City of Weyauwega

Space Needs Analysis

January 3, 2012

Prepared By:

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Section 1: Introduction

The City of Weyauwega is conducting a Space Needs Analysis update to review the options of renovating the existing City Hall and adjacent buildings, and/or removing the existing buildings and constructing a new facility. The City has previously conducted a Needs Analysis Study in 2008 for a new Municipal Building and as part of the 2008 Study the community reviewed three potential locations.

Brief Overview of Community - The City of Weyauwega is located on Highway 10 in Waupaca County, adjacent to Lake Weyauwega, and has access to both the Waupaca and Wolf Rivers. The community is centrally located between the major hubs of Stevens Point, Appleton, and Green Bay and will likely continue to become more of a bedroom community to these major hubs. With the economic slowdown in the recent years the community saw a modest population growth from 1,806 to 1,815 from 2000 to 2010. However the decade before that the City of Weyauwega seen a population growth from 1,665 to 1,806 or an 8.5% increase. Currently the City expects to see minimal future growth.

Brief Overview of Project - The City Hall and Police Department are in desperate need of more functional space and have hired Cedar Corporation to review the options of renovating the existing City Hall and adjacent properties or razing one or more of the existing buildings and constructing a new facility on the existing site.

To provide a thorough evaluation of the existing site the following items will be reviewed.

- Review of the 2008 study completed by Martensen Eisle.
- Re-evaluate and determine the current and future needs of the City Hall and Police Departments.
- Evaluation of the condition of the current City Hall and Police building.
- Evaluate the condition and opportunities for re-use of the adjacent Taxidermy and Mall Buildings.
- Determine probable opinions of cost for the re-use of the existing facilities and the cost for a new building on the existing site.

Brief Overview of Previous Report – Martenson & Eisele, Inc. was retained by the City in 2008 to complete a Needs Analysis Study to compare the advantages and disadvantages of three potential building options for the City Hall and Police Department. The options that were reviewed included renovating and adding an addition to the current building, purchasing and renovating the old middle school building, and constructing a new building on a green site. The option of razing the existing City Hall and adjacent buildings was not reviewed in the 2008 report.

The existing report was very comprehensive and much of the information regarding the site, parking, existing City Hall Conditions, space, and facility needs were reviewed and utilized in the preparation of this report, and can be utilized as the facility design proceeds. To assist the City in making a final determination for renovation or building new, and to aid in budgeting and determining a schedule of implementation, our report will include space comparisons of similar sized communities and potential grant funding opportunities that may be available. This information will also prove to be useful for public information meetings as the project progresses.

Considerations for Project - In reviewing the existing building and in making our recommendation for either renovating the existing building(s) or the decision to build new, we have noted that the following items are important factors that we, and with the City of Weyauwega's input, will use in reaching our recommendation.

1) Maintain the existing building, or if not feasible, maintain the building's character and urban context in which the building is situated.
2) Provide a fully accessible building that meets current codes.
3) Provide a more energy efficient structure that not only reduces utility costs, but also improves the staff's work environment.
4) Improve the space efficiency over current building layout and minimize non-usable space.
5) Improve visibility and clarity for public using the space (i.e. Where the entrance is and how to get to each department).
6) Improve facility security.

Section 2: Existing Conditions

To best determine the community's desires and expectations for the project, Cedar Corporation interviewed individuals and City Staff from the City of Weyauwega. This information will provide insight to identify potential options to use the current building and adjacent structures that would accommodate the future municipal space needs identified in this study.

It was determined that City Hall should remain downtown in its existing location. One of the purposes of this study is to determine the space needs of the functions, whether the space will fit into the locations, and whether the buildings can be renovated for re-use. Below is a summary of the existing building sites and summary of the buildings.

- The existing City Hall lot size is 30' x 120' with 33' wide by 56' deep building. It is assumed that the existing walls extend over the property line and are former party walls with the adjacent buildings. Further investigation will be required prior to any expansion or new construction to determine the exact location of the property lines.
- The adjacent one-story taxidermy building lot size is 20' x 120'with an approximately 20' wide and 68' deep building.
- The existing mall building lot size is approximately 40'-0" x 70'-0" with an approximate 40' wide by 70' deep building.
- Using both the City Hall building lot and taxidermy building lot would provide the City a parcel size of approximately 50'-0" x 120'-0" or 6,000 square feet.
- Using the City Hall, taxidermy, and mall building lot would provide the City a parcel size of approximately 8,800 square feet.

The amount of renovation and programming of the multi-level facility will determine the best alternative for siting the building on one, both, or all three lots.

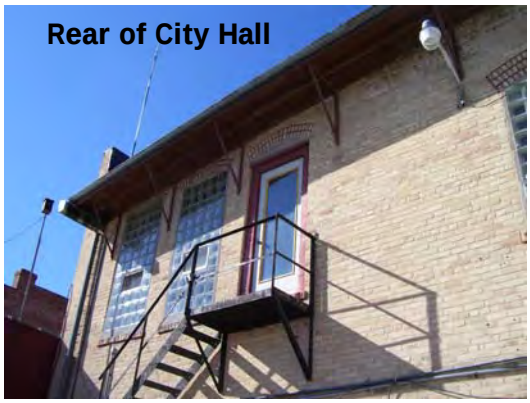
City Hall Existing Building Summary - Additional information can be found in the Final Draft Report Municipal Building Needs Analysis Study completed for the City of Weyauwega by Martenson & Eisele, Inc. dated June 16, 2008.

The existing historic "City Hall" building is approximately 33'-8" x 56'-0" and has 1,883 square feet on each floor with two floors totaling 3,766 square feet. The building also has a 1,650 square foot basement level that is used for storage and mechanical equipment. It is estimated that the building is approximately 90 years old and has served as the City Hall with Police Department on the second floor since the building was constructed. It also originally housed the Fire Department on the first floor, which explains the unusually high ceiling height, resulting in a floor to floor height of 13'-6" in this space.

Existing City Hall

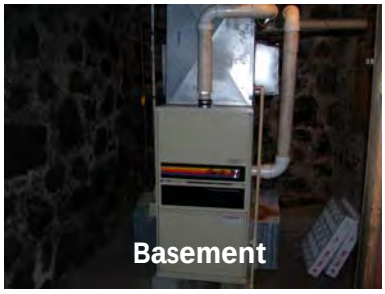
Accessibility - Due to the age of the building and reconfiguration of spaces over time, there are many areas in this building that do not meet the Americans with Disabilities Act (ADA) requirements. Some of the offices on the first floor and the entire second floor do not meet code as they do not have acceptable ramps or an elevator accessing these spaces. The main entrance would also have to be widened to meet code. The basement area is served by an existing stairway which likely also would need to be replaced to meet current codes.

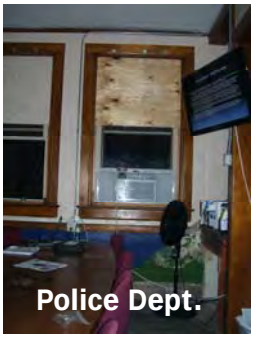
Efficiency of Spaces - Because of the multiple functions within this building and with two story construction there is a significant amount of space that is used for vertical and horizontal circulation. The first story has almost one-third of its square footage dedicated to circulation.


Rear of City Hall

Building Envelope - The City Hall building is a double-wythe brick building with wood framing inside the exterior walls. The brick on the front and rear walls appear to be in fair to good condition and do not contain any apparent cracking from differential settlement. Any interior bearing elements, if they exist, are not known at this time and will have to be further examined if this structure is to be renovated. The existing floor and roof structures are wood framed and appear to be in fair to good condition. The floor framing systems for the main floor utilizes wood beams extending from north to south in the building with wood framing infilling from east to west. The second floor framing system utilizes steel beams spanning east to west with wood framing infilling from north to south. These framing systems would require further structural inspection, analysis and calculations to determine their suitability and if necessary the extent reinforcement. The existing windows are not original or energy efficient. The roof has a rubber EPDM single ply membrane, which drains toward the rear of the building. Age of the roofing materials is unknown. If the facility is renovated it will likely require additional structural reinforcement and additional insulation.

Mechanical System - The mechanical system has been updated from the original system; however most of the existing system does not meet current codes and in some locations does not provide the occupants with adequate thermal comfort or air exchanges. If the building were to be renovated, the existing mechanical system would not be suitable for re-use due to the extent that renovation would require. If the building were renovated we would review several different scenarios to capture the most cost effective and efficient mechanical system for the City.


Basement


Police Dept.


Restroom

Plumbing - The existing plumbing supply system consists of a 1" service from Main Street. Portions of the water supply piping have been updated; however portions of the lead piping may exist in the inaccessible locations. If the building is renovated the existing plumbing will be removed to the throughout the building. The plumbing sanitary system is also antiquated and consists of cast iron piping. This piping will need to be removed and replaced if the building is renovated. Not only are the existing plumbing systems at the end of their useful life, non-current materials and the amount of re-work required to fit the new floor plan would make it uneconomical to re-use the existing components. As part of a combined renovation the plumbing systems would be combined with the adjacent renovated building.

Electrical - The electrical distribution does not meet the current electrical code and it could also be assumed that based on the equipment, fixtures, and building systems, the facility does not meet the current energy code. If the building were to be renovated the electrical distribution and lighting systems would need to be replaced. This will include upgrading the electrical service from a 120/240 volt, 1 phase, to a 102/208 volt, 3 phase, 400 ampere service. The lighting system in the building likely does not meet the current energy code, and with outdated lighting technology should be replaced to improve the energy efficiency of the building. In addition to not meeting the current codes, it will be more cost effective to remove the entire existing system rather than patching into the existing system. The layout of the proposed renovation will likely be such that a remodeled system will cost more and be less user friendly.


Rear Entrance

Taxidermy Building Summary

The existing single story Taxidermy Building is approximately 20'-0" x 68'-0", 1,360 square feet with a basement level that is used for storage and mechanical equipment. The building is likely similar in age to the adjacent Mall Building, due to the ornate brick work. It is likely that this building has had several uses over its history. The building has a similar floor to ceiling height as the adjacent buildings. This floor to ceiling height creates a taller front façade, compared to a typical single story building. This roof structure depth would not accommodate a second level and would require extensive demolition and renovation to create a useable second level or access between the buildings.

Accessibility - This building is at grade and meets the ADA requirements for accessibility. Several of the interior elements, including the restrooms, do not meet ADA requirements and would have to be renovated. The basement area is served by an existing stairway which likely also would need to be replaced.

Efficiency of Spaces - Since this building would require extensive demolition for re-use, the existing spaces efficiency is not applicable. It could be assumed that if the building were to be renovated a renovated stairway for vertical circulation into the basement would be required.

Building Envelope - This building is a double-wythe brick building with wood framing inside the exterior walls. The brick on the front and rear walls appear to be in fair to good condition and do not appear to have apparent cracking from differential settlement. Any interior bearing elements, if they exist, are not known at this time and will require further investigation if this structure is to be renovated. The existing floor and roof structure are wood framed and appear to be in fair to good condition. The floor system consists of wood framing extending from east to west in the building. It does not appear that there are any interior supporting elements to the roof and it is assumed that the roof structure is framed form east to west. These framing systems would require further structural inspection, analysis, and calculations to determine their suitability and if necessary the extent reinforcement. The existing windows are not original and are not energy efficient. The basement consists of stone walls with a concrete floor. The stone walls appear to be fair to good condition despite their age. The roof appears to have a built up roof, which drains toward the rear of the building. Age of the roofing materials is unknown. If the facility is renovated it will likely require additional structural reinforcement and additional insulation.

