

GENERAL SERVICES COMMITTEE
October 20, 2009

Call to Order. Chair Owens called the meeting of the General Services Committee to order at 8:00 A.M., Tuesday, October 20, 2009 in Conference Room N-1 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Supervisors Owens, Collins, Mawhinney, Brill.

Committee Members Absent: Supervisor Combs

Staff Members Present: Rob Leu, General Services Director; Al Dransfield, Senior Buyer; Commander Tom Gehl; Mickey Crittenden, Information Technology Director; David Sleeter, 911 Communications Center Director; Randy Thompson, U.W. Extension; Josh Smith, Assistant to the County Administrator.

Others Present: None.

Approval of Agenda: Supervisor Collins moved approval of the agenda with the addition of 6.G. "Authorizing Purchase of Sharp MS-450 Copier – County Clerk", second by Supervisor Mawhinney. ADOPTED.

Citizen Participation. None.

Approval of Minutes. Supervisor Mawhinney moved approval of the minutes of September 29 and October 6, 2009 as presented, second by Supervisor Brill. ADOPTED.

Transfers and Appropriations.

General Services

FROM

<u>Account #</u>	<u>Amount</u>
18-1817-0000-62203	\$ 3,200
Natural Gas	

TO

<u>Account #</u>	<u>Amount</u>
18-1817-0000-62400	\$ 3,200
R&M Supplies	

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

Bills.

HCC Building Complex	\$ 10,339.92
Purchasing Inventory	9,453.97
General Services	11,979.17
Glen Oaks Operations	279.42
Juvenile Detention Operations	75.48
Communications Center Operations	2,018.56
Adolescent Services/Guidance	221.06
Jail Capital Improvement	1,536.37
Jail Expansion	3,200.00
Courthouse Facility	7,500.00
U-Rock Expansion	180.29

Pre-Approved Encumbrance Amendments.

Sherman Sanitation Services, LLC	\$	115.00
“	“	160.00
“	“	80.00
“	“	225.00
“	“	450.00

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

Purchasing Procedural Endorsements.

Awarding Contract for Crop Land Lease at Rock County Farm

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009, awards the contract for the lease of 398 acres of crop land located at the Rock County Farm to Badgerland Grain Farms, LLC-Nick Viney, 5314 Westport Road, Madison, Wisconsin, 53704 in the amount of \$249.00 per acre in each of the years – 2010, 2011 and 2012; and,

BE IT FURTHER RESOLVED, that one half (1/2) of the total annual lease payment will be made by Badgerland Grain Farms LLC to Rock County on or before March 1st, and the balance paid on or before October 15th each year.”

Supervisor Collins moved the Purchasing Procedural Endorsement for the above resolution, second by Supervisor Brill. ADOPTED.

Authorizing Purchase of Four Network Servers

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009 that a Purchase Order be issued to CDW-G in the amount of \$58,908 for the purchase of four servers.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Finance Committee.”

Supervisor Collins moved the Purchasing Procedural Endorsement for the above resolution, second by Supervisor Mawhinney. ADOPTED.

Authorizing Purchase of Desktop and Server Software

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009 that a Purchase Order be issued to CDW-G in the amount of \$33,302.84 for the purchase of Microsoft desktop and server software.

BE IT FURTHER RESOLVED that payment be made to the vendor upon approval of the Finance Committee.”

Supervisor Mawhinney moved the Purchasing Procedural Endorsement for the above resolution, second by Supervisor Collins. ADOPTED.

Awarding Stock Pavilion Roof Replacement 4-H Fairgrounds and Amending 2009 Budget

“**NOW, THEREFORE BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009 that a contract for the replacement of the roof on the Fairgrounds Stock Pavilion Building be awarded to Christiansen, Inc., Rockford, Illinois, in the bid amount of \$43,775.00.

BE IT FURTHER RESOLVED, that payment be made to the vendor upon receipt and acceptance of the UW Extension Director and approval by the Agriculture and Extension Education Committee.

BE IT FURTHER RESOLVED, that the UW Extension Fairgrounds budget be amended as follows:

...”

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

Purchase of Uninterruptible Power Supply (UPS) Batteries.

“**NOW, THEREFORE, BE IT RESOLVED** by the Rock County Board of Supervisors duly assembled this _____ day of _____, 2009 that a Purchase Order be issued for Optional Battery Bid to J.T. Packard of Verona, Wisconsin, in the amount of \$15,828.59.”

