

GENERAL SERVICES COMMITTEE
Minutes – May 21, 2013

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, May 21, 2013 in the Conference Room N-1, Fifth Floor, Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Collins and Nash.

Committee Members Absent: Supervisor Heidenreich.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez, Assistant to the County Administrator; Sherry Gunderson, Nursing Home Administrator.

Others Present: Kevin Higgs, The Samuels Group.

Approval of Agenda: Chair Owens said items 6.A. and 6.B. should be removed; and there are two Program Requests for 7.B.2. Supervisor Collins moved approval of the agenda with these deletions and additions, second by Supervisor Brill. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Nash moved approval of the minutes of May 7, 2013 as presented, second by Supervisor Collins. ADOPTED.

Transfers and Appropriations. None.

Bills/Encumbrances

Postage Meter	\$ 449.57
General Services	13,263.67
Glen Oaks Operations	300.65
Juvenile Detention Center Operations	1,004.32
Communications Center Operations	203.93
Adolescent Services / Guidance	1,176.15
Jail Capital Improvement	24,084.65
Courthouse Security	750.00
Rock Haven Project	1,027.49
HCC Building Complex	1,382.83

Pre-Approved Encumbrance Amendments

CG Schmidt	\$ 44,027.00
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Chair Owens stated the totals are still not accurate on the Committee Approval Reports and that he will be voting his approval to pay the bills, but with reservations because of the errors yet on the forms.

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

Updates.

Jail Project

Update Report Mr. Higgs said he has nothing to report at this time.

Change Orders None.

Rock Haven

Update Report Mr. Higgs said the DHS Inspection resulted in additional fire sealant work needing to be done, this will be on a time and materials basis. Mr. Higgs said this additional work is due to new code changes that will be coming, so if we did not do them now we would need to do them after the next inspection at probably a higher cost. Ms. Gunderson said these have to do with changes in the regulations for nursing homes.

Change Orders Mr. Higgs reported the following:

Program Request #29R (COR#201) pertaining to the construction cost for the drain tile, which was originally approved at \$4,142.00 and correct amount is \$4,556, a difference of \$414.00. Program Request #31 (COR#210) pertaining to the ceiling mounted curtain track for a cost of \$429.00.

Supervisor Collins moved approval of Program Requests #29 and #31 in the amount of \$843.00, second by Supervisor Brill. ADOPTED.

Mr. Leu handed out an update on the next four items (attached):

Courthouse Windows Mr. Leu said the company who installed the windows was planning on coming last week but they are rescheduling so they can get a lift to access the windows from the outside. When the windows are replaced they will carry a new 10 year warranty on them.

Courthouse Parking Lots Mr. Leu said they received the bids the day before for Phase II of the project and will be coming to this Committee on June 4th. Chair Owens asked Mr. Leu for a layout and good explanations of each of the phases.

Courthouse Entrance - Planters Mr. Leu said free standing planters are the way to go, there is a concern on the weight of them but the ones from Wausau Tile should be lighter in weight.

No Smoking Signs on County Property Mr. Leu said Human Resources is sending notices to employees in their pay envelopes on the new ordinance. Mr. Kuglitsch said the only

requirement for the signs is the red circle with the line over a cigarette. Rock Haven will have a different sign as the entire campus is smoke free.

Supervisor Brill said he feels the ordinance number should be on the sign.

Chair Owens said he feels the amount of the fine should be listed as well.

Mr. Leu said he will have an update on these projects and others on the next agenda.

Communications, Announcements and Information. Supervisor Collins said the Bearcat will be on display on the upper lot at the rear of the Courthouse prior to County Board on Thursday and the Avatar may be here as well.

Adjournment. Supervisor Collins moved adjournment at 8:35 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.

To: GS Committee Members
Fr: Rob Leu, GS Director
Date : 5/21/13
Re : Items C,D,E,F on Committee Agenda

Item C – Courthouse Windows

I've been in contact with the window manufacturer, Traco, and the company that installed the windows, Luicks out of Oshkosh. The window warranty covers the glass units and not the aluminum frames. This is the standard throughout the industry.

Last fall we took a count of the windows with failed seals and we're in the process of doing it again to see if the problem has stabilized, or progressed.

Luicks was scheduled, but has to reschedule a visit see how they would access all sides of the building for the exterior work. They want to confirm their suspicion that the glass adhered to the frames with double -faced tape. Interior access is not a problem, as that is how they were installed.

I sent an e-mail to Corp Counsel and the Finance Director asking if we can contract directly with Luicks. They know the layout and access procedures in the building. Luicks is certified by Traco to install their units, which is required.

Item D – Courthouse Parking Ramps

Bids were received by Purchasing yesterday for Phase II maintenance. A resolution will come to the Committee at the June 4th meeting. The warranty work will be done separately by another company. I want to get the Phase II work started to determine if some of the repair work under Phase I needs to be done differently. Specifically the repair to the flange plates and the seams that caulk continually fail along their entire length.

Item E – Courthouse Planters

I have a better handle on the direction we need to go. The first step will be the demolition of the planters and light fixture pedestals, which will reveal how the units are constructed and how the rails are supported. The best approach would be to hire this work out on a T&M basis. Due to the movement of the ramp, the best solution may be the installation of free-standing planter units. Wausau Tile will come down ~~we~~ when we're ready to offer ideas with cost estimates. The weight of the planter units may be a concern.

Item F - No Smoking Signs

Craig, Jeff, Dave and I met last week to discuss the best approach to meeting the intent of this Ordinance. Information needs to go out to the employees on the new regulations. HR will be handling this. Signage requirements, wording, size, and location requirements will be determined by the Corporation Counsel's Office.

Item 8 – Communications

Updates on other projects planned for completion will be provided at the next GS meeting.