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.

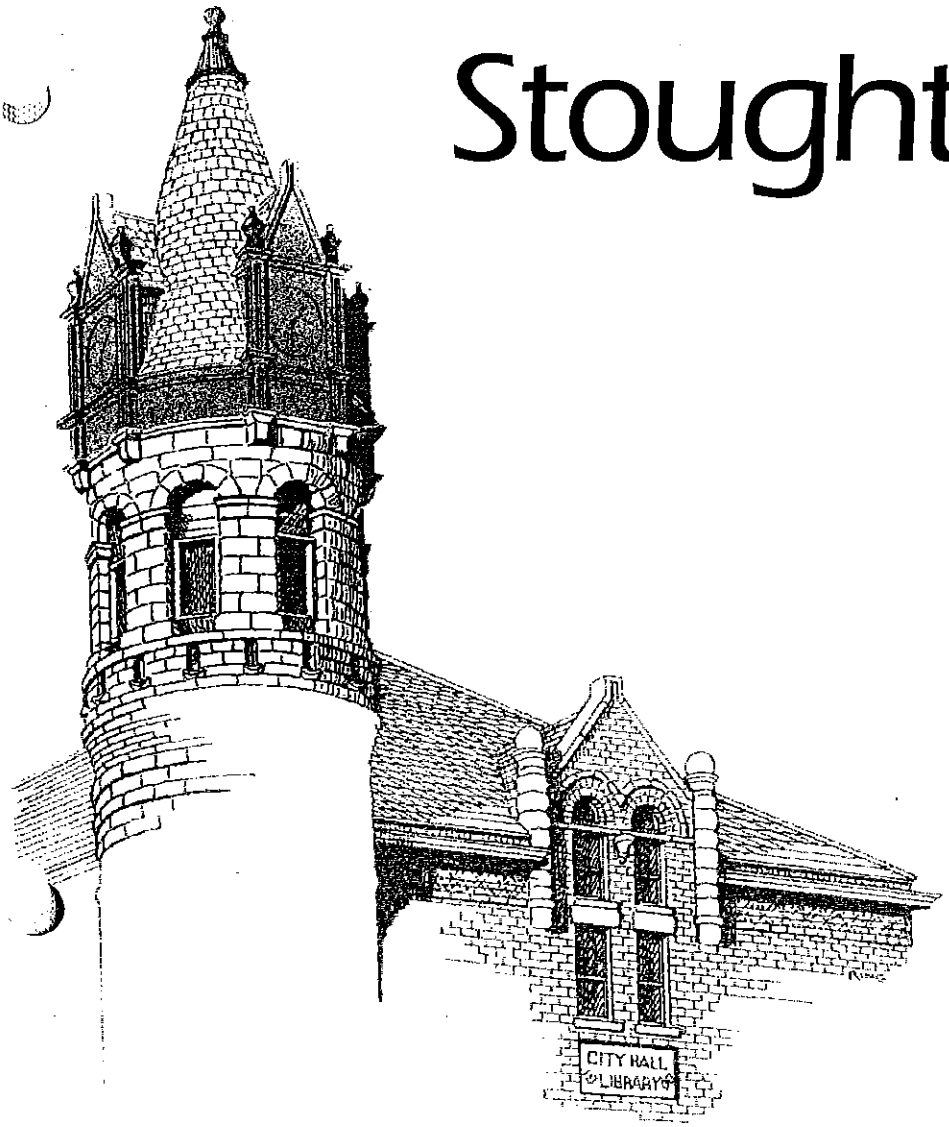
*Lack of parking at or around the bank building was identified by several departments as a potential concern.

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
FAX 608 276-9204

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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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.

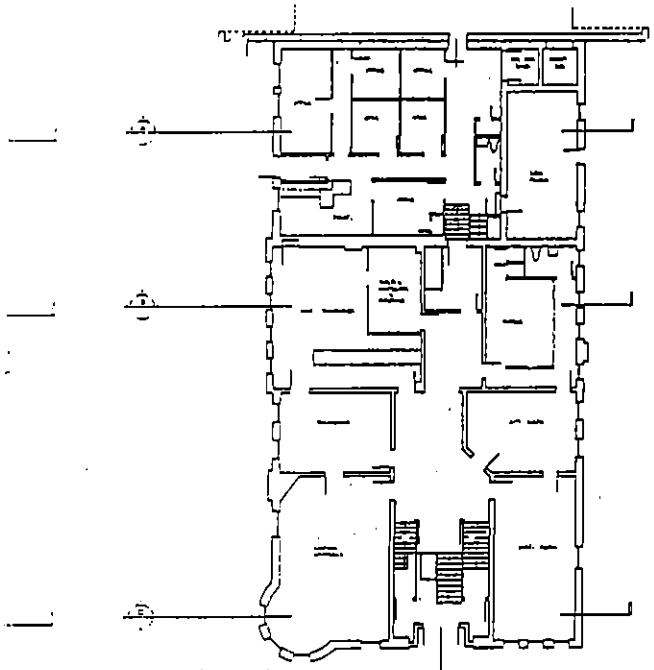
Required Modifications: An elevator will need to be added to the exterior of the building which serves all levels including basement. The basement will then be totally remodeled to provide required restrooms, meeting rooms and archival storage. The main level should undergo minor modifications to accommodate 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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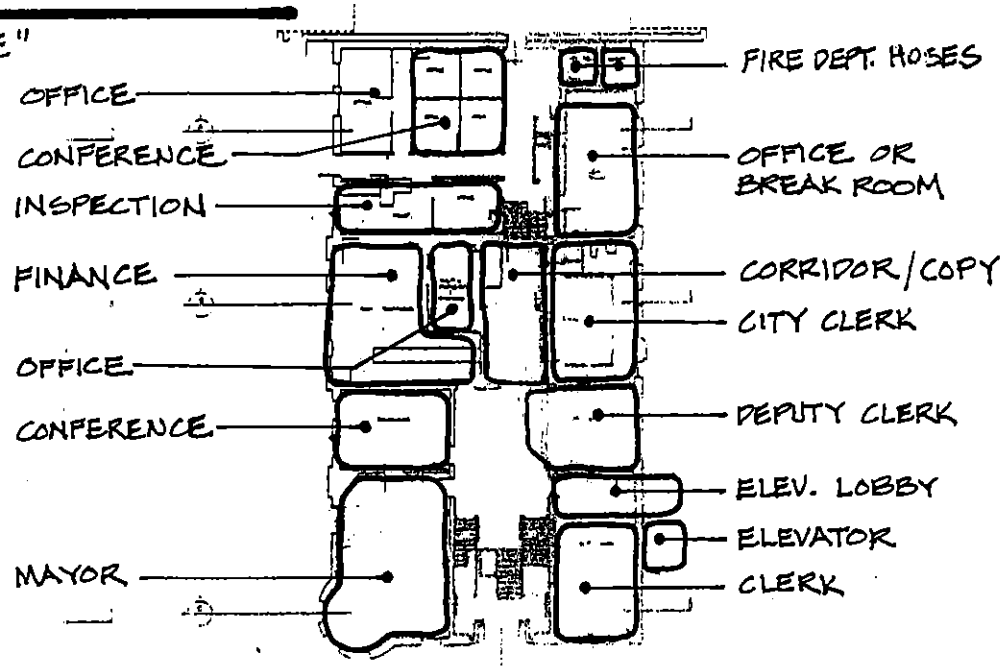

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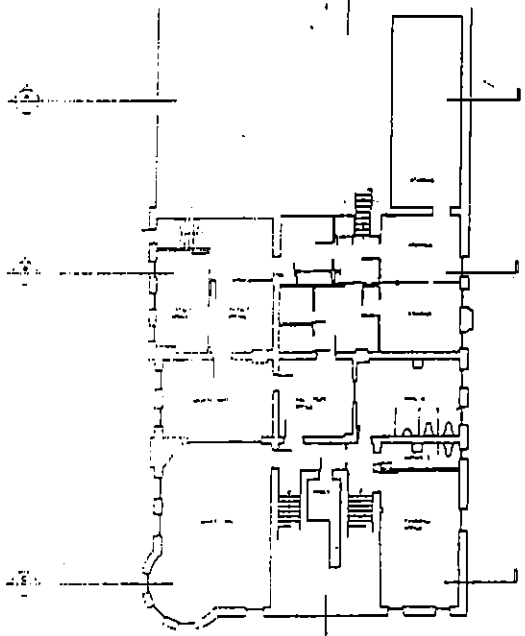

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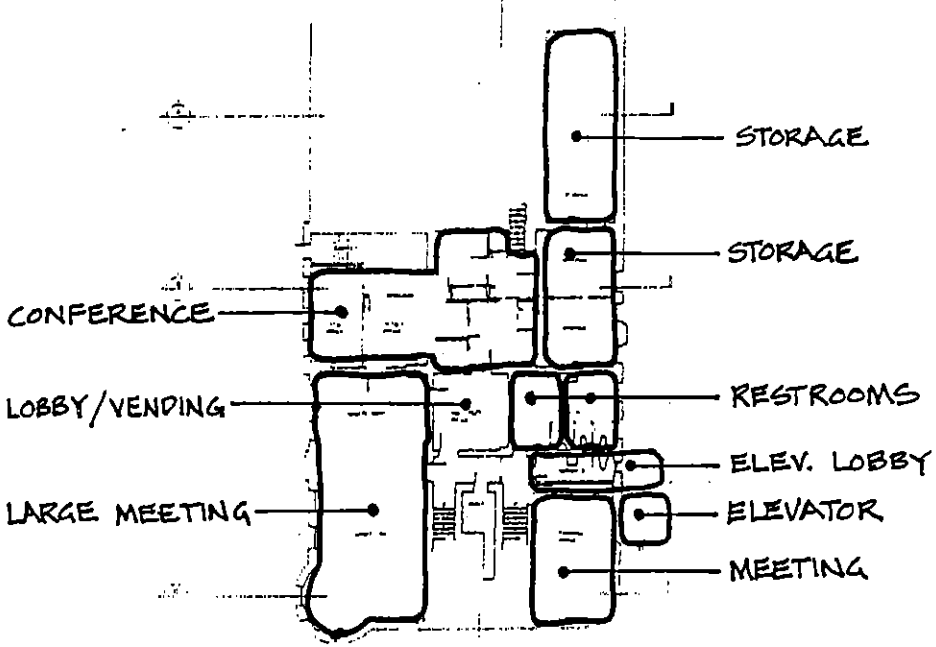


NEW BSMT. LEVEL

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.

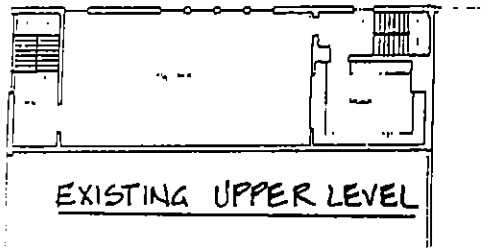
Required Modifications: The Fire Department buildings will require little remodeling. Overhead door heights will have to be verified for adequate clearance as new fire trucks are purchased. The length of a new aerial truck will also need verification to fit within a single bay with both overhead doors 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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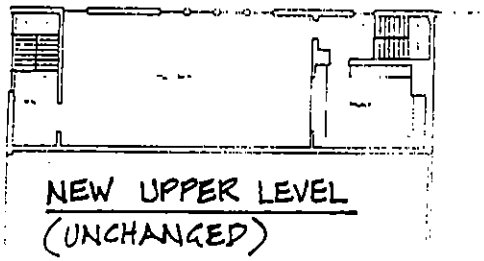

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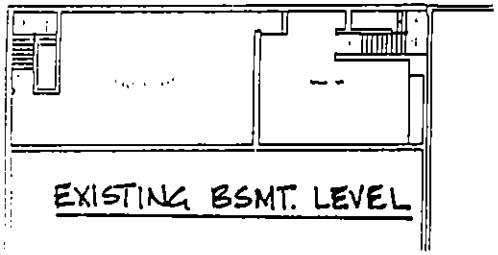

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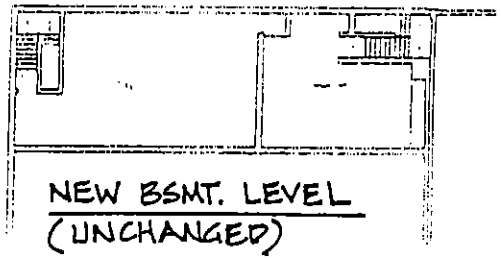

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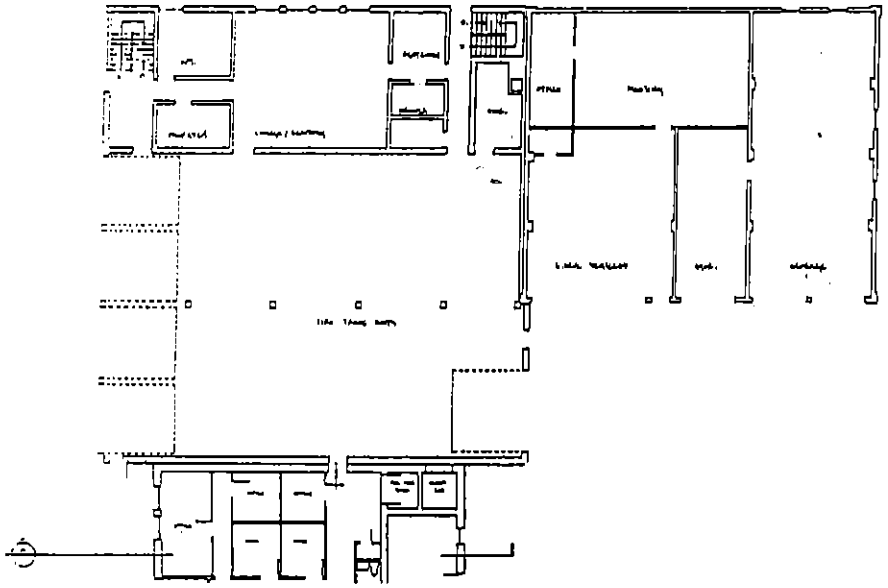

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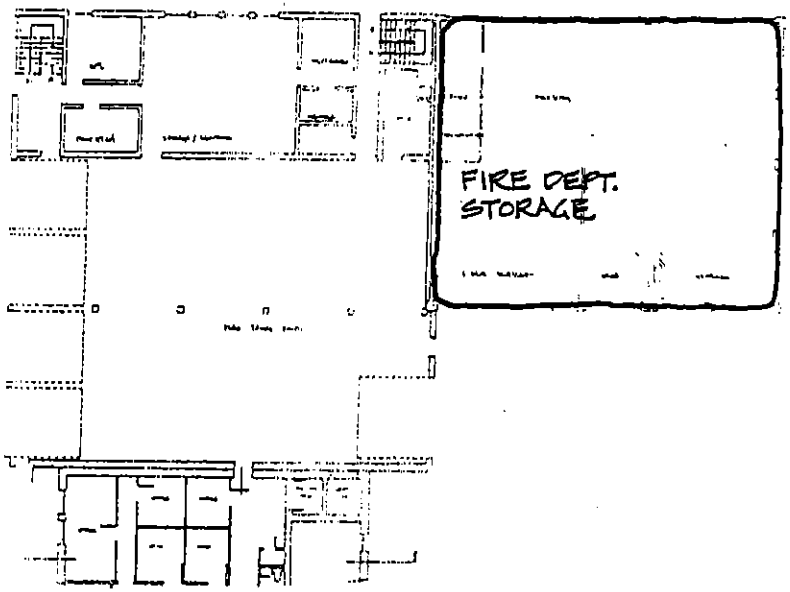


NEW MAIN LEVEL

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.

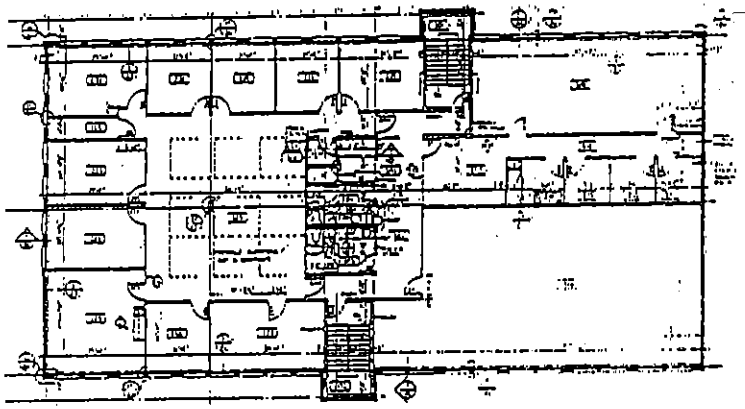
Required Modifications: The basement will be remodeled to accommodate Police lockers, toilets, smaller fitness room and archive storage. The First Floor will be completely remodeled for the Police Department. The Second floor is anticipated to remain leased by Dane County.

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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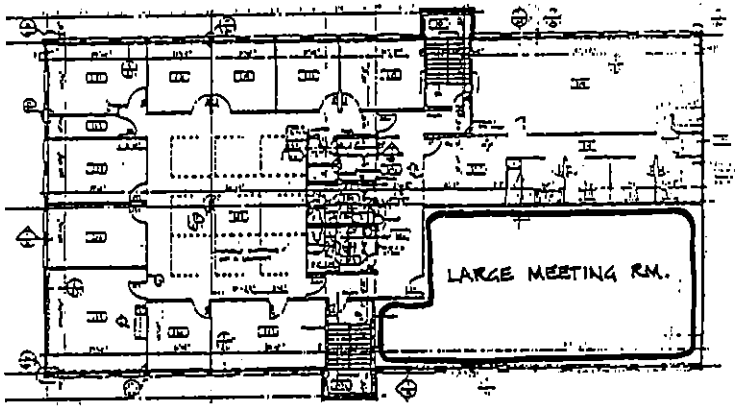

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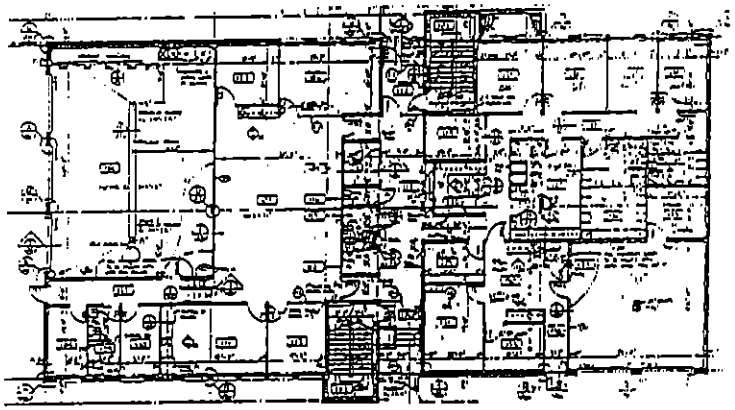

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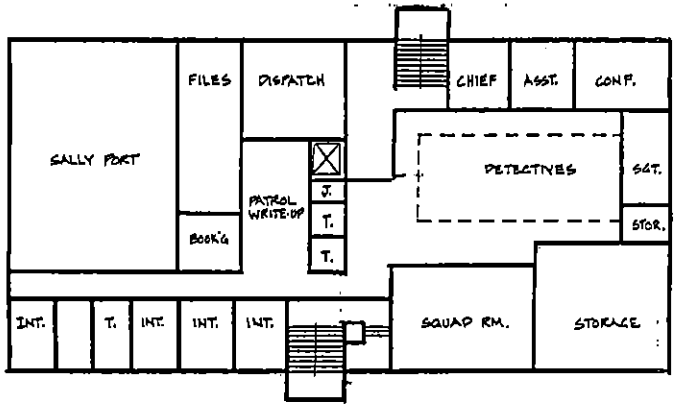

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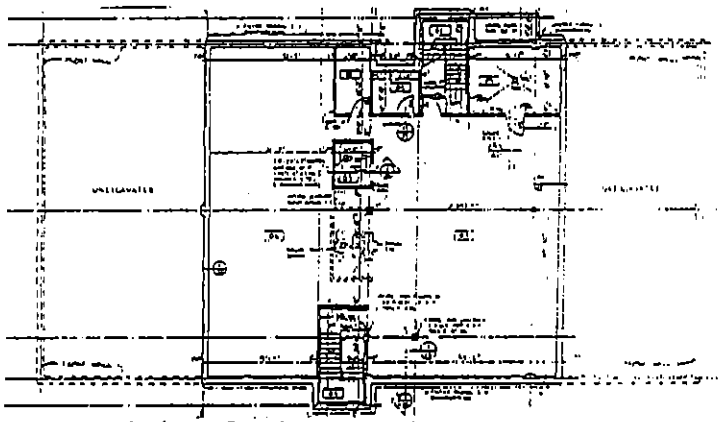