Supervisor Brill moved the Purchasing Procedural Endorsement for the above resolution, second by Supervisor Collins. ADOPTED.

Authorizing the Purchase of a Sharp MS-450 Copier for the County Clerk.
Supervisor Brill moved approval for the purchase of a Sharp MS-450 Copier for the County Clerk, second by Supervisor Mawhinney. ADOPTED.

Purchasing Procedural Endorsement and Contract Award

Authorizing Contracts for Construction Documents and Project Oversight for Phase One of the Jail Renovation Project.

“**NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board duly assembled this _____ day of _____, 2009 does hereby authorize a contract with Potter Lawson for construction document and construction phase

services for Phase One in an amount not to exceed \$374,820 plus reimbursable expenses not to exceed \$50,000.

BE IT FURTHER RESOLVED, that a contract is authorized with The Samuels Group for owner's representative services for the construction document and construction phases of Phase One in an amount not to exceed \$631,920."

Supervisor Collins moved the Purchasing Procedural Endorsement and Contract Award for the above resolution, second by Supervisor Mawhinney. ADOPTED.

UW-Rock County Project.

Update Report. Mr. Leu said he is down to the final issues. He is waiting for the results of the recent sewer televising. The landscaping is still in dispute, half of the plantings were pulled up because they died. He has requested information on the value of all the work that needs to be re-done. Supervisor Mawhinney suggested contacting Mike Maddox, U.W. Extension, and looking into whether the Master Gardner Program could assist with plant selection, planting and maintenance.

Change Orders. None.

Supervisor Brill asked that #10 be moved up before #9 so Mr. Thompson does not have to wait until after the budget review. The Committee agreed.

Communications and Announcements. Supervisor Brill asked about the farmhouse burn. Mr. Thompson said the Janesville Fire Department used the old farmhouse for a variety of educational burns. The project was completed last Friday. They offered to burn other buildings if needed. Mr. Thompson said the project cost less than he anticipated and wondered if the demolition crew could remove the remnants of the burn.

Supervisor Brill asked about possibly moving the garage for use by gardeners as they are looking for a building. The cost to move the garage would be approximately \$11,000, close to what it would cost to be demolished. Supervisor Brill said the garage was constructed 12-13 years ago by RECAP people under the supervision of a contractor. It has four doors, vinyl siding, is insulated, sheet rocked, has a furnace and is wired. It is a good looking building and would fit over by the garden plots. He suggested salvaging a piece of concrete and putting the building on that.

Mr. Thompson said the Garden Plot Program is currently using the farm shop as their staging area. The program is expanding and this year they started a mobile pantry, taking vegetables to WIC clinics. They need an area to properly clean and prepare the produce. He anticipates a couple thousand dollars left from the demolition of the farmhouse, and an additional \$26,000 of revenue from crop land rent. He suggested possibly using some of those funds for the concrete foundation. He felt a good location would be just to the east of the farm shop.

Mr. Leu suggested "walking through" this with the City of Janesville. Mr. Thompson volunteered to start that process.

Review of Proposed General Services 2010 Budget. Mr. Leu distributed the "Design of Parking Structures for Reduced Maintenance" by Wiss, Janney, Elstner Associates, Inc.

Mr. Leu referred the Committee to Craig Knutson's Administrator's Comments which do an excellent job of summarizing what he proposing to do and outlines major issues and funding.

Mr. Leu distributed the University of Wisconsin-Rock County facilities budget request of Rock County for 2010, from Michael Pierick, Assistant Campus Dean for Administrative Services.

Mr. Leu distributed "2009 Projects to be Completed in 2010 and went through it with the Committee. It includes the following:

Juvenile Detention – Security Electronics Replacement and Video Surveillance Upgrade

U.W. Rock County – Art Room Wall/Screen Wall, Williams ADA Entrance, Storage Shed, Paint/Sandblast Andrews/Williams, Wells HVAC Study Update. Funding remaining from the project account will be used for expansion and repair of both front and rear parking lots and some type of public address system.

Courthouse – Replace one package boiler, plus breaching and stack. Carried over funds remain for parking ramp repairs and carpet replacement/flooring.

Mr. Leu advised everything new for 2010 is outlined in detail in Mr. Knutson's comments.

Adjournment. Supervisor Collins moved adjournment at 9:32 A.M., second by Supervisor Mawhinney. ADOPTED.

Respectfully submitted,

Linda Milligan
Confidential Administrative Assistant

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.