Mechanical – The mechanical system consists of a recently installed gas forced air system with DX cooling and a condenser on the roof. The existing system likely functions fine, and we are not aware of whether the building has any comfort issues. If the building were to be renovated for City Hall use the existing systems would need to be replaced to meet the current layout and uses. If the building were renovated we would review several different scenarios to capture the most cost effective and efficient mechanical system for the City.

Plumbing – The plumbing system has portions that have been updated and likely meet today's codes, however similar to the City Hall building, several of the components and portions of the system are outdated and should be replaced. It should also be noted that if the building were to be renovated it would be advantageous to extend the plumbing systems back to the existing City Hall so that the buildings are served by one water and sewer lateral. As part of a combined renovation the plumbing systems would be combined with the adjacent renovated building.

Electrical - The electrical distribution does not meet the current electrical code and it could also be assumed that based on the equipment, fixtures, and building systems the facility does not meet the current energy code. Also, if the building were to be renovated the electrical distribution and lighting systems would need to be replaced. If the building were to be renovated, the layout and use would change dramatically and thus require new components and systems. The existing electrical service would also be removed and connected into the existing City Hall building service.

Mall Building Summary

The existing Mall Building is approximately 40'x70', 2,800 square feet, per floor for a total existing building of 5,600 square feet, not including the basement. The 2,800 basement level is used for storage and mechanical equipment. The original portion of the Mall Building was built in 1894 and has likely had several uses over its life. Most recently this building functioned as a restaurant. The floor to floor height in this building is 15'-0, which is approximately 2'6" higher than the existing City Hall.

Front Facade

Accessibility - This building is at grade and meets the ADA requirements for accessibility. Several of the interior elements, including the restrooms, do not meet ADA requirements and would have to be renovated. The second floor and basement areas are served by existing stairways which would likely also need to be replaced. This may involve keeping the existing stair and adding a shared accessible stair elsewhere in the project.


Basement

Efficiency of Spaces - Since this building would require extensive demolition for re-use, the existing spaces efficiency is not applicable. It could be assumed that if the building were to be renovated, a stairway for vertical circulation into the basement and second level would be required.

Building Envelope - This building is a double-wythe brick building with wood framing inside the exterior walls. Portions of the existing brick work are failing and have moderate damage, however appears to be repairable. Due to the ornate brickwork on the front wall, the tuck pointing and rework required may be extensive. The existing floors and roof structure are wood framed and appear to be in fair to good condition. The main floor framing system consists of beams extending from north to south with wood framing infilling from east to west. The second floor is supported by a post and beams that run north to south centered east-west in the building with wood framing infill from east to west in the building. It does not appear that there are any interior supporting elements to the roof, and it is assumed that the roof structure is framed from east to west. These framing systems would require further structural inspection, analysis, and calculations to determine their suitability, and if necessary the extent reinforcement. The existing windows are not original or energy efficient. The roof appears to have a built up roof, which drains toward the rear of the building. Age of the roofing materials is unknown. If the facility is renovated it will likely require additional structural reinforcement and additional insulation.

Mechanical - The mechanical system consists of a recently installed gas forced-air system with DX cooling and a condenser on the roof. The existing system likely functions fine, and we are not aware of whether the building has any comfort issues. If the building were to be renovated for City Hall use the existing systems would need to be replaced to meet the current layout and uses. If the building were renovated we would review several different scenarios to capture the most cost effective and efficient mechanical system for the City.

Plumbing - The plumbing system has portions that have been updated and likely meet today's codes, however similar to the City Hall building, several of the components and portions of the system are outdated and should be replaced. It should also be noted that if the building were to be renovated it would be advantageous to extend the plumbing systems back to the existing City Hall so that the buildings are served by one water and sewer lateral. As part of a combined renovation the plumbing systems would be combined with the adjacent renovated building.


Electric Service

Electrical - The electrical distribution does not meet the current electrical code and it could also be assumed that based on the equipment, fixtures, and building systems the facility does not meet the current energy code. If the building were to be renovated the electrical distribution and lighting systems would need to be replaced. If the building were to be renovated, the layout and use would change dramatically and thus require new components and systems. The existing electrical service would also be removed and connected into the existing City Hall building service.

Summary

The three existing buildings are general in fair to good condition for their age and building type. The structural elements and building envelope appear to be good candidates for renovation; however will require improvements to meet the future use and current codes. The building systems have components that are operating effectively, and do not appear to have any major deficiencies in their current capacity, however in most circumstances will be replaced. The reason for replacing the equipment and/or components is due to several factors. These factors include:

- It is more cost effective to replace existing systems with new components as the labor cost is a large portion of the work. If the unit life expectancy is 20 years and the unit is five years old it is more cost effective to purchase new equipment.
- Equipment technology is outdated quickly and it is more cost effective to weigh the operating cost to the equipment price.
- Code changes often require newer more sophisticated equipment and systems.

In addition to replacing existing systems, additional systems will be required to accommodate the change of use and additional size of the buildings such as the potential need for a fire suppression and alarm system and the need for an elevator.

As we reviewed the existing buildings we have found several items that either do not or would not meet the building codes. These items include:

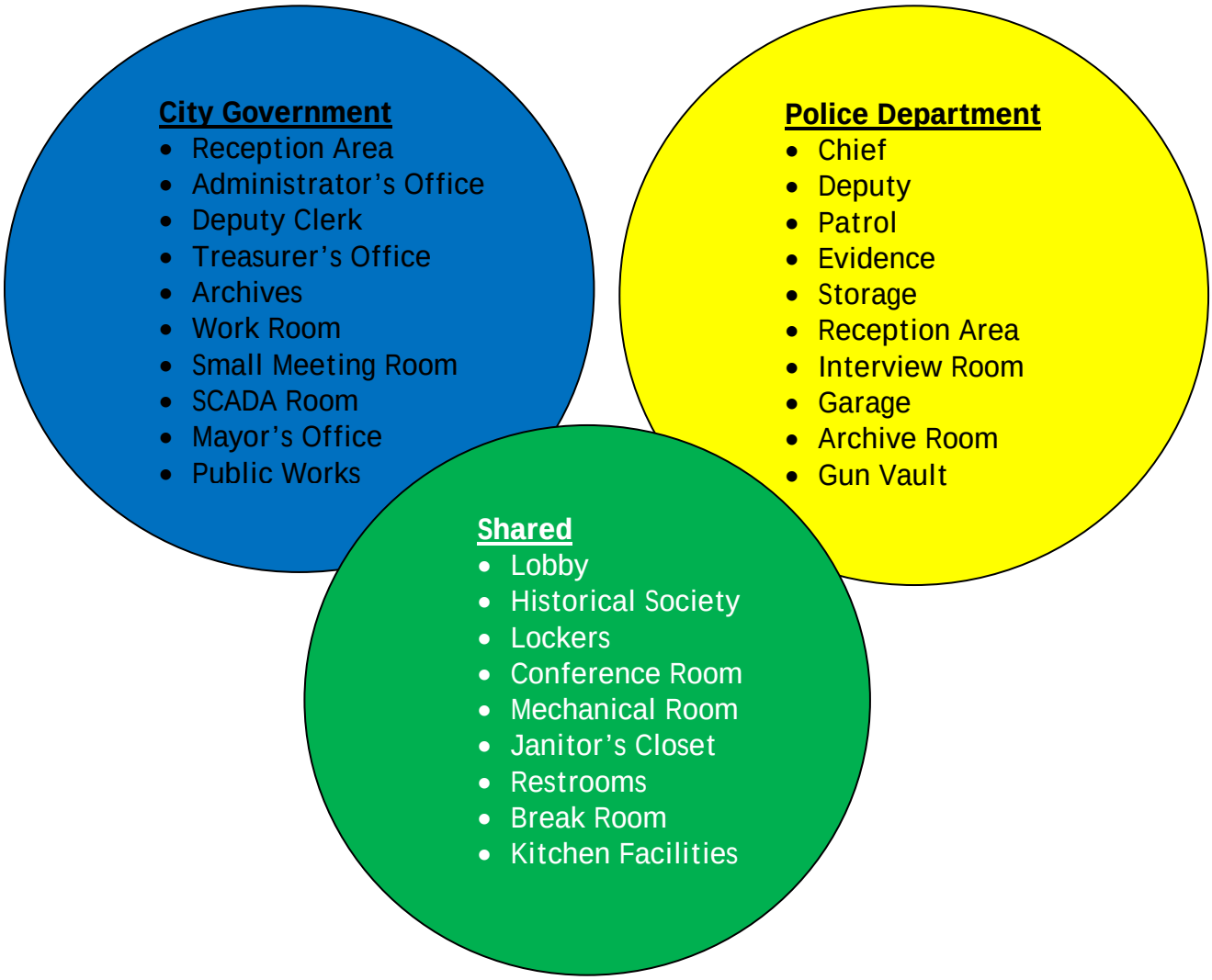
Probable code concerns

Accessible Entrances, parking and building access	IBC Chapter 11
Building Accessibility	IBC Chapter 10
Controls and Door Hardware	IBC Chapter 11
Stairways, Treads, and Risers	ICC/ANSI A117
Toilet Facilities	IBC Chapter 11
Plumbing Systems	Comm 82
Electrical & Lighting Systems	NEC
Mechanical Systems	IMC

Generally it can be assumed that the buildings are good candidates for renovation, however additional inspection will be required

Section 3: Space Needs Summary

Future Weyauwega Municipal Building



To determine the needs for the Municipal Building Project Cedar Corporation interviewed City Staff, user groups, and community members to determine what spaces are needed for the proposed building project. Topics included the daily operations, specific use, functions, and operations so that while reviewing the space needs we could identify any potential opportunities to gain efficiency and reduce the overall square footage of the facility. The main functions that are part of the planning for the future facility are:

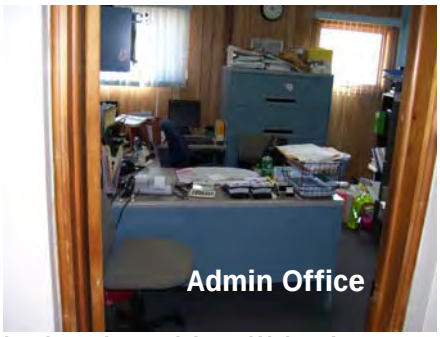
- City Administration, including City Council
- Police Department
- Community / Civic Functions


Osseo, WI

As part of this study we focused primarily on the City uses. The Community functions were reviewed on the potential of use and size of the user groups and did not specifically review their detailed operations.

City Administration

The City administrative offices and functions include an Administrator, Deputy Clerk (Becky), Treasurer, Administrative Assistant (Gloria) and Public Works staff (Erik & Don). The City Administrator (Sheri) position encompasses several duties involving the day to day operations of the City as the Clerk and Treasurer, meetings with staff, public works, committees, local citizens, and potential developers. Based on the size of the City, the duties of the Administrator are very broad and in the near future may require the addition of another staff. The Deputy Clerk Treasurer and Administrative (sewer / water) roles have significant contact with the public as their offices are open to the main lobby of the City hall. As the project is developed it will be important to review how this accessibility is maintained while providing a secure work environment. These positions also have frequent interaction with the public works and police departments. As the community grows a position in the Police Department may be necessary to provide reception and administrative services within this group, currently this is shared with the City administration. As the planning of the facility progresses, careful planning of how to interact these groups will be significant.


Admin Office


Village of Pepin

The City Hall functions in an 1,100 square foot space which includes an Administrator's Office, an open work area / lobby which are used as a work area for the deputy clerk, office administrative assistant, public works staff, limited document storage, and the work area for document preparation area. With so many functions and the limited separation between the functions, the configuration of this space does not provide an efficient work environment for the staff. Currently the staff keeps pertinent records from the previous 2 years in boxes within the work space / lobby for immediate availability, longer term storage and archived files are stored on the second level of the building. The only means of access to the second level is via an open stairway which without an elevator creates a safety concern as employees are carrying items up stairs and could easily slip or trip. The second level also holds the fireproof vault which, due to the weight, should likely be located on a ground floor or slab on grade condition. Adjacent to the large open work area / lobby the space contains a small meeting room for meetings with up to 5 people and a small area for a refrigerator.


