CITY OF STOUGHTON

From the Mayor's Office

MEMORANDUM

To: Alderperson Pat O'Connor, Finance Committee Chair
Finance Director Tammy LaBorde

From: Mayor Donna Olson

CC: Opera House Director Bill Brehm, Chief Scott Wegner, Director of Planning & Development Rodney Scheel, Sr. Center Director Cindy McGlynn, Finance Director Tammy LaBorde, Parks & Rec Director Dan Glynn, HR & Risk Management Director Amy Jo Gillingham, Police Chief Greg Leck, EMS Director Lisa Schimelpfenig.

RE: Space Needs for City Departments

As requested by the Finance Committee at their meeting on January, 23, 2018 I met with the Leadership Team to discuss their departments space needs now and in the next 3-5 years. We discussed space needs in general and in association with utilizing the current downtown McFarland Bank building to fill those needs.

EMS Director Lisa Schimelpfenig – Lisa identified no needs in her department that could be met by utilizing this building. She does need an additional bedroom for on-call EMS responders, however this would be needed at the EMS facility.

Chief Scott Wegner – Scott stated that the bank building most likely would not fill Fire Department needs. If or as additional day-time staff is obtained, office space will be needed at the Fire Department. Storage space is always at a premium, but it works. The Wellness Coalition items, currently in one of their storage rooms could be moved to another location. (This is medication and sharps collection items that are used 2x/year at the fire station.) The fire station was built to accommodate a second floor over the meeting/training room. The initial plan was to use a second floor for living/sleeping quarters for fire department interns.

HR & Risk Management Director Amy Jo Gillingham – AJ stated that she has an immediate need for a more private work space for Gini. Some of the items she works on require a secured space. Additional space may be needed as city staffing increases, thereby increasing the workload in the HR department. Additional HR staff, as needed, could share an office/space with Gini.

Police Chief Leck – Greg shared that the bank building would pose no solution for Police Department space needs. It is simply not suitable for his needs. Immediate needs include the need for another cubicle for the new officer and a parking garage. (Note: Rodney and Greg are currently reviewing parking garage needs and plans to accommodate that need in the area between the Public Safety Building and City Hall.) A new parking garage could potentially be built to accommodate a second story to fulfill City Hall office needs or a larger Council/municipal court room.

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Opera House Director Bill Brehm – Bill stated that storage space is needed. The Opera House and Stoughton Opera House Friends Association share a storage unit for items needed for the festival and old Opera House seats that are saved for parts that may be needed. We could use more office space. Two staff are currently using one office. While the Opera House is not currently in a financial situation to support the entire City Hall building, we could envision use of more office space and a room could be used for a mini museum, gift shop, wine and beverage sales, etc. It would be nice to remove the garage and build a freight elevator to load and unload equipment for the shows. Having 3 meeting rooms downstairs was useful for some events.

Director of Planning & Development Rodney Scheel – The Planning Department is experiencing some constraints with 3 people in one office and 2 utilizing one desk as they are frequently not in the office at the same time. (Building Inspector, Facilities Maintenance position and part-time Administrative Assistant) If the Council chose to make the philosophical change and decided to move the City Hall Administration to the bank building, there would still be a need for use of the garage space at the current City Hall building. Theoretically the bank building could accommodate all City Hall offices. There would be yet unknown costs to remodel the entire inside of the building. The bank building could address security issued evident in our current location. Having a front counter for the Receptionists and one point of access could be attractive. It was discussed that if there is momentum to move forward with relocation we should contract a consultant to fully evaluate the condition of the building, program the space for our use and prepare budget estimates for any remodeling. This should include reprogramming the space in City Hall. Operation and Management of the City Hall building would need to be evaluated as well.

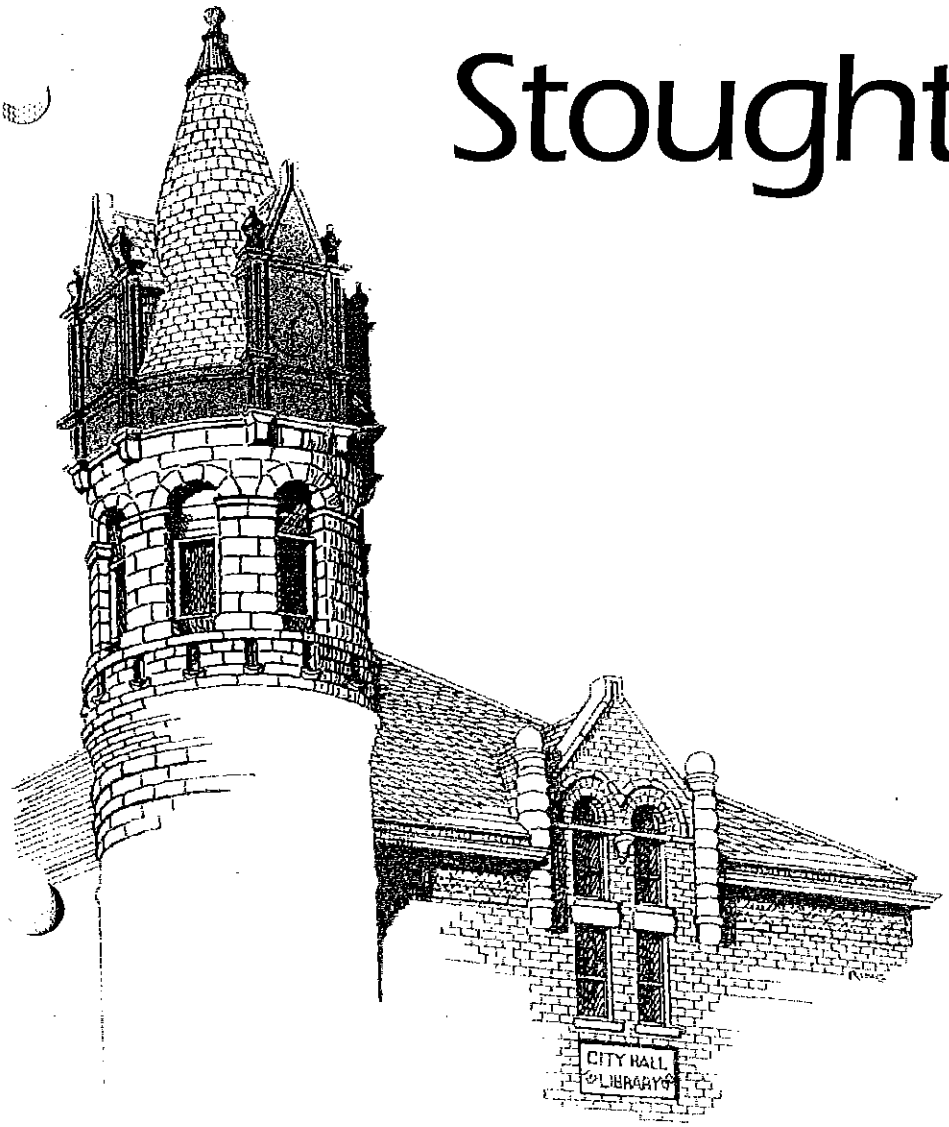
*Lack of parking at or around the bank building was identified by several departments as a potential concern.

Sr Center Director Cindy Mc Glynn – Cindy stated that **t**he bank building does not serve or address any of her needs. She would like to utilize space in the Sr Center annex rather than having it rented to others.

Finance Director Tammy LaBorde – Tammy shared that the Finance Department currently has enough space. If things changed and additional staff was needed, then more office space would be required.

Parks & Rec Director Dan Glynn – Dan emphasized that the current Main Street location works very well for them and participants. If or as the white water park becomes a reality and the new building is built in Mandt Park then a new staff person would be needed to be at that building. As the city grows and the whitewater park is built and more programs are offered a full time administrative assistant would also be needed. Our current office would not accommodate another person. An option would be for the entire Parks & Rec Department to be accommodated in the new Mandt Park building.

Stoughton



Stoughton City Hall

Space Needs Study

Strang, Inc.
Madison, WI

Strang

Architecture
Engineering
Interior Design

6411 Mineral Point Road
P.O. Box 5019
Madison, WI 53705-0019
608 276-9200
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March 25, 1996

The Honorable Mayor Johnson
City of Stoughton
381 East Main Street
Stoughton, WI 53589

RE: City of Stoughton Space Needs Analysis

Dear Mayor Johnson,

We are pleased to present the final report of the City of Stoughton Space Needs Study. The report is a result of four months of analyzing your present and future space needs. The entire City Hall Study Team's commitment to providing the highest level of City services attainable balanced with a need to remain budget concious is commendable.

We have enjoyed working with the City of Stoughton on this project and look forward to working with you on implementation in the near future. If we can be of any further assistance, please let us know.

Sincerely,

Strang, Inc.

Steven K. Harms, AIA
Principal

Lawrence L. Barton, AIA
Associate

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Letter of Transmittal

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EXECUTIVE SUMMARY

The purpose of this Space Needs Study is to address all City functions simultaneously and plan for phased expansion to accommodate departmental needs and public parking for the next five to ten years.

We employed verifiable methods of determining space needs by interviewing department heads and key City staff. Personnel projections shown on page 48 are derived from Council approved actions and reasonable department projections. We analyzed work functions, filing needs and storage needs for each department. The results were put in graphic form (starting on page 50) showing scaled diagrams of typical spaces needed.

The Space Needs Summary By Depatment on page 5 shows the most significant needs belonging to the Police Department (4,400 s.f., to 10,000 - 12,000 s.f.), the Fire Department with space for vehicles (8,400 s.f., to 12,000 s.f.), and the library (a minimum of 2,400 s.f., up to 5,000 s.f.). Administration functions increased due to some personnel, but primarily due to meeting space needed presently and in the five to ten-year period. A sample meeting calendar on pages 59 and 60 indicates the number and size of meetings needed.

During the Study, building evaluations were conducted to determine suitability of the existing buildings for the functions prior to space planning. The most glaring need for upgrading the existing buildings are in City Hall and the Police Department. As City Hall nears its 100th birthday, the building has been maintained and is in excellent condition, and requires only minor maintenance such as tuckpointing, painting, etc. However, ADA issues should be addressed, especially as a public facility, with access to all levels by approved lift or elevator, appropriate rest room facilities, drinking fountains, and accessible counters and entrances. This public building should have equal access for all citizens regardless of the building's historic status. The Public Safety building needs only minor upgrades to comply with ADA. However, the severe grading problem at the parking lot needs major reconstruction (as shown on page 13). not only for ADA, but the parking lot requires this regrading for police and patron safety as well.

After needs and evaluations were completed, five alternatives were reviewed and evaluated by City staff relative to the long-term goals of the City of Stoughton's needs to provide services. A brief summary of these options begin on page 46.

Our recommendation for the short and long range plan to satisfy the City's needs are:

Phase 1: Build a new EMS facility within the existing Utilities building, and remodel the first floor and lower level of the Public Safety building for the Police Department. Renovate the existing garage facility behind the present Fire Department for Fire Department vehicles, all at an estimated cost of $1.45 million.

Phase 2: Acquire property similar to that shown (see page 37) and construct parking areas relating to the expanded facilities at an estimated cost of $740,000.

Phase 3: Remodel the Utility building for council room, court, and recreation department; remodel and/or expand the library; remodel the east portion of the Youth Building for Street Department use; add elevator and toilet room facilities in City Hall; and remodel City Hall for minor office changes and meeting rooms, at an estimated total cost of $1.21 million.

The total present estimated dollarcost of all phases is $3.39 million. The various portions of this plan can be phased over longer or shorter periods of time and various phases can be rearranged depending on the timing of needs, property availability, and funds.

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Stoughton City Hall Study Team

Mayor

The Honorable Helen Johnson

Committee

John Neal	Finance
Pat O'Connor	Cheif of Police
Greg Leck	Emergency Medical Services
Dennis Gamshirt	Senior Center
Pat Erickson	Public Library
Rodney Scheel	Planning Department
Jim Mattke	Recreation Department
Odean Teigen	Fire Department, Streets Department
Bob Kardasz	Municipal Utilities

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Eric Urtes, Architect
William Buckles, Engineer

Introduction

In October of 1995, Strang, Inc. was commissioned to do a space needs analysis for the city of Stoughton's government offices and operations. The analysis included the City Hall, Fire Department, Police Department, Municipal Utilities Building, Senior Center, Mandt Community Center, Youth Center, Street Department and the Library. The scope of work involved reviewing the City's current and future office and departmental space requirements for the above buildings. Present and future parking requirements to serve these operations in a safe and orderly manner was also analyzed.

The ensuing study took on a phased approach as follows:

Data Gathering

A kick-off meeting was scheduled to confirm scope of work and organize work effort. An inventory of existing space, furnishings, equipment, services, adjacency requirements and amenities followed. Interviews were then scheduled with key persons from each affected department to determine their individual requirements both now and in the future.

Space Needs Overview

With necessary data in hand, Strang developed statements for each department identifying space needs, parking requirements and adjacency concerns. Each statement lists current conditions and estimated conditions in 5 to 10 years.

Design Concept Options

Functional diagrams were created to help visualize how individual spaces could function most efficiently. These more efficient layouts were then used to calculate the overall space requirements of each department.

Site / Parking Evaluations

Projected growth in several departments made it necessary to investigate relocations to other available space and/or new construction. Five different options were developed and analyzed. A preliminary estimate of proposed construction cost was generated for each of the five options. Parking was also reviewed as part of this exercise.

Building Evaluations

Each existing available city owned building was evaluated for its potential towards solving the City's future space needs problems. Consideration was given to the appropriateness of its current and proposed use, location, adjacency to other departments, building condition and available parking.

Recommendations With Cost Analysis

Upon reviewing all proposed options, the Study Team chose option "E" as the most desirable. This option calls for relocating Emergency Medical Services, Court/Council, Cable and the Recreation Department to space available within the Municipal Utilities building. The Police Department then expands into the former EMS space and basement space. The current City Hall would be remodeled. The Library would receive a smaller remodeling.

Each of the above mentioned phases have been documented in detail throughout the pages of this study. Every effort has been made to include the concerns of all departments involved. The results and recommendations of this study represent a consensus of the entire Stoughton City Hall Study Team.

Space Needs Statement Summary by Department

Space Needs By Dept.	Present Sq. Feet	5 -10 Year Sq. Feet	% of Increase
Administration	7,690	10,198	33%
Police Department	4,380	11,620	165%
EMS	2,715	3,000	10%
Fire Department	8,388	12,240	46%
Streets Department	18,000	21,500	19%
Municipal Utilities	28,000	28,000	0
Youth Center	3,500	3,500	0
Library	17,300	19,700	14%
Senior Center	12,000	12,000	0
Mandt Community Center	37,000	37,000	0
TOTAL SPACE NEEDS	**138,973**	**158,758**	**14%**

Archives/storage	
Clerk	512
Finance- (With clerk)	
Police	256
Senior Ctr storage	250
	1,018

See appendix B for departmental summaries and graphic analysis.

City Hall - Building Evaluation

The Stoughton City Hall building remains the focal point of City government. This historic Romanesque structure was built in the year 1900. It originally housed the City Hall, Public Library and an upper level auditorium. The Library has since relocated and the auditorium is currently in need of restoration for continued use as a theater. A parallel private effort is underway to fund a complete auditorium restoration. The basement and first floor levels which are currently used for City Hall contain a total of 10,000 square feet.

Location/Adjacencies: The City Hall is centrally located on the City's Main Street. It enjoys high visibility on a prominent corner of the business district. The Fire Dept., Police Dept. and Emergency Medical Services all currently share the same city block. The Library, Youth Building, Senior Center, Streets Dept. and Municipal Utilities Building are all within a three block radius.

Building Condition: Time has been good to this 95 year old building. The exterior remains very attractive as a result of a recent exterior restoration. Inside the Main Level, where the City Government functions have always taken place, has received the most attention. Great effort has been made to maintain the original detailing and character. The basement level also contains some city government functions but is primarily used for court, archival storage, cable T.V. and recreation department operations. As stated earlier, the upper level auditorium is in poor condition and in need of several repairs.

Code Issues: The major difficulty with continuing to use this building for public activities is lack of ADA compliance. The addition of an elevator will improve access to most floors, but several other interior floor elevation changes shouldl also be addressed. Existing toilet rooms are not compliant and will have to be totally remodeled. If the upper level auditorium is renovated, toilet facilities will have to be added to accommodate the larger crowds.

Proposed Use: It is the consensus of the entire study team that this building should continue to house City Hall. More meeting room

space of varied size would be required.

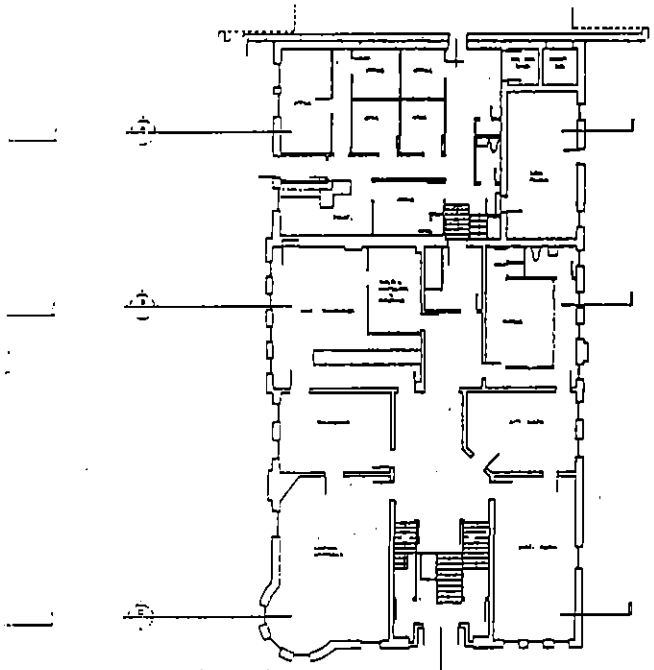
Required Modifications: An elevator will need to be added to the exterior of the building which serves all levels including basement. The basement will then be totally remodeled to provide required restrooms, meeting rooms and archival storage. The main level should undergo minor modifications to accommodate a new staff member and provide a space for shared equipment. The entrance to Planning and Inspection will need modifications to allow handicapped access.

Parking: Parking is currently a problem for users of City Hall. This can be alleviated in part by improving the parking area to the West of City Hall by removing the adjacent building and constructing a retaining wall to correct surface slope problems. Providing a new parking lot along the East side of South Fifth Street is also an option. The present property owners have expressed an interest in selling this land to the City. This new lot would also aid the fire fighters who have difficulty finding adequate parking during alarms.

Recommendations: The Recreation Department, Court and Cable Operations should be moved out of this building. The space on the lower level could then be used for meeting rooms and restrooms. Working closely with the Auditorium Restoration Group, a combined effort will bring the entire building back to full utilization for Stoughton's citizens.

CITY HALL

OPTION "E"



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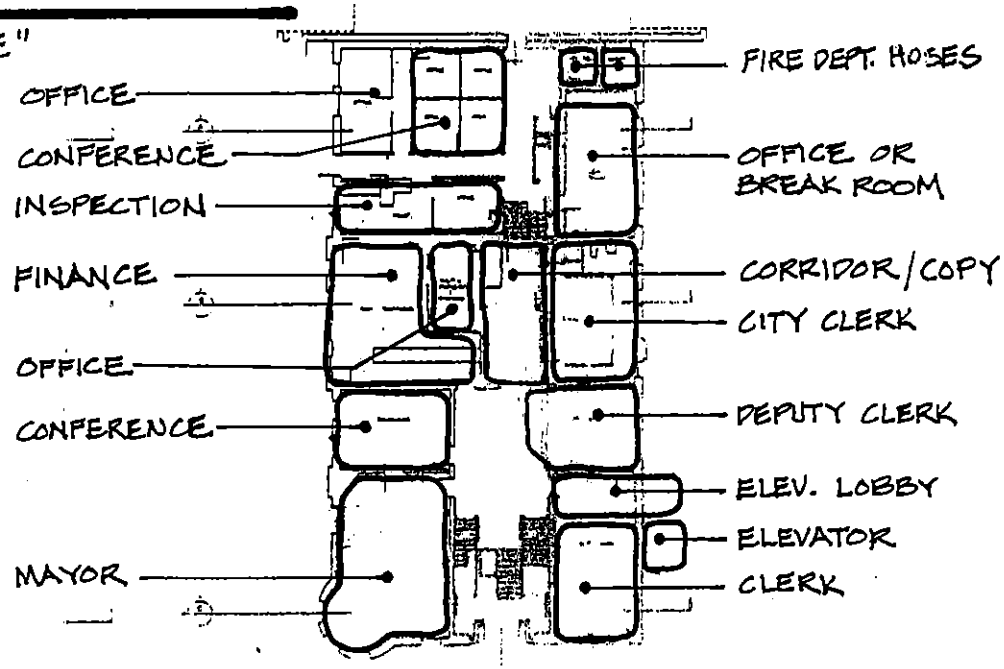

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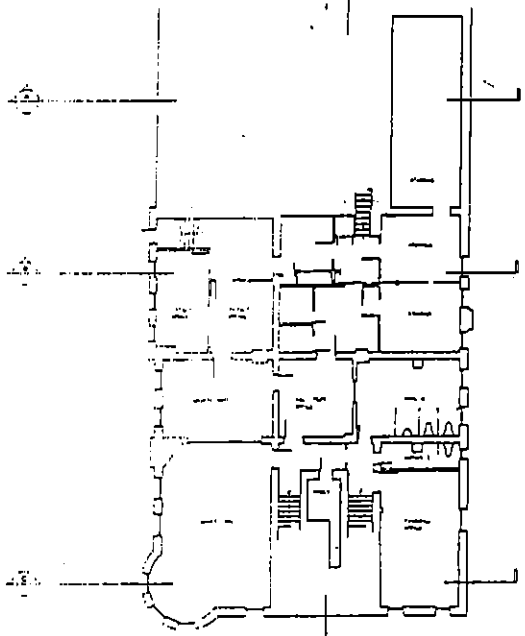

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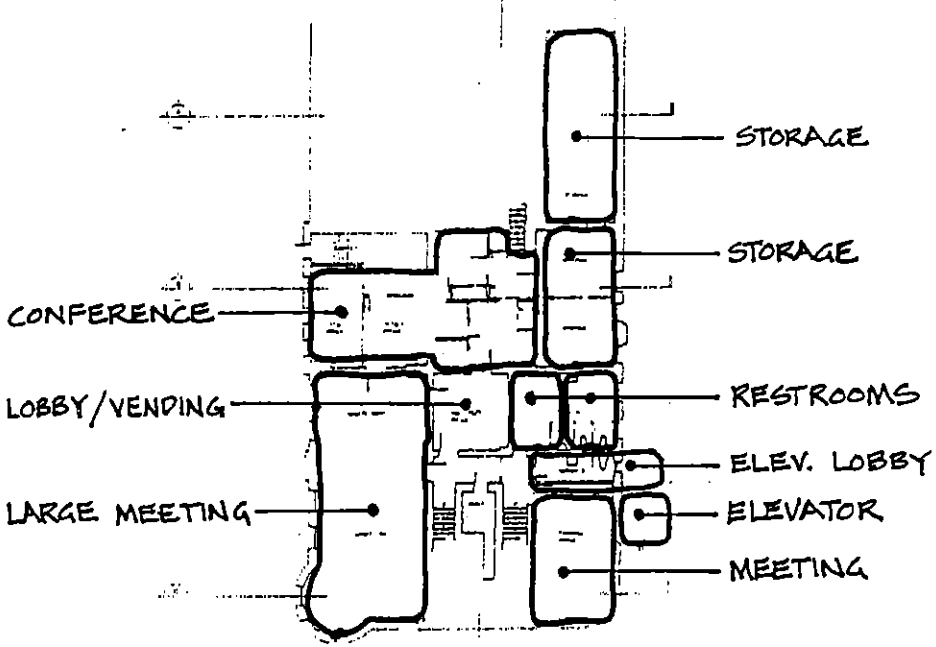


NEW BSMT. LEVEL

Fire Department - Building Evaluation

The existing Fire Department building contains four double truck bays used exclusively for fire fighting vehicles with a total area of 2,300 square feet. Some Fire Department support vehicles are also being stored at the Streets Department building. A two story, 3,200 sq. ft. addition provides training space, kitchen, offices and overnight accommodations. The upper level of this addition is used for other City meetings.

Location/Adjacencies: The Fire Department is located adjacent to the City Hall on South Fifth Street. It is strategically located at the core of Stoughton's fire district. Fire Department dispatching is handled separate from Police and EMS therefore direct adjacency was not considered mandatory.

Building Condition: The building itself is in acceptable condition for continued use as a Fire Station over the next 5 to 10 years. The physical size of the truck storage bays are of greatest concern. The existing trucks fit within the space but there is little extra room for changing and loading equipment. As the older trucks are replaced, special attention will have to be paid to assure the new vehicles will fit. The storage garage behind the Fire Station is presently used to store miscellaneous supplies and equipment and is shared with other City departments. This garage is suitable for storage but is not appropriate for other City functions. The Fire Department's heating system which also serves City Hall is old and inefficient and should be upgraded in the near future.

Code Issues: The absence of an elevator for the 3 story addition limits the potential for using the meeting rooms and kitchen for public gatherings. This fact strongly impacted the study team's desire to provide accessible meeting spaces in other City owned buildings.

Proposed Use: The Study Team reviewed several long and short term options for expanding or relocating the Fire Station before finally deciding to make use of the existing building without further additions. It was felt that new fire trucks would be added only when existing fire trucks were retired. This would not increase the overall space needs enough to justify new construction in the short term. Other City departments would abandon use of the adjacent storage garage and it would totally be occupied by Fire Department vehicles and equipment.

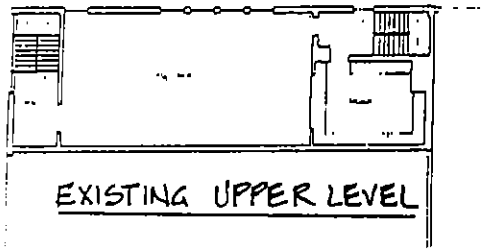
Required Modifications: The Fire Department buildings will require little remodeling. Overhead door heights will have to be verified for adequate clearance as new fire trucks are purchased. The length of a new aerial truck will also need verification to fit within a single bay with both overhead doors shut. A new aerial truck will require drive-thru access to the Fire Station. This can be provided by re-working the Police Department parking lot to allow a Fire Dept. access drive as shown on Option "E" - Phase Two. The storage garages will need to be remodeled to store Fire Dept. vehicles and equipment.

