

**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5518



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**GENERAL SERVICES COMMITTEE  
TUESDAY, JUNE 4, 2013 – 8:00 A.M.  
CONFERENCE ROOM N-1 – FIFTH FLOOR  
ROCK COUNTY COURTHOUSE-EAST**

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – May 21, 2013
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Resolutions
  - A. Approving Additional Funding for the County Complex Parking Lot Improvement Project and Amending the 2013 Budget
  - B. Authorizing Additional Contingency Funding and Amending the 2013 Budget for Rock Haven Project (Will be provided at the meeting.)
7. Updates
  - A. Jail Project
    - 1) Update Report
    - 2) Change Orders
  - B. Rock Haven
    - 1) Update Report
    - 2) Change Orders
  - C. Courthouse Windows
  - D. Courthouse Parking Lots – Leaks and Warranty Work
  - E. Courthouse Entrance – West Side – Concrete Planters
  - F. No Smoking Signs on County Property
8. Communications, Announcements and Information
9. Adjournment



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62460	BLDG SERV R&M	36,500.00 56.3%	15,774.45	4,806.17	15,919.38		
	P1300226-PO# 05/29/13 -VN#014018		LAND AND WHEELS			250.84	
			CLOSING BALANCE		15,668.54		250.84
1818159200-62470	BLDG R & M	29,800.00 13.1%	3,911.16	0.00	25,888.84		
	P1300234-PO# 05/29/13 -VN#016104		SHERWIN WILLIAMS			680.17	
	P1300238-PO# 05/29/13 -VN#011891		WERNER ELECTRIC SUPPLY COMPANY			263.64	
			CLOSING BALANCE		24,945.03		943.81
1818159200-63109	OTHER SUPP/EXP	31,750.00 23.0%	6,015.48	1,292.65	24,441.87		
	P1300216-PO# 05/29/13 -VN#019048		FASTENAL COMPANY			14.55	
	P1300221-PO# 05/29/13 -VN#030781		HOME DEPOT/GEFCF			8.27	
	P1300227-PO# 05/29/13 -VN#014423		MC MASTER-CARR SUPPLY COMPANY			9.05	
			CLOSING BALANCE		24,410.00		31.87
1818159200-63111	PAPER PRODUCTS	12,000.00 0.0%	2,101.35	-2,101.34	11,999.99		
	P1300236-PO# 05/29/13 -VN#048467		STAPLES ADVANTAGE			576.88	
			CLOSING BALANCE		11,423.11		576.88
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			1,803.40	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,803.40 INCURRED BY HCC BUILDING COMPLEX. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	119,800.00	68.3%	50,898.85	31,014.48	37,886.67	
	P1300640-PO# 06/01/13 -VN#010938					ARAMARK UNIFORM SERVICES INC	151.64
				CLOSING BALANCE		37,735.03	151.64
1818100000-63500	R&M SUPPLIES	210,000.00	41.3%	86,819.46	0.00	123,180.54	
	P1300660-PO# 06/01/13 -VN#012202					DE VERE COMPANY INC	171.39
	P1300665-PO# 06/01/13 -VN#011198					BELOIT FIRE PROTECTION COMPANY	260.55
	P1300666-PO# 06/01/13 -VN#030879					BJ ELECTRIC SUPPLY INC	26.36
	P1300676-PO# 06/01/13 -VN#019954					FERGUSON ENTERPRISES INC	189.97
	P1300679-PO# 06/01/13 -VN#036010					GRAINGER PARTS	186.03
	P1300683-PO# 06/01/13 -VN#047242					HCH WATER TECHNOLOGY INC	530.44
	P1300684-PO# 06/01/13 -VN#030781					HOME DEPOT/GEFC	14.97
	P1300685-PO# 06/01/13 -VN#013597					JANESVILLE ELECTRIC MOTOR CORP	1,056.63
	P1300740-PO# 06/01/13 -VN#029890					JACK AND DICKS FEED AND GARDEN	607.70
	P1300749-PO# 06/01/13 -VN#016104					SHERWIN WILLIAMS	142.17
	P1300765-PO# 06/01/13 -VN#016758					TRANE COMPANY	8,799.61
	P1300773-PO# 06/01/13 -VN#016376					STATE ELECTRICAL SUPPLY INC	1,873.34
				CLOSING BALANCE		109,321.38	13,859.16
	GENERAL SERVICES. PROG-TOTAL-PO						14,010.80