City Hall


Meeting Room

The building does not contain a large enough space for Council meetings or large committee meetings. These meetings are held in the lower level of the library as this is the only location that has ample space. In addition to the lack of meeting space, voting is also held offsite at the nearby church.

The current City Hall portion of the building has several deficiencies and inadequacies which overlap and have negative effects on the other uses in the building. Specific notable deficiencies and inadequacies include but are not limited to the following:

- The current building does not have any separation between the staff, operations, and the public, and lacks privacy and security for staff. This is an issue for office information and document security as well as general security.
- The Administrator office is not large enough for private meetings.
- The current space has several elements which do not meet the accessibility or building codes.
- General lack of private offices or work areas.
- Lack of accessible storage, both short and long term.
- No room for Council meetings or voting and lack of space for committee meetings. This creates additional planning, scheduling, and transportation of important files.
- Lack of voting space and necessities, causing the City to negotiate offsite voting.
- Lack of general parking and site access.
- Due to two entrances the building has a lack of way finding and direction for building visitors and lack of security for staff.
- The current space lacks sufficient restrooms.
- Lack of work space and document preparation space.
- No separated employee break room / area.
- No space for large City map or utility maps.
- No space for community functions.


City Hall

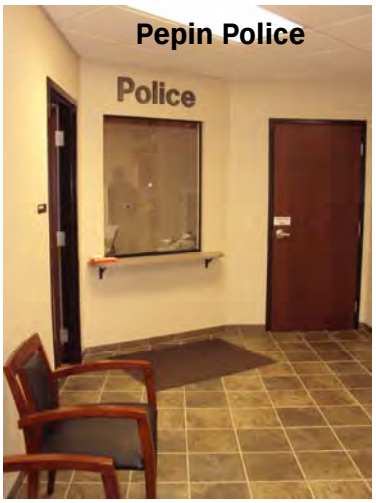

Osseo Storage


Weyauwega Storage

Police Department

The Police Department functions as a 24 hour department for the City with one officer on duty at all times. The Police Department staff is comprised of a part-time Chief, sergeant, and 3 other fulltime, 3 part time rotational officers. The configuration and staff utilization of the department requires the utilization of City staff for reception, clerical, ticket payments, general public questions and weekly interaction with the City Administrator. In addition to the staff the department has two squads which rotate on and off duty. Currently the City does not have a K9 unit and no mention of this was discussed for the future.

Weyauwega Police Reception



Pepin Police

The City Police Department currently occupies approximately 1,140 square feet of space located on the second floor of the City Hall building with an interview / meeting room on the main level. The space contains an open patrol area / squad room, Chief's office, sergeant office / meeting room, evidence storage room, (evidence storage is also stored with City storage) and restroom. The Department also utilizes storage at the water tower for evidence and the public works garage for housing the squad.

The current space does not have an evidence preparation room, weapon vault garage, or archive spaces. It was also discussed that the existing facilities do not provide lockers for staff equipment storage or showers for staff that are exposed to harmful substances or need to shower after a response.

The current Police Department portion of the building has several deficiencies and inadequacies including, but are not limited to, the following:

- The configuration of the spaces does not meet the current accessibility codes as the majority of the Department is located on the second level.
- The existing space has no reception for the general public and visitors must report to the City Hall. Depending on the nature of the visit this could prove to be dangerous for City staff as they may or not be properly trained to handle these situations.
- The current configuration of the space requires that any victims or detainees are taken through the building. This poses confidentiality issues and safety problems.
- The current restroom does not meet current accessibility codes and does not have the proper protection if detainees vomit, defecate, or urinate themselves or on the floor. It is also important for the officers to have a secure restroom so they can properly secure their weapons while in the restroom.

- The configuration of the office and workspace is not conducive to the current requirements for the officers. Officers should have their own office or securable doors and drawers within a work station.
- The current operations require coordination and staff utilization between the first and second levels. This creates a communication problem. Due to the layout of the spaces between the first and second levels, staff is required to transport documents and equipment for meetings and interviews.


Weyauwega Patrol Area

- The existing space has no way finding for visitors to know where the police department is and/or where they are to go for reception.
- All spaces within the building are partially open to each other and do not offer any formal and protective security.
- Evidence could be compromised from the lack of a proper preparation room / space and proper evidence storage. This could become a problem of legality in the future for the City.
- The space does not have a break room for staff. This may be shared with other staff depending on the configuration.
- The current interview space would likely not meet the current Department of Justice standards.
- Additional private offices and work stations should be provided for staff to complete their reports and file the proper paperwork. In many instances the paperwork is confidential and should be locked into an office while the officer is out on call.
- The squad does not have a garage and is subject to operating for extended periods in inclement weather and is subject to vandals. A garage also assists in securing detainees and confidentiality when brought into the police department. In addition to housing the squad, the garage would also provide storage of larger evidence items.


Osseo Patrol Area

- Staff must go home or another location if they are exposed to pathogens or harmful substances since there are no showers.
- Staff does not have the proper storage for firearms and ammunition. This can create a safety concern for others in the building if detainees are brought in.
- No space for meetings or training.

Public Works Department

The Public Works Department has two supervisor positions, for the Water Department and Sewer Department. In addition to the department supervisors the City Administrator oversees all of the public works functions. The Water Department staff has limited time at the City Hall and the Sewer Department Supervisor spends less time

at the City Hall as they both have offsite offices in separate buildings. The Deputy Clerk and Treasurer work with both departments by assisting with clerical work, water and sewer bills, and walk-ins from the general public. In addition to the staff, the building also houses the SCADA system for the Water Department. The City's utility maps are throughout the City with some at the Sewer Plant and most others at the City hall.

The Public Works portion of the building is very limited in space and overlaps with the City administrative services. The space only contains an office area / cubicle and the map storage is distributed throughout the space and records rooms on the second level. The staff also utilizes the small conference room for weekly meetings.

The current Public Works portion of the building has several deficiencies and inadequacies including, but are not limited to, the following:

- Limited work space and lack of security within work space.
- Lack of secure storage for records, archives, and product/equipment manuals.
- Lack of map storage space. Note this area should also be fire rated for the maps.
- Limited meeting space and training space.
- Lack of space for reviewing maps.
- SCADA system should be located in a more inconspicuous location.

Civic or Community Functions

The current layout of the City Hall does not accommodate any community functions as there is not sufficient space. Throughout the interview process it was determined that the community has a definite need for space to accommodate these civic and community functions. In many instances these groups would likely use the space days, evenings, and possibly weekends, and in some circumstances more than one group would require some space. The groups and uses include but are not limited to the following.

- 4H
- Historical Society
- Blood Mobile
- Senior Meals
- Other Senior Functions with County
- Wolf River Preservation Group
- Voting
- Hispanic Education

Pepin Community Room

- Garden Club
- Conservation Club
- Chamber of Commerce
- Waupaca EDC
- Town of Weyauwega
- Red Hats
- Food Pantry
- Emergency Operations Center
- Storm Shelter
- School Functions
- Lions Club
- Horse & Buggy Days
- Fire & Ice Committee
- Lakes Association
- VFW
- Quilting Groups

The primary user group that would be impacted by a municipal project would be the Senior Meals Operations. This function is currently operated at the Legion hall, however meals are prepared offsite and delivered to the VFW for distribution. The program currently hosts 10-20 people for meals daily and 80-90 attendees once per month. In addition to onsite meals the group also packages and delivers approximately 20-30 meals daily throughout the area. It is understood from the interviews that the existing Legion hall is in need of some repair. Additionally, it was generally felt that if the facility were newer, more accessible, and downtown, use would likely increase. The program is currently funded through the County which would provide funding toward the operations of the proposed facilities. It was further discussed that a newer facility could perhaps help in the development of other senior programs, such as reading programs with kids, dart ball, and several others. Based on the current operations this group has the following needs:


Osseo Council Chambers

- Large meeting room for up to 100 people.
- Kitchenette for preparation of meals, including area for steam tables and microwave
- Small office area and/or storage area.
- Location for informative literature.


Pepin Kitchen

Currently the other groups meet at the Library, Legion Hall, local business, school, little red school, and other communities. The Library and Legion are the most significantly used spaces for meetings and have 24-50 meetings annually at the Library and the Legion 5 days/week. The library meeting space is in the lower level of the basement and is approximately 1,000 sq ft, however parking is limited. It should be noted that the existing library is limited in space and will likely need the lower level for expansion to maintain its level of service. Based on the interviews it could be assumed that if additional programing and space was provided in the City Hall Building, more meetings and functions would use the space.

Since the spaces do not exist in the current City Hall, the major deficiency should be noted that the space is not provided. The current needs were very similar throughout all of the groups with varying sizes and include:

- Meeting room for 5-50 people.
- Storage spaces.
- Historical display area, including storage archive.
- Shared office space for all groups.
- Comfortable sitting area for activities.
- Kitchenette.
- Invigorating atmosphere.
- Wireless internet.

Space Needs

The following summaries and spread sheets identify the current and proposed building areas as identified from our interviews. The data for the existing spaces is comprised from data gathered from the 2008 Martenson & Eisele, Inc. report and from additional field measurements taken by Cedar Corporation. The outlined spaces are for the net or useable floor space and do not take into account any walls. Several spaces and rooms do not have a square footage identified under the current column, as these spaces do not exist in the current building. To get an estimate of the space required for the building, including walls, corridors, and other ancillary spaces we have used a "loss factor", this is a percentage of the net floor space that is used to develop the final square footage of the proposed facility. The spreadsheet also includes a column that identifies the provided square footage in the plan, this will allow for easy comparison to determine where reductions or additions have been made to the programming. The intended purpose of the space summary spread sheet and summaries is for the development of the proposed facility cost and for use in the design of the facility.

Site Requirements

The impact of the improved facility will benefit residents by improving the efficiency of City operations, protecting the investments of the community, and ensuring future growth needs are accommodated.

One of the main goals for the municipal building project will be to make the City Hall, Community Center, and Police Station more accessible and visible to the community. The existing downtown site provides this visibility and is large enough to accommodate required parking spaces, setback requirements, and green space based on City ordinances.

The current zoning ordinance requires a minimum of 1 parking stall per 300 square feet and one per 2 employees for government buildings. The proposed building will have approximately 10,000 sq. ft of categorized space with approximately six employees. The parking requirement for the new site will be approximately 37 parking stalls.

In addition to parking requirements, consideration will be given for vehicular and pedestrian access to and from the building. This will include circulation for visitors, access to the police garage, and sidewalks for pedestrians.

The current zoning ordinance currently requires a 20 foot front setback, 10 foot rear yard setback and 5 foot side yard setback on all commercial buildings located in the B-1 (business / commercial) zoning district. It should be noted that all pre-existing structures may be non-conforming and have zero front or side yard requirements.

Since the entire property is currently paved or buildings and impervious area it would be pro-active as stewards for the environment if the City would consider storm water treatment areas for the facility. This may include capturing roof water for re-use, green space, rain gardens, or underground storm water treatment systems.
If a small green space is created this might include park benches and a bicycle rack.

Section 4: Municipal Space Comparison

To provide the City of Weyauwega a comparison of similar facilities we have comprised a table of facilities that we have either completed designs or studies for.

Table 1 shows the usable space comparison between the Village of Somerset, City of Blair, City of St. Croix Falls, Village of Clear Lake, City of Osseo, Village of Pepin, Village of Cadott and the City of Weyauwega.