Parking: A new lot across South Fifth Street would solve most of the Fire Departments parking problems during a call. The East side of Fifth Street must be free of vehicles during an emergency, so firefighters can maneuver the trucks out of the truck bays during a response. This currently forces firefighters to park a distance from the station slowing response time.

Recommendations: The suggestions above represent a short-term solution. Eventually (5-15 years) Stoughton's need for additional fire protection will require additional space. The study team analyzed several options for providing this space. These options are shown in Appendix A with option "B" recommended. They all remain viable and should be reconsidered as the need arises.

FIRE STATION

OPTION "E"



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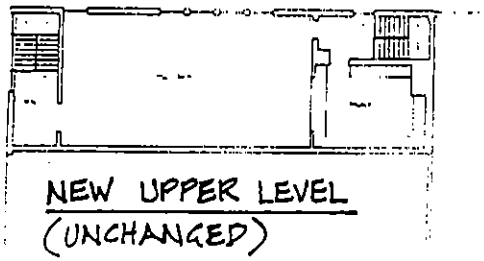

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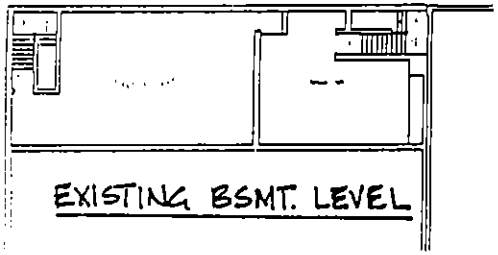

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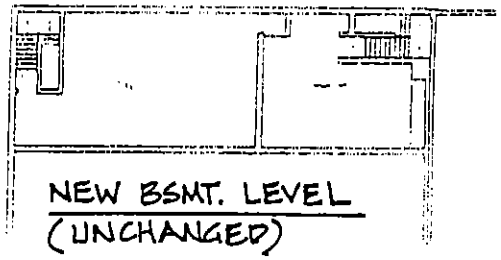

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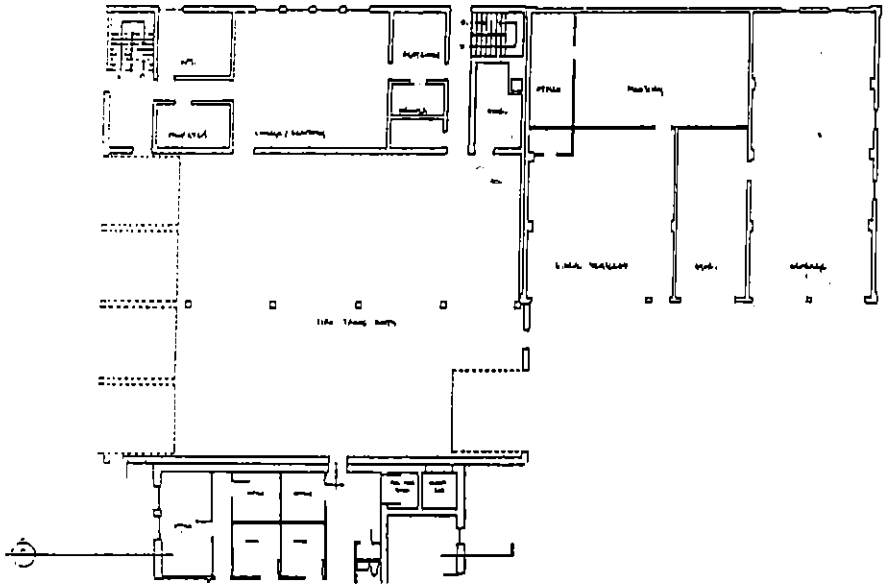

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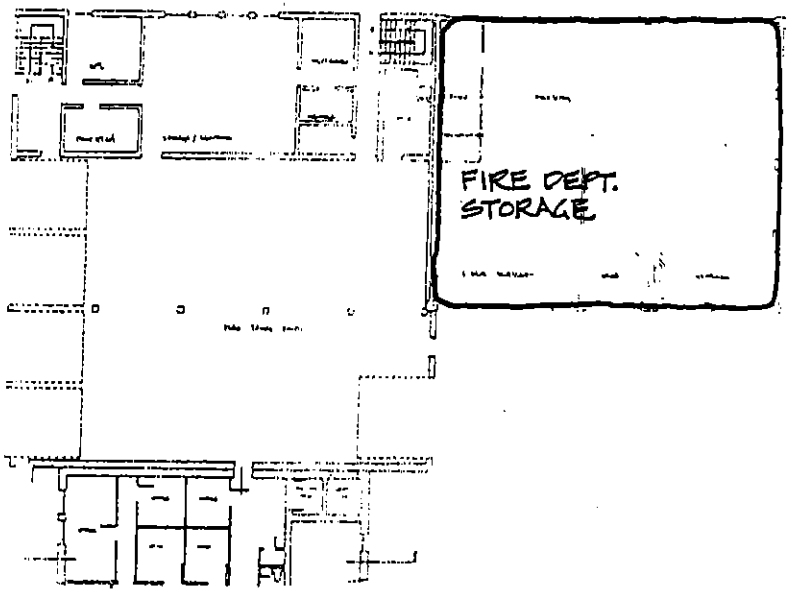


NEW MAIN LEVEL

Police Department - Building Evaluation

The Police Department resides in the Main Level of the 3 story, 18,000 square foot Public Safety Building. This building is 10 years old and is now shared with E.M.S., Dane County offices and City Council meeting rooms.

Location/Adjacencies: The Public Safety Building is located on the corner of Fourth and Jefferson Streets. It is shares the same city block with the City Hall and Fire Station. Adjacency to other City departments is very good.

Building Condition: This is one of the City's newer buildings. With proper maintenance the useful life of the building should exceed the expected 40 to 50 years. The extreme slope of parking spaces to the North make it difficult for vehicles to exit during icy conditions.

Code Issues: Few code concerns exist at the interior of this building. Access to all floors is provided with a centrally located elevator. Restroom facilities on the first and second floor do not meet ADA standards but could be brought into compliance as part of the Police Dept. remodeling. The parking lot and sidewalks providing access to the building on the North side should be re-worked to provide proper slopes.

Proposed Use: The Study Team concluded that the EMS department and City Council should be relocated to the Municipal Utilities Building. The Basement and First floor of the Public Safety building would then be remodeled to facilitate the short term needs of the Police Department. The Second floor will continue to be leased to Dane County. The vacated Council space could be leased or used for additional public meeting space. For the long term plan (beyond 10 years) the Police Department would expand into the Second Floor.

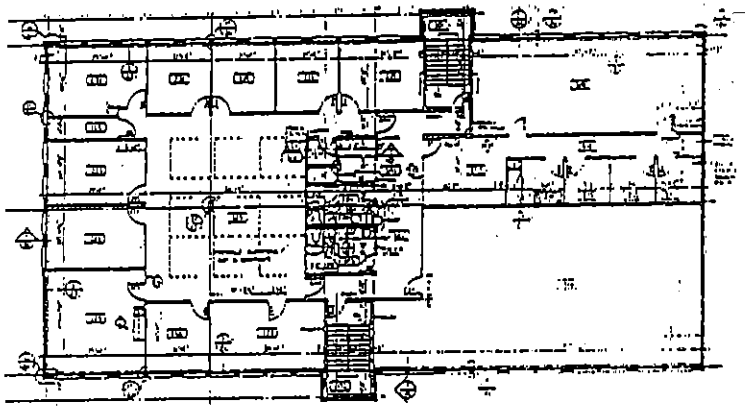
Required Modifications: The basement will be remodeled to accommodate Police lockers, toilets, smaller fitness room and archive storage. The First Floor will be completely remodeled for the Police Department. The Second floor is anticipated to remain leased by Dane County.

Parking: The existing Police parking lot to the North of the building should be totally regraded to correct excessive slope. A proposed new parking lot across the street to the west is intended for library patrons but could also provide spaces for users of this building. Additional parking for the Police Department is available on the street. The Police will use the existing lot at the corner of Jefferson and Sixth Streets for temporary impound. Long term impound will be transported to a lot available to the west of Middleton.

Recommendations: The space constraints currently placed on the Police Department are the most serious of any departments analyzed. It is recommended that this project take first priority. Correcting the parking to the North also has the additional benefit of improving Fire Department operations.

POLICE

OPTION "E"



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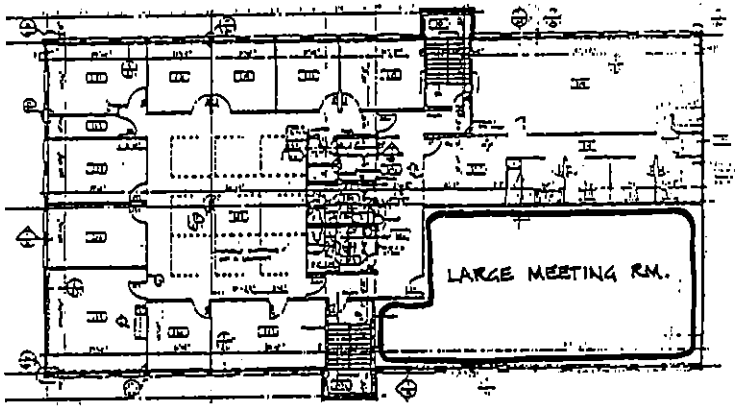

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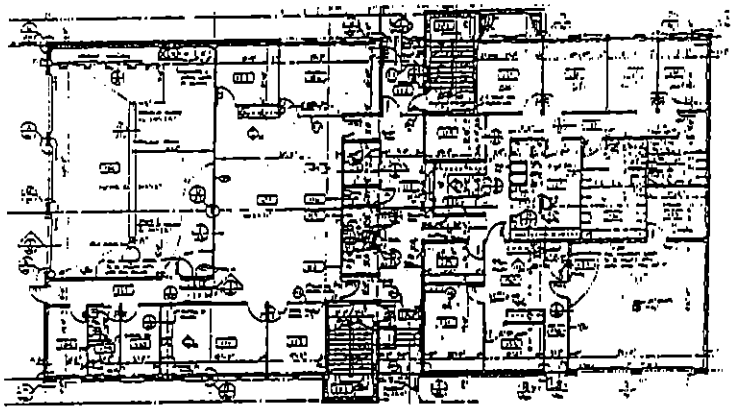

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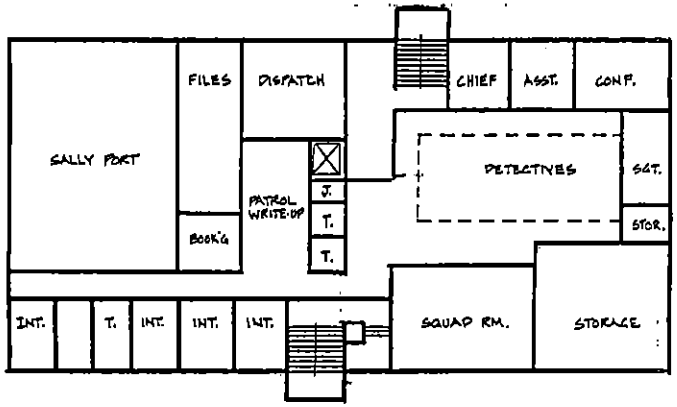

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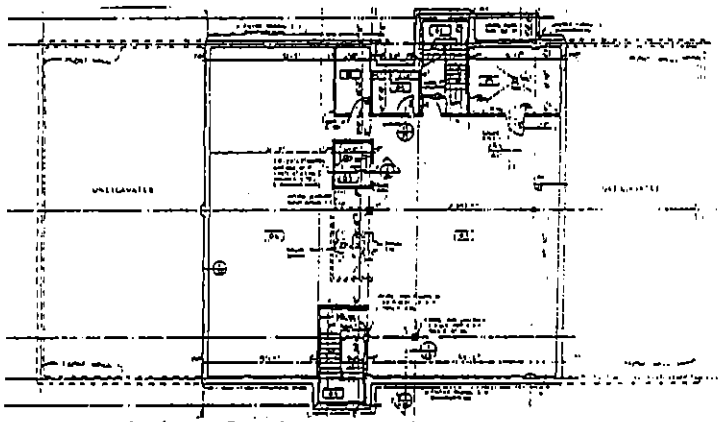

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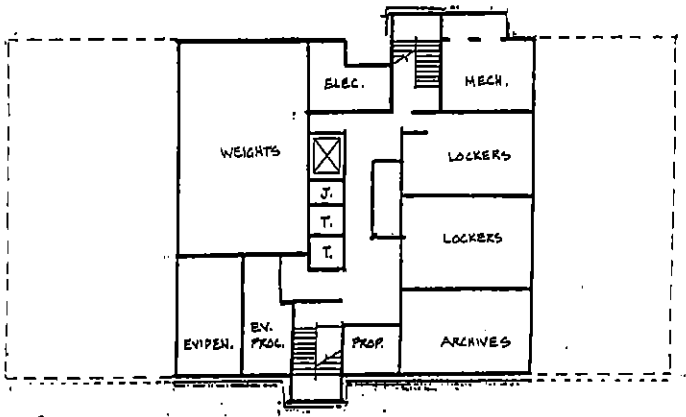
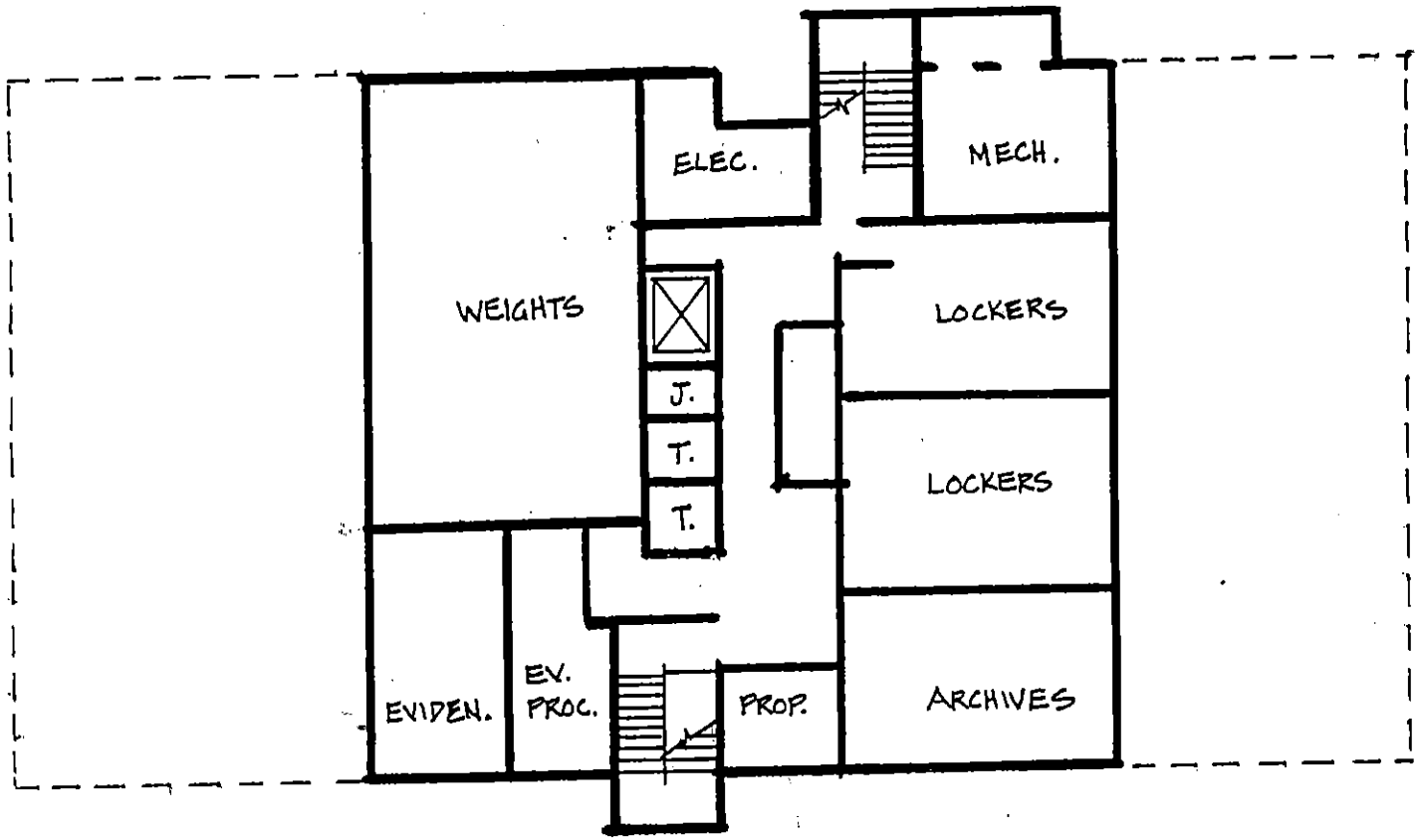
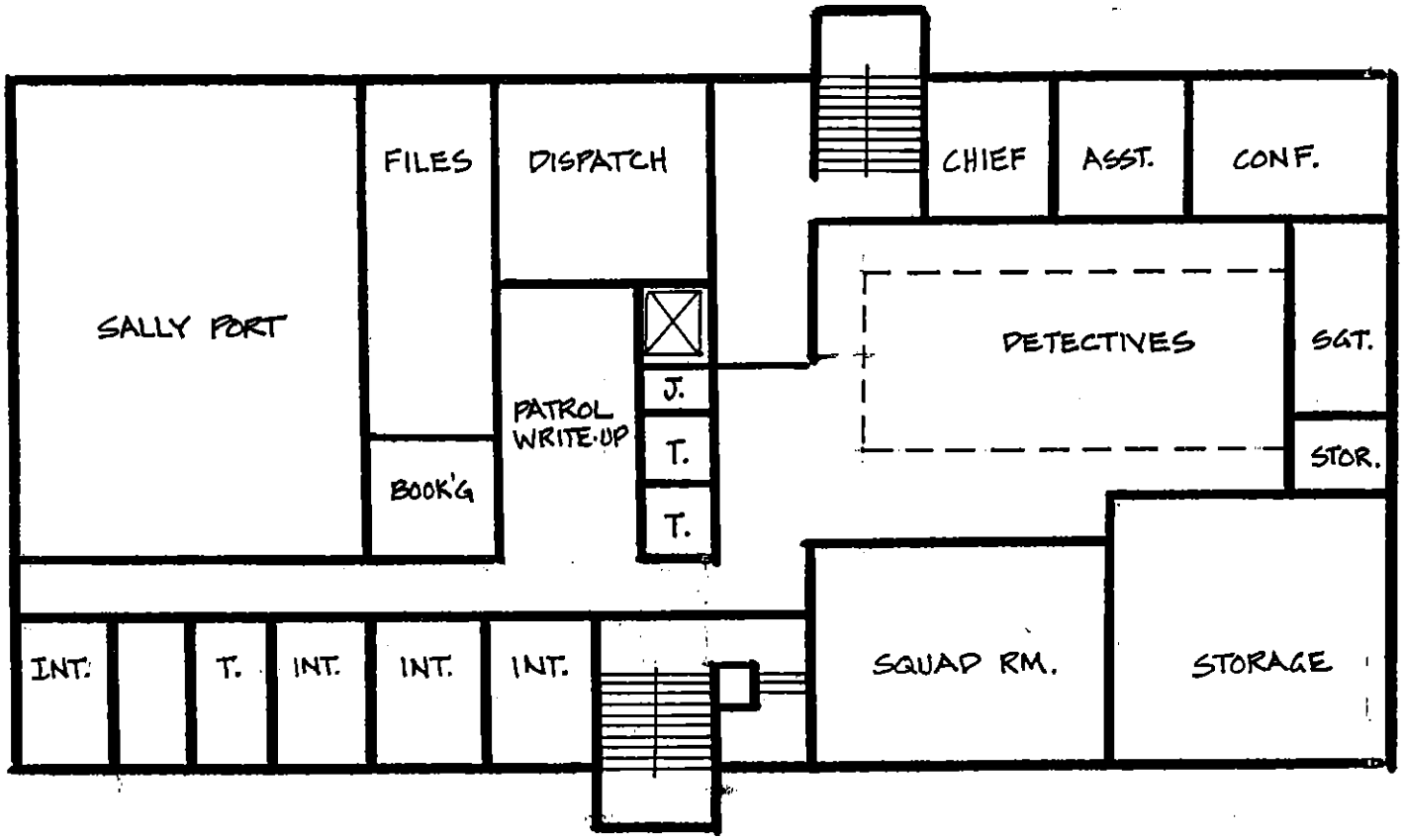


PROPOSED BSMT. LEVEL



POLICE - BASEMENT

1/16" = 1'-0"



POLICE - FIRST FLOOR

1/16" = 1'-0"

Municipal Utilities - Building Evaluations

The Municipal Utilities is a newly remodeled 52,000 s.f. single story building. It currently houses the Utilities Department and is leasing 12,000 s.f. to the Uniroyal Corporation. It also contains 12,000 s.f. of unused space.

Location/Adjacencies: The Municipal Utilities Building is located on Fourth Street just North of the Yahara River. It is directly across the street from the Youth Building and Streets Department. Adjacency to other City departments is acceptable, being only three city blocks from City Hall.

Building Condition: This recently remodeled building is in excellent condition. The building height of 14 feet allows flexibility in relocating any of the other City functions to this location. The parking lot provided to the North of the building was also recently completed.

Code Issues: This building already contains a full fire protection system, allowing greater flexibility when designing new space within the available area. Any development of available space would be designed to comply with current codes and ADA.

Proposed Use: The Study Team feels that the age and condition of this building dictate that it be used for City Departments and functions instead of central storage. We have recommended that EMS, Recreation, Cable and Court/Council be relocated to this building in phases.

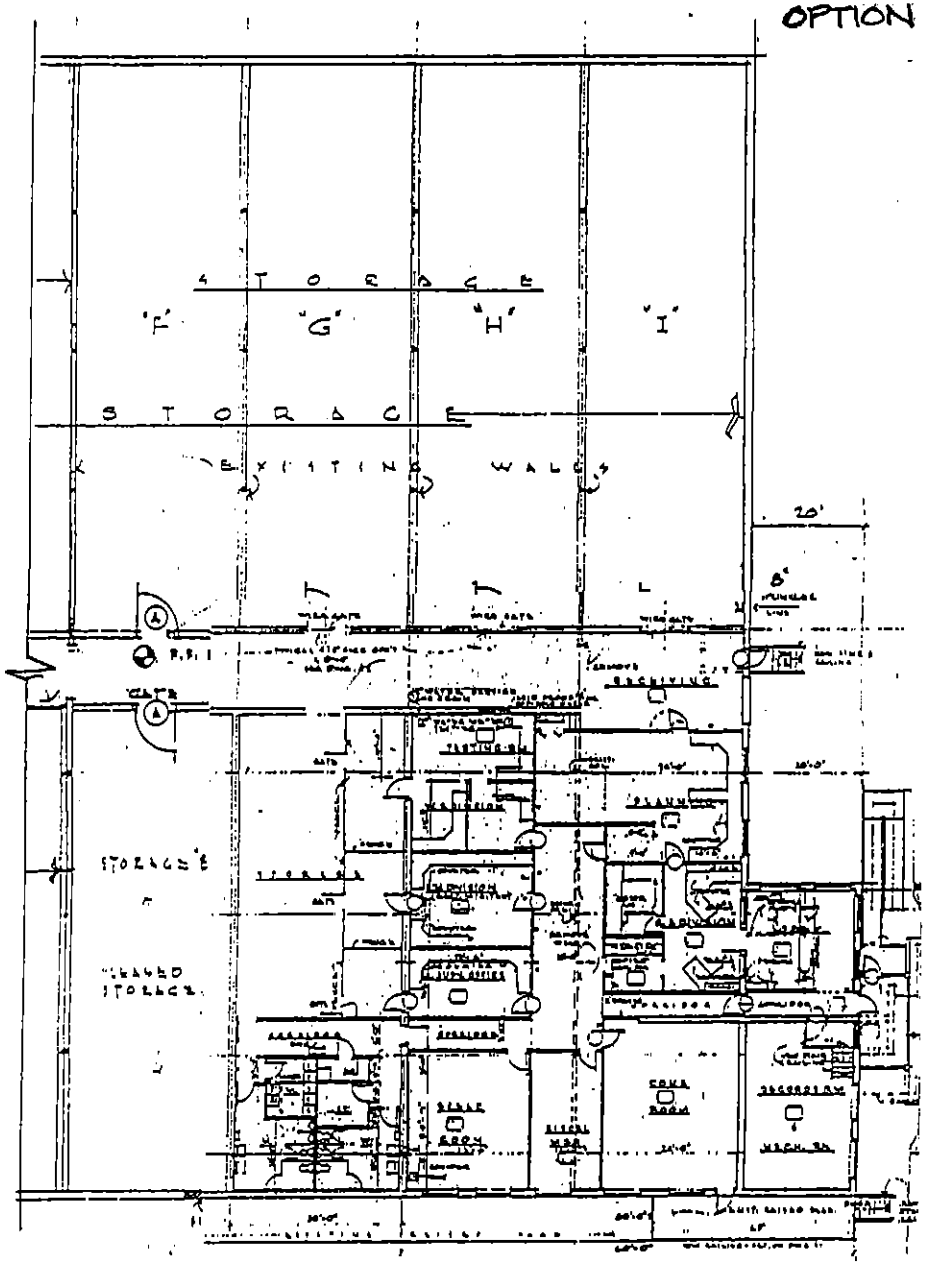
Required Modifications: Four of the existing 30'x100' bays would be developed to house EMS, Recreation, Cable and Court/Council. A central entry and lobby would be designed to service all four functions. Emergency vehicles would enter the garage from the East at Fourth Street, and additional parking for EMS on-call personnel would also be provided there.

Parking: Existing parking in the lot north of the building handles Utilities staff during the day and council at night. A gravel lot is also available across Fourth Street. The Study Team is proposing that this gravel lot be paved to provide additional required stalls. Some new parking for the disabled and drop-offs would be created on the east side of the building.

