



Minutes - August 19, 2025

Call to Order: Vice Chair Wilson 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, Cullen, Bobzien, and Wilson.

Committee Members Absent: Supervisor Homan.

Staff Members Present: Brent Sutherland, Facilities Director; Randy Terronez, Assistant to the County Administrator; Dave Froeber, Facilities Superintendent; Mike Parille, Facilities Superintendent; Andrew Baker, Planning & Land Conservation Director; Paul King, Conservation Specialist III; Tim Nehr, Maintenance Tech.

Others Present: Chuck Flynn; Brian Zobel.

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

Citizen Participation, Communications and Announcements: Brent mentioned he would be taking a 4-week vacation to assist his wife after surgery.

Approval of Minutes:

August 5, 2025 Minutes: Supervisor Cullen moved to approve August 5, 2025, minutes, second by Supervisor Bobzien. ADOPTED.

Review of Payments:

July 2025 Payments: The committee reviewed the presented payments.

Review and Approval of Resolutions:

Naming the UW-Whitewater at Rock County Allen Hall Room 0016 the "Patricia Padjen-McNulty Qualitative and Quantitative Evaluation Methodology Room.": Supervisor Cullen moved approval of the above resolution, second by Supervisor Wilson. Supervisor Cullen moved to change the word "cording" to "coordinating" in line 16, second by Supervisor Wilson. Adopted. ADOPTED as amended.

Review, Discussion and Possible Action:

Dr. Daniel Hale Williams Resource Center Maintenance Garage:

Review of Change Orders: A change order of \$10,703 was reviewed, which included adding another sink and larger water heater to accommodate the second sink in order to meet the City of Janesville's code requirements.

Medical Examiners Building Garage Renovation:

Review of Change Orders: Change orders were not ready, the construction company is working through some pricing.

Review of Schedule: Completion has been pushed back by 2 weeks and is scheduled for the end of October due to weather related issues.

Employee Walking Trail- DWRC: Brent invited Tim Nehr from Facilities Management and Paul King from Land Conservation to discuss the implementation of a walking trail on 5 acres of woods behind the DWRC. Paul and Tim mapped out and created a figure-8 trail within a week, using grass instead of mulch to minimize maintenance costs. The trail has two entrances with signs installed, and although there are a few shady spots where grass growth is challenging, most of the trail is growing well, with the total length estimated to be around 5,000 feet. Brent mentioned the corner of Highway 51 and County Rd. F, near the Health Department, as an additional site for a walking trail.

Land Conservation Partnership with Facilities Management: Brent explained how Paul King is helping with the maintenance of retention ponds and natural areas. They highlight the partnership between departments for maintaining these areas, as the county is required to do maintenance, but the Facilities department lacks the expertise. Paul explained how they removed trees from Rock Haven's basin and reseeded them. They also manage invasive species at different locations, including the Jail's natural area and DWRC trails, by strategic mowing that cuts down taller invasive plants while preserving native plants. The committee appreciates this interdepartmental collaboration and notes that the public notices and values these well-maintained natural spaces.

Approval of the Policy for Renting Conference Rooms to Outside Agencies: Supervisor Cullen moved to approve the policy for renting conference rooms to outside agencies, second by Supervisor Bobzien. ADOPTED.

Brent presented a policy for renting conference rooms in Rock County facilities to outside agencies, establishing fees for small, medium, and large rooms with hourly, half-day, and full-day rates. The policy prohibits parties and showers while allowing public meetings, with requests to be handled by Andrea, who will check availability and compliance before collecting fees. Any fee waiver requests must be approved by the Rock County General Services Committee, and revenue collected will be recorded as a line item in the facilities budget.

Next meeting date and time-September 2, 2025, 8:00 AM: September 2, 2025, meeting is to be held in the Courthouse Conference Center on the 2nd floor.

Adjournment: Supervisor Wilson moved adjournment at 8:33 AM, second by Supervisor Cullen.
ADOPTED.

Respectfully submitted,

Andrea Wolf
Administrative Professional III

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.