

**MEETING MINUTES  
EC SUBCOMMITTEE ON THE  
WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND  
RELOCATION/REMODELING OF COURTHOUSE DEPARTMENTS**

**Date:** Tuesday, March 21<sup>st</sup>, 2017

**Time:** 11:00 a.m.

**Place:** 3<sup>rd</sup> floor break room, Wood County River Block building, 111 West Jackson Street, Wisconsin Rapids, WI

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

**Excused:** Doug Machon

**Others present for all or part of the meeting:** Reuben Van Tassel, Dawn Schmutzer, Brandon Vruwink, Shane Wucherpennig, Corey Ankensen, Kathy Alft, Amy Kaup, Roland Hawk, Amy Sue Vruwink, Lori Heideman, Chad Schooley; John Dhein and Paul Duesterbeck (Miron), County Board Supervisors Ken Curry, Adam Fischer, Bill Leichtnam and William Winch

1. Chair Clendenning called the meeting to order.
2. Clarification of the motion made at the last meeting to authorize the required work and new stove at a cost not to exceed \$30,000 was given as requested by County Board Supervisor Winch.
3. The Chair declared the minutes from the March 7<sup>th</sup> meeting approved as distributed without comment, edits, or additions.
4. **Update on status of River Block parking**--A schematic of the parking lots at the Elks Lodge was distributed. The \$26,750 for the repaving of the part of the lot the City is going to transfer to the County is in the budget. Roland Hawks reported that 52 parking spaces with 2 handicapped spaces (perhaps an additional 2 parking spaces) will be present in this lot. The additional lot has 21 parking spaces with 2 handicapped spaces. The Elks will pay for the drainage and sidewalk repairs on the lot next to their building. Any additional costs will be discussed. Roland will meet with the Elks for preliminary costs of the additional lot. There is a fire hydrant issue that will need to be addressed. Signage and car employee stickers for these lots was discussed. Reuben will bring back recommendations to the next Subcommittee meeting. The 30 spaces at City Hall were also discussed as far as cost, allocation, administration of, and possible stickers for vehicles that will park there. IT offered to send out a survey of employee interest in purchasing those spaces if necessary. WR charges for those spaces is unknown at this time. Costs will be determined and discussion of this issue will continue at the next meeting.
5. **Update of River Block project**—Project is on schedule. Preliminary schedule has been created indicating when departments will move into the building. The Human Services “stove project” appears to be coming in at approximately \$22,000, below the \$30,000 authorized. The contingency fund is healthy at \$329,000.

A general discussion of the aesthetics of the ceiling grid and noise level in the 3<sup>rd</sup> floor Commons Area was held. Suggestions for these issues were made. This discussion will continue to resolution.

The deterioration/absence of exterior window caulking in the building was discussed. A recommendation was made to at least caulk the corner window. This discussion will be placed on the next agenda. Costs will be presented for a decision at that time.

6. There is no possibility of reimbursing the Maintenance Fund of any project costs done prior to the bonding for this project to free-up money for moving expenses. Dawn Schmutzer presented the Rapp's Moving & Storage quote for moving the Human Services Department into River Block. This quote does not include moving any computers. **Motion (Wagner/Breu) to approve and request of the Executive Committee an amount not to exceed \$14,850 to move the Human Services Department into the River Block building. All ayes. Motion carried.**

**Motion (Rozar/Clendenning) to approve and request of the Executive Committee an amount not to exceed \$2500 for Parks and Forestry, and \$2100 for Land and Water for costs for those Departments to move into the River Block building. All ayes. Motion carried.**

Emergency Management will assist as much as possible and departments plan on doing as much packing as possible to keep down cost.

The Health Department budgeted \$7900 for moving expenses. Relocating computers was not included in this amount.

Amy Kaup stated that moving the smaller departments has already been scheduled and moving their IT equipment should go well. The Health and Human Services Departments IT move will be more complicated. Moving computers costs needs to be determined. Further information will be obtained and further discussion will occur.

7. River Block signage—Reuben distributed an example of exterior signage. Motion (Rozar/Breu) to accept the recommendation for exterior signage with the addition of the word “Department” following “Health” and adding an “s” to the word “Park”. All ayes. Motion carried. Reuben will research the specific costs of the approved signage and bring that back to the Subcommittee. It is anticipated that this cost will come out of the contingency fund. Vinyl signage will be placed on the exterior doors of the building.
8. **Next meeting:** Next meeting TBD by Subcommittee Chair.
9. The Chair declared the meeting adjourned at 12:16 p.m.

Minutes taken and respectfully submitted by,

*Donna Rozar*, secretary

Minutes in draft form until approved at the next scheduled meeting of the EC Subcommittee.