



Minutes - October 21, 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; Dave Froeber, Facilities Superintendent; John Light, County Administrator; Commander Kim Litsheim; Captain Chris Krahn.

Others Present: Chuck Flynn.

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

Citizen Participation, Communications and Announcements: None.

Approval of Minutes:

September 7, 2025 Minutes: Supervisor Cullen moved to approve the September 7, 2025, minutes, second by Supervisor Homan. ADOPTED.

Review, Discussion and Possible Action:

Update on Law Enforcement Services/Jail Renovation Project:

Final Occupancy: Brent explained the jail inspector identified two areas requiring correction, the outdoor rec fencing and indoor rec area ductwork. Brent also explained that Venture Architects will not give final occupancy until all punch list items are completed, due to previous items on the punch list not being completed. Commander Litsheim expressed concern about the unresolved punch list items from a year ago that are delaying the completion of the Jail project. Commander Litsheim also noted the Sheriff expressed frustration about the delays, which have affected the use of seven conference rooms and a laundry facility and have affected budgeted laundry expenses. The committee discussed the possibility of having a penalty for the contractor due to delays and additional costs incurred by the county.

Errors and Omissions: Mediation between JP Cullen and Venture Architect has been scheduled for

October 28th.

Update on the Medical Examiners Renovation / Garage Addition:

Construction Schedule: The Medical Examiner's garage project is progressing well, the watermain has been lowered, landscaping, and structural work are completed. Brent noted the brick veneer installation was delayed due to the brick being on back order. The project is expected to be finished by the end of November, and the company will be coming back to put in the brick veneer in December.

Approval of 2026 Budget Appeal for Facilities Management: Supervisor Cullen moved to approve the 2026 budget appeal for Facilities Management, second by Supervisor Bobzien.

Supervisor Cullen moved to amend the motion to include an additional \$13,361 to be sourced from repair and maintenance services across facilities, second by Supervisor Wilson. ADOPTED.

ADOPTED AS AMENDED.

Brent discussed with the committee a budget appeal for facilities management, with John presenting calculations showing a cost of \$93,861, while the current proposal was for \$80,500. They also discussed the need to properly maintain buildings to avoid costly repairs and the importance of funding these positions through operations rather than capital.

Next meeting date and time-November 4, 2025 8:00AM:

Adjournment: Supervisor Cullen moved adjournment at 8:45 AM, second by Supervisor Bobzien. ADOPTED.

Respectfully submitted,

Andrea Wolf
Administrative Professional III

NOT OFFICIAL UNTIL APPROVED BY COMMITTEE.