

GENERAL SERVICES COMMITTEE
Minutes – November 6, 2012

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, November 6, 2012 in Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Collins, Nash, and Heidenreich (8:07 A.M.)

Committee Members Absent: None.

Staff Members Present: Carl Varga, Facilities Superintendent, General Services; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager.

Others Present: Kevin Higgs, The Samuels Group.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Brill moved approval of the minutes of October 16, 2012 as presented, second by Supervisor Collins. ADOPTED.

Transfers and Appropriations.

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1810-0000-62203	\$ 2,000	18-1810-0000-64200	\$ 2,000
Natural Gas		Training	
18-1810-0000-62203	13,825	18-1810-0000-67171	13,825
Natural Gas		Capital Assets \$1,000+	

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

Bills/Encumbrances

Purchasing Inventory/Postage	\$ 835.68
General Services	10,510.60
Glen Oaks Operations	2,281.49
Juvenile Detention Operations	2,331.91
Communications Center Operations	452.85
Adolescent Services/ Guidance	595.80
Jail Capital Improvement	9,455.73
Rock Haven Project	35,235.08
HCC/Glen Oaks Parking	4,319.00
Rock Haven Project	8,292.13
HCC Building Complex	3,375.07

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

Pre-Approved Encumbrance Amendments

CG Schmidt	\$	100,558.76
CG Schmidt		22,171.50
CG Schmidt		9,298.30
CG Schmidt		40,103.04
CG Schmidt		291.50
CG Schmidt		201,080.80

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

Resolutions.

Authorizing Purchase of CareTracker Software System for Rock Haven

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012 that a Purchase Order for CareTracker software be issued to Cerner Corporation, 140 S. Friendship Dr., New Concord, OH 43762 in the amount of \$37,613.85.”

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

Approving Additional Contingency Funding for Rock Haven Facility Replacement Project

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2012, does hereby increase the project contingency in the amount of \$31,841.90 with funds to come from the unallocated funds in the Rock Haven Project budget.

BE IT FURTHER RESOLVED, that the General Services Committee be delegated the authority to approve all change orders for the Rock Haven Facility Replacement Project 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 Brill. 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. Higgs reported the following:

Safety/Use of Site: CG Schmidt and The Samuels Group are continuing to monitor site safety; landscaping and top soil continue for another week and a half; asphalt and striping are complete.

Progress/Planned Activities: N1-N4 – fire stopping, paint, tile and carpet installation, plumbing and electrical fixtures, casework and interior finishes/trim are being installed, and doors and hardware are coming this week; the Team Buildings are having work done on mechanical rough-ins, drywall/drywall finishes and exterior finishes.

Commons – mechanical rough-ins continue; drywall and drywall finishes are in progress; fire stopping and painting are in process; the epoxy base has started; and elevators are near completion.

North & South Courtyards – the gazebos are in place.

Change Orders Mr. Higgs reported the following:

Program Request #20 (COR#127.1) pertaining to exterior modifications at multiple locations for a cost of \$13,036.37. (COR#128) pertaining to exterior modifications at the loading dock area for a cost of \$1,111.00. (COR#132) pertaining to electrical coordination study for a cost of \$28,261.20. (COR#134) pertaining to loading dock lighting for a cost of \$12,551.00. (COR#135) pertaining to commons group kitchen circuits for the dishwasher and range hood for a cost of \$3,520.50. (COR#136) pertaining to the cat walk at the Commons Building for a cost of \$7,215.57. (COR#137) pertaining to fire rated stenciling for a cost of \$10,448.90. (COR#139) pertaining to neighborhood sprinkler dry system pressure switch for a cost of \$2,554.20. (COR#140) pertaining to mezzanine FA duct detector for a cost of \$5,327.30. (COR#141) pertaining to air handling unit's factory lights for a cost of \$4,911.50. (COR#142) pertaining to indoor heat circulation pumps for a cost of \$4,882.90. (COR#143) pertaining to transfer fans in neighborhood Hub Rooms for a cost of \$2,596.00. For a total cost of \$96,416.44.

Supervisor Brill moved approval of Program Request #20 in the amount of \$96,416.44, second by Supervisor Nash. ADOPTED.

Mr. Higgs and Mr. Terronez asked if there were any questions regarding the Program Request Log, which was handed out, for the Rock Haven Replacement Project. There were no questions.

Parking Lot Project

Update Report Mr. Varga said the project is nearing completion; poles are being installed and electric added. He added that so far it seems everyone is happy.

Change Orders None.

Authorize Contract for Gas Cards for Sheriff's Office, Council on Aging and General Services. Supervisor Collins moved approval of the contract with Wright Express (Exxon Mobil) for gas cards, second by Supervisor Brill.

Communications, Announcements and Information. Ms. Millis informed the Committee that the three Council on Aging vehicles have been added to the Wisconsin Surplus website and that there is a link to the site on the County's website under Purchasing.

Chair Owens informed the Committee that something would be coming in the near future regarding the State Energy Savings program and a boiler for UW-Rock County.

Adjournment. Supervisor Collins moved adjournment at 9:40 A.M., second by Supervisor Heidenreich. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.