

**AD HOC PROPERTY COMMITTEE
MINUTES**

DATE: Tuesday, November 14, 2017
TIME: 10:30 a.m.
PLACE: Room 115, Wood County Courthouse
PRESENT: Al Breu, Ken Curry, Brad Kremer
OTHERS PRESENT: Reuben Van Tassel, Bill Clendenning, Donna Rozar, Ed Wagner, Jason Grueneberg, Marla Cummings, Mike Martin, Heather Gehrt, Warren Kraft, Amy Kaup

The meeting was called to order by Chairman Breu.

Public Comments – As requested by the Executive Committee, Van Tassel gave an update on the asset management program he will be purchasing in 2018 to track all major assets, maintenance and work orders. Discussion was held regarding security of the system as it is cloud based and accessed through an internet connection rather than being in house on a County server. The condition assessment and software implementation will cost approximately \$37,000 initially with a \$5,000 per year annual fee. Consensus of the Committee is for Van Tassel to move forward with the purchase.

Treasurer Gehrt informed the Committee that her department is entering a busy time of the year so her availability to assist with property sales would be limited.

Review/Approve Minutes

Motion (Curry/Kremer) to approve the minutes from the October 26, 2017 Ad Hoc Property Committee meeting. Motion carried.

Update on Assignments

Van Tassel informed the Committee that a work crew from Emergency Management will be going through the building at 2611 12th Street South to do paint touch ups, cleaning, etc. in preparation to list the building for sale. He is working with Lance Pliml to find a commercial appraiser to do an appraisal of the property.

The Committee discussed the delineation of wetland on 17th Avenue property. Grueneberg has contacted Star Environmental regarding the delineation and they would be able get started right away but may have to complete the job in the spring depending on the weather. The cost would be \$3,500. There is a site selector interested in purchasing a 7.7 acre portion of the property to be developed for an apartment complex, but they are not willing to pay for the wetland study. Kremer stated that the County should bear the cost of the delineation but he has reservations in selling off a portion of the property without first attempting to sell all 33 acres. He would suggest exploring selling the entire parcel for a few months before agreeing to sell off a portion. Further discussion was had regarding acquiring an appraisal for the property which should be completed prior to sale.

Motion (Curry/Kremer) to recommend the Executive Committee approve moving forward with the wetland delineation at the County's cost. Motion amended by Kremer to also include authorization of an appraisal of both the 7.7 acre parcel and the parcel as a whole. Motion carried.

Discussion was held regarding the property at 1010 Airport Avenue in Wisconsin Rapids. Van Tassel stated the Executive Committee approved having Emergency Management complete cleaning and painting of the property and they will begin doing so within the next few weeks.

Van Tassel has contacted Clarity Care regarding possible purchase of the two CBRF properties in Marshfield, those being 613 West 11th Street and 2401 South Peach Avenue. Clarity Care has been leasing both homes. He is waiting to hear back from them.

Courthouse and River Block Space Needs

Van Tassel stated there is a growing list of space needs and other projects that need to be prioritized so that we can move forward. The list includes more space for Finance, Clerk of Courts and the District Attorney; permanent space for Emergency Management, Wellness and the County Board Chairman; the Courthouse security office, employee breakroom and a second elevator; remodeling of Branch 1 and Probate; and possible relocation of Human Resources and Victim Witness. Courthouse security is also a high priority and is being addressed by a security committee headed up by Judge Brazeau. Wagner stated that Cindy Joosten has a list of security priorities and she should be included in the next Ad Hoc Property Committee meeting. Discussion was held at length about the importance of improving Courthouse security with Kremer stating he sees it as a top priority. Van Tassel reminded the Committee that there is some unutilized space on the third floor of River Block which could be built out to accommodate one or two smaller departments.

Van Tassel will begin collecting rough construction costs and possible options to present to the Committee to assist them in prioritizing the space needs and projects.

Kremer was excused at 11:55 a.m.

The next meeting will of the Ad Hoc Property Committee will be held on Tuesday, December 5th at 1:00 p.m.

Agenda items for next meeting: Ongoing space needs for Courthouse and buildout options for River Block third floor.

Chairman Breu declared the meeting adjourned at 12:08 p.m.

Minutes in draft form until approved at the next meeting of the Ad Hoc Property Committee. Minutes reviewed by Chairman Breu, taken by Brenda Nelson.