

**GENERAL SERVICES COMMITTEE**  
**Minutes – April 5, 2016**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, April 5, 2016 in Conference Room N-1, Rock County Courthouse East.

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

**Committee Members Absent:** None.

**Staff Members Present:** Carl Varga, Interim Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jeff Kuglitsch, Corporation Counsel; Jodi Millis, Purchasing Manage.

**Others Present:** Dean Charles Clark, UW Colleges - Southwest; Brian Zobel, Facilities Manager, UW Colleges - Southwest; Mike Connor, UW Rock County Building and Grounds Superintendent; Kurt Berner, the Samuels Group.

**Approval of Agenda:** Chair Brill said Dean Clark has another meeting and request item 7.B. be moved to 3.A. Supervisor Zajac moved approval of the agenda with this change, second by Supervisor Heidenreich. ADOPTED.

**Update & Change Orders.**

**UW Rock County Security Project** Dean Clark introduced Brian Zobel as the new Facilities Manager who will be overseeing UW Colleges - Southwest, and said he has been working with Mike Connor.

Mr. Varga said there are no updates or change orders at this time.

Mr. Connor said there have been people on site but they have not interrupted the campus activity.

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Heidenreich moved approval of the minutes of March 15, 2016 as presented, second by Supervisor Zajac. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances.**

Postage Meter	\$ 586.43
General Services	20,926.39
Glen Oaks Facility Operation	14,774.78
Youth Services Center	131.75
Communications Center Operations	1,062.78
Diversion / ASC	33.59
Jail	3,029.40
Job Center	3,559.12

HCC Complex Project	47,627.30
Courthouse Security System	3,336.00
HCC Building Complex	662.22
Rock Haven building Project	1,900.00

**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.

**Resolution**

**Retaining The Samuels Group as Owner’s Representative for the Courthouse Security Project**

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors, duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2016, hereby retains the Samuels Group of Oconomowoc, WI as owners representative for the various phases of the Courthouse Security Project in an amount not to exceed \$120,000; and,

**BE IT FURTHER RESOLVED** that payments be made to the vendor upon approval of the Facilities Management Director.”

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

Mr. Terronez said during discussions regarding the different phases it was felt to be best to hire the Samuels Group to coordinate the phases. He added that the Samuels Group has worked with Jeff Prochinski in the past.

Mr. Berner said they will be using the same scenarios they used when working on the Jail project.

Supervisor Nash said it is stated in the resolution that they are not to exceed \$120,000 but it does not list how the funds are to be paid. Mr. Terronez said there will be a project manager, Greg Malander, on site and will be billed on a per hour rate. Mr. Berner said they will submit a bill monthly and will be broke down by each phase of the project.

Supervisor Zajac said on the resolution it says not to exceed so it could be less. Mr. Berner said that is correct.

ADOPTED.

**Update and Change Orders.**

**Courthouse Security Project** Mr. Varga handed out an update and went over it. He said the project work group met with all departments in the Courthouse to review the initial security requirements for each department; another meeting is being scheduled in the near future for additional review of the Jail portion and courtrooms in the courthouse; we are hoping to continue the project as scheduled within the budget parameters.

Supervisor Nash said it is sad that it has come to this point that we have to do a project like this. He added that he doesn't know if the project is really needed at this great price, but it will make the courthouse more secure.

**Communications, Announcements and Information.** Mr. Smith welcomed Mr. Varga as the Interim Facilities Management Director.

**Adjournment.** Supervisor Brien moved adjournment at 8:13 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**