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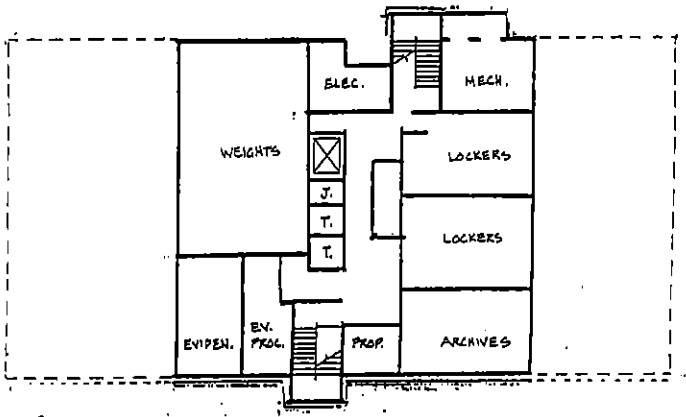
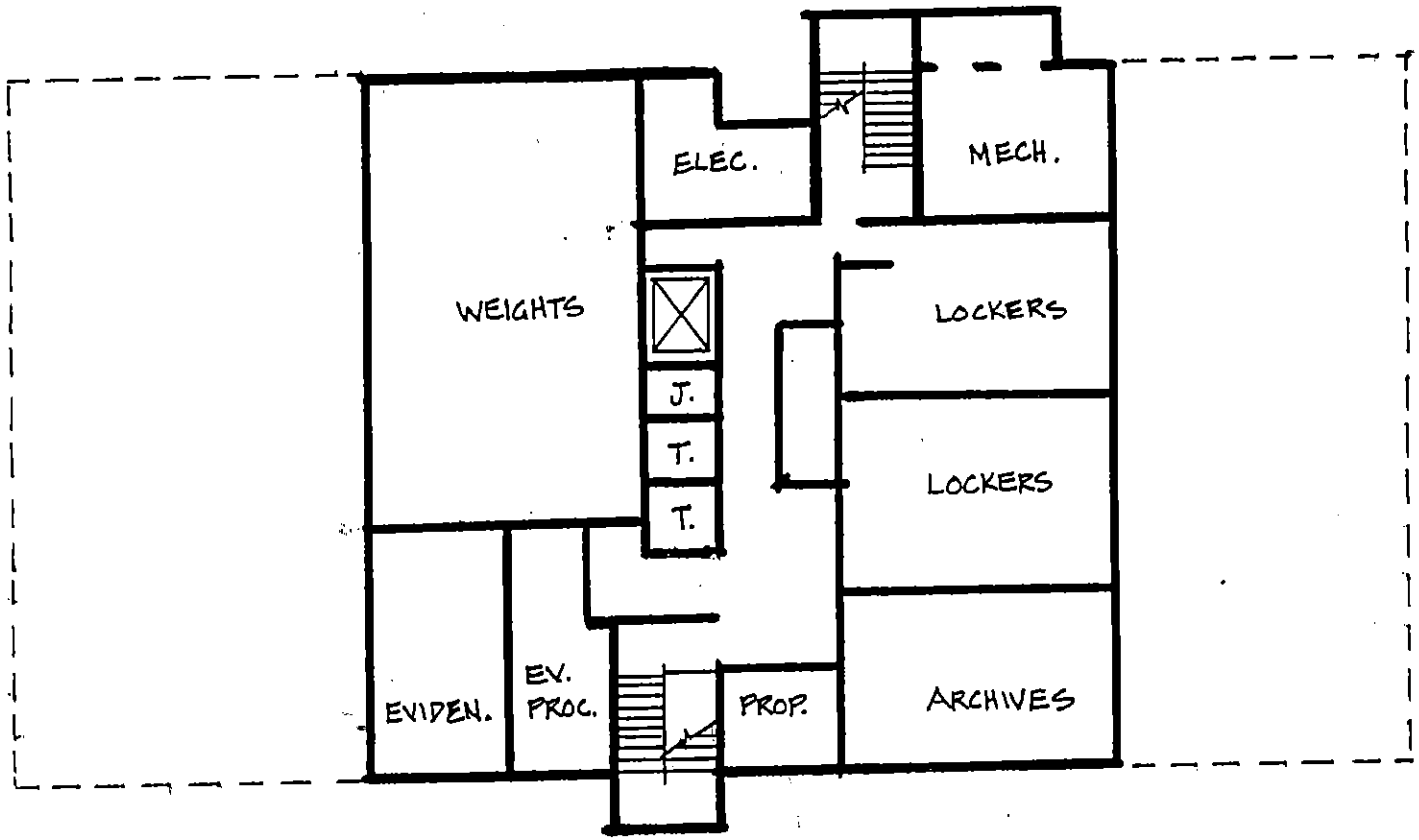
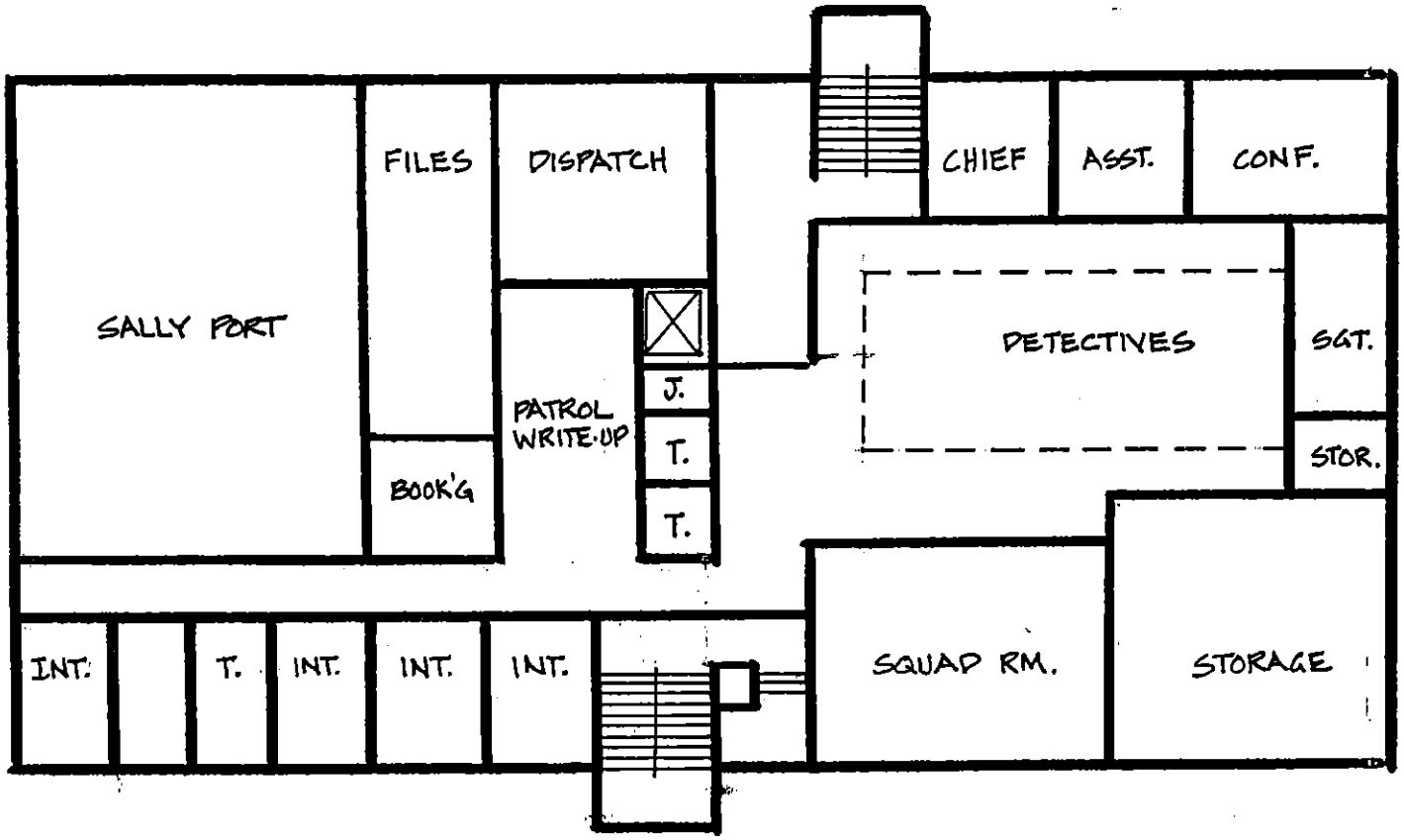


PROPOSED BSMT. LEVEL



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.

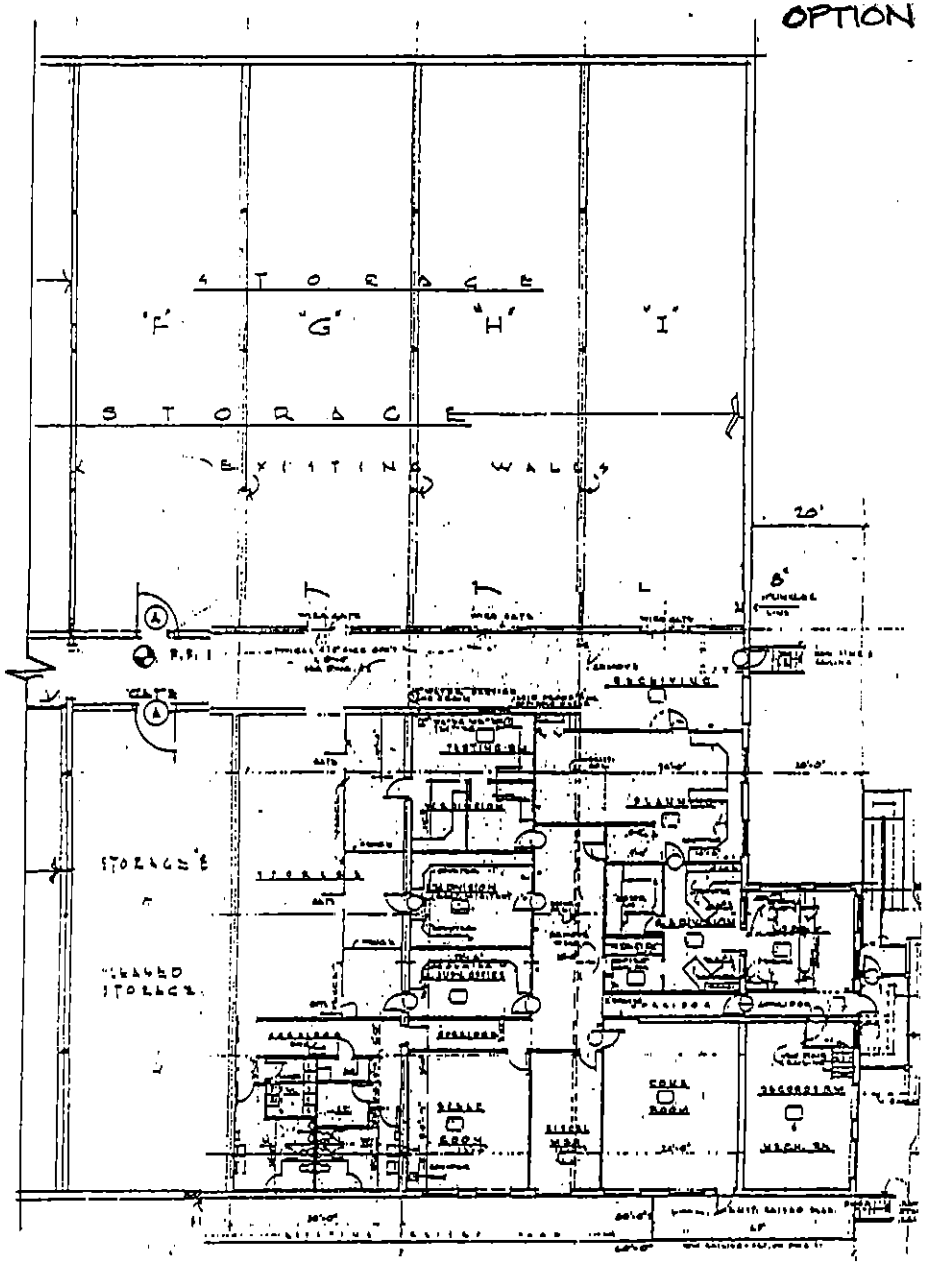
Required Modifications: Four of the existing 30'x100' bays would be developed to house EMS, Recreation, Cable and Court/Council. A central entry and lobby would be designed to service all four functions. Emergency vehicles would enter the garage from the East at Fourth Street, and additional parking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

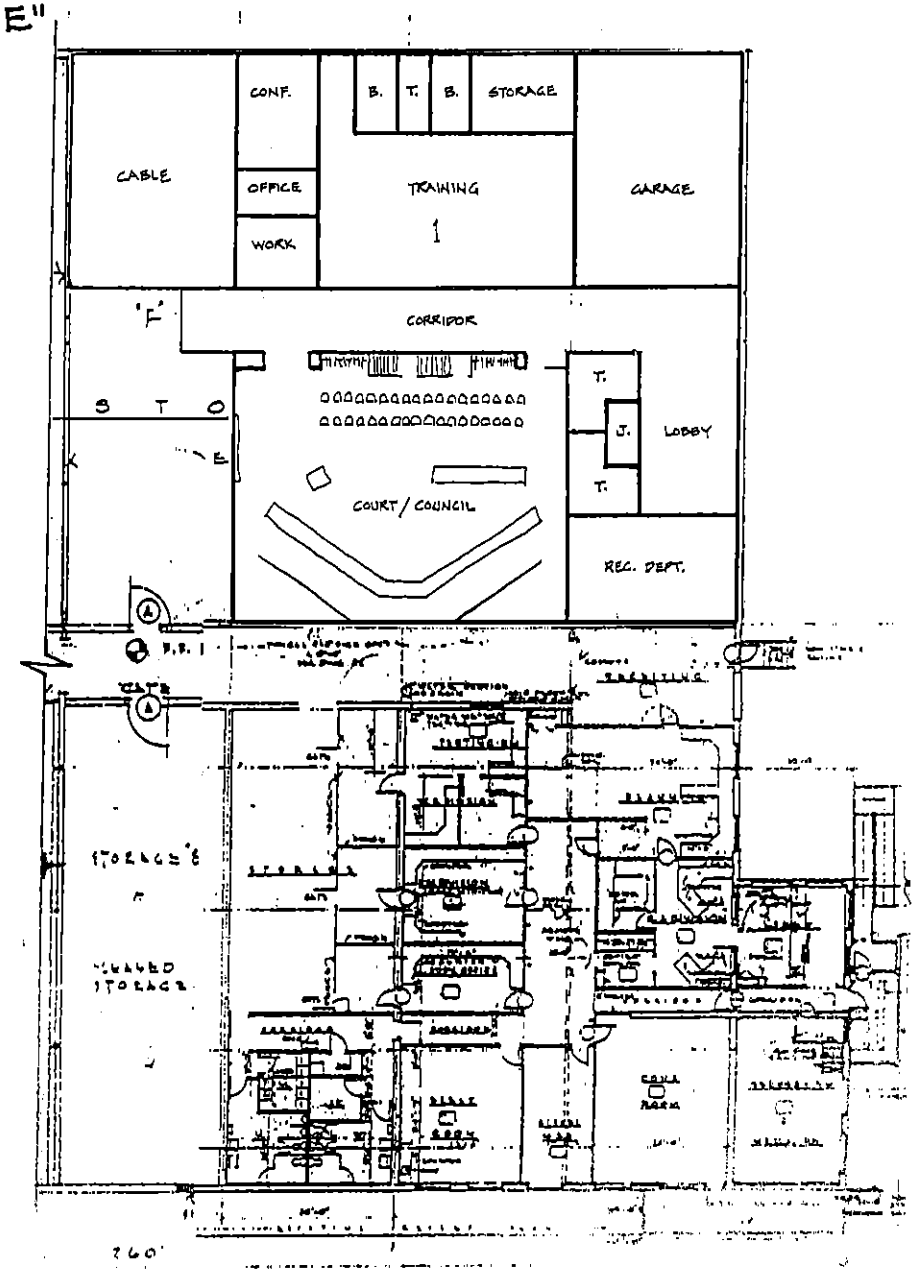
Recommendations: This building was felt to be the logical first choice for addressing the City's growing space needs. The Utilities Director suggested building alterations funding could be pursued from the Utilities Department if shown to be cost-effective and recouped through rent, thereby minimizing 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

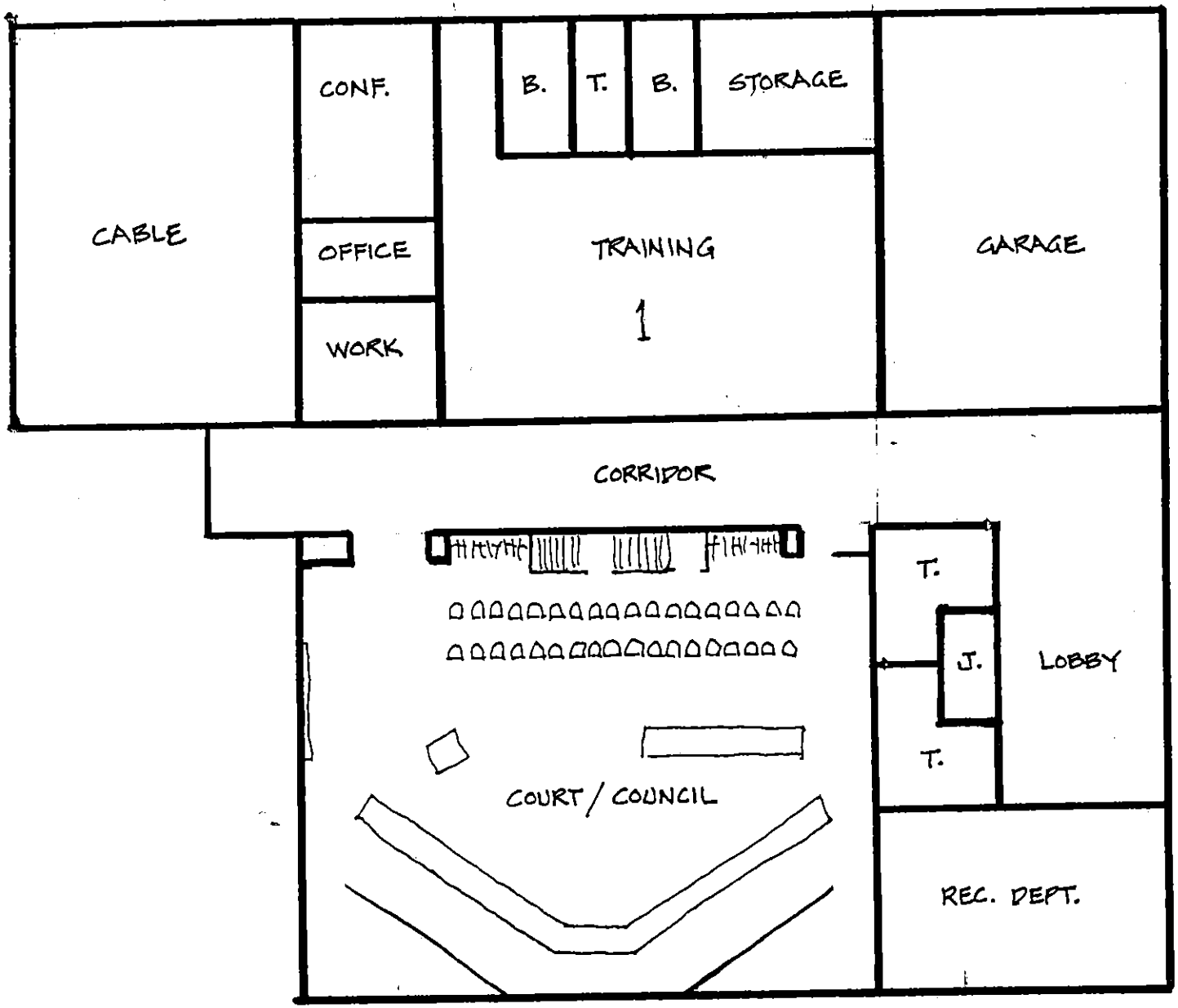
OPTION "E"



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.

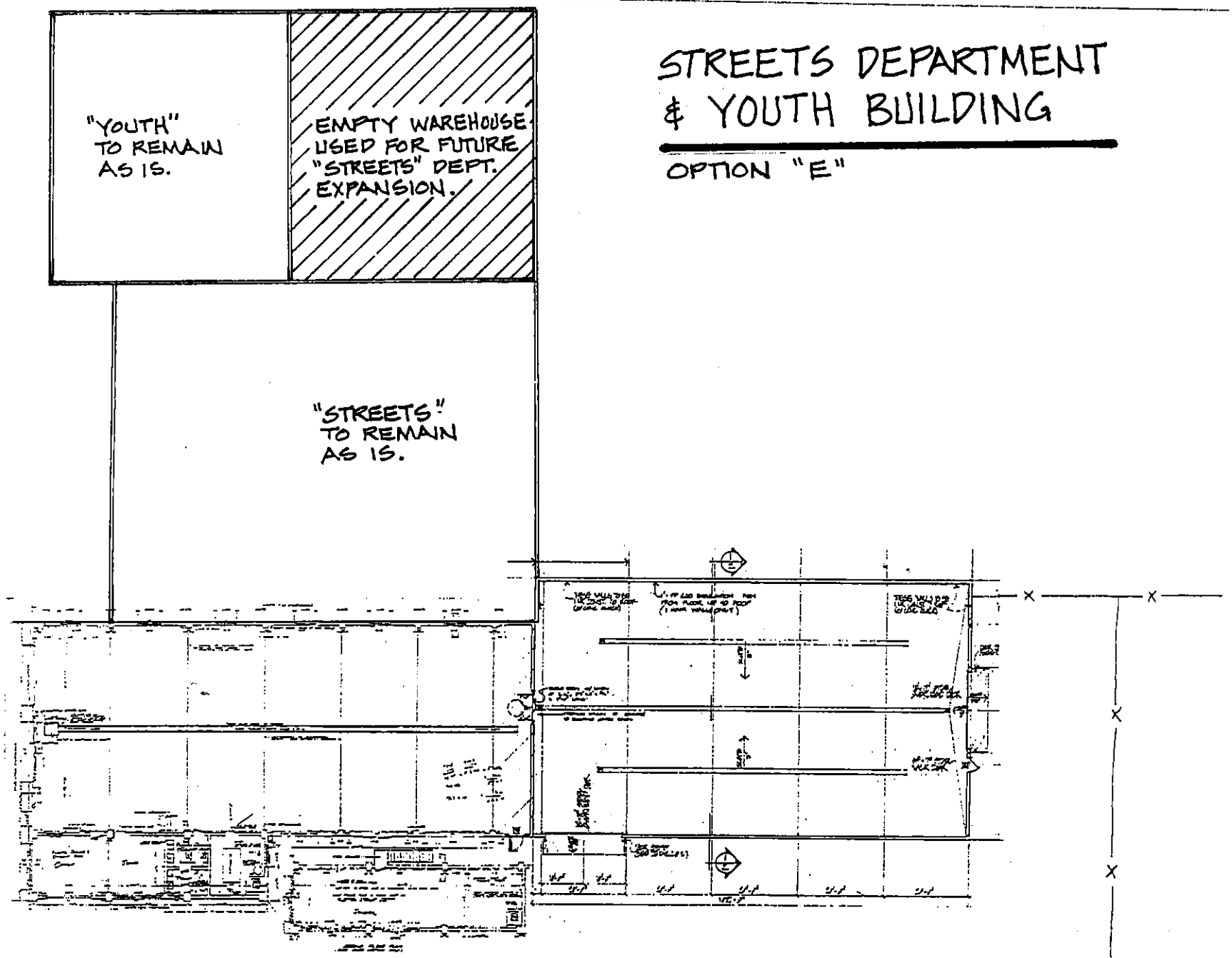
Required Modifications: The vacant garage would require repairs to the concrete floor. An existing interior masonry wall should be removed to open up the space and make it more usable for vehicle storage. A new, larger overhead door should be installed and miscellaneous interior cleaning and painting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

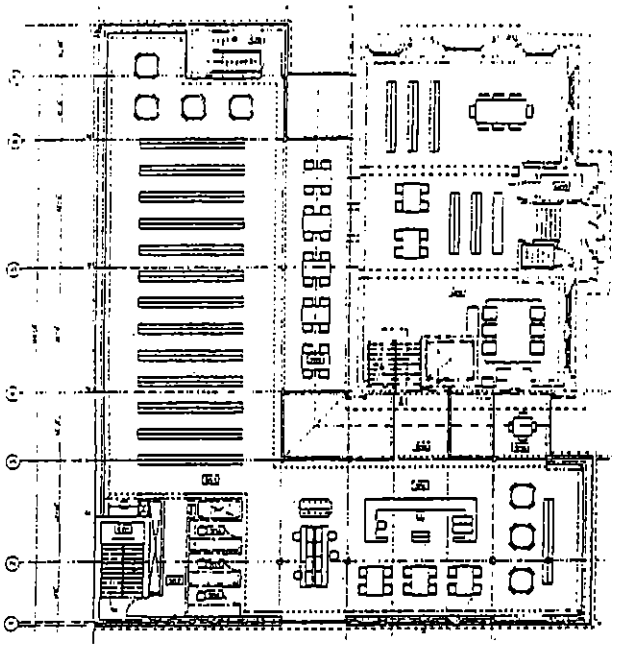
Required Modifications: Rearrangement of several spaces on the lower level is being recommended as a solution to existing work flow and storage problems. Ultimately, additional space will be required to support the expansion of Library services. A 2,400 s.f., addition was studied and could be implemented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

