

**GENERAL SERVICES COMMITTEE**

**October 4, 2011**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:30 A.M., Tuesday, October 4, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

**Committee Members Present:** Supervisors Owens, Brill, Heidenreich and Mawhinney (8:54 A.M.).

**Committee Members Absent:** Supervisor Combs.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez, Assistant to County Administrator; Jodi Millis, Purchasing Manager; Sherry Gunderson, Nursing Home Director.

**Others Present:** Kevin Higgs, The Samuels Group; Jack Gill, First Community Credit Union.

**Approval of Agenda:** Chair Owens suggested moving item 9.A. up after item 5. Supervisor Heidenreich moved approval of the agenda with this change, second by Supervisor Brill. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes.** Chair Owens said there are two corrections to the September 2, 2011 Joint meeting minutes, Page 2, first Resolution, motion made by Supervisor Brill; page 3, fourth resolution under Review of Resolutions, action should be by the Finance Committee. Supervisor Brill moved approval of the minutes of September 2, 2011 with these changes, and September 20, 2011 as presented second by Supervisor Heidenreich. ADOPTED as amended.

**Transfers and Appropriations.** None.

**Bills/Encumbrances**

HCC Building Complex	\$	2,091.97
Purchasing Inventory		9,548.34
General Services		13,528.98
Juvenile Detention Center Operations		547.31
Communications Center Operations		1,903.60
Adolescent Services/Guidance		29.97
Jail Capital Improvement		411.81
Courthouse Facility		134.00
U-Rock Expansion		87,000.00
Jail/HCC Complex		271.75
Rock Haven Project		32,033.99

**Pre-Approved Encumbrance Amendments** None.

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

**Discussion and Possible Action on Credit Union ATM Machine in Courthouse.**

Mr. Gill, President of First Community Credit Union, introduced himself. He explained the Rock County Employee's Credit Union is merging with First Community. He said the feedback from the members showed they would like to have access to their account(s) via an ATM machine. The members would have free access but non-members would be charged \$1.25. The proposal was for the County to provide a space and First Community would provide the electrical, installation, etc. They would request a sign to be posted above the machine location. The request also contains the condition that First Community have exclusive rights to offer ATM services for a five-year period. If approved, Mr. Gill would work with Mr. Leu on this.

Supervisor Brill suggested locating the machine in view of the security area.

Supervisor Brill moved approval of the request, second by Supervisor Heidenreich. ADOPTED.

**Updates.**

**Jail Project**

**Update Report** Mr. Higgs reported the work is progressing with the west parking lot; the rain last week delayed progress by one day; soil conditions have proved to be favorable, no undercutting was required; elevations were adjusted to accommodate a bank of electrical conduits powering the lot lighting, there will be costs associated with the work performed. The fire alarm has been restored. A roof flashing leak occurred and dripped water directly on top of the main fire alarm panel, and the flashing issue has been corrected. Tri North will be responsible for the cost. It resulted in the fire alarm system being off-line and required additional jail staff overtime to staff the fire alarm areas. Discussion on exterior lighting given to Mr. Higgs and he will bring back an update. Supervisor Brill questioned an exterior camera not in working order.

Supervisor Mawhinney arrived at 8:54 A.M.

**Change Orders** None at this time.

**Rock Haven**

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

Safety/Use of Site: C.G. Schmidt is on site and has begun site preparation and layout; Private Lines Inc. has performed private utility locates; C.G. Schmidt and Samuels Group are "fine tuning" a crisis management plan.

Progress/Planned Activities: The ground breaking ceremony was September 29, 2011; Silha Excavation has begun the process of clearing and grubbing; site survey/construction limits have been established; erosion control will be installed this week; temporary construction fence will be

installed this week; temporary roads and tracking matt to be installed this week; construction trailers to mobilize this week; mass excavation to proceed after clearing and grubbing.

Informational: Abandoned water lines were located on site, C.G. Schmidt is working with Rock Haven Maintenance staff to disconnect and remove; working with U.W. Extension to verify ownership of property line fence, the fence will need to be removed; there is a line of trees that will need to be removed, C.G. Schmidt will issue an RFI regarding this item (Mr. Higgs will find out why this was not on the plan from Eppstein Uhen); contractor list is provided by C.G. Schmidt (as of October 3, 2011) and includes – Silha, Frank Brothers, Middleton Concrete, Veit Site Utilities, Endres Manufacturing, and Schindler Elevators.

Administrative: A contract was issued and executed; insurance certificate and bonding had been provided; Builders Risk Insurance Policy is in place; C.G. Schmidt provided a preliminary submittal schedule. Five Requests for Information have been issued.

**Resolution.**

**Amending Architect Reimbursable Expenses – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize payment of additional reimbursable expenses as allowed under the contract with Eppstein Uhen of Milwaukee, Wisconsin in the amount of \$2,806 relating to the Construction Document stage of the construction of a replacement Rock Haven Nursing Home facility.”

Supervisor Heidenreich moved the resolution for discussion, second by Supervisor Brill.

Chair Owens said he is a little disappointed Eppstein Uhen ignores their budget.

Supervisor Mawhinney asked if this included the \$1,400. Mr. Terronez said it does not.

Supervisor Mawhinney moved to table the resolution until the request can be explained by the architect, second by Supervisor Brill. TABLED.

**Awarding Contract for Construction Quality Assurance Testing and Inspection Services for the Rock Haven Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011, does hereby award a contract for construction quality assurance testing and inspection services to Professional Services Inc. of Pewaukee, Wisconsin in an amount not to exceed \$60,000.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Mawhinney. ADOPTED.

**Awarding Sheriff’s Office/Jail Duct Work Cleaning Project Bid**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2011 does hereby award the Sheriff’s Office/Jail Duct Work Cleaning Project to Dirty Ducts Cleaning in the amount of \$107,785.00 and included the base bids (#1 and #2) and Alternates #1 and #2 with funds to come from available Jail/Health Care Center Complex Capital Projects Account resources.”

Supervisor Brill moved approval of the above resolution, second by Supervisor Heidenreich. ADOPTED.

**General Services Director Update.**

**Carpet and Tile Installation – Front Foyer Courthouse** Mr. Leu said the tile and carpet is installed and they will be back this weekend to finish the project.

**Signage for Courthouse** Mr. Leu said they are moving the information booth to the main floor. An e-mail was sent to Mr. Crittenden and Mr. Owens regarding putting a kiosk in, to be able to push a button for what service the citizen is looking for and it will show on the screen where the department is located. Mr. Leu said we are waiting to see what Information Technology can come up with, if it would be able to be re-programmed when changes, additions or deletions are made to departments. Chair Owens requested Mr. Leu keep the Committee updated.

**Personnel Status of General Services** Mr. Leu said the Facilities Superintendant position at the Health Care Center has been filled; they are in the process of interviewing for two more positions at this time. He added that the department is still short four positions, but they are being advertised.

**Clocks in Courthouse – Slower than National Bureau of Standards Time** Mr. Leu said the clocks will be reset in about 6-8 hours. Chair Owens asked if they have automatic updates that can be set. Mr. Leu said they do not. Chair Owens requested the clocks be checked monthly and reset if need be.

**Communications and Announcements.**

**Setting Meeting Dates and Locations for October, November and December 2011** The Committee set the November 15, 2011 meeting to take place in the Jury Deliberation Room at 8:00 A.M. prior to the 9:00 A.M. County Board meeting.

**Adjournment.** Supervisor Mawhinney moved adjournment at 9:30 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Randy Terronez  
Assistant to County Administrator

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**