

ROCK COUNTY, WISCONSIN



**GENERAL SERVICES COMMITTEE
TUESDAY, JANUARY 23, 2018 – 8:00 A.M.
CONFERENCE ROOM N-1 – FIFTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order
2. Approve Agenda
3. Citizen Participation
4. Approval of Minutes – January 9, 2018
5. Transfers
6. Updates
 - A. Alliant Energy Account Changes Regarding Cost Savings – Bill Alt, Alliant
 - B. Discussion and Possible Action on Proposed Mission Statement(s)
 - C. Monthly Update on Closed File Purging
 - D. Courthouse Security Project Management – Samuels Group
 - E. Update on End of Year (2017) Budget (Will be provided at the meeting)
7. Communications, Announcements and Information
8. Adjournment

Please contact Marilyn at (608)757-5510 if you are going to be late or if you will not be able to attend the meeting.

MARILYN BONDEHAGEN

From: Alt, Bill <WilliamAlt@alliantenergy.com>
Sent: Tuesday, January 16, 2018 11:03 AM
To: Brent Sutherland
Subject: Electric rate change savings opportunity for Rock County
Attachments: Gs-3 Time of Use Electric.pdf; GD-1.pdf; Rock County Gs-1 to Gs-3 review.xlsx

Brent:

Alliant Energy recently ran a rate comparison for Rock County's the small electric accounts and determined that there are potential saving for several of your accounts. Colum K of the attached spreadsheet shows the estimated savings of over \$11,500 for the first three quarters of 2017.

The accounts listed are currently on our Gs-1, our energy only electric rate at \$0.1142 cents per kwh. The savings are available by switching to our GS-3, Time of Use rate or to our GD-1 Demand rate.

I've attached a copy of our GS-3 rate and our GD-1 rate for your review, but here are the highlights

<u>Energy Pricing Period</u>	<u>Weekday Time Period</u>
High Rate (Summer)	11 a.m. to 7 p.m.
High Rate (Winter)	5 p.m. to 9 p.m.
Low Rate	11 p.m. to 6 a.m.
Regular Rate	All Other Hours

<u>Energy Pricing Period</u>	<u>Per kWh Rate</u>
High Rate:	\$0.16300
Regular Rate:	\$0.12250
Low Rate:	\$0.06366

b. <u>Energy Charges</u>	
<u>Energy Pricing Period</u>	<u>Per kWh Rate</u>
High Rate:	\$0.12000
Regular Rate:	\$0.07550
Low Rate:	\$0.05500
c. <u>Demand Charges</u>	
On-peak Demand:	\$8.00 per kW
Customer Demand:	\$2.00 per kW

I'd like to stop in and explain these rate options? Please let me know what is a good time for you.

Thanks

Bill Alt | Key Account Manager

Alliant Energy
3730 Kennedy Rd | Janesville, WI 53545-8812
Office: (608) 757-7565 | Cell: (608) 490-1757
alliantenergy.com | williamalt@alliantenergy.com

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GENERAL SERVICE TIME OF USE

ELECTRIC

1. Effective In

All territory served by the company.

2. Availability

a. This schedule is available to all farm and commercial customers who use single or three-phase service and have measured maximum demands of 75 kW or less for at least 8 out of 12 months and annual energy usage of 250,000 kWh or less. For new customers, the company shall, at its discretion, determine the customer's demand limits and energy usage until review of 12 month's service. Existing farm and commercial customers with Measured Maximum Demands exceeding 75 kW for 8 or more of the past 12 months or whose annual energy usage exceeds 250,000 kWh shall be immediately transferred to the appropriate rate schedule. Customers will not be moved from one rate to another, on the basis of conditions required to qualify for a rate schedule, more often than once a year.

(R)

(R)

b. Single-phase service is available for lighting and ordinary appliances including motors, which comply with the requirements of single-phase motors connected to lighting circuits as set forth in the company's Electric Service Rules, and heating appliances which do not interfere with lighting service.

c. Three-phase service is available to customers for combined lighting and power service, heating service and for services not permitted under single-phase service.

