

ROCK COUNTY, WISCONSIN



NOTE:
This is a Teleconference Meeting

GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 5, 2021 – 7:00 A.M.
CALL: 1-312-626-6799
MEETING ID: 824 3043 0623
PASSCODE: 787505

Join Zoom Meeting

<https://us02web.zoom.us/j/82430430623?pwd=ODhsVjBtbytvQ3hJcTdNT0hhcTBZdz09>

Meeting ID: 824 3043 0623

Passcode: 787505

One tap mobile

+13126266799,,82430430623#,,,,*787505# US (Chicago)

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Dial by your location

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Meeting ID: 824 3043 0623

Passcode: 787505

Find your local number: <https://us02web.zoom.us/j/kcZanlWLF9>

Join by Skype for Business

<https://us02web.zoom.us/skype/82430430623>

If you are interested in providing public comments on items on this agenda, you must submit your comments by 5:00 p.m. on Monday, January 4, 2021. To submit a public comment use the following email: marilyn.bondehagen@co.rock.wi.us.

Join from a telephone:

- On your phone, dial the phone number provided above
- Enter the meeting ID number when prompted, using your dial-pad.
- Please note that long-distance charges may apply. This is not a toll-free number.

Supervisors: Please identify yourself by name

- Please mute your phone when you are not speaking to minimize background noises
- We are new at holding meetings this way, so please be patient

Instructions for the hearing impaired –

<https://support.zoom.us/hc/en-us/articles/207279736-Getting-started-with-closed-captioning>

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

**GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 5, 2021 – 7:00 A.M.**

Agenda

1. Call to Order
2. Approve Agenda
3. Election of Vice Chair
4. Public Comment - sent in via email by 5 p.m. Monday, January 4, 2021
5. Approval of Minutes – December 15, 2020
6. Transfers
7. Review of Payments
8. Resolutions and Committee Approval
 - A. Awarding Contract for the Salt Storage Facilities Repair
9. Reports, Updates, Discussion and Possible Action
 - A. Report on Sheriff’s Office Needs Study Conducted in 2020
 - B. Update on 1717 Center Ave. Project
 - 1) Approval of Change Orders
 - 2) Schedule
 - C. Update on DPW Garage at Shopiere
 - 1) Approval of Change Orders
 - 2) Schedule
 - D. Update on Master Electrician
 - 1) Department Request – Master Electrician Taking County Van Home at Night
 - E. Semi-annual Report on Training / Conferences that Exceed \$1,000 Per Event
10. Communications, Announcements and Information
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.



GENERAL SERVICES COMMITTEE
Minutes – December 15, 2020

Call to Order. Acting Chair Potter called the meeting of the General Services Committee to order at 7:00 A.M., Tuesday, December 15, 2020 via teleconference.

Committee Members Present: Supervisors Potter, Brien (at 7:04 A.M.), Fox and Homan.

Committee Members Absent: One vacancy.

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

Others Present: Brian Zobel, UW Whitewater at Rock County; Supervisor Shirley Williams; Bill Wilson.

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

Approval of Minutes – December 1, 2020. Supervisor Fox moved approval of the minutes of December 1, 2020 as presented, second by Supervisor Homan. ADOPTED.

Public Comment. No comments were submitted.

Transfers. None.

Updates, Discussion and Possible Action.

Update on 1717 Center Avenue Project

Approval of Change Orders Mr. Sutherland said there were not change orders at this time.

Schedule Mr. Sutherland said it looks like the entire parking lot will need to be redone due to soil condition. He said most of the walls should be done by the end of the week, and everything looks to be on schedule.

Update on DPW Garage at Shopiere

Approval of Change Orders Mr. Sutherland said there are none at this time.

Schedule Mr. Sutherland said the wash bay doors are on back order, but they are still looking at mid-January for the completion date. He added that a member of the town board thought there was an agreement with the farmer that if anything was built on the site the sign was to come down. Mr. Sutherland said he has not seen this agreement though.

Bipolar Ionization Installation

Approval to Use Contingency Funds for Installing the Sensor and Programming each Neighborhood and the Common Administration Mr. Sutherland the systems installer will need to connect the sensors with the system, and without our Master Electrician, we will need to have an outside contractor do the work at a cost of \$6,100.

Supervisor Brien moved approval to use \$6,100 from the Contingency Funds to hire a contractor to connect the sensors with the system, second by Supervisor Homan. ADOPTED.

Status of Each Location Mr. Sutherland said all County-owned buildings, except the Health Care Center and the Job Center, had bipolar ionization installed.

Communications, Announcements and Information. Mr. Zobel said the students are taking their finals now, the campus will be closed from Wednesday, December 23rd through Monday, January 18th for the winter break. With the start of the spring semester they will be starting mandatory testing of all students and staff every two weeks.

Mr. Smith informed the Committee that the people who were interested in purchasing the Job Center are no longer interested due to the size and scope of work needed to make the building usable for their needs.

Mr. Smith introduced Mr. Wilson and said he will be appointed to Supervisory District #5 and this Committee at the County Board meeting on December 17th.

Supervisor Brien asked if a new Master Electrician will be hired. Mr. Sutherland said he will be doing interviews later that day for the position.

Adjournment. Supervisor Fox moved adjournment at 7:21 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Office Coordinator

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE

**COMMITTEE REVIEW REPORT
WITH DESCRIPTION
FOR THE MONTH OF DECEMBER 2020**

Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
18-1810-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	130.01
		P2000060	12/10/2020	ALSCO INC	UNIFORMS FOR COURTHOUSE	146.05
18-1810-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING COURTHOUSE	10,737.08
		P2001225	12/03/2020	DIVERSIFIED BUILDING MAINTENAN	ELECTROSTATIC CHILD SUPPORT	690.00
		P2001979	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	ELECTROSTATIC SPRAY - PLANNING	195.00
18-1810-0000-62400	R & M Services					
		P2000114	12/23/2020	STATE OF WISCONSIN	ELEVATOR PERMIT	50.00
		P2000116	12/17/2020	JF AHERN COMPANY	AUG QUARTERLY	1,543.00
		P2002006	12/03/2020	GRASSHOPPER EXPRESS LLC	COURTHOUSE SIDE GROUNDS	150.00
		P2002138	12/31/2020	GENERAL HEATING AND AIR CONDIT	IT AC ROOM REPAIR	1,549.18
18-1810-0000-63500	R&M Supplies					
		P2000063	12/17/2020	AARONS LOCK AND SAFE INC	KEYS FOR LOBBY MAIL BOXS	42.50
		P2000067	12/10/2020	HARRIS ACE HARDWARE LLP	SUPPLIES FOR COURTHOUSE	22.36
		P2000069	12/03/2020	GRAINGER	SUPPLIES FOR COURTHOUSE	59.01
		P2000070	12/10/2020	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR COURTHOUSE	89.79
		P2000079	12/17/2020	MENARDS	LIME A WAY	41.79
		P2000080	12/23/2020	JACK AND DICKS FEED AND GARDEN	SALT FOR COURTHOUSE	96.00
		P2000081	12/03/2020	JANESVILLE WINSUPPLY COMPANY	VERSA CAP	29.56
		P2000092	12/17/2020	NAPA AUTO PARTS	MAGNETIC HEATER	67.18
		P2000122	12/23/2020	US BANK	COURT HOUSE SUPPLIES	519.37
		P2001692	12/03/2020	DE VERE COMPANY INC	ITEM NUMBER: C1002 DISPENSERS	1,250.00
		P2002094	12/03/2020	AIR ONE EQUIPMENT INC	SHIPPING AND HANDLING	563.00
		P2002114	12/23/2020	OCCUPATIONAL HEALTH AND WELLNE	SECOND PART OF HEP B VACCINE	142.00
		P2002121	12/23/2020	FLUID HANDLING INC.	SHIPPING AND HANDLING	3,045.44
		P2002131	12/10/2020	SSM HEALTH MEDICAL GROUP	PRE PLACEMENT EXAM - J. ZAJAC	428.00
Facilities Management PROG TOTAL						21,586.32
18-1811-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICKUP	108.34
		P2000060	12/31/2020	ALSCO INC	UNIFORM	19.60
18-1811-0000-62160	Cleaning Contrac					

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18-1811-0000-63500	R&M Supplies	P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING HEALTH/COA	967.25
		P2000079	12/10/2020	MENARDS	SUPPLIES FOR HEALTH/COA	197.23
		P2000122	12/23/2020	US BANK	HEALTH/COA SUPPLIES	101.03
		P2002206	12/31/2020	R E MICHEL COMPANY	REPAIR PARTS	415.11
Public Health/COA PR0G TOTAL						1,808.56
18-1812-0000-62119	Other Services	P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	108.34
18-1812-0000-62160	Cleaning Contrac	P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING YSC	912.50
		P2001979	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	ELECTROSTATIC SPRAY - YSC	195.00
18-1812-0000-62400	R & M Services	P2000116	12/17/2020	JF AHERN COMPANY	AUG ANNUAL	600.00
		P2002061	12/03/2020	SIEMENS INDUSTRY INC	HEAT DETECTOR HEAD REPLACEMENT	735.00
18-1812-0000-63500	R&M Supplies	P2000069	12/17/2020	GRAINGER	SPRAY VALVE CARTRIDGE	58.12
		P2000079	12/10/2020	MENARDS	RV MARINE FOR YSC	30.47
		P2000122	12/23/2020	US BANK	YSC SUPPLIES	70.43
		P2000497	12/23/2020	SGTS INC	DOOR QUIT CYCLING	198.63
Youth Services Center PR0G TOTAL						2,908.49
18-1815-0000-62119	Other Services	P2000257	12/17/2020	BADGERLAND DISPOSAL	RECYCLE TRASH SERVICE	165.00
		P2000298	12/17/2020	ALSCO INC	UNIFORMS	20.35
18-1815-0000-62160	Cleaning Contrac	P2000308	12/03/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING CONTRACT	10,536.67
18-1815-0000-62400	R & M Services	P2000116	12/17/2020	JF AHERN COMPANY	NOV ANNUAL	275.00
		P2002099	12/03/2020	HEAT & POWER PRODUCTS INC	SHIPPING	4,166.21
		P2002102	12/03/2020	HEAT & POWER PRODUCTS INC	SHIPPING FOR PARTS FOR HCC BOI	4,166.21
18-1815-0000-63500	R&M Supplies	P2000299	12/17/2020	AIRGAS NORTH CENTRAL	AIRGAS RENT	143.83