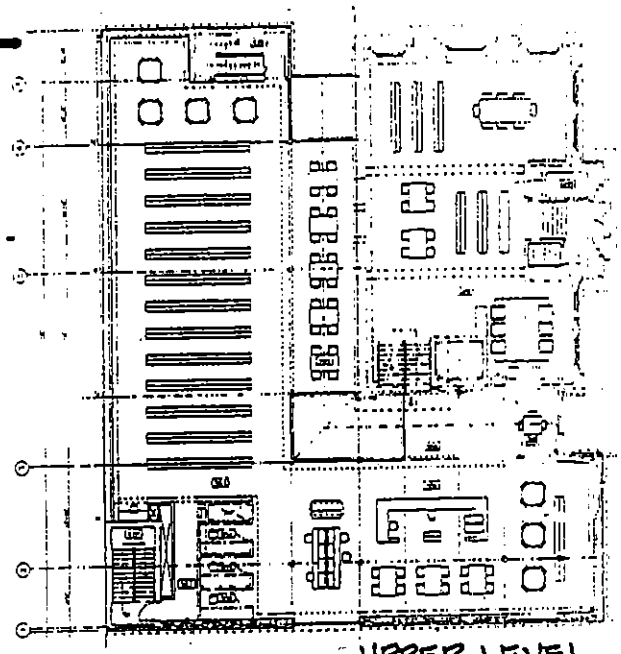
Recommendations: Although the solution of remodeling the lower level does not gain additional square footage, it will provide more useable, functional space. The under-utilization of space in the existing layout is a direct function of poor planning. The Study Team recommends that this remodeling be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

LIBRARY

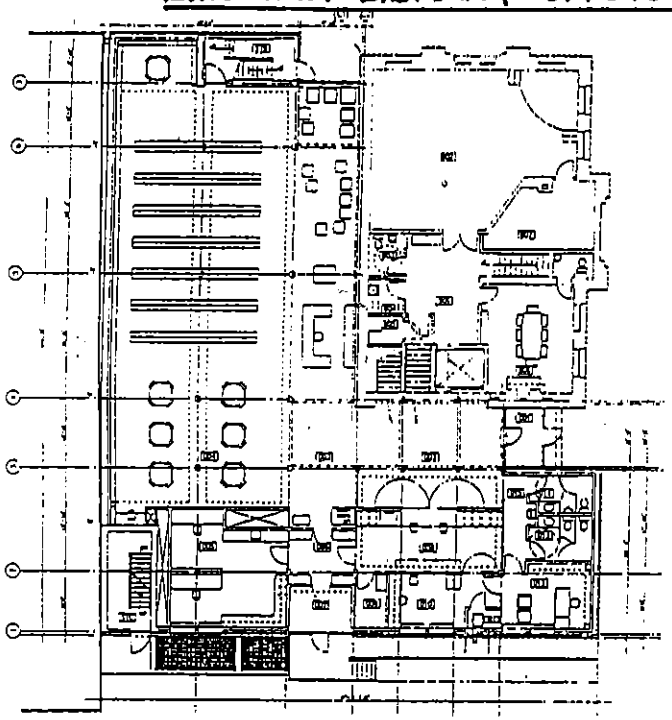
OPTION "E"



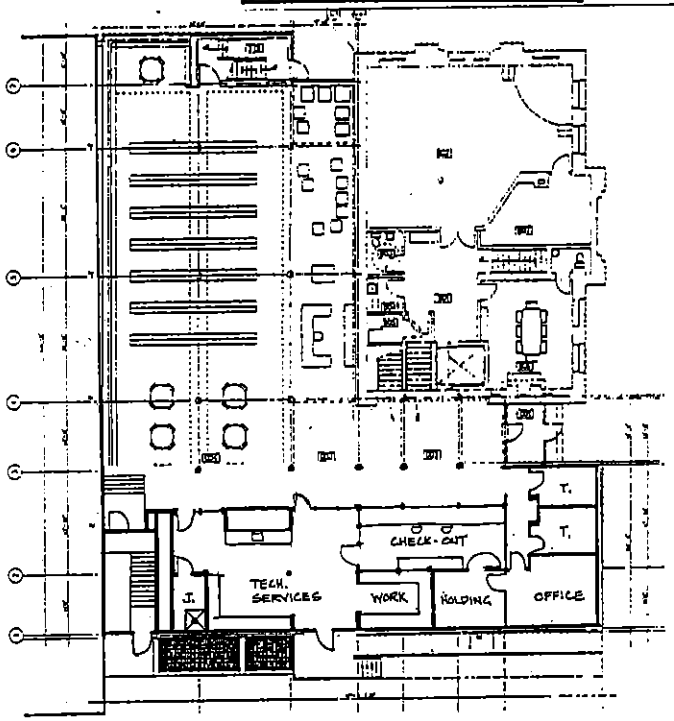
EXISTING LIBRARY - UPPER LEVEL



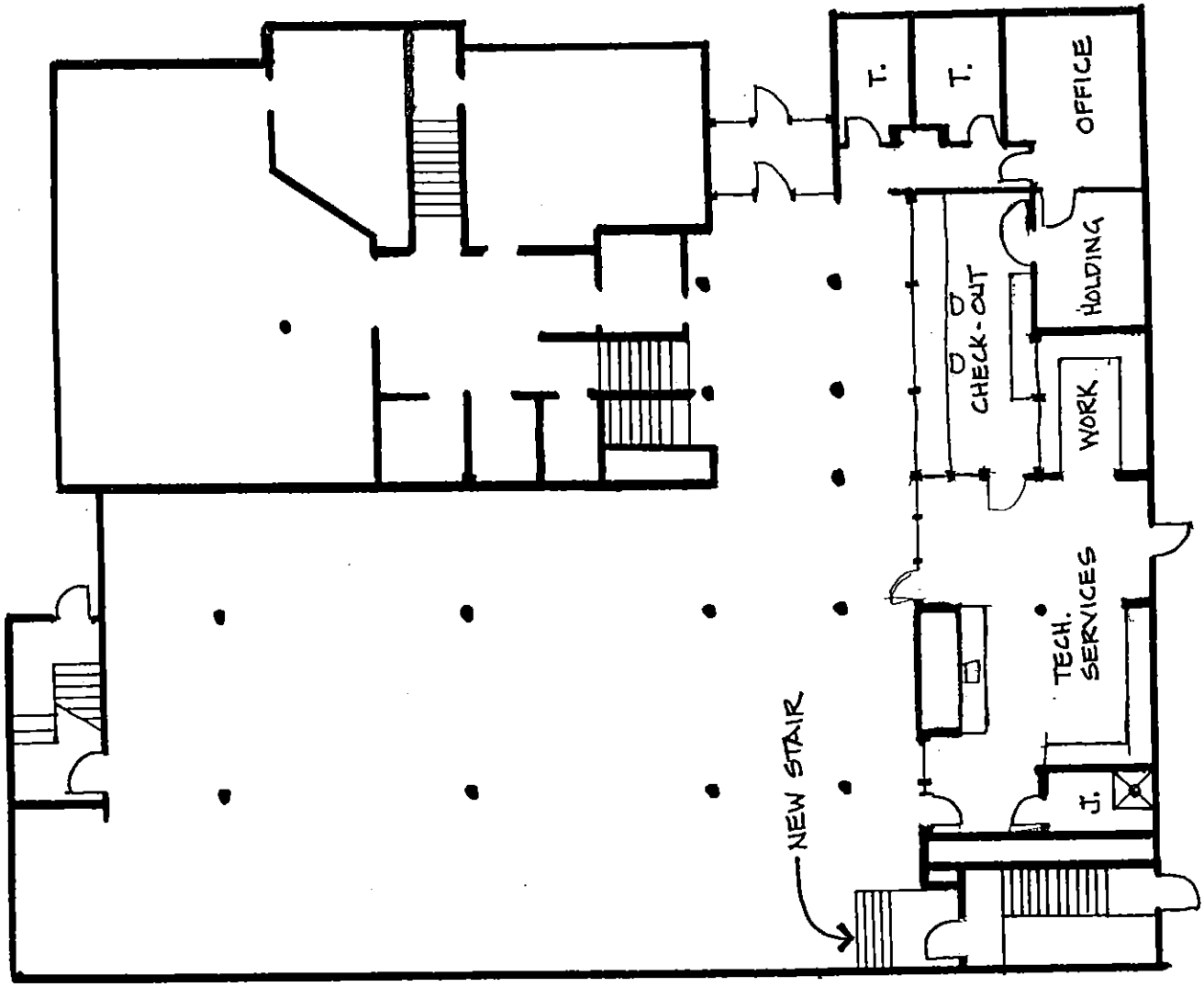
UPPER LEVEL



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.

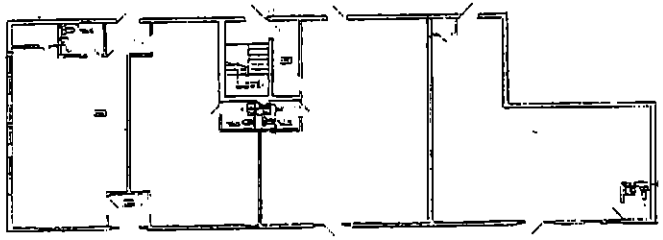
Required Modifications: Correct ADA issues.

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.

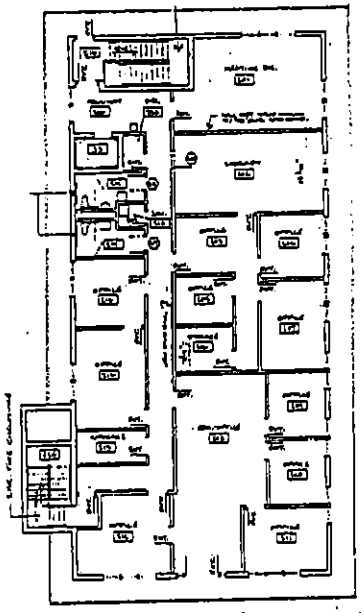
Recommendations: The space needs are currently met and should suffice for the next 5 to 10 years. Storage problems can be alleviated by utilizing other available City Storage space such as the Municipal Utilities Building or Streets Department. The City should consider taking advantage of meeting space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

SENIOR CENTER

OPTION "E"

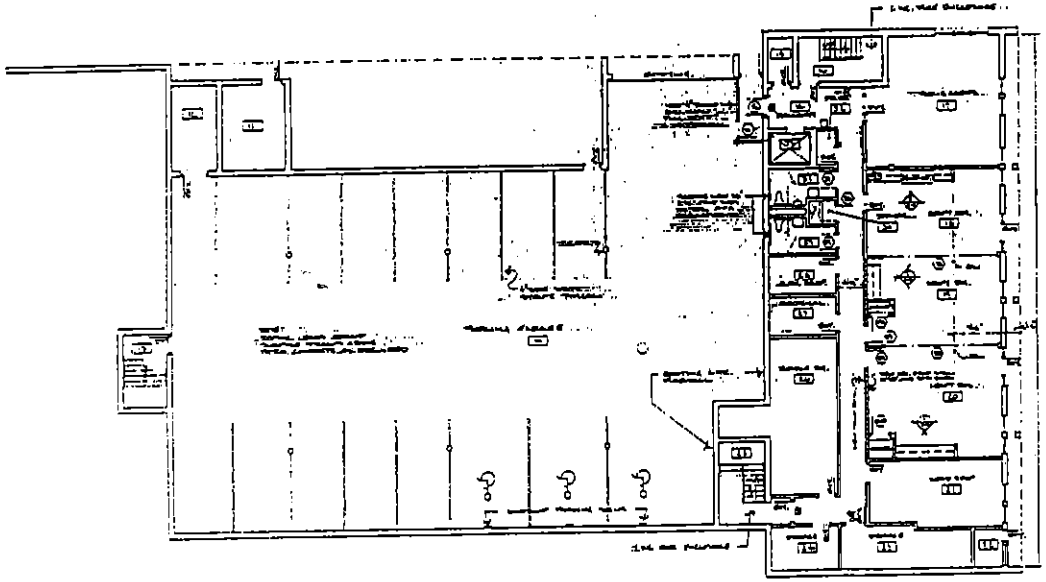


FIRST FLOOR - RENTAL SPACE



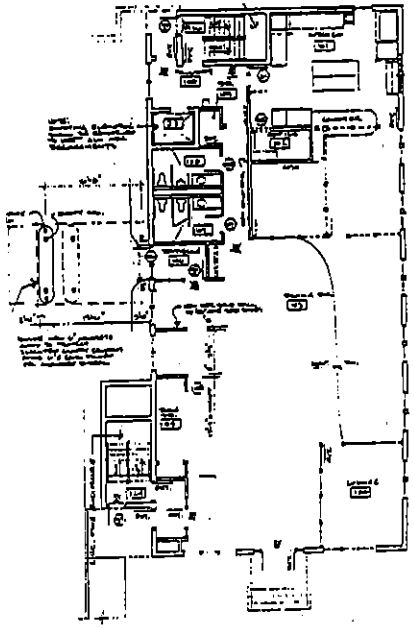
EXISTING 2ND FLOOR

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



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

EXISTING GROUND FLOOR



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

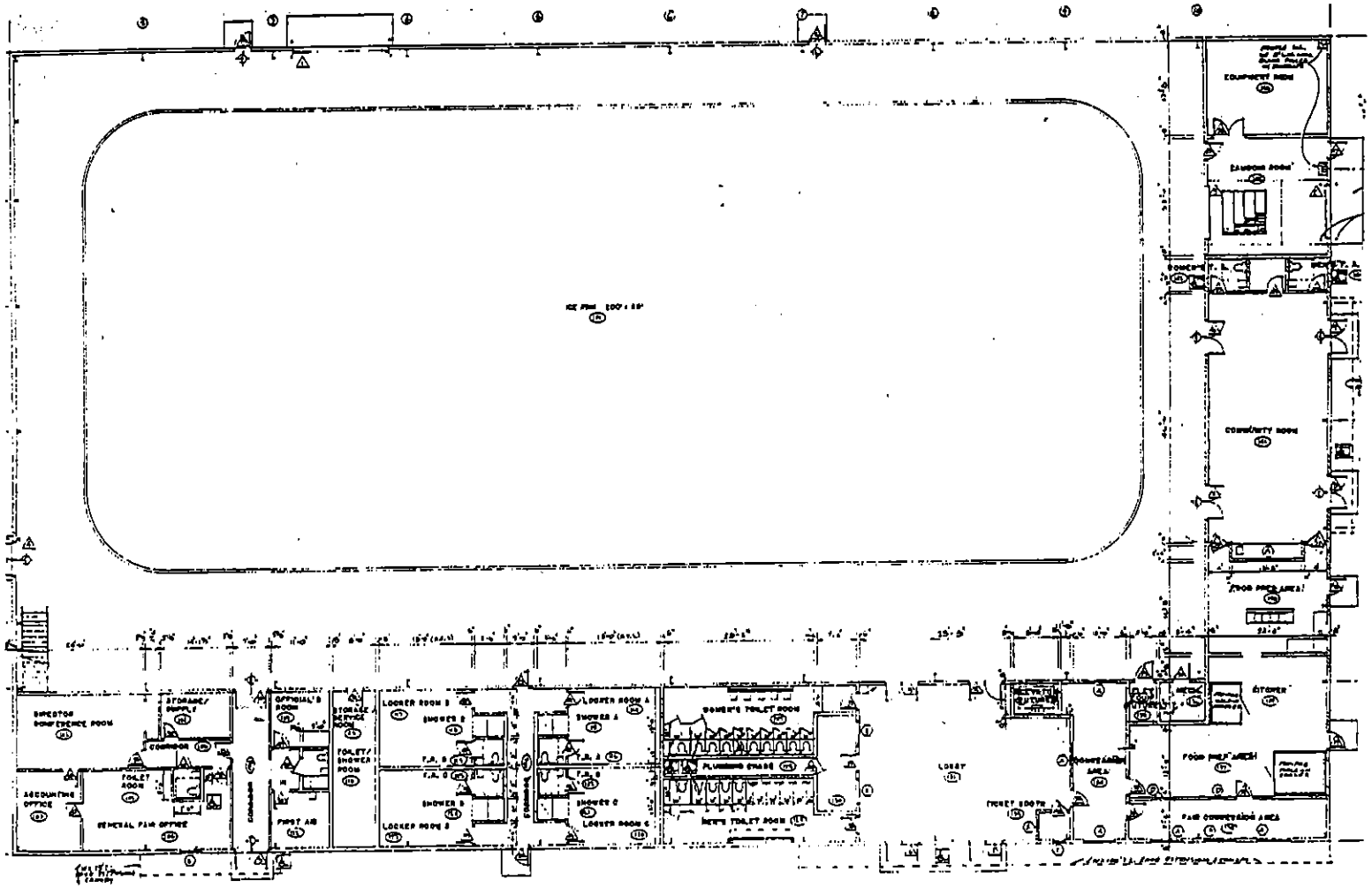
EXISTING FIRST FLOOR

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)

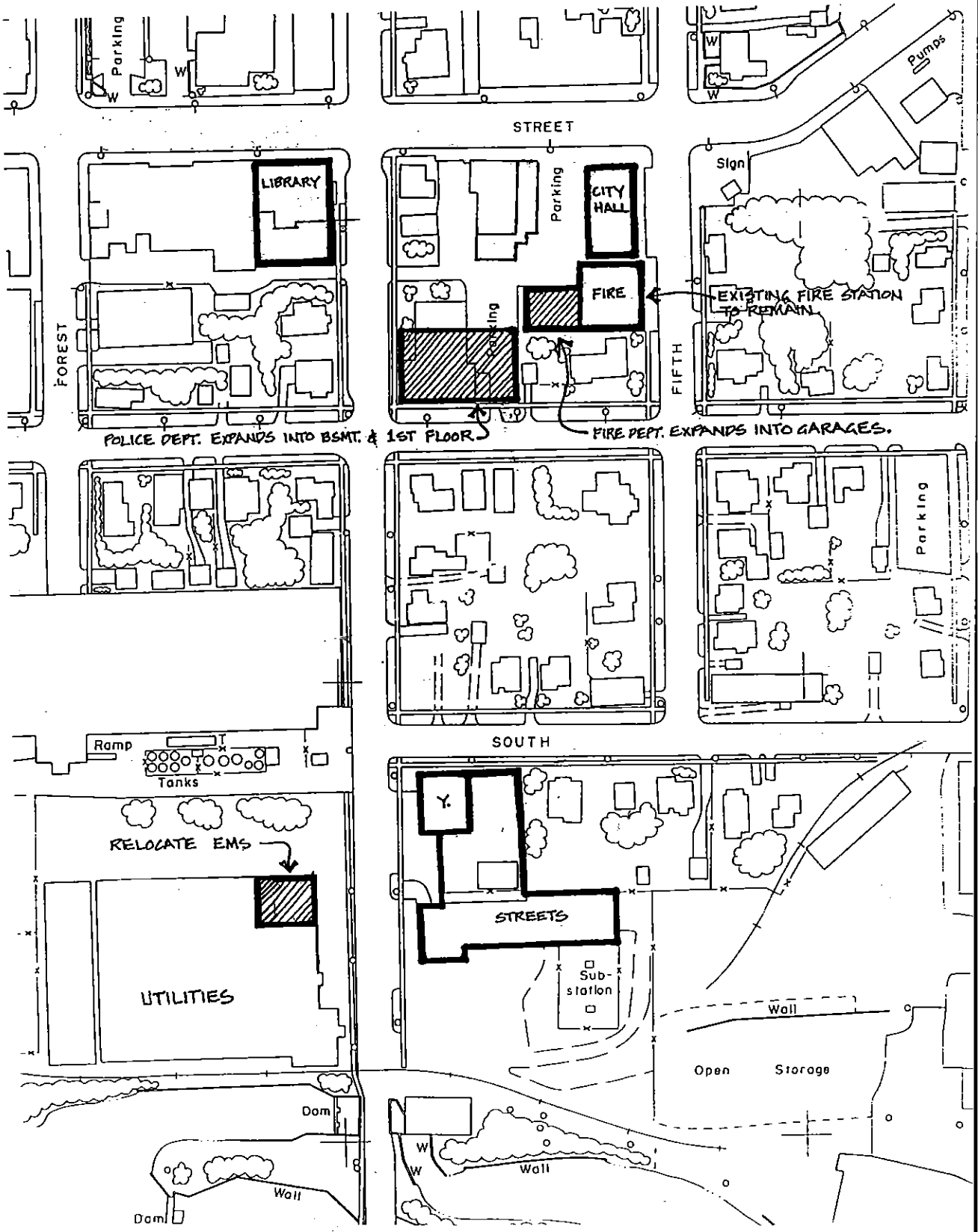
Contingency Plan if Dane County Leaves City Space

