

**GENERAL SERVICES COMMITTEE**  
**October 18, 2011**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, October 18, 2011 in the Sheriff's Conference Room, Sheriff's Office.

**Committee Members Present:** Supervisors Owens, Brill, Heidenreich, Mawhinney, and Combs (8:03 A.M.).

**Committee Members Absent:** None.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez, Assistant to County Administrator; Sherry Gunderson, Nursing Home Director; Randy Leyes, Register of Deeds; Sheriff Spoden; Commander Chellevoid; Captain Strouse.

**Others Present:** Kevin Higgs, The Samuels Group; Kim Kostka, Interim Dean – U.W. Rock County.

**Approval of Agenda:** Supervisor Mawhinney moved approval of the agenda as presented, second by Supervisor Brill. ADOPTED.

**Citizen Participation.** Mr. Leyes said he was there in regards to the information desk being moved to the second floor. He said he is concerned about the public, elderly and disabled especially, coming in on the first floor, not knowing where to go and wandering back to his office. He requested the information desk be moved back to the first floor.

Chair Owens requested the location of the information desk be put on the next agenda.

**Approval of Minutes.** Supervisor Combs moved approval of the minutes of October 4, 2011 as presented, second by Supervisor Heidenreich. ADOPTED.

**Transfers and Appropriations.**

**General Services**

**FROM**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
00-0000-0001-46205	\$58,939.78
Insurance Proceeds	

**TO**

<b><u>Account #</u></b>	<b><u>Amount</u></b>
18-1849-0000-67200	\$58,939.78
Jail/HCC Complex Cap. Prjt.	

Supervisor Mawhinney moved approval of the above Transfers and Appropriations for the General Services Committee, second by Supervisor Brill. ADOPTED.

**Bills/Encumbrances**

HCC Building Complex	\$ 3,389.12
Purchasing Inventory	12,165.34
General Services	32,558.15
Glen Oaks Operations	571.92
Juvenile Detention Center Operations	1,559.58
Communications Center Operations	667.25

Adolescent Services/Guidance	4,667.54
Jail Capital Improvement	2,237.71
Jail/HCC Complex	109,169.54

**Pre-Approved Encumbrance Amendments** None.

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

**Updates.**

**Jail Project**

**Update Report** Use of Site: Mr. Higgs reported the asphalt and striping in the west parking lot are complete, topsoil and grass seed are in process. Soil issues developed in the area west of Pinehurst and needed to be undercut and re-stoned.

Progress/Planned Activities: Mr. Higgs said the glass is in the Jail pods and control rooms with the exception of one piece of glass for the control room that was damaged. Patching the ceilings on the second, third and fourth floors will be completed once the fire alarm work is completed. The fire alarm pre-action panel is scheduled for delivery next week; Pinehurst pre-action work will proceed when it arrives, followed by work in the jail pods, tentatively scheduled for October 31, 2011. The fire alarm work in Pinehurst is complete except for the pre-action system. Fire alarm devices were installed throughout the administration area, and the Jail pod mechanical room fire alarm is complete. First floor medical area renovations; electrical is 95% complete, security is 95% complete, fire alarms are 95% complete, plumbing is 95% complete, HVAC is 95% complete, doors and hardware is 95% complete, ceilings are 99% complete, fire protection is 100% complete, painting is 90% complete, floor polishing is 100% complete, cabinets and counter tops are 95% complete, and caulking is 99% complete.

Informational: Mr. Higgs said the punch list for the remodel area is scheduled for the week of October 24<sup>th</sup>.

**Change Orders** None at this time.

**Rock Haven**

**Update Report** Mr. Higgs reported the following:

Safety/Use of Site: Mr. Higgs said the perimeter fence has been installed, the tracking mats have been installed at the construction entrances, and the fence and retention pond have been adjusted to accommodate the UW test plot study area.

Progress/Planned Activities: Mr. Higgs said the topsoil has been stripped and C.G. Schmidt is in the process of cutting and filling, roadways are being established per the plan and cut/fill is in process, mass excavation will proceed after roads are cut in, C.G. Schmidt continues to work on assembling the project schedule.

Informational: Mr. Higgs said proof rolls indicated large areas which require undercutting, and C.G. Schmidt is proceeding with the cut/fill work and submitting quantities to Samuels on a daily basis. C.G. Schmidt was directed to proceed with tree removals along the south property line on a time and materials basis. C.G. Schmidt is directed to remove trees for farm access on a time and materials basis. The contractor list provided by C.G. Schmidt as of October 17, 2011 is as follows: Mid-State Concrete Industries, Capitol Steel Erectors, Chenery, JF Cook, Boelter, Absolute Fire Protection, Hooper Corporation, TriCor Mechanical, and Westphal Electric.

Administrative: Mr. Higgs said the submittal process is underway. C.G. Schmidt has offered a series of substitution request with the intent of providing credits. We are waiting for PCOs to be issued before Eppstein Uhen spends any time reviewing the substitute products.

