

**GENERAL SERVICES COMMITTEE**  
**June 21, 2011**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, June 21, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Owens, Brill, Combs, Heidenreich and Mawhinney.

**Committee Members Absent:** None.

**Staff Members Present:** Rob Leu, General Services Director; Commander Erik Chellevoid; Randy Terronez, Assistant to County Administrator.

**Others Present:** Kevin Higgs, The Samuels Group.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Mawhinney moved approval of the minutes of June 7, 2011 as presented, second by Supervisor Combs. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances**

Purchasing Inventory	\$ 4,963.29
General Services	16,890.99
Glen Oaks Operations	1,785.89
Juvenile Detention Center Operations	4,436.51
Communications Center Operations	3,207.76
Adolescent Services/Guidance	1,711.97
Jail Capital Improvement	3,209.22
Courthouse Facility	5,000.00
U-Rock Expansion	7,000.00
Jail/HCC Complex	14,349.82
Juvenile Detention Center Capital Improvement	1,550.00
Rock Haven Project	616,700.00
HCC Building Complex	8,825.68

**Pre-Approved Encumbrance Amendments**

Tri-North Builders	\$ 1,611.65
Voorhis Robertson	9,012.10

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

**Updates.**

**Jail Project**

**Update Report** Mr. Higgs reported on the following:

Safety/Use of Site: No incidents or injuries.

Progress/Planned Activities: Mr. Higgs said the grass has been planted; the Sheriff's staff are in the new addition; the punch list is being worked on; the systems training is in process; the DOC inspection was on June 13<sup>th</sup> and we did pass; and there were a few problems with the existing electrical branch feeds in the walls slated for demolition.

**Change Orders** Mr. Higgs said there are no change orders at this time.

Mr. Higgs said there was a fire alarm issue that put them a little behind, but they are still looking at the end of November for completion.

**General Services Director's Report.**

**Update of UW-Rock County Projects**

Art Wall – Mr. Leu said the demolition went smoothly.

Landscaping – Mr. Leu said the grass is coming in nicely, and they are still assembling the plant list for approval. Dean Pillard worked a deal for the Master Gardener to take care of the hill.

Supervisor Mawhinney asked if the Master Gardener would be taking care of the maintenance around the campus. Mr. Leu said they will wait until it is done to see.

Mr. Leu said Findorff sent a letter to Watts informing them that they will be responsible for payment.

Parking Lots – Mr. Leu informed the Committee that the plans are in Purchasing.

Painting of Andrews/Williams Hall – Mr. Leu said the bids are in, that they only received two bids, and Sutterlin Restoration of Janesville is the low bid.

Mr. Leu informed the Committee that Kim Kostka will be the Interim Dean.

Courthouse Parking Ramps – Mr. Leu said the holes are filled in. Any leaks are being marked for warranty work to be done.

Courthouse Carpet – Mr. Leu said Halverson found out the walk-off mats are no longer being made so we will need to choose new ones. The tile is in for the lobby.

Mr. Leu said they may move the information desk to the second floor to be available for citizens coming in through the north entrance.

Supervisor Mawhinney inquired on the status of the information signage. Mr. Leu said they ran into a problem with what the department heads wanted, some wanted to keep it simple and others wanted quite a bit of information. Chair Owens suggested a flip folder listing the departments and what they do, which could be updated/changed when need be. Supervisor Mawhinney said she liked the idea of the flip folder and requested a price on this for the next meeting.

Supervisor Combs asked for an update on the cleaning contractor. Mr. Leu reported that the door issue was not with the cleaners as the doors were checked after the cleaning crew left by the Crew Chief and one of the County maintenance people. It appears to be whoever is having meetings on the weekends are leaving doors unlocked. Chair Owens said this is a concern of the Courthouse Security Committee.

Chair Owens asked what would be done with the current Rock Haven building after the new one is built and if it could be used to hold meetings, or possibly move some departments out there. Mr. Leu reported the remodeling costs would be too great to move departments.

Supervisor Combs requested a list of all meetings being held in the Courthouse on weekends.

**Communications and Announcements.** Supervisor Brill said the Health Care Center looks good with alpha and beta gone, but he noticed where the pharmacy had been that the bricks on the outside are not tuck-pointed.

Supervisor Mawhinney said she heard there might have been some problems with the cooperation of maintenance staff during the Accounting/County Clerk move. Mr. Leu said he would check into this.

**Adjournment.** Supervisor Combs moved adjournment at 8:45 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**