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

Date: Friday, March 31st, 2017

Time: 11:00 a.m.

Place: Cornerstone conference room, 511 E 4th Street, Marshfield, 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 (by ITV),

Kathy Alft, County Board Supervisors Adam Fischer and Dave LaFontaine

1. Chair Clendenning called the meeting to order.

- 2. No members of the public were in attendance to provide public comments.
- 3. The Chair declared the minutes from the March 21st meeting approved as distributed without comment, edits, or additions.
- 4. **Update on status of River Block parking**—A response from the City of WR regarding the cost of the 30 parking spaces by City Hall was distributed. The City indicates there will be a charge of \$156.00/year with a \$4.00 per sticker charge for each spot. The consensus was that this price was "exorbitant". It was learned that parking spaces at the US Bank building are being leased for \$75.00/year. The question was asked, "What is the City charging for leased parking at other leased lots?" No one knew the answer to that question at this time. Discussion centered on what the options were for parking from a distributed map of downtown parking. A memo will be sent out to employees moving to the River Block building of the prices and options available for parking. Apparently, there are employees willing to pay an annual fee for parking when the move is made to the River Block building. At the next Executive Committee meeting, the question will be asked about subsidizing parking costs for employees.
- 5. **Update of River Block project**—Project is on schedule and within budget. The contingency is approximately \$300,000. The following is a list of specific issues that were discussed and/or taken action on:
 - Caulking—Miron has examined the building and found that the base and vertical joints on the pre-cast panels as well as the corner windows (which are leaking) are in need of caulking. Up to a 1 inch bead needs to be applied in these areas. Motion (Clendenning/Wagner) to approve the caulking of the areas noted above at a cost not to exceed \$15,100 to be taken out of contingency. All ayes. Motion carried.
 - Change order #36—the 3 inch water main was found to have a leaking valve because of corrosion. The "not to exceed \$996" estimate to repair this was approved by Reuben per previously established criteria of approvals up to \$15,000.
 - **Change order #37**—Credit to contingency of \$3471.25 for monies not used in the permitting process.
 - Change order #39—Credit to contingency of \$4500 from Ron's Refrigeration because Maintenance Department and Emergency Management staff did the cleaning around the air-handlers.

- Change order #40—Discussion took place regarding the noise going from the breakroom into the Health Department (HD) on the third floor. In order to keep the light from the skylights going into the HD, it was suggested to put storefront glass on top of the existing wall. The cost would be \$10.457. There is concern that the state might require rated glass but that requirement is still being researched by the architect. Motion (Breu/Wagner) to approve the installation of storefront glass at a cost not to exceed \$10,500. All ayes. Motion carried. The motion will stand only if the state approves allowing unrated glass in that area. If not, options will be re-evaluated and discussed.
- Exterior lighting—Light fixtures on the ramps and at entrances need to be updated to LED fixtures. There will be a \$2300 credit if fixtures already ordered can be returned. If they cannot be, the Maintenance Department is able to use them elsewhere. Because the cost of the project will not exceed \$4890, Reuben is able to make this decision and will inform the Subcommittee of the expenditure.
- **Digital controls**—these controls were bid-out and will be installed. The company that sells the software program update with this system is offering a substantial discount at this time although the cost is not available at this time. Reuben will bring more information to a future meeting. A reminder was made that IT needs to be involved in this decision.
- **Human Services Director's office**—Brandon Vruwink has stated he does not want as big of an office as is currently planned for his occupancy at the River Block building. There is enough square footage in that space to divide it into 2 offices. The project would include putting up a wall with the necessary electrical work. There was Subcommittee consensus that this should be done. Reuben will approve this is the project cost is less than \$15,000.
- **Dr**. **Andrew's office**—Dr. Andrews is requesting a closet in his office. Subcommittee consensus is that an attractive filing cabinet (one that locks) with a coat rack be provided for the office in lieu of constructing a closet.
- Exterior signage—the final picture of the exterior sign was shown. The cost of the 2 signs will be \$2,200/sign. Everyone commented on how attractive the sign looks and agreed this was a positive addition.
- **Miron's contract**—Reuben reminded the Subcommittee that Miron Construction has been contracted for and approved for a 4th month of service on the River Block project. April 21st is the scheduled final inspection with the Health Department moving in shortly after that date.
- 6. **Next meeting:** April 4th immediately following the Executive Committee meeting in the third floor conference room at the River Block building
- 7. The Chair declared the meeting adjourned at 12:17 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.