

**AD HOC PROPERTY COMMITTEE  
MINUTES**

**DATE:** Tuesday, February 6, 2018

**TIME:** 11:00 a.m.

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

**PRESENT:** Al Breu, Ken Curry, Brad Kremer, Michael Feirer, Joe Zurfluh

**OTHERS PRESENT:** Reuben Van Tassel, Jason Grueneberg, Marla Cummings, Lacey Bell, Heather Gehrt, Kim McGrath, Amy Kaup, Steve Kreuser, Dennis Polach

The meeting was called to order by Chairman Breu.

**Public Comments** – No public comments.

**Review/Approve Minutes**

**Motion (Curry/Feirer) to approve the minutes from the January 16, 2018 Ad Hoc Property Committee meeting. Motion carried.**

**Update on Properties for Sale**

Gehrt is assisting with the sale of the Airport Avenue property. Bid packets were published and an open house of the property is scheduled for February 21<sup>st</sup>.

Van Tassel informed the Committee that Emergency Management will be finishing up this week on paint touch ups, cleaning, etc. in preparation to list the building at 2611 12<sup>th</sup> Street South for sale. Grueneberg stated that it was shown to an interested party but he has not heard from them since. An appraisal of the property is being done today.

Grueneberg had a follow up conversation with the interested party<sup>7</sup> regarding the 17<sup>th</sup> Avenue property regarding purchasing more than the original 7.7 acre portion they expressed interest in. They may consider doing three different developments on the property and are trying to work with the City of Wisconsin Rapids for incentives if they should do so. Discussion was held regarding the potential buyer purchasing the original parcel with an option to buy the rest.

**Courthouse and River Block Space Needs**

Van Tassel stated he has heard some pushback to the original plan to move HR and Finance to River Block and Emergency Management to the HR offices in the Courthouse including integration with other departments and opinions of several County Board members in opposition of the plan. Other options need to be explored. Cummings stated that in her opinion HR and Finance do not need to be together once payroll is moved to Finance. She does need a conference space for auditors and meeting with departments that have questions or issues and feels her new space should be large enough to accommodate a possible fourth employee as well as all the records currently being stored under the stairway on first floor of the Courthouse. If Finance is moved to River Block, a fireproof cabinet could

be used to store blank checks and arrangements made to deliver checks to the Treasurer's office for mailing on check run days. McGrath feels that the current space occupied by HR is ideal for the department and does not feel moving them to River Block is the best scenario. HR works more closely with departments housed in the Courthouse and accessibility to the office is better at the Courthouse than it would be at River Block on the third floor. McGrath is also concerned with confidentiality being problematic at River Block due to the thin walls and lack of soundproofing. Van Tassel acknowledged that soundproofing has been an ongoing issue in that building but feels it would be easy to include sound barriers when new walls are constructed. If HR would not move to the other building, then a different space would need to be found in the Courthouse for Emergency Management. The space EM vacated is in need of a lot of work to become offices again and perhaps would be better utilized as storage. Consensus of the Committee is that Human Resources and Finance offices should be moved to the River Block building. Van Tassel will meet with Cummings and McGrath to come up with office layouts that will work for both departments in that space.

**Motion (Kremer/Feirer) to recommend moving Human Resources and Finance to the currently vacant space on the third floor of the River Block building, and move Emergency Management to the current Human Resources office in the Courthouse. Motion carried.**

Discussion was held regarding the reserve courtroom space on third floor of the Courthouse and whether all the space on third floor would be used up with the addition of a fourth courtroom in the future. Currently the District Attorney's office is in need of more space, and there is also talk of moving Victim Witness and possibly Corporation Counsel to the third floor, especially in light of the request of Peter Kastenholz to add a part time legal secretary to his staff. For security reasons it would make sense to designate the third floor for judicial related departments only.

**Motion (Curry/Feirer) to designate the third floor of the Courthouse as judicial related departments only for potential security issues. Motion carried.**

The next meeting of the Ad Hoc Property Committee will be held on Tuesday, February 20<sup>th</sup> immediately following County Board.

**Chairman Breu declared the meeting adjourned at 12:05 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.