

**GENERAL SERVICES COMMITTEE**  
**Minutes – December 2, 2014**

**Call to Order.** Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 2, 2014 in Conference Room N1, Rock County Courthouse East.

**Committee Members Present:** Supervisors Brill, Heidenreich, Nash, Zajac and Brien.

**Committee Members Absent:** None.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez and Nick Osborne, Assistants to the County Administrator.

**Others Present:** None.

**Approval of Agenda:** Chair Brill said there is the addition of some 2015 Encumbrances and a Pre-approved Encumbrance Amendment. Supervisor Brien moved approval of the agenda with these additions, second by Supervisor Heidenreich. ADOPTED.

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Brien moved approval of the minutes of November 18, 2014 as presented, second by Supervisor Heidenreich. ADOPTED.

**Transfers and Appropriations.** None.

**Bills/Encumbrances - 2014**

Purchasing Inventory	\$ 7,824.94
Postage	558.63
General Services	10,911.21
Glen Oaks Operations	654.92
Youth Services Center	2,925.50
Communications Center Operations	754.24
Diversion Program/ASC Program	1,989.09
Jail Capital Improvement	3,526.51
HCC Building Complex	1,484.47

**Bills/Encumbrances - 2015**

Purchasing Inventory	\$ 255,350.00*
General Services	34,584.96
Jail/HCC Complex	6,680.00
HCC Building Complex	212,826.08
General Services	418,846.96
Glen Oaks Facility Operations	18,396.00
Youth Services Center	20,407.00

Communications Center Operations	21,002.00
Diversion Program/ASC Program	11,500.00
Courthouse Facility Project	30,000.00

**Pre-Approved Encumbrance Amendments**

Corporate Contractors Inc.	\$ 5,812.00
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- Mr. Leu informed the Committee that a wrong vendor number was entered and the 2015 encumbered amount of \$150,000.00 listed as Konica Minolta should be Staples.

Supervisor Heidenreich moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee with this change, second by Chair Brill. ADOPTED.

**Resolution**

**Authorizing Purchase of Floor Coverings for the Courthouse**

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2014 that a Purchase Order for flooring replacement in selective areas of the Courthouse be issued to Halverson Carpet Center, LTD of Janesville in the amount of \$30,000.00.”

Supervisor Heidenreich moved approval of the above resolution, second by Chair Brill. ADOPTED.

**Updates.**

**Rock Haven**

**Update Report** Mr. Terronez said the State inspectors were in last week and cleared Rock Haven to accept Medicare patients again, but noticed and cited them on the way out that the alarm on the doors was not working properly. He said they are going back to the contractor on this.

Mr. Terronez said the fire department told them that the sprinkler in the mezzanine stairway needs to be moved. He said both of these items will come to less than \$4,000.

Mr. Leu said there is also an issue with the shingles curling and Mr. Keating, Rock Haven Maintenance, is working on this issue.

**Courthouse Windows Project**

**Update** Mr. Leu said staff has finished the inventory of the windows and there are more that have failed. He said he feels all the windows will fail eventually.

Supervisor Zajac asked if we could move ahead and replace the windows then apply any credit we receive on the old ones. Mr. Leu said we would not be able to recoup anything then.

Mr. Leu said the windows were put in in 2007 at a cost of approximately \$342,000 and the problems started in 2011.

**Courthouse Planters**

**Update** Mr. Leu said the planters will be removed in the spring of 2015.

Chair Brill directed that we reschedule the updates on the Courthouse planters until the second meeting in March 2015.

**Communications, Announcements and Information.** None.

**Adjournment.** Supervisor Brien moved adjournment at 8:23 A.M., second by Supervisor Zajac. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**