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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
		P2000340	12/17/2020	US BANK	REPAIR & MAINT	342.85
		P2000346	12/17/2020	MENARDS	REPAIR & MAINT	30.78
		P2002169	12/17/2020	PROTECTION TECHNOLOGIES	PHOTOELECTRIC SMOKE DETECTORS	606.00
HCC Building Complex PR0G TOTAL						20,452.90
18-1816-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	43.34
18-1816-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING 911	608.33
18-1816-0000-62400	R & M Services					
		P2000116	12/17/2020	JF AHERN COMPANY	ANNUAL	677.00
Communication Center PR0G TOTAL						1,328.67
18-1817-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING UW EXT	243.33
		P2001979	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	ELECTROSTATIC SPRAY - DIVERSIO	195.00
18-1817-0000-63500	R&M Supplies					
		P2000079	12/31/2020	MENARDS	MISC PARTS	49.30
		P2000092	12/03/2020	NAPA AUTO PARTS	AHU BELT	42.87
ASC Building PR0G TOTAL						530.50
18-1818-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	624.00
		P2000060	12/10/2020	ALSCO INC	UNIFORMS FOR DPW	61.05
18-1818-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING JAIL	2,798.21
		P2001979	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	ELECTROSTATIC SPRAY - JAIL	2,995.00
18-1818-0000-62400	R & M Services					
		P2000087	12/23/2020	COLLINS SANITARY	GREASE TRAP PUMPING	500.00
		P2000099	12/31/2020	HOBART SALES AND SERVICE	DISHWASHER REPAIR	890.50
		P2000100	12/10/2020	CONGRESS GLASS INC	CELL DOOR GLASS REPLACEMENT	752.19
		P2000116	12/31/2020	JF AHERN COMPANY	PRE ACTION SHORT REPAIR	2,215.50
		P2002015	12/10/2020	ADAMS AND SONS LTD	ROOF REPAIR TO HEATED GARDEN	890.00

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18-1818-0000-63500	R&M Supplies	P2002034	12/03/2020	HONEYWELL INC	XL CLASSIC UPGRADE	3,998.36		
		P2000064	12/23/2020	BATTERIES PLUS LLC	FIRE PANEL BATTERIES	293.11		
		P2000065	12/31/2020	BJ ELECTRIC SUPPLY INC	4X7 SCOTCH SUPER	550.35		
		P2000069	12/10/2020	GRAINGER	LIGHTING DIMMER SLIDE/PLUMBING	376.78		
		P2000074	12/17/2020	FIRST SUPPLY LLC-JANESVILLE	TOILET PARTS	389.51		
		P2000079	12/23/2020	MENARDS	PLEXI GLASS	467.67		
		P2000080	12/23/2020	JACK AND DICKS FEED AND GARDEN	SOFETNER SALT	1,881.60		
		P2000081	12/23/2020	JANESVILLE WINSUPPLY COMPANY	FLOW SWT KT W/#3	468.68		
		P2000089	12/17/2020	WERNER ELECTRIC SUPPLY COMPANY	LIGHT BULBS	184.86		
		P2000092	12/17/2020	NAPA AUTO PARTS	BODY FILLER FOR EXIT DOORS	34.97		
		P2000122	12/23/2020	US BANK	JAIL SUPPLIES	200.49		
		P2000497	12/23/2020	SGTS INC	RELAYS FOR THE JAIL	98.36		
		P2002114	12/03/2020	OCCUPATIONAL HEALTH AND WELLNE	HEP B VACCINE FOR NEW WORKER	142.00		
		P2002175	12/23/2020	QUALITY FAB INC	SS WASHER TOILET AND PLUG LOCK	602.00		
		Jail PROG TOTAL						21,415.19
		18-1819-0000-62400	R & M Services	P2000096	12/10/2020	JOHNSON CONTROLS INC	SERVICE TO UW ROCK	1,644.56
P2000116	12/17/2020			JF AHERN COMPANY	JULY ANNUAL	599.00		
18-1819-0000-63500	R&M Supplies	P2000093	12/03/2020	SHERWIN WILLIAMS	UW ROCK PAINT	408.98		
		P2002112	12/17/2020	TRANE COMPANY	ITEM NUMBER: TNK00858	657.13		
UW-Whitewater at Rock County PROG TOTAL						3,309.67		
18-1820-0000-62119	Other Services	P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	54.30		
18-1820-0000-62160	Cleaning Contrac	P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING BELOIT OFFICES	1,017.43		
		P2000124	12/10/2020	HENDRICKS COMMERCIAL PROPERTIE	RENT FOR ECLIPSE CENTER	11,776.69		
18-1820-0000-65321	Building Lease							
Eclipse Center PROG TOTAL						12,848.42		

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18-1821-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	130.01
		P2000060	12/10/2020	ALSCO INC	UNIFORMS FOR JOB CENTER	76.51
		P2000453	12/31/2020	SAFEWAY PEST CONTROL	PEST CONTROL	38.00
18-1821-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING JOB CENTER	3,908.54
18-1821-0000-62400	R & M Services					
		P2001625	12/17/2020	FOLEY ELECTRIC INC	SERVICE PROVIDED TO JOB CENTER	338.00
		P2002006	12/03/2020	GRASSHOPPER EXPRESS LLC	JOB CENTER GROUNDS	40.00
18-1821-0000-63500	R&M Supplies					
		P2000069	12/10/2020	GRAINGER	ELECTRONIC MODULE SLOAN	95.83
		P2000079	12/31/2020	MENARDS	COURTROOM MATERIAL FOR CONF K	578.90
		P2000497	12/17/2020	SGTS INC	CAMERA REMOTE ACCESS ISSUE	638.75
					Job Center PROG TOTAL	5,844.54
18-1822-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	43.34
		P2000453	12/31/2020	SAFEWAY PEST CONTROL	PEST CONTROL	35.00
18-1822-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING FRANKLIN ST	775.02
18-1822-0000-63500	R&M Supplies					
		P2000122	12/23/2020	US BANK	FRANKLIN ST SUPPLIES	154.93
					Franklin Street PROG TOTAL	1,008.29
18-1823-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	49.34
18-1823-0000-62160	Cleaning Contrac					
		P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING COURT ST	301.13
					Court Street PROG TOTAL	350.47
18-1824-0000-62119	Other Services					
		P2000059	12/17/2020	BADGERLAND DISPOSAL	GARBAGE PICK UP	247.01
		P2000060	12/10/2020	ALSCO INC	UNIFORMS FOR DPW	22.20

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18-1824-0000-62160	Cleaning Contrac	P2000123	12/10/2020	DIVERSIFIED BUILDING MAINTENAN	CLEANING DPW	933.41
18-1824-0000-62400	R & M Services	P2000085	12/17/2020	JANESVILLE DOOR CO LTD	XMTR 3 BUTTON	79.80
		P2000112	12/03/2020	ABC FIRE AND SAFETY INC	ANNUAL MAINTENANCE ORFORDVILLE	776.50
		P2002031	12/17/2020	BUTTERS FETTING CO INC	SPACERAY TUBE HEATERS REPAIR	1,500.00
		P2002084	12/03/2020	ANGUS YOUNG ASSOCIATES INC	COURTHOUSE OCCUPANCY CALCULATI	650.00
18-1824-0000-63500	R&M Supplies	P2000064	12/17/2020	BATTERIES PLUS LLC	6V LED	78.45
		P2000065	12/23/2020	BJ ELECTRIC SUPPLY INC	CREDIT FOR RETUREND PANEL	(16.80)
		P2000081	12/23/2020	JANESVILLE WINSUPPLY COMPANY	FILTERS FOR AHU	274.32
		P2000085	12/17/2020	JANESVILLE DOOR CO LTD	DOOR HARDWARE	39.90
18-1824-0000-67200	Captial Improve	P1701616	12/03/2020	ANGUS YOUNG ASSOCIATES INC	EXPENSES	6,267.51
		P2001461	12/17/2020	CORPORATE CONTRACTORS INC	CONSTRUCTION OF NEW DPW GARAGE	586,684.30
Hwy Buildings and Grounds PROG TOTAL						597,536.60
18-1828-0000-63500	R&M Supplies	P2000329	12/10/2020	HOME DEPOT/GECF	REPAIR & MAINT	70.66
		P2000346	12/03/2020	MENARDS	REPAIR & MAINT	15.34
		P2002146	12/10/2020	NORTHLAND EQUIPMENT CO INC	SOLENOID FOR TRUCK AT FAIRGROU	20.19
		P2002168	12/17/2020	NORTHLAND EQUIPMENT CO INC	BOLT BAG	30.99
18-1828-0000-67250	R&M Projects	P2001151	12/23/2020	INDUSTRIAL ROOFING SERVICES IN	PHASE II ROOF SYSTEM	2,900.00
		P2001921	12/23/2020	MC DERMAID ROOFING AND INSULAT	CRAIG CENTER ROOF RETROFIT AT	65,430.00
Fairgrounds PROG TOTAL						68,467.18
18-1842-0000-67200	Captial Improve	P2001115	12/03/2020	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	8,800.00
18-1842-0000-67250	R&M Projects	P2001988	12/03/2020	SAFETY RAIL COMPANY LLC	ITEM NUMBER: 100001	3,796.00
		P2001989	12/03/2020	SAFETY RAIL COMPANY LLC	FREIGHT	2,940.93