GENERAL SERVICE TIME OF USE

ELECTRIC

3. Rate

a. Customer Charge

Single Phase: \$0.5589 per day

Three Phase: \$0.8384 per day

b. Energy Charge

<u>Energy Pricing Period</u>	<u>Per kWh Rate</u>
High Rate:	\$0.16300
Regular Rate:	\$0.12250
Low Rate:	\$0.06366

4. Discount for Delivery at Primary Voltage

Where the customer receives power at the company's available primary distribution voltage (7,200/12,470 volts), the monthly bill for service is subject to a 2.5 percent discount of the total energy charge.

The customer shall provide a support for the company to terminate the primary conductors and install other required equipment. Customer owned substation equipment shall be operated and maintained by the customer. The support and substation equipment is subject to the company's inspection and approval.

For customers currently served from an existing 2,400/4,160 volt primary distribution system which has not been converted to 7,200/12,470 volts, or have remained at 2,400/4,160 volts due to company convenience, the primary metering discount shall apply.

(R)

(R)

GENERAL SERVICE TIME OF USE

ELECTRIC

5. Minimum Monthly Bill

The minimum monthly bill is the applicable customer charge.

(R)

6. Special Provisions for Noncontinuous Use

Service under this schedule contemplates continuous month-to-month use. A customer who has service discontinued and then turned back on (other than for nonpayment of bill) within 12 months of date service was discontinued shall pay the applicable minimum monthly bill for each month service was not being used plus:

- a. \$30.00 for reconnection of service during regular business hours.
- b. \$70.00 for reconnection of service after regular business hours.

No charges shall be made for the transfer of an account to a new owner of the premise, made without disconnection and reconnection of service.

7. Determination of Demand

Measured Maximum Demand is the hour of greatest consumption of electricity during each billing period. The measured maximum demand shall be determined from readings of company meters.

8. Energy Pricing Period

The Energy Pricing Period Schedule available to all customers is as follows:

<u>Energy Pricing Period</u>	<u>Weekday Time Period</u>
High Rate (Summer)	11 a.m. to 7 p.m.
High Rate (Winter)	5 p.m. to 9 p.m.
Low Rate	11 p.m. to 6 a.m.
Regular Rate	All Other Hours

All hours during Saturday, Sunday, and Holidays are designated as Low Rate Pricing Periods. Holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Summer is designated as the calendar months of June, July and August. Winter is designated as the calendar months of December, January and February.

(R)

GENERAL SERVICE TIME OF USE

ELECTRIC

(D)

9. Minimum Term Provision

A customer can transfer to Rate Gs-1 or Gd-1 after 12 continuous months of service.

(R)

10. Special Rules

See Rate Schedule Rh-1, Sheet No. 4.30.

11. Waiver

Any customer choosing to be served on this rate schedule thereby waives all rights to any billing adjustments arising from a claim that bill for the customer's service would be cheaper on any alternative rate schedule for any period of time, including any rights under Wisconsin Administrative Code PSC 113.0406 (4).

(R)

GENERAL SERVICE TIME-OF-DAY

ELECTRIC

13. Minimum Term Provision

A customer can transfer to Rate Gs-1 or Gw-1 (Residential and Farm only) before the completion of 12 months, provided he/she pays \$106.91 for the cost to change meters. A customer can transfer to rate Gs-1 or Gw-1 (Residential and Farm only) after 12 continuous months of service at no cost.

14. Moving Provision

If a residential customer on optional or mandatory time-of-day moves before having been billed on this rate schedule for a full year, he/she has the option of discontinuing time-of-day or resuming it at the new residence.

A residential customer moving into a residence that has been previously billed on time-of-day will be allowed a period of 1 year before the company will determine whether the customer is eligible for mandatory time-of-day.

15. Waiver

Any customer choosing to be served on this rate schedule thereby waives all rights to any billing adjustments arising from a claim that bill for the customer's service would be cheaper on any alternative rate schedule for any period of time, including any rights under Wisconsin Administrative Code PSC 113.0406 (4). (R)

GENERAL SERVICE DEMAND RATE

ELECTRIC

1. Effective In

All territory served by the company.

