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

**Date:** Friday, February 24<sup>th</sup>, 2017

**Time:** 12 p.m.

Place: 1st floor Conference Room, Wood County River Block, 111 W. Jackson Street,

Wisconsin Rapids, WI

Subcommittee members present: Al Breu, Bill Clendenning, Doug Machon, Donna Rozar,

Excused: Ed Wagner

Others present for all or part of the meeting: Kathy Alft, Reuben Van Tassel, John Dhein, Dawn Schmutzer, Chad Schooley, Lori Heideman, Shane Wucherpfennig

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. The Chair reported that the resolution regarding the River Block parking that was passed by the Wood County Board was also passed unanimously by the Wisconsin Rapids City Council following passage by the WR Finance Committee. The Chair also stated that Corporation Counsel was working with the City on determining the cost of the City Hall parking spots.
- 5. The River Block remodel is within budget with a higher contingency fund than when the project started. The issues regarding the remodel are listed below:
  - Emergency generator hookup (change order #30)—there appears to be no "wiggle room" with the state electrical inspector as far as moving forward with the hookup as previously discussed. The inspector wants to see an automatic transfer installed for safety reasons. Some work has already been done and will be left in place in case something can be worked out in the future regarding the hookup. There will be a \$1,810 deduction from the bid if the wiring is not installed to complete the hookup. Motion (Rozar/Breu) to leave whatever wiring has been done in place, but adjust the budget to deduct \$1,810 from the original bid and not proceed with the additional wiring for the emergency generator hookup. All ayes. Motion passes.
  - Signage—Reuben reported the he has received a bid for \$15,000 or less for consistent signage throughout the River Block building. Motion (Breu/Rozar) to authorize Reuben to purchase signage for the building at a cost not to exceed \$15,000. All ayes. Motion passes.
  - Clock system—the system that was in the building required an FCC license and was removed by the Mead-Witter Foundation. Reuben recommends a Power-over-Ethernet (POE) system at a cost of approximately \$3000. It is a low voltage system. Motion (Rozar/Clendenning) to purchase and install a POE system for the clocks in River Block at a cost not to exceed \$3000. All ayes. Motion passes.
  - **Plumbing**—during remodeling, it was discovered that the main riser from the floor to the penthouse is lined with "old stuff" which has reduced the diameter of the pipe. The cost to auger the main rise from the floor to the penthouse would be \$3,879. Motion

- (Breu/Clendenning) to auger the main riser from the floor to the penthouse at a cost not to exceed \$3900.
- Refurbishing elevators—to install new paneling and flooring (\$4520) along with new diffusers (\$1500) in the 2 elevators would be a total of \$6020. The panels are nicked and have been damaged and the diffusers are yellowing and cracked. The timing of the installation was discussed. The preference is to do the refinishing after the department moves were completed but may need to be done before the punch list is completed and permission is given for occupancy. Details will be worked out by Miron. Motion (Breu/Rozar) to approve the materials and installation for the 2 elevators at a cost not to exceed \$6020. 3 ayes. 1 nay. Machon voted "nay" ("doesn't want to spend the money") Motion carried.
- Paving of River Block parking at the Elks Lodge—the original estimate from the Highway Department to pave the parking lot at the Elks Lodge was \$26,750. A discussion took place regarding paving the whole of the lot and at what additional cost? Was the original estimate in the budget?? Reuben will bring the answers to these questions back at the next Subcommittee meeting.

Doug Machon left the meeting at 12:55 p.m.

- 6. A discussion took place regarding the process and cost of moving Departments into the River Block building. Emergency Government will assist when able. The Health Department included their moving costs into their budget and has hired the same moving company they used when they moved from the Annex to Riverview. Parks and Land Conservation has thought about the process of moving their furniture but has made no final plans. Human Services is going to be the biggest challenge. Questions regarding funding moving expenses and various options were discussed. Departments were asked to determine better costs of moving and the discussion will continue over the weeks leading to the move.
  - Human Services has a "moving committee" meeting regularly to discuss moving issues. Items on their list discussed at the Subcommittee were the need for a mailroom, how incoming and outgoing mail was going to be handled, and security issues currently handled in the Courthouse. The Subcommittee will continue to discuss specifics of the move as they come up. Department heads are encouraged to discuss some issues and come to a consensus about solving them.
- 7. **Next meeting:** Next meeting TBD by Subcommittee Chair.
- 8. The Chair declared the meeting adjourned at 1:30 p.m.

Minutes taken and respectfully submitted,

**Donna Rozar**, secretary

Minutes are in draft form until approved at the next scheduled meeting of the EC Subcommittee.