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

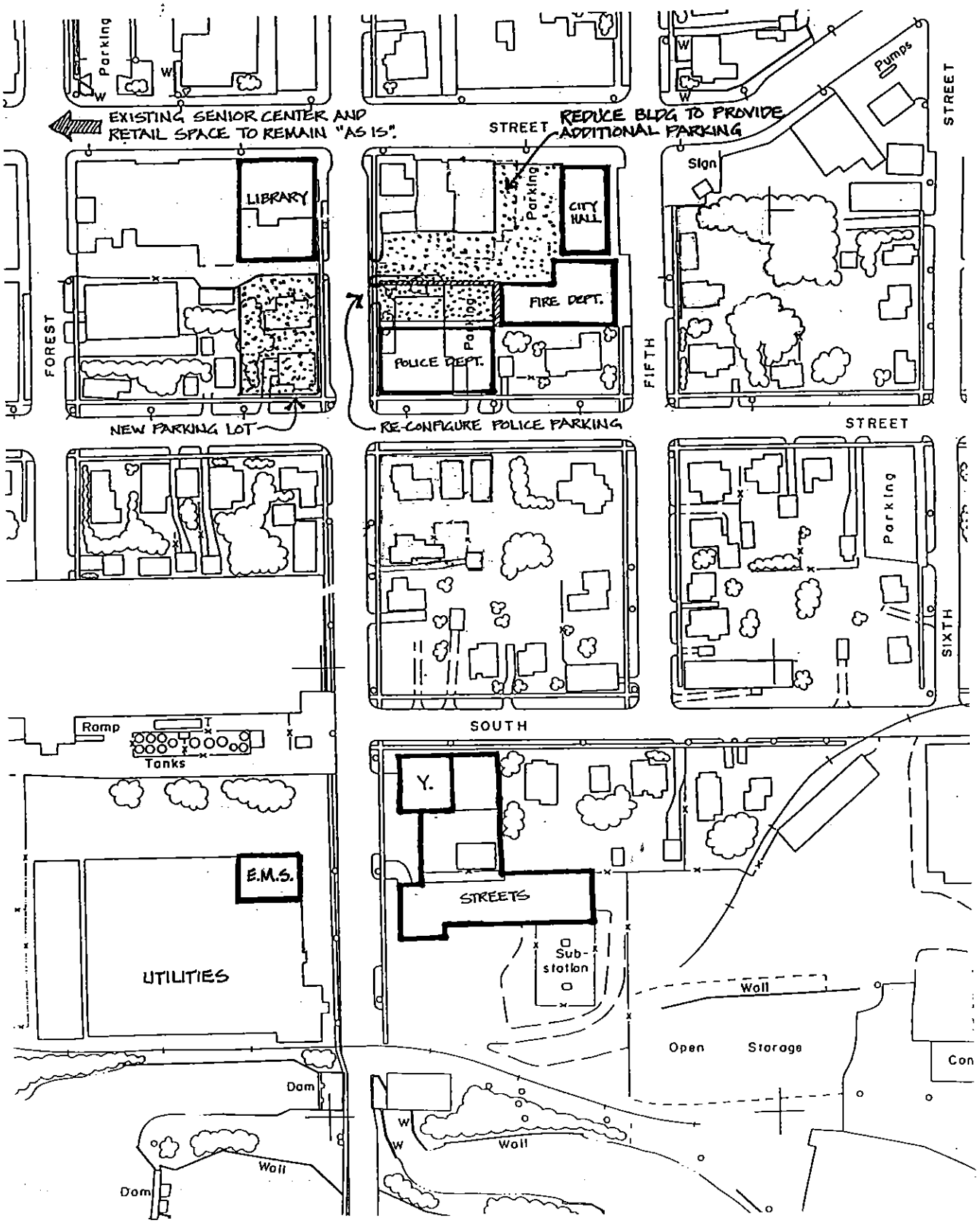
SHORT RANGE PLAN



OPTION "E" - PHASE TWO

STOUGHTON CITY HALL

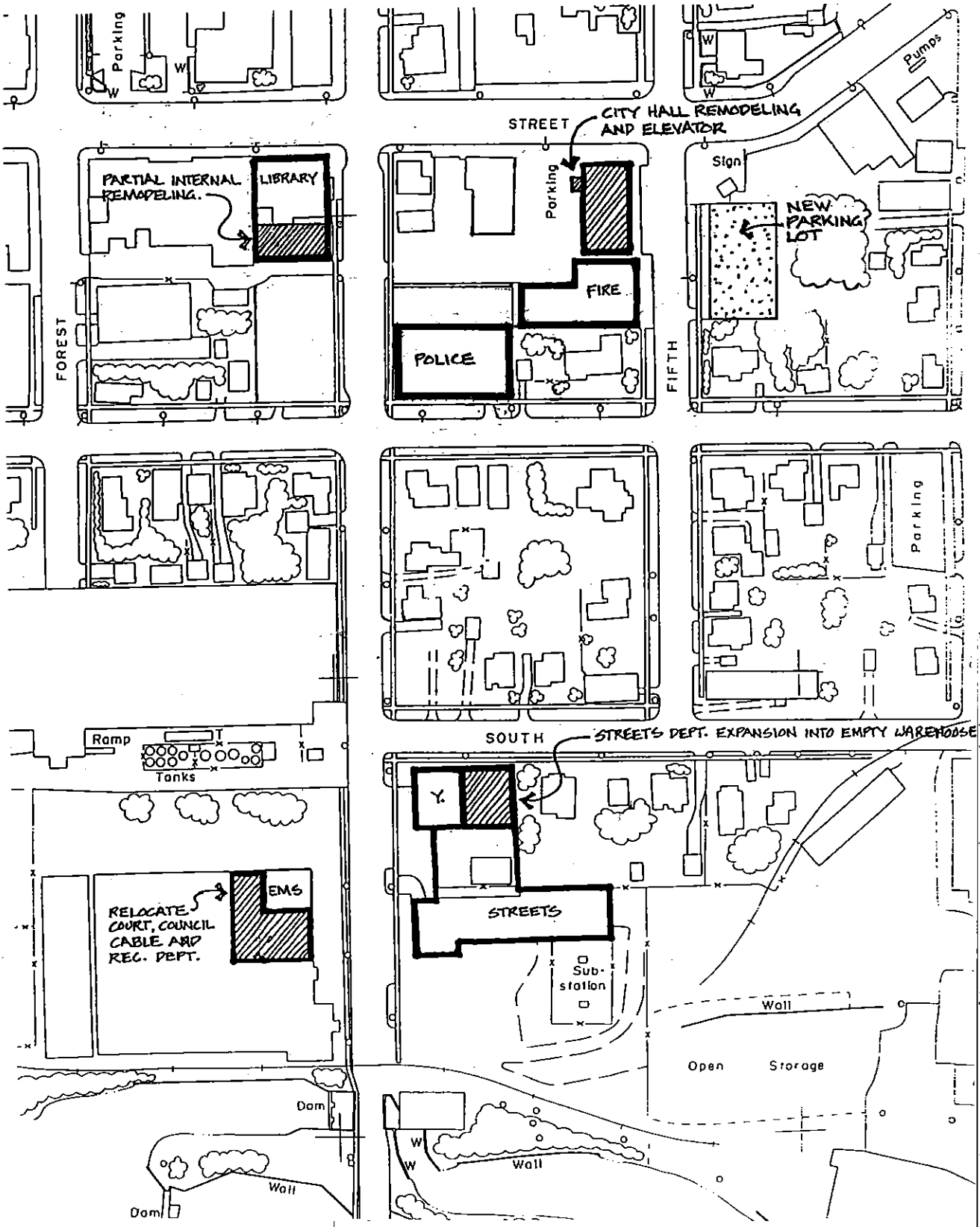
SHORT RANGE PLAN



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

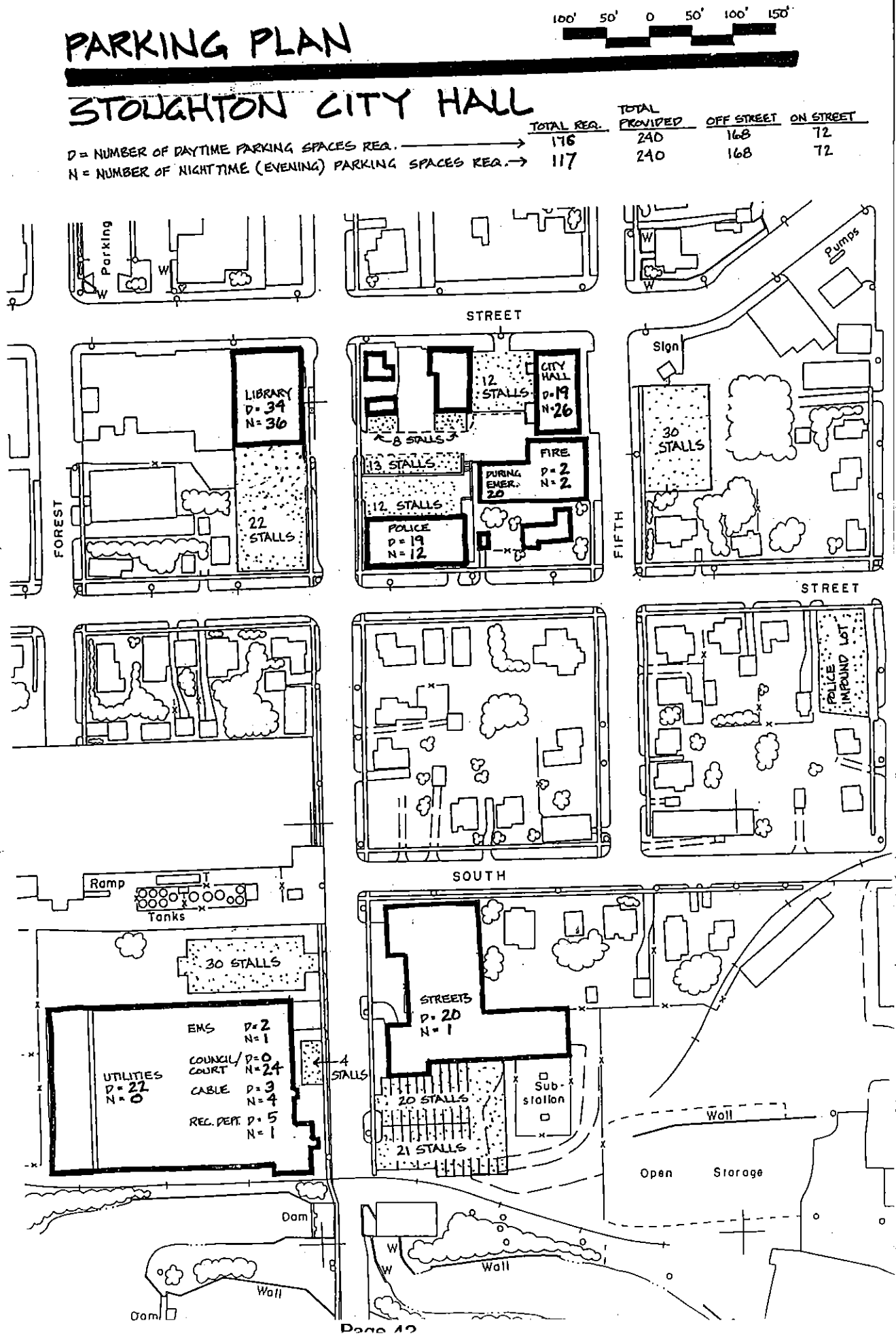
* Fire Dept Volunteers total 20 at alarm.
** Two additional vehicles are programmed into sallyport/gargage.
Shift change requires tempary parking for double the number of staff. 7AM , 3PM, 11PM.
***Library has double the number of staff at shift change. 1PM and 5PM. Average patron no. is 16
****EMS staff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

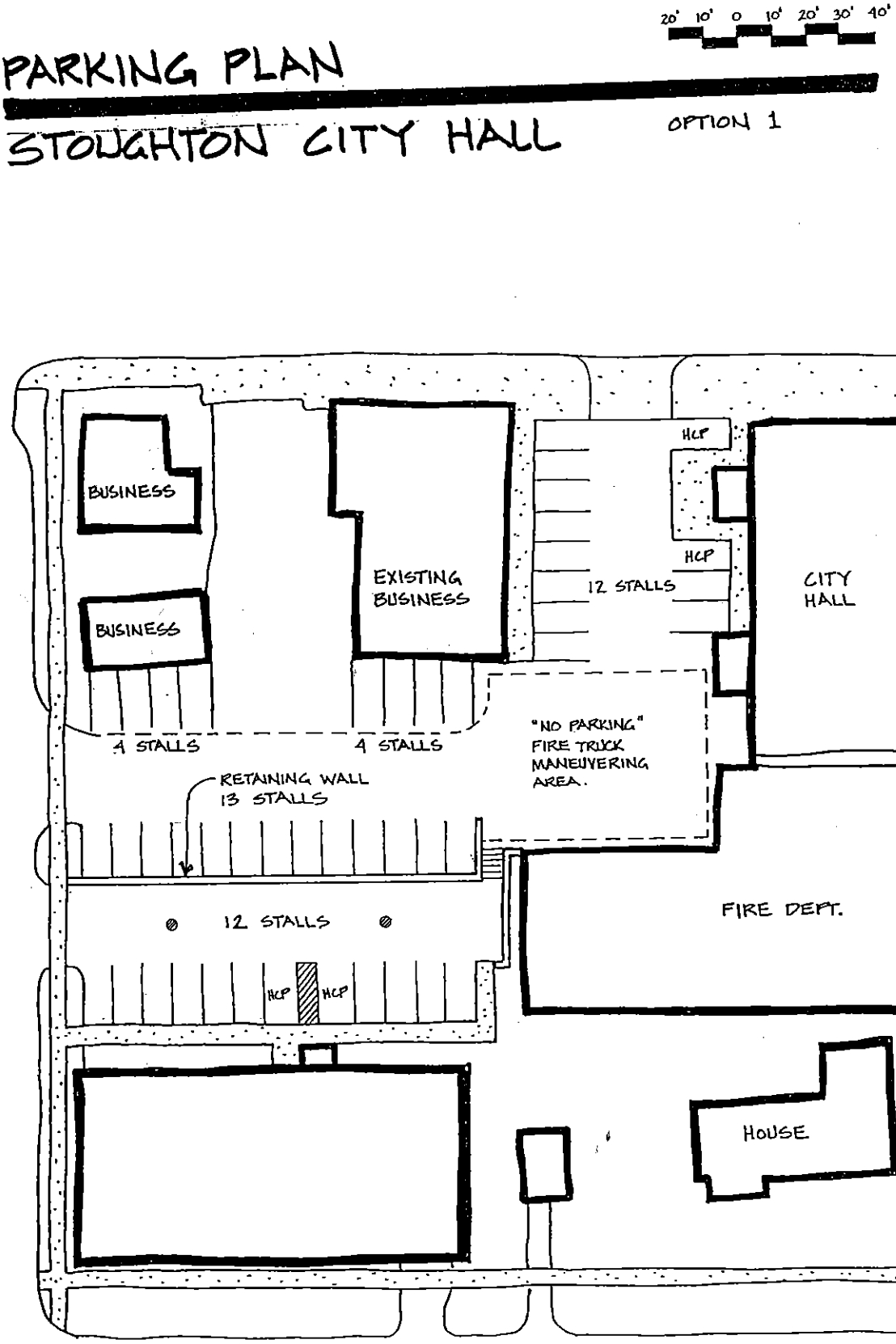
	TOTAL REQ.	TOTAL PROVIDED	OFF STREET	ON STREET
D = NUMBER OF DAYTIME PARKING SPACES REQ. →	176	240	168	72
N = NUMBER OF NIGHTTIME (EVENING) PARKING SPACES REQ. →	117	240	168	72



PARKING PLAN

STOUGHTON CITY HALL

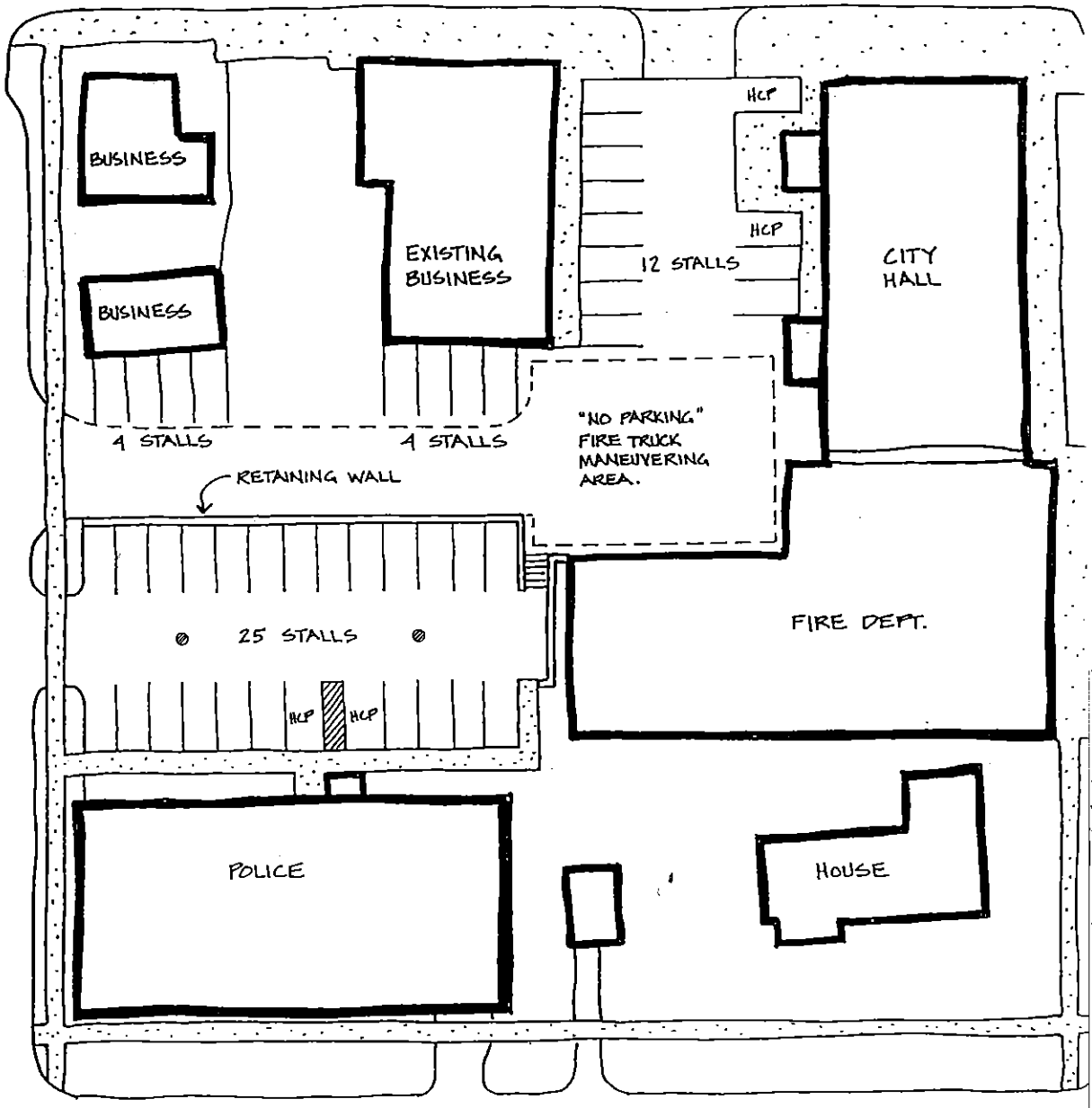
OPTION 1



PARKING PLAN

STOUGHTON CITY HALL

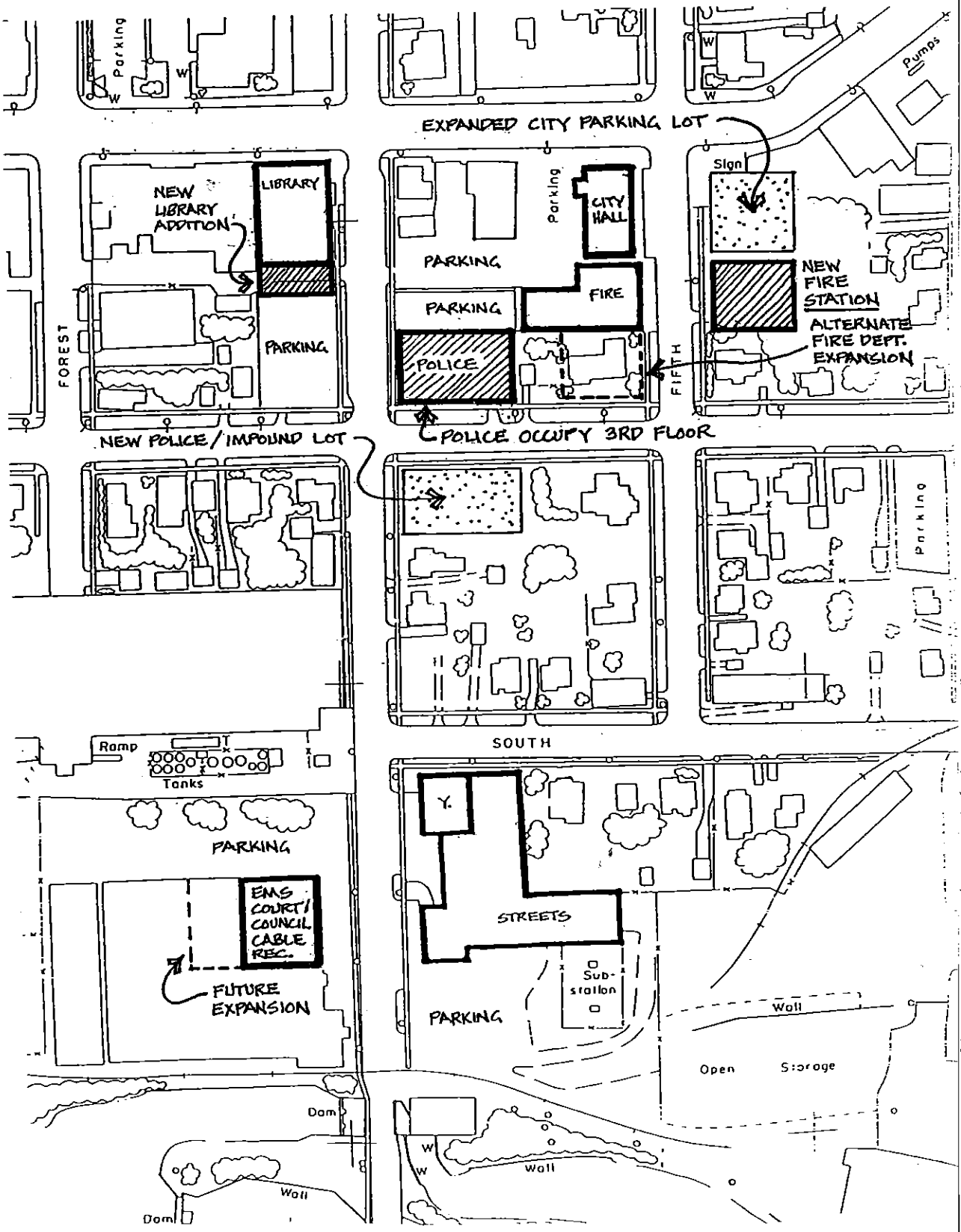
OPTION 2



OPTION "E"

STOUGHTON CITY HALL

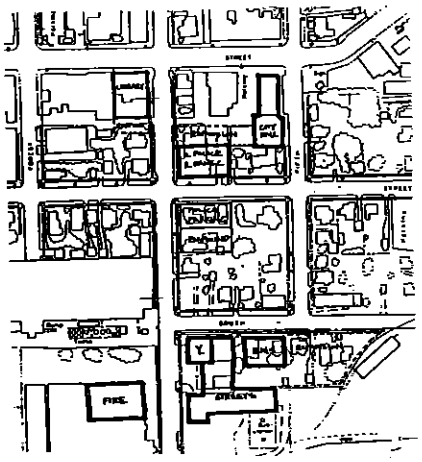
LONG RANGE PLAN



Stoughton City Hall - Space Needs Study

OPTION "A"

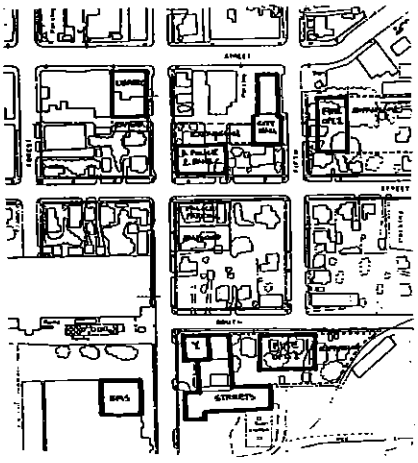
STOUGHTON CITY HALL



"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"

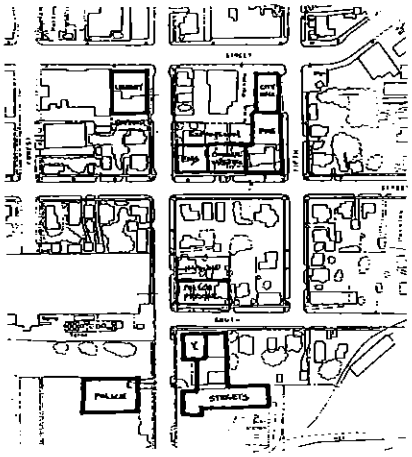
STOUGHTON CITY HALL



"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"

