



**GENERAL SERVICES COMMITTEE**  
**Minutes – December 3, 2019**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 3, 2019 in Conference Room N-1, Rock County Courthouse.

**Committee Members Present:** Supervisors Brill, Zajac, Potter, Rashkin and Brien (at 8:08 A.M.).

**Committee Members Absent:** None.

**Staff Members Present:** Josh Smith, County Administrator; Brent Sutherland, Facilities Management Director; Randy Terronez, Assistant to the County Administrator; Dave Froeber, Facilities Superintendent; Jodi Millis, Purchasing Manager; Terri Carlson, Risk Manager.

**Others Present:** Brian Zobel, UW Whitewater at Rock County; Supervisors Podzilni and Schulz.

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

**Citizen Participation.** None.

**Transfers.** None.

**Approval of Minutes – November 5, 2019.** Supervisor Potter moved approval of the minutes of November 5, 2019 as presented, second by Supervisor Zajac. ADOPTED.

**Review of Payments.** The Committee accepted the reports.

**Resolutions and Committee Action.**

**Awarding Contract for 2020 & 2021 for Elevator Maintenance and Service for Various County Buildings**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2019 that a contract for 2020 & 2021 for elevator maintenance and service be awarded to Otis Elevator Company, of Madison, Wisconsin.”

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

**Awarding Contract for the Installation of an In-Building Distributed Antenna System at Rock County Courthouse**

“NOW, THEREFORE, BE IT RESOLVED, that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_ 2019 does hereby approve and authorize awarding a contract in the amount of \$151,806.

BE IT FURTHER RESOLVED, that a \$15,000 contingency also be approved to cover any possible unforeseen items.”

Supervisor Potter moved approval of the above resolution, second by Supervisor Rashkin. ADOPTED.

Supervisor Brien arrived at 8:08 A.M.

**Updates, Discussion and Possible Action.**

**Courthouse Security**

**Phase 2 & 3 Construction Schedule Update** Mr. Sutherland said most everything is just about complete. There is a little millwork in a couple areas and will be completed in December. The elevators at the front entrance will be done in 2020.

**Courthouse Security Phase 2 & 3 Change Orders** Mr. Sutherland handed out and went over a change order (#8) for anti-tailgating at card access exterior doors in the amount of \$15,079.56. He said alarms will go off in Master Control. Signage regarding the alarms for tailgating will be going up, as well as an email, to let staff know.

Supervisor Potter moved approval of Change Order #8 for \$15,079.56, second by Supervisor Zajac. ADOPTED.

**Capital Projects Update** Mr. Sutherland went over the report. He said the Courthouse fire alarm system is taking a little longer and will be carried over to 2020.

Discussion on funds not used going back to the General Fund and used during the budget process and also to balance other projects if they are a little over, which would go to committee.

**Update on 1717 Center Avenue Building Project**

**Site Design Layout** Mr. Sutherland said they are still making a few tweaks on revision #11, but they are still on track.

Discussion on the state run programs at the Job Center and concern there is not enough space left for the partner agencies. Mr. Sutherland said the partner agencies now have a little over 7,800 square feet; they had been asked how much room they needed and were told 10,500 square feet; and the partners then designed their own space and then said they would need 13,000 square feet. Mr. Sutherland said the areas were designed at industry standards throughout the building.

Mr. Sutherland brought up the site layout and went over it. He said both Beloit and Janesville Transit will be stopping at the location as well as being a transfer point. The lighting issues in the building have been looked at and it has been worked so all areas should be able to have adequate natural light. He said the plan has about 780 parking stalls. He said he would like to go out for bid by the end of February and start construction in March.

**Public Works Department Office Renovation Update** Mr. Sutherland said the renovation has been completed, and the blinds are all that is left to put up.

**Public Works Change Orders** Mr. Sutherland said there are no change orders.

**Communications, Announcements and Information.** Supervisor Rashkin requested having a discussion item be put on the first meeting in January regarding a potential grocery store in the Job Center building.

Mr. Sutherland let the Committee know snow fencing will be put up at the 1717 Center Ave. location to help take care of the public driving over the lawn.

**Adjournment.** Supervisor Zajac moved adjournment at 9:25 A.M., second by Supervisor Potter. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Office Coordinator

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE**