

**Rock County, Wisconsin**  
51 South Main Street  
Janesville, WI 53545  
(608)757-5518



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores

**GENERAL SERVICES COMMITTEE**  
**TUESDAY, JANUARY 17, 2012 – 8:00 A.M.**  
**27 HYATT SMITH HALL (HS27)**  
**UW - ROCK COUNTY CAMPUS**

**Agenda**

1. Call to Order and Approve Agenda
2. Citizen Participation
3. Approval of Minutes – January 3, 2012
4. Transfers and Appropriations
5. Bills/Encumbrances/Pre-Approved Encumbrance Amendments
6. Updates
  - A. Jail Project
    - 1) Update Report
    - 2) Change Orders
  - B. Rock Haven
    - 1) Update Report
    - 2) Change Orders
  - C. UW – Rock County
    - 1) Master Plan
7. Semi-Annual Report – Attendance at Conventions/Conferences
8. Communications, Announcements and Information
9. Adjournment

2011

Rock County - Production

01/11/12

COMMITTEE APPROVAL REPORT

Account Number	Name	Yearly Prncnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62450	GROUNDS IMPR R&M P1104000-PO# 12/31/11 -VN#013634	15,000.00 31.3%	8,226.98	-3,528.05	10,301.07	27.19	
							JANESVILLE SAND AND GRAVEL CO
							CLOSING BALANCE 10,273.88 27.19
1818159200-62450	BLDG SERV R&M P1100487-PO# 12/31/11 -VN#036883 P1100491-PO# 12/31/11 -VN#012507 P1104066-PO# 12/31/11 -VN#015511	45,000.00 52.5%	39,909.25	-16,250.97	21,341.72	135.56 27.06 21.56	
							CLOSING BALANCE 21,157.54 184.18
1818159200-62470	BLDG R & M P1100508-PO# 12/31/11 -VN#049330 P1100511-PO# 12/31/11 -VN#016104	50,000.00 16.1%	37,695.13	-29,620.56	41,925.43	1,596.00 147.45	
							CLOSING BALANCE 40,181.98 1,743.45
1818159200-63109	OTHER SUPP/EXP P1100483-PO# 12/31/11 -VN#046075 P1100496-PO# 12/31/11 -VN#018251 P1100497-PO# 12/31/11 -VN#030781	58,453.78 76.0%	46,053.52	-613.13	14,013.39	88.16 28.48 165.27	
							CLOSING BALANCE 13,731.48 281.91
	HCC BLDG.COMPLEX		PROG-TOTAL-PO			2,236.73	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,236.73 INCURRED BY HCC BUILDING COMPLEX. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS  
A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.  
B. BILLS UNDER \$10,000 TO BE PAID.  
C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD \_\_\_\_\_  
**JAN 17 2012** DATE \_\_\_\_\_ CHAIR \_\_\_\_\_

2011

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COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
0000000001-16010	PURCHASING INVEN	0.00 100.0%	42,430.83	-177,986.98	135,556.15		
	P1100382-PO# 12/31/11 -VN#028070			OFFICE DEPOT		69.50	
	P1100384-PO# 12/31/11 -VN#039632			OFFICE PRO		2,011.67	
	P1100389-PO# 12/31/11 -VN#048467			STAPLES ADVANTAGE		2,922.81	
				CLOSING BALANCE	130,552.17		5,003.98
	BAL.SHEET A/C		PROG-TOTAL-PO			5,003.98	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$5,003.98 INCURRED BY BALANCE SHEET ACCOUNT. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES

COMMITTEE APPROVES THE ABOVE, COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 17 2012

DATE \_\_\_\_\_ CHAIR

2011

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COMMITTEE APPROVAL REPORT

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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818100000-62400	R & M SERV	132,537.00 89.4%	118,501.47	0.00	14,035.53		
	P1100400-PO# 12/31/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		135.62	
				CLOSING BALANCE	13,899.91		135.62
1818100000-62461	ELEVATOR	57,000.00 57.5%	33,722.18	-918.52	24,196.34		
	P1104070-PO# 12/31/11 -VN#034356			NATIONAL ELEVATOR INSPECTION S		375.00	
				CLOSING BALANCE	23,821.34		375.00
1818100000-63104	PRNT & DUPLICATI	30,000.00 45.3%	18,650.86	-32,240.96	43,590.10		
	P1100386-PO# 12/31/11 -VN#010723			PRINTING AND BUSINESS SOLUTION		1,135.16	
				CLOSING BALANCE	42,454.94		1,135.16
1818100000-63500	R&M SUPPLIES	215,000.00 34.3%	188,915.54	-115,042.70	141,127.16		
	P1100409-PO# 12/31/11 -VN#011824			CITY OF JANESVILLE		600.00	
	P1100426-PO# 12/31/11 -VN#018251			HARRIS ACE HARDWARE		3.48	
	P1100428-PO# 12/31/11 -VN#030781			HOME DEPOT/GEFC		92.14	
	P1100456-PO# 12/31/11 -VN#016104			SHERWIN WILLIAMS		41.89	
	P1104072-PO# 12/31/11 -VN#043737			STATE OF WISCONSIN		50.00	
				CLOSING BALANCE	140,339.65		787.51
	GENERAL SERVICES		PROG-TOTAL-PO			2,433.29	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,433.29 INCURRED BY GENERAL SERVICES. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD,
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_ DEPT-HEAD

JAN 17 2012

DATE \_\_\_\_\_ CHAIR

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Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818110000-63500	R&M SUPPLIES	20,000.00	83.8%	16,770.86	0.00	3,229.14	
	PI100431-PO# 12/31/11 -VN#013597			JANESVILLE ELECTRIC MOTOR CORP		156.00	
				CLOSING BALANCE		3,073.14	156.00
	GLEN OAKS OPER.		PROG-TOTAL-PO			156.00	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$156.00 INCURRED BY GLEN OAKS FACILITY OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
- C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.

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**JAN 17 2012**

DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818120000-62400	R & M SERV	70,500.00 98.6%	69,534.10	0.00	965.90		
	P1100400-PO# 12/31/11 -VN#010938			ARAMARK UNIFORM SERVICES INC		13.56	
				CLOSING BALANCE	952.34		13.56
1818120000-63500	R&M SUPPLIES	28,000.00 26.2%	32,307.84	-24,949.81	20,641.97		
	P1100418-PO# 12/31/11 -VN#012507			ENERGETICS INC		176.29	
				CLOSING BALANCE	20,465.68		176.29
	JUV.DET.OPER.		PROG-TOTAL-PO			189.85	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$189.85 INCURRED BY JUV.DETENTION FACILITY OPERATN. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.  
GENERAL SERVICES COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**JAN 17 2012**

DATE \_\_\_\_\_

CHAIR

Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818160000-63500	R&M SUPPLIES	21,000.00	81.0%	17,019.08	-0.02	3,980.94	
	P1100428-PO# 12/31/11 -VN#030781			HOME DEPOT/GECF		120.00	
	P1100430-PO# 12/31/11 -VN#029890			JACK AND DICKS FEED AND GARDEN		465.50	
	P1100434-PO# 12/31/11 -VN#013741			JOHNSTONE SUPPLY		111.10	
				CLOSING BALANCE		3,284.34	696.60
	COMM. CTR. OPER.			PROG-TOTAL-PO		696.60	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$696.60 INCURRED BY COMMUNICATIONS CTR. OPERATION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
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DATE \_\_\_\_\_ CHAIR