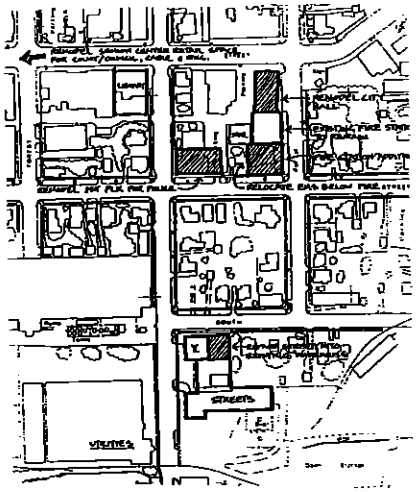
STOUGHTON CITY HALL



"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

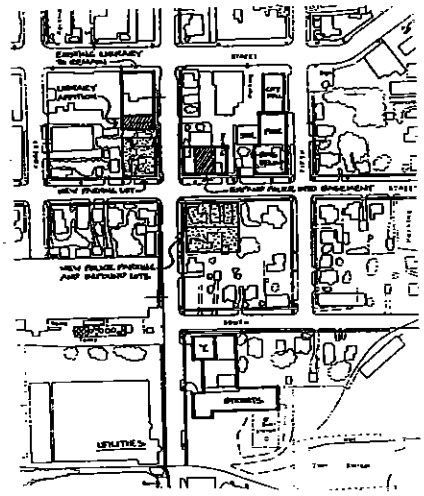
OPTION "D" - PHASE 1

STOUGHTON CITY HALL



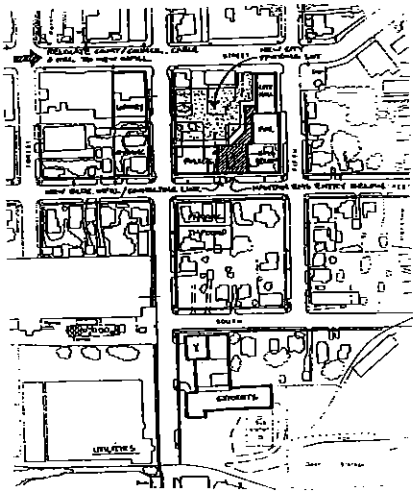
OPTION "D" - PHASE 2

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

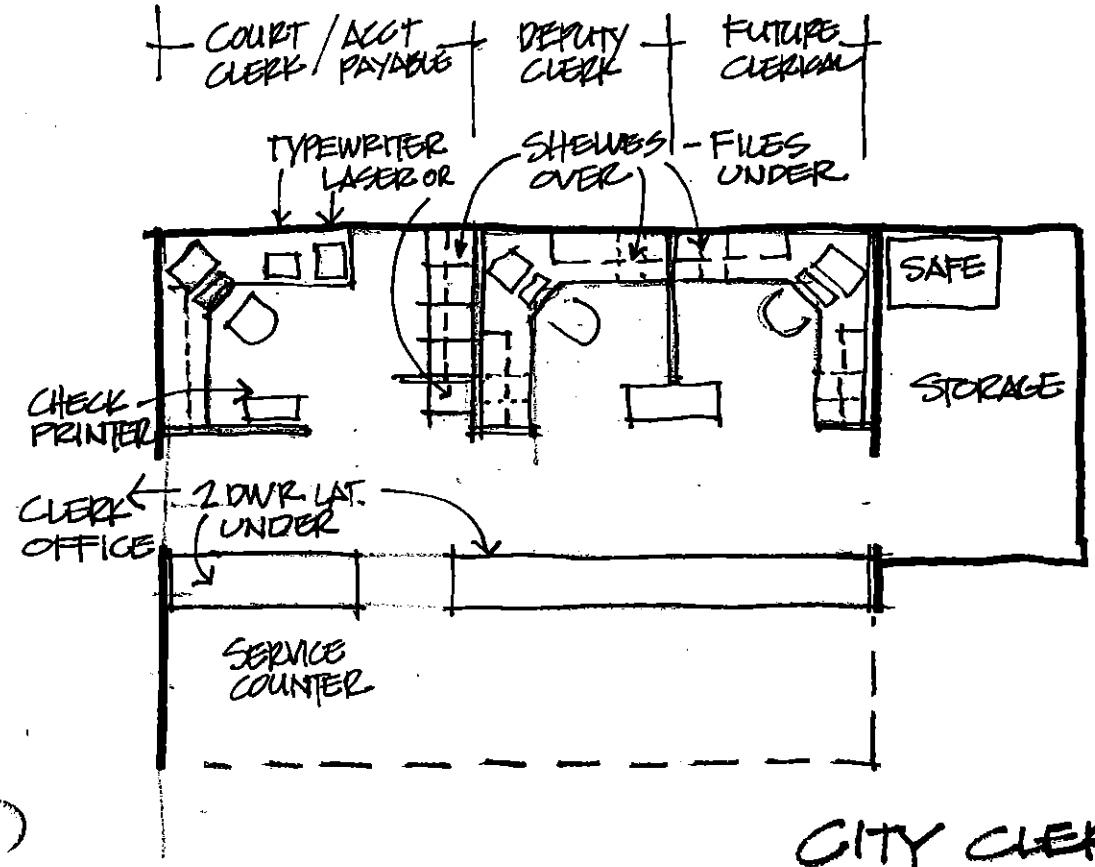
Dept.	Present	5 -10 years		Remarks
Administration				
Mayor's Office	1	1	1	
City Clerk	3	4	4	
City Treasurer	2	3	3	
Planning	2	3	3	
Recreation	2	3	3	
Police Department				
Chief	1	1	1	
Lt. / assistant	1	1	1	
Detectives	1	3	3	
Seargents	2	4	5	
Youth Officer	1	1	1	
Court Officer	0	1	1	
Clerical	0	1	1	
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	

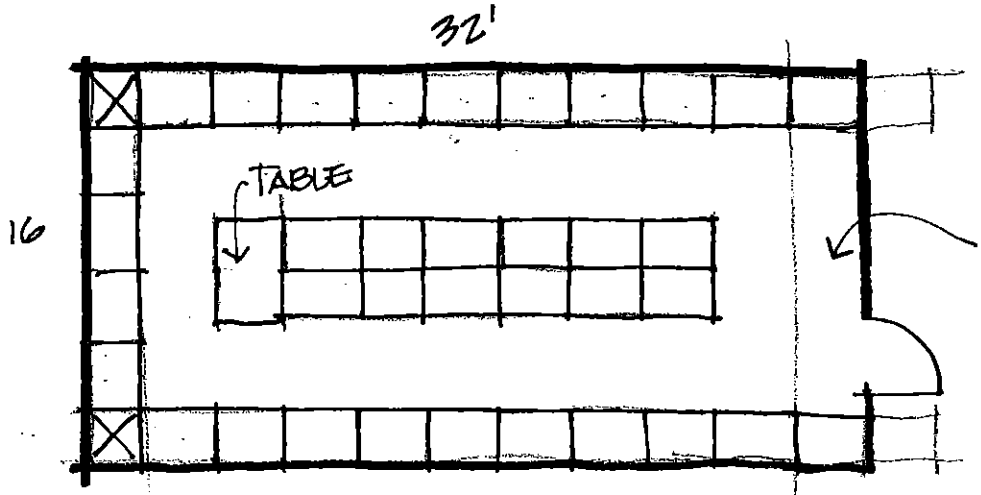


- VOTING EQUIP.
- SUPPLIES
- GEN. LEDGERS
- CODES

CITY CLERK OFFICE 772 SF

+ OFFICE 150

922 SF



ARCHIVES YRS 2-7 + 512 SF

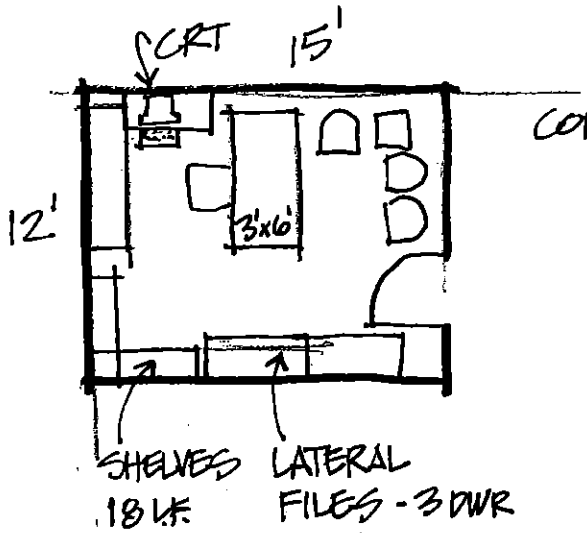
1,322 SF

SURGE AREA (TEMP. DROP)

CITY CLERK ARCHIVES

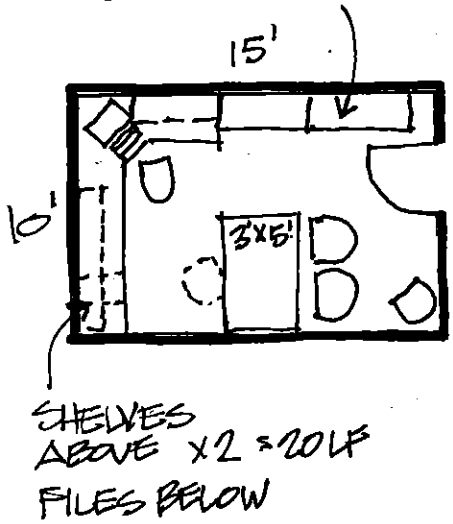
CITY DIRECTORS

- PLANNING
- CLERK
- FINANCE



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

180 SF
x 3
720 SF

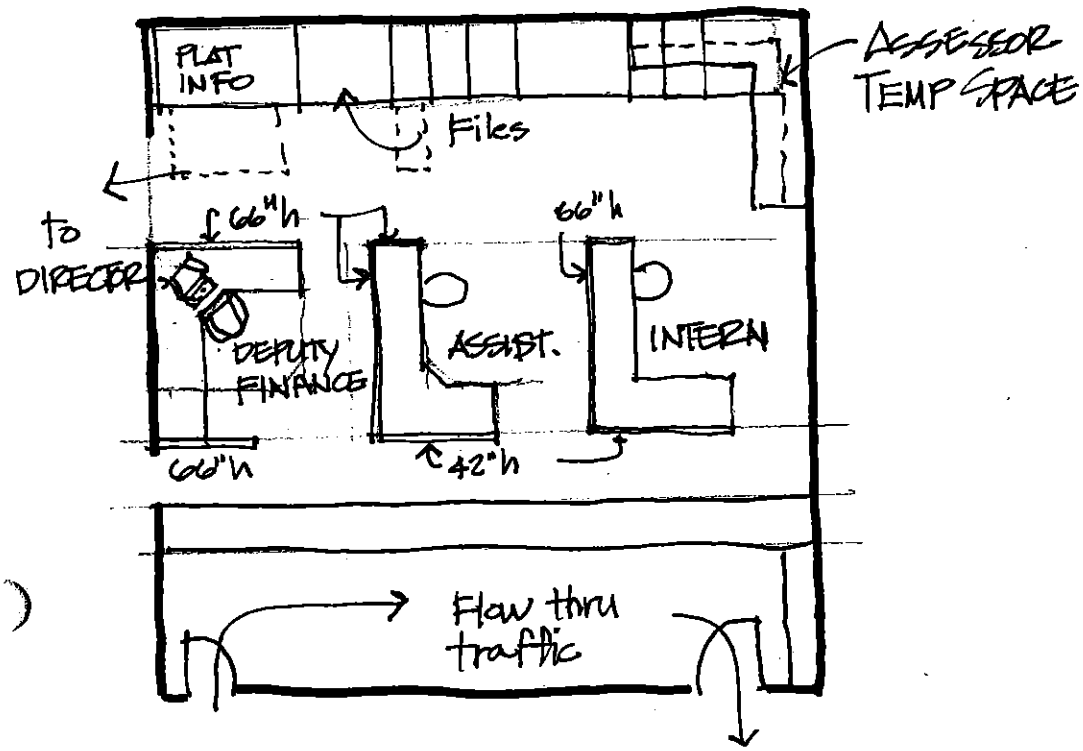


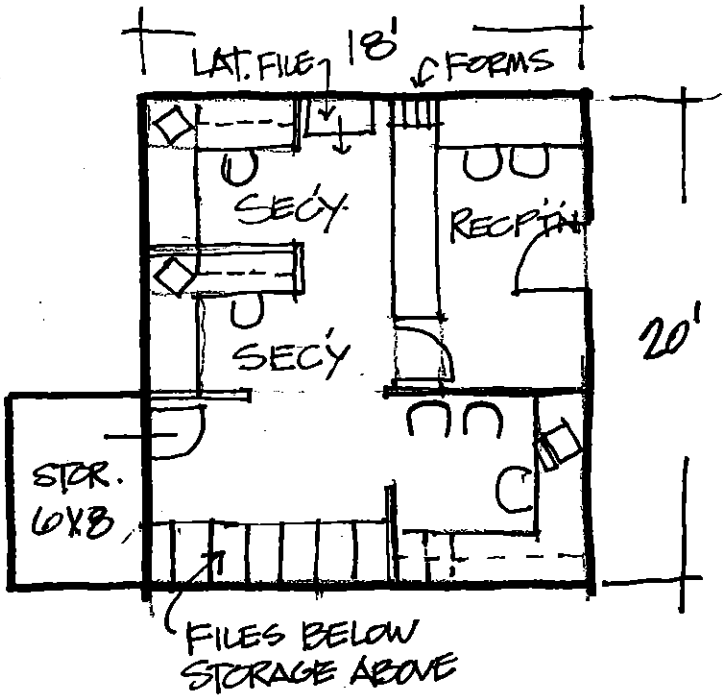
SYSTEMS
14 LF WORK SPACE
20 LF SHELVES
2 LAT. FILES
SEATING 3

150 SF
x 3
450 SF.

FINANCE

756 S.F.

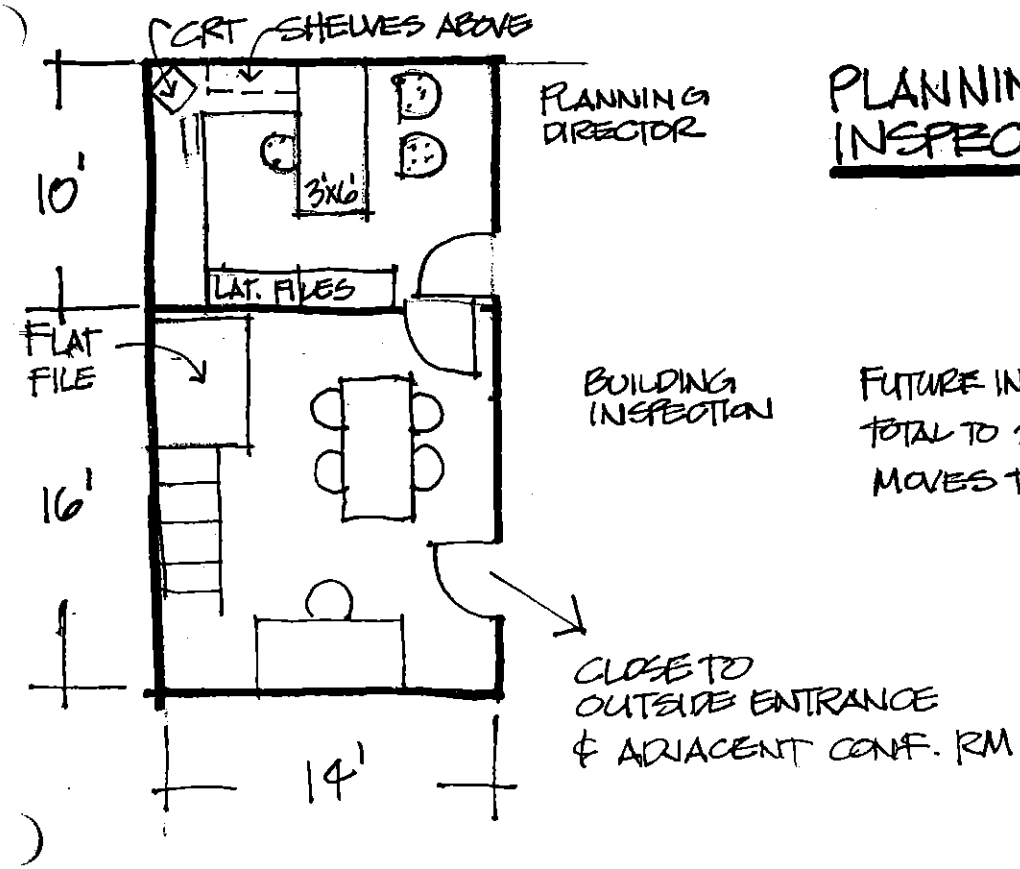




RECREATION

408 S.F.

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

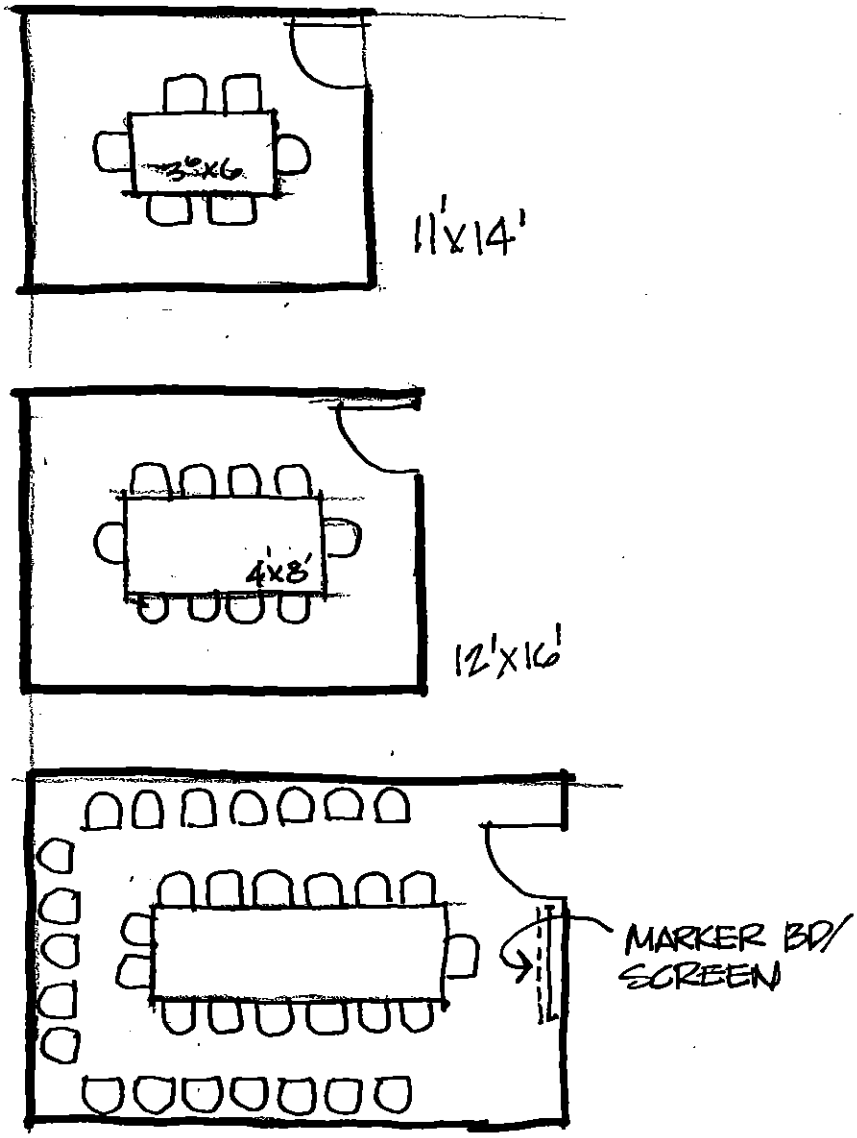


PLANNING/ INSPECTION

364 S.F.

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

MEETING ROOMS



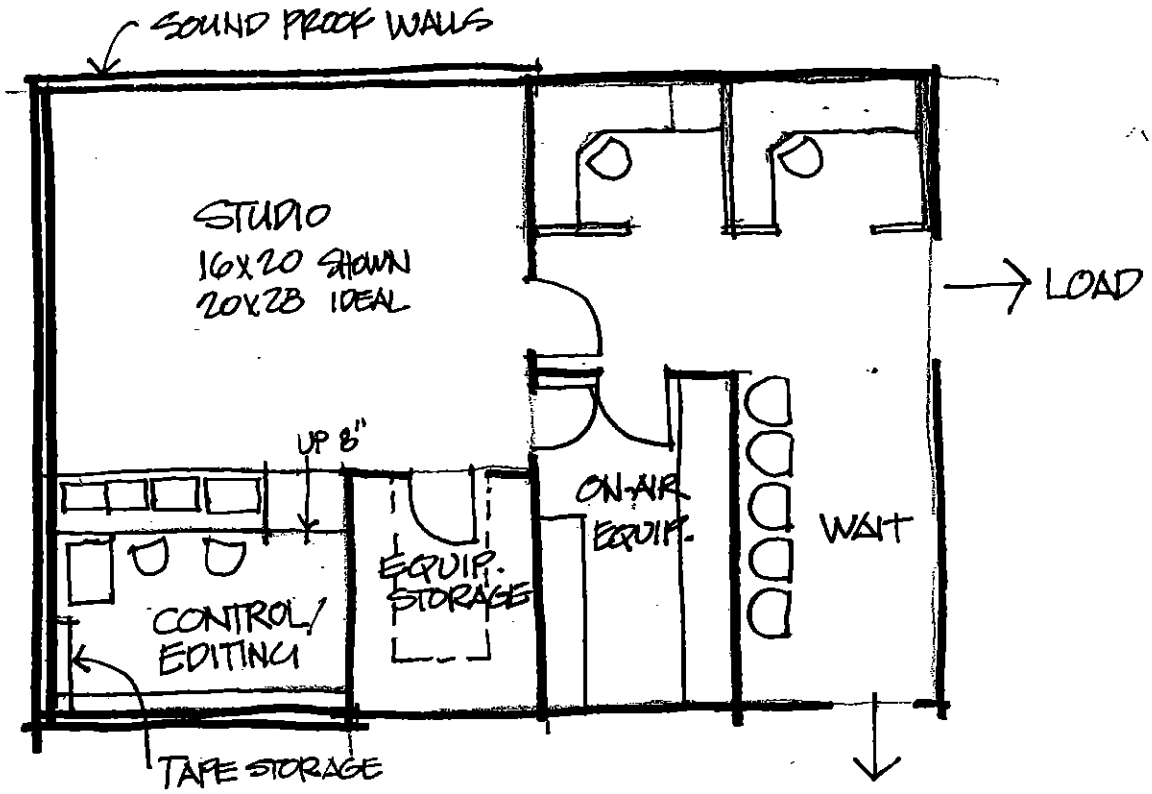
154 SF

192 SF

308 SF

CABLE TV

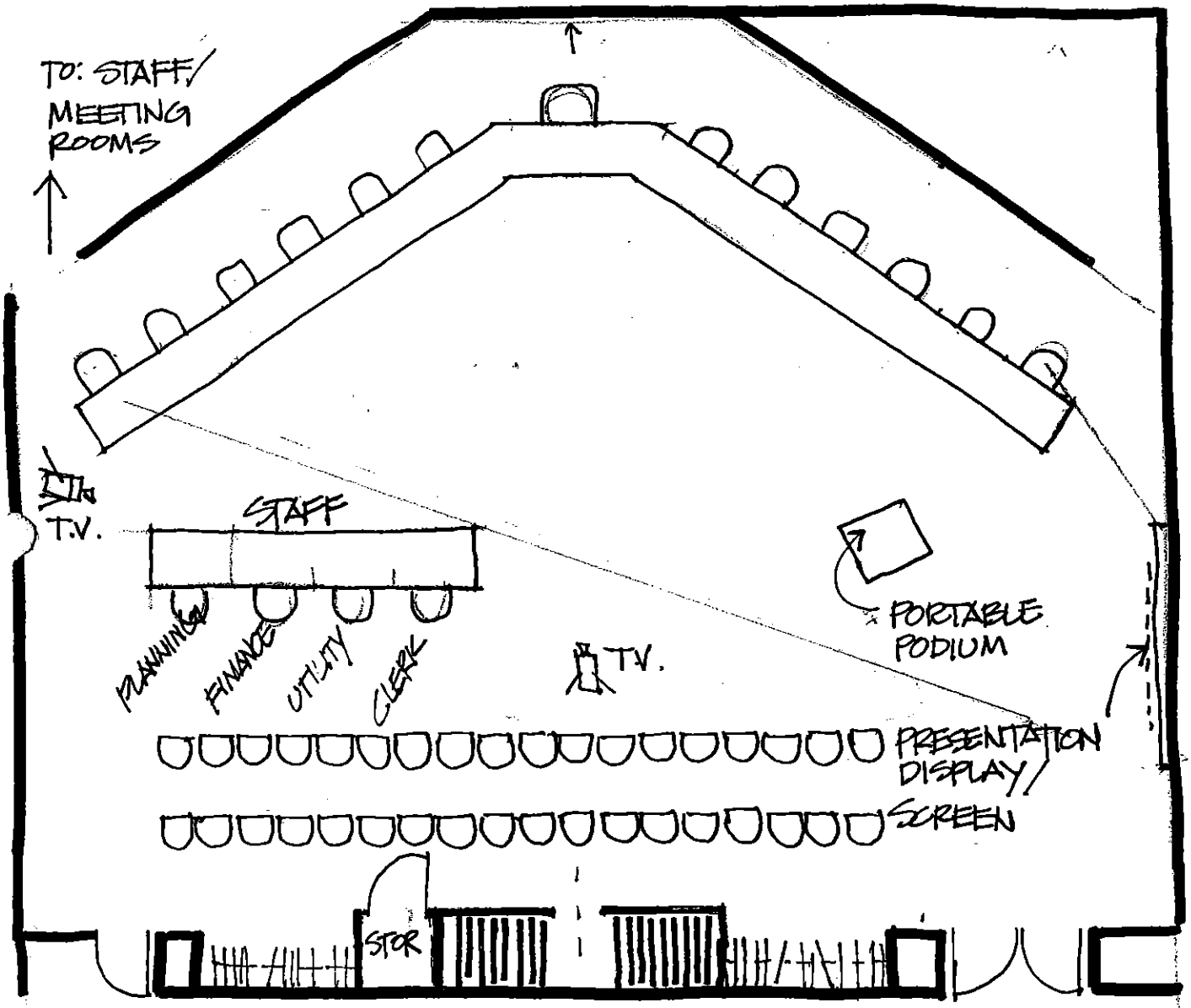
962 - 1,200 S.F.



