PER SPECS	16,902.00
Fairgrounds PROG TOTAL						17,634.08
18-1835-0000-67200	Captial Improve	P2100989	10/07/2021	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	61,242.94
Pinehurst Project PROG TOTAL						61,242.94
18-1842-0000-67200	Captial Improve	P2001115	10/07/2021	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	3,669.05
		P2001886	10/28/2021	ELECTRIC CONSTRUCTION INC	INSTALLATION OF OWNER SUPPLIED	25,462.00
		P2101197	10/21/2021	CORPORATE CONTRACTORS INC	EXTERIOR WALL RESORTATIONS	61,578.47
		P2101745	10/07/2021	BAUER AND RAETHER BUILDERS INC	RENOVATION OF DISTRICT ATTORNE	58,166.60
18-1842-0000-67250	R&M Projects	P2100797	10/28/2021	HALVERSON CARPET CENTER LTD	5TH FLOOR CONFERENCE ROOMS	5,486.00
		P2101258	10/28/2021	HALVERSON CARPET CENTER LTD	REMOVE AND INSTALL	6,746.00
Courthouse Facility Cap Proj PROG TOTAL						161,108.12
18-1857-0000-62119	Other Services	P2101652	10/21/2021	BADGERLAND DISPOSAL LLC	TRASH/RECYCLE DISPOSAL AT 1717	369.00
18-1857-0000-63500	R&M Supplies	P2100168	10/07/2021	MENARDS	SUPPLIES FOR 1717	65.50
		P2100214	10/21/2021	US BANK	SUPPLIES FOR 1717	696.39
		P2100284	10/14/2021	US BANK	HS R&M	260.94

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION**
FOR THE MONTH OF OCTOBER 2021

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1857-0000-67200	Captial Improve	P2100371	10/21/2021	E AND D WATER WORKS INC	HUMAN SERVICES R&M	145.00
		P2100214	10/14/2021	US BANK	TRASH CANS FOR 1717 LOCATION	11,610.00
		P2101338	10/14/2021	HENRICKSEN	QUOTE: 21041031	231,573.74
		P2102011	10/14/2021	BROTHERS MAIN APPLIANCE AND TV	DELIVERY CHARGE	2,370.00
					Human Services Building PROG TOTAL	247,090.57
18-1858-0000-67200	Captial Improve	P2002108	10/07/2021	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	7,659.97
		P2101711	10/14/2021	PROFESSIONAL SERVICE INDUSTRIE	PRECONSTRUCTION RISK ASSESMEN	5,025.00

I have reviewed the preceding payments in the total amount of **\$547,048.75**

Date: Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



**Brent Sutherland-Director
Facilities Management**
DRAFTED BY

November 8, 2021
DATE DRAFTED

Recognizing Delores Smith for her 31 Years of Service to Rock County

- 1 **WHEREAS**, Delores Smith has served the citizens of Rock County in total for the past 31 years as a
- 2 dedicated and valued employee, and is retiring effective February 25, 2022, and;
- 3
- 4 **WHEREAS**, Delores Smith began her career with Rock County on September 10, 1990 as a Clerk III for
- 5 Human Services, and;
- 6
- 7 **WHEREAS**, on April of 1995, Delores accepted the position of Administrative Assistant for the Mental
- 8 Health and Juvenile Justice Division, working for Robert (Bob) Sperling, Juvenile Justice Division Manager
- 9 until his retirement in 2007 and;
- 10
- 11 **WHEREAS**, in 2007, Delores Smith was promoted to the Clerical Services Supervisor, supervising 13
- 12 Administrative Assistant until the position was eliminated in 2013 when she became Administrative Assistant
- 13 in Child Protective Services, and;
- 14
- 15 **WHEREAS**, on November 14, 2016, Delores accepted the position of Administrative Assistant for Facilities
- 16 Management at the Rock Haven/Health Care Center campus, and;
- 17
- 18 **WHEREAS**, Delores Smith has served the Staff and Residents of Rock Haven and the Health Care Center
- 19 managing many different initiatives during her 31 years with Rock County, and;
- 20
- 21 **WHEREAS**, the Rock County Board of Supervisors representing the citizens of Rock County, wishes to
- 22 recognize Delores Smith for her long, dedicated, and faithful service.
- 23
- 24 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors at its regular meeting
- 25 this ____ day of _____, 2021, directs that a sincere expression of recognition be given to Delores Smith
- 26 for her 31 years of service and expresses to her best wishes for the future.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

COUNTY BOARD STAFF COMMITTEE

Robert Potter, Chair

Richard Bostwick, Chair

Tom Brien, Vice Chair

Wes Davis, Vice Chair

Dave Homan

Tom Brien

Brent Fox

Kevin Leavy

William Wilson

Louis Peer

J. Russell Podzilni

Alan Sweeny

Bob Yeomans

Mary Beaver

RESOLUTION

ROCK COUNTY BOARD OF SUPERVISORS

General Services Committee
INITIATED BY

General Services Committee
SUBMITTED BY



Brent Sutherland –
Director of Facilities Management
DRAFTED BY

November 9, 2021
DATE DRAFTED

Authorizing Approval to Double Fill Rock Haven Administrative Assistant Position for Facilities Management