**COMMITTEE REVIEW REPORT
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Account Number	Account Name	PO#	Check Date	Vendor Name	Description	Inv/Enc Amt
Courthouse Facility Cap Proj PROG TOTAL						15,536.93
18-1857-0000-62400	R & M Services	P2002006	12/03/2020	GRASSHOPPER EXPRESS LLC	1717 GROUNDS	350.00
18-1857-0000-67200	Captial Improve	P1901642	12/17/2020	VENTURE ARCHITECTS LLC	DESIGN SERVICES FOR RENOVATION	29,225.08
		P2001702	12/31/2020	JP CULLEN AND SONS INC	RENOVATION OF 1717 CENTER AVEN	6,803,839.80
Human Services Building PROG TOTAL						6,833,414.88
18-1858-0000-67200	Captial Improve	P2002108	12/03/2020	VENTURE ARCHITECTS LLC	ARCHITECTURAL AND ENGINEERING	33,952.50
IT and 911 Building Project PROG TOTAL						33,952.50

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I have reviewed the preceding payments in the total amount of **\$7,642,300.11**

Date:

Dept Head _____

Committee Chair _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

General Services Committee
INITIATED BY



Brent Sutherland- Director-
Facilities Management
DRAFTED BY

General Services Committee
SUBMITTED BY

December 22, 2021
DATE DRAFTED

Awarding Contract for the Salt Storage Facilities Repair

1 **WHEREAS**, the salt shed at the Public Works Department main shop in Janesville has damage to the
2 north wall; and
3

4 **WHEREAS**, the wall was not designed to have a loader pushing salt against it, which has caused the
5 beams to split; and
6

7 **WHEREAS**, the building designer, Wheeler, has re-engineered the wall to allow for the loader to push
8 salt against it and provided the drawings and specifications; and
9

10 **WHEREAS**, Rock County purchased the materials and bid the work to have the wall repaired in the
11 spring of 2021 after the salt has been emptied; and
12

13 **WHEREAS**, seven bidders responded. The lowest, most responsive and responsible bidder is Tricon
14 General Construction Inc. located in Dubuque, Iowa, at the cost of \$37,000.
15

16 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly
17 assembled this ____ day of _____, 2021 does hereby approve and authorize awarding a
18 contract in the amount of \$37,000 to Tricon General Construction Inc of Dubuque, Iowa, for the Salt
19 storage facilities repair.
20

21 **BE IT FURTHER RESOLVED**, that a \$3,700 contingency also be approved to cover any unforeseen
22 items.

Respectfully submitted,

GENERAL SERVICES COMMITTEE

Robert Potter, Chair

Tom Brien

Brent Fox

Dave Homan

William Wilson

ADMINISTRATIVE NOTE:

Recommended.

/s/ Josh Smith

Josh Smith
County Administrator

LEGAL NOTE:

The County Board is authorized to take this action pursuant to §§ 59.01 and 59.51, Wis. Stats. In addition, § 59.52(29), Wis. Stats., requires the project to be let to the lowest responsible bidder.

/s/ Richard Greenlee

Richard Greenlee
Corporation Counsel

FISCAL NOTE:

Funds are available for this project. This project is being funded by cash, then depreciated over time.

/s/ Sherry Oja

Sherry Oja
Finance Director

Executive Summary

Awarding Contract for the Salt Storage Facilities Repair

This executive summary is approving contracting with the lowest, most responsive and responsible bidder, Tricon General Construction Inc. of Dubuque Iowa in the amount of \$37,000 for repair of the Janesville salt shed wall.

This also provides a contingency fund of \$3,700 for any possible unforeseen items.

The upright beams are all split due to the loader pushing against it while scooping salt into the bucket. The wall was not designed for this. After being re-designed by the original by the building designer Rock County purchased the material. This contract is for the repair labor.

ROCK COUNTY, WISCONSIN
FINANCE DIRECTOR

 ORIGINAL

PURCHASING DIVISION



BID SUMMARY FORM

BID NUMBER 2021-08
BID NAME SALT STORAGE FACILITY REPAIRS
BID DUE DATE DECEMBER 15, 2020 – 1:30 P.M.
DEPARTMENT FACILITIES MANAGEMENT

	TRICON CONSTRUCTION DUBUQUE IA	BACHMANN CONSTRUCTION MADISON WI	SCHERRER CONSTRUCTION BURLINGTON WI	T2 CONTRACTING TOMAH WI	SULLIVAN DESIGN BUILD MADISON WI	GILBANK CONSTRUCTION CLINTON WI	KSW CONSTRUCTION VERONA WI
BASE BID	\$ 37,000.00	\$ 37,100.00	\$ 37,860.00	\$ 43,450.00	\$ 52,140.00	\$ 71,400.00	\$ 76,680.00
ADDENDA	YES	YES	YES	NO	YES	YES	YES
START DATE	4/20/2021	4/15/2021	TBD BY CO	4/5/2021	LATE APRIL 2021	5/1/2021	4/5/2021
COMPLETION	7/15/2021	5/15/2021	3 WEEKS	5/1/2021	LATE JUNE 2021	5/31/2021	5/3/2021

Invitation to Bid was advertised in the Janesville Gazette and on the Internet. Twenty-nine additional vendors were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: TRICON General Construction Inc


SIGNATURE

DATE

GOVERNING COMMITTEE APPROVAL: _____
CHAIR

VOTE

DATE

Rock County Pinehurst Replacement Sheriff Space Needs Assessment

Venture Project No190062.01

FINAL REPORT

December 22, 2020



Report Prepared By:

Venture Architects

212 North 25th Street, Milwaukee, WI 53233
271.3359 | john.sabinash@ventarch.com

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ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

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ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

ACKNOWLEDGEMENTS

This study, formally titled the Rock County Sheriff Space Needs Assessment was an undertaking that included various components and team members to accomplish. The study included various meetings, interviews, site visits, walkthroughs, emails, and phone calls, and would not have been possible without the passion, knowledge, and enthusiasm of the Rock County staff. On behalf of Venture Architects, we thank all of those who contributed to the completion of the study. Some honorary contributors of recognition include but are not limited to:

ROCK COUNTY BOARD OF SUPERVISORS

- District 01 – Mary Beaver
- District 02 – Alan Sweeney
- District 03 – Danette Rynes
- District 04 – Mary Mawhinney
- District 05 – William Wilson
- District 06 – Robert Potter
- District 07 – Mike Mulligan
- District 08 – Brian Knudson
- District 09 – Rick Richard
- District 10 – Louis Peer
- District 11 – Kaelyb Lokrantz
- District 12 – Wayne Gustina
- District 13 – Kevin Leavy
- District 14 – Shirley Williams
- District 15 – Yuri Rashkin
- District 16 – Jacob Taylor
- District 17 – Kara Purviance
- District 18 – Bob Yeomans
- District 19 – Brent Fox
- District 20 – Wes Davis
- District 21 – Pam Bostwick
- District 22 – Russ Podzilini
- District 23 – Doug Wade
- District 24 – Richard Bostwick
- District 25 – Stephanie Aegerter
- District 26 – Dave Homan
- District 27 – Kathy Schulz
- District 28 – Ron Bokamp
- District 29 – Tom Brien

ROCK COUNTY SHERIFF’S OFFICE

- Troy Knudson, Sheriff
- Craig Strouse, Chief Deputy
- Barbara Tillman, Consultant
- Erik D. Chellevoid, Commander, Correctional Services Division
- Jude Maurer, Commander, Law Enforcement Services Division
- Brent DeRemer, Captain, Community Corrections Bureau
- Curt Fell, Captain, Support Services Bureau
- Aaron Burdick, Captain, Detective Bureau
- Mark Thompson, Captain, Patrol Bureau
- Kimberly Litsheim, Captain, Assistant Jail Administrator
- Jay Wood, Captain (Ret.), Court Services Bureau
- Regina Holmberg, Jail Administration Secretary, TRAIN Administrator
- Grace Becker, Administrative Secretary
- Larry Klusmeyer, Correctional Supervisor

ROCK COUNTY STAFF

- County Administrator
- Josh Smith, County Administrator
- Facilities Management
- Brent Sutherland, Director
- Michael Parille, Superintendent

CONSULTING TEAM
VENTURE ARCHITECTS

- John Sabinash, Architectural Principal
- Cory Beyer, AIA, Project Manager
- Thomas Poweleit, Correctional Designer
- Wendy Schultz, IIDA, Space Planner

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EXECUTIVE SUMMARY

OVERVIEW

Rock County has been working on a long-range facility master plan. Part of the plan is to replace the aged Pinehurst Building currently utilized for the Sheriff's Office: Administration; Patrol Bureau, Support Services Bureau; Detective Bureau and Special Investigations Unit (SIU); Evidence Processing and Storage; Armory; Locker-room and other associate training, and storage functions, RECAP; work release and the Huber dormitory housing.

- The building, constructed in 1929, was originally a tuberculosis sanatorium
 - o The footprint does not lend itself to efficient office space
 - o Recommended improvements are costly, perhaps prohibitive given the age and inefficiency of the present facility:
 - Roofing System
 - Windows
 - Replace original Electrical System
 - Upgrade existing lighting
 - Update existing electronics on 2nd and 3rd floors
 - Persistent water infiltration on the basement level
 - Replace fire alarm system
 - o Security and confidentiality are compromised with clients/customers meeting staff in their current offices
 - o Public transportation is adequate in the present location and any modifications will need to preserve that access.
 - o Parking is inadequate in quantity, location and public access to all staff and Sheriff vehicle lots is not restricted

In 2020, Venture Architects was hired by Rock County to provide program, concepts and budget for the Sheriff Space Needs Assessment.

ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

STUDY GOALS

Goals:

- To evaluate facility needs for:
 - o Adjacencies of the Sheriff's Office with other County Facilities and Programs
 - o One "Main Entrance" creation of and preservation of a single point of entry for public to Sheriff's Department Services for accessibility to the public.
 - o Training Bureau (Discontinuous presently).
 - o Emergency Management Bureau (Discontinuous Presently) includes Emergency Operations Center (the EOC).
 - o Community Corrections Bureau (Discontinuous presently).
 - o Master Plan for future expansion.
 - o Additional Staff Parking "separated" from Public Parking.

