

GENERAL SERVICES COMMITTEE
Minutes – December 4, 2012

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 4, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Collins, Heidenreich and Nash.

Committee Members Absent: None.

Staff Members Present: Rob Leu, General Services Director; Craig Knutson, County Administrator; Jeff Kuglitsch, Corporation Counsel; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Gunderson, Nursing Home Director, Jodi Millis, Purchasing Manager; Phil Boutwell, Human Services Deputy Director.

Others Present: Supervisors Sandra Kraft, Mary Mawhinney and Russ Podzilni; Kevin Higgs, Kurt Berner and Brad Crook, The Samuels Group.

Approval of Agenda: Supervisor Collins moved approval of the agenda as presented, second by Supervisor Nash. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Brill moved approval of the minutes of November 15, 2012 and November 20, 2012 as presented, second by Supervisor Collins. ADOPTED.

Executive Session: Supervisors Collins and Nash moved to go into Executive Session at 8:02 A.M. per Section 19.85(1)(g) Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation. ADOPTED on a roll call vote with the following: Ayes – Supervisors Brill, Collins, Heidenreich, Nash and Owens.

Chair Owens announced that the Committee would meet in closed session per Section 19.85(1)(g) Wis. Stats. Conferring with Legal Counsel Regarding Potential Litigation.

Supervisor Collins moved to go out of Executive Session at 8:39 A.M., second by Supervisor Heidenreich. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances - 2012

Rock Haven Project	\$	9,984.78
HCC Building Complex		15,205.39
General Services		8,750.24
Juvenile Detention Operations		95.51
Communications Center Operations		6.78
Adolescent Services/ Guidance		344.95
Jail Capital Improvement		11,054.47
Courthouse Facility		1,235.50
Rock Haven Project		37,376.00

Bills/Encumbrances - 2013

HCC Building Complex	\$	205,980.08
General Services		42,791.44
Purchasing Inventory		242,200.00
Purchasing Inventory		7,500.00
General Services		1,000.00
Jail/HCC Complex		6,240.00
Postage		180,000.00
General Services		377,745.49
Glen Oaks Operations		17,878.60
Juvenile Detention Operations		15,247.29
Communications Center Operations		20,725.72
Adolescent Services/ Guidance		540.00
General Services		9,740.80
Glen Oaks Operations		1,285.60
Juvenile Detention Operations		1,485.44
Communications Center Operations		1,011.20
Adolescent Services/Guidance		250.00
General Services		1,438.00
Glen Oaks Operations		282.00
Juvenile Detention Operations		252.00
Communications Center Operations		250.00
Adolescent Services/Guidance		280.00

Supervisor Heidenreich moved approval of the above Bills/Encumbrances for the General Services Committee, second by Supervisor Collins. ADOPTED.

Pre-Approved Encumbrance Amendments

CG Schmidt	\$	96,416.44
PSI		5,000.00

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

Resolutions.

Retaining Engineering Firm to Complete a Courthouse Security System Upgrade Assessment

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, that Arnold & O’Sheridan of Madison be retained to complete a Security System Upgrade Assessment for the Courthouse in the amount of \$15,000.00.”

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

Authorizing Additional Contingency Funding and Amending the Rock Haven Project Budget

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby increase the project contingency in the amount of \$255,000 with funds to come from the Rock Haven Net Assets and that the 2012 budget be amended as follows:

...

BE IT FURTHER RESOLVED, that the project contingency be increased by an additional \$31,061 with funds to come from the unallocated funds in the Rock Haven Project budget.

BE IT FINALLY RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project and report any change orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.”

Supervisor Collins moved approval of the resolution, second by Chair Owens. ADOPTED.

Awarding Contract for Construction of Renovated Space in the Job Center for the ADRC

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby award a contract for renovation of space in the Job Center for the ADRC to the lowest qualified bidder, Scherrer of Burlington, Wisconsin, in the amount of \$181,688; and,

BE IT FURTHER RESOLVED, that progress payments be made to the vendor upon approval of the Human Services Board; and,

BE IT FINALLY RESOLVED, that the General Services Committee be delegated authority to approve all change orders for the renovation of space in the Job Center.”