- 1 **WHEREAS**, Delores Smith Administrative Assistant at Rock Haven announced on November
- 2 3,2021 she is retiring effective February 25, 2022, and;
- 3
- 4 **WHEREAS**, her last day of work is January 31, 2022, and;
- 5
- 6 **WHEREAS**, Delores started at Rock County on Sept 10, 1990, and;
- 7
- 8 **WHEREAS**, Delores has worked for Rock County for the past 31 years, and;
- 9
- 10 **WHEREAS**, Delores manages the State required documentation of the Rock Haven Facilities
- 11 Management Department, and;
- 12
- 13 **WHEREAS**, Delores also serves many roles for the entire Rock Haven facilities, and;
- 14
- 15 **WHEREAS**, there is a training need to overlap Delores with the new Administrative Assistant
- 16 for 30 days, and;
- 17
- 18 **WHEREAS**, there will be enough funds in 2022 employee wages to cover this additional cost.
- 19
- 20 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
- 21 assembled this ____ day of _____, 2021 does hereby approve and authorize double
- 22 filling the Administrative Assistant position for Rock Haven.

Respectfully Submitted,

GENERAL SERVICES COMMITTEE

Robert Potter, Chair

Tom Brien, Vice Chair

Brent Fox

David Homan

William Wilson

COUNTY BOARD STAFF COMMITTEE

Richard Bostwick, Chair

Wes Davis, Vice Chair

Tom Brien

Kevin Leavy

Louis Peer

J. Russell Podzilni

Bob Yeomans

Alan Sweeney

Mary Beaver

LEGAL NOTE:

The County Board is authorized to take this action pursuant to § 59.22(2), Wis. Stats.

s/Richard Greenlee

Richard Greenlee
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.

/s/Josh Smith

Josh Smith
County Administrator

FISCAL NOTE:

The 30 day overlap will cost approximately \$3,300. If the overlap cannot be covered by vacancies, a transfer may be needed.

/s/Sherry Oja

Sherry Oja
Finance Director

Rock County, Wisconsin

51 South Main Street
Janesville, WI 53545

General Services
Facilities Management
(608)757-5518



Executive Summary

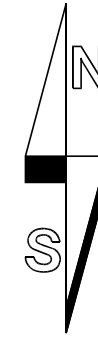
Requesting to Double Fill the Administrative Assistant Position at Rock Haven Facilities Management Department

Rock Haven, Administrative Assistant, Delores Smith announced her retirement effective February 25, 2022 after 31 years of service. Her last day of work will be January 31, 2022. I am requesting approval to double fill this position for 30 days to allow for training. Delores manages many functions for Rock Haven Care complex. There are enough funds in the 2022 employee wages to cover this additional cost.