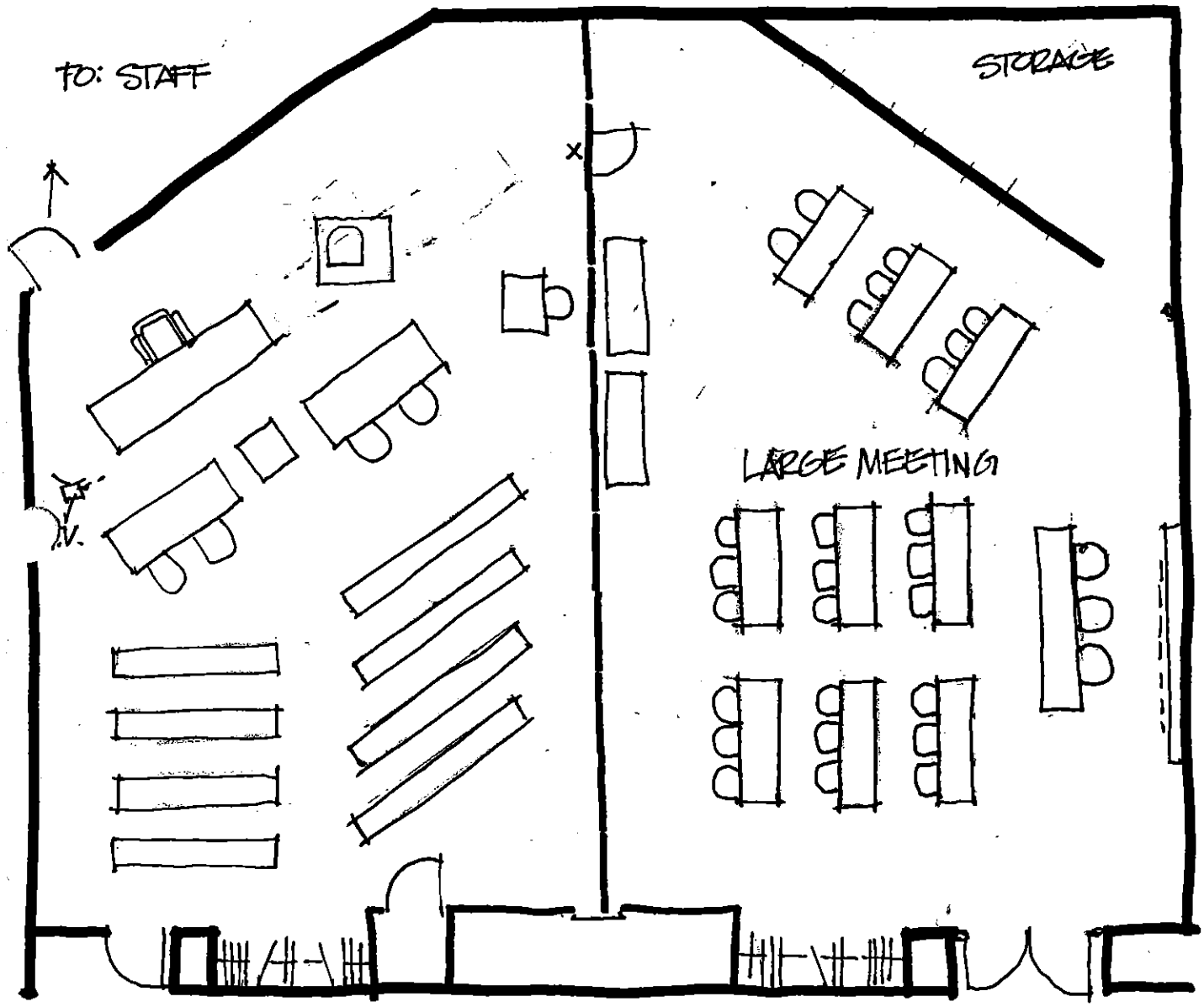
GROUND FLOOR (SLAB ON GRADE) TO REDUCE VIBRATIONS

ALL WALLS - SOUND RATED FOR ISOLATION OF STUDIO.

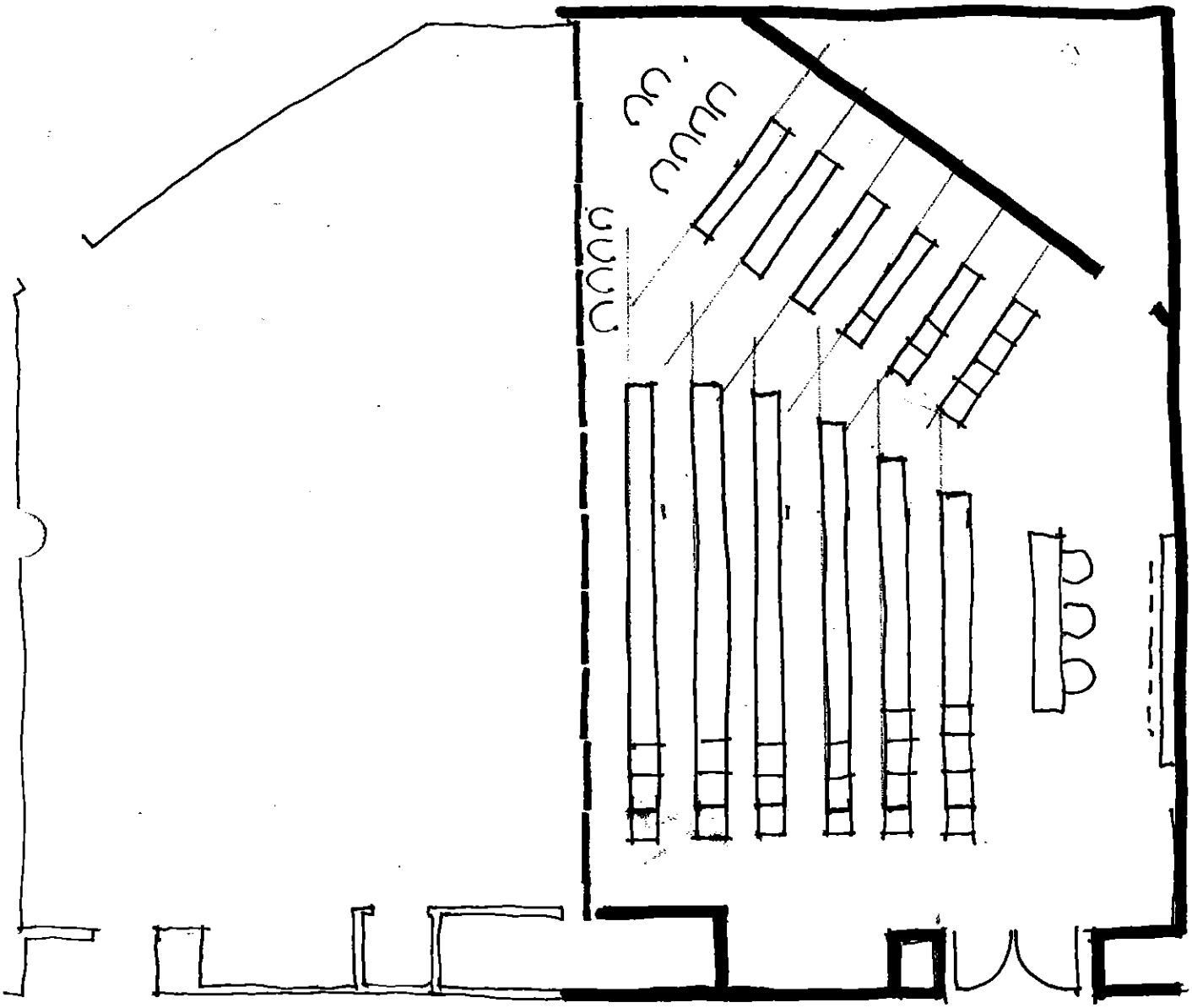
COUNCIL CHAMBERS 2,600 SF



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			

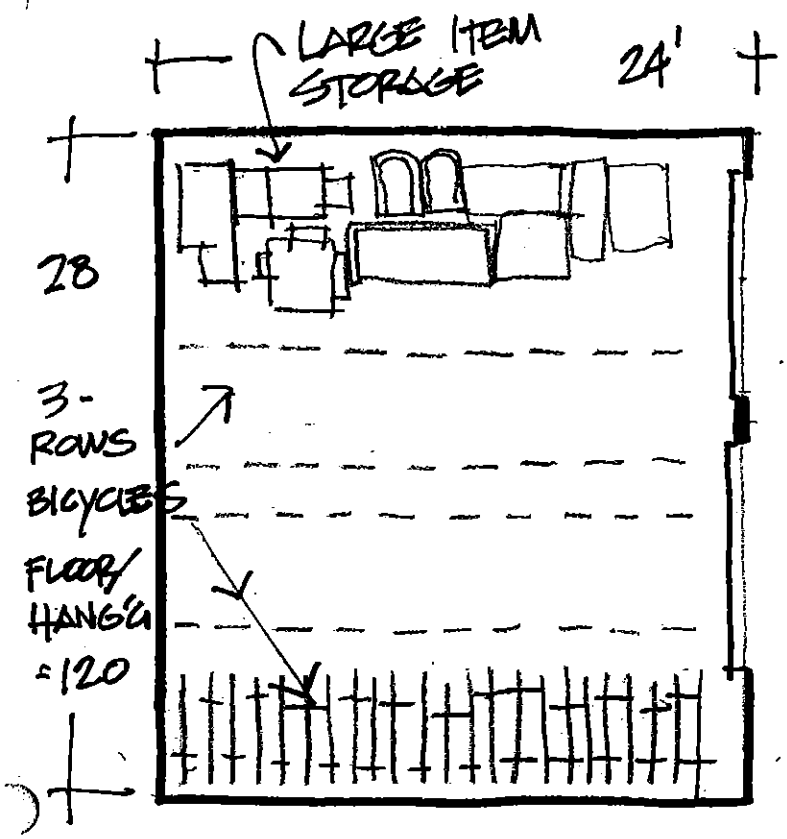
Week 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4	Meeting 1	Meeting 2	Meeting 3	Meeting 4
9:00 AM									Tech Advis				Workshops			
10:00 AM		Cultural							Comm	Mandt Pk						
11:00 AM		Affairs								Comm						
12:00 PM																
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

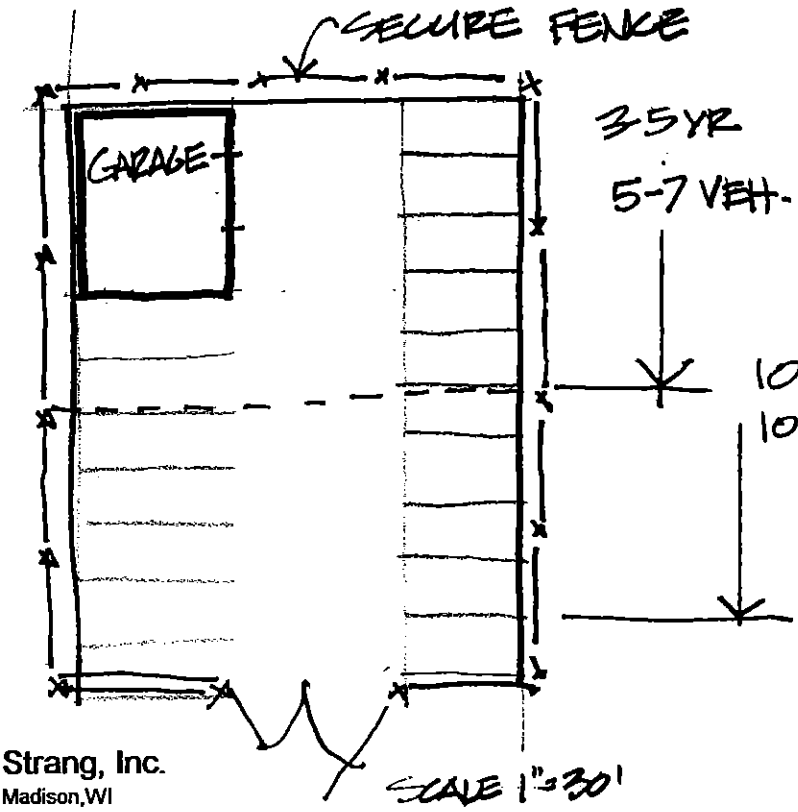
Police Department	present	5 -10 year	Remarks
Chief	130	140	
Lt. / assistant	130	140	
Detectives	100	410	
Seargents	0	110	
Youth Officer	100	140	
Court Officer	0	30	
Clerical	0	36	
Dispatchers	81	400	
Holding Cells	0	360	
Interview Rooms	225	480	
Prisoner Processing	68	90	
Property Room	0	150	
Evidence 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



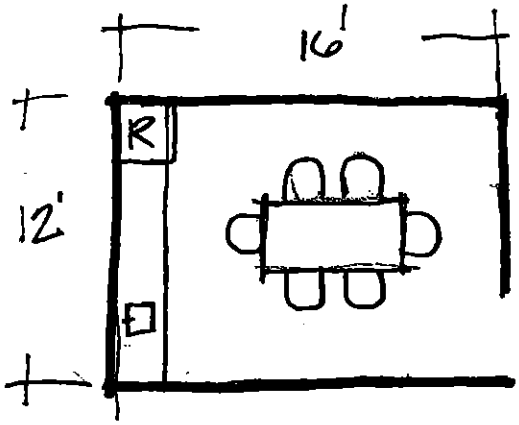
IMPOUND GARAGE 672 S.F.

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



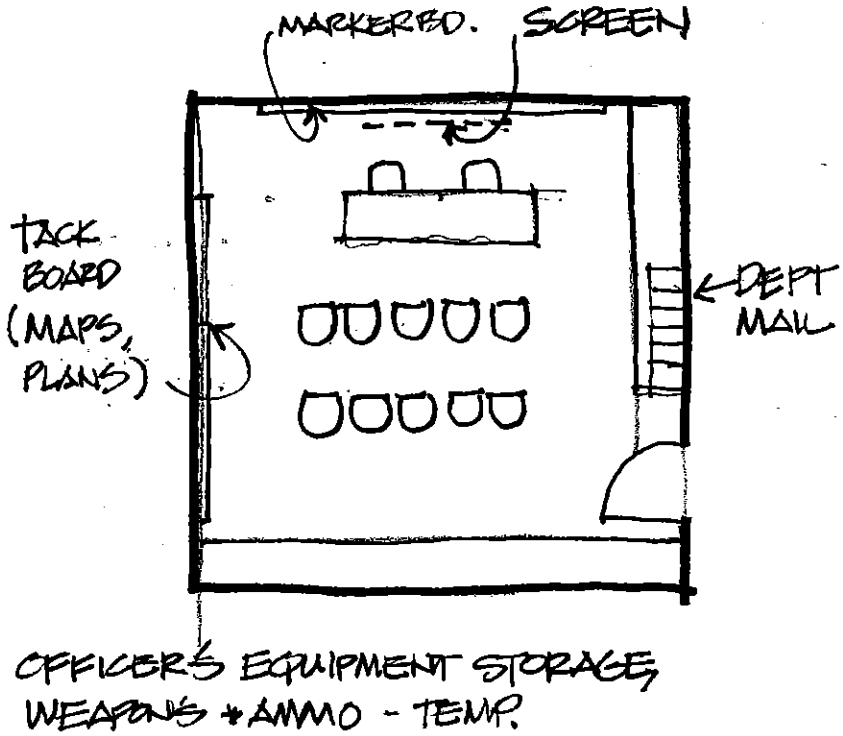
IMPOUND LOT 7,000 S.F. MIN.

70'x100' MIN.
PLUS LANDSCAPING AREA



BREAK ROOM 192SF

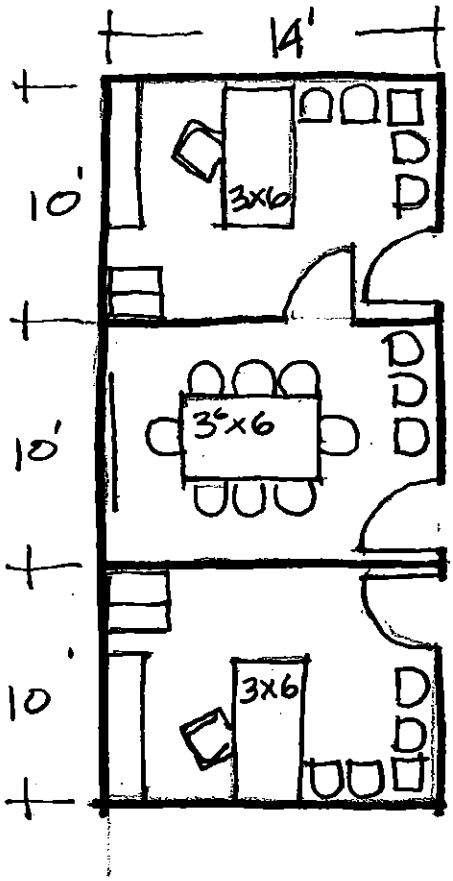
4-6 PERSONS



SQUAD RM 400SF

5-10 PER SHIFT.

CLOSE TO SECURED STORAGE



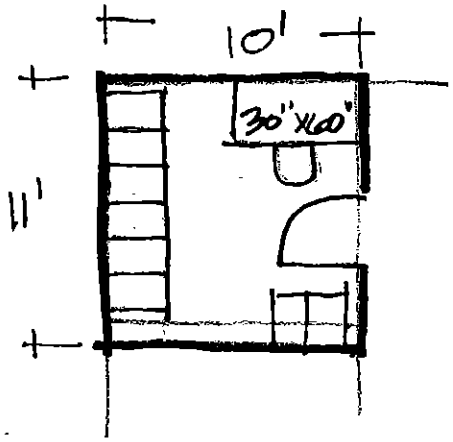
CHIEF OF POLICE 140SF
DESK, CREDENZA/COMPUTER
2 LEGAL FILES
3-4 CHAIRS

CONFERENCE 140 SF

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

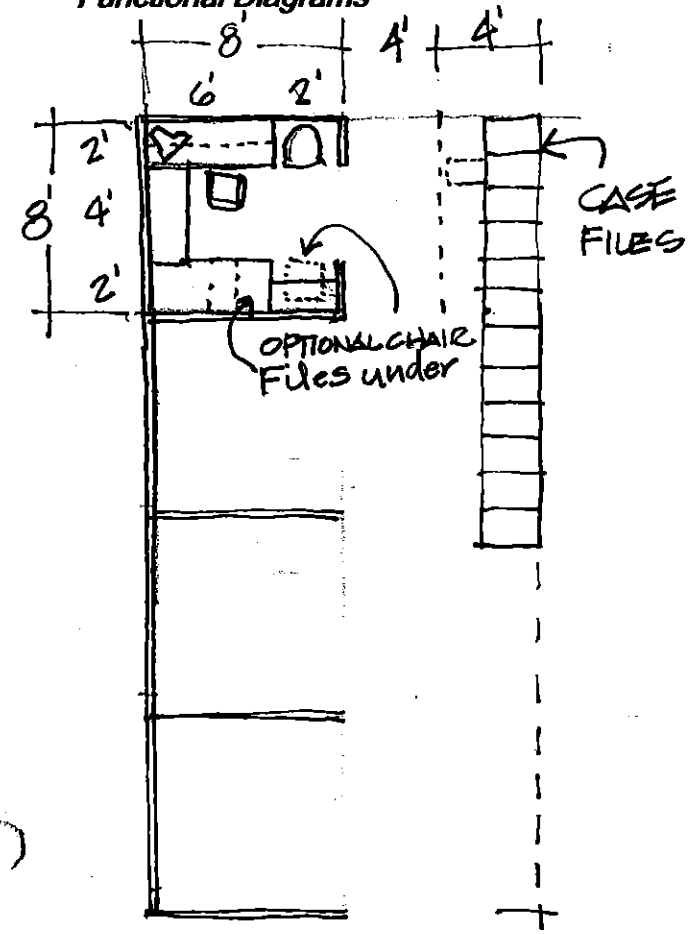
LT. (ASSIST CHIEF) 140 SF

SAME AS CHIEF'S OFFICE



SERGEANTS 110 SF

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

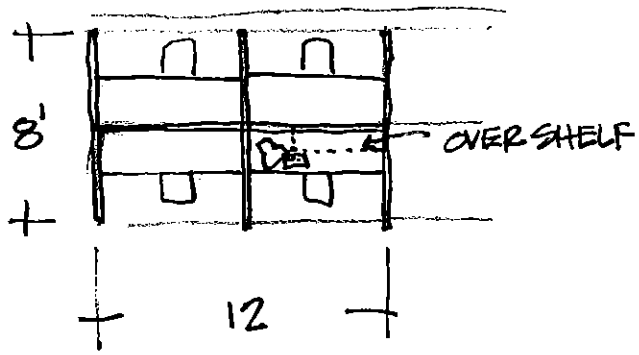


DETECTIVES/YOUTH OFFICER

64 SF EA
+ FILE SPACE

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

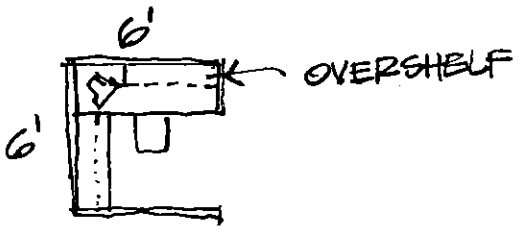
WRITING DESK
COMPUTER
1-2 SIDE CHAIRS
LATERAL OR STD. FILES.



