

GENERAL SERVICES COMMITTEE
Minutes – July 7, 2015

Call to Order. Chair Brill called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 7, 2015 in Conference Room N1, Rock County Courthouse East.

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

Committee Members Absent: Supervisor Nash.

Staff Members Present: Carl Varga, Facilities Superintendent; Josh Smith, County Administrator; Randy Terronez, Assistant to the County Administrator; Lisa Tollefson, County Clerk.

Others Present: None.

Approval of Agenda: Supervisor Zajac moved approval of the agenda, second by Supervisor Heidenreich. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Brien moved approval of the minutes of May 19, 2015 as presented, second by Supervisor Heidenreich. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

Postage	\$ 438.83
General Services	12,533.98
Glen Oaks Facility Operations	19,585.19
Youth Services Center	331.41
Communications Center	496.17
Jail Capital Improvements	6,100.33
Courthouse Facility	3,135.65
Jail/HCC Complex Project	1,796.54
HCC Building Complex	11,474.20

Pre-Approved Encumbrance Amendments. None.

Supervisor Heidenreich moved approval of the above Bills/Encumbrances and Pre-Approved Encumbrances for the General Services Committee, second by Supervisor Zajac. ADOPTED.

Resolution.

Recognizing Mary Puckett

“NOW, THEREFORE, BE IT RESOLVED by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2015, does hereby recognize Mary Puckett for her 20 years of faithful service, wishing her the best in all her future endeavors; and,

BE IT FURTHER RESOLVED that the County Clerk be authorized and directed to furnish a copy of this resolution to Mary Puckett.”

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

Awarding Bid for Aerial Work Platform at the Jail

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2015, that a Purchase Order for the purchase, delivery, and disposal of the existing aerial work platform be awarded to Wisconsin Lift Truck Corp. of Janesville, WI, for the low bid amount of \$8,183.00.”

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

Awarding Bid for Courthouse Masonry Repairs

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2015, that a Purchase Order be issued to the low bidder, Showers Building Restoration of McFarland, Wisconsin, for the Courthouse Masonry repairs in the amount of \$74,280.00; and,

BE IT FURTHER RESOLVED, that a project contingency of \$5,000.00 be established to cover change orders approved by the General Services Committee, utilizing the unit pricing submitted as part of the bid; and,

BE IT FURTHER RESOLVED, that payment be made to the vendor upon approval of the General Services Committee.”

Mr. Varga stated that it should be noted that reference checks will be done for Showers Building Restoration as they have not previously done work for the County. Pending favorable reference checks, everything will move forward.

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

Communications, Announcements and Information. Supervisor Brien requested a status on the Courthouse Tower demolition. Mr. Leu was not in attendance but Mr. Varga said that they are currently dealing with the structural research. Mr. Smith stated that Mr. Leu will be giving an update at the next committee meeting on the courthouse windows, tower and security. The committee asked that it be noted that they want the Courthouse tower project completed this year.

Mr. Terronez reported that Kevin Higgs is no longer with the Samuels Group but he will continue to work on the Rock Haven design error. The mediation session that was previously scheduled for June has now been rescheduled for July 29.

Mr. Smith reported that Mary Puckett, Printing Services Coordinator, will be retiring in August. It has been decided to fill her position with a .4 FTE as a cost savings for General Services. This will be assessed again during budget.

Adjournment. Supervisor Zajac moved adjournment at 8:09 A.M., second by Supervisor Brien. ADOPTED.

Respectfully submitted,

Tracey VanZandt
HR Secretary

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.