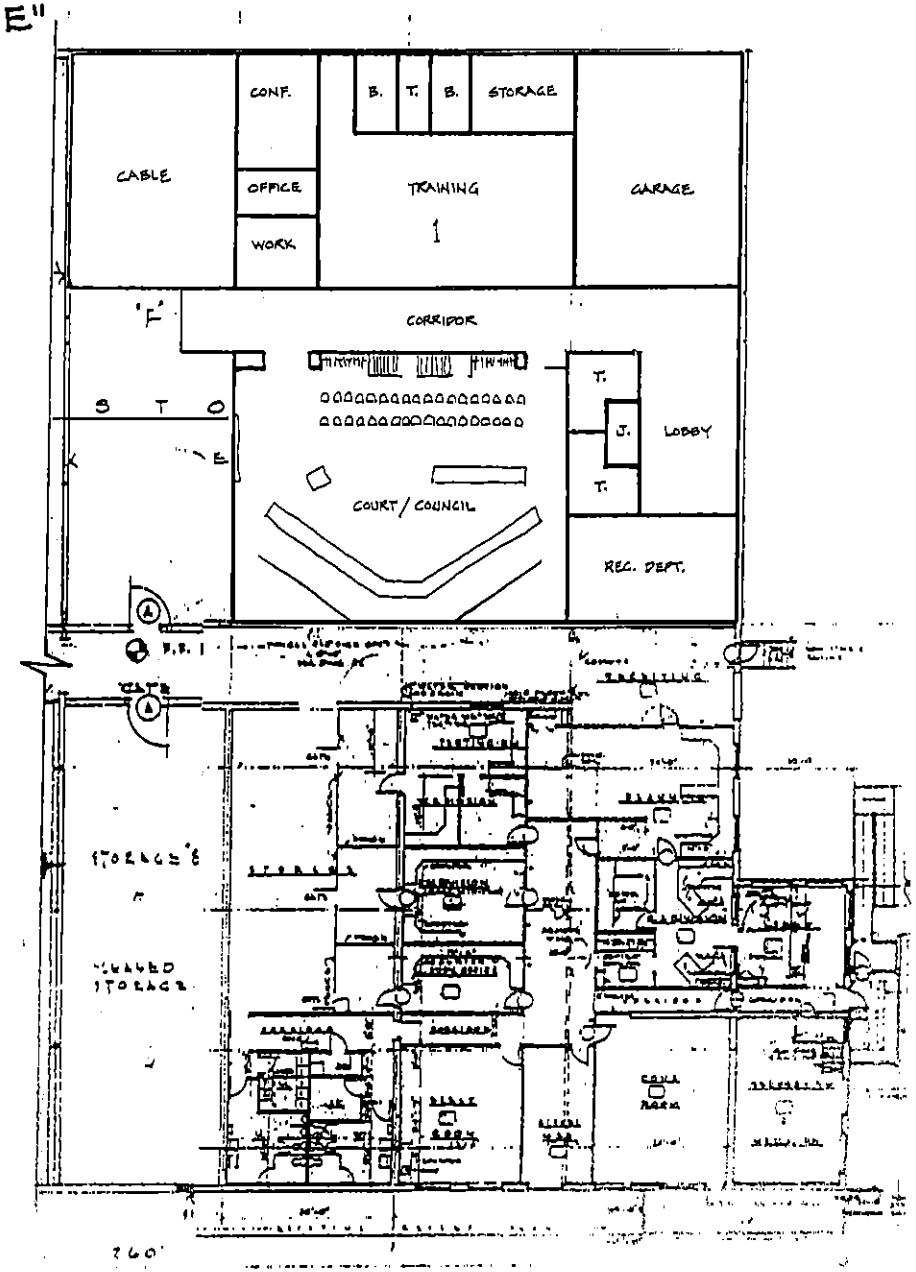
Recommendations: This building was felt to be the logical first choice for addressing the City's growing space needs. The Utilities Director suggested building alterations funding could be pursued from the Utilities Department if shown to be cost-effective and recouped through rent, thereby minimizing the initial capital expenditures. This would be more cost effective than new construction. By placing Council here, parking becomes more manageable since evening parking is readily available.

UTILITIES BUILDING

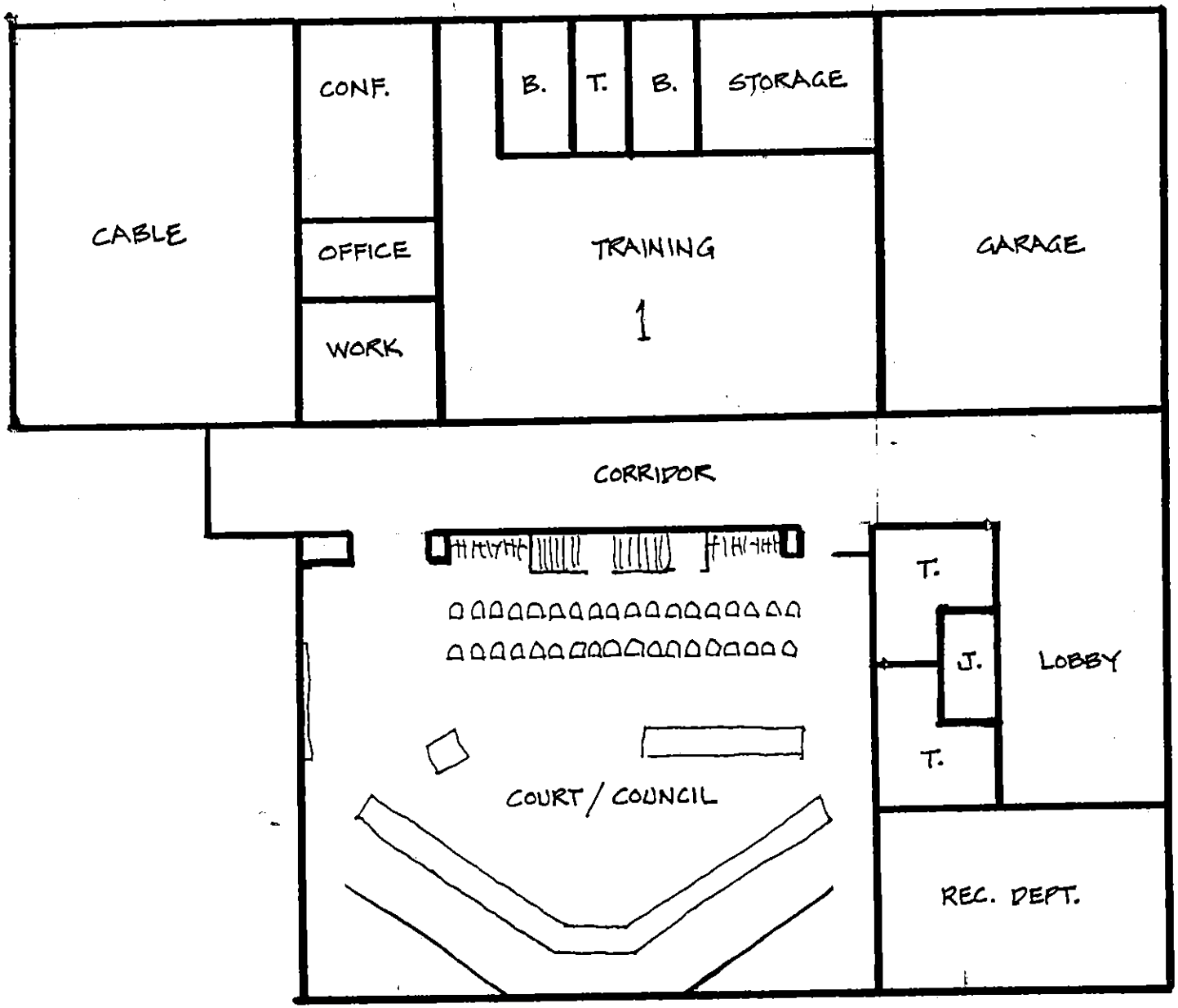
OPTION "E"



EXISTING UTILITIES BUILDING



NEW UTILITIES BUILDING



UTILITIES BUILDING - INFILL

1/16" = 1'-0"

Streets Department and Youth - Building Evaluation

The Streets/Youth houses 25,000 s.f. of total space. 3,500 s.f. is used for the City's Youth Center and another 3,500 s.f. is currently vacant. The remainder of the building is used by the Streets Department for garage and maintenance space.

Location/Adjacencies: The building is located at the intersection of Fourth Street and South Street directly across from the Municipal Utilities building. The Youth Center occupies the Northwest corner which fronts on both streets. There was discussion as to whether the Youth Center should be located closer to the Senior Center. It was decided that the current location should be maintained based on its current use, success, and location relative to the middle school.

Building Condition: The condition of this building is satisfactory for its current use. The metal buildings have adequate clearances for large vehicle storage and bay sizes are generous. The 3,500 s.f. vacant garage space has been unused for quite some time but is structurally sound for storage space.

Code Issues: The youth center requires modifications to existing toilets and exterior walks and steps to bring the facility into ADA compliance.

Proposed Use: The Youth Center would remain where it is. The Streets department would expand into the vacant garage space to the east and use it for miscellaneous vehicle storage.

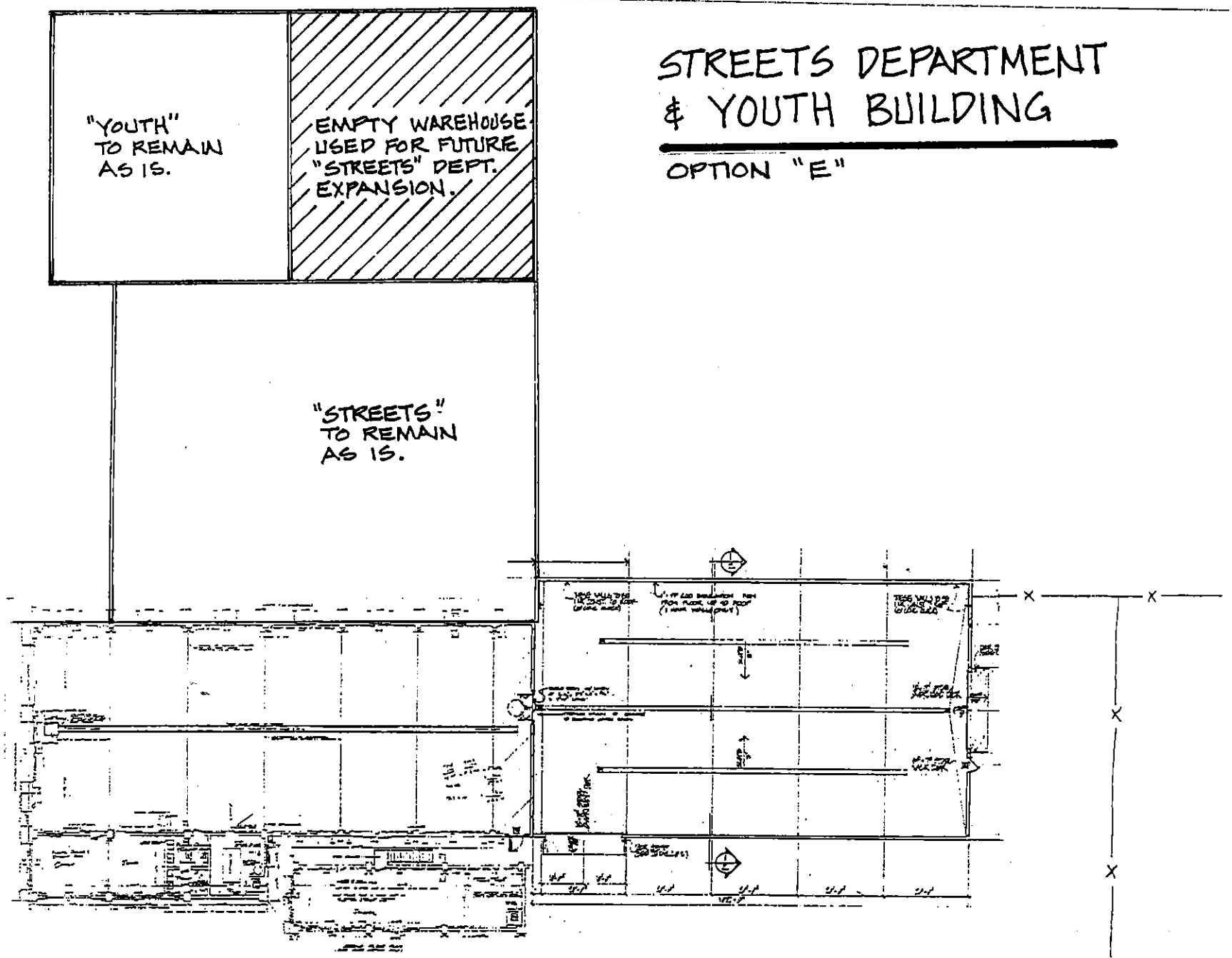
Required Modifications: The vacant garage would require repairs to the concrete floor. An existing interior masonry wall should be removed to open up the space and make it more usable for vehicle storage. A new, larger overhead door should be installed and miscellaneous interior cleaning and painting would be required. The electrical systems and roofing should be upgraded for long term use.

Parking: Off street parking is provided South of the building in a gravel lot. This has been sufficient for Streets Department personnel and Youth staff. No additional parking has been planned but this lot may be improved and shared with patrons of the Utilities Building.

Recommendations: The Youth Department and Streets Department should continue with their present use. Expansion space is available into the existing vacant garage.

STREETS DEPARTMENT & YOUTH BUILDING

OPTION "E"



EXISTING STREETS DEPT. WITH EXPANSION AREA SHOWN

Public Library - Building Evaluation

The Stoughton Public Library was constructed in the 1920's. This Carnegie facility replaced the previous Library which was located in the basement of City Hall. In 1990 the building underwent major remodeling and a 12,500 s.f., two-story addition. This brought the building's total area to 17,300 square feet.

Location/Adjacencies: The Library is located at the corner of Main Street and Fourth Street with an access alley to the south. It's centrally located within the City and one block from City Hall.

Building Condition: The recent remodeling/addition corrected most concerns about the building's condition. The HVAC systems are experiencing persistent problems which are currently being investigated. With proper maintenance the building should perform adequately well beyond its anticipated 40 year life.

Code Issues: The recent remodeling took place prior to the Americans with Disabilities Act, therefore several ADA requirements have not been met, including the elevator and toilet rooms.

Proposed Use: Continued use as a Library.

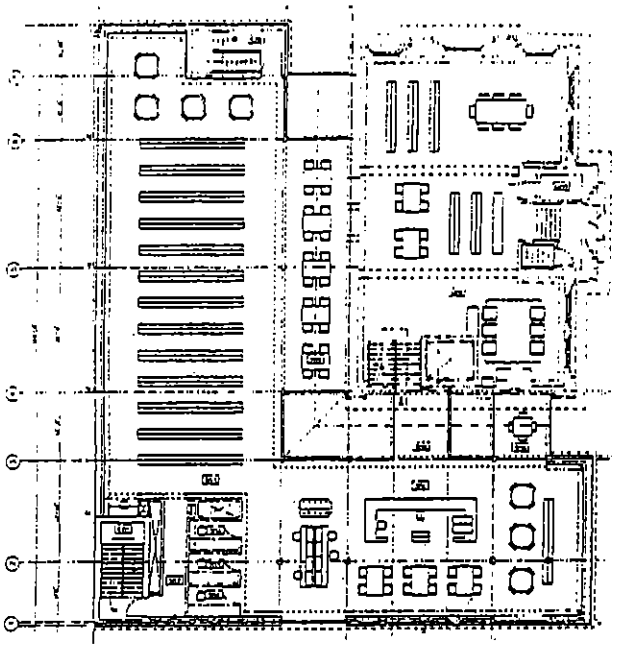
Required Modifications: Rearrangement of several spaces on the lower level is being recommended as a solution to existing work flow and storage problems. Ultimately, additional space will be required to support the expansion of Library services. A 2,400 s.f., addition was studied and could be implemented when the need arises.

Parking: Currently, on-street parking is all that is available for Library patrons. This has proven insufficient for peak periods and special events. A new parking lot is recommended to the South which could also support the patrons of the Dane County/Police Building across the street.

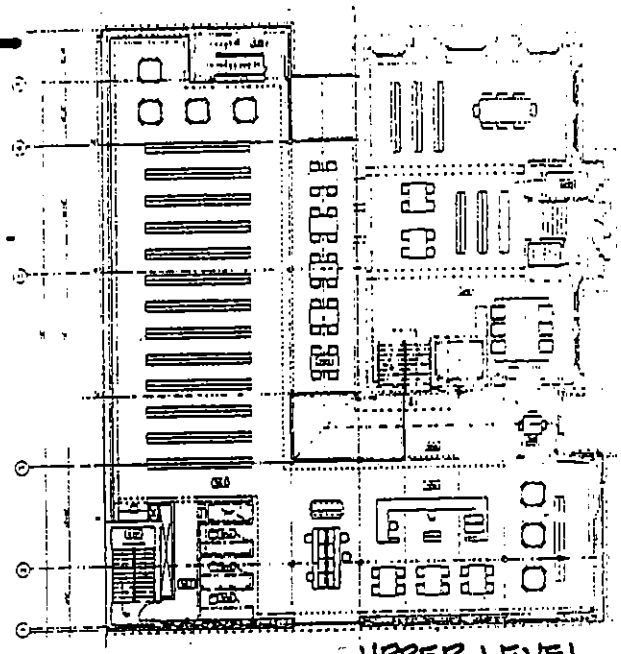
Recommendations: Although the solution of remodeling the lower level does not gain additional square footage, it will provide more useable, functional space. The under-utilization of space in the existing layout is a direct function of poor planning. The Study Team recommends that this remodeling be undertaken within the next five years. The building addition is recommended when all book shelves are fully utilized and community growth dictates.

LIBRARY

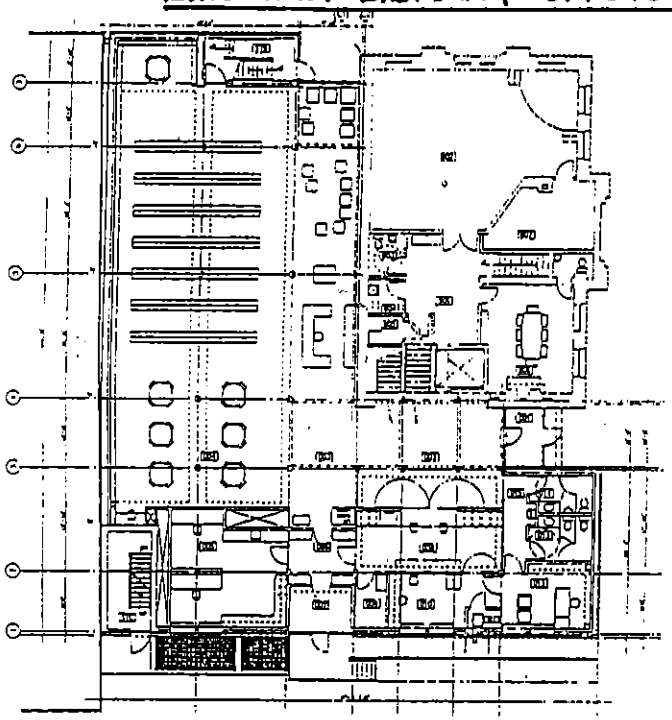
OPTION "E"



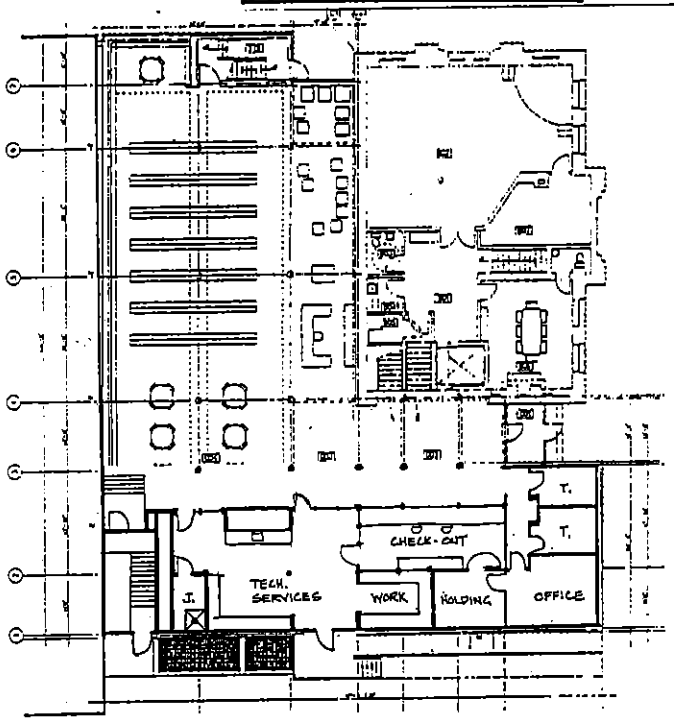
EXISTING LIBRARY - UPPER LEVEL



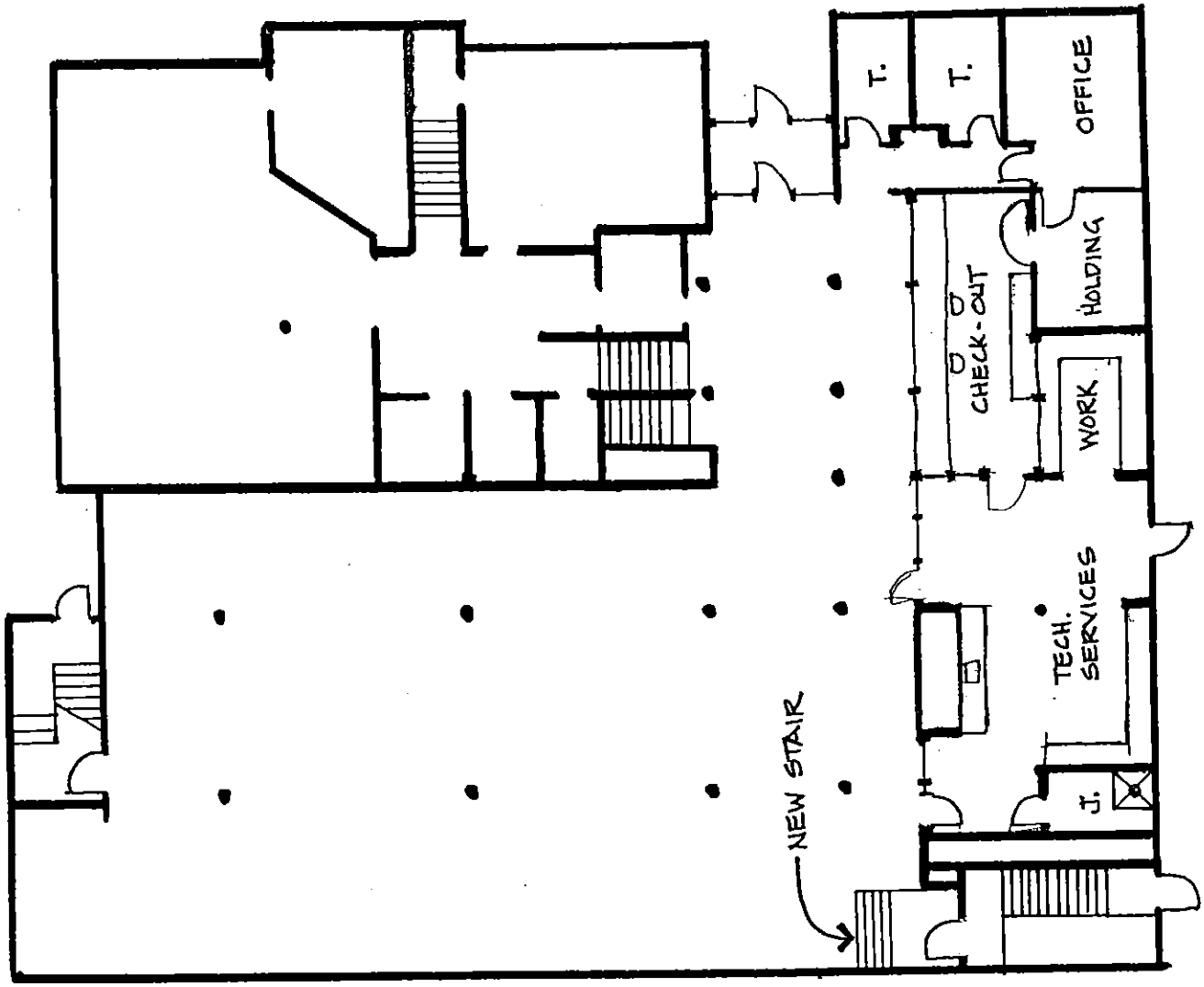
UPPER LEVEL



EXISTING LIBRARY - LOWER LEVEL



NEW LOWER LEVEL



LIBRARY - LOWER LEVEL

1/16" = 1'-0"

Senior Center & Rental Space - Building Evaluation

The Stoughton Senior Center was acquired in 1994 from First Federal Savings. The building is 3 stories and contains a total of 15,500 sq. ft. plus an underground parking garage for 15 vehicles. The community's elderly are very pleased with the facility and use it frequently. A single story of leasable retail space is also available above the underground parking structure. This space is currently leased, but could be made available for other City functions in the long term.

Location/Adjacencies: The Center's location is one of it's most prominent features. Nestled on the bank of the Yahara River, it provides the pleasant, relaxing atmosphere commonly associated with this type of facility. The building fronts on Main Street which provides good visibility and easy access. Although several blocks from City Hall and other City Departments, the Center has identified few adjacency related problems.

Building Condition: When First Federal Savings vacated the building it was left in good condition. Carpet, wall finishes, ceilings and trim were all in "like new" condition. A First Floor Kitchen was upgraded to handle large groups and other minor remodels were undertaken. Sufficient storage space was seen as a potential problem. Several items are donated each year which often need to be stored for long periods of time. The building exterior is well detailed and in good repair.

Code Issues: An interior elevator serves all levels which is a plus. The existing toilet facilities are not fully ADA compliant and should be addressed along with other ADA issues.

Proposed Use: It is the consensus of the Study Team that this building with the adjacent rental space continue its current use.

