



GENERAL SERVICES COMMITTEE
Minutes – May 16, 2017

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 16, 2017 in Conference Room N-1, Rock County Courthouse-East.

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

Committee Members Absent: Supervisor Homan.

Staff Members Present: Brent Sutherland, Facilities Management Director; Dave Froeber, Facilities Superintendent; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Millis, Purchasing Manager; Phil Boutwell, Human Services Deputy Director; Lisa Moore-Kelty, Medical Records Manager, Human Services; Ron Machaj, Facilities Management Crew Leader; Ben Cowan, Cris Lee, Mike Parille, Bill Schliem and Bruce Stone, Facilities Management Maintenance Workers.

Others Present: Jackie Wood, and Abigail Scieszinski, Courthouse neighbors; Xavier Ward, Janesville Gazette; Kathy Voskuil.

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

Citizen Participation. Ms. Wood thanked Mr. Sutherland for the tour of the Courthouse he did for the City of Janesville Historic Preservation Commission the prior evening and said he did a great job.

Approval of Minutes. Supervisor Yeomans moved approval of the minutes of April 13, 2017 and May 2, 2017 as presented, second by Supervisor Zajac. ADOPTED.

Transfer. None.

Resolutions.

Retaining PSI-Professional Services Industries Inc. to Prepare the Plan and Specifications for the Abatement of Hazardous Material from the Vacant Rock Haven Building

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____ 2017, the PSI-Professional Services Industries Inc. of Milwaukee, WI will be retained to sample, test, prepare the project specifications and monitor removal of hazardous material from the vacant Rock Haven building in the amount of \$44,315.

BE IT FURTHER RESOLVED, that a \$5,000 contingency also be approved to cover any possible unforeseen items”

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

Authorizing the Use of Contingency Funds for Courthouse Security Phase II and Amending 2017 Facilities Management Capital Budget

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____ 2017 does hereby approve and authorize the use of the contingency funds in the amount of \$15,000 to have Potter-Lawson Architects of Madison, WI, do the final work necessary to complete the conceptual phase which will get us to the design phase.

BE IT FURTHER RESOLVED, that the Facilities Management 2017 budget be amended as follows:

...”

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

Project Change Order.

Comprehensive Community Support Services (CCS) Project Mr. Sutherland explained when Halverson’s was in the process of removing the carpeting and some tiles were damaged. Testing was done and one of the tests came back positive for asbestos. He said an additional \$2,000-\$2,500 would be needed.

Supervisor Zajac moved approval for a change order up to \$5,000, second by Supervisor Heidenreich. ADOPTED.

Projects Update.

Health Care Center – Progress on Purging the Closed File Tunnel Ms. Moore-Kelty and Mr. Boutwell explained they have been working on the guidelines and retention schedule for the records and were able to start the actual purging of the files the prior day. They have a person scheduled to work 30 hours per week on this project and anticipate it to take about 10 months to complete. The scanning of the files will be done at a date yet to be determined.

Communications, Announcements and Information.

Letter to the Finance Committee Requesting the Donation of Play Equipment at the Job Center Mr. Sutherland briefly went over the contents of the letter and explained that Compass is next door to the Job Center and work with some of our clients. He said this matter is going before the Finance Committee on Thursday morning.

Mr. Boutwell added that Compass will use the equipment to do play therapy with some of the child clients.

Ms. Millis said a lien waiver is signed prior to any work for liability purposes.

Introduction of New Facilities Management Personnel Mr. Sutherland introduced Ron Machaj, Crew Leader at Rock Haven; Bruce Stone, Maintenance Worker IV at the Jail; Bill Schliem, Maintenance Worker IV at the Courthouse; Ben Cowan, Maintenance Worker IV at the Jail; Mike Parille, Maintenance Worker IV at Rock Haven; and Cris Lee, Maintenance Worker IV at Rock Haven.

Adjournment. Supervisor Heidenreich moved adjournment at 8:31 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.