2. Availability

- a. This schedule is available to all farm and commercial customers who use single or three-phase service and have Measured Maximum Demands of 75 kW or less for at least 8 out of 12 months and annual energy usage of 250,000 kWh or less. For new customers, the company shall, at its discretion, determine the customer's demand limits and energy usage until review of 12 month's service. Existing farm and commercial customers with Measured Maximum Demands exceeding 75 kW for 8 or more of the past 12 months or whose annual energy usage exceeds 250,000 kWh shall be immediately transferred to the appropriate rate schedule. Customers will not be moved from one rate to another, on the basis of conditions required to qualify for a rate schedule, more often than once a year.
- b. Single-phase service is available for lighting and ordinary appliances including motors, which comply with the requirements of single-phase motors connected to lighting circuits as set forth in the company's Electric Service Rules, and heating appliances which do not interfere with lighting service.
- c. Three-phase service is available to customers for combined lighting and power service, heating service and for services not permitted under single-phase service.
- d. Most general service customers will have an Automated Metering Infrastructure (AMI) meter, which is required for this rate schedule. In some cases the meter may need adjustment to the communication settings and resolution to allow for hourly demand billing. It could take 90 days to make adjustments and to review test results, therefore delaying the start date for service under this rate schedule.
- e. This rate schedule and rate schedule RD-1 can collectively be limited to 100 new customers per month.

GENERAL SERVICE DEMAND RATE

ELECTRIC

3. Rate

a. Customer Charge

Single Phase: \$0.5589 per day
Three Phase: \$0.8384 per day

b. Energy Charges

<u>Energy Pricing Period</u>	<u>Per kWh Rate</u>
High Rate:	\$0.12000
Regular Rate:	\$0.07550
Low Rate:	\$0.05600

c. Demand Charges

On-peak Demand: \$8.00 per kW
Customer Demand: \$2.00 per kW

Energy Limiter Provision: the total charges in a billing month for Energy Charges and On-peak Demand charges will not exceed an effective rate of \$0.15000 per kWh.

4. Discount for Delivery at Primary Voltage

Where the customer receives power at the company's available primary distribution voltage (7,200/12,470 volts), the monthly bill for service is subject to the following discounts:

- a. 2.5 percent discount of the energy and measured maximum demand charges
- b. \$0.23 per kW of customer demand

The customer shall provide a support for the company to terminate the primary conductors and install other required equipment. Customer owned substation equipment shall be operated and maintained by the customer. The support and substation equipment is subject to the company's inspection and approval.

For customers currently served from an existing 2,400/4,160 volt primary distribution system which has not been converted to 7,200/12,470 volts, or have remained at 2,400/4,160 volts due to company convenience, the primary metering discount shall apply.

5. Minimum Monthly Bill

The minimum monthly bill is the applicable customer charge and customer demand charge.

GENERAL SERVICE DEMAND RATE

ELECTRIC

6. Special Provisions for Noncontinuous Use

Service under this schedule contemplates continuous month-to-month use. A customer who has service discontinued and then turned back on (other than for nonpayment of bill) within 12 months of date service was discontinued shall pay the applicable minimum monthly bill for each month service was not being used plus:

- a. \$30.00 for reconnection of service during regular business hours.
- b. \$70.00 for reconnection of service after regular business hours.

No charges shall be made for the transfer of an account to a new owner of the premise, made without disconnection and reconnection of service.

7. Demand Definitions

Measured Maximum Demand is the hour of greatest consumption of electricity during each billing period. The measured maximum demand is measured to the nearest 0.1 kW. The measured maximum demand shall be determined from readings of company meters.

On-Peak Demand is the measured maximum demand which occurs during week days (Monday through Friday) between 10 a.m. to 8 p.m. during the current billing month. On-peak demand is not measured on holidays, including New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Customer Demand is defined as the measured maximum demand in the current or preceding 11 billing months.

8. Special Rules

See Rate Schedule Rh-1, Sheet No. 4.30.

9. Minimum Term Provision

A customer can transfer to Rate Gs-1 or Gs-3 after 12 continuous months of service.

10. Waiver

Any customer choosing to be served on this rate schedule thereby waives all rights to any billing adjustments arising from a claim that bill for the customer's service would be cheaper on any alternative rate schedule for any period of time, including any rights under Wisconsin Administrative Code PSC 113.0406 (4).