An inventory of usable net municipal space was prepared to determine how the City of Weyauwega compared with other communities of similar size. Usable municipal space is the actual space staff occupies on a daily basis to complete their daily tasks. The amount of usable space that each community utilizes for functions varies depending on their operations, and is for general guidance only. Some communities have other rooms or spaces that where not designated for specific work related activities but could be used if needed. The spaces compared are:

1. City/Village Administration: Including offices, copy rooms, filing rooms, etc.
2. Police Department: Including offices, evidence rooms, interview rooms, etc.
3. Council/Board: Meeting area.
4. Public Works: Including offices, garages
5. Public/Shared Space: Including restrooms, hallways, mechanical room, etc.
6. Library: Including offices, book space, restrooms, etc.

The City of Weyauwega has a space allocation comparable to other similar sized communities with the exception of no garage for the police department. The most notable lack of space is within the community room or shared space.

Although the space allocation for the City Administration and Police categories appears to be comparable in to other communities, the configuration and efficiency of the existing spaces is not conducive to the operations and would be greatly improved through a renovation.


Village of Clear Lake


City of Osseo

Table 1: Municipal Usable Space Comparison needs adding

Community	Population	City Admin.	Police	Public Works	Council	Public/ Shared	Total	Library
V. of Somerset	2,306	1,041	2,560	*	656	904	5,161	3,210
V. of Pepin	959	996	739	328	400	2,000	4,463	4,752
C. of Blair	1,308	1,068	923	500	467	1,222	4,180	4,474
C. of St. Croix Falls	2,199	1,029	403	*	829	948	3,209	5,610
V. of Cadott	1,401	243	1,570	200	274	200	2,487	2,766
V. of Clear Lake	1,137	1,282	1,402	*	666	1,586	4,936	2,937
C. of Osseo	1,656	1,200	2,110	726	494	3,384	7,914	3,000
Average	*1,567*	*980*	*1,387*	*439*	*541*	*1,463*	*4,621*	*3,821*
City of Weyauwega	*1,815*	*1,552*	*994*	*139*	*0*	*820*	3,505	*4,000*

[1] Somerset is proposing adding 6,000 to 7,000 sq. ft. to its existing library and has purchased an adjacent home to provide the needed space.

[2] Blair has recently remodeled its existing library.

[3] St. Croix Falls recently purchased a building and remodeled it as a new library and community area.

[4] Clear Lake built a new library as part of a new municipal building in 2004.

[5] Existing un-updated facility.

[6] Existing City Hall building basement has 1,450 sf not accounted in space allocation. Allocation does not include circulation.

* Public Works Offices are not located within the City / Village Hall.

City of Blair


Village of Pepin

Section 5: Building Options

As part of the study Cedar Corporation reviewed three alternatives that included the following options:

1. Renovation of the existing City Hall, removal of the Taxidermy building and addition of new space.
2. Renovation of the existing City Hall and Mall Building, removal of the Taxidermy building and addition of new space.
3. Removal of all buildings and constructing a new single level facility.

Option 1- Two Story on Two Lots

This option is to renovate the existing City Hall building while purchasing and razing the existing Taxidermy Building to build a new two-story addition. The new addition would not only fully use the 2,400 square foot site that the Taxidermy Building sits on, but we would propose that the existing City Hall also add an addition to the rear of the current structure to fully utilize that site as well for a total two-story square footage of 12,700. This option would also have a basement level, which would consist of the current City Hall basement level and an addition for a total of about 2,960 square feet. The two stories above grade and basement level would provide the City with 15,660 square footage of space.

Advantages

1. Original "City Hall" structure will be maintained and historic character of downtown.
2. Only the Taxidermy Building site has to be purchased.
3. A two-story structure would yield about 15,660 square feet of space.
4. The two-story structure height of the surrounding downtown buildings would be maintained.
5. Existing basement and additional basement level could be utilized for more functions as an elevator would access this level.

Disadvantages

1. More square footage would lead to a more costly building.
2. Square footage is required for vertical circulation.
3. No room for future growth.

Schematic Summary

The conceptual layout shows the building maximizes its footprint on the lot. The general space layout for the building uses the existing City Hall site and building for most of the public functions, while the Taxidermy site would serve both the circulation and support services. The corridor serves as the main circulation which connects both sides of the building and provides a clear defined path of circulation. Each end of the corridor is anchored with a stair that connects the levels and also acts as the vestibule and architectural feature. The elevator will provide access to the second floor and also serve the basement so that additional functions on this level would be handicap accessible.

Option 2- Two Story on Three Lots

This option is to renovate the existing City Hall and Mall Building and raze the existing Taxidermy Building to build a new two-story addition between the two remaining buildings. Although three lots are used for this option the proposed floor plans do not extend the building to the property line limits. The new addition between the two existing buildings would be 2,830 square feet on each level. The two existing buildings have each about 1,880 square feet on each level. In utilizing the two existing buildings and infill addition there would be about 13,690 square feet on the two stories. We could also utilize the basement levels in both the City Hall and Mall buildings which have about 2,960 square feet for storage or mechanical. The total square footage above and below grade for this option would be about 17,820 square feet.

Advantages

1. Original City Hall and Mall building will be maintained and historic character of downtown.
2. A two-story structure would yield about 17,820 square feet of space.
3. The two-story structure height of the surrounding downtown buildings would be maintained.
4. Future expansion could be possible as new structure does not extend to property limits.

Disadvantages

1. More square footage would lead to a more costly building.
2. Square footage is required for vertical circulation.
3. City must purchase both the Taxidermy and Mall Buildings.

Schematic Summary

The general space layout for the building uses the existing City Hall and Mall building for most of the public functions, while the Taxidermy site would serve both the circulation and support services. The corridor serves as the main circulation which connects both sides of the building and provides a clear defined path of circulation. Each end of the corridor is anchored with a stair that connects the levels and also acts as the vestibule and architectural feature. The option provides for future growth as the City Hall and Taxidermy sites will not be fully developed and consideration for this growth should be considered in designing a new building.

Option 3- Single Level on Three Lots

This option is to raze the current City Hall building while purchasing and razing both the Taxidermy and Mall Buildings. On these three sites would sit a new one story structure that would fully utilize all three sites for a total building square footage of about 9,150 square feet.

Advantages

1. Less square footage should lead to lower construction cost.
2. Less square footage is required to provide vertical circulation.
3. All functions are on the same level.
4. All construction in new.

Disadvantages

1. City must purchase both the Taxidermy and Mall Buildings.
2. Less square footage than other options.
3. Building will not maintain the height of other buildings in the downtown, unless a tall fake front is created, which could create additional costs for the taller façade and potentially larger snow drift loads.
4. No room for future growth.

Schematic Summary

The conceptual layout shows the building maximizes its footprint on the lot. The building layout has the business spaces located east of the main corridor on the existing City Hall and Taxidermy Building sites. Down the middle of the building the main corridor connects both the rear and front of the building in a clear defined path of circulation. To the west of the corridor is the assembly space and some of the support functions.

Building Options Summary

Building Options	Available Total SF	Construction Estimate	Cost/SF	Categorized SF
#1- Two-Story on Two Lots	15,660 SF	$2,085,000	$133	10,357 SF
#2- Two-Story on Three Lots	17,820 SF	$1,852,000	$104	10,204 SF
#3- One Story on Three Lots	9,150 SF	$1,688,000	$185	7,140 SF

Available Total SF - Total available square footage is based on the available square footage used and for available square footage for future use. This does not include available site space.

Estimate - Estimated project cost developed for the use in planning the next step. The project cost estimated are based historical data compiled by Cedar Corporation on previous project, and RS Means Square Foot Construction Cost, 2011 edition. The estimated costs are in current year's market conditions, and are based on assumptions of materials, equipment, quality, finishes and without inflation. Opinions of probable cost are prepared by Cedar Corporation are supplied for general guidance only. Cedar Corporation has not control over competitive bidding or market conditions, thus we cannot guarantee such opinions as compared to contract bids or actual owner cost.

Cost/SF - The Cost per square foot is based on the estimated cost divided by the available square footage to provide a net project cost. These costs include demolition, site cost and related soft cost.

Categorized SF - Categorized square feet is a summation of the programmed space such as offices, meeting rooms and other spaces that were determined through the interview process. This does not include the building circulation, loss factors (walls) or space available for future expansion.

Recommendation

In reviewing the three potential options and the advantages and disadvantages for each option it is our recommendation that the two-story building on three lots, Option #2, is the better alternative for the City's current and future needs. This alternative allows the City to utilize the existing City Hall and Mall buildings during construction, therefore eliminate the need to lease space during construction. By reusing these buildings the City will realize cost savings while both maintaining the existing building's and the downtown character. Building reuse is a large component in 'green' architectural practices, and through the reduction of waste into landfills and minimizing the need for new and raw materials. By re-using existing buildings the City can ensure the beauty of downtown and know that the buildings will not fall into idle hands.

This option meets the square footage requirements as outlined by City and will allow future growth without an addition to the building. While this option has much more square footage than what is required by the programing, much of this space would not need extensive renovation and would be simply unoccupied storage in the basement. This option also has the flexibility and space availability to allow for a future expansion of additional building space. This could include an addition for public works, or additional City Hall or Police needs. The other alternatives do not provide availability for future expansions. Option #2 also provides the second best accommodation of space as outlined in the needs review conducted in the interviews. Options #1 and #2 require more square footage than option #3 due to the need for stairways and elevators. By providing additional space the City can help guarantee that renovations in the near future will not be required.

While option #2 is the second most costly, it is the least cost per square foot. By spending more today the City will ensure that it has planned for the future and will have ample space for growth and possibly additional building occupants. The cost spent on the additional space now will easily be outweighed by the cost of inflation in future years.

Option #2 also offers the City the opportunity to phase the construction of the renovation over several years. Depending on the extent and schedule of phasing market inflation could dramatically alter these costs and this alternative should be considered carefully. The City may determine that it is best to complete the renovation of the existing City Hall Building and lease the adjacent buildings until funds become available. This alternative could also be completed in combination with alternative #1 which may include a smaller addition as part of this phase and also allows for future expansion.

Section 6: Recommendations for the Next Step

The Weyauwega City Hall Feasibility Study provides relevant information for City Council and staff, Police Department, Building Committee members, and residents to discuss and determine the direction the City should take to meet the facility needs of the community. The recommended steps are:

1. *Review the outlined space requirements developed from the interviews and make any necessary revisions.*
2. *Complete a more thorough structural evaluation of the existing buildings to better assess their condition and suitability for renovation.*
3. *It will be important to keep the public involved and informed about the project. To help with future design, budgeting and informing the public the City may request conceptual drawings and layouts of the area.*
4. *Determine the cost and availability of the adjacent buildings for use in the future Municipal Building*
5. *If the buildings are determined suitable the City may begin the process of purchasing the property or building as necessary for new facility.*
6. *With conceptual drawings and estimates it will become possible to get a determination of available grant and loan opportunities*
7. *Once the funding is in place the City may begin building and site design documents for purpose of finalizing estimates and soliciting construction bids.*
8. *If the estimates and project finding is available the City can bid project and review the low bidders to begin construction/remodel.*

The outlined steps often can be a lengthy process and a schedule of implementation is important. To assist in the review of the report and to provide a better understanding we have prepared an estimated schedule of implementation for the City's considerations.

• Review of space requirements	1 months
• Structural and Building Evaluation	1 months
• Conceptual Plans	1 months
• Acquiring property	6 months
• Determination of funding mechanisms	3 months
• Facility Design	6 months
• Bidding	1 months
• Construction	12 months
• **Total Estimated Schedule**	**24-30 months**

Section 7: Sustainable Building Practices

Each building option utilizes green building ideas with the reuse of previously developed sites, while the Renovation/Addition Option reuses an existing building. Both options for the building can include further "green" options and these can be further evaluated when a building option is chosen. Exploring sustainable building practices and site design options may add additional costs up front compared to traditional construction, but the City will benefit from lower maintenance and operating costs over time. Other benefits may include reducing the environmental impact of a building by using less energy and better air quality for employees and visitors.