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$14,010.80 INCURRED BY GENERAL SERVICES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-62400	R & M SERV	50,737.00 0.5%	329.38	-29.37	50,436.99		
	P1300640-PO# 06/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		27.30	
			CLOSING BALANCE		50,409.69		27.30
1818110000-63500	R&M SUPPLIES	20,000.00 12.3%	6,853.96	-4,382.30	17,528.34		
	P1300666-PO# 06/01/13 -VN#030879			BJ ELECTRIC SUPPLY INC		48.20	
	P1300685-PO# 06/01/13 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		136.50	
			CLOSING BALANCE		17,343.64		184.70
	GLEN OAKS OPER.		PROG-TOTAL-PO			212.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$212.00 INCURRED BY GLEN OAKS FACILITY OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	78,150.00 12.2%	4,899.49	4,688.52	68,561.99		
	P1300640-PO# 06/01/13 -VN#010938			ARAMARK UNIFORM SERVICES INC		14.36	
				CLOSING BALANCE	68,547.63		14.36
1818120000-63500	R&M SUPPLIES	24,000.00 14.9%	3,597.02	0.00	20,402.98		
	P1300679-PO# 06/01/13 -VN#036010			GRAINGER PARTS		158.18	
	P1300684-PO# 06/01/13 -VN#030781			HOME DEPOT/GECF		28.93	
	P1300748-PO# 06/01/13 -VN#025791			SGTS INC		359.47	
				CLOSING BALANCE	19,856.40		546.58
	JUV.DET.OPER.		PROG-TOTAL-PO			560.94	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$560.94 INCURRED BY JUV.DETENTION FACILITY OPERATN. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00 13.5%	5,383.38	-2,543.51	18,160.13	10.97	
		P1300684-PO# 06/01/13 -VN#030781		HOME DEPOT/GECF			
			CLOSING BALANCE		18,149.16		10.97
		COMM.CTR.OPER.	PROG-TOTAL-PO			10.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$10.97 INCURRED BY COMMUNICATIONS CTR.OPERATION, CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.  
 GENERAL SERVICES COMMITTEE APPROVES THE ABOVE, COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

DATE \_\_\_\_\_ CHAIR



Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	18.8%	15,326.17	3,498.14	81,175.69	
	P1300659-PO# 06/01/13 -VN#011970					CONNORS SUPPLY INC	1,287.45
	P1300674-PO# 06/01/13 -VN#012507					ENERGETICS INC	18.05
	P1300676-PO# 06/01/13 -VN#019954					FERGUSON ENTERPRISES INC	522.33
	P1300677-PO# 06/01/13 -VN#044398					FIRST SUPPLY LLC	53.97
	P1300684-PO# 06/01/13 -VN#030781					HOME DEPOT/GECF	65.84
	P1300765-PO# 06/01/13 -VN#016758					TRANE COMPANY	3,652.21
						CLOSING BALANCE	75,575.84
						JAIL.CAP.IMPROV. PROG-TOTAL-PO	5,599.85

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,599.85 INCURRED BY JAIL CAPITAL IMPROVEMENTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818550000-67200	CAPITAL IMPROV	550,000.00	2.2%	1,950.00	10,500.00	537,550.00	
	P1300885-PO# 06/01/13 -VN#036838					ARNOLD AND O SHERIDAN INC	2,550.00
				CLOSING BALANCE	535,000.00		2,550.00
	COURTHOUSE SCRTY			PROG-TOTAL-PO			2,550.00

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,550.00 INCURRED BY COURTHOUSE SECURITY. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