GENERAL SERVICE DEMAND RATE

ELECTRIC

11. Energy Pricing Period

The Energy Pricing Period Schedule available to all customers is as follows:

<u>Energy Pricing Period</u>	<u>Weekday Time Period</u>
High Rate (Summer)	11 a.m. to 7 p.m.
High Rate (Winter)	5 p.m. to 9 p.m.
Low Rate	11 p.m. to 6 a.m.
Regular Rate	All Other Hours

All hours during Saturday, Sunday, and Holidays are designated as Low Rate Pricing Periods. Holidays are New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

Summer is designated as the calendar months of June, July and August. Winter is designated as the calendar months of December, January and February.

CC&B Acct NAME	ACCT_ID	Meter Number	Premise Address	Premise_City	Current Rate	2017 Jan-Sept 30 Use on GS-1	2017 Jan-Sept 30 Use on GS-3	2017 Jan-Sept 30 Use on GD-1	Rate Saving Group (2017 use)	\$ Savings Jan through Sept 30 2017	Best Rate for 2017 use	Best Rate for 2016 use	2016 use on GS-1	2016 use on GS-3	2016 use on GD-1	Notes and Meter Change
ROCK CO 911 COMM CENTER	8190340000	924946572	2897 OAKRIDGE BND TWR-A	JANESVILLE	GS-1	\$ 1,105	\$ 973	\$ 1,029	Greater than \$20	\$ 131	GS-3	GS-3	\$ 1,510	\$ 1,320	\$ 1,355	
ROCK CO COMMUNICATIONS	9961800000	924429275	602 DELCO DR	CLINTON	GS-1	\$ 758	\$ 671	\$ 655	Greater than \$20	\$ 104	GD-1	GD-1	\$ 1,200	\$ 1,057	\$ 1,044	
ROCK CO DIVERSION DIV	3300530000	470001064	3506 N US HIGHWAY 51	JANESVILLE	GS-1	\$ 16,907	\$ 14,893	\$ 15,878	Greater than \$20	\$ 2,014	GS-3	GS-3	\$ 23,329	\$ 20,414	\$ 21,417	
ROCK CO GARAGE	9494930000	922374347	3600 N PARKER DR GAR	JANESVILLE	GS-1	\$ 1,017	\$ 912	\$ 1,050	Greater than \$20	\$ 106	GS-3	GS-3	\$ 1,276	\$ 1,130	\$ 1,312	
ROCK CO GOVERNMENT	3991250000	708544540	1900 CENTER AVE, PARKING LOT LIGHTS	JANESVILLE	GS-1	\$ 3,933	\$ 2,883	\$ 5,814	Greater than \$20	\$ 1,050	GS-3	GS-3	\$ 3,394	\$ 2,968	\$ 6,432	
ROCK CO HWY COMM	4397110000	923228292	11228 N SHERMAN RD	EDGERTON	GS-1	\$ 898	\$ 824	\$ 859	Greater than \$20	\$ 74	GS-3	GS-3	\$ 1,189	\$ 1,069	\$ 1,130	
ROCK CO HWY COMM	8681260000	922200526	STATE ROAD 213	ORFORDVILLE	GS-1	\$ 424	\$ 364	\$ 400	Greater than \$20	\$ 61	GS-3	GS-3	\$ 627	\$ 540	\$ 595	
ROCK COUNTY EMERGENCY MGT	4633200000	924333690	3501 E COUNTY ROAD S	BELOIT	GS-1	\$ 2,350	\$ 2,025	\$ 2,163	Greater than \$20	\$ 325	GS-3	GS-3	\$ 2,727	\$ 2,342	\$ 2,531	
ROCK COUNTY FAIRGROUNDS	9628520000	470007439	2744 W COURT ST TOWER BUILDING	JANESVILLE	GS-1	\$ 303	\$ 281	\$ 265	Greater than \$20	\$ 38	GD-1	GD-1	\$ 408	\$ 375	\$ 354	
ROCK COUNTY FAIRGROUNDS	4998420000	710013457	CRAIG AVE BLWK CTR	JANESVILLE	GS-1	\$ 4,483	\$ 3,959	\$ 4,631	Greater than \$20	\$ 347	GS-3	GS-3	\$ 4,252	\$ 3,735	\$ 8,042	
