



**GENERAL SERVICES COMMITTEE**  
**Minutes – March 3, 2020**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, March 3, 2020 in Conference Room N-1, Rock County Courthouse.

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

**Committee Members Absent:** Supervisor Potter.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Dave Froeber, Facilities Superintendent; Mike Parille, Crew Leader; and Brent Sutherland, Facilities Management Director.

**Others Present:** Brian Zobel, UW Whitewater at Rock County; Supervisor Podzilni; David O’Leary; District Attorney.

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

**Citizen Participation.** None.

**Approval of Minutes – February 18, 2020.** Supervisor Zajac moved approval of the minutes of February 18, 2020 as presented, second by Supervisor Brien. ADOPTED.

**Transfers.** None.

**Resolutions and Committee Action.**

**Revised Resolution – Retaining Architectural/Engineering Firm for Design Services for Renovation of District Attorney’s Department Space in the Courthouse**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_ day of \_\_\_\_\_, 2020, that a contract for architectural/engineering services be awarded to Venture Architects, of Milwaukee, WI, in the amount of \$135,885; and,

BE IT FURTHER RESOLVED, that a \$13,500.00 contingency also be approved to cover any needed changes in the scope of service.”

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

Mr. Sutherland said there was an error in the amount on the original resolution. This still comes in under budget. ADOPTED.

**Updates, Discussion and Possible Action.**

**Update on 1717 Center Avenue Building Project**

**Design, Bidding and City Approvals.** Mr. Sutherland reviewed the dates with the committee. There will be some overlap with the city approvals. The building needs to be rezoned. The final completion date got pushed back a couple months to February 2021.

**Courthouse West Parking Pier Repair.** Mr. Sutherland said one of the upright piers in the front parking structure was found to be deteriorating. An engineer inspected the piers and the parking structure was found to be safe. Mr. Sutherland spoke with JP Cullen on completing the recommended repairs to the piers. He has completed a change order and has carryover capital funds to cover the repair costs.

**Introduction of the new Facilities Superintendent.** Mr. Sutherland introduced Mike Parille as the new Facilities Superintendent. Mr. Parille is currently a crew leader at Rock Haven and will be starting in his new position on March 9, 2020.

**Capital Projects Updates.** The committee reviewed the Capital Projects list. Mr. Sutherland said they have encountered some difficulties with the Courthouse fire alarm upgrade but are still moving forward.

**Review 2019 End-of-Year Budget.** Mr. Sutherland provided a 2019 end of year budget printout for each building. Most buildings were under budget; only three were over budget. Overall, Facilities Management came in \$598,000 under budget. These funds will go back to the general fund.

**Communications, Announcements and Information.** Supervisor Rashkin asked about a temporary sign that is posted at the inside entrance door on 3R. The sign talks about not letting the door slam. Mr. Sutherland said they installed a new door and are waiting for an auto opener to be installed. There is an ADA equipment budget that will cover this cost. Mr. Sutherland will provide an update at the next meeting on the expected completion date. Mr. Sutherland said they will also be adding two auto openers to the public entrance in the front of the building.

Supervisor Rashkin asked for an update on the tailgating equipment. Mr. Sutherland said they are waiting on the software before it can be activated. He will provide an update to the committee soon.

Supervisor Rashkin asked for the status of the statue lighting that was approved at the last meeting. Mr. Sutherland said the lights were ordered and are here. They are waiting for the

ground to warm up so they can dig to bury the conduit. He expects this should be complete within the next three months. He also added that the City is considering adding an additional light on the post.

**Adjournment.** Supervisor Rashkin moved adjournment at 8:25 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**