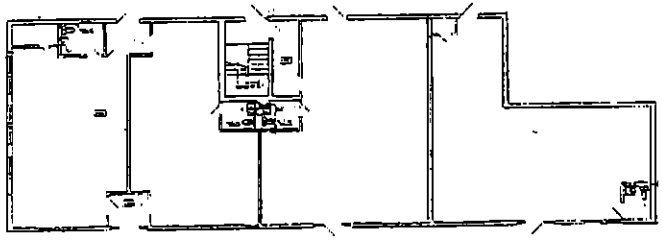
Required Modifications: Correct ADA issues.

Parking: Parking exists in the underground lot and in outdoor lots North and West of the building. These spaces are shared with other groups and occasionally fill during peak times.

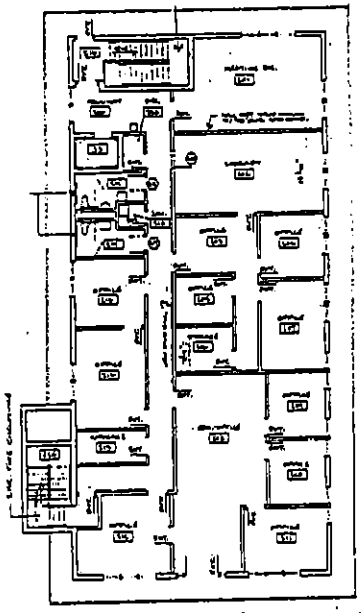
Recommendations: The space needs are currently met and should suffice for the next 5 to 10 years. Storage problems can be alleviated by utilizing other available City Storage space such as the Municipal Utilities Building or Streets Department. The City should consider taking advantage of meeting space within this building during non-senior hours.

SENIOR CENTER

OPTION "E"

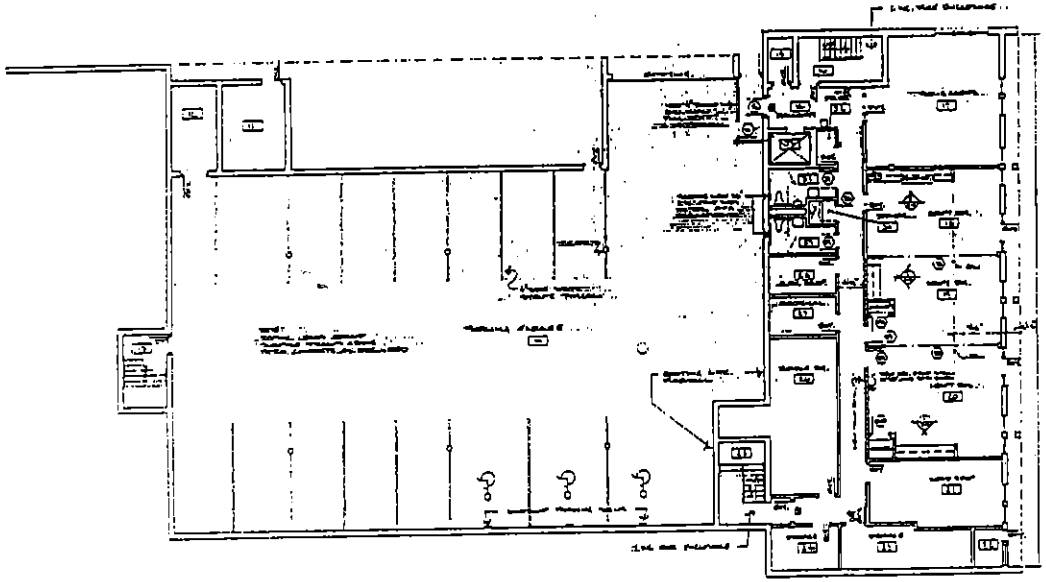


FIRST FLOOR - RENTAL SPACE



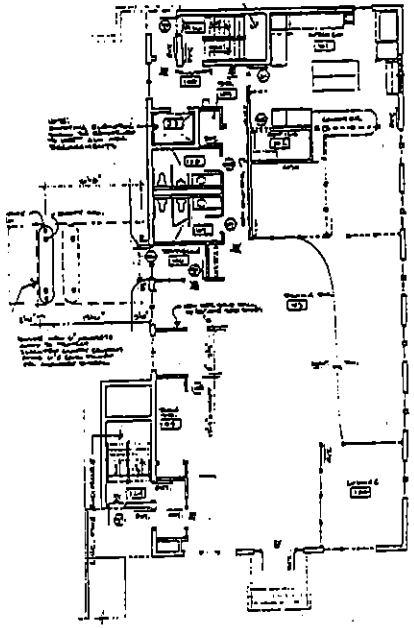
EXISTING 2ND FLOOR

SECOND FLOOR PLAN 1/8" = 1'-0"



GROUND FLOOR PLAN 1/8" = 1'-0"

EXISTING GROUND FLOOR



FIRST FLOOR PLAN 1/8" = 1'-0"

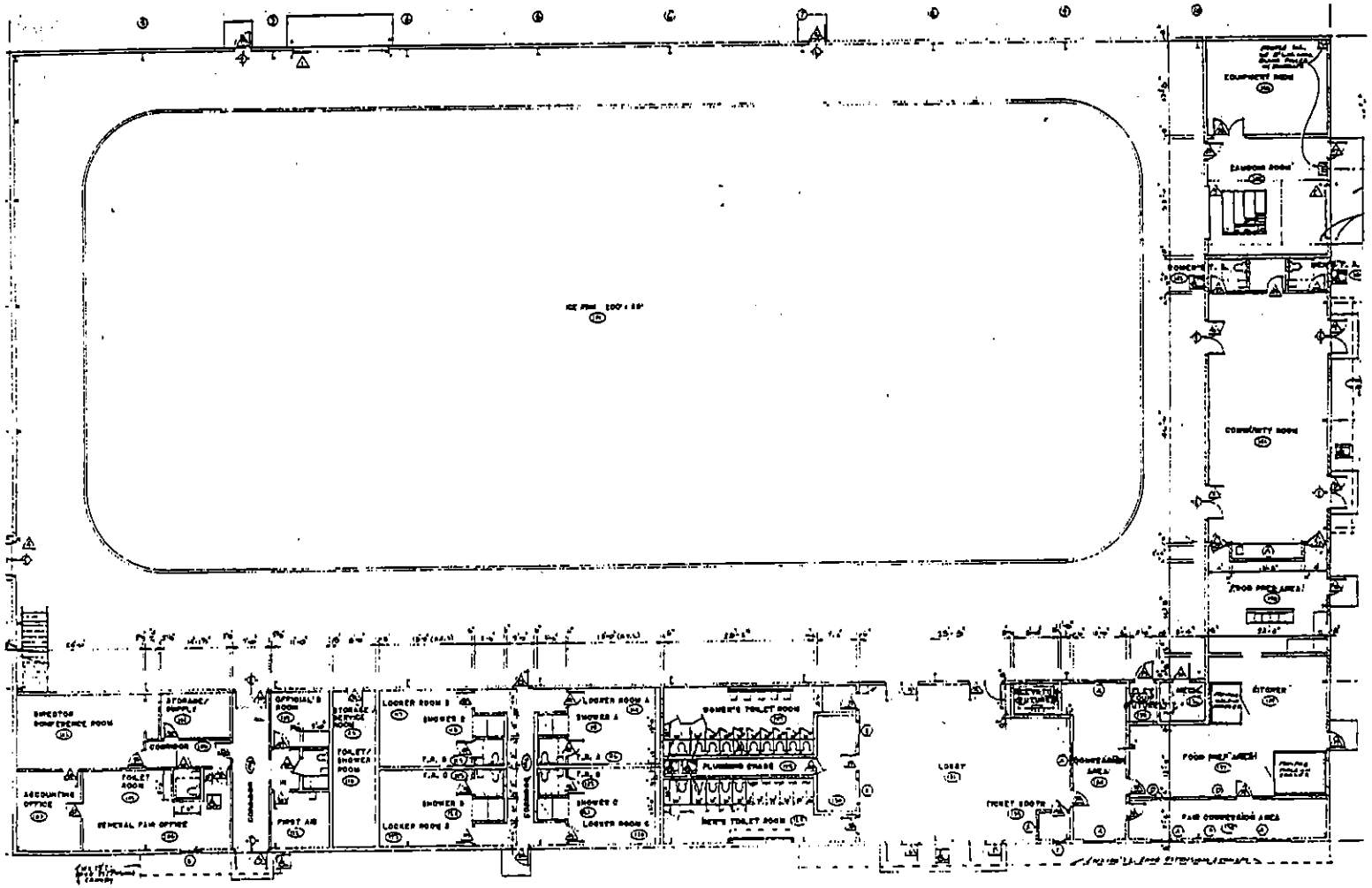
EXISTING FIRST FLOOR

Mandt Community Center - Building Evaluation

The new Mandt Community Center is a 37,000 s.f. facility used for a variety of public activity. Hockey and skating occupy the winter months with commercial events, craft fairs and expositions occupying the remaining months.

Location/Adjacencies:	The building is located South of the Downtown area on Mandt Parkway and is adjacent to the fair grounds.
Building Condition:	This building is only 1 year old and is in excellent condition.
Code Issues:	Code concerns were not addressed for this facility.
Proposed Use:	Continue current use.
Required Modifications:	Construct mezzanine stairs if and when this space were to be utilized.
Parking:	Sufficient
Recommendations:	This is a new building with no immediate additional space needs. The building was reviewed for potential space which could be utilized by other City departments. A 3000 s.f. mezzanine space exists but would require the addition of 2 stairs for access. It was felt that this would not be necessary at this time.

MANDT COMMUNITY CENTER



EXISTING LOWER LEVEL

Recommendations

Upon reviewing all proposed options and costs, the Study Team chose Scheme "E" as the most desirable. This scheme is graphically shown in the "Space Needs Overview" chapter of this report. It calls for relocating Emergency Medical Services, Court & Council, Cable and the Recreation Department to space available within the Municipal Utilities building. The Police Department would then expand into the former EMS including basement. The lower level of City Hall would undergo substantial remodeling and an elevator would be added. The Library would receive a smaller remodeling.

Parking requirements of all departments were compared against what is currently available and it was discovered that additional parking will be needed. The parking plan shown in the "Space Needs Overview" chapter represents the Study Team's solution for fulfilling these needs.

It was felt that a phased approach to implementation would be necessary. The following phases were defined and are further detailed in the "Phasing Plan for Implementation" report.

Phase 1

The Police and Fire Departments are currently experiencing the greatest need for additional space. Phase One responds to their needs by relocating EMS to the Utilities Building and freeing up space in the garage adjacent to the Fire Department. The Police will then occupy the entire basement and first floor of their building. The Fire Department would then expand into the adjacent garage and use it to store their smaller vehicles.

Phase 2

As departmental growth continues, providing adequate parking and Fire Department access will become essential. Phase Two will focus on developing a new City parking lot and reconfiguring another. Property south of the Library on

Fourth Street will be acquired for a new lot. The existing lot west of City Hall will be expanded and reconfigured to correct slope problems and improve fire truck maneuverability.

Phase Three

Phase Three is directed at alleviating the space needs of the remaining City departments. The functions of Council and Court will be combined and relocated to the Utilities building. Cable and Recreation will also relocate to Utilities. This will free space in the City Hall for much needed meeting space. The lower level of City Hall will be remodeled to provide restrooms and meeting rooms, and an elevator will be added to service all floors. The Streets Department will expand into the vacant warehouse space. The Library's technical services area will be remodeled to provide better circulation and storage. Parking will also be increased by paving the gravel lot south of the Streets Department and constructing a new lot east of City Hall on Fifth Street.

Conclusion:

By following through on the recommendations outlined above and throughout the pages of this Study, Stoughton City Hall should be in excellent position to handle their space needs for the next five to ten years.

Phasing Plan for Implementation - Recommended Plan

Priority	Item	Comment	Year	Cost
	PHASE 1			
1	EMS	Build out for moving EMS to new quarters in the Utilities Bldg	1997	390,000
2	Fire Dept.	Modify west garages for smaller vehicles	1997	64,000
		Acquire property to accommodate F.D. truck maneuvering (Koffee Kup)	1997	100,000
3	Police Dept.	Remodel former EMS space & basement.	1997	890,000
				1,444,000
	PHASE 2			
4	Parking	Acquire, Demo Property for City Parking	1998	
		South of Library		380,000
		North of Public Safety Building, includes partial demo of building.		175,000
		Behind Gilbertson Building		
5	Improve Parking Areas	Construct paved lots.	1998	
		South of Library		38,000
		North of Public Safety Building		105,000
		Koffee Cup		38,000
		Behind Gilbertson Building		
				736,000
	PHASE 3			
6	Council/Court/Rec Cable Remodel	Buildout in the Utilities Building	1998	338,000
7	Library	Remodel Tech services	1997-1998	58,000
8	Street Dept.	Remodel rear of Youth Bldg.	1998	20,000
9	Elevator/ADA	Add Elevator to exterior of City Hall,	1998	260,000
10	City Hall Remodel	Remodel lower level meeting rooms	1998	25,000
		Remodel lower level restrooms	1998	75,000
		Minor remodel planning dept.	1988	5,000
11	City Parking lot east	Acquire, Demo, fill property for City parking	1998-1999	300,000
		Improve property to the east for parking.		130,000
				1,211,000
	TOTAL ALL PHASES	(Assumes all work is completed within 3 years)		**3,391,000**

All costs include construction, contingencies, fees & costs, furnishings fixtures and equipment (FF&E)

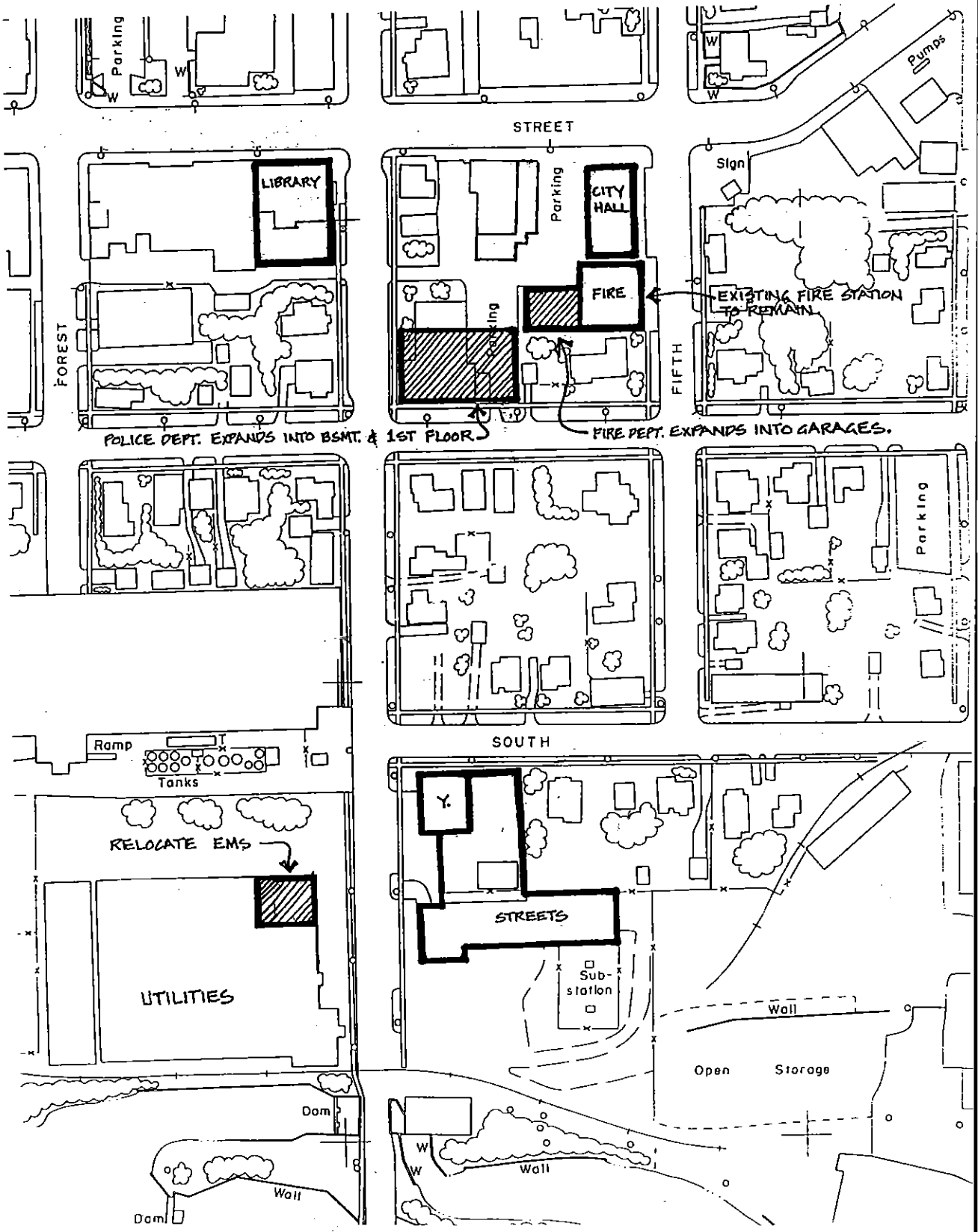
Contingency Plan if Dane County Leaves City Space

PHASE 1		
1 EMS	Build out for moving EMS to new quarters in the Utilities Bldg	1997
6 Council/Court/Rec Cable Remodel	Remodel in the Public Safety Building	1997
2 Fire Dept.	Modify west garages for smaller vehicles	1997
	Acquire property to accommodate F.D. truck maneuvering	1997
3 Police Dept.	Remodel former EMS space & basement.	1997
PHASE 2		
4 Parking	Acquire Property for City Parking South of Library North of Public Safety Building Koffee Cup Behind Gilbertson Building	
5 Improve Parking Areas	Construct paved lots.	
PHASE 3		
7 Library	Remodel Tech services	1997-1998
8 Street Dept.	Remodel rear of Youth Bldg.	1998
9 Elevator/ADA	Add Elevator to exterior of City Hall, remodel lower level restrooms	1998
10 City Hall Remodel	Remodel lower level meeting rooms	1998
11 City Parking lot east	Acquire and improve property to the east for parking.	1998-1999
12 Remodel Upper floor of Public Safety Building		1999

OPTION "E" - PHASE ONE

STOUGHTON CITY HALL

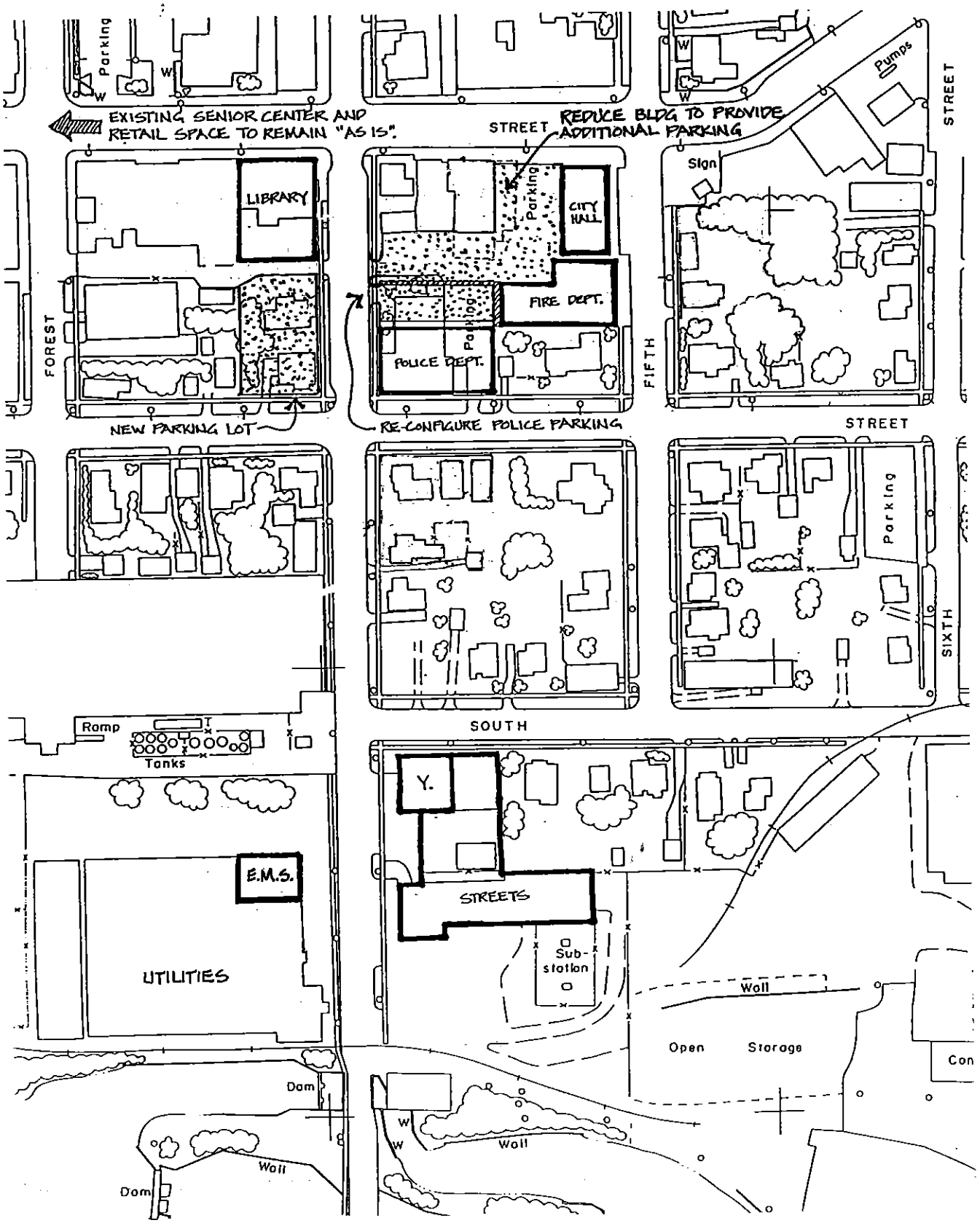
SHORT RANGE PLAN



OPTION "E" - PHASE TWO

STOUGHTON CITY HALL

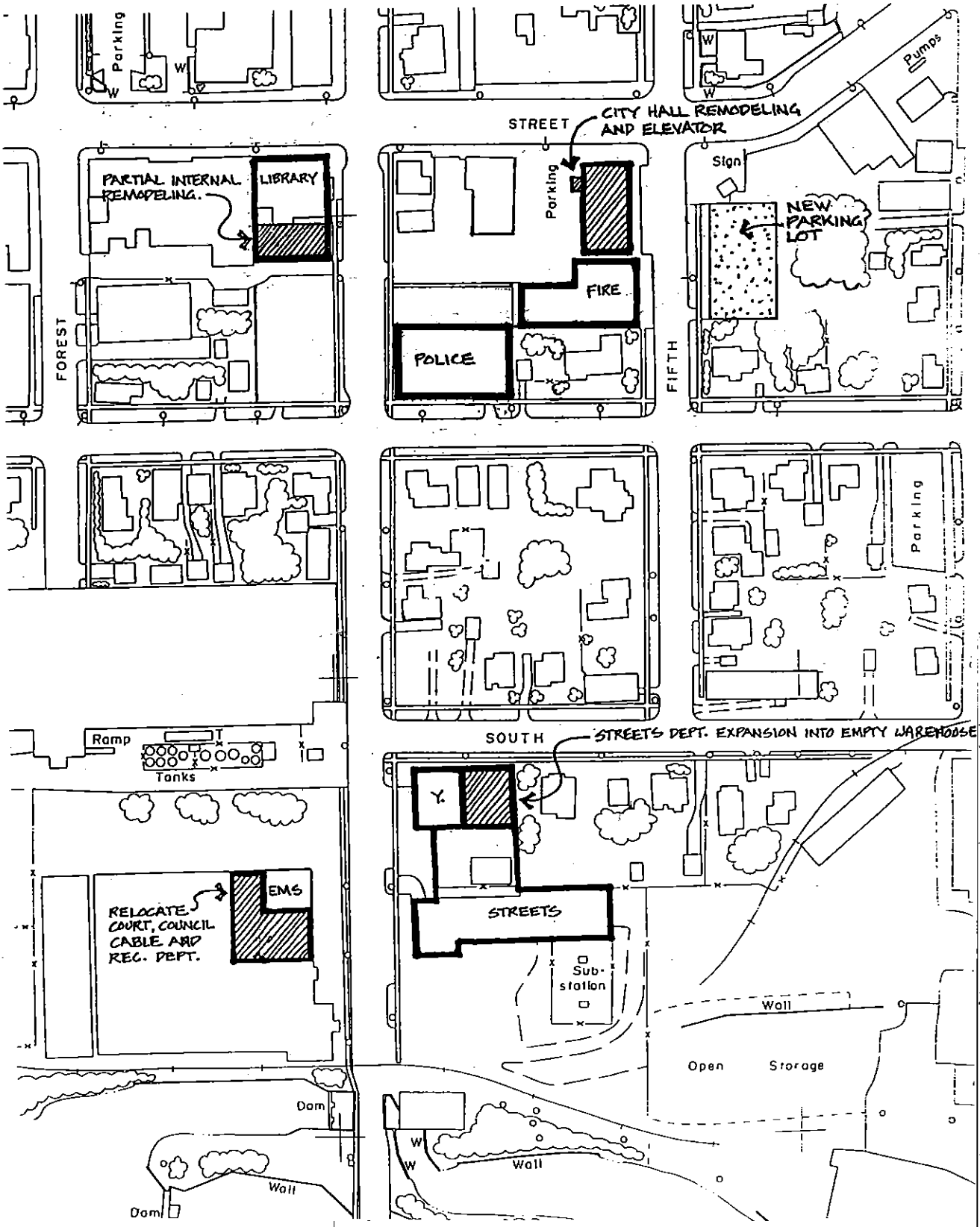
SHORT RANGE PLAN



OPTION "E" - PHASE THREE

STOUGHTON CITY HALL

SHORT RANGE PLAN



Parking Needs Evaluation

Library: With the expansion of the library there will be a need of up to approximately 40 parking stalls to accommodate patrons and staff during the peak time of 3:00 to 6:00 PM each day. The need is magnified with staff changes at 1:00 and 5:00 PM. Assuming the library uses the four available stalls on Main Street and all 14 available on 4th Street, there will still be the need to provide for 22 more stalls.

