

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

Date: Tuesday, March 7th, 2017

Time: 10:20 a.m.

Place: Conference Room 114, Wood County Courthouse, 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, Steve Kreuser, Shane Wucherpfennig, Dennis Polach, Amy Kaup

1. Chair Clendenning called the meeting to order.
2. There were no public comments.
3. The Chair declared the minutes from the last 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. Reuben clarified that the \$26,750 for the repaving of the part of the lot the City is going to sell to the County is in the budget. However, the estimate needs to be updated with the paving of the additional part of the lot with the cost of adjoining those 2 parking areas. An additional entrance off Grand Avenue will not be needed. Reuben will connect with Roland at the Highway Department for this additional estimate and bring that information back to the Subcommittee.
5. **Update of River Block project**—The following items were presented, discussed, and acted upon as necessary. 1) The main corridors on each floor have snug older ceilings. Getting in and out of those ceilings for necessary maintenance will be difficult. Eagle Construction believes they can cover the cost of installing new ceilings in these corridors but if that is not possible, the estimate is that it will cost less than \$10,000 to replace the old ceilings. The plan at present is to not have to incur the additional cost. Reuben will keep an eye on this possibility and report back to the Subcommittee as necessary. 2) It was just realized that Human Services needs to have a working stove/oven to teach cooking skills to the population they serve currently at the 12th Street facility. This will require a venting hood and a 220 volt hook-up for a cost of approximately \$30,000. **Motion (Wagner/Breu) to authorize the required work and a new stove at a cost not to exceed \$30,000. Cost to come out of contingency. All ayes. Motion passed.** 3) Moving the Human Services Department was discussed at length. A schedule of the move needs to be determined. Reuben, Steve K, and Brandon will work on that schedule. Emergency Management (EM) will assist as much as possible but there potentially, may be some cost to move furniture and other equipment. Estimates need to be obtained for a better understanding of what that cost may be. There is nothing in the Human Services budget to assist with moving expenses. Health Department, Land/Conservation, and Parks and Forestry personnel have spoken to a moving company regarding moving costs. Suggestions about how to pay for moving costs were discussed and a variety of options will be researched with an update to the Subcommittee at the next meeting. 4) Steve K discussed concerns about recycling in the River Block building. It costs EM about \$3000/year to recycle materials in the Courthouse and that Department has been absorbing that expense in their budget. Steve was encouraged to discuss this issue with his oversight

committee and it would be discussed again at this Subcommittee if necessary. 5) How to handle outgoing and incoming mail continues to be discussed by the Departments moving into the River Block building. Concerns regarding handling of money and medications were also discussed. It was suggested that many of these concerns need to be handled by the departments affected and the departments are encouraged to implement a system that works for them. This Subcommittee does not need to get into the details of handling specific departmental concerns. The Subcommittee will assist with brainstorming and address any budgetary issues that arise with those concerns, but doesn't need to be involved in the system specifics. 6) Signage—Reuben reported that vinyl decals on doors is a viable option for signage. He is still researching requirements of signage. Those requirements will be implemented for compliance.

6. **Next meeting:** Next meeting TBD by Subcommittee Chair.
- 7.
8. The Chair declared the meeting adjourned at 11:30 a.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.