

GENERAL SERVICES COMMITTEE
April 5, 2011

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, April 5, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Heidenreich and Mawhinney.

Committee Members Absent: Supervisor Combs.

Staff Members Present: Rob Leu, General Services Director; Jeff Smith, Finance Director; Jodi Millis, Purchasing Manager; Commander Erik Chellevoid; Al Dransfield, Senior Buyer; Mickey Crittenden, IT Director; Randy Thompson, UW Extension; Eugene Dumas, Deputy Corporation Counsel.

Others Present: Kevin Higgs, The Samuels Group.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Brill moved approval of the minutes of March 15, 2011, second by Supervisor Mawhinney. ADOPTED.

Transfers and Appropriations.

General Services

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1810-0000-62160	\$22,450	18-1810-0000-62119	\$22,450
Cleaning Contracts		Other Contracted Services	

Bills/Encumbrances

HCC Building Complex	\$ 3,079.54
Purchasing Inventory	18,926.18
General Services	14,943.79
Glen Oaks Operations	445.50
Juvenile Detention Center Operations	2,362.11
Communications Center Operations	95.68
Adolescent Services/Guidance	787.40
Jail Capital Improvement	787.73
UW Rock County Expansion	2,393.64
Jail/HCC Complex	814.00
Juvenile Detention Center Capital Improvement	535.05

Rock Haven Project

98,682.79

Pre-Approved Encumbrance Amendments. None

Supervisor Mawhinney moved approval of the above Bills, Encumbrances for the General Services Committee, second by Supervisor Heidenreich. ADOPTED.

Updates.

Jail Project

Update Report Mr. Higgs said the finishers are working on the tile, fixtures and mechanicals and they are waiting on the glazing. They are hoping to do the asphalt the first week of May.

Chair Owens asked about the potholes. Mr. Higgs said he took many pictures of the roadway prior to work beginning and Tri-North will repair anything they damaged. Chair Owens asked Mr. Higgs to get bids for doing parking lots and roadways.

Change Orders

Fiber Optic Cable Replacement Item Mr. Higgs said, regarding the fiber optic line Silha damaged, they met last week and the County's insurance provider told us to repair the line, keep track of the costs and they will go after the contractor for reimbursement. He said the ballpark figure is about \$48,000.

UW Rock County – Landscaping

Update Report Mr. Leu handed out a Landscaping Corrective Work Plan (attached), which shows work will begin after April 1, 2011 and seeding completed by May 30, 2011. Watts will maintain the lawn for a period of at least 60 days. Maintenance includes watering, fertilizing, weeding and mowing.

The Committee expressed their concern that the plants may not make it through a winter due to salting and by this time the warranty will not be in effect and we will have to replace them. Supervisor Mawhinney asked for a copy of the plants they plan on planting. Chair Owens suggested they use a deicer that does not include sodium. Supervisor Brill requested a log of when anything and everything is done to the lawn, including watering.

Purchasing Procedural Endorsement and Contract Award

Authorizing Purchase of IT Equipment for the Rock County Jail Renovation Project

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 that a Purchase

Order for 9 HP SB8000 computers, 9 HP keyboard and mouse kits, 22 Viewsonic VX2250WM monitors, 1 HP CP3525dn LaserJet printer, 2 Logitech speaker sets, 2 Topaz signature pads, and 1 Sony EVID70 mug shop camera be issued o CDW-G of Vernon Hills, IL in the amount of \$13,094.90.”

Supervisor Brill moved Purchasing Procedural Endorsement and Contract Award on the above resolution, second by Supervisor Heidenreich. ADOPTED.

Purchasing Procedural Endorsement

Authorizing Award of Contract for Magnolia Bluff Park Toilets Project

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, does hereby authorizes that a contract be awarded to CXT Inc. of Spokane, Washington in the amount of \$70,500 for the purchase and installation of these toilet buildings.”

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution, second by Supervisor Heidenreich. ADOPTED.

Authorizing Purchase of Bariatric Beds and Mattresses for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011, that a Purchase Order be issued to Gulf South Medical Supply of Jacksonville, Florida in the amount of \$12,695.10 for the purchase of four bariatric beds and two bariatric mattresses.”

Supervisor Heidenreich moved Purchasing Procedural Endorsement on the above resolution contingent on Health Services Committee approval, second by Supervisor Mawhinney. ADOPTED.

Authorize Purchase of Panasonic Toughbooks for Sheriff’s Office

Supervisor Heidenreich moved Purchasing Procedural Endorsement for the purchase of 2 Panasonic Toughbooks, second by Supervisor Brill. ADOPTED.

Approving the Purchase of Rust-Oleum Industrial Brand Paint Products for Rock County 4-H Fairgrounds

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2011 that a Purchase Order be issued to Hallman Lindsay Paint Company, Janesville, WI, in the amount of \$20,528.58 for the purchase of Rust-Oleum Industrial Brand Paint and Primer.”

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution contingent on Agriculture and Extension Committee approval, second by Supervisor Brill. ADOPTED.

