

GENERAL SERVICES COMMITTEE

Minutes – October 22, 2013

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, October 22, 2013 in the 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; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sue Prostko, Nursing Home Administrator; Jenifer Keach, Coroner; Jeff Kuglitsch, Corporation Counsel (9:45 AM).

Others Present: Kurt Berner and Kevin Higgs, The Samuels Group.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Nash moved approval of the minutes of October 15, 2013 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations.

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1815-9200-63109	\$ 2,709	18-1815-9200-61108	\$ 2,709
Other Supplies & Expenses		Seasonal Wages	
18-1815-9200-63109	207	18-1815-9200-61400	207
Other Supplies & Expenses		FICA	

Supervisor Brill moved approval of the above Transfers for the General Services Committee, second by Supervisor Collins. ADOPTED.

Bills/Encumbrances

Rock Haven Building Project \$ 13,341.00

Pre-Approved Encumbrance Amendments None.

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

2013 Budget Review. Mr. Leu went over the highlights of the different account budget items with the Committee.

Supervisor Brill asked what the cost is for mothballing the old Rock Haven. Mr. Knutson said there is \$40,000 budgeted. Chair Owens asked what other County buildings are mothballed. Mr. Knutson replied the old counseling center.

Review of Medical Examiner Report. Mr. Osborne explained that due to Rock County transitioning in 2015 from a Coroner position to a Medical Examiner (ME) he and Mr. Terronez were directed to survey ME counties. Fourteen counties (south of Marathon County) were identified and surveyed regarding caseload, staffing, 2013 financial data, and autopsy services. Rock County law enforcement, fire and EMS agencies were also contacted to get their input on the pending ME transition. Mr. Osborne and Mr. Terronez also looked into the temporary body storage issue, and additional uses of a county morgue for tissue donation and autopsies. Pending the recruitment of a medical examiner who would need to provide input into the issue of temporary body storage, the old Rock Haven facility cooler has been made available to the Coroner's Office for overflow body storage. Mr. Osborne thanked Ms. Keach and her staff for their input.

Mr. Osborne said, as noted in the report, counties with similar death investigation caseload volume generally employ less staff than Rock County as measured by FTEs, the rate for autopsies is consistent throughout the state at nearly \$1,500 per autopsy, and the surveyed counties employ a variety of options to address short term body storage issues. Ms. Keach added that there is no standardization in coroner/ME offices and they are usually understaffed statewide.

Mr. Knutson let the Committee know he has been contacted by Dane County to discuss some options of partnering with them. Ms. Keach said there is a lot of merit going with Dane County and also a lot of merit to keep it local.

Chair Collins agreed that it would be a good idea to get input from the new Medical Examiner.

Supervisor Heidenreich asked about the salary for the ME position indicated on page 5 of the report. Mr. Knutson said this is for two months of cross training in 2014. Mr. Heidenreich said he felt this is a good report and likes Mr. Knutson's plan.

Updates.

Jail Project

Update Report Mr. Higgs said there is nothing new at this time.

Rock Haven

Update Report Mr. Berner said he and Mr. Higgs met with county personnel and talked about what could be improved in future projects. He said some of the items they came up with are: give more time for the operations staff to review the spec documents; there were a great number of staff changes during the process and we may want to put in our process that when design team staff changes occur the County should be notified (i.e. mechanical, electrical, etc.); Mr. Keating said he felt some of the materials, equipment and fixtures may have caused a few problems; the communications team structure should have all been in place with all parties from the beginning.

Chair Owens said he feels the process involved two County Committees and the General Services Committee should have been brought in sooner.

Mr. Berner added that there was pressure to get change orders to the Committee to keep the process moving. Mr. Higgs added that there are still many things that don't surface until you are in the "hands on" stage. He added that a mechanical contractor's review at the front end would have helped.

Supervisor Heidenreich said there should have been better communications from the plumbing crew on site with their supervisors or Samuels on the missed plumbing. Mr. Berner said this should have been handled with the General Contractor.

Mr. Berner said in regards to warranty work, Mr. Keating needs to fill out a warranty log form and submit it to Samuels, who should be dealing with any warranty problems at this time. He added that an added issue may be that there is a four month difference between the substantial completion date and when occupancy occurred. Mr. Higgs added that the warranty log is sent to Samuels and shared with CG Schmidt and staff. He added there was some misunderstanding and Mr. Keating was going directly to the manufacturer and not through Samuels or the General Contractor.

Mr. Berner said regarding training, facility staff get about one weeks training and this can sometimes become jumbled as there is a great deal of information to take in and remember. He suggested retraining/updates about three months after the facility is operational. He suggested the retraining/updates be put in the specs. He said the County would have to pay for the second training but it is well worth it.

Mr. Higgs said the FF&E process went very well and that Ms. Millis did an excellent job; the submittal exchange was good; and the IT Department worked very well with Samuels.

Chair Owens thanked Mr. Terronez and Mr. Higgs for their work on the project.

Supervisor Collins asked if this would have been a Design to Build process, would it have gone smoother. Mr. Berner said sometimes this process is a more difficult and other times it works very well because they are brought in earlier and it helps with change orders. He added that the level of communication is stepped up a notch and you don't hear "this is my interpretation" argument/excuse.

Supervisor Brill asked about the problem with the geothermal automatic switching over to the boilers and if they are going to be working with Mr. Keating. Mr. Berner said he would look into this and said he knows some work/discussion has already occurred.

Supervisor Brill said he would like to have geothermal on future agendas until this is taken care of.

Courthouse Tower

Update Report Mr. Leu said the investigation showed the tower is structurally sound and they are looking into solutions.

Communications, Announcements and Information. None.

Executive Session: Supervisors Collins and Brill moved to go into Executive Session at 9:51 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. ALL PRESENT.

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 Brill moved to go out of Executive Session at 10:14 A.M., second by Supervisor Collins. ADOPTED.

Supervisor Heidenreich asked about the UW-Rock dorm. Mr. Knutson said he is meeting next week with the Dean and Foundation. He added that he received a site plan and will have more information after the mentioned meeting.

Adjournment. Supervisor Brill moved adjournment at 10:17 A.M., second by Supervisor Collins. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.