Below are three major areas the City may want to explore when considering remodeling or constructing a new community facility.

Energy Efficiency

1. Incorporate passive design strategies that address building shape and orientation, passive solar design, and the use of natural lighting to reduce energy costs
2. Provide natural lighting, which has shown to have a positive impact on productivity and personal wellness.
3. Install high-efficiency lighting systems with advanced lighting controls. Include motion sensors integrated to dimmable lighting controls. Task lighting will reduce general overhead light levels.
4. Use a properly sized and energy-efficient heat/cooling system in conjunction with a thermally efficient building shell. Maximize light colors for roofing and wall finish materials; install high R-value wall and ceiling insulation.
5. Consider alternative energy sources such as photovoltaic panels, solar hot water heaters, heat pumps, and the use of geothermal systems to reduce heating and cooling costs.

Materials Efficiency

1. Select sustainable construction materials and products by evaluating several characteristics such as reused and recycled content, zero or low off gassing of harmful air emissions, zero or low toxicity, sustainably harvested materials, high recyclability, durability, longevity, and local production.
2. Use dimensional planning and other material efficiency strategies. These strategies reduce the amount of building materials needed and reduce construction costs. For example, design rooms on 4-foot multiples to conform to standard-sized wallboard and plywood sheets.
3. Reuse and recycle construction and demolition materials.
4. Design with adequate space to facilitate recycling collection and to incorporate a solid waste management program that reduces waste generation.

Water Efficiency

1. Use recycled water for toilet flushing.
2. Minimize wastewater by using ultra low-flush toilets, waterless urinals, low-flow showerheads, sensor faucets and other water conserving fixtures.
3. Install on-demand or point-of-use hot water heating systems for more distant locations.
4. Water landscaping in the evening to reduce evaporation.

Section 8: Potential Funding Sources

A variety of funding sources are available to help offset remodeling or new construction costs.

1. Community Development Block Grants are available for public facilities typically for costs related to community centers, senior centers, museums, and libraries. The grant requires a community match that can vary. Recent grant awards have averaged 25% of eligible project costs, typically up to $400,000. Communities are eligible for grants based on a number of criteria. Currently the City LMI is 41.9% and would not be eligible for Block Grants, however by adding special interest groups such as Seniors the City may be eligible.
2. The United States Department of Agriculture - Rural Development program offers low interest loans (currently at 4.25%) for community facilities. Grants are available but funding cuts are expected to limit grant awards to $25,000 to $50,000. Loans are typically available from a 20 to 40 year payback period.
3. Business foundations often donate money to community projects. Businesses can be contacted to see if they have a foundation and determine their priorities.
4. The City's general budget.
5. An individual or family may donate money and reserve the naming rights for the building or spaces within.
6. A civic or community group can begin fundraising efforts to provide funding for construction or furnishings.
7. Block Grants, Emergency Services, or Rural Development funding may be available for emergency operations spaces and functions if included.
8. Emergency service grants may be available to the Police Department which could offset the building cost by reducing the amount being spent in the budget for Police operations and equipment.

APPENDIX A

Space Needs Calculations

Cedar corporation
Menomonie, Wisconsin

Space Needs Summary - Two Story - Option 1

Project: Weyauwega Municipal Building
Location: Weyauwega
Date: October 19, 2011
Revisions:

Units in square feet unless specified otherwise.

*** Efficiency ratio includes circulation, structure and walls, and unassigned storage.*

City Administration:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception /Waiting Area	20	x	20		400	1	400 sf		170	1		
Administrative Assistant space	10	x	10		100	1	100 sf	151	150	1		
Work Space / Open (future)	10	x	10		100	1	100 sf	151	375	1		
Work Room	8	x	14		112	1	112 sf		0	1		
Records w/Vault	20	x	12		240	1	240 sf	467	240	0		
Office Administrator	14	x	16		224	1	224 sf		210	1		
Office Deputy Clerk (Becky)	12	x	12		144	1	144 sf	170	200	1		
Office Treasurer (Gloria)	12	x	12		144	1	144 sf	359	150	1		
Small Meeting Room (5-10)	12	x	14		168	1	168 sf	115	138	1		
Office Public Works	12	x	12		144	1	144 sf	59	150	1		
SCADA	8	x	8		64	1	64 sf	70	69	1		
Archieve/Map Room	10	x	14		140	1	140 sf	10	150	1		
Office Mayor	12	x	14		168	1	168 sf		152	1		
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
	Subtotal:				2,148		2,148 sf	1,552	2,154			
	Loss Factor:				13%		269 sf					
	Total:						2,417 sf					

Police:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception / Waiting / Lobby	12	x	12		144	1	144 sf		160	2		
Office Chief	12	x	14		168	1	168 sf	70	163	2		
Office Deputy	10	x	12		120	1	120 sf		114	2		
Patrol Room, dispatch, work room	24	x	16		384	1	384 sf	178	461	2		
Dispatch	0	x	0		0	0	0 sf	130	0			included in patrol area
Interivew (future Office)	12	x	12		144	1	144 sf		118	2		
Interview	10	x	12		120	1	120 sf		156	2		
Records Archive	10	x	16		160	1	160 sf		170	2		
Gun Vault	8	x	8		64	1	64 sf		66	2		
Evidence/Storage	18	x	14		252	1	252 sf	113	247	1		
Evidence Preparation/Fingerprint	10	x	12		120	1	120 sf		125	1		
Garage w/Storage (2 car, 1 standard)	18	x	28		504	1	504 sf		563	1		
General Storage (30 bikes)	10	x	28		280	1	280 sf	263	279	1		
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
	Subtotal:						2,460 sf	754	2,622			
	Loss Factor:				13%		308 sf					
	Total:						2,768 sf					

Shared Spaces	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Lobby space	16	x	24		384	1	384 sf	100	0	1		
Elevator (Basement)	10	x	18		180	1	180 sf		150	0		
Elevator (First Story)	10	x	10		100	1	100 sf		100	1		
Elevator (Second Story)	10	x	10		100	1	100 sf		100	2		
Stairs	10	x	18		180	2	360 sf	120	225	0		
Stairs	10	x	18		180	2	360 sf	120	400	1		
Stairs	10	x	18		180	2	360 sf	120	400	2		
Mechanical Room	12	x	12		144	1	144 sf	100	144	0		
Mechanical Room	12	x	12		144	1	144 sf		105	0		
Womens Restroom	9	x	18		162	1	162 sf	70	76	1		
Mens Restroom	9	x	18		162	1	162 sf		76	1		
Womens Restroom second level	9	x	18		162	1	162 sf		125	2		
Mens Restroom second level	9	x	18		162	1	162 sf	70	125	2		
Break Room	12	x	16		192	1	192 sf	70	267	2		
Other (Janitor, etc.)	6	x	8		48	1	48 sf	50	133	1		
Council Room	18	x	26		468	1	468 sf		504	1		
Community Room (2 Dividers-100 occupants	28	x	44		1,232	1	1,232 sf	0	1,208	2		
Senior Center Kitchen	12	x	18		216	1	216 sf		226	2		
Historical Display	0	x	0		0	1	0 sf		0	2		included in the community room
Community Room Storage	10	x	20		200	1	200 sf		154	2		
Historical Storage	28	x	9		252	1	252 sf		307	2		
General Office area with stoarge closets	12	x	16		192	1	192 sf		227	2		
		x			0		0 sf		0			
Lockers / laundry	12	x	10		120	1	120 sf		155	1		
Restroom / Shower (staff)	12	x	16		192	1	192 sf		94	1		
		x			0		0 sf		0			
Municipal Court	14	x	20		280		0 sf		280	2		
		x			0		0 sf		0			
	Subtotal:						5,892 sf	820	5,581			
	Loss Factor:				15%		884 sf					
	Total:						6,776 sf					

Summary:

		2,372	
City Administration:	2,417 sf	20%	10,357
Police:	2,768 sf	23%	
Shared Spaces	6,776 sf	57%	
Total	11,960 sf		

Other Considerations:
Generator
Storm Shelter (EOC)
Future Growth
Future Public Works Building

Cedar corporation
Menomonie, Wisconsin

Space Needs Summary - Two Story - Option 2

Project: Weyauwega Municipal Building
Location: Weyauwega
Date: October 19, 2011
Revisions:

Units in square feet unless specified otherwise.

*** Efficiency ratio includes circulation, structure and walls, and unassigned storage.*

City Administration:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception /Waiting Area	20	x	20		400	1	400 sf		136	1		
Administrative Assistant space	10	x	10		100	1	100 sf	151	0	1		
Work Space / Open (future)	10	x	10		100	1	100 sf	151	592	1		
Work Room	8	x	14		112	1	112 sf		142	1		
Records w/Vault	20	x	12		240	1	240 sf	467	177	0		
Office Administrator	14	x	16		224	1	224 sf		156	1		
Office Deputy Clerk (Becky)	12	x	12		144	1	144 sf	170	131	1		
Office Treasurer (Gloria)	12	x	12		144	1	144 sf	359	136	1		
Small Meeting Room (5-10)	12	x	14		168	1	168 sf	115	172	1		
Office Public Works	12	x	12		144	1	144 sf	59	142	1		
SCADA	8	x	8		64	1	64 sf	70	72	1		
Archieve/Map Room	10	x	14		140	1	140 sf	10	89	1		
Office Mayor	12	x	14		168	1	168 sf		156	1		
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
	Subtotal:				2,148		2,148 sf	1,552	2,101			
	Loss Factor:				13%		269 sf					
	Total:						2,417 sf					

Police:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception / Waiting / Lobby	12	x	12		144	1	144 sf		129	2		
Office Chief	12	x	14		168	1	168 sf	70	168	2		
Office Deputy	10	x	12		120	1	120 sf		120	2		
Patrol Room, dispatch, work room	24	x	16		384	1	384 sf	178	599	2		
Dispatch	0	x	0		0	0	0 sf	130	0			included in patrol area
Interivew (future Office)	12	x	12		144	1	144 sf		0	2		
Interview	10	x	12		120	1	120 sf		113	2		
Records Archive	10	x	16		160	1	160 sf		208	2		
Gun Vault	8	x	8		64	1	64 sf		50	2		
Evidence/Storage	18	x	14		252	1	252 sf	113	176	1		
Evidence Preparation/Fingerprint	10	x	12		120	1	120 sf		119	1		
Garage w/Storage (2 car, 1 standard)	18	x	28		504	1	504 sf		513	1		
General Storage (30 bikes)	10	x	28		280	1	280 sf	263	186	1		
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
		x			0		0 sf		0			
	Subtotal:						2,460 sf	754	2,381			
	Loss Factor:				13%		308 sf					
	Total:						2,768 sf					

