

**GENERAL SERVICES COMMITTEE**  
**Minutes – December 18, 2012**

**Call to Order.** Vice Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 18, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

**Committee Members Present:** Supervisors Brill, Collins and Nash.

**Committee Members Absent:** Supervisors Heidenreich and Owens.

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

**Others Present:** Kevin Higgs 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 Collins moved approval of the minutes of December 4, 2012 as presented, second by Supervisor Nash. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances - 2012**

Rock Haven Project	\$	4,895.00
HCC Building Complex		9,068.37
Purchasing Inventory		309.00
General Services		8,995.00
Glen Oaks Operations		1,518.32
Juvenile Detention Operations		324.05
Communications Center Operations		169.61
Adolescent Services/ Guidance		636.40
Jail Capital Improvement		8,104.72
Courthouse Facility		495.00
HCC/Glen Oaks Parking		19,805.00

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

**Pre-Approved Encumbrance Amendments**

Best Buy	\$	340.64
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Supervisor Nash moved approval of the above Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Collins. ADOPTED.

**Resolution.**

**Contracting for Design Services Relating to Replacement of the Membrane Roof on the Jail Building**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2012, contract with Beilman Architects of Madison, WI for drawings and specifications required for bidding out replacement of the roof on the Jail in the amount of \$19,500.00.”

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

**Updates.**

**Jail Project**

**Update Report** Mr. Higgs said they had discussions with TriNorth on the issues of getting payments through before the end of this week. He said everything is just about wrapped up.

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

**Rock Haven**

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

Safety/Use of Site: CG Schmidt and The Samuels Group are continuing to monitor site safety; the building is secure and the site fence is 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 and corrections; and cleaning has started.

Commons – drywall finishes are in progress; fire stopping and painting are in process; and casework and ceiling grid are being worked on.

Mr. Higgs said a meeting is scheduled for this afternoon and they should find out if the finish date is remaining as January 31, 2013.

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

**Parking Lot Project**

**Update Report** Mr. Leu said they are pulling the numbers together and the contractors are working on the punch list.

**Change Orders** None.

**Authorization to Hire Engineering Firm for Courthouse Boiler System Study.**

Supervisor Collins moved approval to hire IBC Engineering to do a Courthouse Boiler System Study at a cost of \$8,500.00, second by Supervisor Nash. ADOPTED.

**Communications, Announcements and Information.**

**Setting Dates for January, 2013 Committee Meetings** The Committee agreed to meet on January 8<sup>th</sup> and 22<sup>nd</sup>.

**Adjournment.** Supervisor Collins moved adjournment at 8:11 A.M., second by Vice Chair Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**