PATROL REPORT

96 SF

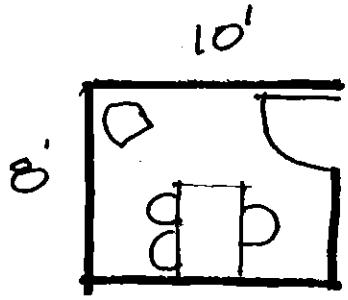
(FORMS, SUPPLIES)
COMPUTER TERM./
KEYBD.
PRIVACY FOR DICTATION



CLERKS/COURT OFCR

36 SF

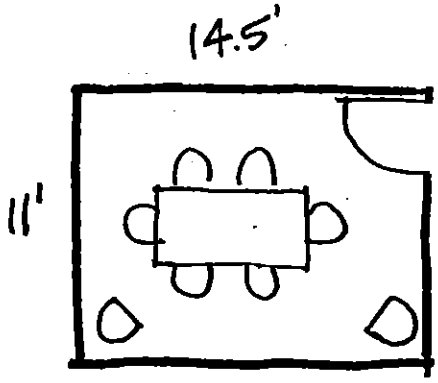
- COMPUTER
- LAYOUT SPACE



INTERVIEW - SMALL (2) @ 80SF

3-4 PERSONS
SUSPECT 1,2
2 POLICE

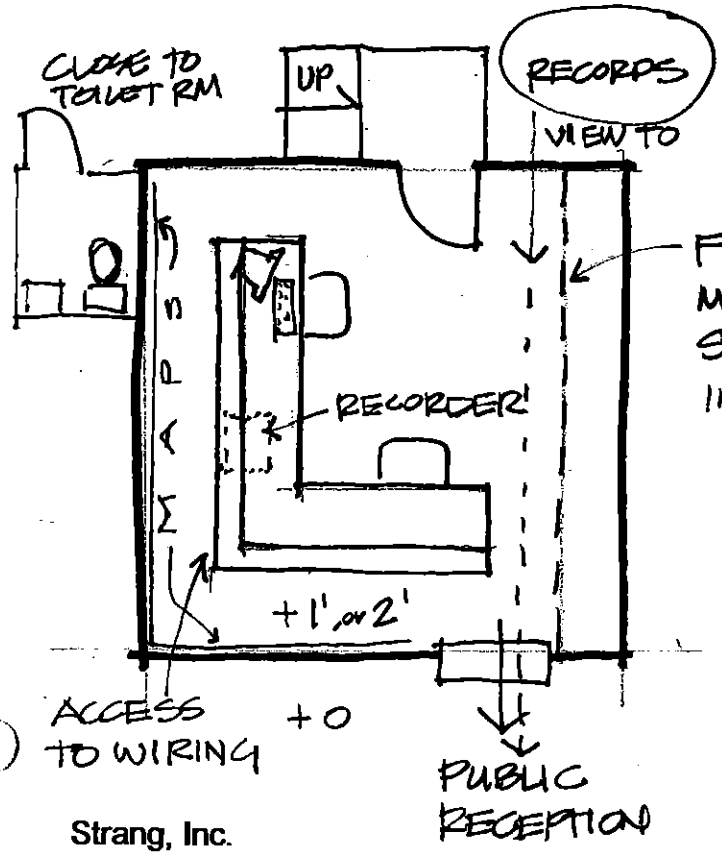
160 SF



INTERVIEW - LARGE (2) @ 160SF

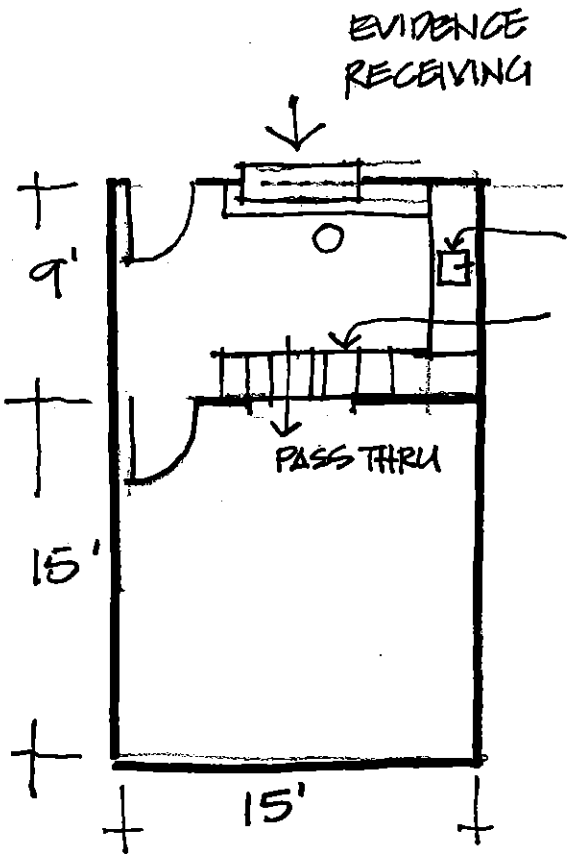
6-8 PERSONS

320 SF



DISPATCH 20' x 20' 400 SF

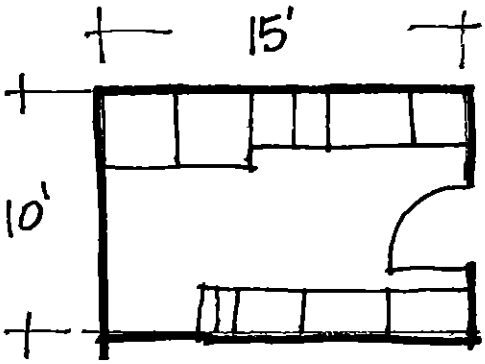
1 DISPATCHER
+
PERSONS ACCESSING COMPUTER



EVIDENCE PROCESSING 135 SF

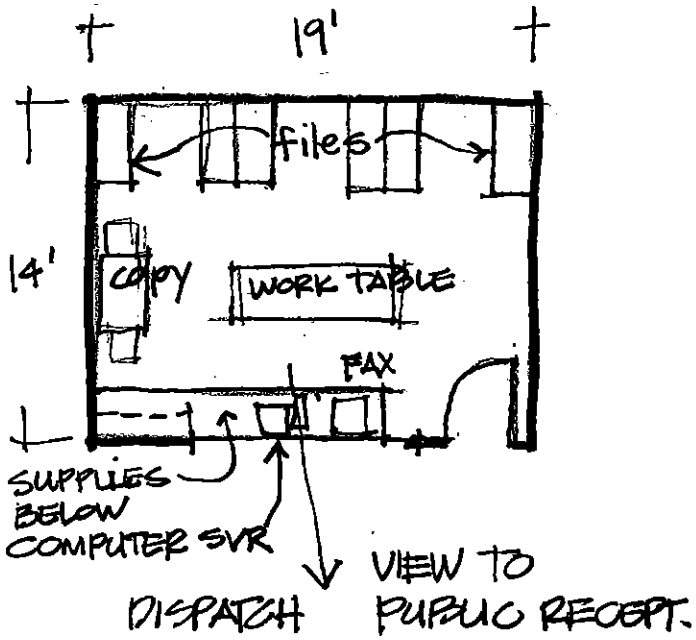
EVIDENCE STORAGE 225 SF.

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



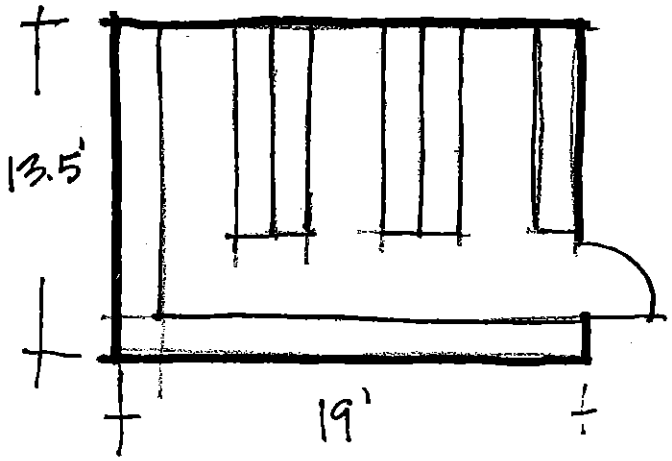
PROPERTY ROOM 150 SF.

VARIOUS SIZED SHELVES; 'CUBBYS' FOR PROPERTY



RECORDS 266

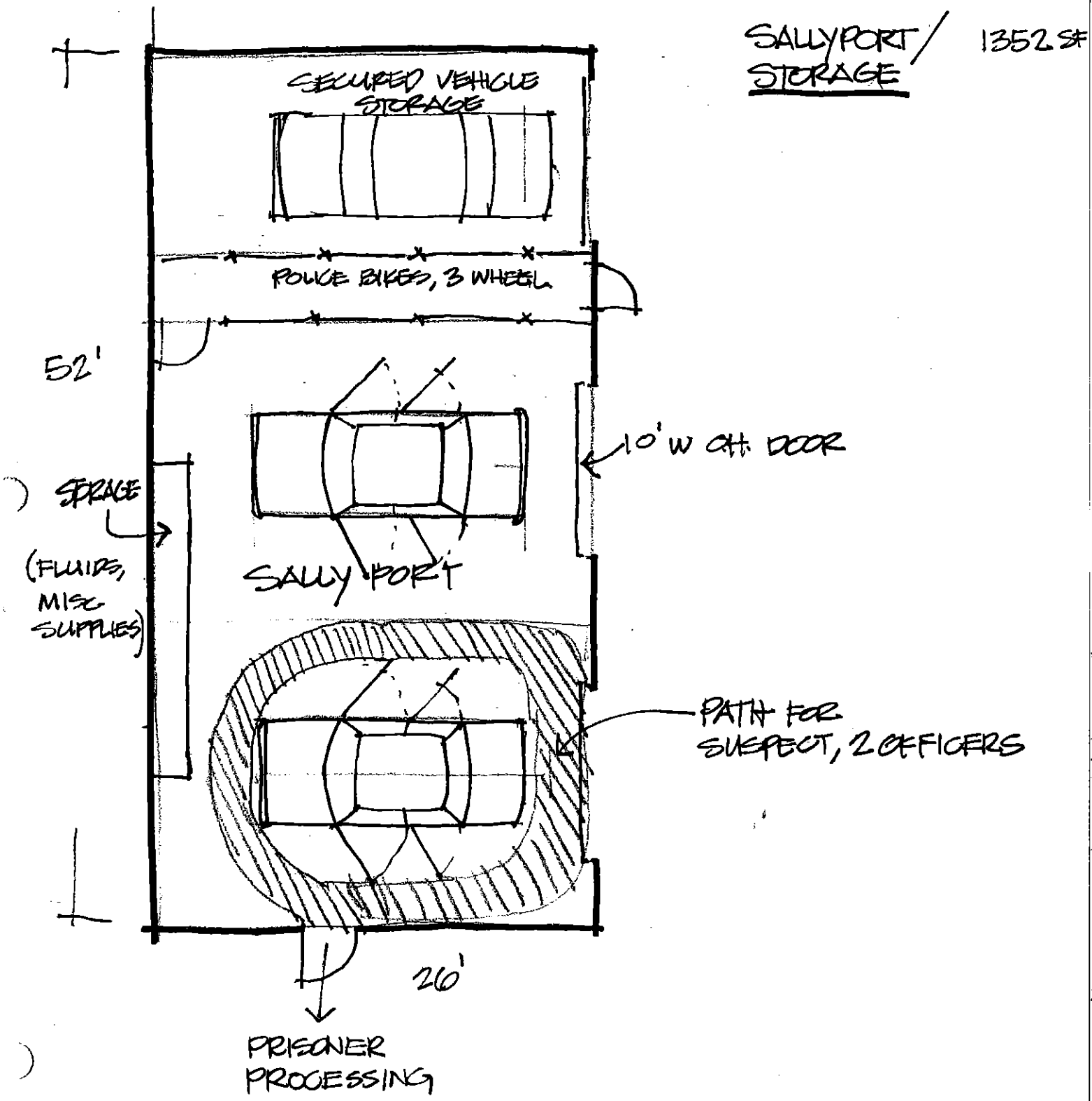
1-2 YEARS OF CURRENT FILES (3-7 YR ARCHIVED)



ARCHIVE RECORDS 256 SF

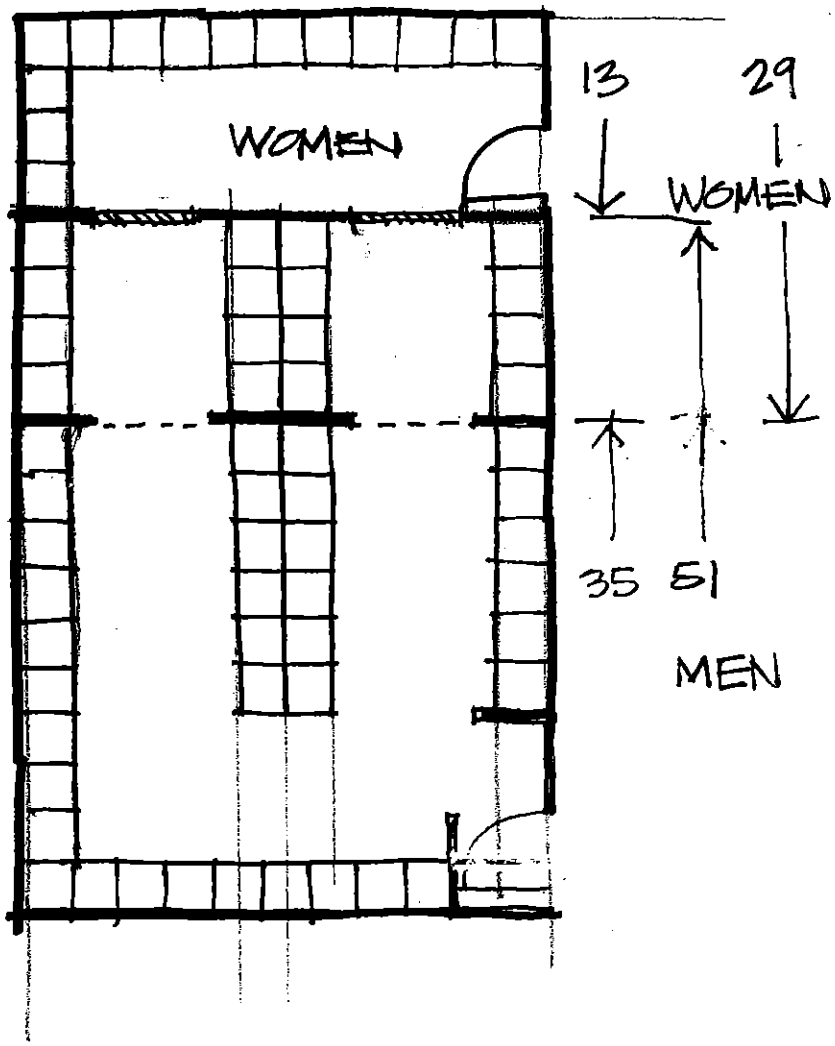
4 YEARS OF CASE FILES

(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]

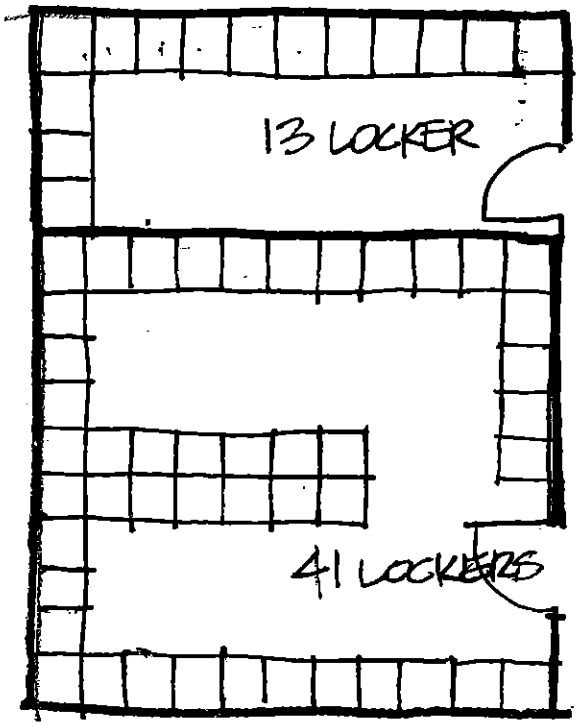
814 SF



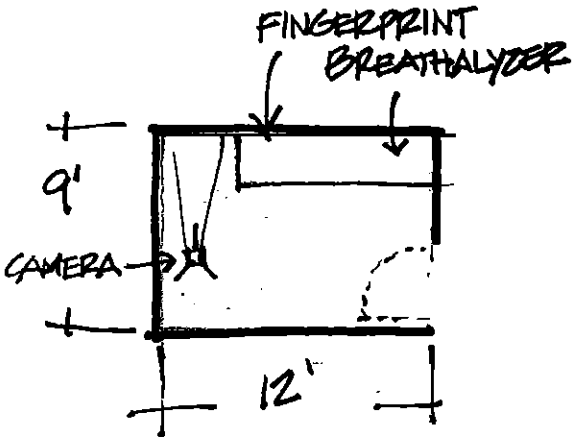
		MALE	FEMALE	
	1995	17	5	22
	10 YR	36	8	42
	OR	30	12	42
IF HIGHER:	—	40	10	50
		36	15	51

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.

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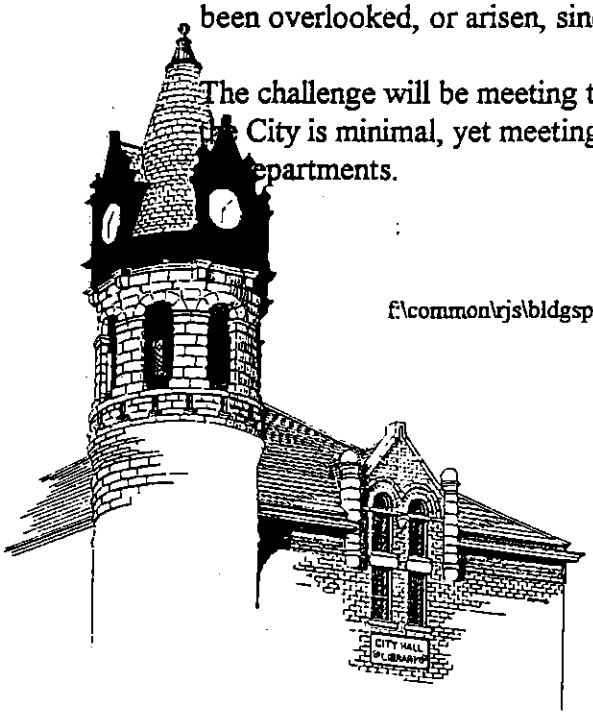

CITY OF STOUGHTON
MUNICIPAL UTILITIES
Serving Electric, Water & Wastewater Since 1886
600 South Fourth Street P.O. Box 383 Stoughton, WI 53589-0383
(608) 873-3379

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

BUILDING CONDITION REPORT

For the City of Stoughton, for the Building Located at:

207 South Forrest Street
Stoughton, WI 53589

	Statistics	
	Number of Levels	2
	Approximate Gross Area	11,960 sf
	Dates of Construction, Additions, or Remodels	Original const.: 1961 Addition: (Pre-2001) Remodeled: 2001

Building Overview	One story with basement bank building with drive-up teller lanes under canopy located in downtown Stoughton.
Description	<u>General:</u> The building is unsprinklered. The building has undergone several remodelings, plus an addition to the south side. There are three drive-up lanes under a canopy on the east side with a fourth station uncovered at the end of the canopy. There is a walk-in night deposit / teller window lobby on the north side of the building. Basement is currently largely unused by employees or public, but contains the mechanical, electrical, data/telecom, and water equipment rooms. Several basement rooms were previously used for office, multi-purpose and break rooms. Most of the fixtures have been removed from the basement toilet rooms except for one toilet room. Basement access is by stairway only, the building does not have an elevator. Customer wheelchair access is less than ideal, as the nearest accessible parking stall is across the alley from the building main entrance. <u>Structure:</u> Rustic limestone on concrete masonry exterior bearing walls; concrete foundation walls, precast concrete plank floor over basement, wood frame roof structure with steel beams & lintels.

	<u>Exterior:</u> Aluminum frame glazing & exterior doors with 1” insulating glass; EIFS fascia & soffits. Metal copings and roof drip edges at south addition. EPDM membrane roofing. <u>Interior:</u> Wood stud walls with drywall, vinyl wallcovering on most walls in public areas plus some acoustical fabric. Wood panel doors typical, with light stained wood door frames and sidelights. Light stained wood casework, teller counters and writing counters, with solid-surfacing counter tops and edges. Carpeted floors in public and primary employee areas. Some vinyl tile flooring in basement. Lay-in acoustical tile ceilings in offices and work rooms (both levels) with concealed spline type in public areas, several sizes and textures, combined with painted drywall ceilings in public areas, and a drywall dome with skylight over the central teller area. Some basement areas have exposed concrete plank ceilings, with exposed ductwork. <u>Site:</u> Acid-washed concrete retaining walls at entry, with concrete slab sidewalks and concrete stairs. Asphalt paved parking and drive lanes. A customer parking area is located to the south across an alley, with stone planters flanking the south vehicle entry from Main Street, and a concrete retaining wall along the east property line. There is one designated accessible parking stall at the NW corner of the parking area. There are several street parking spaces along the west side of the site on Forrest Street, and on Washington Street on the north side. There is a small free-standing maintenance building at the SE corner of the bank site with exposed aggregate exterior finish and asphalt shingle gambrel-shape roof.
Condition	The building is generally in very good condition. There is some dirt and/or black algae showing on the EIFS fascias, most noticeably on the north side of the building. The asphalt parking and driveway paving is in poor condition both at the bank building and in the south parking area, and needs to be replaced. There is indication of some past roof leakage. It appears that the stone parapet walls at the addition SW corner have been problematic, evidenced by the patch material around the metal copings.

Recommendations	Site: • Repave both parking areas. • Repair retaining wall at east side of the south parking area. • Repaint exterior handrails. Architectural – Exterior: • Clean EIFS fascias. • Repair damage on EIFS fascia over east exit door. • Replace north basement exit door and hardware. • Replace missing grate on roof drain. • Repaint east exit door and replace door bottom sweep. Architectural – Interior: • Replace all wood panel type doors on the First Floor with solid core commercial quality wood doors, and new hardware appropriate to the new doors (Quantity not inventoried for this report). • Repair or replace frayed carpet at east exit door. • Replace stained ceiling tile on First Floor. • Replace closer on Basement Boiler Room door. • Replace missing drywall to cover exposed insulation on Basement east foundation wall. • Remove and replace mold/mildew stained drywall and door trim inside the Basement IT Room. • Determine source / cause of above moisture damage and install means to prevent recurrence. (See also HVAC report recommendations). Architectural – Interior – Basement General (If Basement is to be returned to use): • Replace dirty ceiling tiles. • Replace paneling in room damaged by sewer back-up. • Install new flooring in room damaged by sewer back-up. • Repaint, or replace with new Code-compliant, steel handrails in east stairway. • Restore a 2nd Toilet Room to usable condition. Mechanical & Plumbing: • See Recommendations sections within the HVAC and Plumbing Reports.

	Other: • If the Basement is to be returned to regular use, improvements should be made per the comments in this report. The exact extent of such improvements would be determined based on the intended use or uses, and the extent of alterations required to implement the desired use of uses. • Some accessibility improvements may be required as part of alterations that would be implemented in the Basement, dependent on the extent of alterations required to implement the intended uses. Determination of such accessibility improvements is outside the scope of this report.

BUILDING CONDITION REPORT

For the City of Stoughton, for the Building Located at:
207 South Forrest Street
Stoughton, WI 53589

Original building constructed in 1961.