Shared Spaces	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Lobby space	16	x	24		384	1	384 sf	100	519	1		
Elevator (Basement)	10	x	18		180	1	180 sf		150	0		
Elevator (First Story)	10	x	10		100	1	100 sf		120	1		
Elevator (Second Story)	10	x	10		100	1	100 sf		120	2		
Stairs	10	x	18		180	2	360 sf	120	368	0		
Stairs	10	x	18		180	2	360 sf	120	360	1		
Stairs	10	x	18		180	2	360 sf	120	438	2		
Mechanical Room	12	x	12		144	1	144 sf	100	161	0		
Mechanical Room	12	x	12		144	1	144 sf		150	0		
Womens Restroom	9	x	18		162	1	162 sf	70	76	1		
Mens Restroom	9	x	18		162	1	162 sf		76	1		
Womens Restroom second level	9	x	18		162	1	162 sf		100	2		
Mens Restroom second level	9	x	18		162	1	162 sf	70	100	2		
Break Room	12	x	16		192	1	192 sf	70	182	2		
Other (Janitor, etc.)	6	x	8		48	1	48 sf	50	50	1		
Council Room	18	x	26		468	1	468 sf		162	1		
Community Room (2 Dividers-100 occupants	28	x	44		1,232	1	1,232 sf	0	1,304	2		
Senior Center Kitchen	12	x	18		216	1	216 sf		228	2		
Historical Display	0	x	0		0	1	0 sf		0	2		included in the community room
Community Room Storage	10	x	20		200	1	200 sf		197	2		
Historical Storage	28	x	9		252	1	252 sf		250	2		
General Office area with stoarge closets	12	x	16		192	1	192 sf		192	2		
		x			0		0 sf		0			
Lockers / laundry	12	x	10		120	1	120 sf		94	1		
Restroom / Shower (staff)	12	x	16		192	1	192 sf		0	1		
		x			0		0 sf		0			
Municipal Court	14	x	20		280		0 sf		325	2		
		x			0		0 sf		0			
	Subtotal:						5,892 sf	820	5,722			
	Loss Factor:				15%		884 sf					
	Total:						6,776 sf					

Summary:

		3,126	
City Administration:	2,417 sf	20%	10,204
Police:	2,768 sf	23%	
Shared Spaces	6,776 sf	57%	
Total	11,960 sf		

Other Considerations:
Generator
Storm Shelter (EOC)
Future Growth
Future Public Works Building

Cedar corporation
Menomonie, Wisconsin

Space Needs Summary - Single Story - Option 3

Project: Weyauwega Municipal Building
Location: Weyauwega
Date: October 19, 2011
Revisions:

Units in square feet unless specified otherwise.
*** Efficiency ratio includes circulation, structure and walls, and unassigned storage.*

City Administration:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception /Waiting Area	16	x	18		288	1	288 sf		170			
Administrative Assistant space	10	x	10		100	1	100 sf	151				
Work Space / Open (future)	10	x	10		100	1	100 sf	151	447			
Work Room	8	x	14		112	1	112 sf					
Archieve/Map Room	10	x	14		140	1	140 sf	10				
Records w/Vault	18	x	12		216	1	216 sf	467	228			
Office Administrator	12	x	16		192	1	192 sf		195			
Office Deputy Clerk (Becky)	12	x	12		144	1	144 sf	170	123			
Office Treasurer (Gloria)	12	x	12		144	1	144 sf	359	154			
Small Meeting Room (5-10)	12	x	14		168	1	168 sf	115	143			
Office Public Works	12	x	12		144	1	144 sf	59	151			
SCADA	8	x	8		64	1	64 sf	70	50			
Office Mayor	12	x	14		168	1	168 sf		140			
		x			0		0 sf	0				
		x			0		0 sf					
		x			0		0 sf					
		x			0		0 sf					
		x			0		0 sf					
	Subtotal:				1,980		1,980 sf	1,552	1,801			
	Loss Factor:				13%		248 sf					
	Total:						2,228 sf					

Police:	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Reception / Waiting / Lobby	8	x	8		64	1	64 sf	100	156			
Office Chief	12	x	14		168	1	168 sf		161			
Office Deputy	10	x	12		120	1	120 sf		120			
Patrol Room, dispatch, work room	24	x	16		384	1	384 sf		510			
Dispatch	0	x	0		0	0	0 sf	120	0			included in patrol area
Interivew (future Office)	12	x	12		144	1	144 sf	120	0			
Interview	10	x	12		120	1	120 sf	120	122			
Records Archive	10	x	16		160	1	160 sf	100	217			
Gun Vault	8	x	8		64	1	64 sf		42			
Evidence/Storage	18	x	14		252	1	252 sf	70	208			
Evidence Preparation/Fingerprint	10	x	12		120	1	120 sf		117			
Garage w/Storage (2 car, 1 standard)	18	x	28		504	1	504 sf		478			
General Storage (30 bikes)	10	x	28		280	1	280 sf	70	264			
		x			0		0 sf	70				
		x			0		0 sf	50				
		x			0		0 sf					
		x			0		0 sf	0				
		x			0		0 sf					
		x			0		0 sf					
		x			0		0 sf					
		x			0		0 sf					
	Subtotal:						2,380 sf	820	2,395			
	Loss Factor:				13%		298 sf					
	Total:						2,678 sf					

Shared Spaces	Size Length	x	Width	=	SF	Qty	Requested Total SF	Current	Proposed	Level	Provided	Notes
Lobby space	16	x	24		384	0	0 sf					
Elevator (First Story)	10	x	18		180	0	0 sf					
Elevator (Second Story)	10	x	10		100	0	0 sf					
Mechanical Room	12	x	12		144	1.5	216 sf	150	178			
Womens Restroom	9	x	18		162	1	162 sf	70	172			
Mens Restroom	9	x	18		162	1	162 sf	70	172			
Break Room	12	x	16		192	1	192 sf	70	245			
Other (Janitor, etc.)	6	x	8		48	1	48 sf	20	49			
Council Room	18	x	26		468	1	468 sf		456			
Community Room (2 Dividers-100 occupants	28	x	42		1,176	1	1,176 sf	120	962			
Senior Center Kitchen	12	x	18		216	1	216 sf		204			
Historical Display	0	x	0		0	1	0 sf		129			included in the community room
Community Room Storage	10	x	20		200	1	200 sf		150			
Historical Storage	18	x	12		216	1	216 sf		0			
General Office area with stoarge closets	12	x	16		192	1	192 sf		0			
		x			0		0 sf					
Lockers / laundry	12	x	10		120	1	120 sf		111			
Restroom / Shower (staff)	8	x	10		80	1	80 sf		116			
		x			0		0 sf					
Municipal Court	14	x	20		280		0 sf					
		x			0		0 sf					
	Subtotal:						3,448 sf	500	2,944			
	Loss Factor:				13%		431 sf					
	Total:						3,879 sf					

Summary:

		2,872	
City Administration:	2,228 sf	25%	1,801
Police:	2,678 sf	30%	2,395
Shared Spaces	3,879 sf	44%	2,944
Total	8,784 sf		7,140

Other Considerations:
Generator
Storm Shelter (EOC)
Future Growth
Future Public Works Building

APPENDIX B

Estimates

Weyauwega Municipal Building Construction Estimate
Two-Story on Two Lots
Option 1

Cedar Corporation
Date: 11/30/11
Prepared By: Travis Schroeder

Suggested Project Budget

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
Site Costs	Lump Sum	1	$50,000.00	$50,000.00
Demolition	Lump Sum	1	$30,000.00	$30,000.00
Basement Remodel (City Hall Building)	Square Feet	1,880	$30.00	$56,400.00
Basement Addition	Square Feet	1,080	$100.00	$108,000.00
First Floor Remodel (City Hall Building)	Square Feet	1,880	$75.00	$141,000.00
First Floor Addition	Square Feet	4,470	$125.00	$558,750.00
Second Floor Remodel (City Hall Building)	Square Feet	1,880	$75.00	$141,000.00
Second Floor Addition	Square Feet	4,470	$115.00	$514,050.00
Subtotal		15,660		$1,599,200.00
Project Contingency	Percentage	10%	$1,599,200.00	$159,920.00
Total				$1,759,120.00
A/E Fees/Permits/Testing		15%	$1,759,120.00	$263,868.00
Moving expenses	Lump Sum	1	$0.00	$0.00
Security system	Lump Sum	1	$0.00	$0.00
Initial Operating, Furniture & Equipment	Percentage	4%	$1,759,120.00	$61,569.20
Total				$325,437.20
GRAND TOTAL				$2,084,557.20
PROJECT TOTAL COST			**SAY**	**$2,085,000.00**

Assumptions:

Does not include land acqusition or soft costs such as attorney fees
Site contains no hazardous waste.
Fall 2012 construction start.
Assumptions of Materials, equipment, preliminiary finish selections and inflation have been made to provide a preliminary cost estimate.
Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Weyauwega Municipal Building Construction Estimate
Two-Story on Three Lots
Option 2

Cedar Corporation
Date: 11/30/11
Prepared By: Travis Schroeder

Suggested Project Budget

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
Site Costs	Lump Sum	1	$50,000.00	$50,000.00
Demolition	Lump Sum	1	$30,000.00	$30,000.00
Basement Renovation	Square Feet	3,760	$20.00	$75,200.00
Basement Addition (Stairwells)	Square Feet	370	$100.00	$37,000.00
First Floor Remodel (Mall & City Hall Building)	Square Feet	3,760	$75.00	$282,000.00
First Floor Addition	Square Feet	3,340	$125.00	$417,500.00
Second Floor Remodel (City Hall Building)	Square Feet	1,880	$75.00	$141,000.00
Second Floor Remodel (Mall Building)	Square Feet	1,880	$30.00	$56,400.00
Second Floor Addition	Square Feet	2,830	$115.00	$325,450.00
Subtotal		17,820		$1,414,550.00
Project Contingency	Percentage	10%	$1,414,550.00	$141,455.00
Total				$1,556,005.00
A/E Fees/Permits/Testing		15%	$1,556,005.00	$233,400.75
Moving expenses	Lump Sum	1	$0.00	$0.00
Security system	Lump Sum	1	$0.00	$0.00
Initial Operating, Furniture & Equipment	Percentage	4%	$1,556,005.00	$62,240.20
Total				$295,640.95
Grand Total				$1,851,645.95
Project Total Cost			**SAY**	**$1,852,000.00**

Assumptions:

Does not include land acqusition or soft costs such as attorney fees
Site contains no hazardous waste.
Fall 2012 construction start.
Assumptions of Materials, equipment, preliminiary finish selections and inflation have been made to provide a preliminary cost estimate.
Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

Weyauwega Municipal Building Construction Estimate
One-Story on Three Lots
Option 3

Cedar Corporation
Date: 11/30/11
Prepared By: Travis Schroeder

Suggested Project Budget

ITEM	UNIT	QUANTITY	UNIT PRICE	COST
Site Costs	Lump Sum	1	$50,000.00	$50,000.00
Demolition	Lump Sum	1	$50,000.00	$50,000.00
First Floor Construction	Square Feet	9,150	$130.00	$1,189,500.00
Subtotal		9,150		$1,289,500.00
Project Contingency	Percentage	10%	$1,289,500.00	$128,950.00
Total				$1,418,450.00
A/E Fees/Permits/Testing		15%	$1,418,450.00	$212,767.50
Moving expenses	Lump Sum	1	$0.00	$0.00
Security system	Lump Sum	1	$0.00	$0.00
Initial Operating, Furniture & Equipment	Percentage	4%	$1,418,450.00	$56,738.00
Total				$269,505.50
Grand Total				$1,687,955.50
Project Total Cost			**SAY**	**$1,688,000.00**

Assumptions:

Does not include land acqusition or soft costs such as attorney fees

Site contains no hazardous waste.

Fall 2012 construction start.

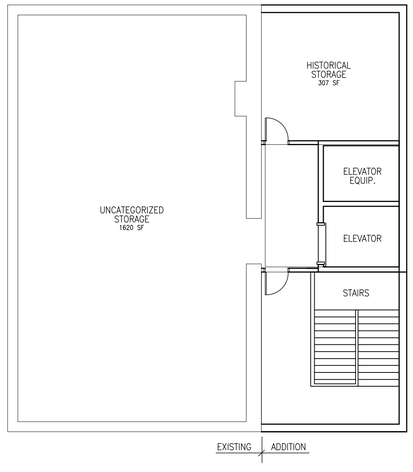
Assumptions of Materials, equipment, preliminiary finish selections and inflation have been made to provide a preliminary cost estimate.

Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.

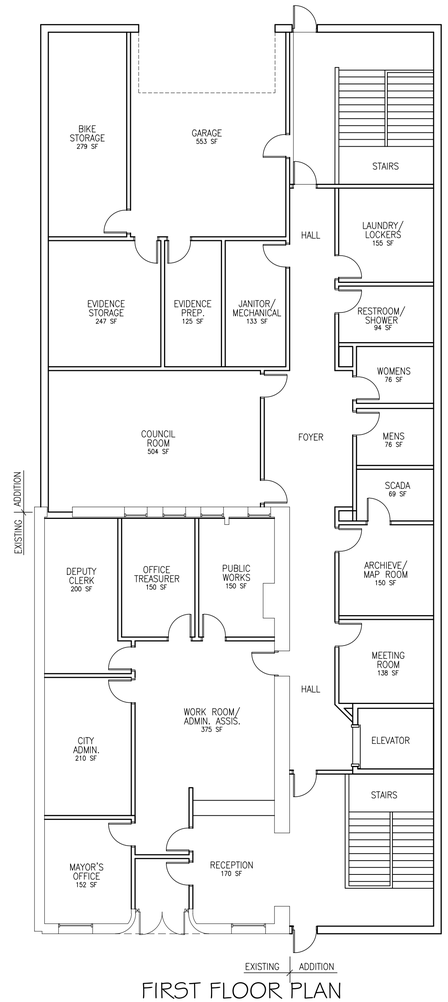
APPENDIX C

Plans

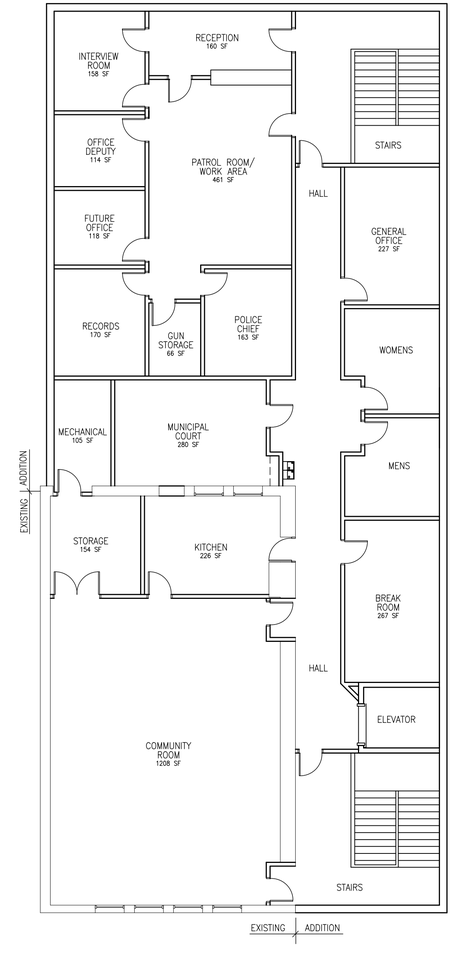
PROPOSED WEYAUWEGA MUNICIPAL BUILDING



BASEMENT FLOOR PLAN
2,960 SF



FIRST FLOOR PLAN
6,350 SF



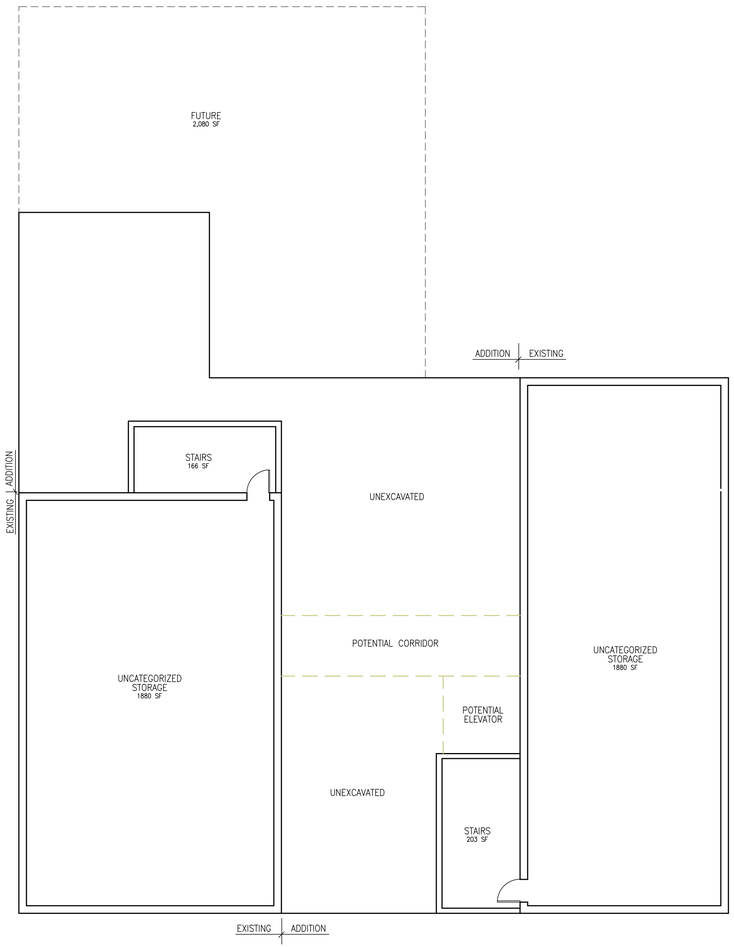
SECOND FLOOR PLAN
6,350 SF

OPTION 1

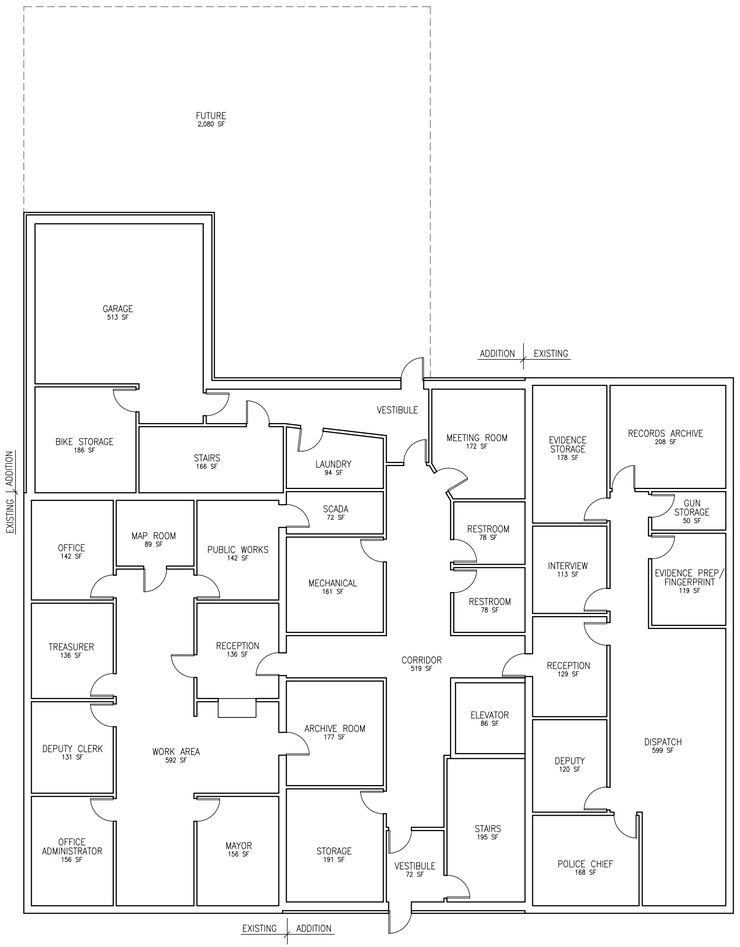
TWO-STORY ON TWO LOTS

ARCHITECTURAL & ENGINEERING SERVICES
PROVIDED BY CEDAR CORPORATION

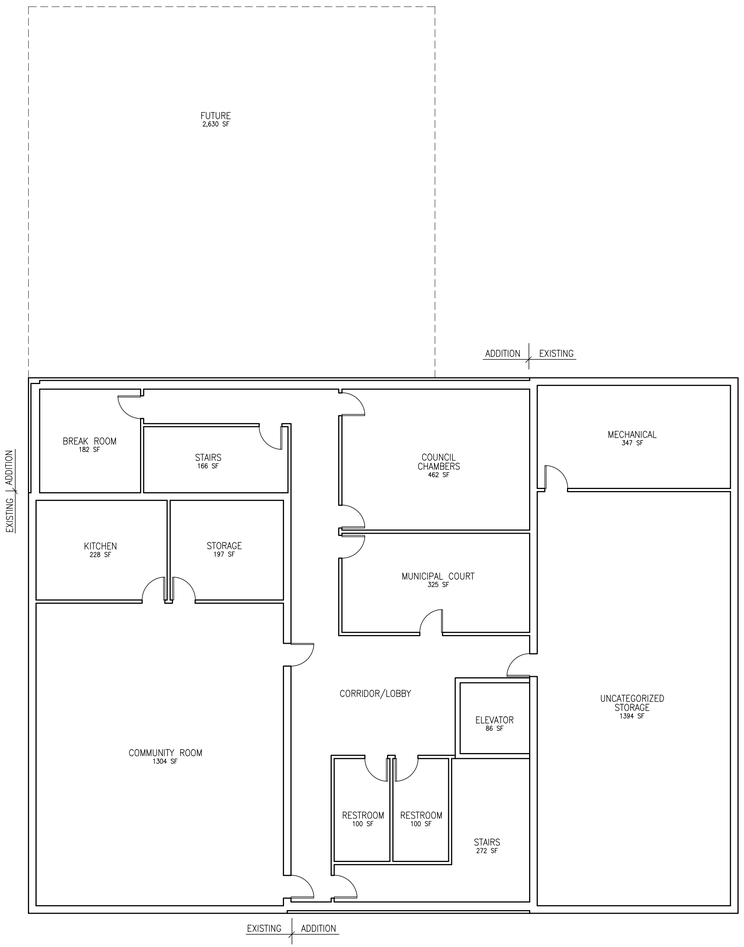
PROPOSED WEYAUWEGA MUNICIPAL BUILDING



BASEMENT FLOOR PLAN
3,760 SF



FIRST FLOOR PLAN
7,100 SF



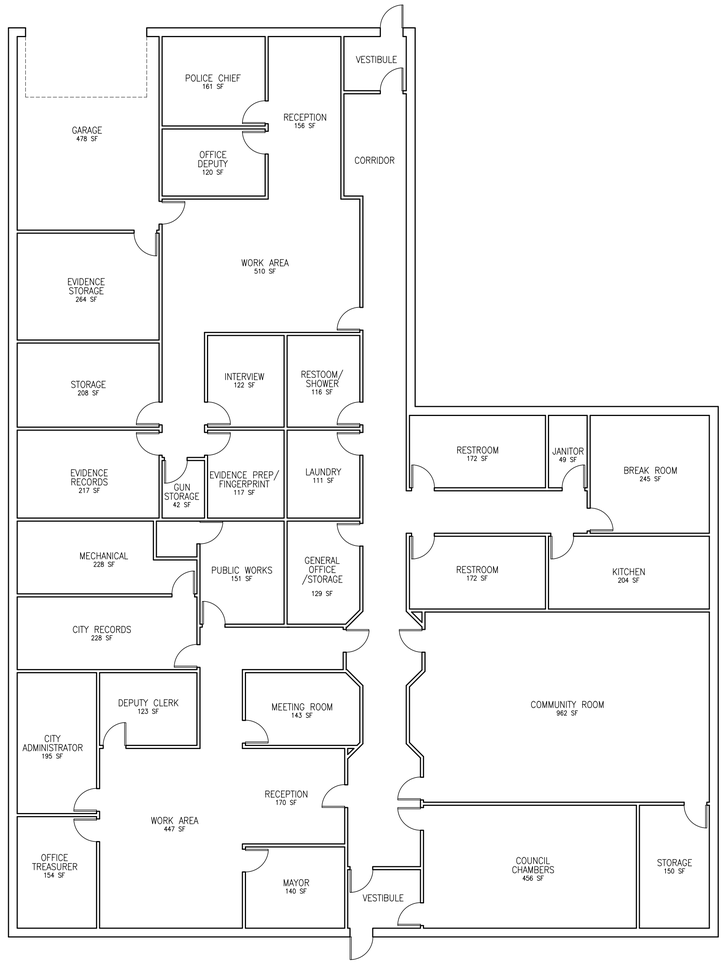
SECOND FLOOR PLAN
6,590 SF

OPTION 2

TWO-STORY ON THREE LOTS

ARCHITECTURAL & ENGINEERING SERVICES
PROVIDED BY CEDAR CORPORATION
Cedar

PROPOSED WEYAUWEGA MUNICIPAL BUILDING



FIRST FLOOR PLAN
9,150 SF

OPTION 3

ONE-STORY ON THREE LOTS

ARCHITECTURAL & ENGINEERING SERVICES
PROVIDED BY CEDAR CORPORATION

PROPOSED WEYAUWEGA MUNICIPAL BUILDING

POTENTIAL SITE PLAN

ARCHITECTURAL & ENGINEERING SERVICES
PROVIDED BY CEDAR CORPORATION

APPENDIX D

Interviews

Appendix E

Summary of Findings

2737 S. Ridge Rd., Suite 400
Green Bay, WI 54304

engineers• architects • planners • environmental specialists
land surveyors• landscape architects • building inspectors

920-455-7001
800-472-7372
FAX 920-491-9020

Date: December 20, 2011
To: Weyauwega City Council
From: Cory A Scheidler, AIA
Subject: Space Needs Assessment Summary of Findings

Dear Council,

We have completed our review of the draft report with the building committee and Council Members in attendance at our meeting held on December 6, 2011. During the preparation of the report, we gathered a large amount of data which was included in the draft and final copy of the report. At our review of the draft report, we proposed the idea of preparing a Summary of Findings for the Council. This approach provides a report with a large amount of data and information that the City can use as the project moves forward. The report alone is not the final solution for the City; however, a summary of findings will provide a general direction and incorporate the comments from review of the report.

The report included (8) sections; including introduction, summary of existing conditions, space needs summary, municipal space comparison, building options, recommendations for next step, sustainable design practices, and potential funding sources. The review of the report was completed in a page by page process and included in-depth conversations with all parties in attendance. The following is a summary of the report and comments received through the review process.

Introduction

The City of Weyauwega is a medium sized bedroom community to the Appleton, Green Bay, and Stevens Point areas, and is expected to have minimal growth. The City Hall and Police Departments are in desperate need of more functional space and have retained Cedar Corporation (Cedar) to review previous studies, the needs of the City, and to develop a plan to implement the existing City Hall and adjacent properties for a renovation or new building. Through the process the City has requested that Cedar consider:

- Maintaining the existing buildings and urban context of the downtown.
- Improving accessibility and functionality of the spaces.
- Improve building and energy efficiency.
- Improve overall security and functionality.

Existing Conditions

Cedar was requested to review the existing City Hall, Taxidermy Shop, and Mall buildings for either re-use or demolition for a new building. As part of this review, we conducted a general inspection of the building condition and systems. Generally the buildings are in fair to good condition for their age and use, and have no apparent major deficiencies for a renovation. The building systems including mechanical, electrical, and plumbing would require complete upgrades in the event of a renovation, whether it includes one or all of the buildings. In addition to a complete upgrade, if the buildings were renovated and combined, a centralized system for all of the buildings would be recommended. As part of a renovation, the buildings would likely require an elevator and fire suppression system to be included. These upgrades would also likely require a larger water service and electrical service to the buildings. Generally, it can be assumed that these buildings are good candidates for renovation and we recommend that prior to purchasing the properties, a more thorough structural evaluation and hazardous material inspection be completed.

Space Needs Summary

As part of our evaluation, we interviewed City Hall, Public Works, and Police Staff, community members, civic groups, and council members; topics of discussion included daily operations, specific function, deficiencies, and potential opportunities for future uses.

The City Hall portion contains 3 regular staff and overlaps with the Police, Public Works, and Council. The existing space includes approximately 1,552 square feet and has several deficiencies, including:

- Poor configuration, security, and functionality
- Lack of proper storage space
- Lack of accessibility
- Lack of meeting room and council space
- Lack of area for voting and equipment
- Lack of growth potential

The Police portion of the facility includes the part-time Chief, Sergeant, 3 fulltime, and 3 part-time officers in a rotation shift providing 24 hour service to the City. The Police overlap with the City Staff for administrative functions. The existing space includes approximately 1,754 square feet and has several deficiencies, including:

- Poor configuration, security, and functionality
- Limited storage and no garage space
- Lack of proper evidence preparation and storage
- Safety concerns
- Lack of office and work space
- Lack of interview spaces
- Lack of accessibility

Upon review of the draft report, it was indicated that in the future it may be more feasible to combine Police Departments with other local agencies, or the County to minimize the cost to the City. If this path is chosen it may lessen the space requirement for the Police Department. It should be noted that based on our understanding of Police Department functions of small to medium size communities, the expectations to reduce the cost to the City call volume and/or services will need to be reduced to realize cost savings. Without the reduction in call volume, the same amount of patrol will be required to provide the same level of service. It is typical that in similar sized communities, citizens have an expectation of 24 hour police service especially if that has been the history of service.

The Public Works portion of the facility contains a work space, SCADA, and minimal storage space. The Public Works Staff does not regularly use the office space; however, they have regular interaction with the City Staff. Based on comparisons with other communities and dependent on the future functions incorporated at the City Hall, the following deficiencies may exist:

- Lack of work space and storage, including maps
- Limited meeting space
- More conspicuous location for SCADA