ROCK COUNTY FAIRGROUNDS	9235350000	922319322	1317 CRAIG AVE MAINT	JANESVILLE	GS-1	\$ 3,745	\$ 3,398	\$ 6,905	Greater than \$20	\$ 216	GS-3	GS-3	\$ 1,928	\$ 1,626	\$ 1,756	
ROCK COUNTY FAIRGROUNDS	4555800000	931823823	1515 CRAIG AVE PIG BARN	JANESVILLE	GS-1	\$ 2,040	\$ 1,859	\$ 2,582	Greater than \$20	\$ 181	GS-3	GS-3	\$ 2,996	\$ 2,738	\$ 3,600	
ROCK COUNTY FAIRGROUNDS	4130830000	710013456	1515 CRAIG AVE FOODFAIR	JANESVILLE	GS-1	\$ 2,470	\$ 2,352	\$ 5,545	Greater than \$20	\$ 118	GS-3	GS-3	\$ 2,609	\$ 2,457	\$ 6,527	
ROCK COUNTY FAIRGROUNDS	6733100000	470007442	CRAIG ST W PRP IN	JANESVILLE	GS-1	\$ 1,318	\$ 1,258	\$ 3,233	Greater than \$20	\$ 60	GS-3	GS-3	\$ 26	\$ 26	\$ 200	
ROCK COUNTY FAIRGROUNDS	6930730000	709881714	1515 CRAIG AVE INDS	JANESVILLE	GS-1	\$ 366	\$ 340	\$ 1,129	Greater than \$20	\$ 26	GS-3	GS-3	\$ 472	\$ 425	\$ 1,484	
ROCK COUNTY GOVERNMENT	2152740000	927372229	201 E US HIGHWAY 14 VEHICLES	JANESVILLE	GS-1	\$ 2,999	\$ 2,538	\$ 2,439	Greater than \$20	\$ 561	GD-1	GD-1	\$ 3,560	\$ 2,998	\$ 2,961	
ROCK COUNTY HEALTH CARE	6095050000	710013371	3512 N PARKER DR LAUNDRY	JANESVILLE	GS-1	\$ 833	\$ 730	\$ 858	Greater than \$20	\$ 103	GS-3	GS-3	\$ 1,182	\$ 1,037	\$ 1,225	
ROCK COUNTY HEALTH DEPT	0890820000	718640889	3328 N US HIGHWAY 51	JANESVILLE	GS-1	\$ 18,248	\$ 16,764	\$ 17,093	Greater than \$20	\$ 1,484	GS-3	GS-3	\$ 16,030	\$ 15,077	\$ 18,004	
ROCK COUNTY OF	6254330000	470001712	64 BELOIT MALL	BELOIT	GS-1	\$ 806	\$ 711	\$ 679	Greater than \$20	\$ 127	GD-1	GD-1	\$ 1,202	\$ 1,059	\$ 1,024	
ROCK COUNTY OF COMMUNICATION CENTER	8889050000	923229686	2415 CLEAR LAKE AVE	MILTON	GS-1	\$ 373	\$ 311	\$ 332	Greater than \$20	\$ 61	GS-3	GS-3	\$ 624	\$ 529	\$ 541	
ROCK COUNTY PARKS	2454640000	923248039	11500 N CHARLEY BLUFF RD ROYCE	JANESVILLE	GS-1	\$ 5,687	\$ 4,823	\$ 4,482	Greater than \$20	\$ 1,204	GD-1	GD-1	\$ 3,112	\$ 2,638	\$ 2,758	Meter Ready for GD-1
ROCK CITY HWY STORAGE	4088500000	470002502	3715 NEWVILLE RD STO	JANESVILLE	GS-1	\$ 4,233	\$ 3,876	\$ 5,033	Greater than \$20	\$ 356	GS-3	GS-3	\$ 9,842	\$ 9,307	\$ 11,007	
ROCK DPW GARAGE	7340720000	718641510	794 W BELOIT ST	ORFORDVILLE	GS-1	\$ 8,442	\$ 7,170	\$ 6,806	Greater than \$20	\$ 1,636	GD-1	GD-1				Meter Ready for GD-1
ROCK HAVEN	6457500000	470007400	3418 COUNTY ROAD F	JANESVILLE	GS-1				Greater than \$20		GD-1	GD-1				



Rock County Mission Statement

To enhance the quality of life, health, safety, and trust of all citizens by providing top quality public services through a creative and responsive team committed to excellence, integrity, accountability, and respect.