Authorizing Purchase of Additional Storage Area Network Capacity

“NOW, THEREFORE, BE IT RESOLVED, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 that a Purchase Order for additional storage area network components be issued to AE Business Solutions in the amount of \$24,380.”

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution, second by Supervisor Brill. ADOPTED.

Discussion on Security on Offices After Hours Ms. Stottler informed the Committee that her office has been left open three times since the new cleaning crew has started.

The Committee discussed the possibility of locking all but the main front door facing Main Street, having signs on all but the main door stating that the door is locked from xx P.M. to xx A.M., and having the night maintenance person and the cleaning supervisor walk through the courthouse to make sure doors are locked and closed and to make note of any problems.

Chair Owens requested this item be referred to the Courthouse Security Committee. He added that we need to be cognizant and look for ways to correct this.

Review and Possible Action on Consideration of Office relocation: County Clerk and Financial Services. Mr. Smith said part of his office, under the supervision of Ms. Oja, is spread out in three offices at this time. It will be more efficient and make cross-training easier to have them all located in one office. The anticipated costs are minimal and the County Clerk would actually end up with more room. He added that Mr. Knutson is supportive of this move.

Ms. Stottler said at the Finance meeting, signage, such as in malls, was a condition of the move. Chair Owens suggested the possibility of adding color-coding also. Ms. Stottler added that it was also suggested to have a description of the services offered by the departments to help the citizens know which department they need to visit.

Supervisor Heidenreich moved approval of the relocations of these offices, second by Supervisor Brill. ADOPTED.

Communications and Announcements. Supervisor Brill asked the status of the carpet in the Courthouse. Mr. Leu said it would be within the month.

Supervisor Brill asked about the status on the control panels for Juvenile Probation. Ms. Millis said it is out to bid now and due back either May 2nd or 3rd.

Chair Owens requested the Rock Haven project be added to the next agenda.

The Committee suggested a joint meeting with Finance Committee and Health Committee to discuss the Rock Haven project.

Adjournment. Supervisor Brill moved adjournment at 9:16 A.M., second by Supervisor Mawhinney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

UW Rock Co.
Landscaping Corrective Work Plan
3-30-11

1. General

- a. JHF will coordinate all work directly with Rock Co.
- b. Rock Co. will inform UW.
- c. Please notify JHF of any work restrictions (7 am – 4 pm working hours, noise, chemical applications, UW events)

2. Planting Areas

- a. Replace dead plants one time only with the same as originally specified (no extended guarantee).
- b. Relocate plants as indicated on the punch list.
- c. Maintenance (weeding) by Rock Co.
- d. Schedule – TBD. Starting after 4/1/11. Complete seeding by 5/30/11.

3. Lawns

- a. Existing top soil will remain.
- b. Additional top soil will be added in the areas indicated on JHF's topographic survey.
- c. If adding top soil to the existing grade will negatively impact drainage, the subgrade will be taken down to allow for the correct depth of top soil and proper drainage.
- d. The additional top soil will be taken from the stockpile near the south parking lot. This top soil will be put through a sieve to remove all rocks larger than 1" per the specification.
- e. If additional top soil is needed, JHF will find a local source and have that top soil tested prior to the start of work.
- f. Scalp down existing lawn areas.
- g. Aerate existing lawn areas.
- h. Apply a 13/25/12 starter fertilizer.
- i. Overseed perennial ryegrass using a drill/slit seeder with a lawn mixture 50% Kentucky bluegrass and 50% Fine Fescue Blend. This seed mixture was provided by Susanne Payne of Ken Saiki Design. Cover newly top soiled/seeded areas with straw mulch.
- j. Irrigate daily for 2 weeks to allow for adequate germination of bluegrass. Irrigate every 2 or 3 days for 4 additional weeks.
- k. Once germination starts, mow existing/ over seeded lawns to one inch until week 5 (after seeding). Estimated 2 mowing's each week to maintain height at one inch. Then mow these areas to 3" when they reach a height of 4". Mow new lawn areas to 3" when they reach a height of 4". For first 6 weeks, move and reinstall all irrigation hoses each time mowing is completed.
- l. Fertilize all areas, 2 weeks, 4 weeks and 6 weeks after initial fertilization and at least one week prior to irrigation being removed – apply water soluble nitrogen fertilizer 1 lb per 1000 sq ft.
- m. Watts will maintain the lawn for a period of at least 60 days. Maintenance includes watering, fertilizing, weeding and mowing.
- n. Rock Co. and Potter Lawson will review the top soil prior to seeding.
- o. Potter Lawson and Ken Saiki Design will review the top soil prior to seeding and a second time after seeding.
- p. Schedule – TBD. Starting after 4/1/11. Complete Seeding by 5/30/11.

4. Lawn Care Follow-up Recommendations for owners/tenants:
 - a. Fertilize 2 more times during 2011, at 4 to 6 week intervals, weather dependent (requires correct temperatures and a light soaking rain after application) – apply water soluble nitrogen fertilizer 1 lb per 1000 sq ft. (Estimated time of applications – August & September or early October)
 - b. Continue to manage organic matter by mulch mowing/ returning grass clipping to the top layers of soil