Assuming the city purchases the two houses south of the library and builds a parking lot, it will need to be approximately 6,000 square feet to provide 22 stalls. It appears that there may be just over 7,000 square feet for this lot so there may be a few stalls left over for overflow events.

Police Dept: There currently are 19 stalls available in the lot north of the department. With the expansion of this department approximately 24 stalls may be needed at one time accommodating all staff at shift change times. At least two of the available stalls will need to be handicapped stalls taken from the visitor count. There should be adequate stalls available assuming on-street parking is available for peak times when the library lot is full.

City Hall and Fire Dept: The City Hall may require up to 43 stalls at any one time. In addition, the Fire Department may require up to 22 stalls at any one time. There currently are 4 stalls available on Main Street, 15 available on Fifth Street, 11 available in the lot west of City Hall and 25 available on Jefferson Street. Assuming the parking lot at the corner of Jefferson and Sixth Street is used for police impoundments and not general parking an additional ten stalls are needed. This assumes of course that all 25 stalls on Jefferson and Fifth Street are available which in fact may not be the case. There should be a plan to build a parking lot directly east of both City Hall and the Fire Department. The lot should be on the order of 10,000 square feet, this lot could provide for approximately 30 stalls which

should be more than adequate to meet future needs.

Utility Building/Streets Dept: Currently, the utility building houses 22 full time employees. Assuming two stalls are needed for patrons, 24 stalls are required. Current plans are to relocate the EMS, Court, Council, Cable and Recreation Department into this building also. These relocations add a need for 25 more stalls for a total of 49 stalls. The existing lot has 30 available stalls and Fourth Street has 6 available stalls. Assuming 4 stalls are installed directly in front of the building during relocation/remodeling a total of 40 stalls will be available. Therefore, 9 stalls are still needed.

Directly across the street from the utilities building Is the Street Department and a vacant lot used by the Street Department for parking. The Street Department requires approximately 8 stalls year round and up to 8 additional during the summer. The entire lot would not be available for parking due to required garage access and driveway access that passes through the lot. It doesappear however that approximately 18 to 20 stalls would be available with a reconfiguration of the lot. This Street Department full time staff and a few of the summer staff. The remainder of summer staff could park around the corner on South Street.

Parking Needs Statement

	8am - 5pm staff	patrons - up to	Evenings staff	patrons - up to
Library***	4	30	6	30
City Admin	13	5	4	21
city vehicle (garage)	1		1	
Fire Dept*	2	0	2	0
Police	10	3	6	1
Police Vehicles**	6		5	
Dane County Human Svcs	22	3		
Meetings	15	10		10
	73	51	24	62
	Total 8-5 ----->	124	Total Eve----->	86
Cable /visitors	2	1	4	
Court/Council Chambers			4	20
Recreation	2	2		
city vehicle (garage)	1		1	
Utilities	22			
EMS****	2	0	1	0
Streets	20		1	0
	49	3	11	20
	Total 8-5 ----->	52	Total Eve ---->	31
	Grand Total ->	176	Grand Total ->	117

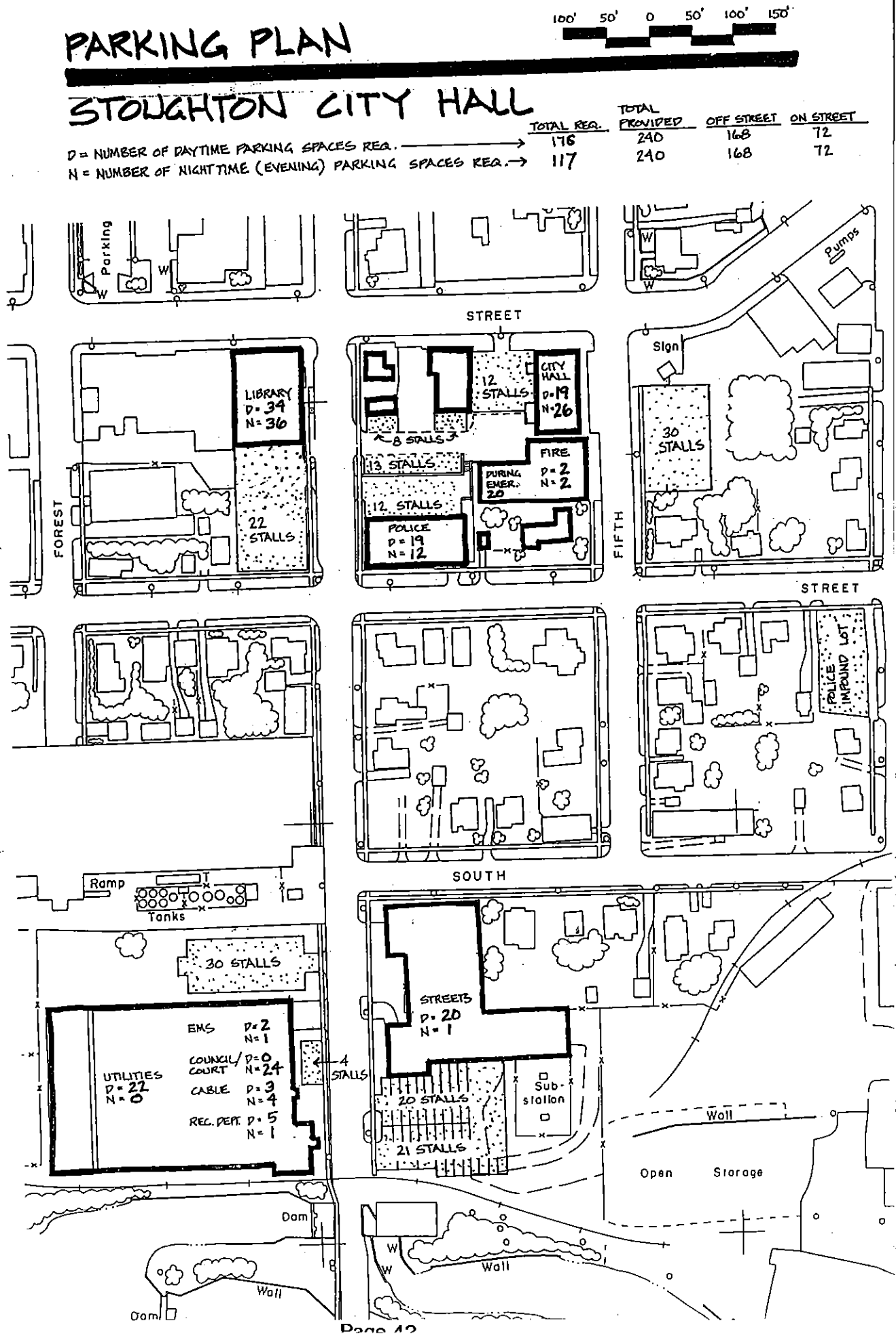
* Fire Dept Volunteers total 20 at alarm.
** Two additional vehicles are programmed into sallyport/gargage.
Shift change requires tempary parking for double the number of staff. 7AM , 3PM, 11PM.
***Library has double the number of staff at shift change. 1PM and 5PM. Average patron no. is 16
****EMS staff has 4 volunteer vehicles per call.

Design to assume 100% of street parking is available except Main St. which is 25% available.

PARKING PLAN

STOUGHTON CITY HALL

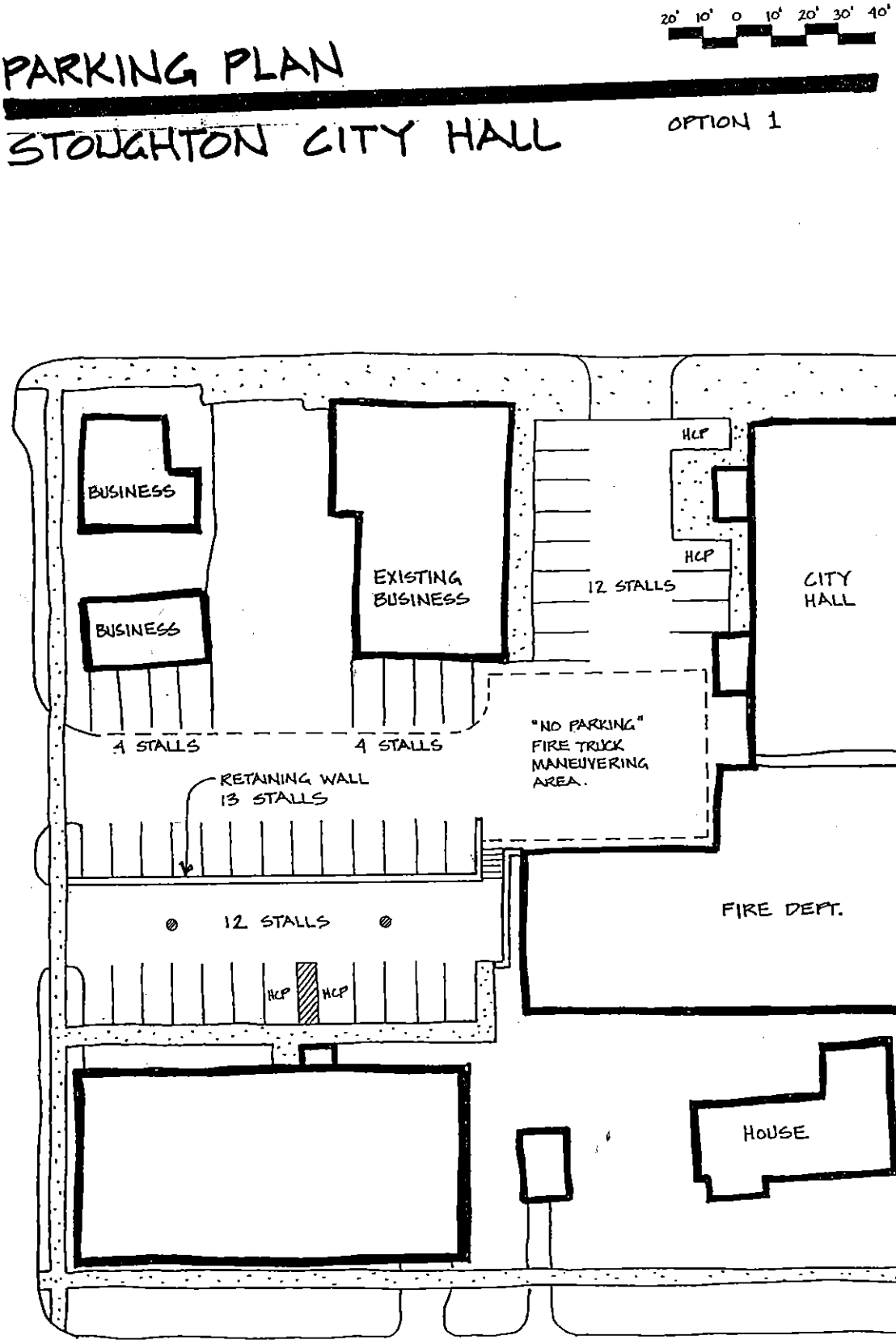
	TOTAL REQ.	TOTAL PROVIDED	OFF STREET	ON STREET
D = NUMBER OF DAYTIME PARKING SPACES REQ. →	176	240	168	72
N = NUMBER OF NIGHTTIME (EVENING) PARKING SPACES REQ. →	117	240	168	72



PARKING PLAN

STOUGHTON CITY HALL

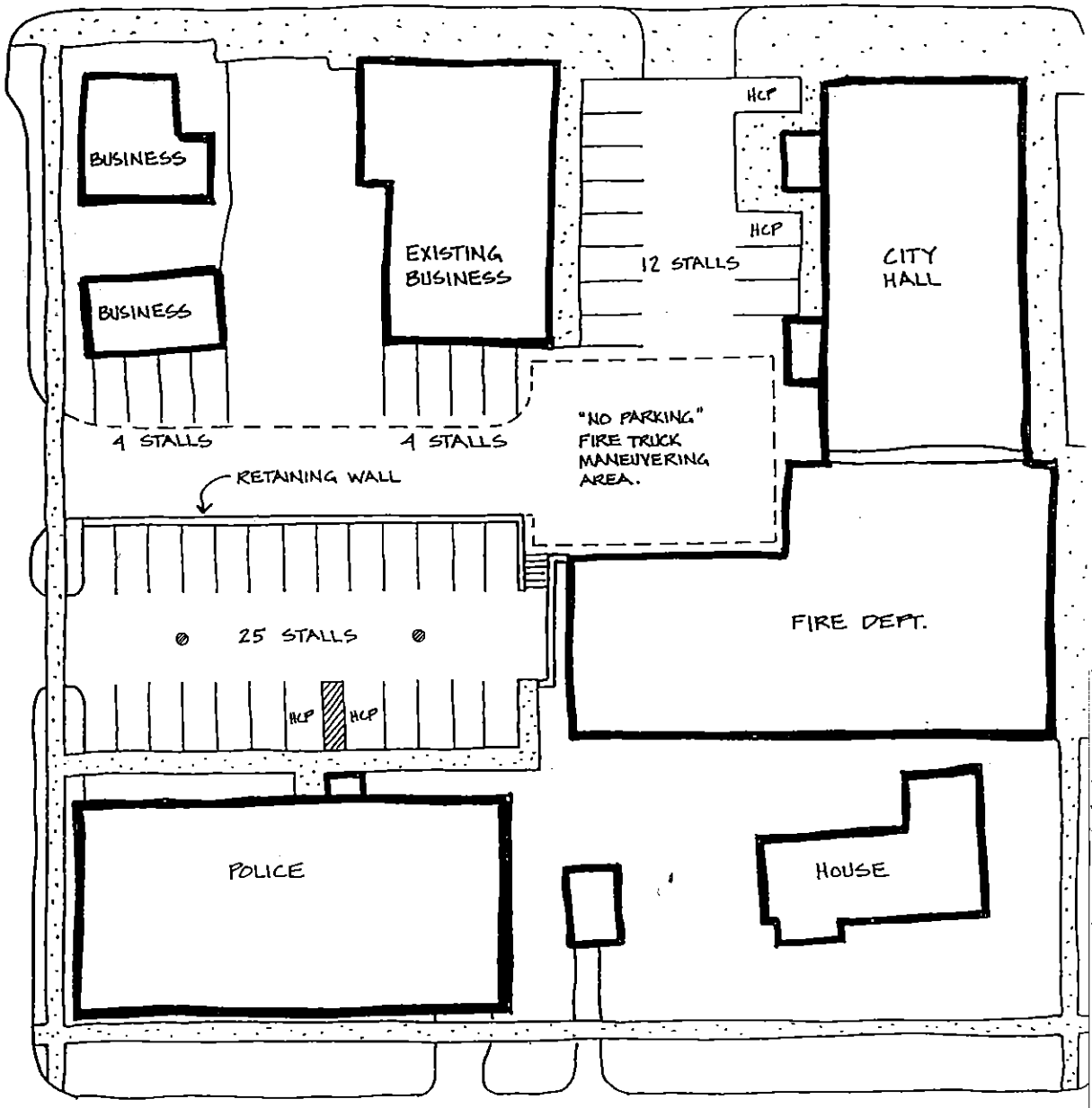
OPTION 1



PARKING PLAN

STOUGHTON CITY HALL

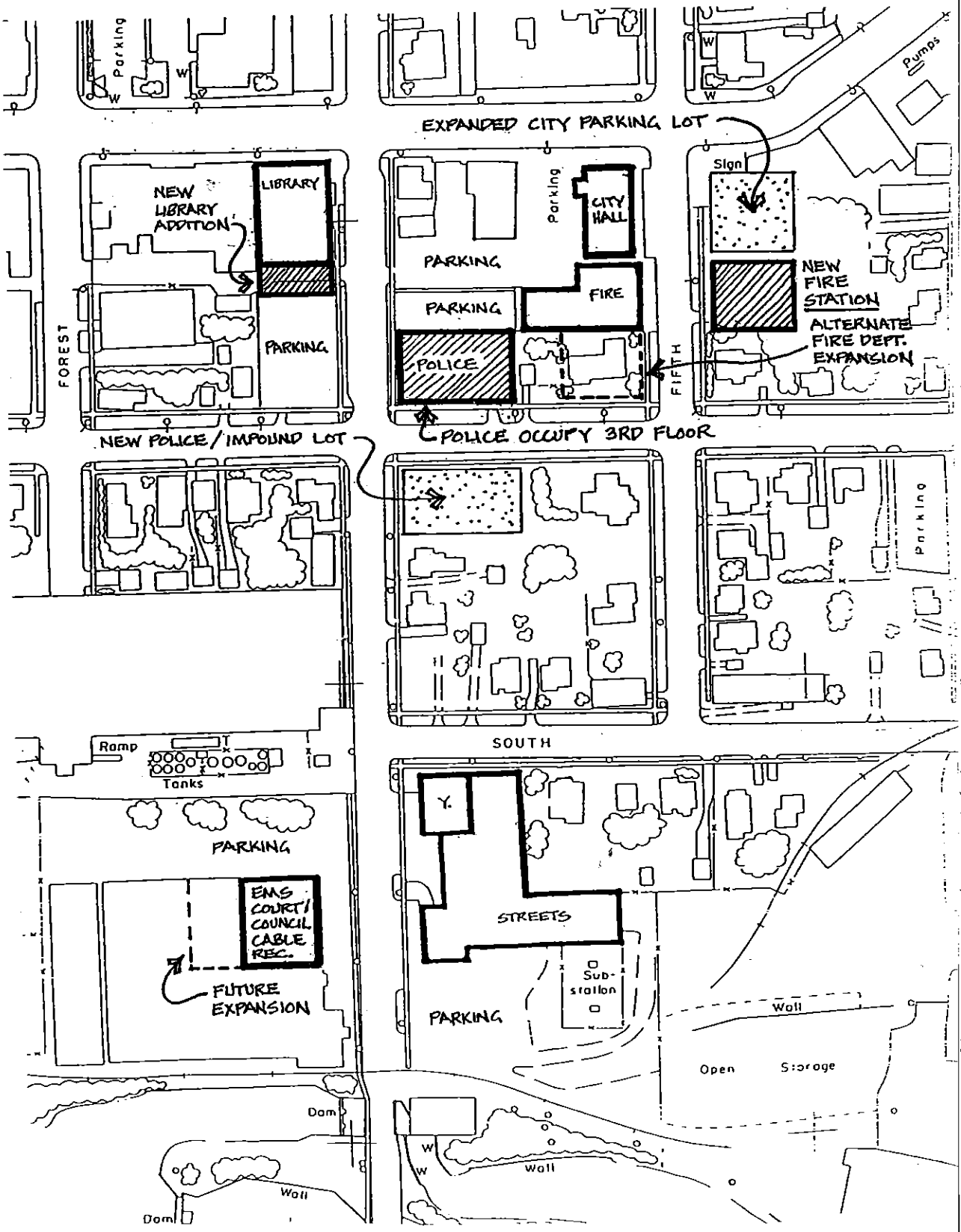
OPTION 2



OPTION "E"

STOUGHTON CITY HALL

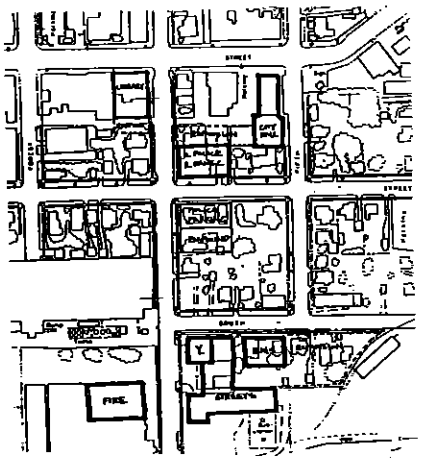
LONG RANGE PLAN



Stoughton City Hall - Space Needs Study

OPTION "A"

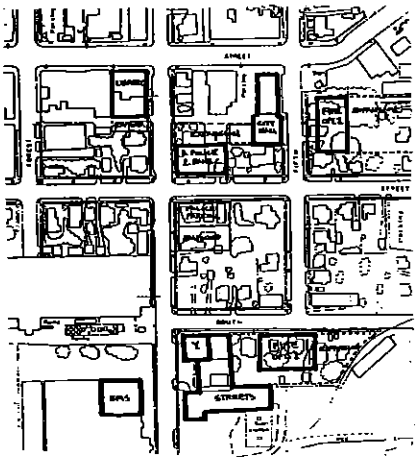
STOUGHTON CITY HALL



"A"	qty	unit
City Hall Remodeling & Expansion Into Fire Station	12,200	sf
Police Expansion At 1st Floor & Basement	8,500	sf
Fire Station Relocation To Utility Building	11,500	sf
Demo 2 Houses For New EMS Building	4,000	sf
New EMS Building	3,500	sf
Demo 4 Houses & Garage For Police Parking	8,000	sf
New Police Parking & Impound Lots	14,400	sf
Library Addition (2 floors at 1200 sf ea)	2,400	sf
Demo 2 Houses For Library Parking Lot	4,000	sf
New Library Parking Lot	8,000	sf
Expand Streets Into Existing Warehouse	2,500	sf
Building Expansion / Connecting Link To City Hall	8,000	sf
Demo House, Portion of Bldg & Existing Parking Lot	6,000	sf
New City Parking Lot	14,000	sf
Site Acquisition	6	ea

OPTION "B"

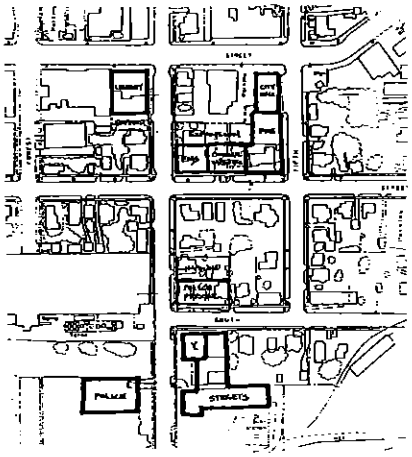
STOUGHTON CITY HALL



"B"	qty	unit
City Hall Remodeling & Expansion Into Fire Station	12,200	sf
Police Expansion At 1st Floor & Basement	8,500	sf
EMS Relocation To Utility Building	3,000	sf
Demo 4 Houses For New Fire Station	8,000	sf
New Fire Station	12,240	sf
Demo 4 Houses & Garage For Police Parking	8,000	sf
New Police Parking & Impound Lots	14,400	sf.
Library Addition (2 floors at 1200 sf ea)	2,400	sf
Demo 2 Houses For Library Parking Lot	4,000	sf
New Library Parking Lot	8,000	sf
Expand Streets Into Existing Warehouse	2,500	sf
Building Expansion / Connecting Link To City Hall	8,000	sf
Demo House, Portion of Bldg & Existing Parking Lot	6,000	sf
New City Parking Lot	14,000	sf
Site Acq.	10	ea

OPTION "C"

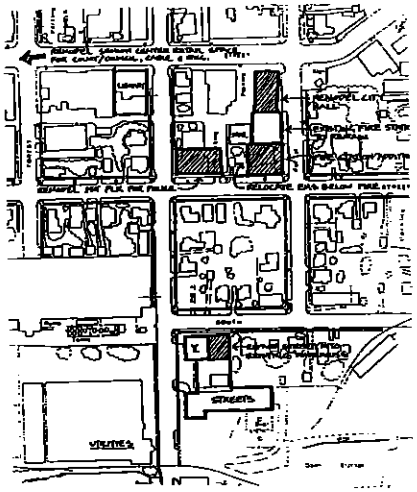
STOUGHTON CITY HALL



"C"	qty	unit
City Hall Remodeling	7,700	sf
Existing House Demolition	3,000	sf
Fire Station Addition w/o Basement	4,500	sf
EMS To Remain But remodel Training Room	300	sf
Demo 4 Houses & Garage For Police Parking	8,000	sf
New Police Parking & Impound Lots	14,400	sf
Relocate Police To Utilities Building	11,500	sf
Library Addition (2 floors at 1200 sf ea)	2,400	sf
Demo 2 Houses For Library Parking Lot	4,000	sf
New Library Parking Lot	8,000	sf
Expand Streets Into Existing Warehouse	2,500	sf
Building Expansion / Connecting Link To City Hall	10,000	sf
Demo House, Portion of Bldg & Existing Parking Lot	6,000	sf
New City Parking Lot	14,000	sf
Site Acq.	7	ea

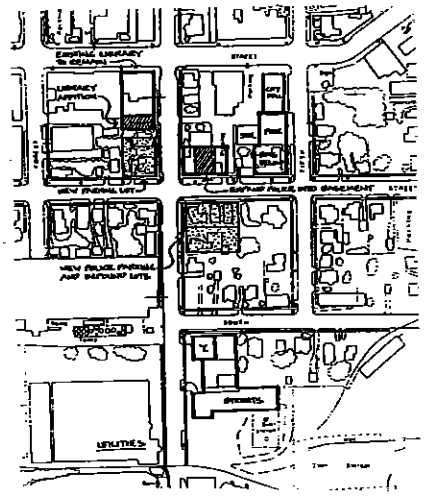
OPTION "D" - PHASE 1

STOUGHTON CITY HALL



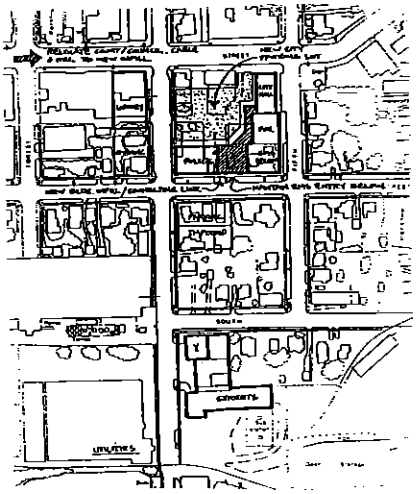
OPTION "D" - PHASE 2

STOUGHTON CITY HALL



OPTION "D" - PHASE 3

STOUGHTON CITY HALL



"D"	qty	unit
City Hall Remodeling	7,700	sf
Existing House Demolition	3,000	sf
Fire Station Addition w/ Basement	9,000	sf
EMS remodel below Fire Dept. w/ Entry Improvement	3,000	sf
1st Floor Police Station Remodeling	5,600	sf
Remodel Senior Center Retail Space	2,500	sf
Expand Streets Into Existing Warehouse	2,500	sf
Subtotal		
Library Addition (2 floors at 1200 sf ea)	2,400	sf
Demo 2 Houses For Library Parking Lot	4,000	sf
New Library Parking Lot	8,000	sf
Basement Police Station Remodeling	2,888	sf
Demo 4 Houses & Garage For Police Parking	8,000	sf
New Police Parking & Impound Lots	14,400	sf
Site Acq.	6	ea
Subtotal		
Building Infill / Connecting Link To City Hall	9,600	sf
Relocate Court/Council, Cable & Rec. From Sen. Ctr.	5,000	sf
Demo House, Portion of Bldg & Existing Parking Lot	6,000	sf
New City Parking Lot	20,000	sf
Site Acq.	1	ea