Core Values

Honesty - Integrity - Respect

Vision

- **SERVICE** to the public is our fundamental reason for being. We strive to treat citizens with courtesy and as valued customers.
- **COOPERATION** among our staff and departments creates a smooth running organization. These collaborative attitudes and efforts are reflected in our working relationships with other public entities, the business community, nonprofit organizations, and citizens.
- **DILIGENCE** is the foundation of our work ethic. We challenge and inspire all staff to be efficient and effective in carrying out day-to-day tasks and activities.
- **ACCOUNTABILITY** is vital to maintaining public trust. We ensure accountability for our actions by adopting and enforcing policies, procedures, and processes that withstand the test of public review and scrutiny.
- **FISCAL RESPONSIBILITY** is fundamental to the way we conduct business. We maximize our human, physical, and financial resources in order to provide effective stewardship of public funds.
- **COMMUNICATION** and an informed citizenry are essential to the democratic process. We are committed to providing citizens with relevant, accurate, and timely information about our goals, services, and the decisions that will affect the public.
- **INNOVATION** and creativity shape our future. We encourage staff to challenge the status quo and discover new ideas or better methods. We foster staff development in order to respond to changing needs in our community.
- **SAFETY** is critical to a high standard of living. We protect the citizenry through prevention, early intervention, treatment services, and enforcement of the law.
- **ENVIRONMENT** is central to our community. Preservation of our natural environment ensures that generations to come will enjoy the resources we value and preserve. Caring for our social environment ensures that community remains a vital part of our culture.
- **DIVERSITY & INCLUSION** - Rock County commits to a diverse workforce that increases creativity and provides a safe, inclusive, and motivating environment for all employees, citizens, and those we serve. Rock County promotes a workplace that provides respect, fairness, and work-life balance; maintains opportunities for all to excel in their careers; and is void of discrimination and prejudice.

RULE IV- COMMITTEE GENERAL

A. The purpose of this rule is to define the structure and duties of the County Board Committee system. All matters pertaining to Committee organization, membership, and responsibilities shall be construed in favor of the declared will of the County Board in these rules, consistent with the intent of Wisconsin Statute 59.03(1).

B. Each committee shall be the public focal point for all programs and activities under its supervision. Each committee shall be responsible for reviewing and recommending appropriate action on relevant state legislation, and such legislative actions shall be coordinated through the County Board Staff Committee. Committee responsibilities shall be broadly defined to incorporate functionally similar programs and activities to eliminate duplication or multiple committee assignments.

C. Additional special, ad hoc or single-purpose board related committees may only be established with the approval of the County Board for a specific purpose and term. County Board Supervisors who are members of such committees shall be entitled to per meeting allowance and mileage as provided in Rule IV-J. Citizen members of such committees shall be entitled to only mileage reimbursement (at the currently applicable IRS Rate).

D. All County Board matters shall first be reviewed by the appropriate committee prior to County Board consideration except under emergency conditions so declared and approved by 2/3 vote of the County Board present and voting. All committees shall make written recommendations on all matters submitted to them. Votes are to be indicated as for, against, abstain or absent. When a question is put, every member shall vote except that where a member has a conflict of interest, the Chair may permit that member to abstain.

E. Each committee shall be the governing body for all functions and activities under its supervision and shall have the duty and responsibility to implement all appropriate provisions of State Law, County Board policy, and these rules.

F. Except when uniformly mandated to the contrary by law, each committee shall be composed of a majority of County Supervisors and such additional members as required by law and approved by the County Board. Rev. 4/19/2016 5 No committee may create sub-committees or otherwise subdivide committee responsibilities, unless authorized by the whole County Board.

G. Appointments to committees, commissions and boards shall be made by the Chair, including chairships subject to County Board confirmation. The Chairs of all standing committees shall be County Board members. Vice Chairships shall be elected by the committee membership. Vacancies during the term of any committee member shall be filled by the County Board Chair with confirmation by the County Board. If practicable, this shall be done within 30 working days of the date on which the vacancy was created.