**Change Orders** None at this time.

**Resolution.**

**Amending Architect Reimbursable Expenses – Construction Document Stage with Eppstein Uhen for the Rock Haven Facility Replacement Project**

“NOW, THEREFORE, BE IT RESOLVED that the Rock County Board of Supervisors duly assembled this \_\_\_\_ day of \_\_\_\_\_, 2011 does hereby authorize payment of additional reimbursable expenses as allowed under the contract with Eppstein Uhen of Milwaukee, Wisconsin in the amount of \$2,806 relating to the Construction Document stage of the construction of a replacement Rock Haven Nursing Home facility.”

Mr. Terronez said Eppstein Uhen requested this remain tabled until the November meeting.

RESOLUTION REMAINS TABLED.

**General Services Director Update.** Mr. Leu said he has nothing new to report at this time.

Chair Owens asked Interim Dean Kostka if she had anything new to report on UW Rock County. Interim Dean Kostka said they are forming the Master Planning Committee and a number of sub-committees. She said they will be sending a modified survey out and should have the results back in time for their next meeting on November 11<sup>th</sup>.

Chair Owens asked Sheriff Spoden about the cones at the front entrance. Sheriff Spoden said the original sidewalk is being removed and replaced as well as the front doors, which are rusting.

Supervisor Combs asked about the planters in front of the Courthouse. Mr. Leu said we will have a consultant develop bid specs and then we will go out for bids.

Interim Dean Kostka said the new dean will be starting on December 1<sup>st</sup> and would like to introduce her to the Committee and well as the County Board. Mr. Leu said they could have a meeting out at the College to meet the new dean.

**Budget Review.** Mr. Leu handed out copies of the Administrator's Comments, pages 5 and 6. Supervisor Combs asked if the screening staff is the security staff. Mr. Leu replied yes. Supervisor Combs asked where the money for the Courthouse front façade was. Mr. Leu said it is in the 2011 Budget and will be carried over to 2012. Supervisor Mawhinney asked about the parking lot ramp work. Mr. Leu said it is the needed repairs as identified in the Engineers Report. Supervisor Mawhinney asked if this cost would cover the work. Mr. Leu replied yes.

Supervisor Brill said the roof on Pinehurst is leaking. Mr. Leu said the flashing and membranes are pulling away.

Supervisor Heidenreich asked if it would be cost effective to have heat strips put in the sidewalk to avoid salt use. Mr. Higgs said it is not cost effective and that de-icers have come a long way too.

Supervisor Combs asked about the vacant Glen Oaks buildings. Mr. Leu said they are being kept intact but there is nothing pending for their use at this time. Supervisor Combs asked about a feasibility study on the buildings for use, rental, etc. Mr. Leu said the Human Services Department made a conscious decision to be closer to their clientele. Supervisor Combs asked about renting the buildings. Mr. Terronez said they have not been advertised. Mr. Leu added that there are so many buildings in the area for rent. Sheriff Spoden said they have had some interest in the buildings for RECAP and other diversion programs to consolidate them.

Mr. Leu said the 2012 Budget is the same for Allen Hall using the money left from previous projects. Interim Dean Kostka said she had sent some information to Mr. Leu, Chair Owens and Mr. Knutson regarding the State Energy Savings Program that could be used for the boilers and a 5-1 match with the State. Mr. Leu said this would need to be put on a future agenda. Chair Owens asked to have it put on the agenda when we hold a Committee meeting at UW Rock County.

Interim Dean Kostka asked about the roof repair at Hyatt Smith. Mr. Leu said it would be done first thing next spring.

Chair Owens asked about the funding for the sign at the Juvenile Detention Center. Mr. Leu said that is in the Human Services budget.

Chair Owens asked about the Courthouse boilers and stacks. Mr. Leu said they need to re-engineered and re-bid in the spring. Chair Owens asked for better information on the non-condensing boilers for the next meeting.

Supervisor Mawhinney asked about signage at the Courthouse. Mr. Leu said he has nothing new since the last meeting.

Mr. Leyes requested the information desk be moved back down to the first floor as they are getting many elderly and disabled people coming to their office and finding it difficult to come that far.

Chair Owens suggested having the kiosk on the second floor and the information desk on the first floor. Mr. Leu said he has not heard back from Mr. Crittenden on the programming of the kiosk. Chair Owens asked to have this put on the next agenda for discussion with Mr. Crittenden.

Mr. Leu was questioned on the new Concealed Weapon Policy updates and the approximately 700 signs needed to cover various County facilities will be paid out of the General Service Budget.

Interim Dean Kostka noted that UW – Rock County Campus is being provided signs through UW System.

**Communications and Announcements.** Supervisor Combs said he received a call from one of his constituents who was told by the screening staff that they could help in serving papers. He added that he wondered if this was appropriate. Sheriff Spoden said he did not feel this was appropriate and said he would ask Captain DeRemer to talk to the screening staff about this.

Mr. Terronez said Mr. Knutson had just called to apologize for not making the meeting as he had just got out of another meeting.

**Tour of Jail.** The Committee toured the Jail from 8:58 A.m. to 10:02 A.M.

**Adjournment.** Supervisor Mawhinney moved adjournment at 10:02 A.M., second by Supervisor Combs. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**