

GENERAL SERVICES COMMITTEE

July 26, 2011

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, July 26, 2011 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Owens, Brill, Combs, Heidenreich and Mawhinney.

Committee Members Absent: None.

Staff Members Present: Rob Leu, General Services Director; Randy Terronez, Assistant to County Administrator; Captain Craig Strouse; Mickey Crittenden, Information Technology Director.

Others Present: Kevin Higgs, The Samuels Group.

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

Citizen Participation. None.

Approval of Minutes. Supervisor Mawhinney moved approval of the minutes of July 5, 2011 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations.

General Services

FROM

Account #

18-1815-9200-61109

Regular Wages

Amount

\$10,000

TO

Account #

18-1815-9200-61108

Seasonal Wages

Amount

\$10,000

Bills/Encumbrances

HCC Building Complex

\$ 3,406.70

Purchasing Inventory

6,937.52

General Services

16,734.82

Glen Oaks Operations

284.93

Juvenile Detention Center Operations

401.15

Adolescent Services/Guidance

50.88

Jail Capital Improvement

313.87

Jail/HCC Complex

7,165.26

U-Rock Expansion

48,500.00

Pre-Approved Encumbrance Amendments

Printing & Business Solutions

\$ 4,654.15

Ikon Office Solutions

14,586.00

Tri-North Builders

25,618.31

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

Updates.

Jail Project

Update Report Mr. Higgs reported on the following:

Safety/Use of Site: No injuries since the last meeting but there have been two instances. 1) The plumbing contractor cut through the main fire alarm wires in three locations. The fire alarm conduits were not shown on the as built drawings and were embedded in the concrete, not buried beneath. 2) The plumbing contractor damaged a primary power feed providing power to C and D Cellblocks. Even though the line was not located on the as built drawings, the conduit was encased in concrete beneath the slab. The worker started breaking this concrete up with a jackhammer and the severed line. Mr. Higgs said he is still waiting on Potter Lawson to provide the punch list review notes.

Progress/Planned Activities: Mr. Higgs said they are proceeding with work at the remodeling areas. The CMU, precast, electrical, plumbing, HVAC removals are complete. The CMU walls are currently being installed, including the mechanical rough ins. The HVAC ductwork has been sealed and tested.

Informational: Mr. Higgs said he met with IT on July 25th to discuss the phone system. The items discussed were: Copper phone lines and connections, mechanicals and installation, the campus grounding survey, phone cards, the time frame and costs.

Administrative: Change order #30 was issued for Program Request #27 – the window glazing of the Jail pods. There have been 232 Requests for Information to date, seven are still open and they are waiting for responses. Mr. Higgs said there are pending Change Order Requests for the west parking lot, the flooring for Phase 2, and the Pinehurst phone and data lines.

Change Orders Mr. Higgs went over the Program Request for the Change Orders:

Program Request #026 (COR#105) pertaining to the cost to provide power to exterior light poles and signs at the existing Sheriff's Office for a total cost of \$20,137.24. The Committee discussed the possibility of not providing a new junction box and the financial issues associated with this.

Supervisor Combs moved to table the above Change Order and Program Requests totaling \$20,137.24 until the next meeting to discuss the financial issues, second by Supervisor Mawhinney. ADOPTED.

Program Request #028 (COR#66R) pertaining to omitting the demolition of the existing vehicle sally port for a total credit of \$7,830.25.

Program Request #028 (COR#102R) pertaining to providing access to the inmate shower controls for a total of \$1,071.00.

Program Request #028 (COR#110R) pertaining to the electrical modifications, wall patching and removal of the existing wall mounted heating fin tubes for a total cost of \$10,709.72.

Program Request #028 (COR#106 & 108) pertaining to the security equipment for converting an analog camera to a digital and a duplex receptacle to power the camera for a total of \$2,273.89.

Supervisor Brill moved approval of the above Change Order and Program Requests for a total of \$6,224.36, second by Chair Owens. ADOPTED.

Program Request #029 (COR#098R) pertaining to the fire alarm integration with the HVAC system, fire alarm integration with the existing sprinkler system, and the required changes from the Department of Commerce for a total of \$97,603.65.

Supervisor Combs moved approval of the above Change Order and Program Request for a total of \$97,603.65. ADOPTED.

Contingency Budget Update Mr. Terronez handed out and went over the 2011 Jail/Health Care Center Complex Capital Projects Account showing a projected balance of \$15,252, assuming approval of all change orders at today's meeting. Mr. Higgs added that the Sheriff's Office did a great job on keeping the furniture, fixtures and equipment costs well under budget.

General Services Director's Report.

Update on Courthouse Signage Mr. Leu said he has nothing new at this time as he has been working on his budget. He added that the information booth will be moved to the top of the steps on second floor. The rest of the information he should have ready in September. Supervisor Mawhinney said she thought the signage was supposed to be part of the office moves.

Supervisor Heidenreich suggested using monitors to show the layout of the Courthouse and a list of the functions of each department, similar to a web page. Mr. Crittenden said the concept of this is pretty straight forward.

Update on Meetings Held in the Courthouse on Weekends Ms. Bondehagen read the following e-mail from Mr. Thompson, UW Extension Office: "At the present time there are no scheduled or planned meetings here at the Courthouse. I would not expect any weekend meetings until possibly November or December here in the Courthouse."

Supervisor Combs asked what the status of the Courthouse lobby was. Mr. Leu said the tile is in but the carpet is on back order.

Semi-Annual Training/Conventions Report. The Committee accepted the report and requested it be placed on file.

Communications and Announcements. Mr. Leu told the Committee that Brent Sutherland went to work for St. Mary's new hospital as head of Maintenance. Doug Keating is covering this position until someone is hired to replace his.

Mr. Terronez discussed with the Committee about holding the special meeting of the General Services and Health Services Committees on August 30th to review the bids for the Rock Haven project. There was a general consensus.

Adjournment. Supervisor Combs moved adjournment at 9:23 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.