H. Committee assignments may be altered upon written request after one year or in the case of conflicting assignments or upon recommendation of the County Board Chair with County Board confirmation. Committee assignments may be exchanged if both supervisors agree. Otherwise, appointments shall be effective until successors are appointed two years later at which time appointments shall be considered.

I. Committee coordination shall be the responsibility of the County Administrator and County Clerk per s. 59.23(2)(a), Wis. Stats., to provide agenda, meeting and minutes assistance, administrative and staff follow-up and related matters. Minutes shall be in a format chosen by the Clerk, and minutes and agendas shall be filed in the Clerk's office. All committee agendas are to be submitted to the County Administrator's no later than the Tuesday of the week preceding the meeting and in the committee member's hands no later than 48 hours before the meeting. A majority of the members of any committee shall have the right to add an item to the committee agenda, subject to the requirements of the Open Meeting Law.

J. Board members shall be allowed a per meeting allowance and mileage for County Board meetings and other county-initiated business with their assigned committee's jurisdiction only. Exceptions to the provision may be made with the written approval of the County Board Chair or Vice Chair. Non-board members of standing board committees shall receive per meeting allowance and mileage. No per meeting allowance shall be paid to any committee member for committee work unless the claim submitted for such per meeting allowance has been signed by the claimant and the committee chair. Per meeting allowance claimed for the conducting of county business not directly related to the Board member's committee assignments must be signed by the claimant and the County Board Chair. No County Board member shall receive a per meeting allowance for attending any County Board meeting, or committee meeting unless the member is present and answers at the roll call taken at the commencement of each meeting or unless excused from such roll call by the Chair and unless the member is also present at the adjournment of each meeting or unless otherwise excused by the Chair. In order to qualify for per meeting allowance and expense, a committee meeting must adjourn a minimum of one (1) hour prior to the "Call to Order" of a County Board meeting. In order to be honored, all claims for per meeting allowance and expense must be turned into the County Clerk's Office by the end of the month following the month in which the expenditure is incurred, unless excused by the Finance Committee for cause. If a per meeting allowance claim is denied, then the reason for denial will be forwarded in writing.

K. Any request for new or revised programs or additional employees by any County Department not included in the approved annual budget shall be referred to the County Administrator for review of need who shall then forward the request along with an analysis and recommendation to the appropriate County Board committee for recommendation to the County Board.

L. Between the time the County Board of Supervisors takes office following its election, and new committees are appointed and confirmed by the County Board, committees shall not meet, unless they still have a quorum of Committee or Board members.

M. A quorum is necessary to conduct committee business. A "quorum" shall be a majority of the total authorized committee membership.

N. A majority of committee members will determine the day and time that the committee will meet.
Rev. 4/19/2016 6

O. Except as otherwise provided by law, the Chair of the County Board and the Vice-Chair shall be ex-officio members of all standing committees. Their ex-officio membership is in addition to the membership hereinafter prescribed for each committee. Any committee lacking a quorum may call on the Chair or Vice-Chair to make a quorum as an active voting member of that committee for that day.

The Chair and Vice-Chair shall be paid mileage and per diem only when used to make a quorum by any properly noticed Standing County Committee.

RULE V - STANDING COUNTY BOARD COMMITTEES, DUTIES, MEMBERSHIP AND RESPONSIBILITIES

A. The following shall be the standing committees of the County Board of Supervisors and shall have the general duties and responsibilities stated in Rule IV, shall approve all contracts, claims and demands and causes of action less than \$10,000 and shall review the prior month's payments against the accounts under their jurisdiction. Upon request from department heads and review by the County Administrator, or a designated agent, standing committees reallocate amounts more than \$5,000 and up to \$10,000 between detail accounts or create new detail accounts of an individual county office or department within their jurisdiction. With review by the County Finance Director, the County Administrator or the Administrator's designee may approve reallocation requests of \$5,000 or less, or create detail accounts for any transfer of \$5,000 or less without further committee action.

General Services Committee

- (1) The committee shall be composed of five supervisors.
- (2) The committee shall have policy supervision over the Facilities Management Department.
- (3) All building construction, including change orders, shall be supervised and approved by this committee in cooperation with the committee under whose jurisdiction the activity to be housed, therein, is controlled. In case of dispute between these committees, as to materials or method of construction, the decision of the General Services Committee shall control. Change orders involving an additional expenditure in excess of \$10,000 shall be submitted to the County Board for approval and a statement showing the cumulative total of all change orders shall be submitted to the Board at the same time.
- (4) Any relocation of offices and/ or departments shall be reviewed by the appropriate governing committee prior to being acted on by the General Services Committee.
- (5) The Committee shall have policy supervision over energy management and related issues as well as the inventory of the County's fixed assets.

