



**GENERAL SERVICES COMMITTEE**  
**Minutes – March 6, 2018**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, March 6, 2018 in Conference Room N-1, fifth floor, Rock County Courthouse-East.

**Committee Members Present:** Supervisors Brill, Zajac, Homan, Podzilni and Yeomans.

**Committee Members Absent:** None.

**Staff Members Present:** Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Jon Furseth, Facilities Superintendent, Courthouse; Dave Froeber, Facilities Superintendent, Rock Haven.

**Others Present:** Brian Zobel, UW Colleges – Southwest.

**Approval of Agenda:** Supervisor Yeomans moved approval of the agenda as presented, second by Supervisor Zajac. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Yeomans moved approval of the minutes of February 20, 2018, second by Supervisor Homan. ADOPTED.

**Transfers.** None.

**Review of Payments.** The Committee accepted the reports.

**Resolution.**

**Adopting Contract for Carpet Replacement at Rock County Courthouse and Job Center**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, and awards a contract to replace carpet at the Rock County Courthouse and Job Center in the amount of \$59,000, to Halverson Flooring of Janesville, WI.”

Supervisor Zajac moved approval of the above resolution, second by Supervisor Homan.

Mr. Sutherland said the carpet in Courtroom H will be replaced when the seating is replaced at the end of the month. Some of the carpet by the Judges that had been discolored by

water damage will be replaced. The carpet in the resource/media room at the Job Center will be replaced.

ADOPTED.

**Updates.**

**Discussion and Possible Action on Mission Statements** Mr. Sutherland said he talked to Corporation Counsel and was told the Committee could have a mission statement and the Facilities Management Department could have a mission statement as well. He said he will be meeting with his staff to discuss and make any changes with their input.

Moved by Supervisor Homan to approve the General Services Committee Mission Statement as written, second by Supervisor Podzilni. ADOPTED.

**Review and Discussion of Walker Parking Consultant Study** Mr. Sutherland said at the last meeting the Committee had requested the cost of the study, and the cost was \$9,000.

**Review and Discussion of Potter Lawson Proposal and Agreement Phase 2 & 3** Mr. Sutherland said he contacted Potter and Lawson, as the Committee requested, and they referred him to this document and letter dated December 22, 2017. He directed the Committee to the last page and said it is written in the agreement that the suggestion was to budget about \$33,000 for this testing.

**Communications, Announcements and Information.** None.

**Adjournment.** Supervisor Yeomans moved adjournment at 8:21 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**