- To evaluate space needs for:
 - o Replace Pinehurst Building
 - o Housing beds lost to be replaced by an addition to the existing facility
 - o Renovate one existing cell to a shower in each Jail housing pod (thus minimizing inmate movement, staff and custodial security and enhancing staff efficiency)
 - o Renovate the existing hallway shower spaces in A, B, C and D units to conference (program) space
 - o Add Program Space and Outdoor Recreation for existing Jail Housing
 - o Reevaluate the Sheriff's Office Program previously completed
 - o Verify no overlap of spaces between the Pinehurst Replacement and the Sheriff's Office.

FACILITY RECOMMENDATIONS

The Study recommends the adoption of a facility master plan that will:

- Design for one “main” entrance to the Sheriff’s Office, Jail, RECAP and the Community Corrections Bureau
 - o Pinehurst should be razed.
- Organize and improve the Sheriff Administration facility to provide better non-staff areas and consolidate Evidence functions
- Pinehurst Housing beds to be reclassified to better accommodate the occupancy needs.
 - o RECAP Housing and program space including a computer lab;
 - o All Female Housing Pod;
 - o Special Needs Housing – for infectious disease control and management and mental health programming
 - o Replace Dormitory Housing with new Direct Supervision
- Provide contemporary Indoor/Outdoor Recreation for existing Jail Housing and any new housing
- New Jail Kitchen, Laundry, Storage and Receiving Dock
- Video Visitation, Video Conferencing and Video Court capability at a central location
- Suicide Observation Cells in Medical area.
- Include Community Corrections Bureau and Re-entry/Release areas in the facility
- Include Emergency Management with EOC and co-located
- Include a Training Bureau and co-located

The benefits to Rock County include:

- Improved inmate treatment and rehabilitation, with the required program spaces to reduce recidivism.
- Improved inmate release and intake (focused unified approach to re-entry to reduce inclusion of contraband and streamline the process).
- Improved work environment for efficiency, morale and unity of staff thereby communicated to the inmate community.
- A more Secure and safe facility.
- Food service and laundry to accommodate population needs thus presenting better hygiene and a healthier population.
- Better accessibility to services.

ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

- Improved operations by minimizing inmate movement: distance and time to escort inmates.
- Inmate classification and housing flexibility to adapt to changing culture, gender needs and emerging health concerns.
- A plan for future growth and evolution of Jail services for subsequent decades.
- Improved parking quantity, quality and visitor wayfinding on site.

ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

PINEHURST REPLACEMENT RECOMMENDATIONS

The Study recommends:

- Additional Housing Classifications to amplify the Sheriff's Office capacity to safely house persons of various physical conditions (see table below)
 - o Special Needs
 - o All Female Housing Pod
 - o Dormitory
 - o RECAP
- Seventeen (17) existing Cells (34 beds) to Shower Renovation. Existing showers off pod to be renovated to small Meeting Rooms.
- Other areas to be remodeled for Program and Conference rooms.
- Existing Maintenance Shop to be remodeled.

Housing Capacity	Current	Proposed	Notes
PODS A, B, C, D	325	286	Remove 4 cells per pod and convert to showers
Special Needs		56	
Male Dorm		60	
RECAP			
Male		38	
Female		12	
Female Pod			
Special Needs		15	
Medium Cells		30	
Female dorm		30	
Pinehurst	180 ^[1]	0	[1] Pinehurst is to be demolished after new jail beds are commissioned. Note that a variance granted to the RCSO by Wisconsin Department of Corrections in 2007 concluded in 2012, requiring the decommissioning of 20 beds in the Pinehurst facility
Sum	505 ^[2]	527	[2] Jail 325 beds + Pinehurst 180 beds

ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

Some program areas of the sheriff office that are located either in separate buildings on campus or in various locations within the same facility could be merged into a single area of a common building to allow better wayfinding, better operational integrity, efficiency, better customer service, less duplication and optimized training effectiveness as well emergency preparedness.

This includes: common lobby, lockers and other functions physically connected to the proposed LES (Emergency Operations, Training) as well as closure of the functional spit between the newer jail and the old jail (Pinehurst)

ROCK COUNTY FACILITIES LOCATION DIAGRAM

The following diagram illustrates current locations for Rock County Facilities.



1. Sheriff Administration, Operations, Detective (+SIU), Evidence Management
2. Pinehurst
3. Jail
4. Youth Services Center
5. Rock Haven
6. Communications Center
7. Health Care Center (HCC) includes Emergency Management, IT and Medical Examiner
8. Old Rock Haven (Demolished)
9. UW Extension
10. Community Corrections Bureau + Training Bureau
11. Health Department
12. Community Gardens

BUILDING CONCEPTS

Overview

Sheriff's Office occupies various locations on the County Site – the Pinehurst building itself, the Jail connected to the Pinehurst building, parts of the HCC, and the Community corrections Building near the UW Extension. A goal of the project was to collect all Sheriff Operations into one location.

Several locations are appropriate for the program identified and were considered. Ten options were presented and the option that best serves the functional goals of the Sheriff's Office was selected for consideration. The options included single and multiple story solutions.

The option selected to be advanced is labeled 4B.

It consists of:

A two-story addition to the existing Sheriff's Office on the west side.

Combined entrance for the Sheriff's Office and Jail maintaining a single point of entrance.

Additions to replace Jail functions housed in the present Pinehurst facility added to the east side of the existing Jail.

A New Food Service and Laundry addition to the south side of the existing Jail.

Remodeling of various magnitudes within the present Jail facility.

Provisions for adequate recreation and custodial enrichment, safety, learning and to reduce recidivism.

The sequence that is best in terms of operational integrity and that serves the objectives of the Rock County Sheriff Office is:

1. Replace current Jail beds in the Pinehurst facility;
2. Construct new LES space near the present facility;
3. Raze the now empty Pinehurst Building.

