

**GENERAL SERVICES COMMITTEE**  
**Minutes – April 19, 2016**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, April 19, 2016 in Conference Room N-1, Rock County Courthouse East.

**Committee Members Present:** Supervisors Brill, Heidenreich, and Zajac.

**Committee Members Absent:** Supervisors Brien and Nash.

**Staff Members Present:** Carl Varga, Interim Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; and Shilo Titus, Purchasing Specialist.

**Others Present:** Brian Zobel, Facilities Manager, UW Colleges - Southwest; Mike Connor, UW Rock County Building and Grounds Superintendent.

**Approval of Agenda:** Chair Brill said there is an amended agenda. Item 8.C. was added. Supervisor Heidenreich moved approval of the amended agenda, second by Supervisor Zajac. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Zajac moved approval of the minutes of April 5, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances.**

|                                  |             |
|----------------------------------|-------------|
| HCC Building Complex             | \$ 3,492.08 |
| General Services                 | 7,164.83    |
| Glen Oaks Facility Operation     | 316.01      |
| Youth Services Center            | 388.56      |
| Communications Center Operations | 151.37      |
| Jail                             | 6,372.86    |
| UW-Rock County                   | 1,986.82    |
| Job Center                       | 523.41      |
| Jail Capital Improvements        | 85.00       |
| U-Rock Expansion Project         | 55,100.00   |
| HCC Complex Project              | 37,727.35   |

**Pre-Approved Encumbrance Amendments.** None.

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

**Resolutions.**

**Authorizing Purchase of Floor Coverings for Various County Facilities**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors, duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, that a purchase order be issued for flooring replacement to Halverson Carpet Center, Ltd of Janesville in the amounts noted below.

|                                    |           |
|------------------------------------|-----------|
| Rock County Jail                   | \$12,614  |
| Health Department/Council on Aging | \$ 8,466  |
| Rock County Job Center             | \$25,072” |

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

**Retaining an Architectural /Engineering Firm to Prepare Plans and Specifications for the Job Center Public Restrooms.**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2016, that Angus Young Architecture/Engineering, of Janesville, WI, be retained to prepare plans and specification, with construction phase services, in the amount of \$14,700.”

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

**Authorizing Purchase of a Honeywell Building Integrator and Workstation at the Rock County Jail Facility.**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2016, that a purchase order be issued Honeywell Building Solutions in the amount of \$31,682.00, for the required engineering, equipment installation, setup, programming, checkout and training for a building integrator and work station at the Rock County Jail.”

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

**Retaining an Engineering Firm to Prepare Plans and Specifications for Heating Water Piping Grooved Fitting Replacement.**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2016, that KJWW Engineering be retained to prepare project plans and specifications, in the amount of \$18,500.00, and a design contingencies of \$1,500.00 to cover additional project related expenses.”

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

**Committee Approval.**

**Engineering Services for the Rock County Job Center Exterior Masonry Repair.**

Supervisor Zajac would like a copy of the completed plans and specifications.

Supervisor Zajac moved approval of the above engineering service, second by Supervisor Heidenreich. ADOPTED.

**Engineering Services for the Rock County Job Center Electrical Service Upgrade.**

Supervisor Heidenreich moved approval of the above engineering service, second by Supervisor Zajac. ADOPTED

**911 Communications Center Parking Lot Lighting Upgrade to Carroll Electric.**

Supervisor Heidenreich moved approval of the above lighting upgrade, second by Supervisor Zajac. ADOPTED

**Update & Change Orders.**

**Courthouse Security Project.** Mr. Varga handed out an update form. The project meeting for April 12, 2016 had to be rescheduled to April 29, 2016. Nothing to report at this time.

**UW Rock County Security Project.** Mr. Varga handed out a form with update information. No change orders at this time. Expanded cell service was researched and they are now investigating this as a separate item.

**Jail Water Heater Project.** Mr. Varga handed out an update form and a change order for valve and fitting replacement. Supervisor Zajac moved approval of the change order, second by Supervisor Heidenreich. ADOPTED.

**Discussion of Interview Process for Facilities Management Director.** Mr. Smith said the first round interviews will be this Friday, April 22, 2016. Human Resources Director, Annette Mikula and Mr. Smith will conduct the first round interviews. The finalist round will go to the General Services Committee. The Committee agreed that the next regularly scheduled meeting date of May 3 would work fine for interviews. There will be an interview outline to follow.

**Communications, Announcements and Information.** Mr. Connor said that there was a walk through on the air handler project. Five total contractors attended. Jodi Millis explained the bid process to the contractors. May 9 will be the bid opening. Attendees are posted on the Rock County website.

**Adjournment.** Supervisor Zajac moved adjournment at 8:28 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Tracey VanZandt  
Human Resources Secretary

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**