Personnel Projections

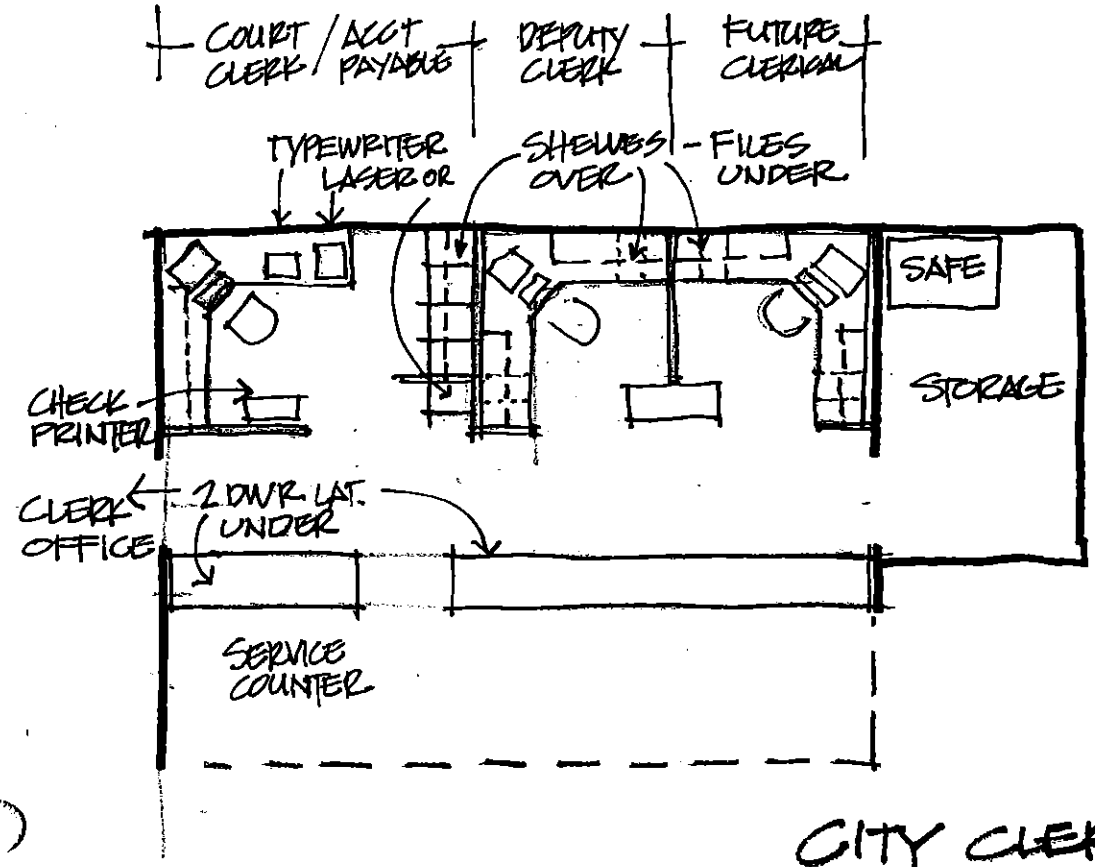
Dept.	Present	5 -10 years		Remarks
Administration				
Mayor's Office	1	1	1	
City Clerk	3	4	4	
City Treasurer	2	3	3	
Planning	2	3	3	
Recreation	2	3	3	
Police Department				
Chief	1	1	1	
Lt. / assistant	1	1	1	
Detectives	1	3	3	
Seargents	2	4	5	
Youth Officer	1	1	1	
Court Officer	0	1	1	
Clerical	0	1	1	
Dispatchers	5	6	6	
Patrol	11	17	18	
Fire Department	5	8	11	2
Youth	Not Applicable			1
Senior Center	Not Applicable			1
TOTALS	**37**	**57**	**62**	

Remarks
1 Increases in staff were not percieved to increase space needs.
2 Current staff includes 3 full-time fire fighters, dispatcher, and Chief. Future personnel may include partially paid staff.

Notes
1 The above projections are for personnel in numbers and does not necessarily represent projections for Full-Time-Equivalent positions.

SPACE NEEDS STATEMENT

City Hall - Administration	Present Sq. Feet	5 -10 Year Sq. Feet	Remarks
Mayor	100	180	
City Clerk			
CLerk Office	288	150	
Deputy Clerk/Ct. & AP	600	722	
Finance			
Finance Director	220	150	
Finance Support Space	570	756	
Planning & Inspection	415	364	
Recreation			
All office functions	250	408	
Storage		off-site	
Meeting Room 1	250	308	15-20 pers
Mayor's Office	500		
Meeting Room 2		192	10-12 pers
Meeting Room 3		154	6-8 pers
Meeting Room 4		100	3-4 pers
Cable TV	600	1200	
Council Chambers/Court	1700	2600	
	5493	7284	
Walls, mechanical, etc.	2,197	2,914	40.00%
TOTAL ADMINISTRATION	7,690	10,198	

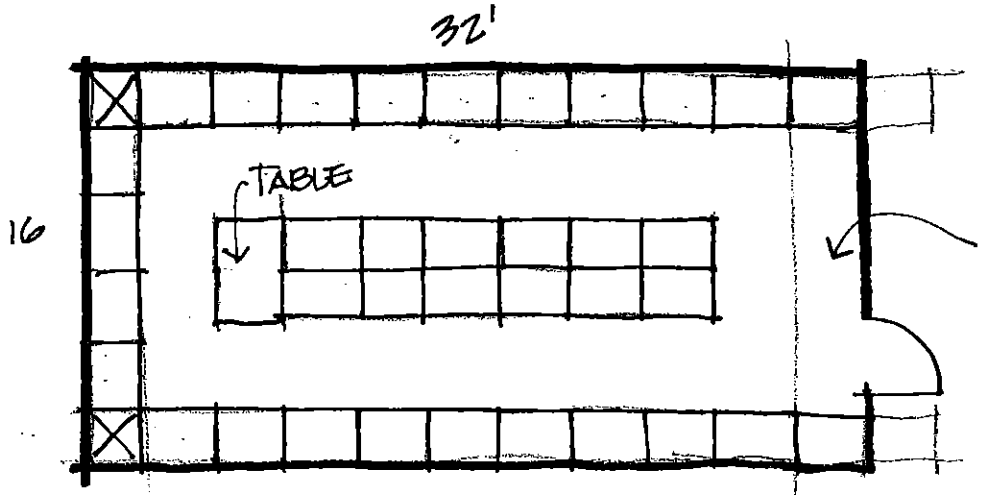


- VOTING EQUIP.
- SUPPLIES
- GEN. LEDGERS
- CODES

CITY CLERK OFFICE 772 SF

+ OFFICE 150

922 SF



ARCHIVES YRS 2-7 + 512 SF

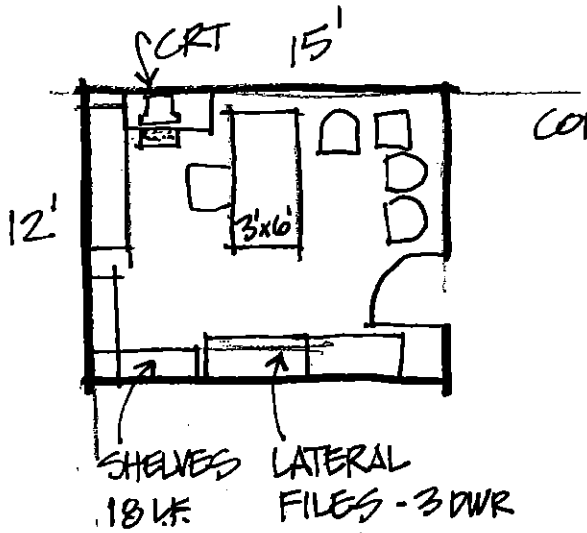
1,322 SF

SURGE AREA (TEMP. DROP)

CITY CLERK ARCHIVES

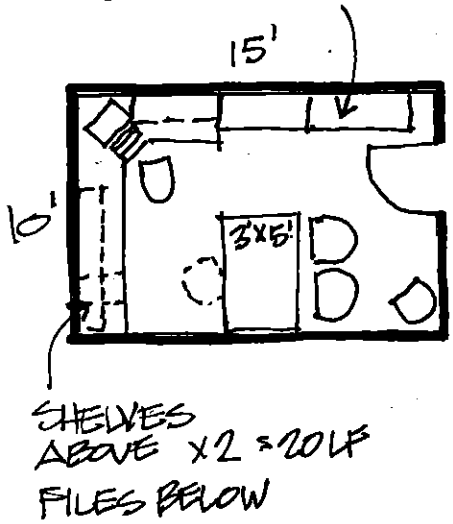
CITY DIRECTORS

- PLANNING
- CLERK
- FINANCE



CONVENTIONAL
14 LF @ WORK SPACE
18 LF SHELVES
2 LAT. FILES
SEATING 3

180 SF
x 3
720 SF

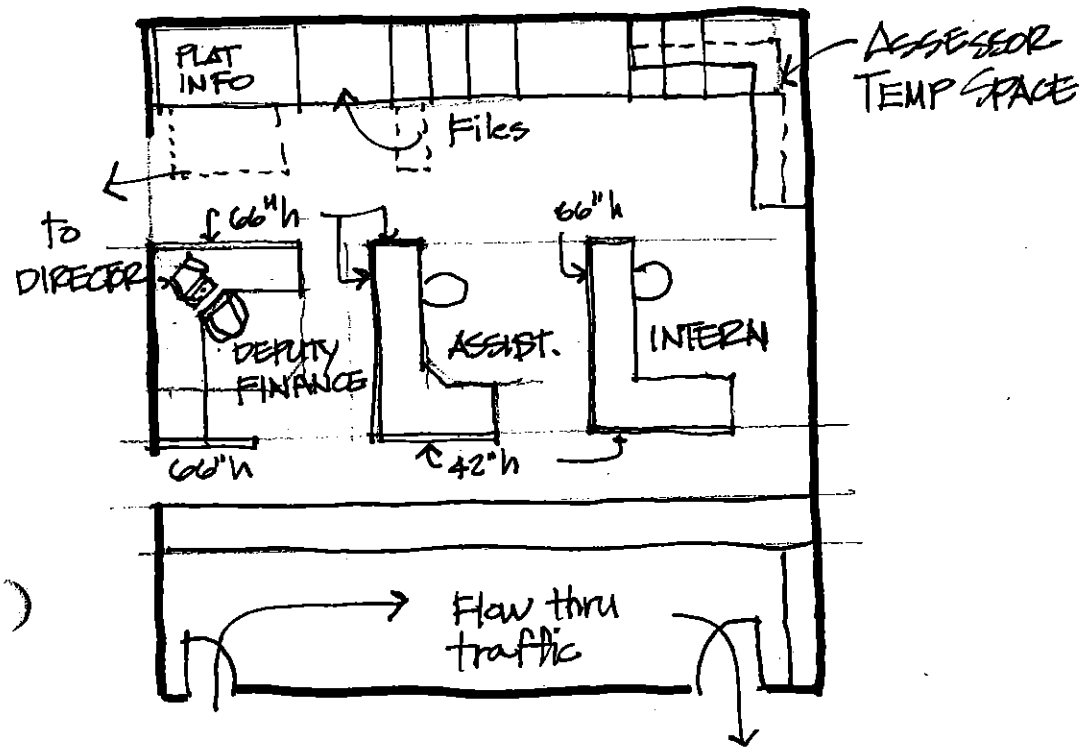


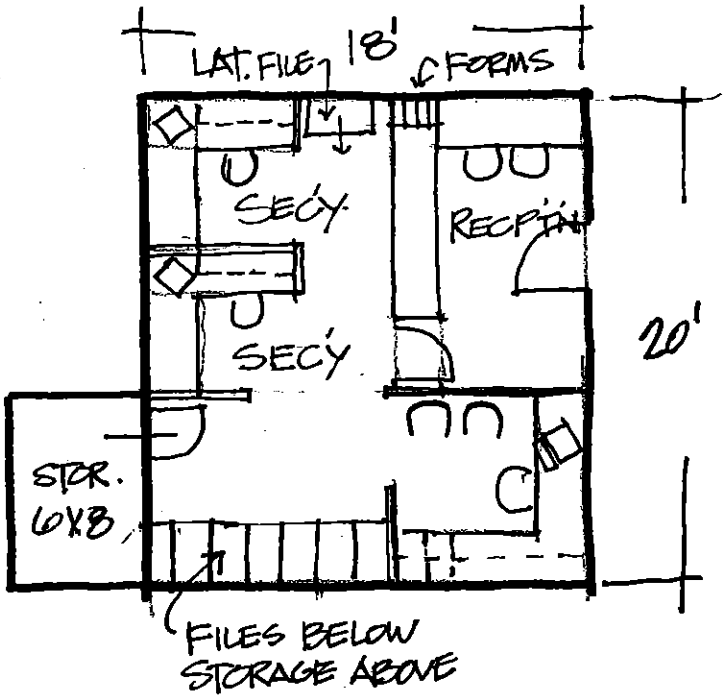
SYSTEMS
14 LF WORK SPACE
20 LF SHELVES
2 LAT. FILES
SEATING 3

150 SF
x 3
450 SF.

FINANCE

756 S.F.

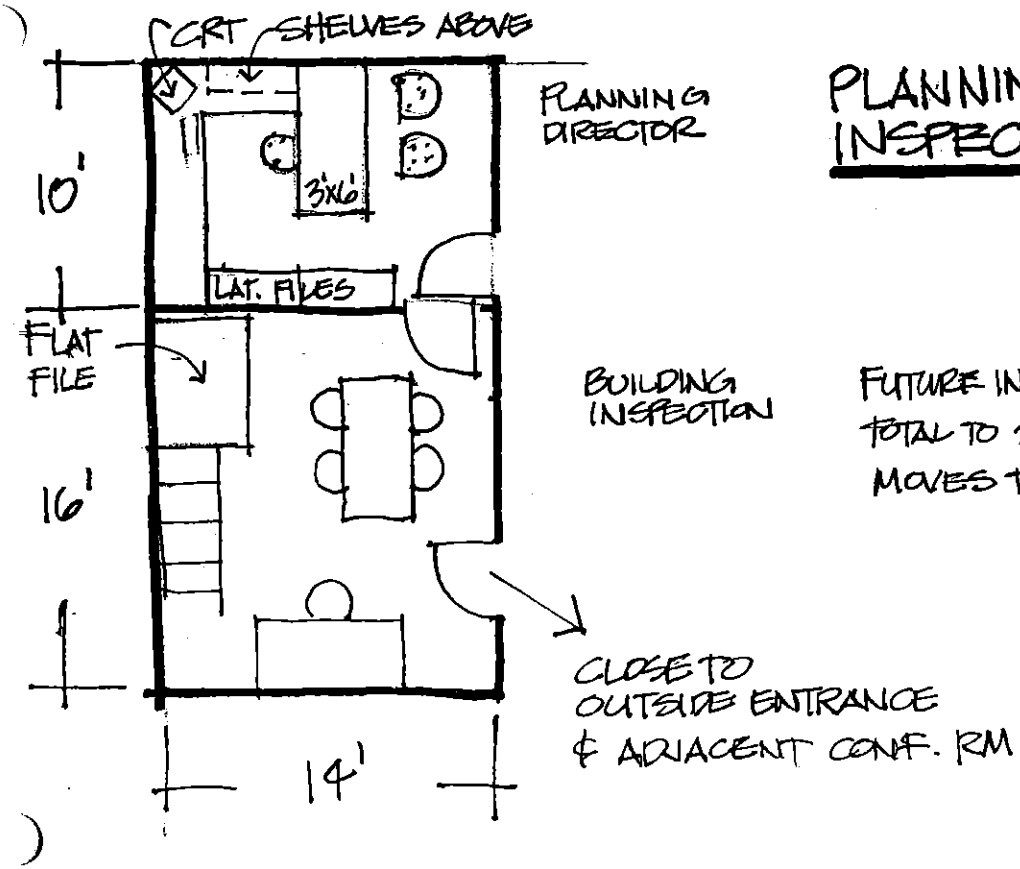




RECREATION

408 S.F.

RECEPTION AREA:
- SIGN UP/DROP OFF FORMS
- POST COURT SIGN-IN

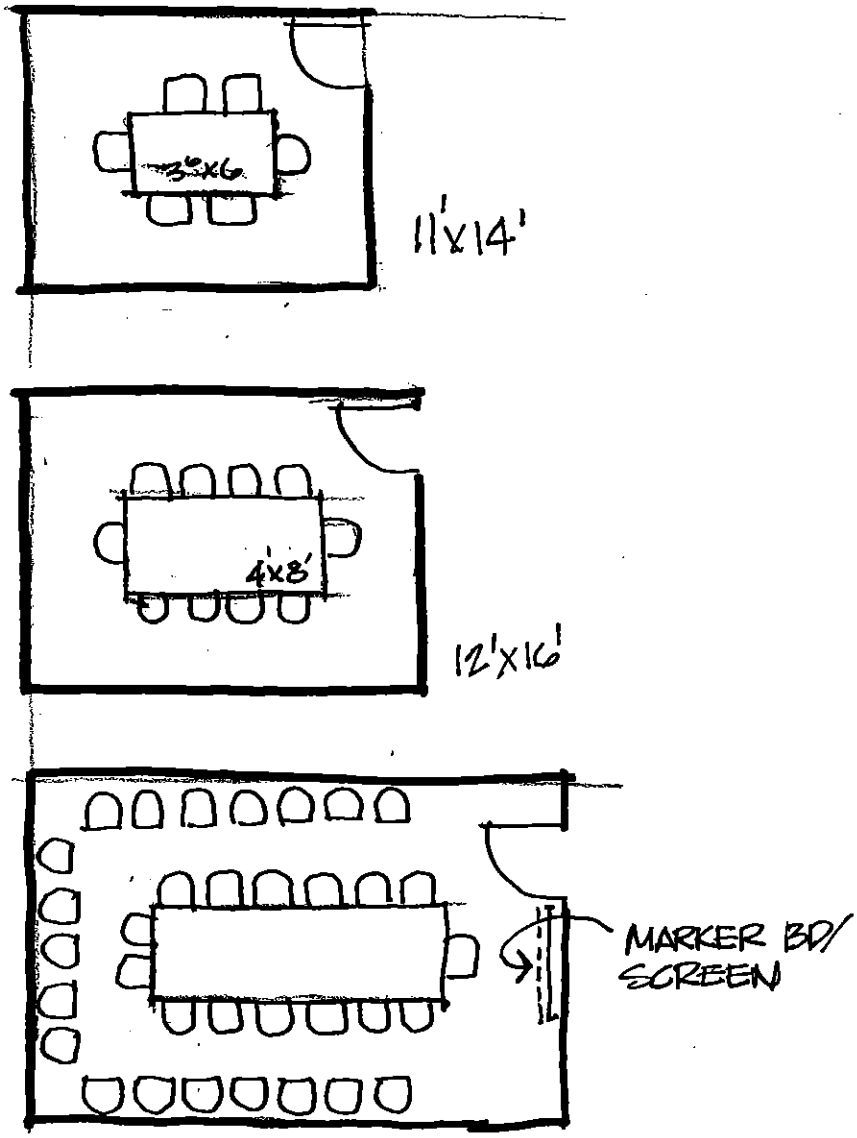


PLANNING/ INSPECTION

364 S.F.

FUTURE INSPECTOR TO BRING TOTAL TO 2. CONFERENCE MOVES TO ADJACENT ROOM

MEETING ROOMS



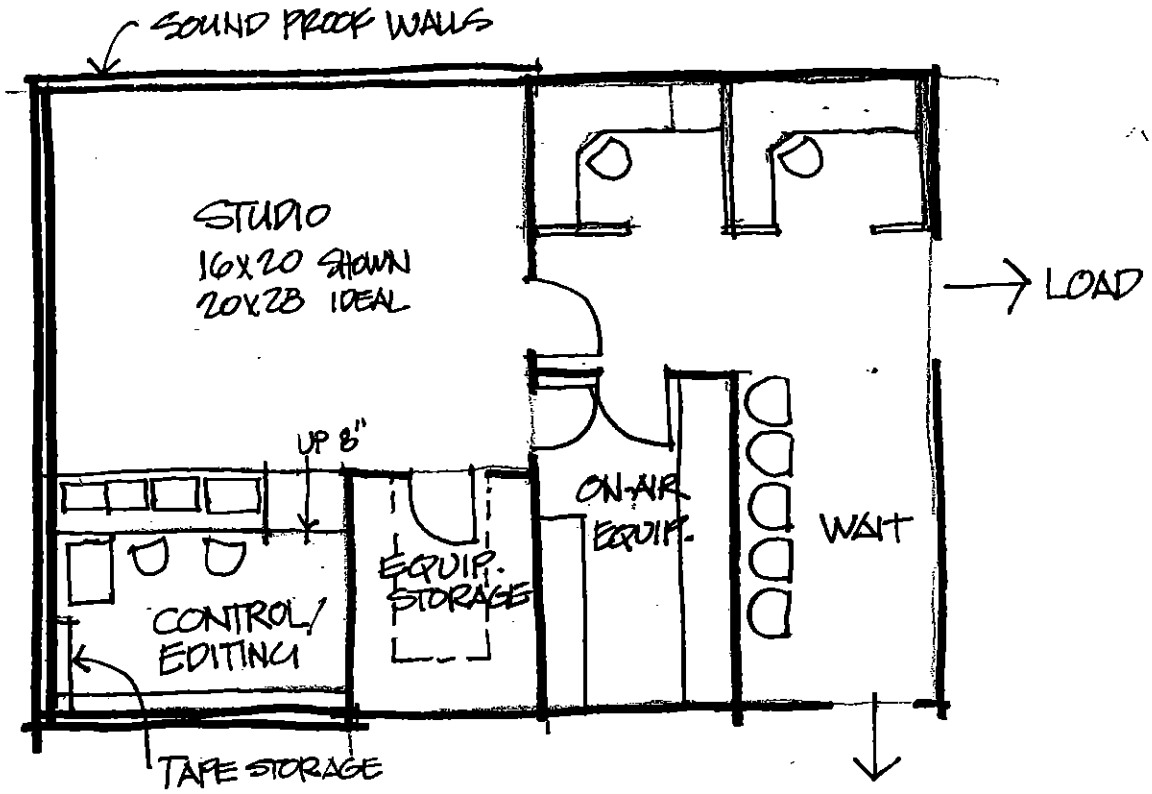
154 SF

192 SF

308 SF

CABLE TV

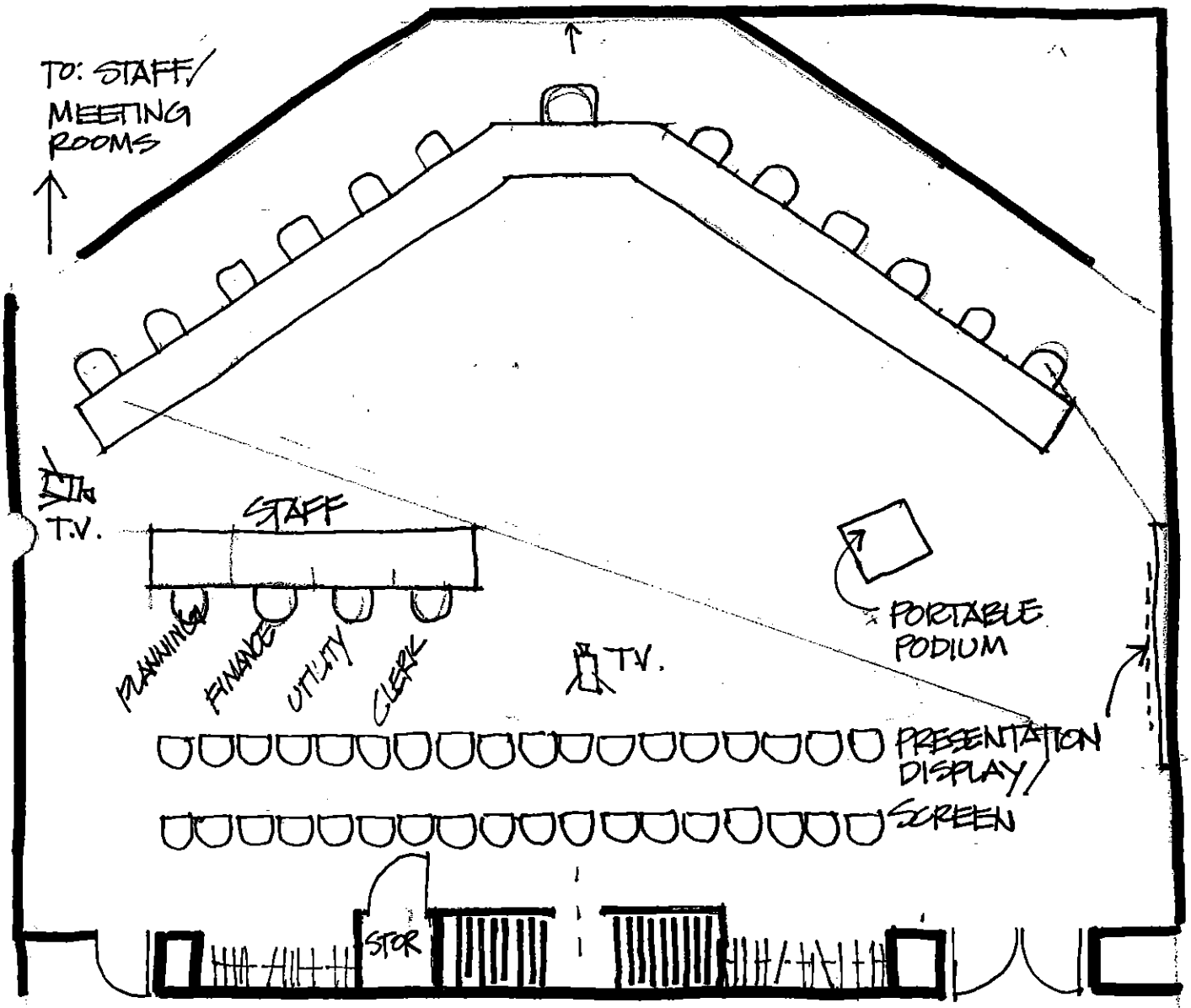
962 - 1,200 S.F.



