

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

Date: Friday, April 7th, 2017

Time: 11:45 a.m.

Place: 3rd Floor Break Room, Wood County River Block, Wisconsin Rapids, WI

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

Others present for all or part of the meeting: Reuben Van Tassel, Dawn Schmutzer, Kathy Alft, Brandon Vruwink, Susan Feith, Ken Curry, Zack Vruwink, Jason DeMarco

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 31st meeting approved as distributed without comment, edits, or additions.
4. **Update on status of River Block parking**—A general discussion of parking spaces available for Wood County employees (including both free and leased spaces) occupying the River Block building took place. Susan Feith stated there would be approximately 25 spaces south of the old Tribune building that are privately owned that she would be willing to negotiate a cost for to cover the liability insurance, taxes, and snow plowing. The question of whether or not the lot would need to be repaved was asked. The Chair will connect and discuss the availability of this lot further with Ms. Feith.

The negotiations with the Elks Club are going well. A general discussion regarding the 30 spaces at City Hall also took place, as well as the spaces for lease at the US Bank. Signage and stickers for county employees for the spaces at the Elks Club and on Jackson Street were discussed.

Motion (Breu/Rozar) that Reuben send out a memo telling employees relocating to the River Block of the spaces for lease at both City Hall and the US Bank, telling them that the spaces will be on a first-come, first served basis. The memo will also include the contact person for each option. Mayor Vruwink asked that the memo be run by him to make certain the contact person given was correct. Motion passed, 4-1. Mr. Machon voted no because he believed there should be more coordination between the leased spaces and free spaces available for employee.

Mayor Vruwink stated that the City of WR will further evaluate the crossing between the Elks Lodge parking and the River Block building as employees move between the 2 locations.

5. **Update of River Block project**—Project is on schedule and within budget. The contingency is approximately \$250,000. The following is a list of specific issues that were discussed and/or taken action on:
 - **Change order #47 (Human Services Director's office)** —Dividing this office came in at a cost of \$3,344 (under original estimate of approximately \$15,000).

- Ceiling tiles above the Health Department have been painted and paint was used up while equipment was on site to paint the tiles in the southwest corner of the building. Reuben will have final costs soon.
- **Digital controls**—these controls need to be on an updated system. Complete controls provided a four-phased approach estimate. The first phase includes an upgrade of the River Block/Courthouse at a cost of \$14,649.00. The other phases have to do with the Highway Department, Norwood, and Edgewater Haven. Motion (Rozar/Breu) to proceed with the upgrade at the River Block and Courthouse buildings at a cost not to exceed \$15,000. All ayes. Motion passed.
- The caulking as discussed at the last meeting will begin next week.
- Reuben announced that there were smaller contingencies in individual contractor's budgets. Those allowances will be returned to contingency if not needed.
- Final dusting and cleaning yet to be done in the River Block building. Reuben has been connecting and getting bids from cleaning companies for cleaning services at the River Block building. RB Cleaning has been contracted with for those cleaning services.
- WiFi is not connected to the building.
- A different door access card will be used for the River Block building than for the Courthouse. These cards will be issued to Health Department employees in the near future. All offices in the building will be behind locked doors.

Mr. Wagner left at 12:46

6. The Health Department move is on schedule. Parks, Conservation/Water, and Human Services Departments continue to work out the details of their move. These plans on moving ahead satisfactorily. Each Department has worked out the move of their computers with IT input and involvement.

Discussion took place on how to proceed with a “new neighbor” introduction to the downtown community. Comments were shared about the excitement downtown has about the River Block building being occupied. Was quite a positive, enthusiastic discussion regarding the move.

7. **Next meeting:** will be called at the discretion of the Chair.
8. The Chair declared the meeting adjourned at 12:59 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.