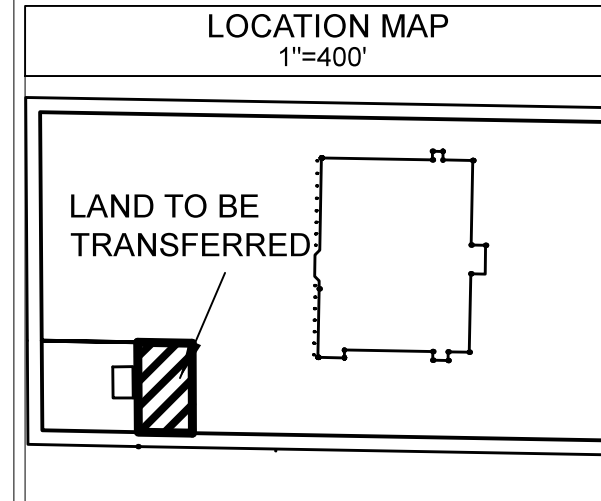
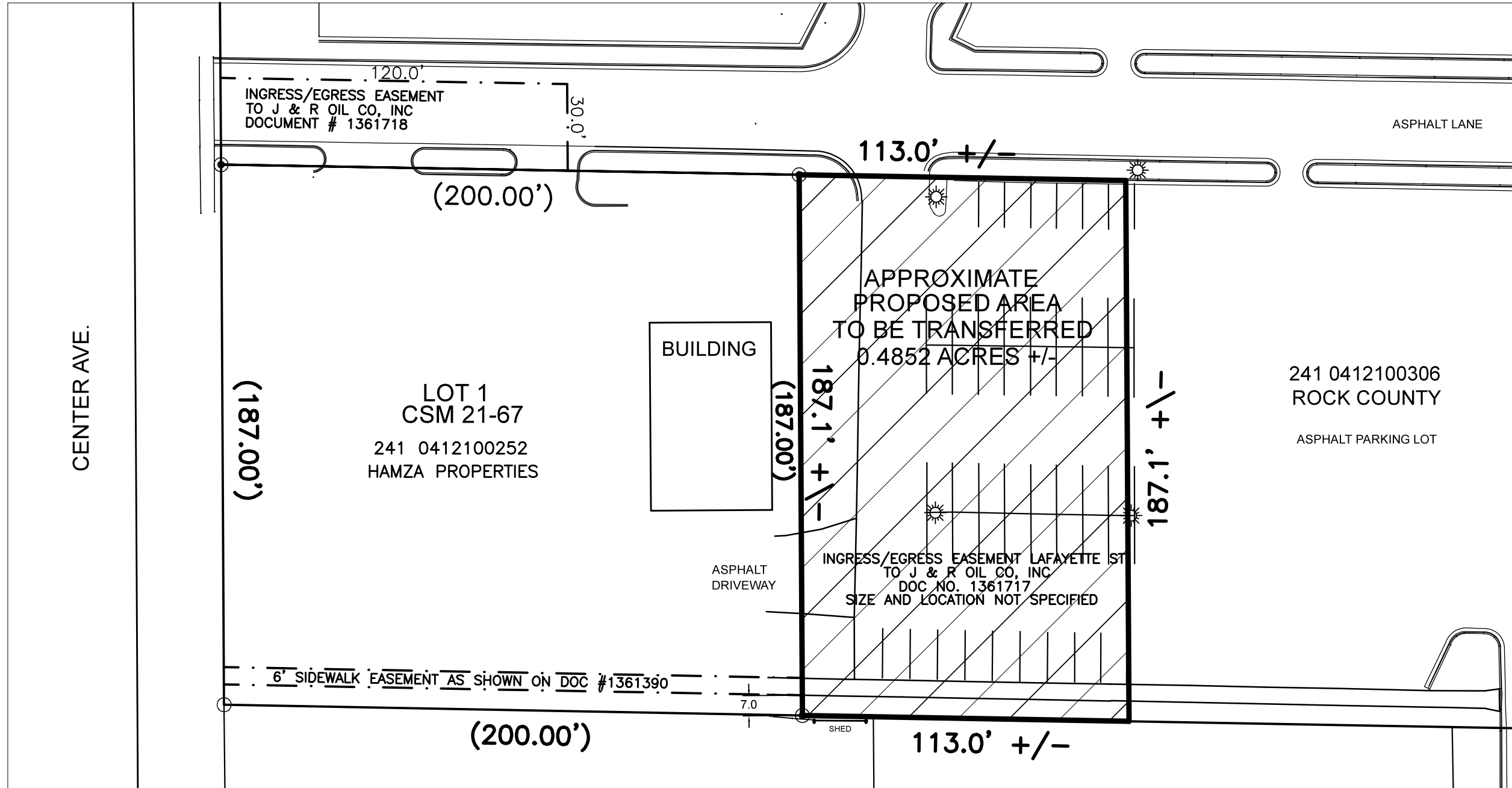
PROPOSED COUNTY LAND TRANSFER EXHIBIT

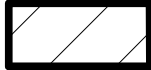




PART OF THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 12, TOWNSHIP 2 NORTH, RANGE 12 EAST OF THE 4TH P.M., CITY OF JANESVILLE, ROCK COUNTY, WISCONSIN

GRAPHIC SCALE 1"=40'
BEARINGS BASED ON WISCRS
ROCK DATUM, (NA2011)



ROCK COUNTY
SURVEYORS OFFICE
COURTHOUSE BUILDING
PH. 608-757-5658
51 S. MAIN STREET - JANESVILLE, WI. 53545



- (a) - Legend**
-  - PROPOSED LAND TRANSFER
 -  - EXISTING PROPERTY LINES
 -  - 3/4" REBAR FOUND
 -  - 1" PINCHED IRON PIPE FOUND
 -  - LIGHTPOLE
 - (XXX') - MEASUREMENT OF RECORD

NOTE:
THE SOLE PURPOSE OF THIS MAP IS A REPRESENTATION OF COUNTY LAND INTENDED TO BE TRANSFERRED AND DOES NOT CONSTITUTE AS A BOUNDARY SURVEY.

AREAS DEPICTED ON THIS MAP INCLUDE INGRESS/EGRESS EASEMENTS TO J & R OIL CO., INC AS DESCRIBED IN DOC. # 1361716, 1361717 & 1361718 AS WELL AS A SIDEWALK EASEMENT AS SHOWN ON DOC. # 1361390 OF ROCK COUNTY REGISTER OF DEEDS.

FOR: ROCK COUNTY FACILITIES MANAGEMENT
SITE ADDRESS: 1717 CENTER AVE., JANESVILLE, WISCONSIN
DATE: 11/5/2021
DRAFTED BY: BRADLEY HEUER