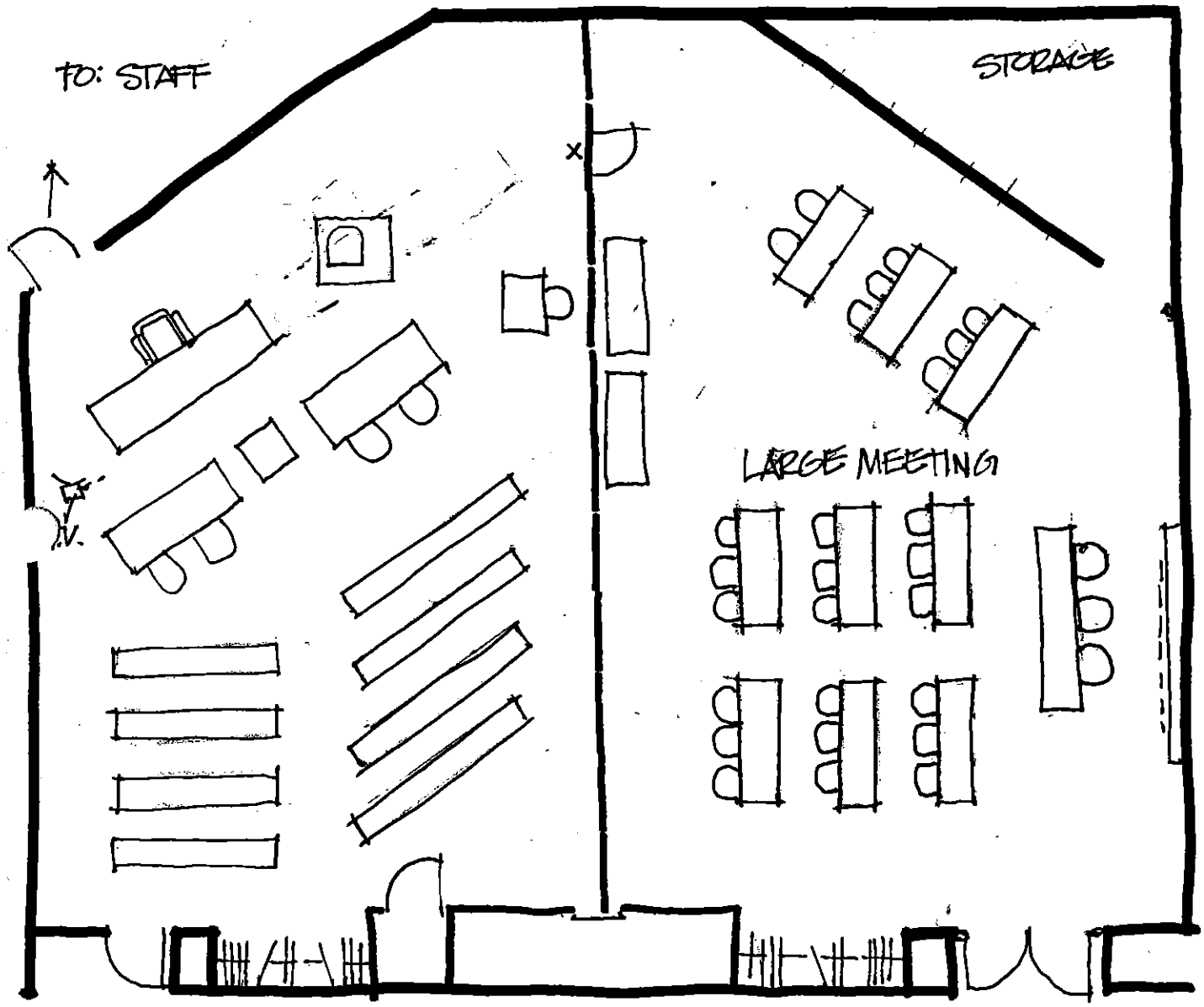
GROUND FLOOR (SLAB ON GRADE) TO REDUCE VIBRATIONS

ALL WALLS - SOUND RATED FOR ISOLATION OF STUDIO.

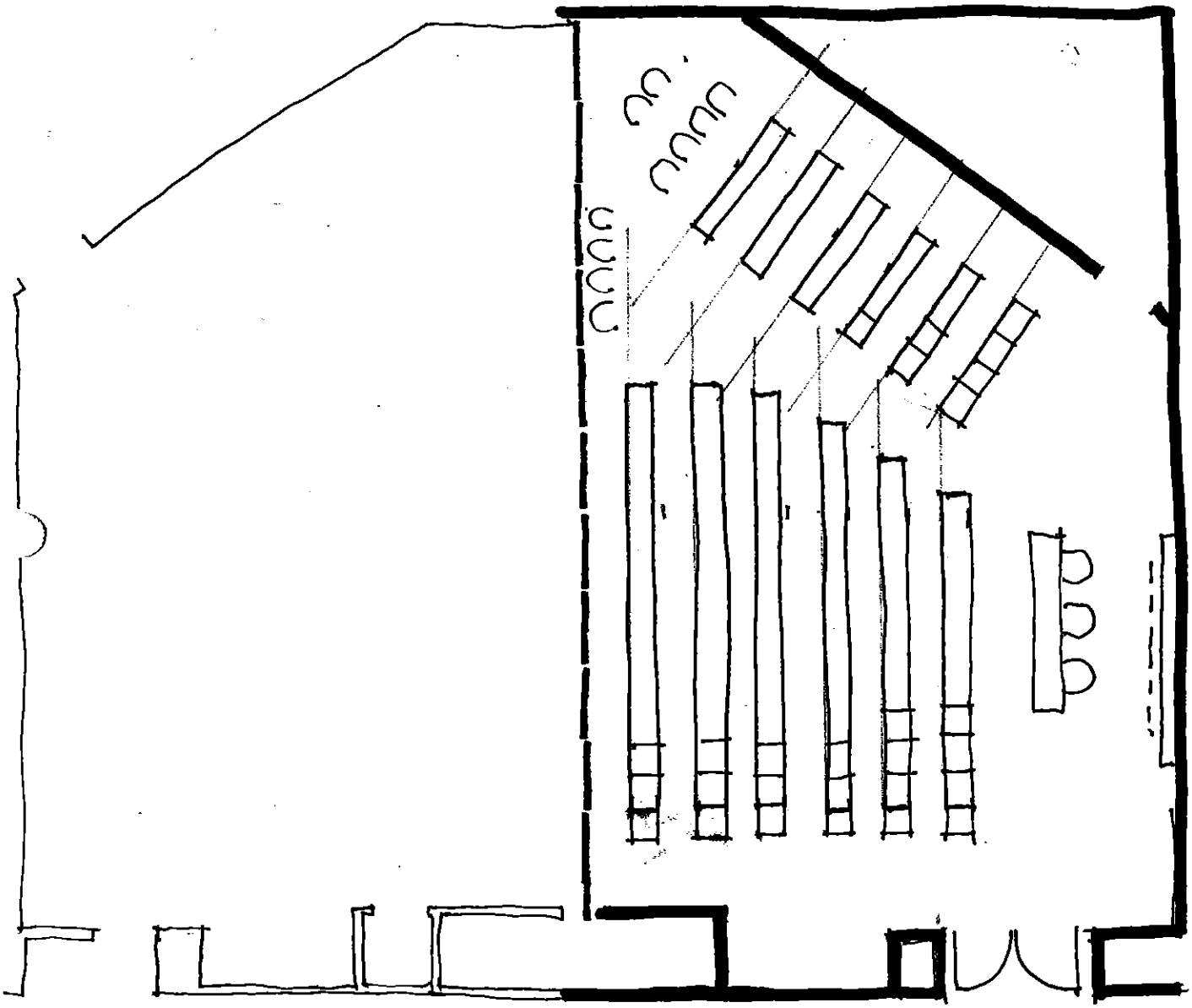
COUNCIL CHAMBERS 2,600 SF



COUNCIL CHAMBERS
COURT / MEETING RM



COUNCIL CHAMBERS
MEETING ROOM · 2



CAPACITY 110-120

Stoughton City Hall
Meeting Room Schedule

2/8/96

	Monday				Tuesday				Wednesday				Thursday			
Week 1	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4
9:00 AM	Human				Workshops				Teamsters				Workshops			
10:00 AM	Services															
11:00 AM																
12:00 PM																
1:00 PM					Court											
2:00 PM					Pretrials											
3:00 PM																
4:00 PM		Bd/Appeals							Bus.							
5:00 PM			Sto Tom						Affairs	Sp Planning						
6:00 PM											Personnel	Ordinance		Public		
7:00 PM	River Tas	Other			Public	Auditorium			Park & Rec					Works		
8:00 PM	Force				Works	Restor.										
Week 2	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4
9:00 AM	Human												Worksho	Acctg		
10:00 AM	Svcs													Demo		
11:00 AM																
12:00 PM																
1:00 PM					Pre-/court											
2:00 PM					trials											
3:00 PM																
4:00 PM																
5:00 PM	Stoughto	Cable														
6:00 PM	Tomorrow					Bus.	Finance									
7:00 PM	Council/S	River Tas	Ward Hans		Council	Affairs			Rec	Sister			Landmrks			
8:00 PM	Towns	Force	Mem Comm.						Advisory	County						

Strang, Inc.
Madison, WI
95106001.SCH

Stoughton City Hall
Meeting Room Schedule

2/8/96

Week 3	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4
9:00 AM					Court				Open				DCHS	Acctg		
10:00 AM					Personnel	Finance			Book					Demo		
11:00 AM						Comm								Cable sub-		
12:00 PM																
1:00 PM					Court				Tech Advis							
2:00 PM					Pre-trials	Cable sub-			Comm					Space		
3:00 PM														Needs		
4:00 PM									DCHS							
5:00 PM	Sto Comm.								Farm Staffing							
6:00 PM									Sp. Coun	Housing	Ordinance			Personnel		
7:00 PM					Communi	Personnel			Planning		Comm		Basketball			
8:00 PM					Affairs								League			

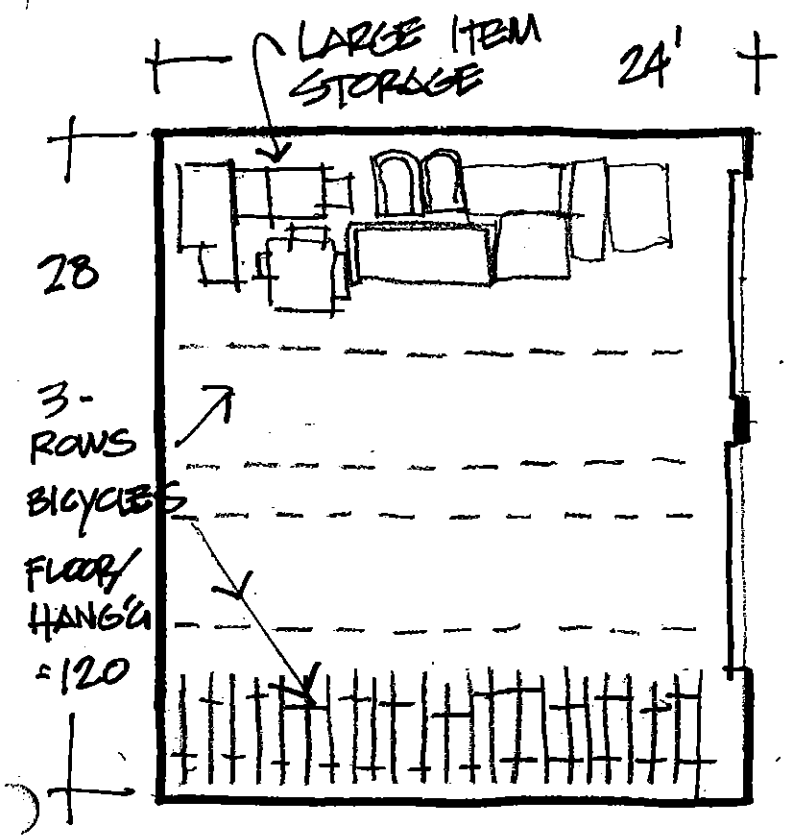
Week 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4
9:00 AM									Tech Advis				Workshops			
10:00 AM		Cultural							Comm	Mandt Pk						
11:00 AM		Affairs								Comm						
12:00 PM																
1:00 PM					Pre- Cour	DCHS										
2:00 PM					trials	Farm Staffing										
3:00 PM													DCHS			
4:00 PM														Cemetary		
5:00 PM	Sto Comm													Bd		
6:00 PM			Personnel			Finance	Bus.		Sp Planng						Personnel	
7:00 PM		Ward Hanson			Council		Affairs		Comm	Aud.			Volleyball	Jnt Mtg	Public Wks	
8:00 PM		Mem Comm								Comm			Leagues	Sch Bds		

Strang, Inc.
Madison, WI
95106001.SCH

Space Needs Statement

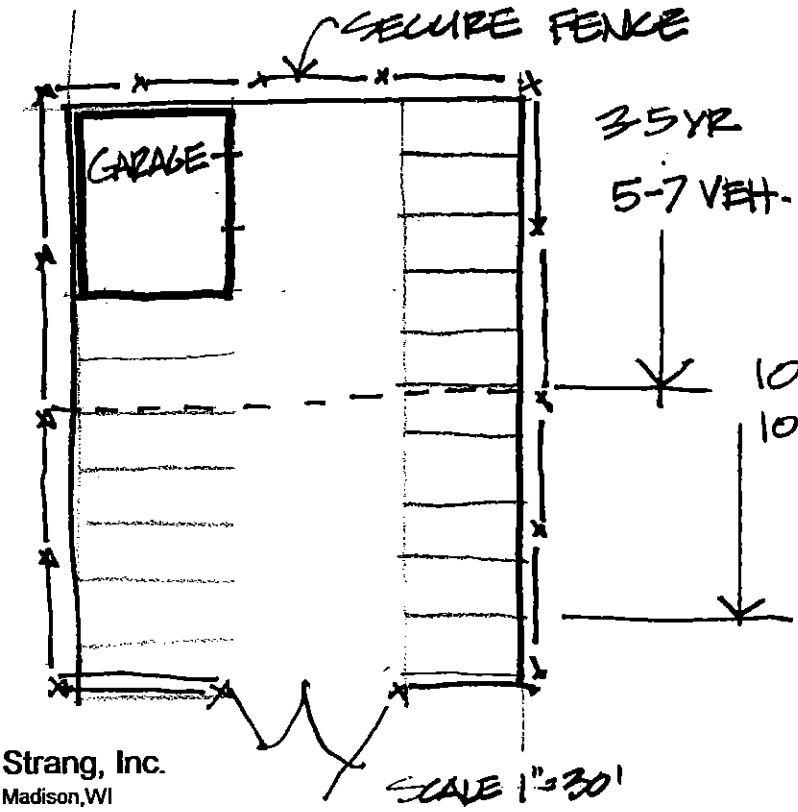
Police Department	present	5 -10 year	Remarks
Chief	130	140	
Lt. / assistant	130	140	
Detectives	100	410	
Seargents	0	110	
Youth Officer	100	140	
Court Officer	0	30	
Clerical	0	36	
Dispatchers	81	400	
Holding Cells	0	360	
Interview Rooms	225	480	
Prisoner Processing	68	90	
Property Room	0	150	
Evidence Processing	68	135	
Evidence Storage	80	225	
Patrol Report Writing	195	168	
Locker Rooms (M/F)	286	800	
Break Room	0	144	
Squad Room	0	400	
Training	shared	500	1
Secured Storage	0	60	
Fitness Room	975	975	
Public restrooms	0	600	1
Public Waitng	0	80	
Records/work area	80	266	
Archives	168	256	
Vehicle sallyport-2 x 360	500	940	
Vehicle storage - int.-12	506	416	
Vehicle storage - ext.			
Misc Storage	84	100	
	3776	8551	
Walls, mechanical, etc.	16%	45%	
	4,380	12,399	

1 Function can be shared with other departments of located within the same building or nearly adjacent



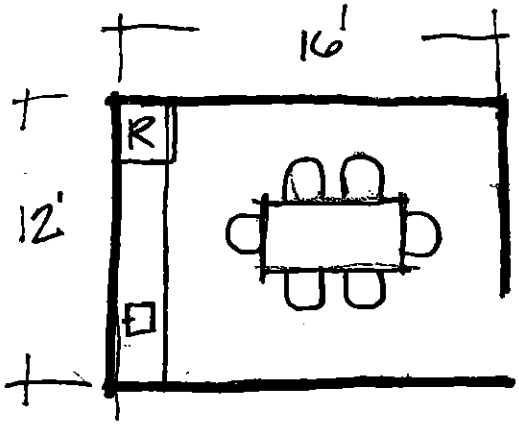
IMPOUND GARAGE 672 S.F.

GARAGE PLAN @ 1/8"=1'-0"



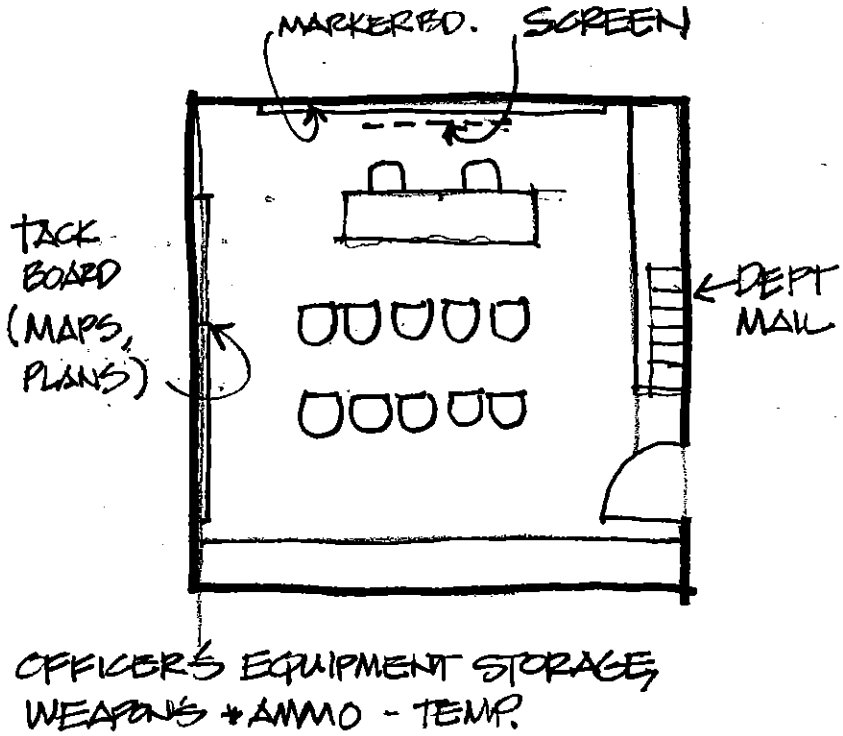
IMPOUND LOT 7,000 S.F. MIN.

70'x100' MIN.
PLUS LANDSCAPING AREA



BREAK ROOM 192SF

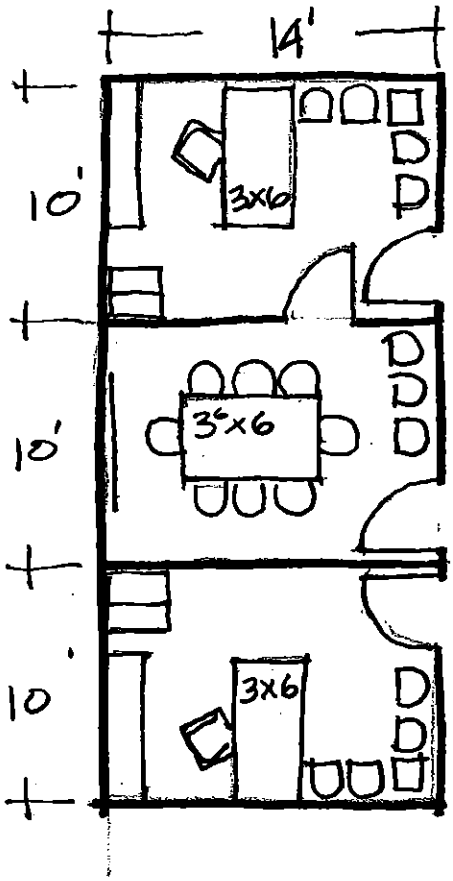
4-6 PERSONS



SQUAD RM 400SF

5-10 PER SHIFT.

CLOSE TO SECURED STORAGE



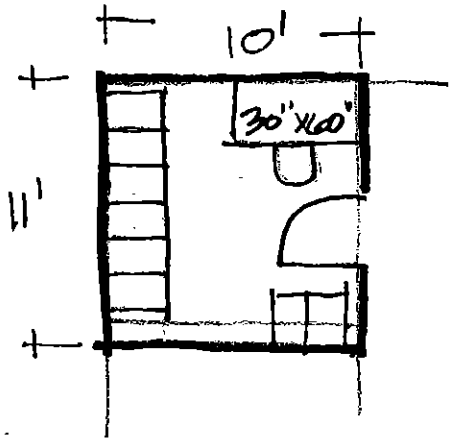
CHIEF OF POLICE 140SF
DESK, CREDENZA/COMPUTER
2 LEGAL FILES
3-4 CHAIRS

CONFERENCE 140 SF

SPACE FOR 8-10 STAFF
MARKER BD, MAPS, SCREEN
(OVERHEAD PROJECTOR)

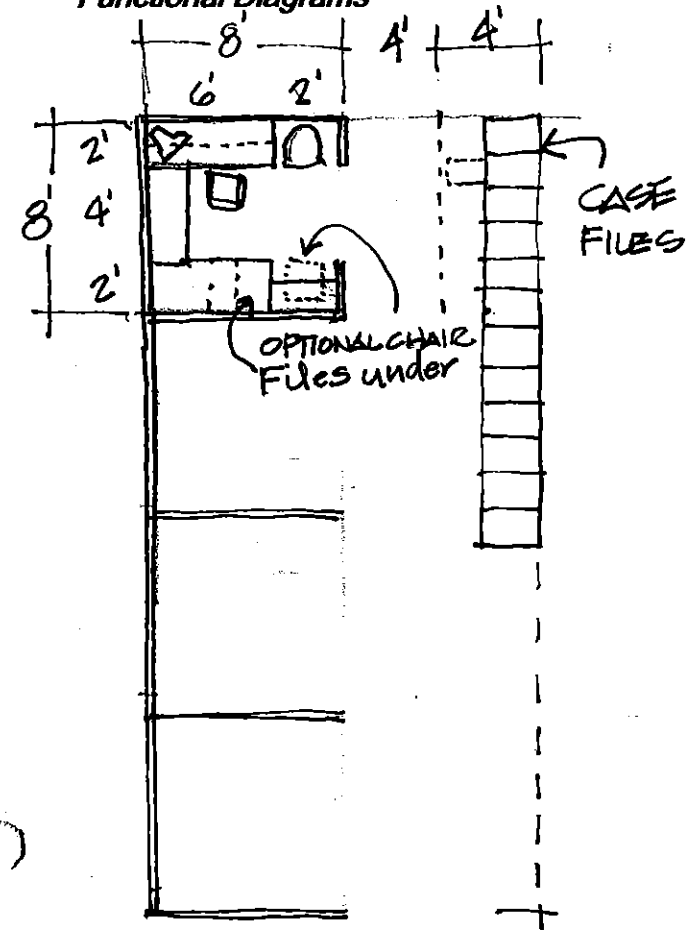
LT. (ASSIST CHIEF) 140 SF

SAME AS CHIEF'S OFFICE



SERGEANTS 110 SF

1 OFFICE SHARED FOR EACH SHIFT
DESK W/
2 FILE CABINETS EA.

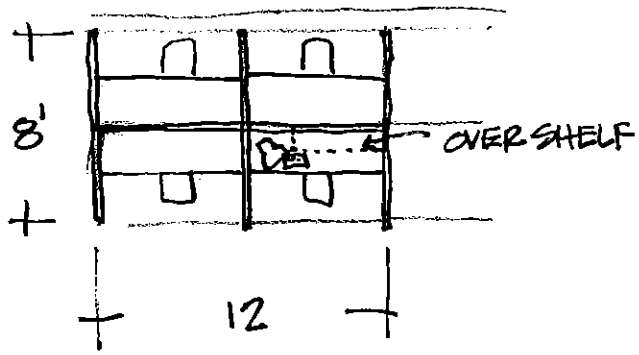


DETECTIVES/YOUTH OFFICER

64 SF EA
+ FILE SPACE

TOTAL S.F. 33'x16.5' = 545 SF

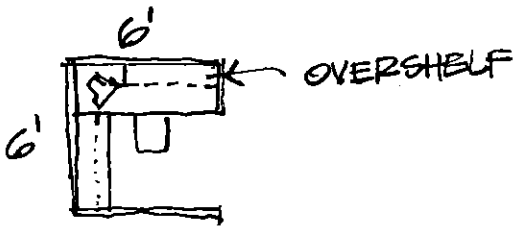
WRITING DESK
COMPUTER
1-2 SIDE CHAIRS
LATERAL OR STD. FILES.



