

## MEETING MINUTES

### EC SUBCOMMITTEE ON THE WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND RELOCATION OF COURTHOUSE DEPARTMENTS

**Date:** Tuesday, August 24, 2016

**Time:** 9 a.m.

**Place:** Room 114, Wood County Courthouse

**Subcommittee members present:** Bill Clendenning, Ed Wagner, Donna Rozar, Al Breu

**Excused:** Doug Machon

**Others present for all or part of the meeting:** see attached sheet

1. Chair Clendenning called the meeting to order at 9:00 a.m.
2. There were no comments from the public at this time.
3. Motion (Wagner/Breu) to receive and place on file the minutes from the August 16th meeting with edits. Revised minutes will be sent to the county clerk for posting. All ayes. Motion carried.

Agenda item #9 was moved up. Motion (Breu/Wagner) to go into closed session per s. 19.85 (1)(d) and (e) to discuss the power supply to the River Block building at 9:04 a.m. Roll call vote of those Subcommittee members present: all ayes. Motion carried.

Motion (Wagner/Breu) to return to open session at 9:52 a.m. All ayes. Motion carried.

4. Brandon Vruwink and Sue Kunferman met with Reuben at the River Block building to discuss the reception area at the Jackson Street entrance. Human Services staff will provide reception services at that desk with the Health Department providing back-up staffing. The Health Department will have their own receptionist in their third floor department. Adequate signage that provides clear directions will be needed to direct customers to the correct department upon entering the building from Jackson Street.
5. Supervisor Wagner explained that the purpose of his recommendations regarding input from individuals on this project was to have a single point for information to be received and sent out to avoid "scope creep". Supervisor Wagner's recommendations were also to address timing and efficiency issues. The models he distributed at the last meeting were discussed. The Subcommittee was reminded that the Executive Committee (EC) appointed Jason to co-ordinate this project and any change in that co-ordination would need to be brought before the EC. The Chair stated he would see that these recommendations be put on the next EC agenda. The handouts will be distributed to the EC members.
6. Discussion was held on the \$600,000 currently over the amount borrowed for the River Block building remodel. The Subcommittee was reminded that the \$250,000 for the down payment on the River Block building as well as the \$55,000 for plumbing work was paid from Maintenance Department funds. This leaves \$295,000 still needed to finish the

project with the current scope. Discussion was had regarding the conservative nature of the project. Furniture will be reused, no windows are being replace, carpet is not being replaced, and construction is being minimized by using available square footage for offices. There are still department moving expenses that need to be discussed. There was consensus that the money should be in place before project bids are awarded. Motion (Wagner/Rozar) for Mike Martin to prepare a resolution to go to the EC at their September meeting and then on to the County Board that same month for the borrowing of up to \$500,000. All “ayes” except for Supervisor Clendenning. He voted “nay” because he believes the “timing is off and there are other things that can be done to achieve additional savings on this project”. Motion carried.

7. Jason has spoken with John Cain. An updated timeline was distributed. Floor plans for the River Block building are in the final stages of completion and should be available for review at the next meeting, August 30<sup>th</sup>.
8. A discussion was held about a timeline for the Courthouse relocations/renovations. Jason and Reuben stated it may be a little early for one but a draft timeline can be proposed. It was reported that the estimated budget for the Data Center, IT, Dispatch, and Veterans relocation/remodeling is \$104,000 short.

Amy Kaup reported that the cost for a microwave, point-to-point connection would be approximately \$74,000.

Courthouse security issues continue to be discussed at the committee level.

9. Agenda item moved up on the agenda and noted above.
10. Next meeting date: August 30<sup>th</sup> at 2 pm in room 114, County Courthouse
11. Chair Clendenning declared the meeting adjourned at 11:33 a.m.

Respectfully submitted,

*Donna Rozar*, secretary