ROCK COUNTY PINEHURST REPLACEMENT
SHERIFF SPACE NEEDS ASSESSMENT | FINAL REPORT

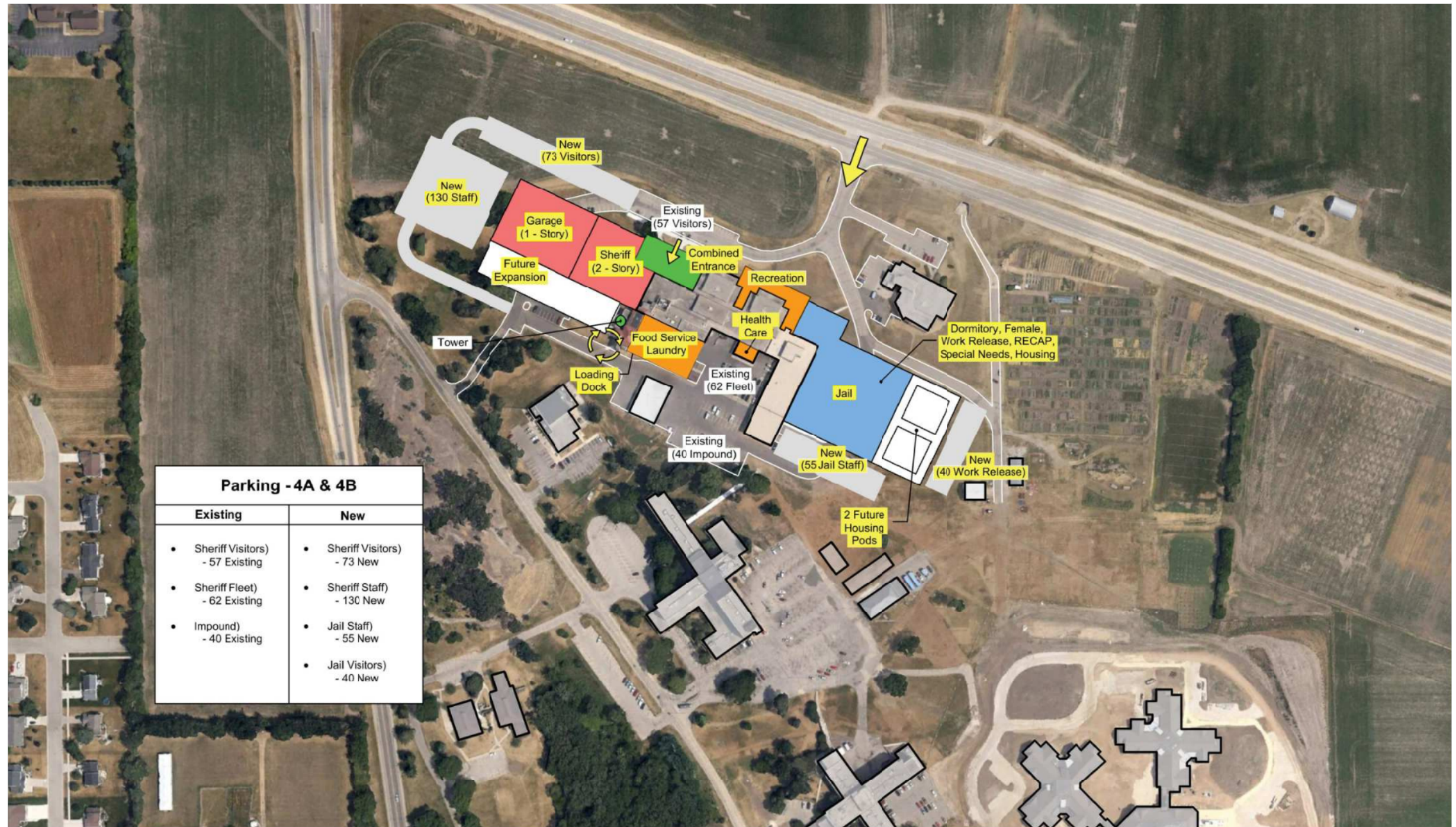
BUDGET

	LES	Jail
		in 2022 dollars
CONSTRUCTION		
Site	\$1,348,000	\$497,000
Building	\$18,855,944	
Fleet	\$3,524,251	
EOC	\$2,574,900	
Demolish Pinehurst	\$557,671	
Outdoor Recreation		\$376,000
Support		\$1,647,000
Fleet		\$3,066,140
Laundry + Food Service		\$3,921,900
Community corrections		\$1,448,975
Work Release		\$939,300
Miscellaneous small remodeling (back fill)		\$2,211,615
RECAP		\$7,730,400
Med Unit		\$550,800
Dormitory		\$5,237,100
Female Housing		\$12,282,000
Special Needs		\$10,690,400
Showers on ABCD pods (Existing)		\$874,500
Selective Demolition, dust barriers		\$812,750
Security Systems in Jail tie in and software		\$1,412,500
Sub Total Construction	\$26,860,766	\$53,698,380
Estimating contingency (10%)	\$2,686,077	\$5,369,838
PROBALABLE CONSTRUCTION COST	\$29,546,843	\$59,068,218
SOFT		
Building and Land Acquisition	\$0	\$0
Professional Fees	\$2,511,482	\$5,020,799
City Permits and Fees	\$443,203	\$886,023
Utility Cost Consumption Increase	\$29,547	\$118,136
Telecom Technology and Security	\$1,445,108	\$2,507,529
Furniture and Furnishings	\$1,362,721	\$719,702
Special Equipment	\$660,675	\$1,290,500
Occupancy Expenses	\$62,985	\$31,282
Administrative Costs		
Insurance	\$443,203	\$886,023
Contingency (10%)	\$2,954,684	\$5,906,822
TOTAL SOFT COST	\$9,913,607	\$17,366,817
TOTAL PROJECT COSTS (Construction + Soft)	\$39,460,450	\$76,435,035

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APPENDICES

APPENDIX A P PROPOSED SITE ORGANIZING CONCEPT



Parking - 4A & 4B	
Existing	New
<ul style="list-style-type: none"> Sheriff Visitors) - 57 Existing Sheriff Fleet) - 62 Existing Impound) - 40 Existing 	<ul style="list-style-type: none"> Sheriff Visitors) - 73 New Sheriff Staff) - 130 New Jail Staff) - 55 New Jail Visitors) - 40 New

4B

ROCK COUNTY PINEHURST REPLACEMENT
2 STORY SHERIFF - COMBINED ENTRANCE



PART ONE SPACE PROGRAM

SUMMARY

December 22, 2020

FINAL REPORT

		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)				
FD Series	DEPARTMENT	Existing	RECOMMENDED				Existing	RECOMMENDED	DEPARTMENT REQUEST		
Sheriff's Office - Law Enforcement Services											
100	PUBLIC		3,003		1.15			3,453			
200	ADMINISTRATION		6,845		1.15			7,871			
300	SUPPORT SERVICES		7,777		1.15			8,943			
400	PATROL BUREAU		12,510		1.15			14,386			
500	DETECTIVE BUREAU		7,128		1.15			8,197			
600	BUREAU OF IDENTIFICATION		8,395		1.15			9,655			
700	SHARED		2,805		1.15			3,226			
800	FLEET		23,155		1.10			25,471	+12,353 sf		
900	EOC		7,463		1.15			8,583	+6,340 sf		
1000	BUILDING		11,219		1.10			12,341			
		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)		18,693		
			RECOMMENDED					RECOMMENDED			
TOTAL DEPARTMENT GROSS SQ FT (DGSF)		77,334	79,081					102,126	TOTAL BUILDING GROSS SQ FT (BGSF)		
Sheriff's Office - Jail											
2000	PUBLIC LOBBY		0		1.15			0			
2100	CENTRAL VISITING		2,241		1.15			2,577			
2200	CHURCH / CHAPEL		405		1.15			466			
2300	HEALTHCARE		1,127		1.15			1,296			
2400	COMMUNITY CORRECTIONS		4,582		1.15			5,269			
2500	SHIFT SERGEANTS		270		1.15			311			
2600	FOOD SERVICE		7,317		1.15			8,415			
2700	LAUNDRY		4,050		1.15			4,658			
2800	LOADING DOCK - MAINTENANCE		10,287		1.10			11,316			
2900	DORMITORY HOUSING		15,180		1.15			17,457			
3000	FEMALE HOUSING		26,700		1.15			30,705			
3100	WORK RELEASE - RECEPTION / RELEASE		2,723		1.15			3,131			
3200	SPECIAL NEEDS		23,240		1.15			26,726			
3300	RECAP		22,407		1.15			25,768			
3400	REMODELED AREAS		7,383		1.15			8,491			
3500	JAIL FLEET		15,400		1.10			16,940			
		TOTAL DEPARTMENT GROSS SQ FT (DGSF)		X	BUILDING GROSSING FACTOR	=	TOTAL BUILDING GROSS SQ FT (BGSF)		18,693		
		EXISTING 2018	RECOMMENDED 2028				EXISTING 2018	RECOMMENDED 2028			
TOTAL DEPARTMENT GROSS SQ FT (DGSF)			143,312				0	163,524	TOTAL BUILDING GROSS SQ FT (BGSF)		

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: SHERIFF'S OFFICE
SPACE/DIVISION: PARKING
INTERVIEWEE:

December 22, 2020
FINAL REPORT

FD No.	TYPE
PERSONAL VEHICLES	
	LE
	Patrol
	Admin
	Training
	SIU
	Detectives
	B of I
	Universal (ADA) - no other special posted
	Jail
	Staff
	TOTAL RCSO
	<i>size for two largest lapping</i>
	Other
	Jail Visitor
	LE Visitor
	Work release
	Universal (ADA) - no other special posted
	Vendor (maintenance)
	Training - EOC (assumes Training cancelled)
	Other Jurisdiction
	County Staff (Maint, IT etc.)
	TOTAL OTHER
	<i>size for two largest lapping</i>

Total Parking Space Required
Acres Parked [9 x 18 spaces]
Allow for SWMP Feature and landscape (30%)
TOTAL ACREAGE FOR PARKING

Personal Vehicle Parking

SHIFT			TYPE
630-300	230-1100	1030-700	RCSO
1	2	3	LE
12	12	12	Administration
33	0	0	Support Services
3	0	0	Training
10	0	0	Range Training
12	0	0	Drone Team
3	0	0	Incident Command
5	first	first	Investigations
			Detective + SIU
22	18	12	B of I
100	30	24	SWAT Van
130			SWAT Truck + Trailer
			Mobile Field Force Trailer
30	first	first	Impound
10	first	first	Patrol
20	first	first	Dive Team
5	first	first	Snowmobiles
4	first	first	ATV
50	first	first	Jail
5	first	first	Courts
5	first	first	Civil Process
129	0	0	RECAP
129			Diversion

Acres Parked [12 x 20 spaces]
Allow for SWMP Feature and landscape (30%)
TOTAL ACREAGE FOR PARKING

Fleet Vehicle Parking

ENCLOSED	EXTERIOR	REMARKS
	11	
	7	[+1] Crime Prevention Trailer on site
	2	[+1] Training Trailer on site
	1	[+1] Firearms Trailer on site
	1	van
2		[1] Truck + [1] Trailer
	15	[10] SIU + [5] Detectives
1		Van
1		
4		[2] Truck + Trailer
		[+1] MFF Trailer on site
	see notes	40 vehicles - fenced area on site
23		size for 24 (+ wash bay) (1-23)
5		(2) Truck+Boats, Van, (2) addn'l Boats
2		[+1] Trailer on site
1		
	2	
	8	
	3	
	1	
	4	
39	55	45

Acres Parked [12 x 20 spaces]
Allow for SWMP Feature and landscape (30%)
TOTAL ACREAGE FOR PARKING

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: SHERIFF'S OFFICE
 SPACE/DIVISION: PUBLIC
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
100	Vestibule									X	1	150	150		
101	Lobby									X	1	625	625	Seat twelve plus display space	
	Visitor Toilets										1	400	400	25 Seating, counter for paperwork, information displays, reception windows to administration, telephone.	
102	Female									X	1	180	180	2 lavs, 2 toilets, 1 each ADA compliant.	
103	Male									X	1	180	180	2 lav, 1 toilet, 1 urinal ea. ADA compliant.	
104	Family									X	1	80	80	diaper changing	
	Interview Room														
105	Small					0				X	1	90	90		
106	Large					0				X	1	120	120		
107	~ Locker Alcove (124)									X	1	160	160	(30) 15" wide x 18" deep x 36" high.	
108	Not Used										0	0	0		
109	Janitor									X	1	50	50		
110	Not Used										0	0	0		
111	Storage									X	1	200	200		
112	ATM / Kiosk room									X	1	75	75	Infrastructure for 3-4 kiosks	
Support Sub Total DNSF						0					Support Sub Total DNSF		2,310		
	Support DNSF					0					Support DNSF		2,310		
	Department Grossing Factor					1.30					Department Grossing Factor		1.30		
	TOTAL DGFS					0					TOTAL DGFS		3,003		

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **ADMINISTRATION**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
201	Sheriff - Troy Knudson		X	1	204	204				X	1	375	375	
202	Storage Closet		X	1	12	12				X	1	50	50	
203	Toilet and Shower		X	1	30	30				X	1	60	60	no shower required
204	Administrative Secretary - Grace Becker		X	1	105	105				X	1	150	150	
205	Personnel Files Storage		X	1	in above					X	1	200	200	was 50 sf final verification of LF
206	Chief Deputy Sheriff - Craig Strouse		X	1	240	240				X	1	280	280	
207	Storage Closet		X	2	12	24				X	1	30	30	
208	LES Commander - Jude Maurer		X	1	180	180				X	1	220	220	
209	Storage Closet		X	2	12	24				X	1	30	30	
210	LES Secretary - Diane Kowal		X	1	105	105				X	1	120	120	
211	Storage Closet		X	1	6	6				X	1	0		in above
212	Correctional Commander - Erik Chellevoid		X	1	180					X	1	220	220	
213	Storage Closet		X	1	30	30				X	1	30	30	
214	Jail Secretary - Regina Holmberg		X	1	105	105				X	1	120	120	
215	Storage Closet		X	1	6	6				X	1	0		in above
216	IT Office		X	1	204	204				X	1	480	480	see Building for distribution / hardware
	Workstations								X		2	120		in office
	Tear Down and equipment storage								X		1	90		30 lf
	Community Relations / Media Specialist													see Training Bureau
	Office													
	Storage													