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

Updates.

Jail Project

Update Report Mr. Higgs said they had discussions with TriNorth last Friday and should have everything in to close the books on the project before year end.

Change Orders Mr. Higgs reported there are none at this time.

Rock Haven

Update Report Mr. Higgs reported the following:

Safety/Use of Site: CG Schmidt and The Samuels Group are continuing to monitor site safety; the exterior lighting is being installed; the building will be secure soon and the site fence will be coming down.

Progress/Planned Activities: N1-N4 – fire stopping, paint, tile and carpet installation, plumbing and electrical fixtures, casework, ceiling grid, interior finishes/trim and doors and hardware are being installed; the contractors are working on the pre-punch list for N1; painting will start in the Team Buildings later this week.

Commons –drywall and drywall finishes are in progress; fire stopping and painting are in process; the kitchen equipment is being installed; overhead doors are being installed; and casework and ceiling grid has started.

The heat has been turned on and there have only been a few minor problems.

The contractors have said they should be done by January 31, 2013 and the keys will then be handed over.

The pond is only 1/3 full at this time and Mr. Higgs has been in contact with Eppstein Uhen to have them check with Arnold and O'Sheridan to see if it needs to be full or not. Mr. Higgs said they are also waiting on information regarding future maintenance of the pond.

Change Orders Mr. Higgs reported the following:

Program Request #21 (COR#15.4) pertaining to remobilization cost for PVC water main for a cost of \$5,000.00; (COR#109.2) pertaining to wall types and door ratings for a cost of \$50,297.40; (COR#133) pertaining to electrical panel location in the Commons building for a cost of \$2,356.20; (COR#144) pertaining to a code issue on ceiling modifications in the Commons building for a cost of \$8,630.85; (COR#145) pertaining to plumbing fixtures in each neighborhood for a cost of \$16,802.50; (COR#146) pertaining to fire dampers in storage rooms and the main kitchen for a cost of \$14,358.40; (COR#147) pertaining to the stone sill and sill substitute for a credit of \$6,436.09; (COR#149) pertaining to changes to the mezzanine stairs in each neighborhood for a cost of \$33,724.00; (COR#150) pertaining to soils remediation for the service drive to Highway F for a cost of \$32,762.00; (COR#151) pertaining to door hardware modifications for a cost of \$4,931.00; (COR#152) pertaining to alterations to the electrical circuits and breakers associated with the boilers for a cost of \$828.30; (COR#153) pertaining to electrical circuit and starter relay for a fan for a cost of \$1,161.60; (COR#154) pertaining to the relocation of electrical devices that were in conflict with a fire rated duct chase for a cost of \$178.20; (COR#155) pertaining to handrails for the area well for a cost of \$8,383.00; (COR#158) pertaining to pump and exhaust fan starters for a cost of \$5,937.00; (COR#159) pertaining to sidewalk grade verifications for a cost of \$693.00; (COR#160) pertaining to mezzanine doors for a cost of \$8,267.00; (COR#161) pertaining to changes to the existing parking lot for a credit of \$4,197.00; (COR#162.1) pertaining to ceiling radiant heat panels for a cost of \$138.00; (COR#163) pertaining to equipment in the Commons Room for a cost of \$3,530.00; (COR#164) pertaining to elevation of the south swale for a cost of \$792.00. For a total cost of \$188,796.15.

Supervisor Heidenreich moved approval of Program Request #21 in the amount of \$188,796.15, second by Supervisor Collins. ADOPTED.

Parking Lot Project

Update Report Mr. Leu said the contractors are working on the punch list.

Change Orders None.

Communications, Announcements and Information. None.

Adjournment. Supervisor Brill moved adjournment at 9:26 A.M., second by Supervisor Collins. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.