



GENERAL SERVICES COMMITTEE
Minutes – December 19, 2017

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 19, 2017 in Conference Room N-1, fifth floor, Rock County Courthouse-East.

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

Committee Members Absent: None.

Staff Members Present: Brent Sutherland, Facilities Management Director; Josh Smith, County Administrator; Randy Terronez and Nick Osborne, Assistants to the County Administrator; Jodi Millis, Purchasing Manager; Jon Furseth, Facilities Superintendent, Courthouse; Dave Froeber, Facilities Superintendent, Rock Haven.

Others Present: Brian Zobel, UW Colleges – Southwest.

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

Citizen Participation. Chair Brill welcomed Supervisor Podzilni to the Committee.

Election of Vice Chair. Supervisor Podzilni nominated Supervisor Zajac, second by Supervisor Yeomans.

There were no further nominations.

Supervisor Zajac's nomination was ADOPTED unanimously.

Approval of Minutes. Supervisor Zajac moved approval of the minutes of December 5, 2017, second by Supervisor Homan. ADOPTED.

Transfer. None.

Updates.

Efficiencies Being Implemented Within Facilities Management Mr. Sutherland said, with the decision to not move the loading dock, Facilities Management and Purchasing discussed switching locations to have Purchasing closer to the delivery door. As he and Ms. Millis discussed the different issues of who would check things like the fire panel, etc. they discussed the different job duties and found that if Purchasing moved over to share the Facilities Management space, and to combine like duties and expand the duties for the Purchasing Specialist they could delete the Administrative Assistant position and make the two departments more efficient and save money. Consequentially, the Administrative Assistant position has been deleted. The incumbent accepted a vacant position in Child Support. Ms. Millis said they would keep track of how much time was spent on Facilities

Management duties and would probably have a cross charge between the departments in the future. Mr. Sutherland said he and Ms. Millis work on many projects together, run back and forth to each other's offices so this will save a great deal of time and give better coverage.

Vacant Facilities Management Positions Mr. Sutherland said he currently has two positions open at the Jail, which are posted both internally and externally.

Lighting Efficiencies in Parking Garage Mr. Sutherland said the front parking garage is already changed over to LED lights and, now that he knows the east parking structure will stay, he will be making the switch to LED lights there as well. He said he will be working with Focus on Energy on this.

Supervisor Yeomans said the Milwaukee Airport parking structure lights are on a motion detector and asked if this is something the County should be looking into. Mr. Sutherland said the Public Works garage in Orfordville has been changed to this and he is looking into putting other lights on motion sensor but the issue of security also has to be addressed. He said he will continue to make these changes whenever possible/safely.

Alliant Energy Solar Power Project Mr. Sutherland said he and Supervisor Homan took a trip to Alliant Energy in Madison to look at their solar panel data collection and talk to them about the possibility of Rock County becoming a pilot project for them. Mr. Sutherland suggested we may want to look into a policy to have a percentage of energy usage in renewable energy by a certain date. Supervisor Yeomans suggested looking into this from all angles as there could be some negatives to it.

Communications, Announcements and Information. The Committee decided to hold the January 2018 meetings on January 9 and January 23, 2018.

Mr. Zobel said he is working on a boiler project with Mr. Sutherland. Mr. Sutherland said one of the boilers was cracked, and during shipping it back to the manufacturer the shipper dropped it. The manufacturer and the shipper are going back and forth on this, so we are waiting to hear back from their insurance company.

Adjournment. Supervisor Zajac moved adjournment at 8:29 A.M., second by Supervisor Homan. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.