

## EXECUTIVE COMMITTEE MEETING MINUTES

**DATE:** Tuesday, January 19, 2016

**TIME:** 8:00 a.m.

**PLACE:** Room 115, Wood County Courthouse

**PRESENT:** Hilde Henkel, Trent Miner, Lance Pliml, Donna Rozar

**EXCUSED:** Peter Hendler

**OTHERS PRESENT** (for part or all of meeting): Terry Rickaby, Reuben Van Tassel, Michael Martin, Marla Cummings, Brenda Nelson, Amy Kaup, Lori Heideman, Heather Gehrt, Sue Kunferman, Warren Kraft, Jason Grueneberg, Kathy Roetter, Bill Clendenning, Dennis Polach, John Cain (Venture Architects), Brian Della (Public Financial Management, Inc.)

The meeting was called to order at 8:00 a.m. by Chairman Miner.

**Public Comments** – No public comments

Treasurer Gehrt presented a resolution to sell tax deeded property located in the Town of Rudolph.

**Motion (Pliml/Rozar) to approve the resolution to sell tax deeded property. The resolution will be forwarded to the County Board for consideration. Motion carried unanimously.**

Grueneberg gave an update on space needs and the River Block project. He met with John Cain from Venture Architects and gave him a tour of the River Block building. Grueneberg has taken representatives from several departments through the building and would like to provide the opportunity for County Board supervisors and all department heads to tour the building. Kaup and Heideman have toured the River Block building and voiced their concerns that regardless of where their departments are relocated, they want to ensure that a permanent solution to their space needs are adequately addressed. Grueneberg has been doing a lot of public relations regarding the purchase and working on resolving parking concerns related to occupancy of the River Block building. He would like to initiate an advisory committee to assist in the decision-making process and update the Executive Committee on a bi-monthly basis. Pliml the county board chair, stated he would reconvene the Space Needs Implementation Ad Hoc Committee if decisions need to be negotiated during this process.

The Venture Architects proposal was reviewed. Grueneberg believes Venture would be a good fit for this project as they have worked with the County in the past on space needs assessments and are familiar with County departments and their needs. John Cain answered questions and stated that the first priorities of occupying the River Block building would be addressing the current sprinkler system and third party testing of the HVAC system. The building was originally constructed with an open concept layout and building walls will impact the HVAC system. Total cost to the County for the proposal by Venture Architects and the third party HVAC testing would be \$43,450.

**Motion (Rozar/Henkel) to accept the proposal dated January 15, 2016 for the River Block Building Study as presented by Venture Architects and to fund same with monies from the non-lapsing maintenance fund. Motion carried unanimously.**

**Motion (Pliml/Henkel) to adjourn the Executive Committee meeting at 9:46 a.m. Motion carried unanimously.**

Respectfully submitted and signed electronically by Donna Rozar, secretary

*Donna Rozar*

Minutes taken and prepared by Brenda Nelson and reviewed by the Executive Committee secretary.