PATROL REPORT

96 SF

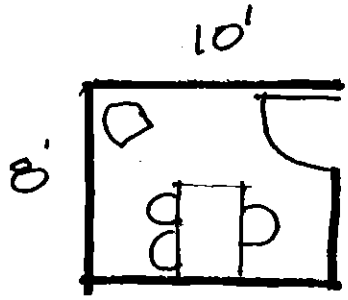
(FORMS, SUPPLIES)
COMPUTER TERM./
KEYBD.
PRIVACY FOR DICTATION



CLERKS/COURT OFCR

36 SF

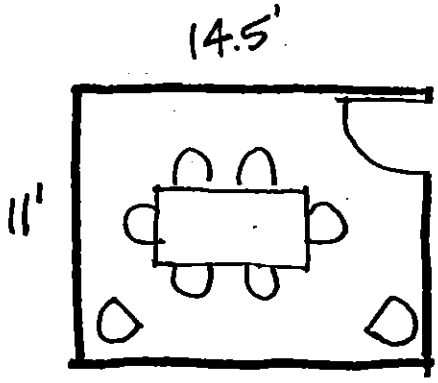
- COMPUTER
- LAYOUT SPACE



INTERVIEW - SMALL (2) @ 80SF

3-4 PERSONS
SUSPECT 1,2
2 POLICE

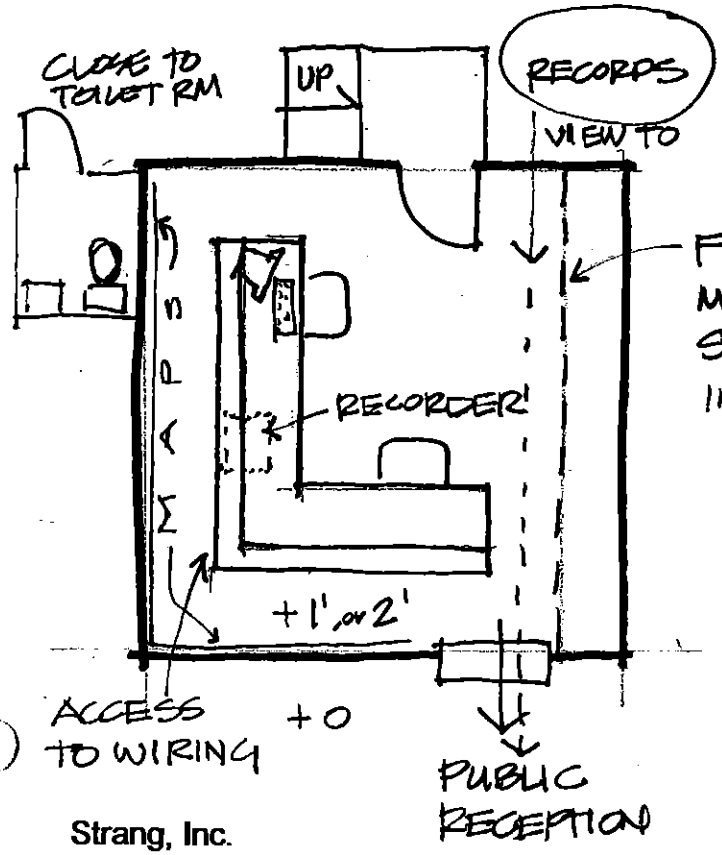
160 SF



INTERVIEW - LARGE (2) @ 160SF

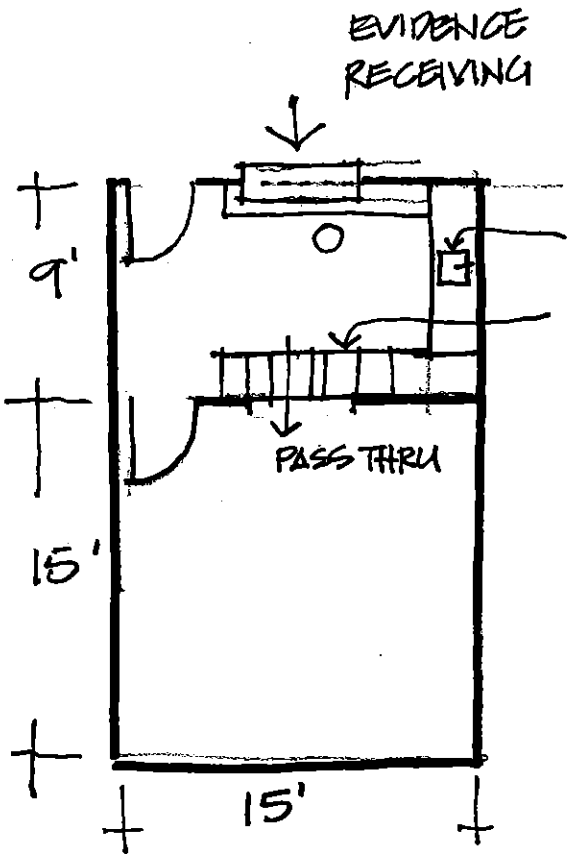
6-8 PERSONS

320 SF



DISPATCH 20' x 20' 400 SF

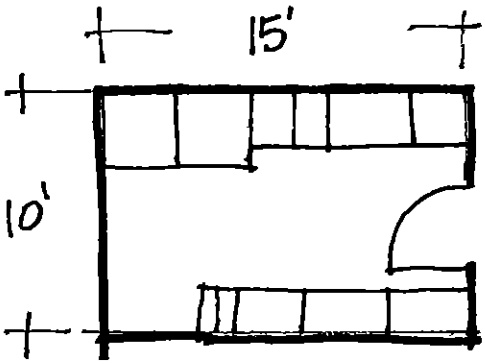
1 DISPATCHER
+
PERSONS ACCESSING COMPUTER



EVIDENCE PROCESSING 135 SF

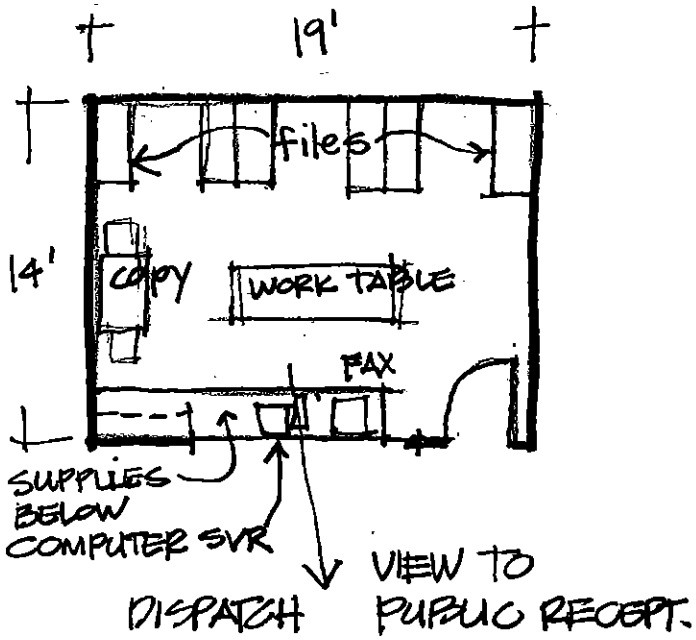
EVIDENCE STORAGE 225 SF.

STORAGE OF ITEMS EXCEPT THOSE TOO LARGE FOR "GARAGE" STORAGE



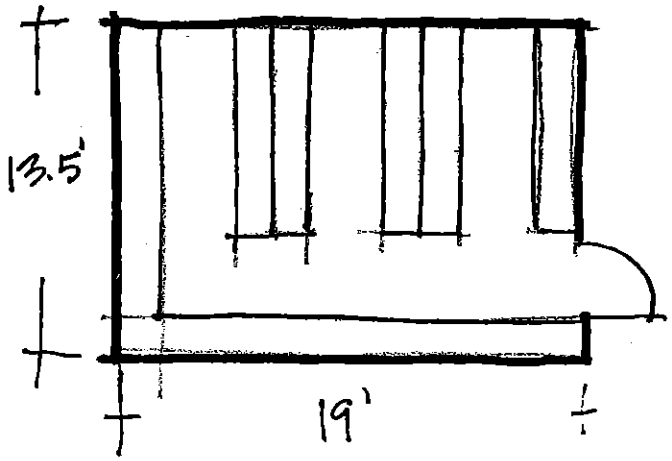
PROPERTY ROOM 150 SF.

VARIOUS SIZED SHELVES; 'CUBBYS' FOR PROPERTY



RECORDS 266

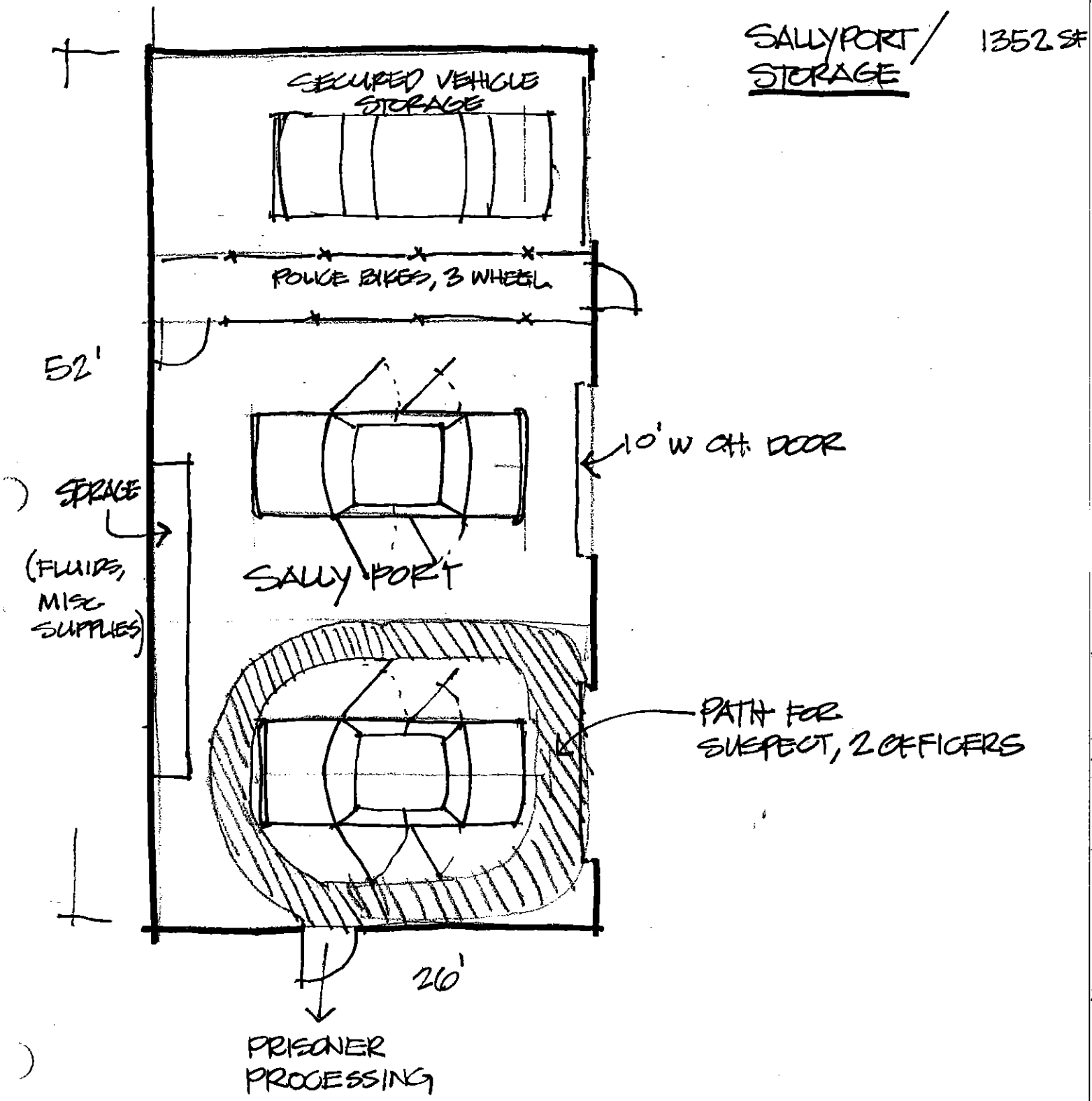
1-2 YEARS OF CURRENT FILES (3-7 YR ARCHIVED)



ARCHIVE RECORDS 256 SF

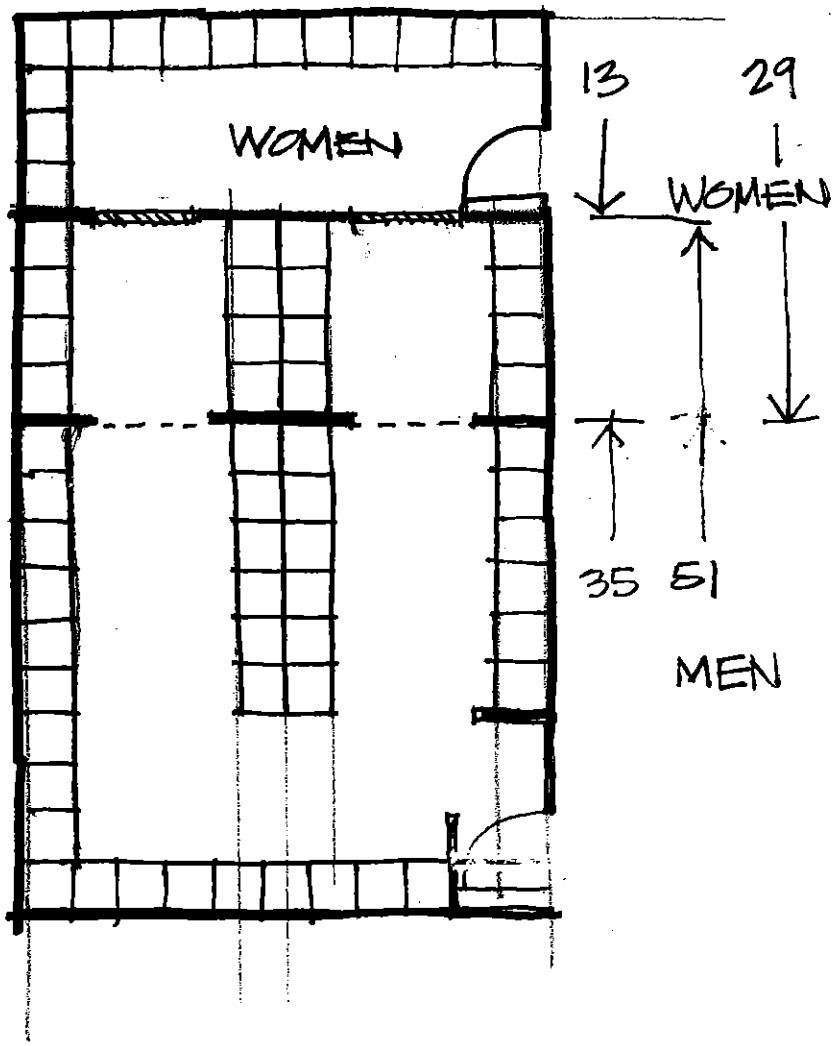
4 YEARS OF CASE FILES

(BANKERS BOXES ON SHELVING)


SALLYPORT / STORAGE
1352 SF
SECURED VEHICLE STORAGE
POLICE BIKES, 3 WHEEL
52'
10' W OH. DOOR
STORAGE
(FLUIDS, MISC SUPPLIES)
SALLY PORT
PATH FOR SUSPECT, 2 OFFICERS
26'
PRISONER PROCESSING

LOCKER ROOM
[FLEXIBLE SPLIT]

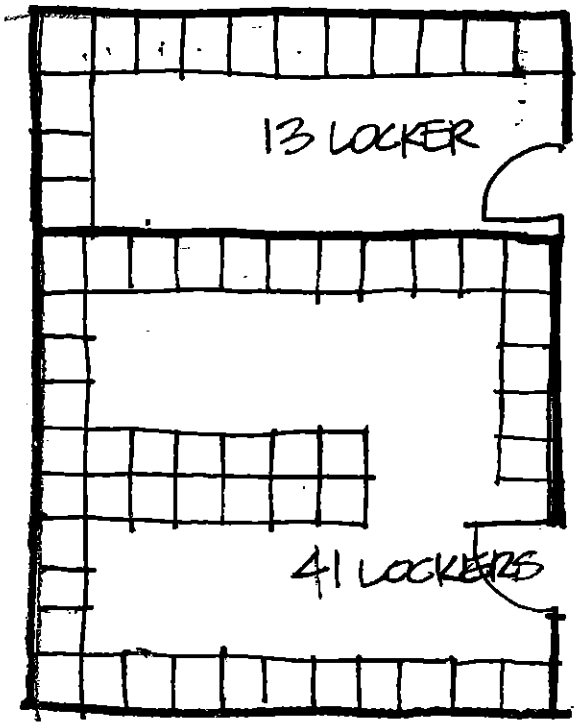
814 SF



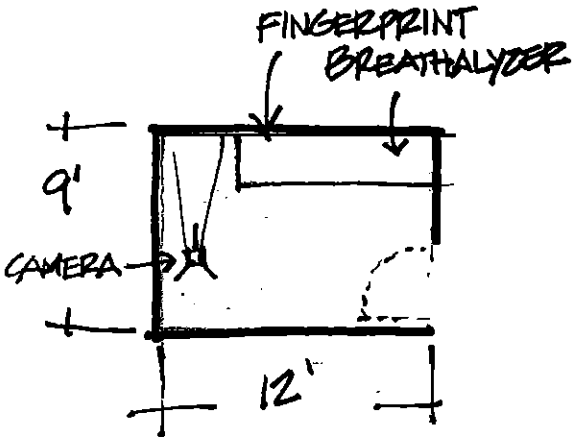
		MALE	FEMALE	
	1995	17	5	22
	10 YR	36	8	42
	OR	30	12	42
IF HIGHER:	—	40	10	50
		36	15	51

LOCKERS 638

[FIXED LAYOUT]



638



PRISONER PROCESSING 108 S.F.

CITY OF STOUGHTON

381 East Main Street
Stoughton WI 53589

(608) 873-6677

Date: February 22, 1996

To: Building Space Needs File

From: Rodney J. Scheel
Director of Planning & Development

Subject: Comments on Space Needs Study - Version Prepared on February 9, 1996

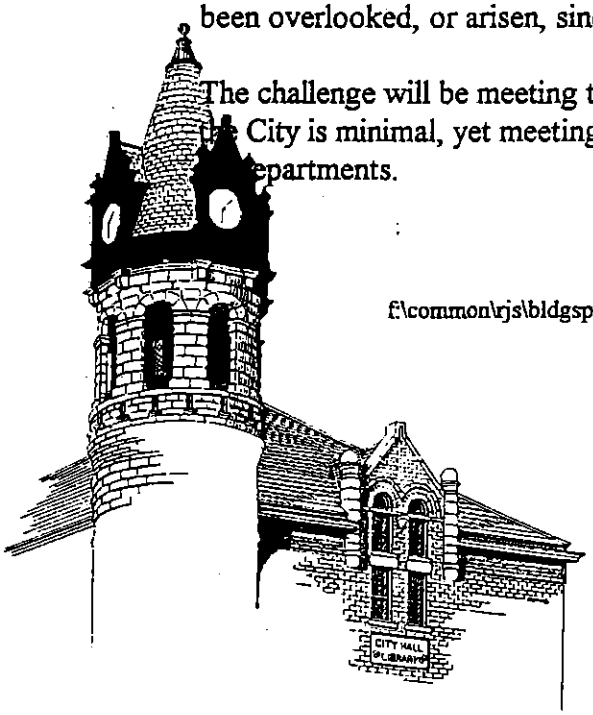
The following represents comments that I have related to the Building Space Needs Study. The first part will be specific comments and the second part will be general comments.

Page 15 - The Recreation Department should be included as an operation that currently is housed in the basement of City Hall. I believe the current ADA issues related to City Hall are very serious and should carry significant weight in the speed at which the improvements to City Hall occur. Strang should elaborate on their opinion as to the need and importance of meeting these ADA improvements and whether they believe they are necessary due to the historic nature of City Hall.

I believe this is a good planning document that will assist the City in maximizing the use of current and future lands and buildings. This objective approach was used to identify needs by removing personalities. This study has shown the City where appropriate space is available to meet current and future needs of each department. A general, functional, layout of each department's needs has been provided indicating the appropriate amount of space that has been identified. At the time in which improvements are made to each department, minor layout changes can be expected to incorporate concerns that may have been overlooked, or arisen, since this study was conducted.

The challenge will be meeting these identified needs in a schedule such that the impact on the City is minimal, yet meeting the needs in a reasonable time to improve efficiencies for departments.

f:\common\rjs\bldgspac.doc



CITY OF STOUGHTON
MUNICIPAL UTILITIES
Serving Electric, Water & Wastewater Since 1886
600 South Fourth Street P.O. Box 383 Stoughton, WI 53589-0383
(608) 873-3379

ROBERT P. KARDASZ, P.E.
Director of Utilities

Date: February 19, 1996

To: Rodney J. Scheel
City Planning & Development Director

From: Robert P. Kardasz
Utilities Director

Subject: Comments On The February 9, 1996 Space Needs Study

The City of Stoughton Utilities Department offers the following comments for consideration:

-List Rodney Scheel as the local project committee chairman. (Page No. 1)

-Change 14th Street to 4th Street. (Page No. 8)

-The addition of parking along the east side of the Municipal Utilities Building (MUB) is not recommended due to the present stormwater management, the availability of parking adjacent to the north side of the building and the aesthetically displeasing nature of a parking lot in that greenspace. (Page No. 27)

-Additional stormwater management efforts will be necessary along the north side of the MUB to protect the proposed office areas. (Page No. 28)

-The full northeast corner of the MUB should be renovated to achieve an economy of scale benefit. A Recreation Department storage area, heating/air conditioning room and a joint Cable, EMS and Recreation Departments breakroom could be located in the undesignated space. (Page No. 28)

-The proposed location of the Recreation Department will be impacted by our employee entryway and the location of our electrical panel. This may be a good location for the heating/air conditioning room. (Page No. 28)

cc: Mayor Helen J. Johnson

Scott S. Grady
Utilities Planning/Electric System Technician

Printed with soy ink on recycled paper

M E M O R A N D U M

DATE: February 22, 1996

TO: Rodney Scheel

FROM: Jim Mattke

RE: Space Needs Study

You asked for comments concerning the final draft of the Space Needs Study - so here are some.

On Page 11 it indicates the Recreation Department has a parking need of one parking stall in the evening. Due to various evening meetings which are held in the new Council Chambers for league/organizational meetings and committees, we could have up to 30 people or 30 parking stalls needed for these evening meetings.

On Page 15, under the section called Building Condition, it failed to mention that the Recreation Department also uses the basement of City Hall. The basement contains "many" city government functions and is used primarily for "Recreation Department," court, cable TV, storage, etc. The above words of "many" and Recreation Department" should be added to this paragraph.

On Page 29, the Recreation Department would like to request that a large storage room be immediately adjacent to the Recreation Office. On Page 28 this would be indicated on the schematic drawing by sliding the court/council over to the West and having a storage facility at least the size of a double-car garage between the Recreation Department Office and the Court/Council Room. This storage area would be used to store Little League equipment, balls, and other Recreation Department supplies. Our efficiency would be improved due to the close proximity of this storage area. We would prefer this storage area be heated as equipment needs to be worked on in the winter.

Currently, we also store the city pool car indoors in a heated garage. I currently see no provisions for a future indoor storage area for the City's pool car, especially if we are asked to vacate the existing garage which is immediately next to the fire hall.

On Page 52, the plan for the new Recreation Office shows a total square footage of 360 square feet for office space. We currently have approximately a total square footage of 360 square feet. If we move to a new facility we need more space for expansion capabilities and more efficient use of existing space. An earlier plan showed the new Recreation Office as having 442 square feet, or about 26' x 17' at a minimum. We also need two separate enclosed offices for greater efficiency because it is not uncommon to have two or even three conversations all going on at the same time within our current office. It is sometimes difficult to hear and for matters of confidentiality and interviews there should be a minimum of two separate offices.

The idea of a storage closet or room immediately connected to the Recreation Department still appeals to us and we would like to see it continued in future designs.

We also need more for a reception area where people can sit and write, a parcel receiving area, and a work station for expansion capabilities in the future. We may also need to store a copy machine, fax machine, printers, postal machine and mail boxes which will also require room. We would also like the new office to be wired for recent and future technology regarding computers, internet access, fiber optics, modems, etc.

Heating, air conditioning and ventilation should all be planned, designed and implemented prior to any move.

We like the idea of a lobby or waiting area just outside the entrance to the Recreation Office. We hope that this lobby design will continue.

The bottom line is that if we are to move we want more space not less or the same amount.

memospa/2-22-96/10000

Date: 02/21/96

To: Rodney Scheel

From: Dawn Farris

Subject: Space needs study reply

We believe that 1200 square feet would be ideal with secured outside access from either the parking lot or Fourth Street. The plan on page 54 has also omitted an office area which is essential to this operation.

Stoughton Public Library
1990 1906
304 SOUTH 4TH STREET · STOUGHTON, WI 53589 · 608-873-6281

TO: Mayor Helen Johnson
Rodney Scheel, Planning Director
City Council

FROM: The Stoughton Public Library Board
Doris Tyler, President
Pat Erickson, Library Director

RE: City Space and Parking Needs Study Recommendations

We were pleased that the Library was included in the recent City Space and Parking Needs analysis conducted by Strang Associates. We also feel that the meeting on March 7 was informative and positive.

A version of the remodeling suggested by Strang for the lower level of the Library would help alleviate some current problem areas, and we feel that this work should be done as soon as possible. We also feel that it is important to secure the properties south of the Library to address the immediate parking situation and to allow for future growth.

Before the longer range plans are formulated, we request the inclusion of the Library Director's "Building Program Statement" and "Library Space Needs Analysis", which is scheduled for completion before summer of 1996. We do not agree that Strang's figure of 2,400 additional square feet is adequate. That amount was needed when the 1990 addition was built, and the Library could readily use that space now.

Because of on-going interest among some citizens and Board members, a tour of the theater was made. It was felt that there were many good advantages that the space could offer to the Library. There is a current need for more adequate program/meeting room space; collection space in a number of areas such as Young Adult, Reference, Audio Visual, Interloan Storage; and general storage. However, the cost of purchasing and integrating the space into library use may not be practical at this time; but, if it were, it would benefit the Library and the Community.

Considering the heavy use of the Library, the inadequate city parking in this area, and our growing Community, we feel that it would be a wise decision for the City to purchase the three adjacent properties to the south of the Library, and the theater as well. While this may, or may not, be possible, it is what we feel is needed for the long run.

Again, we are appreciative of being included in this important planning and are proud of the City for its pro-active rather than re-active approach.

Sincerely,

Doris Tyler (PE)

Doris Tyler, President, Stoughton Public Library Board
Pat Erickson, Library Director