The community portion of the building has the largest deficiency based on interview and analysis, since a single building is not compatible with all the user groups. The community functions are currently held at the Legion Hall or Library, with senior meals occurring 5 days per week at the Legion Hall and 24-50 meetings annually at the Library; additionally the church on West Main Street is utilized for voting and the Fire Hall or School would be utilized for large City meetings. Approximately 25 separate user groups exist that desire a space to use for their functions in the City. It should be noted that the primary objective of the analysis is to address the existing functions for the City Hall and Police and that dependent on the direction of the Council, the Community Functions will be further reviewed.

As the project progresses, additional parking and accessibility should be incorporated for the facility. As part of the site improvements, we would recommend introducing some small green spaces for storm water treatment where feasible.

Based on our analysis, including City Hall, Police, Public Works, and Community Functions, we recommend the following square footage:

Single Story Configuration	Recommended	Current
City Administration	2,228	1,552
Police	2,678	754
Community (shared)	3,879	820
Total	8,785	3,126

Two Story Configuration	Recommended	Current
City Administration	2,417	1,552
Police	2,768	754
Community (shared)	6,766	820
Total	11,961	3,126

The two story option provides additional square footage for shared spaces compared to the single story option by utilizing a basement and second story. The single story option does not have enough available property to adequately include all of the necessary building functions.

During the review of the space allocation, the amount of space for the Public Works, Police, and Community Functions were discussed. Further evaluation and discussions about the City's future plans will need to be reviewed to determine if the following space reductions may be feasible:

- Reduce the area for the Police if the City moved to a combined department.
- Keep some or all of the current community functions at their current locations.
- The Public Works functions could be handled at the Waste Water Plant by incorporating space into the proposed upgrades.

Municipal Space Needs Comparison

To provide the City of Weyauwega a comparison, we have included a summary of other similarly sized communities and the respective functions. Generally, the space allocations for the City of Weyauwega are similar to the other communities compared in the study; however, the efficiency and functionality of the spaces is not conducive to the operations and is in need of renovation, improvements, and increase spaces and functions.

Building Options

We reviewed the option of renovating the City Hall in combination with the Taxidermy Building and Mall Building, and also removing all of the buildings and building a new structure or a combination of them.

Option #1 includes the review of renovating the City Hall, removing the Taxidermy Building, and building an addition to the City Hall building. This option provides the City with a total of 15,560 square feet which includes the basement. This option would fit well within the downtown and will meet the City's needs; however a large amount of the square footage is for circulation and uncategorized storage. This option provides for minimal future growth and requires utilizing a large portion of the available property.

Option #2 includes the review of renovating the City Hall and Mall Building, removing the Taxidermy Building, and building an addition to the City Hall building. This option provides the City with a total of 17,820 square feet which includes the basement. This option would fit well within the downtown and will meet the City's needs; however, a large amount of the square footage is for circulation and uncategorized storage. This option provides for future growth and allows for optional space uses and additional site improvements.

Option #3 includes the demolition of all 3 buildings and constructing a new 9,150 square foot single story facility. This option may be improved to meet the City's current needs, however does not allow for future growth, site improvements, and does not fit within the City's desires for the downtown context.

Based on the review of the options, assumptions of the extent of the work, and current market conditions, the cost breakdown for each of the phases is as follows:

Building Options	Available Total SF	Construction Estimate	Cost/SF	Categorized SF
#1- Two-Story on Two Lots	15,660 SF	$2,085,000	$133	10,357 SF
#2- Two-Story on Three Lots	17,820 SF	$1,852,000	$104	10,204 SF
#3- One Story on Three Lots	9,150 SF	$1,688,000	$185	7,140 SF

Option #2 provides the City with square footage in excess of the recommended allocations, however based on the options it appears to be the most cost effective solution. This option provides the most square footage and the least cost per square foot by re-using the existing buildings and minimizing the amount of work within the uncategorized spaces.

Based on discussions during the review of the draft report it seems to be a reasonable alternative to analyze a combination of Option #1 and #2, to develop a phased plan that may minimize the initial financial impact to the City.

Recommendations for Next Step

The information provided in the report will need to be reviewed throughout the next steps and design process. We have included a detailed outline of recommended steps in the report for a successful completion of the project. As the project continues it will be important for the City's consultant in combination with the City to get the information to the general public so that the project can progress efficiently. We recommend the City move forward with a structural analysis for an estimated cost of $4,000 to $6,000, and hazardous materials assessment for an estimated cost of $3,000 to $4,000. This will help the City to better understand the impact of the facilities in regards to the outlined options.

Sustainable Building Practices

In our report, we summarize several opportunities for the City to incorporate Sustainable Design and Green Practices. It will be important for the City and their consultant to review these opportunities to develop a plan that weighs the options of initial capital cost verses ongoing operational and maintenance cost.

Potential Funding Sources

As part of our report, we have outlined several funding opportunities for the City and their consultant to investigate. As the project progresses it will be important to begin the design process so that accurate costs can be developed and specific design elements for "Public Use" incorporated into the design to increase the chances for funding. The City should be on the search for future grant opportunities as current programs are ever-changing.

In summary, the report presents a large amount of information for the City to discuss. This information will be beneficial as the project and design phases begin and should assist in streamlining the process. As the City moves forward Cedar is willing and able to provide any assistance necessary to help the project move forward. We look forward to working with you on this and future projects, and thank you for the opportunity to work with you on this project.

Sincerely,

CEDAR CORPORATION

Cory A. Scheidler, AIA
Project Architect

Thad Majkowski, PE
Client Liaison