



**GENERAL SERVICES COMMITTEE  
Minutes – February 2, 2021**

**Call to Order.** Chair Potter called the meeting of the General Services Committee to order at 7:30 A.M., Tuesday, February 2, 2021 via teleconference.

**Committee Members Present:** Supervisors Potter, Brien, Wilson, Fox and Homan.

**Committee Members Absent:** None.

**Staff Members Present:** Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Brent Sutherland, Facilities Management Director; Dave Froeber, Facilities Superintendent; and Terri Carlson, Risk Manager.

**Others Present:** Sups Shirley Williams and Pam Bostwick; Brian Zobel, UW Whitewater at Rock County.

**Approval of Agenda.** Supervisor Fox moved approval of the agenda, second by Supervisor Homan. ADOPTED.

**Approval of Minutes – January 19, 2021.** Supervisor Wilson moved approval of the minutes of January 19, 2021 as presented, second by Supervisor Fox. ADOPTED.

**Public Comment.** No comments were submitted.

**Transfers.** None.

**Resolutions and Committee Approval**

**Awarding Contract for the Purchase of Monitors to be Installed in Conference and Meeting Rooms at the “Dr. Daniel Hale Williams Rock County Resource Center” located at 1717 Center Ave**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2021, and awards a contract for the purchase of 47 monitors and wall mount hardware in the amount of \$57,163.00 to AVI Systems Inc of Madison, WI.”

Supervisor Fox moved approval of the above resolution, second by Supervisor Brien. ADOPTED.

**Approval to contract for purchase of refrigerator/freezer for the “Dr. Daniel Hale Williams Rock County Resource Center”**

“This approval is for the purchase of 15 refrigerator/freezers for the kitchenettes located throughout the newly renovated “Dr. Daniel Hale Williams Rock County Resource Center” located at 1717 Center Ave. Quotes were solicited from 3 different suppliers with Brothers Main being the lowest cost at \$875 each for a total cost of \$13,125. Kitchenettes were installed in each program area to reduce the number of private owned refrigerator/ freezers in the individual work spaces.”

Brent Sutherland commented for the new members of the Committee that the County’s Purchasing Policies states:

- contracts/purchases in excess of \$25,000 to be in resolution form and after approval by the Committee, the resolution is sent to the full County Board for adoption.
- Contracts/purchases between \$10,000 and \$25,000 require Committee action only

Supervisor Homan moved approval of the above contract, second by Supervisor Wilson.  
ADOPTED.

**Approval to contract for the purchase of refrigerator units for the “Dr. Daniel Hale Williams Rock County Resource Center”**

“This approval is for the purchase of 7 refrigerators for the kitchenettes located throughout the newly renovated “Dr. Daniel Hale Williams Rock County Resource Center” located at 1717 Center Ave. Quotes were solicited from 3 different suppliers with Brothers Main being the lowest cost at \$1,450 each for a total cost of \$10,150. Kitchenettes were installed in each program area to reduce the number of private owned refrigerator/ freezers in the individual work spaces.”

Supervisor Fox moved approval of the above contract, second by Supervisor Brien.  
ADOPTED.

**Recognizing Kenneth McMillan**

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors at its regular meeting this \_\_\_\_ day of \_\_\_\_\_, 2021, directs that a sincere expression of recognition be given to Kenneth McMillan for his 21 years of service and expresses to him best wishes for the future.”

Supervisor Brien moved approval of the above resolution, second by Supervisor Fox.  
ADOPTED.

**Updates, Discussion and Possible Action.**

**Update on 1717 Center Avenue Project**

**Approval of Change Orders** Mr. Sutherland said there were no change orders at this time.

**Schedule** Mr. Sutherland reported that the project is on schedule for substantial completion, approximately July 1. Work is underway on furniture items and it is hoped that the furniture order can be placed this month.

**Update on DPW Garage at Shopiere**

**Approval of Change Orders:** Mr. Sutherland said there were no change orders at this time.

**Schedule** Mr. Sutherland reported that the punch list walk-through was conducted yesterday. The doors are scheduled to arrive on February 10. The project completion is scheduled for February 15 with landscaping, etc. to be completed afterwards.

**Update on 911/IT Renovation Design:** Mr. Sutherland reviewed with the Committee the various aspects of the project. A consultant firm specializing in data centers has been hired. A design team consisting of IT staff, 911 staff and consultant/engineering firm have been meeting bi-weekly. Conceptual design phase is 85% complete. Design completion, bid specification development, bid letting - award, and initial construction slated for this year/2021. The balance of construction would be in 2022 with completion in summer of 2022.

**Update on Sheriff's Office Phase 1 Design:** Mr. Sutherland reviewed with the Committee the major milestones and projected timelines. A design team has been meeting. A contract with Venture Architects will be forwarded to a future Committee meeting for approval. Phase I engineering will be conducted this year/2021. Construction will be scheduled to start in 2022.

**Update on DA Renovation Progress:** Mr. Sutherland reviewed with the Committee the major milestones and projected timelines. Bidding is anticipated to be yet this month. Asbestos remediation work to the carpeted areas will add some time to the project.

**Communications, Announcements and Information.** Mr. Zobel reported that classes started two weeks ago. Normally (pre-COVID), the parking lots would be filled but due to hybrid classes, the parking lots are only half full.

Brent Sutherland noted with the DPW Shopiere Garage project nearing completion, would the Committee want a tour. The Committee agreed to schedule a tour in conjunction with a future Committee meeting.

Brent Sutherland in response to a request from Sup. Brien made contact with the UAW building occupants on the status of the new Dr. Daniel Hale Williams Rock County Resource Center.

**Adjournment.** Supervisor Brien moved adjournment at 7:58 A.M., second by Supervisor Fox. ADOPTED.

Respectfully submitted,

Randy Terronez  
Assistant to the County Administrator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**