

**GENERAL SERVICES COMMITTEE**  
**December 6, 2011**

**Call to Order.** Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, December 6, 2011 in Conference Room N-1, Courthouse East.

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

**Committee Members Absent:** Supervisor Heidenreich.

**Staff Members Present:** Rob Leu, General Services Director; Randy Terronez, Assistant to County Administrator; Sherry Gunderson, Nursing Home Director; Jodi Millis, Purchasing Manager; Mickey Crittenden, IT Director.

**Others Present:** Kevin Higgs, The Samuels Group.

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

**Citizen Participation.** None.

**Approval of Minutes.** Supervisor Mawhinney moved approval of the minutes of November 15, 2011 as presented, second by Supervisor Brill. ADOPTED.

**Transfers and Appropriations.**

**General Services**

**FROM**

<u>Account #</u>	<u>Amount</u>
18-1812-0000-62160	\$ 3,160
Cleaning Contracts	
18-1812-0000-62400	3,000
R&M Services	
18-1812-0000-67200	2,000
Capital Improvements	
00-0000-0001-46205	1,703.78
Insurance Proceeds	

**TO**

<u>Account #</u>	<u>Amount</u>
18-1812-0000-62205	\$ 160
Fuel Oil	
18-1812-0000-63500	8,000
18-1815-9200-63109	1,703.78
Other Supplies & Exp.	

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

**Bills/Encumbrances - 2011**

HCC Building Complex	\$ 13,124.57
Purchasing Inventory/Postage	18,094.89
General Services	24,537.97
Glen Oaks Operations	130.00
Juvenile Detention Center Operations	5,362.00
Communications Center Operations	353.65
Adolescent Services/Guidance	130.00

Jail Capital Improvement	4,113.76
Jail/HCC Complex	2,732.80

**Bills/Encumbrances - 2012**

HCC Building Complex	\$ 117,276.08
Postage	180,000.00
General Services	11,317.80
General Services	162,407.04
Glen Oaks Operations	19,147.12
Juvenile Detention Center Operations	14,835.20
Communications Center Operations	19,834.32
Adolescent Services/Guidance	1,070.00
Jail Capital Improvement	2,000.00
General Services	136,423.74

**Pre-Approved Encumbrance Amendments**

Fleet Services	\$ 600.00
Eppstein Uhen Architects	2,806.00

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 said they are just finishing the security alarm upgrades in Pod C and they are still on target for finishing early in February 2012.

**Change Orders** None at this.

**Rock Haven**

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

Safety/Use of Site: Mr. Higgs said there have been no incidents or injuries reported; the job site looks good and the workers are complying with safe practices; they have discussed weather precautions and slip hazards; CG Schmidt is working Saturdays until further notice to take advantage of the warmer weather; the geothermal well drilling company is in the process of drilling test wells; and site work is progressing at N2 and N3.

Progress/Planned Activities: Mr. Higgs said Alliant Energy has completed installing temporary power to the trailers; the site sanitary work is complete; site development work is proceeding; the Common building lower level walls are about 95% complete; they will be starting on the CMU walls in the lower level; the Common Building under-slab mechanical, electrical and plumbing (MEP) work with the slab pour is scheduled for December 19<sup>th</sup>; they are expecting some of the structural steel to be delivered with installation starting the week of December 12<sup>th</sup>; they are back filling the foundation of N1, pouring the column pads, installing pad sub-base, under slab

MEP work this week; next week they will proceed with the under slab MEP work, starting radiant floor heat, and prepping and pouring slab on grade; and they will be excavating the footings one day and pouring concrete the next day for the next three weeks for N2.

Informational: Mr. Higgs said Alliant Energy will need to relocate a utility pole, in the path of the new entrance drive, that was not shown on the original site survey that Eppstein Uhen was working from; the project team met with Ben Coopman (DPW) to address concerns regarding the pond location and County F, the result of this meeting will require Eppstein Uhen and Arnold and Sheridan to verify the "Clear Zone" requirements; and they are currently working with the City of Janesville to resolve a request to use cast iron water mains versus PVC.

Quality Control: Mr. Higgs said PSI is performing soils inspections, rebar inspections and concrete testing.

**Change Orders** Mr. Higgs went over the Program Request Log; and Program Request #02 for authorization to proceed with processing change orders for soil remediation for \$250,000 to allow work to proceed during the evaluation process.

Supervisor Mawhinney moved approval of Program Request #02 in the amount of \$250,000, second by Supervisor Brill. ADOPTED on a 3-0 vote with Supervisor Combs abstaining.

**Requesting Transfer of Trailer to City of Janesville Fire Department HAZMAT Team.**

Supervisor Brill moved approval of the transfer of the HAZMAT Trailer to City of Janesville Fire Department HAZMAT Team, second by Supervisor Combs. ADOPTED.

**Designating Vendor for Pre-Sort Mailing Services.** Mr. Leu handed out his review of the proposals and why United Mailing Services was chosen.

Supervisor Brill moved approval to accept the bid for pre-sort mailing services from United Mailing Services, second by Supervisor Combs. ADOPTED.

**Discussion on Signage for the Courthouse.** Mr. Crittenden handed out information on the Razor Interactive Kiosk and went over the features. He said the cost would be \$14,027 with a yearly service contract of \$995. Chair Owens asked Mr. Crittenden to find out additional information on adding more floors, and the longevity of the unit. Mr. Crittenden said he would get this information and added that for far less expense a wall map could be made.

**Discussion on Planter by the Front Entrance to the Courthouse.** Mr. Leu said a person from Arnold and Sheridan was here last week and he had asked him for his thoughts on what could be done. Mr. Leu said he took pictures and said they would be willing to see what they can come up with for a solution.

Supervisor Combs asked about taking them out completely and putting in planters like the City of Janesville. Mr. Leu said there are weight concerns and structural concerns for the ramps.

Supervisor Combs suggested making use of the two engineers employed by the County to see if they have any suggestions.

**General Services Director Update.** Mr. Leu said the leaks in the parking ramps are being attributed to failure of the caulk and this is being looked into with the caulk manufacturer.

**Communications and Announcements.** Mr. Leu said input from the new UW Rock County Dean will be critical for their Master Plan.

Chair Owens said he will be out of the country from December 19<sup>th</sup> through December 29<sup>th</sup>.

**Adjournment.** Supervisor Combs moved adjournment at 9:14 A.M., second by Supervisor Mawhinney. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen  
Confidential Administrative Assistant

**NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.**