Minutes - April 15, 2025

Call to Order: Chair Brien called the General Services Committee meeting to order at 8:00 am in the Rock County Courthouse conference room N1/N2.

Committee Members Present: Supervisors Brien, Bobzien, Homan, Cullen and Wilson.

Committee Members Absent:

Staff Members Present: Brent Sutherland, Facilities Director; Michael Parille, Facilities Superintendent; David Froeber, Facilities Superintendent; Randy Terronez, Assistant to the County Administrator; Captain Christopher Krahn; Commander Kim Litsheim; Kristin Vander Kooi, Finance Director.

Others Present: Brian Zobel, UW Rock County; Chuck Flynn

Approve Agenda: Supervisor Wilson moved approval of the agenda as presented, second by Supervisor Bobzien. ADOPTED.

Citizen Participation, Communications and Announcements: None.

Approval of Minutes:

March 18, 2025 Minutes: Supervisor Homan moved to approve March 18, 2025 minutes, second by Supervisor Bobzien. ADOPTED.

Review of Payments:

March 2025 Payments: The committee reviewed the presented payments.

Review and Approval of Resolutions:

Awarding the Contract for the Addition/Renovation of a Garage at the Medical Examiner's Building and Amending the 2025 Facilities Management Budget: Supervisor Homan moved approval of the above resolution, second by Supervisor Wilson.
Brent explained he had a total budget of $921,000.00. Bids came in slightly higher than what was budgeted. Originally, an overhang was going to be built, but the decision was made to attach the garage and have a drive-through. Supervisor Cullen questioned how the project is $179,000.00 over budget. Brent explained all the different aspects that went into the project, including the $70,000.00 contingency. Supervisor Bobzien questioned if there was a running total of funds leftover from

previous projects from years past. Brent stated we are working on a policy on today's agenda to allow those excess funds to be put into a fund balance. In the past, funds left over were given back to the general fund.
ADOPTED.

Awarding the Contract for the Purchase and Installation of Water Heaters and Amending the 2025 Facilities Management Budget: Supervisor Bobzien moved approval of the above resolution, second by Supervisor Homan.
Brent explained the water heaters are for the existing Jail portion that was not being renovated. The typical life span of these water heaters is 25 years and at the time of deciding what mechanics to add to the renovation, the water heaters still had enough life expectancy left in them not to add to the renovation. Brent was hoping to put the water heaters into the 2026 budget, but 3 out of the 4 recently failed. Brent pulled money out of the operational budget to get a new water heater right away. The day the new water heater went in, the fourth existing heater failed and left the jail without a backup water heater. Brent is requesting money to purchase a second water heater and replace the money taken out of the operational budget. Brent noted the additional dollars needed for the water heaters will come from funds left over from 2024 projects. The failure of the water heaters was attributed to hard water, which can cause a cracked heat exchanger quickly. Brent also mentioned that they are now testing the water quality daily to prevent future failures. Supervisors Cullen and Homan questioned if the county could go back to the manufacturer to have them replaced. Brent explained it is difficult without having a record of the water quality that was going into the water heaters.
ADOPTED.

Review, Discussion and Possible Action:

Review of Finance Policy Update: Fund Balance Policy: Brent explained this is a Finance Policy but wanted the General Services Committee to review the policy. Brent is looking to create a fund balance from left over dollars from capital projects that came in under budget. Brent stated this would make planning for projects a little easier, knowing these funds are available. Kristin Vander Kooi noted the previous agenda items were great examples of why these funds could be needed. Additionally, these funds could help when a project comes in over budget.

Review of Finance Policy Update: Budget Amendments and Transfers: Brent explained this policy goes hand in hand with the previous policy discussed. These requests would still be a budget request and not need an additional transfer request. Instead, funds would go directly into the account once approved. The change is just asking to clean up the language in the policy. Kristin emphasized it's good to have a plan in place.

Updates on the Former Health Care Center Building : Brent updated the committee that he had hired PSI to go through the Health Care Center to give us a better estimate on abatement costs. Brent discussed the Sheriff's security concerns if the Health Care Center was sold. A couple of videos were presented to show the visibility someone would have on the 5th floor looking at the Sheriff's office. Commander Kim Litsheim also emphasized that the sale of the Health Care Center would put the Sheriff's office, employees, and inmates all at risk. Supervisor Homan noted that a conversation he had with the Sheriff requesting a fence or a wall be constructed if a sale went through. Commander Litsheim stated they would not be able to construct a wall or fence high enough to reduce the risk.

Next meeting date and time - May 6, 2025 8:00AM:

EXECUTIVE SESSION: Pursuant to Wis. Stat. § 19.85(1)(e) to deliberate on the negotiation on the sale of public property, the Rock County Health Care Center, whenever competitive or bargaining reasons require a closed session.: Supervisor Wilson moved to enter the executive session at 8:44 AM, second by Supervisor Bobzien. Approved by a unanimous yes roll call vote.

Adjournment: Supervisor Wilson moved adjournment at 9:10 AM, second by Supervisor Homan. ADOPTED.

Respectfully Submitted,

Andrea Wolf,
Administrative Professional III

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.