

**GENERAL SERVICES COMMITTEE**  
**Minutes - August 7, 2012**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, August 7, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

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

**Committee Members Absent:** None.

**Staff Members Present:** Carl Varga, Courthouse Facilities Superintendent; Craig Knutson, County Administrator; Randy Terronez, Assistant to the County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager; David O'Leary, District Attorney.

**Others Present:** Kevin Higgs and Brad Crook, The Samuels Group; Dean Carmen Wilson and Michael Pierick, UW-Rock County; Joe Stadelman, Angus-Young Associates.

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

**Citizen Participation.** Mr. O'Leary said he gave a report to the Public Safety and Justice Committee the night before and was asked to let the General Services Committee know also. He said the Sheriff's Office gave a report to the Courthouse Security Committee and he was very impressed by it. He said, right now there are two cases of Bailiffs being injured and that there is not any video of these incidents as there are issues with the cameras.

Chair Owens said at the last Courthouse Security Committee meeting they discussed putting new cameras in the court rooms, parking lots, and Commissioners Office and the cost was about \$90,000, which does not include labor. He said he requested Mr. Leu to compile the information. He told Mr. O'Leary and the Committee that he knows the process is slow but they are working on it.

**Approval of Minutes.** Supervisor Collins moved approval of the minutes of July 17, 2012 as presented, second by Supervisor Nash. ADOPTED.

**Discussion and Possible Approval to Donate Unused Ham Radio.** Mr. Terronez said, per agenda enclosure, he had a conversation with Mr. Keating, Rock Haven, and was told that a ham radio had been purchased a number of years ago using grant funds. He said the radio is not used and they have a request from St. Mary's Hospital for the donation of the radio. Ms. Gunderson said it makes sense to donate it to the community. Mr. Terronez said Emergency Management has two ham radios now.

Supervisor Heidenreich moved to approve the donation of the ham radio to St. Mary's Hospital, second by Supervisor Nash. ADOPTED.

**UW Rock County Master Plan Update – Dean Carmen Wilson.** Dean Wilson said they have been working on the Master Plan for about a year and that it is a "blue sky master plan" and

that she knows this is a long term plan of possibly 20 years. She said enrollment continues to be strong and it looks like it will be the same again this year.

Mr. Stadelman went over the needs of the campus; the Scope of Study, which includes bringing the campus up to code standards, minimum replacement, and facility expansion.

Mr. Stadelman said they went through interviews of staff, faculty and students and prioritized the work into five groups: 1) Nursing, Engineering and Natural Sciences; 2) Continuing Education, Student Services, Universal Design and Rock County Extension; 3) Humanities, Social Sciences and 1<sup>st</sup> and 2<sup>nd</sup> floor of Andrews Hall; 4) Art, Music and Theatre; and 5) Facilities, Health Sciences and Athletics.

Mr. Stadelman said the Code Minimum Renovations include bring Andrews Hall to ADA standards, replacement of the elevator, replace windows where needed, roof replacement, HVAC system replacement, and upgrading the electrical systems. Wells Cultural Center needs to be made ADA compliant, ventilation upgrades, a corridor is being used for storage, the gymnasium floor needs updating for safety purposes, the west wall of the gymnasium is failing and needs replacement, and replacement of windows where needed. Williams Hall is basically in good repair.

Mr. Stadelman went over the proposed building renovations for Andrews Hall, Williams Hall, and Wells Cultural Center. He went over the proposed additions to Andrews Hall, Williams Hall, the Engineering Building, Wells Cultural Center, and a new Maintenance Building. He said the Neighborhood Plan the City of Janesville has for the area includes sidewalks, bike path plan extension, and a road concept connection to College Street. The Campus Master Plan includes some public/private development for a new road from Burbank and dormitories.

Mr. Stadelman went over the construction costs for the projects broke down by Code Minimum, Renovations, Additions and total Capital Improvement Project.

Dean Wilson said, again they realize this is a long term plan and, for program such as Nursing, they do have possible outside funding. She said she appreciates the support the County has always given them.

Chair Owens said he feels the most important item is the Maintenance Building as this affects the entire campus. Dean Wilson agreed that it does encompass the entire facility but that it is a tough one to try to get outside funding for. Supervisor Heidenreich agreed that it makes sense to build the Maintenance Building and that it also makes sense to have the two entrances.

Supervisor Nash asked Dean Wilson what her priorities were. Dean Wilson said she feels it will probably be driven by where they can get outside funding to help and that would be for the Nursing Program and Engineering Program. She added that the new theatre is more of a long term project. She said she is concerned about the failing wall in the gym and that the students are increasingly interested in a healthy lifestyle.

Dean Wilson said they have several developers who are interested in building resident halls. The Chancellor is interested in bringing in international students as this is a help in cross-cultural interaction and helps in making the students more viable for hire.

The Committee thanked Dean Wilson and Mr. Stadelman for their update.

**Transfers and Appropriations.**

<b><u>FROM</u></b>		<b><u>TO</u></b>	
<b><u>Account #</u></b>	<b><u>Amount</u></b>	<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1815-9200-67171	\$ 3,150	18-1815-9200-67200	\$ 3,150
Capital Assets \$1,000+		Capital Improvements	

Supervisor Heidenreich moved approval of the above Transfer for the General Services Committee, second by Supervisor Brill. ADOPTED.