Staff Sub Total DNSF

1,275

Staff Sub Total DNSF

2,365

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **ADMINISTRATION**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018				PRIVACY		RECOMMENDED 2028					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
SUPPORT SPACES															
Small	Administrative Conference Room													Re-categorized as Shared	
Medium	Administrative Conference Room													Re-categorized as Shared	
217	Ceremonial Conference Room (Board Room)		X	1	576	576				X	1	960	960	32 persons + 15 @ wall	
218	Administration Internal Waiting	X		1	32	32		Seating for four persons	X		1	80	80	Seating for four persons	
219-220	Administrative Toilets		X	2	30	60				X	2	60	120	[1] each M/F	
	Supplies		X	1	63	63									
221	Supplies		X	1	70	70				X	1	150	150	accessible to all staff	
222	Kitchenette		X	1	56	56				X	1	60	60		
223															
224	Vault		X	1	22	22				X	1	50	50		
225	Copy		X	1	96	96				X	1	180	180		
	Supplies		X	1	70	70								redundant listing see above	
	Records		X	1	2,384	2,384								distributed below	
226	Permanent records storage									X	1	1,000	1,000	remote	
in support serv 307	Active								X		1	300	300	near front counter	
	Training													200 sf in support services training office	
Support Sub Total DNSF				3,429				Support Sub Total DNSF				2,900			

Staff + Support DNSF	4,704
Department Grossing Factor	1.30
TOTAL DGSE	6,115

Staff + Support DNSF	5,265
Department Grossing Factor	1.30
TOTAL DGSE	6,845

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: SHERIFF'S OFFICE
SPACE/DIVISION: SUPPORT SERVICES
INTERVIEWEE:

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS		
SUPPORT SPACES																
313	Training Room							shared			1	1,500	1,500	education - 40 - 50 persons 40 pp [1000] 50 pp [1280] 70 pp [1500]		
Training ONLY see EOC for additional room																
314	Table and Chair Storage									X	1	150	150			
315	AV									X	1	60	60			
316	Kitchenette									X	1	200	200	minimal, not catering		
317	Training Storage									X	1	120	120			
318	Defense and Arrest Tactics training room									X	1	540	540	coordinate with jail extraction needs		
319	DAAT Storage									X	1	150	150			
320	Honor Guard Storage									X	1	120	120	includes casket		
321	Rec Safety Team Office									X	1	384	256			
									X		1	64				
									X		1	64				
									X		1	64				
322	Rec Safety Storage									X	1	200	200	product in pole building		
323	Community Relations									X	1	150	150	was in Admin previously		
	Office								X		1	48				
	Storage								X		1	60				
Support Sub Total DNSF				0					Support Sub Total DNSF				3,446			

Staff + Support DNSF	744
Department Grossing Factor	1.30
TOTAL DGFSF	967

Staff + Support DNSF	5,982
Department Grossing Factor	1.30
TOTAL DGFSF	7,777

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **PATROL BUREAU**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028							
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS				
	SUPPORT SPACES																	
411	Locker room		X	2	748	748		384 + 364 [F] = 748									Single combined non-gender design	
	LE Lockers										1	1,634	1,634				112 [24 x 24 x 72]	
	Jail staff lockers										1	1,636	1,636				132 [18 x 24 x 72]	
412-415	Changing room										4	64	256					
416-421	Non-gendered Toilet + Shower										6	64	384					
422	Common Male Toilet										1	128	128				[2] WC, [1] UR, [2] Lav	
423	Common Female Toilet										1	128	128				[3] WC, [2] Lav	
424	Vestibule										2	60	120					
425	Exercise		X	1	459	459					1	1,000	1,000				Need equipment list	
	Cardio										1	400					2 Tread, 2 Bike, 1 Row, 2 Climb, 1 Arc	
	Stretch - Isometric										1	400						
	Weight										2	800					verify	
	Storage																	
426	Duty Bags			1	323	323						1	500	500			size for 60, storage above okay [2] high	
427	Miscellaneous Storage											1	500	500			supplemented see fleet	
428	Road Gear											1	150	150			flares, flashlights, sundries	
429	Dive team																60 lf 2' deep in garage - no SCBA	
430	Drone Team											1	100	100				
	Weapons																	
431	Armory (Exclusive)											1	192	192			[2] positions incl weapons storage	
423	Weapons vault									X			60				in Armory	
433	Cleaning Room (Available to all)										1	160	160				[2] positions	
434	Ammo Storage											1	100	100				
435	Stun Closet											1	50	50			near briefing	
Support Sub Total DNSF						1,530				Support Sub Total DNSF						7,038		

Staff + Support DNSF	2,065
Department Grossing Factor	1.30
TOTAL DGFSF	2,685

Staff + Support DNSF	9,623
Department Grossing Factor	1.30
TOTAL DGFSF	12,510

PART ONE SPACE PROGRAM

BUILDING NAME:
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: **SHERIFF'S OFFICE**
SPACE/DIVISION: **DETECTIVE BUREAU**
INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
SUPPORT SPACES														
507-510	Interrogation		X	2	90	180		Hardened interview - 4 person		X	4	90	360	Hardened interview - 4 person
511	Soft interview		X	0	150	0				X	1	180	180	residential furniture, TV, games, etc.
512	Conference Room									X	1	576	576	24 persons
513	Case Room		X	1	240			wall space for pin-up		X	1	240	240	shared SIU + Investigations 8-10 pp
514	AV and Electronics Storage		X	1	70	70				X	1	100	100	
515	Temporary Evidence Holding - SIU		X	0	0	0		secured room		X	1	50	50	secured room with 24x24x36 lockers
516	Temporary Evidence Holding - General		X	0	0	0		secured room		X	1	50	50	secured room with 24x24x36 lockers
517	Holding Room									X	1	70	70	single occupancy
518	Custody Toilet									X	1	70	70	unisex, allow for water control
519	Kitchenette								X		1	60	60	alcove in available to both Invest + SIU
520	SWAT									X	1	150	150	muster in training/conference gear only
521	Riot Gear									X	1	150	150	near garage, could be one room
522	Surveillance Technology (future) workstations									X	4	80	525	raise rear WS 6" (tiered) includes ramp + associated circulation

Support Sub Total DNSF 250

Support Sub Total DNSF 2,581

Staff + Support DNSF 626
Department Grossing Factor 1.30
TOTAL DGFSF 814

Staff + Support DNSF 5,483
Department Grossing Factor 1.30
TOTAL DGFSF 7,128

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **BUREAU OF IDENTIFICATION**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS		
	SUPPORT SPACES															
602	Evidence Storage		X					tabulate collected space sizes		X	1	1,500	1,500			
	freezer / firearm			1	110	110										see below Weapons
	Temp Evidence			1	80	80										
	Main Evidence			1	99	99										
	Frozen Evidence								X		1	240	240			40 lf refrigerated + frozen
	Refrigerated Evidence															
603	Arson									X	1	200	200			
604	Narcotics									X	1	300	300			
605	Weapons									X	1	200	200			subdivideable
606	USC / Valuables			1	20	20				X	1	60	60			
607	Vehicle Evidence									X			0			processed to impound
	Lift bay										1	1,624	1,624			5 feet equipment space
	Grade Bay										1	in above	in above			5 feet equipment space
site	Impound										40	site	site			40 vehicles on site
see fleet	Property - Bulk											fleet	fleet			one corner of fleet garage
608	Property - Bikes										1	1,000	1,000			currently off site
609	Evidence Staging										1	400	400			RCSO to provide list of proposed lab equipment, multiple pass thru lockers
610	Temporary - overflow - bulk			1	below		in lab				1	50	50			"locker" for bulky or mass evidence
611	Crime Lab			1	260	260					1	350	350			RCSO to provide list of proposed lab equipment, multiple pass thru lockers

Support Sub Total DNSF	569
Staff + Support DNSF	769
Department Grossing Factor	1.30
TOTAL DGFSF	1,000

Support Sub Total DNSF	5,924
Staff + Support DNSF	6,458
Department Grossing Factor	1.30
TOTAL DGFSF	8,395

PART ONE SPACE PROGRAM

BUILDING NAME: **PINEHURST**
 STREET ADDRESS: **200 EAST US HIGHWAY 14, JANESVILLE, WI 53545**
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **SHARED**
 INTERVIEWEE:

Adjacencies
 Add text

December 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS		
	STAFF															
700	Break									X						
	Kitchen										1	180	180	[2] REF. [3] micro, [DW], no stove/range		
	Vending										4	25	100			
	Dining										20	15	300	assumes 20 persons		
	Staff Primary Entrance									X						
701	Vestibule										1	60	60			
702	Recombobulation										1	60	60			
	Mail Distribution										1	see support		assumes 250+ slots		
703	Time Clock										1	60	60			
704	Consumables									X	1	40	40	closet for bottles water etc		
	Staff Toilets															
705	Admin										3			(3) identified		
	Locker room - Gender Neutral S/T										6			use six rooms with the traditional toilet rooms		
	Locker room - Common										6			[6] total fixtures identified		
706	Near Break - Male									X	1	64	64			
707	Near Break - Female									X	1	64	64			
708	Near Patrol - Male									X	1	64	64			
709	Near Patrol - Female									X	1	64	64			
	Investigations													note [1] custody toilet in program		
710	Male									X	1	64	64			
711	Female									X	1	64	64			
712	Garage										1			(1) identified		
											22			still a lot of fixtures - test in design		
713	Lactation Room		X	1	90	90				X	1	90	90			
714	Cot Room									X	1	200	200	4 areas		
715	Administrative Conference Room [small]									X	1	252	252	10 persons (moved from Admin)		
716	Administrative Conference Room [medium]		X	1	288	288		16 persons		X	1	432	432	16 persons (moved from Admin)		
Support Sub Total DNSF				0					Support Sub Total DNSF				2,158			

Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFSF	0

Support DNSF	2,158
Department Grossing Factor	1.30
TOTAL DGFSF	2,805

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **EOC**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
900	Supervisor Office									X	1	150	150	
901	Open Office									X	1	560	560	
	Workstations								X		3	64		
	Files								X		1	64		[1] future growth WS
	Copy - Print								X		1	96		12 LF
	Huddle conference in open								X		1	96		seats 6
902	Storage - Supply Room									X	1	100	100	24 LF 24" deep
903	Kitchen									X	1	60	60	
904	Break								X		1	120	120	Seats 4, breakout to 20 lf
905	EOC Room						60 x 35			X	1	1,500	1,500	see training
	Breakout Rooms													
906	Large									X	1	576	576	
907	Medium									X	1	280	280	
908	Radio									X	2	60	120	(2) Positions - shortwave + RC911
	Toilet Rooms													
909	Male									X	1	210	210	[2] WC, [1] UR, [2] Lavs
910	Female									X	1	210	210	[3] WC, [2] Lavs
911	Gender Neutral									X	1	60	60	
912	Warehouse - PPE			20	40	800				X	1	1,795	1,795	
				18	12	216								
				6	10	60								
				2	10	20								
				18	18	324								
				25	15	375								
						1,795								

Support Sub Total DNSF 0

Support Sub Total DNSF 5,741

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFS	0

Staff + Support DNSF	5,741
Department Grossing Factor	1.30
TOTAL DGFS	7,463

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE**
 SPACE/DIVISION: **BUILDING**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	Mechanical													
1000	Interior Air Handling Equipment									X	1	3,100	3,100	5% of net (NIC Garage)
1001	Boiler									X	1	1,600	1,600	2.5% of net (NIC Garage)
1002	Water service - in coming manifold								X		1	100	100	
	Electrical													
1003	Primary									X	1	400	400	
1004-1007	Distribution									X	4	80	320	
	Generator													Pad mounted exterior
	Centralized UPS													Assume none
	Technology													
1008	Primary									X	1	250	250	service entrance
1009-1012	Distribution									X	4	80	320	Closets distributed
	County Maintenance													
1013	Janitorial Supply									X	1	80	80	Cleaning products
1014-1017	Janitorial Closets									X	4	60	240	
1018	Janitorial Equipment room									X	1	240	240	scrubbers, polishers, vacuum, etc
1019	Office									X	1	120	120	
1020	Maintenance Shop									X	1	400	400	160 sf storage
1021	Building Storage									X	1	300	300	attic stock
1022	Paper and Cleaning Products (Consumables)									X	1	150	150	consumables - paper, supplies, soaps
1023	Recycling (Dock Shared)									X	1	150	150	
1024	Garage													
	Snow plow									X	1	300	300	24 x 12
	Tractor									X	1	300	300	
1025	Elevator									X	2	80	160	TBD
1026	Elevator Equipment									X	1	100	100	TBD

Support Sub Total DNSF 0

Support Sub Total DNSF 8,630

Support DNSF 0
 Department Grossing Factor 1.30
 TOTAL DGSF 0

Support DNSF 8,630
 Department Grossing Factor 1.30
 TOTAL DGSF 11,219

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **PUBLIC LOBBY**
 INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
2000	Entry Vestibule/Night Lobby													
2001	Central Lobby Area							See LES section for common Lobby						
2002	~ Locker Alcove (124)													
2003	Male Restroom													
2004	Female Restroom													
2005	Not Used													
2006	Janitor													
2007	Not Used													
2008	Storage													
2009	ATM / Kiosk room													
2010	Family Toilet Room													
	Family Toilet Room													

Support Sub Total DNSF **0**

Support Sub Total DNSF **0**

Staff + Support DNSF **0**
 Department Grossing Factor **1.30**
TOTAL DGSF 0

Staff + Support DNSF **0**
 Department Grossing Factor **1.35**
TOTAL DGSF 0

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **CENTRAL VISITING**
 INTERVIEWEE:

December 22, 2020
FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
2100	Video Visiting - Public Side									X	10	48	480	Open room with sound and privacy partitions surrounding each of (10) stations total. Two (2) visitors per station. Acoustic treatment; white noise; natural lighting through skylight or windows. Visits sound and video recorded; 2 weeks of retention. 2 Stations to be enclosed sized for four (4) visitors. Half height partitions. Different levels of privacy. Viewable from reception.	
2101	Non-Contact Visiting - Inmate Side									X	4	40	160		
2102	Non- Contact Visiting - Public Side									X	4	40	160		
2103	Contact Visiting									X	2	80	160	Close to Dormitories and Booking, Shared with Classification. Size for four (4) in each room.	
2104	Video arraignment									X	1	200	200	10-12 Inmates, near Public Side	
2105	Video arraignment Waiting									X	1	200	200	10-12 inmates	
2106	Video arraignment Equipment Room									X	1	100	100		
2106	Multi-Purpose									X	1	200	200		
Support Sub Total DNSF						0			Support Sub Total DNSF						1,660

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFS	0

Staff + Support DNSF	1,660
Department Grossing Factor	1.35
TOTAL DGFS	2,241

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: SHERIFF'S OFFICE - Jail
SPACE/DIVISION: HEALTHCARE
INTERVIEWEE:

December 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
2300	Suicide Watch Cells									X	3	100	300	Visibility, high ceilings, concrete slab bed, No-tie downs	
2301	Medical Cell									X	1	240	240	Hospital bed, toilet, sink, and shower. Accessible.	
2301	Conference Room									X	1	175	175	sized same as existing	
2303	Psychologist Office									X	1	120	120		
Support Sub Total DNSF				0								835			

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFSF	0

Staff + Support DNSF	835
Department Grossing Factor	1.35
TOTAL DGFSF	1,127

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: SHERIFF'S OFFICE - Jail
SPACE/DIVISION: COMMUNITY CORRECTIONS
INTERVIEWEE:

December 22, 2020

FINAL REPORT

EXISTING
2018

RECOMMENDED
2028

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
2400	Diversion Office (1) each Emily and Craig									X	2	150	300	Outside Jail	
2401	Probation Parole									X	1	180	180	(2) persons along release route for inmates	
2402	Mental Health									X	1	180	180	(2) persons along release route for inmates	
2403	Re-Entry Office									X	1	180	180	(2) persons along release route for inmates	
2404	Diversion Open Office								X		1	800	800	Eight (8) workstations	
2405	Booking Station								X		1	64	64		
2406	General Storage									X	1	100	100	Maintenance storage: Shovels, etc.	
2407	General Storage									X	1	200	200		
2408	Copy/Work Area								X		1	150	150	Computer surfaces, above and below counter cabinets, copy machine, fax machine, shredder, scanner, printer, scale, binding machine.	
2409	Janitor Closet									X	1	50	50		
2410	Waiting Area										1	200	200	20 people	
2411	Kitchenette								X		1	100	100		
2412	Multi-Purpose Room									X	1	300	300	15-20 people	
2413	Inmate Toilet									X	1	70	70	Drug testing, shelf for testing, biohazard container	
2414	Staff Toilet									X	2	60	120		
2415	Interview									X	2	80	160		
2416	Captain's Office									X	1	120	120		
2417	Sergeant's Office									X	1	120	120		
Support Sub Total DNSF						0					Support Sub Total DNSF				3,394

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGSE	0

Staff + Support DNSF	3,394
Department Grossing Factor	1.35
TOTAL DGSE	4,582

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **SHIFT SERGEANTS**
 INTERVIEWEE:

December 22, 2020
FINAL REPORT

**EXISTING
 2018**

**RECOMMENDED
 2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS	
		Cube	Office						Cube	Office					
	STAFF														
2500	Shift Sergeant Office (Shift Commander)								X		0	0	0	Existing to Remain (to be reconfigured)*	
2501	Classification Office									X	1	200	200	Close to Booking and Shift Sergeants	
	*note Shift Sgt office needs a wall with door to acoustically isolate the room and allow coaching														
Support Sub Total DNSF				0				Support Sub Total DNSF				200			

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGSE	0

Staff + Support DNSF	200
Department Grossing Factor	1.35
TOTAL DGSE	270



Justice Planning & Design
 212 North 25th Street
 Milwaukee, Wisconsin 53233
 (414) 271-3359
 www.ventarch.com

ROCK COUNTY
Pinehurst Replacement
Janesville, Wisconsin

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: SHERIFF'S OFFICE - Jail
 SPACE/DIVISION: LAUNDRY
 INTERVIEWEE:

December 22, 2020
FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
	Laundry													Viewing from corridor and or Kitchen into Laundry. No sewing or repairs done here. A/C-tempered. Folding and sorting counters
2700	Laundry										1	1,200	1,200	
2701	Toilet (Inmate)									X	1	60	60	ADA compliant.
2702	Soap Dispenser Room									X	1	100	100	
2703	Linen Storage									X	1	1,000	1,000	For up to 500 sets of clothing and linens; 18" deep shelves.
2704	Janitor Closet									X	1	100	100	Hose reel that reaches entire area. Wall mounted equipment racks, slop sink, cleaning cart.
2705	Cart Storage										1	240	240	for outside laundry service
2706	Bulk Storage									X	1	300	300	

Support Sub Total DNSF	0
Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFSF	0

Support Sub Total DNSF	3,000
Staff + Support DNSF	3,000
Department Grossing Factor	1.35
TOTAL DGFSF	4,050

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **DORMITORY HOUSING**
 INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
2900	Dormitory (Sleeping and Dayroom)										2	3,290	6,580	Male Dormitories: 2 pods of 30: 60 total (70 sf unencumbered per inmate). Dormitories to be near Probation and Parole Office, Re-Entry, Classification and Community Corrections.
2901	Toilet										6	40	240	sink and toilet (1 per 15 minimum)
2902	Showers									X	8	40	320	
2903	Entry Vestibule									X	1	100	100	
2904	Pod Control Center								X		2	200	400	Direct Supervision
2905	Video Visitation								X		12	40	480	Min. (1) per 7 Detainees
2906	Staff Toilet									X	1	60	60	
2907	Program									X	1	300	300	
2908	Inmate Toilet									X	1	60	60	Accessible adjacent to Programs
2909	Program Storage									X	1	100	100	
2910	Program Office									X	1	160	160	
2911	Janitor / Storage									X	1	100	100	
2912	Indoor / Outdoor Recreation										1	300	300	Shared?