ROCK COUNTY, WISCONSIN



GENERAL SERVICES MISSION STATEMENT

To enable Rock County Employees to be effective and efficient in satisfying client needs through workplace design and management.

ROCK COUNTY, WISCONSIN

51 S. Main Street
Janesville, WI 53545



Facilities Management

Facilities Maintenance

(608) 757-5526

(608) 757-5516 - Fax

Facilities Management proposed Mission Statement

To provide all citizens and staff who enter and work in all County Facilities a safe and comfortable environment, delivering Excellent Customer Service while maintaining financial responsibility.

DRAFT

MARILYN BONDEHAGEN

From: LISA MOORE-KELTY
Sent: Friday, January 05, 2018 7:57 AM
To: Brent Sutherland
Cc: PHIL BOUTWELL; SARA MOOREN; PATRICK SINGER
Subject: Tunnel Project - Monthly Progress Report (1/5/18)

To recap, there are a total of 95 shelving sides (each side has on average 7 shelves). We're currently concentrating on the Alpha area that has 19 shelving sides. Since we began purging we've gone through 16 shelving sides with 3 left to go in Alpha. Since the last time I checked in, we've purged 4 shelving sides in Alpha.

We've completed 17% of the purging in the tunnel and I anticipate we'll finish Alpha within the next two weeks and we can turn our attention to the regular shelving units; there are many more of these modern records (76 shelving sides) but the hope is they'll be quicker to go through because there should be continuity in how they're organized.

11/29/17 Progress Report: 13% of records purged
01/05/18 Progress Report: 17% of records purged

Lisa A. Moore-Kelty, RHIT
Rock County HIPAA Privacy Officer
Human Services Medical Records Manager
P.O. Box 1649
Janesville, WI 53547-1649
608-757-5172 (phone)
608-757-5011 (fax)
lisa.moore-kelty@co.rock.wi.us

MARILYN BONDEHAGEN

From: Kurt Berner <KBerner@samuelsgroup.net>
Sent: Friday, December 15, 2017 11:09 AM
To: Brent Sutherland
Subject: CM Service Scope Revision Letter
Attachments: CM Services Revision of scope.pdf

Good Morning Brent,

Attached is the letter requested identifying CM service scope for the balance of projects at the courthouse.

Please let me know if you have any questions.

Thanks and have a good weekend

Kurt Berner

Vice President

o: 715.841.1909 | c: 715.218.3762
Des Moines | Waterloo | Wausau



Contractors.
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December 11, 2017

Brent Sutherland
Rock County
51 S. Main Street
Janesville, WI
53545

RE: CM Service revisions for the balance of project phases at the courthouse.

Brent,

This letter is in response to your request made earlier this month on identifying the most efficient way to utilize the balance of our CM service fees for construction projects at the courthouse.

Our contract dated March 11, 2016 has been billed to \$79,430.31 and the original contract amount was \$120,000. Leaving a remaining balance of \$40,569.69. As we discussed via phone call earlier this month we are open to providing support for you and your team in whatever way is most beneficial to maximize the balance of this agreement.

Our suggestion was to have our project manager attend a couple early design meetings to provide input into project phasing and constructability, review final bid documents for phasing and constructability, assist with bid review once bids are received and then periodic site visits as construction was under way. Under this approach we anticipate the breakdown of those services would look like the following:

3 – Design Meetings - \$4,500
1 – Bid Review - \$1,500
23 – Site Visits - \$34,500

We are open to adjusting any of the above suggested services to help support the oversight of the projects in whatever way would help you and your team.

Please let me know if there are any questions.

Thanks

Sincerely,


Digitally signed by Kurt Berner
DN: cn=Kurt Berner, o=The
Samuels Group, ou=Vice
President,
email=kberner@samuelsgroup.net,
c=US
Date: 2017.12.15 11:06:43 -0600

Kurt Berner
Vice President
The Samuels Group

