

## MEETING MINUTES

### EXECUTIVE COMMITTEE SUBCOMMITTEE ON WISCONSIN RAPIDS ANNEX, RIVER BLOCK BUILDING, AND RELOCATION OF COURTHOUSE DEPARTMENTS

Date: Thursday, May 19, 2016

Time: 1:00 to 2:50 p.m.

Place: Room 115, Wood County Courthouse

Attendees: Bill Clendenning, Doug Machon, Ed Wagner, Donna Rozar, Jason Grueneberg, Rueben Van Tassel, Peter Kastenholz, and those listed on the attached sign-in sheet.

1. The meeting was called to order by Chair Clendenning at approximately 1:00 p.m.
2. Public comments: There were no public comments at this time but members of the public did participate in the discussions during the course of the meeting.
3. Review minutes of previous meeting: Motion (Wagner/Rozar) to approve the May 3, 2016 meeting minutes. All ayes.
4. Update on process of retaining a construction manager (CM) for the River Block renovations including determining which potential CMs to interview: Grueneberg advised that only three proposals were received in response to the RFP for CM (agent type). The applicants for CM are from Miron, Ellis Construction, and Altmann Construction. The Subcommittee opened, reviewed, and discussed the various proposals and asked Grueneberg to arrange to have all three entities scheduled for interviews on Monday, May 23<sup>rd</sup> beginning at 10:00 a.m. The Subcommittee will commence the meeting at 9:45 a.m. and review the interview process with Grueneberg. The interviews will be conducted in open session and then the subcommittee's assessment process may be done in closed session for competitive and bargaining reasons.
5. Update on negotiations with the city on parking in support of the River Block operations: The Subcommittee was informed that County Board Chair Pliml has indicated he met with Wisconsin Rapids Mayor Vruwink to discuss acquisition of parking from the City to support the River Block operations. Progress is reportedly being made during these discussions but no tentative deal has been reached to this point.

If the County should acquire the parking lot adjacent to the Elks' Club from the City, the Elks have stated they would likely be willing to allow the County to use the Elks' parking lot if the County would improve the Elks' lot when the county repaves the lot the County is acquiring from the City.

6. Discuss status of architectural and engineering work on River Block: Grueneberg and Van Tassel advised that River Block has a clock system of 6 – 8 clocks that are interconnected and licensed with the Federal Communications Commission (FCC). The Mead Witter Foundation has maintained that licensure but wants to know how the county wants to proceed. The Subcommittee was told that IT doesn't support maintaining the FCC license and instead, would find it adequate to tie the clock system

into the County's hardware network. Kastenholtz was directed to prepare a letter to the Foundation advising of the county's intent. (Mr. Kastenholtz left the meeting at 1:53 p.m.)

There have been no changes to the River Block architectural and engineering plans since the presentation to the County Board on May 17<sup>th</sup>. There was considerable discussion about the use of the unassigned square footage on floors 2 and 3 and the possible departments, now in the courthouse, that might occupy that space. Discussion will be ongoing until decisions are made. There was Committee consensus that the discussion about the heating system in the River Block building be held over until a construction manager can be part of that discussion. The card system for the building is under discussion and options are being explored.

7. Discuss renovations to the parking lot between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues: A discussion took place regarding the access into the parking lot between 2<sup>nd</sup> and 3<sup>rd</sup> Avenues. It was noted that the City would like to move the access that is close to the intersection (which use to be signalized) for safety reasons. A loss of 4-6 parking places will take place if the access is moved. Motion (Wagner/Rozar) to support the Mead Witter Foundation in pursuing a variance for the current lot access off 3<sup>rd</sup> Avenue. Motion carried unanimously. Kastenholtz was directed to prepare a letter indicating the Committee's support of pursuing a variance and request a resolution of this issue by the first part of July so paving of the lot can be scheduled.
8. Discuss status of departments that will be relocating in the courthouse and, in particular, the movement of the County Clerk's office to the auditorium: The Executive Committee (EC) approved the move for the County Clerk's office to the auditorium with funding (approx. \$85,000) coming from the maintenance fund. The move is expected to take place in early September if all goes well.

There was general discussion about department relocations on the 1<sup>st</sup> and 2<sup>nd</sup> floors of the Courthouse. The 3<sup>rd</sup> floor is complex and will be a discussion for another day. Judge Brazeau, Jr. is chairing a Committee, which will meet in early June, on Courthouse Security issues. Recommendations will come from that Committee for future implementation. The EC along with oversight committees will have input into those recommendations.

9. Status of the Annex building: The building is just about empty. Salvaging of reusable items and those that can be properly disposed of is continuing under the supervision of Chair Clendenning.
10. The Subcommittee will meet on May 23<sup>rd</sup> at 9:45 a.m. to interview candidates for the construction manager.
11. Motion (Wagner/Machon) to adjourn the meeting at 2:50 p.m. All ayes.

Respectfully submitted,  
*Donna Rozar*, secretary

Minutes taken in part by Peter Kastenholtz, reviewed and completed by Committee secretary.