

GENERAL SERVICES COMMITTEE
Minutes – October 2, 2012

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, October 2, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

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

Committee Members Absent: Supervisor Collins.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager; Steve Skelly, Council on Aging, Transportation Program Supervisor; Joyce Lubben, Director of Elderly Programs; Ben Coopman, Public Works Director; Mike Turk, Public Works, Shop Superintendent.

Others Present: Kevin Higgs and Brad Crook, The Samuels Group; Dean Carmen Wilson, Michael Pierick and Mike Connor, UW Rock County; William Faltz, Wisconsin Surplus Online Auction.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Nash moved approval of the minutes of September 18, 2012 as presented, second by Supervisor Brill. ADOPTED.

UW Rock County Master Plan Update – Dean Carmen Wilson. Dean Wilson informed the Committee that the Master Plan Committee came up with a priority list by project grouping and went over the list. She said the first three they are hoping to have in the 2013 budget. These three items are: emergency voice response system, which is a security priority and will help keep staff and students informed and safer; HVAC improvements are a priority due to the State energy savings funds available, which would cover about 2/3 of the cost; and concept design, which is the next step of the Master Plan (Phase 3). She said the maintenance building would have an impact in all areas of the campus as well as resolving some of the HVAC issues and would resolve the need for garage storage. Dean Wilson added that they have promises of private funding for the nursing and engineering additions.

Transfers and Appropriations. None.

Bills/Encumbrances

Rock Haven Project	\$ 132,068.32
HCC Building Complex	3,122.52
Purchasing Inventory	796.00
General Services	5,510.19
Glen Oaks Operations	5,486.68
Juvenile Detention Operations	385.96
Communications Center Operations	352.42
Adolescent Services/ Guidance	172.92

Jail Capital Improvement	16,713.12
Courthouse Facility	495.00
U-Rock Expansion	4,200.00
Jail/HCC Complex	2,955.00
Rock Haven Project	9,977.59

Pre-Approved Encumbrance Amendments None.

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

Updates.

Jail Project

Update Report Mr. Higgs reported there is nothing at this time.

Change Orders Mr. Higgs reported there are none at this time.

Rock Haven

Update Report Mr. Crook reported the following:

Safety/Use of Site: CG Schmidt and The Samuels Group are continuing to monitor site safety; Silha has started installation of the pond liner; seeding has been completed in some areas and continues in other areas; landscaping and top soil continues.

Progress/Planned Activities:

N1 – fire stopping and tile installation are in progress; and the mechanical rough-ins, exterior finishes and drywall prepping are in process at Team Building 1.

N2 – fire stopping and interior finishes are in progress.

N3 – mechanical rough-ins continue; fire stopping is in progress; and the roof trusses, roofing and exterior finishes are in process at Team Building 2.

N4 – mechanical rough-ins continue; interior finishes and fire stopping are in progress; and insulation is being blown in.

Commons – mechanical rough-ins continue; drywall and drywall finishes are in progress; and fire stopping and painting are in process.

Mr. Crook said there are 145 people on site.

Correction of Change Order #18 Mr. Terronez said Mr. Higgs was on vacation last week and asked to have this item placed on the next agenda. The Committee agreed to put it on the next agenda.

Change Orders Mr. Crook reported there are none at this time.

Mr. Terronez reported that dialogue is continuing with the architects, they met with Corporation Counsel, and a letter will be sent soon.

Parking Lot Project

Update Report Mr. Leu said Sheriff's Office parking lot is 85% complete, the concrete was poured yesterday at the Health Care Center and they are waiting for it to cure.

Mr. Skelly voiced concerns on the island if there would be enough room to maneuver the vans around it. Mr. Leu said he would check into it.

Change Orders None.

Resolution.

Authorizing Purchase of Televisions for Rock Haven

"NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 does hereby recommend that a Purchase Order be issued to Best Buy, Richfield Minnesota for up to \$106,598.22 for the purchase of TVs, mounts, remote controls and cables for Rock Haven."

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

Permission to Sell Items Outside the County Auction – Council on Aging and Public Works Department. Supervisor Brill moved approval of the resolution, second by Supervisor Heidenreich.

Ms. Millis handed out a packet of information on Wisconsin Surplus explaining what they do and do not do, comparable items listed on their website, and a list of satisfied customers. Ms. Millis said they average over two million hits per month and there would be no charge to the County to have the items on the website as long as we do the listing to the site.

Supervisor Heidenreich said he has been on the website and it is very nice.

Ms. Millis said the County would be able to list items throughout the year instead of doing it only once, and we would also have a larger buyer base bidding on the items.

Supervisor Brill said he visited their facility in La Crosse and was very impressed.

Mr. Faltz explained that they update their site when items are sold and an e-mail is sent to the buyer. He said they ask for a department contact person so if any questions come up they are able to talk directly to the people who can answer them.

Ms. Millis explained the request today is for approval to sell these items listed and, if all goes well, she will be back to request permission to do this permanently.

Mr. Coopman asked if they would need to transport the vehicles/equipment or if they would keep it at the department location. Mr. Faltz said if they bring a vehicle to their facility they would charge \$55 per vehicle.

Mr. Connors said UW Rock County has used Wisconsin Surplus and this has worked very well for them as well as being extremely easy.

ADOPTED.

Authorizing Purchase of 2013 Calendars. Supervisor Brill moved approval to purchase the 2013 calendars through Office Pro at a cost of \$8,221.55, second by Supervisor Heidenreich. ADOPTED.

Communications, Announcements and Information. None.

Adjournment. Supervisor Heidenreich moved adjournment at 9:01 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

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