**Bills/Encumbrances**

Purchasing Inventory/Postage	\$ 1,458.44
General Services	23,991.48
Glen Oaks Operations	783.32
Juvenile Detention Operations	7,720.58
Communications Center Operations	2,221.80
Adolescent Services/ Guidance	1,596.24
Jail Capital Improvement	25,734.44
Courthouse Facility	1,683.00
Rock Haven Project	210.80
Health Care Center/Glen Oaks Parking	667,425.26
Rock Haven Project	146,000.00
HCC Building Complex	5,248.98

**Pre-Approved Encumbrance Amendments**

CG Schmidt	\$ 16,729.97
CG Schmidt	26,257.00
CG Schmidt	70,419.30
CG Schmidt	70,766.90

Supervisor Collins moved approval of the above Bills, Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Heidenreich. ADOPTED.

**Updates.**

**Jail Project**

**Update Report** Mr. Higgs said there is nothing to report at this time.

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

**Rock Haven**

**Update Report** Mr. Higgs reported the following:

Safety/Use of Site: Mr. Higgs said safety continues to be very good; there are 155 workers on site at this time.

Progress/Planned Activities: Mr. Higgs reported the ground is softer; they are working on sidewalks; rough-ins continue; they are working on taping, fire caulking (on a time and materials basis), and the exterior concrete work.

**Change Orders** Mr. Higgs reported the following:

Program Request #15 (COR#072R) pertaining to adding insulation to supply ducts for a cost of \$19,064.10. (COR#051) pertaining to the revised geothermal well field layout for a credit of \$46,274.00. (COR#061) pertaining to loading dock revisions for the emergency generator for a cost of \$2,193.86. (COR#042R3) pertaining to the revised ductwork for a cost of \$14,190.00. (COR#110) pertaining to the substitution of epoxy paint for a credit of \$4,000.00. (COR#112) pertaining to N3 light fixture connectors for a cost of \$987.80. (COR#115) pertaining to the door swing conflict with the stair stringer for a cost of \$1,368.40. (COR#077R2) pertaining to duct work modifications required as a result of the mechanical coordination process for a cost of \$2,763.20. For a total credit of \$9,706.64.

Supervisor Nash moved approval of Program Request #15 in a credit of \$9,706.64, second by Supervisor Heidenreich. ADOPTED.

Program Request #16 (COR#s 103, 104, 105, 106 and 107) pertaining to soils remediation for a total cost of \$221,188.88.

Supervisor Collins moved approval of Program Request #16 in the amount of \$221,188.88, second by Supervisor Heidenreich. ADOPTED.

Mr. Higgs went over the Change Order / Contingency Log and Program Request Log, which were handed out, for the Rock Haven Replacement Project and answered questions.

Mr. Terronez said they will be coming back at a future meeting on the issues with the architect.

**Resolutions.**

**Authorizing Purchase of Solar Shades and Blinds 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 Phoenix Textile of O’Fallon, MO not to exceed \$26,000 for the purchase of solar shades and vertical blinds for Rock Haven.”

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

**Authorizing Purchase of Floor Cleaning Equipment 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 ER Abernathy of Sussex, WI for the amount of \$40,662.25 for the purchase of cleaning equipment.”

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

**Awarding Contract for Parking Lot and Roadway Improvements at the Rock County Complex**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2012, that a contract for parking lot and roadway improvements at the Rock County complex be awarded to Rock Road of Janesville in the amount of \$648,601.46; and,

**BE IT FURTHER RESOLVED**, that a contingency fund in the amount of \$65,000 be established to address unforeseen conditions and other owner directed changes; and,

**BE IT FURTHER RESOLVED**, that due to a tight project schedule, the General Services Committee be delegated authority to approve all change orders and report any change orders over \$10,000 to the Rock County Board of Supervisors at its regularly scheduled meetings.”

Supervisor Collins moved approval of the resolution, second by Supervisor Heidenreich.

Supervisor Brill asked why the Public Works Department did not bid on this project and that he felt this needs to be looked into.

Ms. Gunderson expressed her safety concerns on parking for her employees.

Motion FAILED.

Supervisor Collins moved to table the resolution to the next meeting for further information regarding Public Works Department, second by Supervisor Brill. TABLED.

**Authorizing Shingled Roof on Pinehurst Maintenance Building.** Supervisor Brill moved approval to shingle the roof on Pinehurst Maintenance Building, second by Supervisor Nash.  
ADOPTED.

**Authorize Ceiling Tile Replacement at Sheriff’s Office.** Supervisor Collins moved approval to replace the ceiling tile at the Sheriff’s Office, second by Supervisor Heidenreich.  
ADOPTED.

**Authorize Asphalt Drive at 911 Communications Center.** Mr. Varga explained that this is the area to get back to the pit to pump it.

Supervisor Brill asked if this is a project the County could also do.

Supervisor Heidenreich moved to table this request to the next meeting for an explanation from Public Works. TABLED.

**Highlights of Lightning Protection Study Report.** Mr. Terronez informed the Committee that the report came back and it is being put in the Capital Improvement Plan for about \$97,000.

**General Services Director Update.**

**Update on Lower East Parking Ramp** Mr. Varga said they are still in Phase II for the repairs. Chair Owens asked if this was warranty work, with Mr. Varga confirming it is.

**Semi-Annual Report.** The Committee accepted the report and asked for it to be placed in file.

**Communications, Announcements and Information.** Supervisor Brill said the entry way to the 911 Communications Center is very weedy, looks terrible and needs to be addressed. Mr. Varga said he will make sure it is taken care of.

Supervisor Brill said the Coroner's Office is not getting any air conditioning.

Supervisor Brill asked if anything had been done yet on the loose window caulking in the Courthouse. Mr. Varga said he had put a call into the company. Chair Owens asked Mr. Varga to make note to get them moving on this and that the Committee would like some answers at the next meeting.

Supervisor Collins said he is glad to see that the security cameras are being looked into.

**Adjournment.** Supervisor Nash moved adjournment at 10:13 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**