

GENERAL SERVICES COMMITTEE
February 1, 2011

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, February 1, 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 the County Administrator; Jodi Millis, Purchasing Manager; Al Dransfield, Senior Buyer; Mickey Crittenden, IT Director; Elizabeth Pohlman McQuillen, Criminal Justice Planner/Analyst.

Others Present: Kevin Higgs, The Samuels Group.

Approval of Agenda: Chair Owens said, per Roberts Rules, item 7. will be struck. Supervisor Combs moved approval of the agenda with this deletion, second by Supervisor Brill. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Mawhinney moved approval of the minutes of December 7, 2010 and December 15, 2010 joint meeting with Health Services Committee, and January 18, 2011, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations.

General Services

<u>FROM</u>		<u>TO</u>	
<u>Account #</u>	<u>Amount</u>	<u>Account #</u>	<u>Amount</u>
18-1810-0000-62203	\$22,600	18-1810-0000-62200	\$22,600
Natural Gas		Utilities	
18-1810-0000-62119	411	18-1810-0000-62113	411
Other Contracted Services		Snow Removal	
18-1810-0000-62160	760	18-1810-0000-62205	760
Cleaning Contracts		Fuel Oil	
18-1810-0000-62461	6,750	18-1810-0000-63500	6,750
Elevator R&M		R&M Supplies	
18-1810-0000-63104	3,300	18-1810-0000-63500	6,000
Printing & Duplication		R&M Supplies	
18-1810-0000-64200	2,700	18-1810-0000-65321	1,201
Training		Building Office Lease	

18-1810-0000-67172	1,201		
Capital Assets			
18-1811-0000-62203	6,160	18-1811-0000-62200	1,037
Natural Gas		Utilities	
18-1811-0000-62400	2,840	18-1811-0000-63500	8,713
R&M Services		R&M Supplies	
18-1811-0000-62113	750		
Snow Removal			

Supervisor Mawhinney moved approval of the above transfer for General Services, second by Supervisor Combs. ADOPTED.

2010

Bills/Encumbrances

HCC Boiler Project	\$	2,673.00
Purchasing Inventory/Postage		889.88
General Services		3,169.00
Juvenile Detention Center Operations		22.30
Communications Center Operations		106.82
Adolescence Services/Guidance		144.00
Jail Capital Improvement		642.58
Jail/HCC Complex		3,678.00

2011

Bills/Encumbrances

HCC		42.15
HCC Building Complex		10,974.98
Purchasing Inventory		3,577.85
General Services		50,880.21
Glen Oaks Operations		79.36
Juvenile Detention Center Operations		176.23
Adolescent Services/Guidance		22.66
Jail Capital Improvement		2,361.40

Pre-Approved Encumbrance Amendments. None.

Supervisor Mawhinney moved approval of the above Bills, Encumbrances and Pre-Approved Encumbrance Amendments 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 incidents or injuries. Things are going well.

Progress: Plumbing – proceeding with water piping using type “L” pipe. Electrical – proceeding with wall and overhead electrical rough ins at existing facility. Masonry – in process of constructing the platform area in booking. HVAC – proceeding with piping and ductwork rough ins. Fire Protection – is in progress. Structural Steel – all structural steel installation is 100% complete, the stairs and mezzanine grating has been installed. Interior painting – is in progress.

Administrative: Pending change order COR#061 for intercom stations is closed at no cost; COR#062 conduit routing is closed at no cost; COR#065 cable tray option is closed at no cost; COR#066 to omit sally port demolition is in review. Proposal requests issued – PR#011 for west parking lot modifications we are waiting for costs; PR#014R for corridor ceiling replacement has been issued and is under review.

Supervisor Brill asked if the fire system was wet or dry. Mr. Higgs said it is dry in the sally port and wet for the rest.

Supervisor Heidenreich asked about the conduit. Mr. Higgs said they are looking at running it in smaller groups with John doing the installation – John is very good and we are relying on him.

Change Orders Mr. Higgs said they have no change orders at this time.

Purchasing Procedural Endorsement

Authorizing Purchase of Replacement Employee Time Clocks

“**NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 that a Purchase Order for replacement time clocks be issued to Data Management, Inc. in the amount of \$37,295.22.”

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution, second by Supervisor Brill. ADOPTED.

Authorizing Contract for Justice and Mental Health Consultant

“**NOW, THEREFORE, BE IT RESOLVED** that the Rock County Board of Supervisors duly assembled this ____ day of _____, 2011 does hereby authorize a contract with Zia Partners and TriWest Group to conduct a full needs and resource assessment regarding mental health and co-occurring disorders as they relate to the criminal and juvenile justice systems in Rock County, as well as assist in the draft of a strategic plan to deal with the aforesaid issues pursuant to the grant application, in an amount not to exceed \$42,500.”

Ms. Pohlman McQuillen said this is an analysis of the problems, will show what and where current systems are, how to best use the systems, and what more is needed. This will give us ideas and recommendations to bring costs down.

Supervisor Mawhinney moved Purchasing Procedural Endorsement on the above resolution contingent on approval by the Public Safety and Justice Committee, second by Supervisor Combs. ADOPTED.

Semi-Annual Report. The Committee accepted the report.

Communications and Announcements. Chair Owens said the joint meeting with the Health Services Committee is scheduled for February 15, 2011 at 10:30 A.M. in N-1/N-2. The Committee decided to have their meeting start at 9 A.M. prior to the joint meeting.

Chair Owens said the question on the building moved for the UW Extension gardening program was discussed and UW Extension and RECAP came to an agreement to both parties satisfaction.

Supervisor Mawhinney asked Mr. Leu to make sure they have use of the skid steer that day in preparation of the upcoming storm.

Adjournment. Supervisor Combs moved adjournment at 8:47 A.M., second by Supervisor Brill. ADOPTED.

Respectfully submitted,

Marilyn Bondehagen
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.