**JUN 04 2013**

DATE \_\_\_\_\_ CHAIR

RESOLUTION NO. \_\_\_\_\_

AGENDA NO. \_\_\_\_\_

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

The General Services Committee  
INITIATED BY



Robert Leu  
DRAFTED BY

The General Services Committee  
SUBMITTED BY

May 23, 2013  
DATE DRAFTED

**Approving Additional Funding for the County Complex Parking Lot Improvement  
Project and Amending the 2013 Budget**

- 1 **WHEREAS**, reconstruction of the parking lots at the Health Care Center, Sheriff's Office, and Glen
- 2 Oaks facility, was substantially complete in December 2012; and,
- 3
- 4 **WHEREAS**, when the old asphalt was removed, it became apparent that the gravel bed under the
- 5 pavement at the Health Care Center and Glen Oaks facility had deteriorated, requiring replacement; and,
- 6
- 7 **WHEREAS**, funds are available in the Jail/HCC Project account to cover the resulting shortfall in the
- 8 Parking Lot Project account.
- 9

10 **NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled  
 11 this \_\_\_\_\_ day of \_\_\_\_\_, 2013, that the budget for the Complex Parking Lot Improvement  
 12 Project be increased by \$59,000, to cover the additional work, and close out the project; and,

13  
 14 **BE IT FURTHER RESOLVED**, that the funds come from the Jail/HCC Complex Project account,  
 15 amending the 2013 budget as follows:

17 Account Description	Budget	Increase	Amended
	5/23/13	(Decrease)	Budget
18 Source of Funds			
19 18-1849-0000/67200	\$664,736	(\$59,000)	\$605,736
20 Jail/HCC Complex Project			
21 Use of Funds			
22 18-1853-0000/67200	\$847,350	\$59,000	\$906,350
23 HCC/Glen Oaks Parking Lots			
24			
25			

Respectfully submitted,

General Services Committee:

Finance Committee Endorsement:  
Reviewed and Approved on a Vote of

\_\_\_\_\_  
Phillip Owens, Chair

\_\_\_\_\_  
Henry Brill, Vice Chair

\_\_\_\_\_  
Ivan Collins

\_\_\_\_\_  
Jason Heidenreich

\_\_\_\_\_  
Edwin Nash

\_\_\_\_\_  
Mary Mawhinney, Chair

**Approving Additional Funding for the County Complex Parking Lot Improvement Project and Amending the 2013 Budget.**

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FISCAL NOTE:

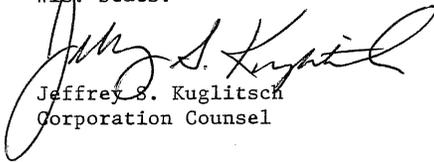
Sufficient funding is available in the Jail/HCC Complex Project account, A/C 18-1849-0000-67200, for the transfer to the HCC/Glen Oaks Parking Lots account.



Sherry Oja  
Finance Director

LEGAL NOTE:

As an amendment to the adopted 2013 County Budget, this Resolution requires a 2/3 vote of the entire membership of the County Board pursuant to sec. 65.90(5)(a), Wis. Stats.



Jeffrey S. Kuglitsch  
Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.



Craig Knutson  
County Administrator

## Executive Summary

The resolution before you adds \$59,000 to the Complex Parking Lot Project account to cover change orders, pay off the engineer, and close out the project. The funds are being transferred from the HCC/Jail Project account.

The need to supplement the project account is primarily due to the condition of the roadbeds at the Health Care Center and Glen Oaks. At the Health Care Center, the base under the pavement was a patchwork of different fill materials. The old asylum sat on this site, and over the last 38 years, other buildings, tunnels, utilities, sewer/water lines, and even sink holes were removed and backfilled. Our only option was to rebuild the compacted roadbed to evenly support the new pavement. Unit pricing submitted at the time of bid was used to calculate the cost of this change order.

Over at Glen Oaks, the roadbed was also in terrible shape. When the roads and parking lots were constructed in the 1960's, the specifications called for 6" of compacted gravel over virgin soil. In other words, the original excavation didn't even make it down to the sand and gravel commonly found out at the County Complex. Again, the only option was to remove the topsoil and rebuild the roadbed.

Except for a few punchlist items, the project is complete.