

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

**Date:** Thursday, June 22<sup>nd</sup>, 2017

**Place:** Room 231A Wood County River Block, 111 W Jackson St., 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, Brandon Vruwink, Dennis Polach, Dawn Schmutzer, Gus Mancuso and Heather McKellips (Incourage), Sue Kunferman, Kathy Alft, Amy Kaup, Sonia Hanneman (Trading Post), Michelle Goodwin Party Time Cakes)

1. Chair Clendenning called the meeting to order at 10:30 a.m.
2. **Public Comments:** Gus Mancuso stated that the room and location of meeting created accessibility concerns.  
Michelle Goodwin and Sonia Hanneman, downtown business owners, expressed customer parking concerns regarding the fourth row in the leased parking lot that their customers have been using prior to the leasing of the parking lot by Wood County.
3. Motion (Wagner/Breu) to approve the minutes of the May 5th meeting as distributed without comments, edits, or additions.
4. **Update of status of River Block parking/pedestrian safety:** Reuben stated the passes distributed to employees were serving their purpose. It was reiterated that there are 4 rows of parking in the lot across the street that are under lease. Final numbers of how many parking spaces the County will need are required. Doug, Ed, and Reuben will meet to come up with those numbers and report back to the Subcommittee. Options for consideration regarding customer parking concerns expressed will be discussed when those final numbers are tabulated.

The Elk's lot has not been paved yet.

Pedestrian safety (getting into River Block) was discussed. Risk Management needs to be pulled into the discussion to address customer and employee liability. Various reminders regarding pedestrian crosswalks were discussed. Corporation Counsel involvement was recommended in possible discussions with the City regarding those reminders. The Chair will discuss concerns with both departments.

**5. River Block project update:**

Reuben reported that the bulk of the project has been completed. A final invoice has been received. There is \$187,170 of the contingency fund left. There is additional work that needs to be addressed. 1. A "Personnel lift" for the third floor was approved and will be purchased.

2. Sound issues in the Health Department (HD) and Break Room are being addressed. The HD is using some white noise machines and they are working in some areas. Since the noise is coming from the vents, anticipated installation of some ceramic insulation is going to be done.

3. The exterior doors need to be replaced at a cost of \$27-28,000. There will be 4 pairs of new doors with new frames and 3 of them need automatic door operators. **Motion (Rozar/Machon) to approve the exterior doors replacement at a cost not to exceed \$30,000. All ayes. Motion passed.**

4. No leaking was observed in the skylight above the breakroom over the past few weeks with all the rain.

b. Reuben reported that approximately \$50,000 would be needed to set-up the unassigned space on the second floor as an auditorium in classroom style. It was the consensus of the Subcommittee that while desirable to have an auditorium, this expense could be capitalized over time to provide that space.

Moving expenses for the Health Department and Human Services is above the estimate provided by Rapps. This will need discussion at the Executive Committee.

6. The Dispatch relocation is being done well with 60% of the \$125,000 budgeted. The racking of the IT equipment is being done and framing of the space is to start soon.

**Issues that need further discussion:** Employee breakroom, Finance Department location, Permanent space for Wellness Coordinator, HR possible relocation, 2<sup>nd</sup> elevator in Courthouse, Transformer needs. These issues will be put on a future agenda.

7. **Next meeting:** will be called at the discretion of the Chair.

8. The Chair declared the meeting adjourned at 11:54 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.