



GENERAL SERVICES COMMITTEE
Minutes – June 21, 2016

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, June 21, 2016 in Conference Room N-1, Rock County Courthouse East.

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

Committee Members Absent: None.

Staff Members Present: Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Millis, Purchasing Manager; Bill Cameron and Zach Berg, Facilities Management - Courthouse.

Others Present: Supervisor Russ Podzilni; Brian Zobel, Facilities Manager, UW Colleges – Southwest; Mike Connor, UW Rock County Building and Grounds Superintendent.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Yeomans moved approval of the minutes of June 15, 2016 as presented, second by Supervisor Heidenreich. ADOPTED.

Review of Payments. None.

Resolutions.

Recognizing Douglas Keating

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors, duly assembled this ____ day of _____, 2016, does hereby recognize Douglas Keating for over 36 years of faithful service, and wishes him the best in all his future endeavors.”

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

Awarding Contract to B&B Restoration for UW-Rock County Wells Cultural Center Band Room Parapet and Wall Repair

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2016, that a contract for UW-Rock County Wells Cultural Center Band Room Parapet and Wall Repair be awarded to B&B Quality Restoration in an amount of \$11,380.00.

BE IT FURTHER RESOLVED that a contingency fund in the amount of \$2,000 be established to cover any unforeseen costs.”

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

Facilities Management Update.

Vacant Department Positions Mr. Sutherland informed the Committee that he has two Facilities Superintendent positions open or soon to be open, and he felt this would be a good time to evaluate the positions, get feedback on them, and restructure them more evenly. He said he feels the positions are still needed.

Mr. Sutherland introduced Zach Berg, the new Maintenance Worker at the Courthouse, who will be working second shift.

Review Draft Form for Building Conditions Tracking Mr. Sutherland handed out copies of the forms he has sent out to all his lead people to fill out on each building and went over it. He asked the Committee to look the form over and see if they would like any changes / additions and to let him know. He said he would like to have them complete by mid-August.

Supervisor Heidenreich suggested adding the building address to the name.

Building Portfolio / Energy Manager Mr. Sutherland said this form is at the end of the handout and that this is the form Focus on Energy needs to be eligible for any monies from them. Mr. Sutherland explained that he is also working with Alliant and using a computer program, at no cost, to obtain an Energy Star rating. He said this is needed for projects to be eligible for Focus on Energy grants.

Discussion on geo-thermal and solar energy usage and if feasible.

Project Updates & Change Orders.

Courthouse Windows Mr. Sutherland explained why the previously discussed retro-fit of the windows would not work. He said he has been in contact with Area Windows out of Madison, WI that their suggestion is to not replace the complete window, just the glass. Mr. Sutherland said the current frames life is 50 years and the glass replaced would have a 25 year life.

Mr. Sutherland said Country Glass out of Beloit, WI had the same assessment.

Mr. Sutherland said he asked for a ballpark price on the project and was told about \$114,000 for the entire project. He said he would recommend going with this way to replace the windows.

Ms. Millis suggested getting bids for the project even if it is not done until 2017 as they would then be able to budget for the project.

Mr. Sutherland said he was told it would take about six weeks for the glass to come in after ordering and that each window would take approximately two hours to install.

Chair Brill instructed Mr. Sutherland to compile the specifications on the windows and get back to the Committee.

Courthouse Security Mr. Sutherland said he and Mr. Smith would be meeting with Mead and Hunt on June 30th to discuss the parking structure. He informed the Committee that he has talked to the Rock County Historical Society regarding the possibility of the County giving the monument in front of the Courthouse to them.

Communications, Announcements and Information. The Committee said they would be able to meet on July 5th and July 19th.

Mr. Sutherland said he is working on a space needs analysis for all County facilities.

Adjournment. Supervisor Heidenreich moved adjournment at 8:49 A.M., second by Supervisor Yeomans. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

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