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818170000-62400	R & M SERV	37,600.00 99.8%	37,526.82	0.00	73.18		
	P1100400-PO# 12/31/11 -VN#010938		ARAMARK UNIFORM SERVICES INC			34.08	
			CLOSING BALANCE		39.10		34.08
1818170000-63500	R&M SUPPLIES	10,000.00 78.9%	7,042.01	853.50	2,104.49		
	P1100418-PO# 12/31/11 -VN#012507		ENERGETICS INC			434.46	
	P1100422-PO# 12/31/11 -VN#026320		FOUR SEASONS SMALL ENGINE REPA			21.06	
	P1100428-PO# 12/31/11 -VN#030781		HOME DEPOT/GEFCF			29.91	
	P1100429-PO# 12/31/11 -VN#047242		HOH WATER TECHNOLOGY INC			164.16	
			CLOSING BALANCE		1,454.90		649.59
	ADOL.SER/GUIDANC		PROG-TOTAL-PO			683.67	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$683.67 INCURRED BY ADOLESCENT SERV/GUIDANCE CTR., CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.
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Account Number	Name	Yearly Prct Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818370000-63500	R&M SUPPLIES	100,000.00	55.7%	63,513.74	-7,750.45	44,236.71	
	P1100426-PO# 12/31/11 -VN#018251					HARRIS ACE HARDWARE	28.09
	P1100428-PO# 12/31/11 -VN#030781					HOME DEPOT/GECF	280.79
	P1103793-PO# 12/31/11 -VN#051552					SEAMLESS GUTTERS OF JANESVILLE	495.00
						CLOSING BALANCE	43,432.83
						JAIL.CAP.IMPROV. PROG-TOTAL-PO	803.88

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$803.88 INCURRED BY JAIL CAPITAL IMPROVEMENTS. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
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DATE \_\_\_\_\_ CHAIR \_\_\_\_\_



Account Number	Name	Yearly Prcent Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1818159200-62470	BLDG R & M	44,215.00	0.0%	0.00	0.07	44,214.93	
	P1200220-PO# 01/11/12 -VN#017559			FIRST SUPPLY MADISON LLC		19.20	
				CLOSING BALANCE	44,195.73		19.20
1818159200-63109	OTHER SUPP/EXP	46,000.00	10.8%	0.00	5,000.11	40,999.89	
	P1200223-PO# 01/11/12 -VN#018251			HARRIS ACE HARDWARE		51.77	
				CLOSING BALANCE	40,948.12		51.77
	HCC BLDG.COMPLEX			PROG-TOTAL-PO		70.97	

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$70.97 INCURRED BY HCC BUILDING COMPLEX. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
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Account Number	Name	Yearly Prort Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Iny/Enc Amount	Total
1818100000-63500	R&M SUPPLIES	210,000.00	6.2%	0.00	13,033.53	196,966.47	
	P1200661-PO# 01/11/12 -VN#025202						MULLIGAN'S CELLULAR AND PAGING 1,122.00
	P1200668-PO# 01/11/12 -VN#028010						PER MAR SECURITY SERVICES 1,331.76
					CLOSING BALANCE	194,512.71	2,453.76
	GENERAL SERVICES		PROG-TOTAL-PO				2,453.76

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$2,453.76  
 INCURRED BY GENERAL SERVICES, CLAIMS COVERING THE ITEMS ARE PROPER  
 AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

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**JAN 17 2012**

DATE \_\_\_\_\_ CHAIR

**Rock County, Wisconsin**

51 South Main Street  
Janesville, WI 53545



**General Services**

- Facilities Management
- Maintenance
- Duplicating
- Central Stores  
(608)757-5518

To: Members of the General Services Committee

Fr: Rob Leu, General Services Director

Date: January 4, 2012

Re: Semi-Annual Report – Attendance at Conventions/Conferences

As required by Resolution #6-9A-087, I hereby report the following:

During the second half of 2011, one Maintenance Worker IV attended a five-day course at UW-Madison on direct digital control systems. The cost was \$1,795.00, plus \$379.71 in expenses.

Thank You

Cc: Craig Knutson