



**GENERAL SERVICES COMMITTEE**  
**Minutes – February 20, 2018**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, February 20, 2018 in Conference Room N-1, fifth floor, Rock County Courthouse-East.

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

**Committee Members Absent:** None.

**Staff Members Present:** Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator.

**Others Present:** Brian Zobel, UW Colleges – Southwest.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Yeomans moved approval of the minutes of February 6, 2018, second by Supervisor Homan. ADOPTED.

**Transfers.** None.

**Resolutions.**

**Adopting Goals for Energy Conservation and Energy Independence**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, that Rock County will Partner with the State of Wisconsin, where economically advantageous, in pursuit of the “25 x 25” goals for energy conservation and energy independence.”

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

Mr. Sutherland said this is just a smart goal and helps make him accountable.

Supervisor Yeomans said many times partnering with the state is an economic disadvantage to counties.

Supervisor Yeomans moved to add “where economically advantageous” to line 28 between “Wisconsin” and “in pursuit”, second by Supervisor Podzilni. ADOPTED.

ADOPTED.

**Amend Budget for Courthouse Security – Phase 1 to Upgrade Card Readers**

**“NOW, THEREFORE, BE IT RESOLVED** the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, approves a change order in the amount of \$20,000 under Phase 1 of the security system upgrade, for replacement of card readers at various county facilities to Gilbank Construction Inc. of Clinton, WI; and,

**BE IT FURTHER RESOLVED** that the Facilities Management 2018 budget be amended as follows:

...”

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

Mr. Sutherland said there is a need to upgrade and replace the 62 card readers throughout the County facilities as the old style cards and card readers could cause a breach in security.

ADOPTED.

**Retaining Giles Engineering & Associates, Inc. for Image Scanning, Core Sampling, Testing and Concrete Analysis of the East Parking Structure and Amending the 2018 Facilities Management Capital Budget**

**“NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors, duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018 that a contract for testing and analysis of the east parking structure at the Rock County Courthouse be awarded to Giles Engineering & Associates Inc. of Waukesha, Wisconsin in the amount of \$20,648.

**BE IT FURTHER RESOLVED** that the Facilities Management 2018 budget be amended as follows:

...”

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

Mr. Sutherland said this needs to be done before the concrete is sealed, or any other work to begin. He said it is very common for a third party to do these tests.

Supervisor Yeomans said he would have liked to know this prior to making decisions on the contractor.

Supervisor Zajac asked why this had not been done by Walker.

Mr. Sutherland said Walker did a first assessment, a visual inspection and found where the leaks are.

Supervisor Yeomans asked what the charges were to have Walker do this. Mr. Sutherland said he did not recall, but would bring this to the next meeting.

Supervisor Zajac asked when Mr. Sutherland found out these tests were needed. Mr. Sutherland said when Potter Lawson sent the list of what the County responsibilities were. He said we need to know how deep the salt is in the concrete to make sure we get it flushed out.

Supervisor Zajac asked why this was not listed anywhere until after the contract was signed. Mr. Sutherland said he was told this is common to do and Potter Lawson said this is the owner's responsibility. Supervisor Yeomans said he is concerned that they were not up front with this information. Supervisor Zajac said he feels the tests are necessary, but Mr. Sutherland should let Potter Lawson know our displeasure on how this was handled.

Mr. Sutherland said it will take approximately eight (8) weeks to do these tests.

ADOPTED.

#### **Awarding Bid for the C-Unit Jail Showers Remodeling**

**“NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2018, award a contract with Badger Specialty Coatings Inc. of Janesville WI, in the amount of \$42,000.”

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

#### **Updates.**

**Monthly Update on Closed File Purging** Mr. Sutherland said, as of February 6, the job is 21% complete.

**Discussion on Inclusion of Contingency Funds in Capital Projects** Mr. Sutherland said best practice is to add 5% to 10% for a contingency, which he has felt opens the door to change orders. What he is finding more and more is that by not including contingency funds there is not enough money budgeted for the projects. Mr. Sutherland said these funds would be in the resolution but not in the request for bid.

Supervisor Homan said the Committee knows Mr. Sutherland does not like having contingency funds in projects, but sometimes they are needed to keep a project moving.

Mr. Sutherland said, unless the Committee tells him differently, he will add more contingencies in projects when he feels they may need it.

**Communications, Announcements and Information.** Supervisor Podzilni and Mr. Zobel said they went to a meeting at UW Whitewater the week before and things are moving ahead with the consolidation. They said one of the things discussed was the possibility of putting dorms in the downtown Janesville area.

Supervisor Zajac said Ms. Fillhouer, UW Rock County, will be at the Education, Veterans and Aging Services meeting that afternoon at 4 P.M.

Chair Brill asked if any of the County facilities experienced any flooding issues. Mr. Sutherland said just the Courthouse, in the Register of Deeds vault area.

**Adjournment.** Supervisor Yeomans moved adjournment at 9:00 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**