Support Sub Total DNSF 0

Support Sub Total DNSF 9,200

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGSE	0

Staff + Support DNSF	9,200
Department Grossing Factor	1.65
TOTAL DGSE	15,180

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: SHERIFF'S OFFICE - Jail
SPACE/DIVISION: WORK RELEASE - RECEPTION / RELEASE
INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

**EXISTING
2018**

**RECOMMENDED
2028**

FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
3100	Weather Vestibule								X		1	120	120	
3101	Waiting - Unsecured								X		1	200	200	
3102	Inmate Toilet								X		2	60	120	
3103	Waiting - Secured								X		1	100	100	
3104	Not Used										0	0	0	
3105	Male Laundry										1	140	140	
3106	Male Lockers										1	200	200	
3107	Male Shower										1	40	40	
3108	Male Search										1	100	100	
3109	Male Change										1	100	100	
3110	Female Laundry										1	140	140	
3111	Female Lockers										1	100	100	
3112	Female Shower										1	40	40	
3113	Female Search										1	100	100	
3114	Female Change										1	100	100	
3115	Janitor Closet								X		1	50	50	

Support Sub Total DNSF

0

Support Sub Total DNSF

1,650

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFS	0

Staff + Support DNSF	1,650
Department Grossing Factor	1.65
TOTAL DGFS	2,723

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
FLOOR / SUITE:
DEPARTMENT: **SHERIFF'S OFFICE - Jail**
SPACE/DIVISION: **SPECIAL NEEDS**
INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
3200	Special Needs Cell									X	72	80	5,760	(50 male, 12 female) Size for Males: 8- 6 person rooms, 7- singles (sized for doubles) Females: 2-6 person rooms, 3- singles (sized for doubles)	
3201	Time-Out									X	1	70	70	Detention sink and toilet	
3202	Dayroom										14	235	3,290	(35 sf. Unencumbered per inmate)	
3203	Pod Control Center									X	1	300	300		
3204	Program									X	2	200	400		
3205	Inmate Toilet									X	1	60	60	Accessible, adjacent to Programs	
3206	Inmate Showers									X	14	40	560		
3207	Indoor / Outdoor Recreation										1	300	300		
3208	Not Used										0	0	0		
3209	Janitor / Storage									X	1	200	200		
3210	Program Storage									X	1	100	100		
3211	Program Office									X	1	160	160		
3212	Staff Toilet									X	1	60	60		
3213	Video Visitation								X		9	40	360		
Support Sub Total DNSF						0					Support Sub Total DNSF				11,620

Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFS	0

Staff + Support DNSF	11,620
Department Grossing Factor	2.00
TOTAL DGFS	23,240

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **RECAP**
 INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028				
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS	
	STAFF														
3300	Dayroom														
3301	Cells									X		5	540	2,700	Kitchenette (4 male, 1 Female)
3302	Pod Control Center								X			1	200	200	Direct Supervision
3303	Program / Classroom									X		1	800	800	Size for 24 people
3304	Program / Classroom									X		2	240	480	Size for 12 people
3305	Meeting Room									X		1	240	240	Size for 12 people
3306	Program Storage									X		1	100	100	
3307	Program Office									X		1	160	160	
3308	Staff Toilet									X		1	60	60	
3309	Janitor / Storage									X		1	150	150	
3310	Indoor / Outdoor Recreation											1	300	300	Shared?
3311	Not Used											0	0	0	
3312	Video Visitation								X			10	40	400	2 per Dayroom
3313	Inmate Laundry											2	120	240	
3314	Captain's Office									X		1	120	120	
3315	Sergeant Office									X		1	120	120	
3316	Computer Lab									X		1	800	800	Size for 24 people
3317	RECAP Supervisors									X		1	180	180	(2) persons
3318	RECAP Treatment Counsleors									X		1	180	180	(2) persons
3319	Education Office									X		1	500	500	(6) Persons
3320	Table and Chair storage									X		1	150	150	
3321	Counselors Interview									X		2	100	200	(3-4) Persons each
Support Sub Total DNSF				0					Support Sub Total DNSF		13,580				
Staff + Support DNSF				0					Staff + Support DNSF		13,580				
Department Grossing Factor				1.30					Department Grossing Factor		1.65				
TOTAL DGFSF				0					TOTAL DGFSF		22,407				

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: SHERIFF'S OFFICE - Jail
 SPACE/DIVISION: REMODELED AREAS
 INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

FD No.	SPACE DESCRIPTION	PRIVACY		EXISTING 2018					PRIVACY		RECOMMENDED 2028					
		Cube	Office	Qty.	Size	Total	Room No.	REMARKS	Cube	Office	Qty.	Size	Total	REMARKS		
	STAFF															
3400	Indoor / Outdoor Recreation										2	300	600	One for First Floor and Mezzanine and One for Third Floor and Mezzanine.		
3401	Showers								X		17	80	1,360	Remodel existing cells in each sub pod		
3402	Program								X		4	300	1,200	Adjacent to existing Pods		
3403	Meeting Room								X		8	48	384	Existing showers to be remodeled to 1:1 meeting room with infrastructure for video visitation and court		
3404	Maintenance Shop										1	1,925	1,925	Remodel Existing Garage		
				Support Sub Total DNSF				0					Support Sub Total DNSF			
				Staff + Support DNSF				0					Staff + Support DNSF			
				Department Grossing Factor				1.30					Department Grossing Factor			
				TOTAL DGFSF				0					TOTAL DGFSF			

Support Sub Total DNSF	0
Staff + Support DNSF	0
Department Grossing Factor	1.30
TOTAL DGFSF	0

Support Sub Total DNSF	5,469
Staff + Support DNSF	5,469
Department Grossing Factor	1.35
TOTAL DGFSF	7,383

PART ONE SPACE PROGRAM

BUILDING NAME: PINEHURST
 STREET ADDRESS: 200 EAST US HIGHWAY 14, JANESVILLE, WI 53545
 FLOOR / SUITE:
 DEPARTMENT: **SHERIFF'S OFFICE - Jail**
 SPACE/DIVISION: **JAIL FLEET**
 INTERVIEWEE:

Decemebr 22, 2020

FINAL REPORT

				EXISTING 2018							RECOMMENDED 2028			
FD No.	SPACE DESCRIPTION	PRIVACY		Qty.	Size	Total	Room No.	REMARKS	PRIVACY		Qty.	Size	Total	REMARKS
		Cube	Office						Cube	Office				
	STAFF													
3500	Garage										1	14,000	14,000	Sheriff's Office Jail vehicles (28 vehicles)
Support Sub Total DNSF				0									14,000	

Staff + Support DNSF	#REF!
Department Grossing Factor	1.30
TOTAL DGFSF	#REF!

Staff + Support DNSF	14,000
Department Grossing Factor	1.10
TOTAL DGFSF	15,400

Rock County, Wisconsin
51 South Main Street
Janesville WI 53545



General Services
Facilities Management
Maintenance
(608) 757-5527

Department Request

Master Electrician Taking County Van Home at Night

I am requesting approval for the Master Electrician to take the County owned van home at night. The County has a policy on this practice and the use of County owned vehicles. This will show as a benefit on the Master Electrician's paychecks and they are taxed on this as a benefit. The taxable amount is set by the IRS.

I do feel there is value in the Master Electrician taking the County owned van home at night. This position is required to respond to the County buildings for all electrical emergencies. The van is equipped with the tools and supplies needed by the Master Electrician.

POLICY STATEMENT

Employees may be permitted to take a County owned vehicle home with them provided prior approval has been granted. It will be done at the discretion of the Employer and will be done only when it is in the best interests of the County. The interests of the Employer may change, requiring a reconsideration of any vehicle provided. The right to assign a vehicle or remove the right to take a vehicle home shall rest solely with the Employer. County owned vehicles shall not be utilized for private use, except for minimal or inconsequential use.

GUIDELINES

There are some criteria that should be used to determine whether or not the provision of a vehicle is in the best interest of the County. One criteria would be characterized by the need of the employee to respond to various emergencies utilizing a radio-equipped car, i.e., Chief Deputy, Commanders of the Sheriff's department, perhaps Highway Superintendents during snow situations.

A second broad criteria occurs where the employee can save time by reporting directly from their home to various work sites (e.g., the Surveyor). In such cases, the County better utilizes the employee's workday by saving the time that would otherwise be spent picking up a vehicle for County-related use. Reporting to various work sites would have to be frequent to meet this guideline.

These examples illustrate the types of situations where it may be in the County's best interest to allow employees to take County-owned vehicles home with them.

APPLICABILITY

Short-term assignments of vehicles to employees (i.e. less than one week) may be done under the authority of the department head. Assignment of vehicles occurring for periods longer than one week shall occur when the Department Head (or designee) submits a written request to their governing committee, with the governing committee to make a recommendation to the County Board Staff Committee for final action. Such written request shall include the justification for the assignment of the vehicle.

This Policy shall be applied to all cases where employees currently have vehicles assigned to them that they may take home with them and on a prospective basis.

Further, all employees who have a vehicle assigned to them will be provided with a policy statement that the assignment of the vehicle is at the discretion of the Employer and not a permanent right.



MEMORANDUM

DATE: January 4, 2021

TO: General Services Committee

FROM: Brent Sutherland, Director of facilities Management

SUBJECT: Out-of-State Training and Conferences

As required by Resolution #06-9A-087, each department head shall report semi-annually, all instances of attendances at all training, conventions and conferences that exceed \$1,000 per event, per employee, to their respective governing committee for informational purposes.

Please be advised that during the last six months of 2020, Facilities Management attended no out of state training or conferences that exceeded \$1,000 per event, per employee.