



**GENERAL SERVICES COMMITTEE**  
**Minutes – January 23, 2018**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, January 23, 2018 in Conference Room N-1, fifth floor, Rock County Courthouse-East.

**Committee Members Present:** Supervisors Brill, Zajac, Homan, Podzilni and Yeomans.

**Committee Members Absent:** None.

**Staff Members Present:** Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Nick Osborne, Assistant to the County Administrator.

**Others Present:** Brian Zobel, UW Colleges – Southwest; Bill Alt, Account Manager, Alliant Energy.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Yeomans moved approval of the minutes of January 9, 2018, second by Supervisor Homan. ADOPTED.

**Transfer.** None.

**Updates.**

**Alliant Energy Account Changes Regarding Cost Savings – Bill Alt - Alliant** Mr. Sutherland said he has been working with Mr. Alt, Alliant Energy, on reducing costs. He went over the enclosed spreadsheet and explained the cost savings by changing some of the County locations to the GS-3 and GD-1 rate groups. Supervisor Yeomans mentioned it looked like it would be a savings of \$11,513 for the nine month period shown on the spreadsheet. The Committee discussed demand charges and how to work on lowering the peak demand.

Mr. Alt said, as the Alliant Account Manager for the County, he looks at the patterns of how we use energy and how to help the County save money. He said the spreadsheet shows what he feels is the best rate for the various locations for the County. Mr. Alt said there are a couple locations they will need to put new meters in.

Supervisor Zajac asked if the County will be able to change the rate level we are on for a location if we go over the limits. Mr. Alt said there is a time commitment of twelve months

before a change could be made. Supervisor Yeomans said that it looked to him that the County would still be better off making the proposed changes even if a couple may go over the limit a little.

Supervisor Podzilni left.

**Discussion and Possible Action on Proposed Mission Statement(s)** Mr. Sutherland said the packet contains the County's Mission Statement, Core Values, and Vision; Rule IV – Committee General from the Rock County Rules of Procedure; Rule V – County Board Committee Duties, Membership and Responsibilities for the General Services Committee; the Mission Statement Supervisor Yeomans drafted for the General Services Committee; and a draft of a proposed Mission Statement for the Facilities Management Department Mr. Sutherland drafted.

Supervisor Yeomans said his thought, when drafting the Mission Statement he presented, was that it would give the Committee direction on “what hat to wear” while on the General Services Committee.

The Committee discussed why the General Services name was kept for the committee when the department name changed; the broad range of oversight the Committee has; that “Responsible” should be included in the Core Values for the County; that mission statements should be looked at every 10 years; would like to have a committee mission statement as well as a department mission statement; and would like to have Corporation Counsel's advice on the mission statements to make sure they are in line with the County's.

Chair Brill asked to have this put back on the next agenda.

**Monthly Update on Closed File Purging** Mr. Sutherland said the Human Services Department started on the more time consuming area and feel they should be finishing up on these shelves of files within the next couple weeks. They are about 17% complete at this time.

**Courthouse Security Project Management – Samuels Group** Mr. Sutherland said \$79,430.31 of the \$120,000 contract had been expended. He said Samuels Group, as per their letter, felt the most cost effective way to utilize them for the remaining \$40,569.69 would be for three design meetings for a total of \$4,500, review the bid at a cost of \$1,500, and 23 site visits for a total of \$34,500.

**Update on End of Year (2017) Budget** Mr. Sutherland said he wanted to let the Committee know that he feels he is about 15% under budget, but there are a few more bills coming in yet. He said he will have a few transfers for the next meeting and should know more at that time where the accounts will be. Mr. Smith said the Facilities Dude software package should help even more in the future on where to budget funds.

Supervisor Yeomans thanked Mr. Sutherland and said he is doing a wonderful job, is a good leader, and a good manager. Mr. Sutherland said he has great Facility Management Superintendents and thanked them for their help.

**Communications, Announcements and Information.** Mr. Zobel said the UW Rock County Housing Committee visited the Fond du Lac housing site and felt they had good partners to make for a better product, and broadened their insights. Mr. Smith added that Chancellor Kopper had given an update at the City of Janesville meeting the prior evening.

**Adjournment.** Supervisor Zajac moved adjournment at 9:00 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**