Architectural	
Site	
Grade / Drainage	N/A
Plantings	Generally good condition.
Site Drains	Both the building lot and the parking lot drain to the streets.
Pavement	The building drive-thru area and employee parking, and the customer parking lot across the alley to the south have asphalt paving. The paving is in poor condition at both locations, with extensive cracking, many patched cracks, and several spring potholes where the paving is disintegrating. (See Photos A1 & A2).
Sidewalks	There are concrete sidewalks at the west and north sides of the building along Forrest and Washington Streets, and on-site concrete sidewalks connecting to the building, along with exterior concrete steps for the grade change at the SW corner of the building lot. All sidewalks and paving appears to be in good condition.
Curb Cuts	N/A
Signage	Building signage is generally in good condition. The customer parking lot has Bank Parking Only signs at the head of each stall. One sign on the west side is leaning over.
Retaining Walls	Concrete retaining walls at building entrance area are in good condition. The concrete retaining wall along the east side of the customer parking lot needs repair. There are several areas where concrete at the top of the wall is badly cracked and disintegrating. (See Photo A3).
Stairs / Ramps / Railings	Generally, all in good condition. The steel handrails at the building entrance and south emergency exit need to be repainted, as some chipping and corrosion is visible. (See Photo A4).
Bike Racks	None observed on site.

Exterior	
Exposed Foundation Wall	N/A
Exterior Wall System	The exterior limestone and mortar joints appear to be in good condition around the entire building.
Areawells	N/A
Sill Flashings	No issues observed.
Window System	Per the 2001 remodeling drawings, it appears that the existing exterior aluminum glazing and door framing was installed as part of that project. It all appeared to be in good condition around the entire building.
Window Flashing / Lintel Condition	No issues observed.
Glazing / Gaskets	The 1" insulated glazing appeared to be in good condition around the entire building.
Doors / Frames	The aluminum glazed doors at the main entrance, south exit, and north night deposit lobby are in good condition. The metal door at the east exit is in generally good condition, but could use repainting to improve appearance. (See Photo A5). The plastic laminate faced wood door at the north basement exit is a questionable choice for an exterior door on a secured building. Replacement with a metal door is recommended.
Door Hardware	Generally, in good condition around the entire building. The hardware on the basement north exit door is not Code compliant for emergency exiting, due to the secondary bolt with thumb turn, thus posing a potential life safety issue for emergency exiting. The lock/latch set on this door should be replaced with new hardware that will allow safe exiting while providing the necessary security from the exterior. (See Photo A6).
Door Seals / Threshold	The sweep on the exterior bottom of the east exit door is bent and should be replaced. (See Photo A5).
Fascia	The EIFS fascia is generally in good condition, except for black discoloration showing on mostly the north-facing areas, likely from dirt and / or black algae, and most noticeable at the top band of the stepped fascias. (See Photo A7). There are some chips in the EIFS fascia on the east side over the east exit door, cause unknown. These chips should be patched with matching material to prevent water infiltration and deterioration. (See Photo A5).

Soffits	The EIFS soffits are generally in good condition, except for some relatively minor damage from high vehicles under the drive-thru canopy. These damages could be patched with matching EIFS materials.
Columns / Capitals	The column covers at the building entrance, and at the drive-thru canopy are in generally good condition.
Canopies	(See comments at Soffits, above).
Awnings / Shading Devices	The fabric awnings at the south side of the building appeared to be in good condition.
Exterior Stairs / Ramps	(See comments for this category in the Site section, above).
Exterior Screen Walls	N/A
Exterior Painting	(See comments under Doors / Frames above, and under Stairs / Ramps / Railings in the Site section, above).
Patio / Terrace	Front entrance area concrete is in generally good condition.
Exterior Miscellaneous	

Structure	
Foundation Walls	Poured concrete. Where visible, appeared to be in good condition. No issues observed.
Concrete Slab	Where visible in basement, the concrete floor slab appeared to be on good condition. No issues observed.
Typical Floor Framing	Precast concrete planks spanning basement. Where visible, appeared to be in good condition. No issues observed.
Roof Framing	Not visible. Wood framing with steel beams and lintels, per the Owner-provided construction drawings. Per the 2001 remodeling drawings the central cone-shaped roof structure, with the skylight at the top, was constructed as part of that project, replacing the original larger center skylight structure. No issues reported. No issues observed.
Interior Columns / Bearing Walls	Concrete masonry bearing walls. Visible in basement and stairwells. Appeared to be in good condition. No issues observed.

Exterior Structural Steel Members	Lintels over glazing appeared to be in good condition. Partially exposed steel pipe columns supporting canopy over the building entrance; appeared to be on good condition.

Roof	
Roof 1 Material / System Visual Evaluation	Flat roof, pitched to roof drains, over most of the roof area including the drive-thru and building entrance canopies. Roofed with black EPDM membrane apparently installed as part of the 2001 remodeling, per the construction drawings. Although the roof was largely snow-covered at the time of this inspection, per the areas where the membrane was exposed the roofing appeared to be in good condition.
Roof 2 Material / System Visual Evaluation	Cone-shaped pitched roof over the center of the original building roof, with black EPDM membrane apparently installed as part of the 2001 remodeling, per the construction drawings. This cone-shaped roof is topped by a faceted circular skylight, and the cone-shape roof has a +- 1 ft high curb at the base, and the EPDM membrane runs up the face of this curb. Although the roof was largely snow-covered at the time of this inspection, per the areas where the membrane was exposed the roofing appeared to be in good condition.
Roof 3 Material / System Visual Evaluation	Flat roof, pitched to roof drains, over the south addition. Roofed with black EPDM membrane. This roof area is stepped up 12”-18” higher than the original building roof. The step has a metal drip edge, and the main roof membrane runs up the face of the step. Per the 2001 remodeling / reroofing construction drawings, this south addition roof was noted on the construction drawings as “Existing Roof to Remain”, thus the age of the membrane on this roof area is unclear. (Note: A bank employee recalled some roofing work being done around 2005-2006. Perhaps this area was re-roofed at that time?) (Note: A phone call to a roofing contractor that did work on this building in the past did not yield any information as to the age of the existing roofing). Although the roof was largely snow-covered at the time of this inspection, per the areas where the membrane was exposed the roofing appeared to be in good condition.
Roof Accessories, Appurtenances	
Coping / Parapet / Roof Edge /	The membrane roofing is flashed to the back side of the EIFS fascias. This flashing could not be observed in detail this date due to snow cover, but there was no evidence of any issues observed. On the south addition, there is a metal drip edge along the east and west edges. This membrane to drip edge joint could not be observed in detail this date due to snow cover, but there was no evidence of any issues observed. At the SW corner the stone exterior walls extend vertically above the roof to form parapets concealing roof-top HVAC equipment. These parapets are capped by a metal coping. It was noted that there are extensive applications of black roofing sealant at the vertical joints with the stone masonry, possibly indicating past leakage problems. (See Photo A9). The EPDM membrane runs up the inside of these parapet walls and is flashed to the metal copings. The copings and flashings appeared to be generally in good condition.

Wall flashings	See comments in the Coping / Parapet / Roof Edge section above relative to the parapet walls.
Drains	One roof drain in the north area of the roof is missing its grate. The grate should be replaced to prevent debris from getting into and clogging the storm water piping. (See Photo A10). (See also Roof Drains section of the Plumbing Report).
Scuppers / Overflows Gutters / Downspouts	Per the original building plans, the original roof drains are piped to underground storm drain piping that connects to the City storm sewers. On the east side of the south addition, there is an above-grade roof drain outlet in the east wall, draining to grade. No issues were observed.
Equipment Curbs	Some roof-top HVAC equipment is mounted on curbs, with the EPD membrane run up the curbs and flashed. Some roof-top HVAC equipment is mounted on wood rails set on top of the membrane. Some of the roof-top HVAC equipment is set on EPDM membrane protective mats. All the curbs, rails & mats could not be observed in detail this date due to snow cover, but there was no evidence of any issues observed, nor any reported.
Equipment Platforms	N/A
MEP Penetrations / Condition	There are several plumbing vent pipe penetrations on the roof, and several electrical and refrigerant piping penetrations, and electrical cable penetrations. All the flashings and pitch-pots could not be observed in detail this date due to snow cover, but there was no evidence of any issues observed, nor any reported. All appeared to be properly flashed or in pitch-pots in good condition. No issues observed.
Ladder / Access Hatch / Skylights	Access to the roof is only by portable ladder. There is a faceted circular skylight capping the cone-shaped roof. The skylight appeared to be in good condition. No issues were observed.
Expansion Control	N/A
Lightning Protection	N/A
Roof Miscellaneous	Two satellite TV dish antennas are located on the east roof area. The dish bases are anchored by the weight of concrete blocks set on the roof. The dish bases and the roof membrane under could not be observed in detail this date due to snow cover, but there was no evidence of any issues observed or reported.

Interior Systems	
Doors / Frames	Interior doors are wood, typically, except for some metal doors on fire-rated rooms in the basement, and several heavy, secure vault doors. The wood doors typically have wood frames, and metal fire-rated doors have metal frames. The basement wood doors are in generally good condition, but the older doors show some marring & deteriorating finish. The metal door and frame on the Records Storage room in the basement SE corner appears to be intended as a rated door in that it has a closer, but there was no fire-rating label observed on the door. The wood panel doors on the main floor appear to be of poor quality. The doors appear to have been installed in the 2001 remodeling project. Two doors were observed to have wood panel shrinkage, to where the panels have pulled out of the door stiles leaving a vision gap through the door, and the doors have gaps at the door jambs, suggesting that the doors have shrunk in the overall dimensions. Replacement of all the main floor wood panel doors that were installed as part of that 2001 project is strongly recommended. (Photos not included). The wood trim at the latch side of the Basement IT Room door has a mold / mildew stain inside the room from the wall-hung A/C unit leakage. This trim should be removed and replaced. (See Photo A11). (See also Wall Surfaces section below).
Hardware	Door hardware appeared to be generally in good condition throughout the building. The door closer on the basement boiler room appears to be from the original building construction of 1961, in that it has a fusible link. Per the current heating equipment in this room, and the building being unsprinklered, this room needs to be 1-hour rated per current building Code. Replacement of the closer to a current product appropriate to the use is recommended.
Borrowed Lites / Frames	The wood-framed borrowed lites at the offices and work rooms appeared to be in good condition.
Perimeter Glazing / Sealant / Sills	(See comments under Exterior, Window Systems, and Glazing / Gaskets sections, above).
Casework / Shelving	Much of the casework, including customer service counters, and writing counters appears to have been installed as part of the 2001 remodeling project, and is generally in good condition.
Interior Metalwork	N/A
Interior Masonry	There is some interior stone masonry in the main lobby at the building entrance, and in the north side walk-in night deposit teller lobby, all in good condition. There is painted exposed concrete masonry in the east stairway from the basement, and in some areas of the basement, all appeared to be in good condition.

Toilet Rooms / Fixtures / Accessories	Most of the basement toilet rooms are abandoned, with many fixtures removed, except for the one in the south addition labeled Women's Room in the 2001 remodeling plans. (See Photo A12). The two basement toilet rooms from the original building have doors that are too narrow by current standards. (See Photo A13). Generally, the in-use toilet rooms are in good condition. An accessible toilet room was created at the east side of the main floor as part of the 2001 remodeling that appears to substantially comply with accessibility standards and is well maintained.
Wall Mounted Equipment	The wall-mounted A/C unit in the Basement IT Room appears to not have proper condensate drainage. (See Photo A14). (See also Wall Surfaces section below). (See also Server Room Systems section of the HVAC Report)
Appliances	Kitchen appliances in the Break Room appeared to be in good condition.
Elevator / Finishes	N/A
Stairs / Finishes	The south stair from the Basement is in good condition, with carpeting on the stair, vinyl wall covering, and wood handrails. The handrails in the east Basement stair are not compliant with the current Building Code. (See Photo A15). Replacement is recommended when and if the Basement is returned to active use.
Interior Systems Miscellaneous	(Banking equipment was not inspected).

Interior Finishes	
Wall surfaces	Public area walls are largely finished with vinyl wall covering, generally in good condition. There is some acoustical fabric wall covering in the lobby, and it appears to be in good condition. One area of the basement has a painted skim coat plaster on the concrete masonry wall. There is painted exposed concrete masonry in the east stairway from the basement, and in some areas of the basement, all appeared to be in good condition. Former multi-purpose and work rooms in the basement have either vinyl wall covering or wood paneling. One room at the north part of the original building basement was finished with wood paneling, but the bottom portion of the paneling has been removed due to a stated sewer back-up sometime in the past. (See Photo A16). Toilet rooms have ceramic tile wall covering, generally in good condition in all rooms (But not maintained in the abandoned basement toilet rooms). The interior walls of the Basement IT Room are construction of drywall on studs. The drywall at the latch side of the Basement IT Room door has a mold / mildew stain inside the room apparently from the wall-hung A/C unit condensate leakage. This drywall should be removed and replaced. (See Photo A17). (See also Doors / Frames section above). There was no visible condensate drain from the A/C unit. This should be investigated further to verify the source of the moisture that caused the mold / mildew and determine a remedy to prevent further leakage. (See also Server Room Systems section of the HVAC Report). A section of wall covering and drywall was missing from the exterior wall of the adjacent room north of the IT Room, exposing foam insulation to the room. Having this foam insulation exposed to the building interior space without drywall protection is a violation of the current Building Code. Drywall covering should be restored to cover the exposed insulation. (See Photo A18).
Painting	There are drywall dropped ceilings in the public areas that are painted and appear to be in good condition, and the same applies to the central domed ceiling. The basement has painted exposed precast concrete planks in the central common area. No issues observed. There are painted exposed concrete masonry walls in the east stairway from the basement, and in some areas of the basement, all appeared to be in good condition. Fiber insulation wrap on exposed HVAC ducts in the central part of the basement has been painted the same white as the precast planks, and the paint appeared to be in good condition. The south basement toilet rooms (only one operational) have painted drywall walls. There is some marring on the walls from removed or replaced fixtures or accessories. (See Photo A19). There is some marring of the paint finish on the east Basement stair CMU walls, and the stair handrails paint is chipped. Repainting the stair wall and handrails is recommended, if the Basement is to be restored to active use. (See Photo A20). (See also comment in Stairs / Finishes section above).

Transparent / Sealers	The light finish on the door, frames and sidelites, wood trim, and casework on the main floor appeared to be generally in good condition.
Interior Flooring / Base Material	Carpeting covers most of the floor areas in the building, and appeared to be generally in good condition. The edge of the carpet at the main floor east exit door is frayed at the door sill and should be replaced. (See Photo A21). There is one room in the NE part of the basement where the carpeting has been removed due to stated sewer back-up. The carpet adhesive remains on the concrete slab. (See Photo A22). There is 12" vinyl tile in the Break Room, Book Vault, storage rooms, and in the central basement area, all in generally good condition. The main floor has wood base, and appeared to be in good condition. There is rubber/vinyl base in the basement, and appeared to be generally in good condition. The north walk-in teller lobby has quarry tile flooring and base that is in good condition. All toilet rooms (both operating and abandoned) have ceramic tile flooring. All appeared to be in good condition, except for lack of maintenance in the abandoned toilet rooms.
Ceilings	Much of the building has suspended acoustical tile ceilings, but of varying types. Much of the main floor has 12"x12" concealed spline tile, with areas of dropped drywall ceilings. Most of the acoustical tile ceilings appeared to be in good condition, except for some damaged edges where the concealed spline tiles were pried open. (See Photo A23). There were dirty textured tiles at ceiling air diffusers in the basement. (See Photo A24). A stained tile was observed on the main floor off the central lobby, possibly indicating a roof leak above. (See Photo A25). The main floor central domed ceiling is drywall, per the 2001 remodeling drawings, with a textured coating, and appeared to be in good condition.
Interior Finish Miscellaneous	

Architectural Photos

Photo A1

Photo A2

Photo A3

Photo A4

Photo A5

Photo A6

Photo A7

Photo A8

Photo A9

Photo A10

Photo A11

Photo A12

Photo A13

Photo A14

Photo A15

Photo A16

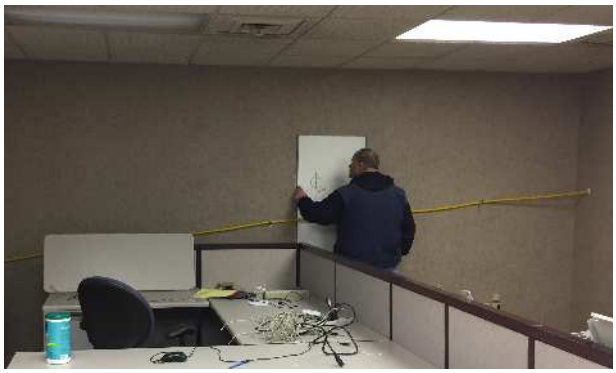

Photo A17

Photo A18

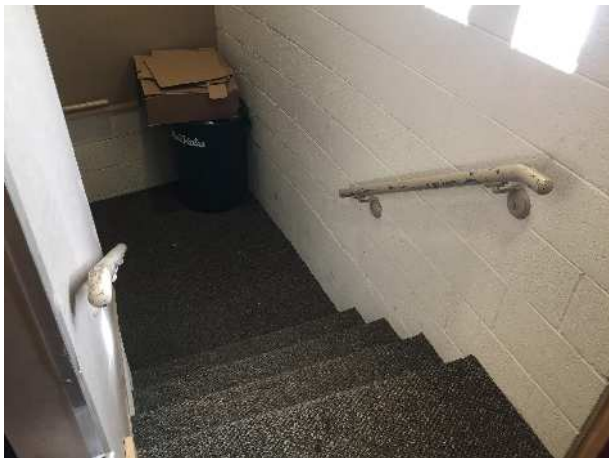

Photo A19

Photo A20

Photo A21

Photo A22

Photo A23

Photo A24

BUILDING CONDITION CHECKLIST

For the City of Stoughton, for the Building Located at:
207 South Forrest Street
Stoughton, WI 53589

Original building constructed in 1961

Electrical	
Electrical Service Entrance	
Location(s) Installed Date(s)	The existing underground electrical service consists of two utility service lateral drops from Stoughton Utilities (Alliant Energy) pole mounted transformers located on the southeast corner of the building. Main service disconnecting means for each is located inside in the basement level mechanical room.
Voltage/Phase Ampacity	Utility single phase service: 120/240 volts, single phase, 3 wire, 400 amperes. Utility three phase service: 240 volt delta, three phase, 3 wire, 400 amperes
Physical & Electrical Capacity	Physical capacity is full. Electrical load capacity, load history may be available from utility upon request by owner. The existing system does not main customer demand metering on the main.
Violations/ Concerns	• Physical capacity is limited. • Lighting within the room is dark. Without the aid of a flashlight, electrical distribution equipment labeling is not legible. • Both single phase and three phase service laterals enter under combined wireway before respective service disconnecting means. • 400A – 240V delta 3-phase Main Distribution Panel interior has signs of soot inside the panel trim from some event within the panelboard.
Others	Service utility metering is cold sequence (Main/Meter/Distribution) 2001
Distribution	
Transformers/ Panelboards	Building electrical distribution is at utilization voltage. Therefore, distribution transformers are N/A. 1961 Original Construction: Existing single phase (L-1) and three phase (P-1) and first floor single phase receptacle panelboards are

	original and manufactured by "Kinney". Branch circuit breakers, in L-1 & P-1 are still equipped with original circuit breakers. Branch circuit breakers in first floor single phase branch panelboard were replaced during 2001 renovation/addition. 2001 Addition/service replacement: Main service fusible safety switches for both single and three phase distribution equipment (Federal Pacific) original to renovation/addition. Single phase main distribution panelboard is manufactured by Siemens/Gould. Three phase main distribution panelboard is manufactured by Square D.
Locations Installed Dates	1961 – Original Construction panelboards are located in basement and in supply closet behind the tellerline. 2001 – Renovation/Addition panelboards are located in basement of the addition on exterior wall.
Access/Clearances	No access obstructions to working space or infringements to required clearances were observed.
Surge Suppression Grounding	None observed.
Comments	2001 – Renovation/Addition three phase main distribution panelboard appears to have had an electrical event that produced soot on the inside of the deadfront trim door. The panelboard interior appears to have been replaced. However, the dead front assembly is not intact completely and therefore protection from the conductors/bussing/terminations/arc-flash is not present. Corrective action by a state licensed electrician warranted. The 1961 equipment is no longer in manufactured. All circuit breakers in the facility greater than 15 years are beyond useful life to perform safely/reliably as designed. Existing panelboards are full and are in physical locations that do not support expansion. NFPA 70E Arc-Flash labeling on equipment is not present. No customer electrical demand power or energy metering is present to monitor electrical load/service duty capacity. Lighting in the mechanical room where the service equipment is located is does not comply with 10 foot-candle minimum.

Emergency Power Systems	
Generator	None present.
Transfer Switch(es) Location(s)	None present.
UPS	No central, hard-wired, uninterruptable power supply (UPS) exists.
Physical & Electrical Capacity	N/A
Others	Some spot-type emergency battery units for emergency egress lighting exist in selected areas.
Fire Alarm	
Basic System	Does not exist.
Coverage	Does not exist.
ADA Compliance	Does not exist.
Others	No Comments.
Security	
Basic System	Security premises protection exists for the occupancy.

Service Entrance Location(s)	Not disclosed given the premises occupancy.
Equipment Condition	Owner equipment.
Others	No Comment.
Telephone/Data	
Basic System	Appears to be VOIP distribution.
Service Entrance Location(s)	Underground service provider copper and fiber optic service lines; (1) copper and (2) FO, entrance at addition/basement adjacent to electrical service entrance equipment/distribution.
Equipment Condition	Existing, and in service; labeling not apparent.
Others	2nd telephone backboard located in the same basement mechanical room with array of 66 Blocks and Musak amplifier and tuner.
Telecom Closet Locations	First floor closet, behind teller line hosts wall rack that includes FO patch panel, switch, and (4) patch panels; array of 66 Blocks located below wall rack.
Expansion Capacity	Basement telephone backboards are full. First floor supply closet that hosts the existing wall rack has some additional patch panel spaces.
Support Methods Return air plenum?	Does not appear consistent.
Equipment Condition	Existing from previous 2001 addition, and in service, labeling not apparent.

Others	
Lighting	
Overview of Fixtures	Good condition, appropriate for the time of installation. Not significant reuse value if future renovation were to take place. Some areas utilize dual level controls.
Lamping	Mixture of incandescent, halogen, CFL, T12 & T8 lamp interior and metal halide exterior.
Dark Areas	Basement level has several areas of both well lit and under lit areas with a mixture of vintages of lighting systems.
LED Exit Lights	Basement level has original incandescent/plastic panel exit signs. First floor cast aluminum, stenciled RED exit signs.
Egress Lighting Description & coverage	Generally, incomplete and may not comply with current egress lighting requirement on the interior. No emergency exit discharch lighting observed. Some spot-type emergency battery units for emergency egress lighting exist in selected areas.
Others	Exterior lighting – H.I.D. type. Building recessed canopy downlights, commodity grade aluminum bollards, pedestrian scale, architectural indirect feature area lighting, remote parking cutoff type approx.. 15' tall, straight square steel pole shoe-by parking area lighting. Control via timeclock/photo-cell/contactors.
Lighting Controls	
Dual Lighting Levels	Manual in private offices.
Daylight Controls	None
Automatic Shutoff	Interior – manual; exterior – automatic time based control.

Special Controls	None observed.
Others	
Elevator(s)	
Location(s)	Does not exist.
Emergency Operation	N/A
Fire fighter's operation	N/A
Others	N/A
Wiring Devices	
GFIC	In toilet rooms and kitchenette.
General Condition	Basement level mixed. First floor current with last renovation.
Circuit Ampacity Issues	None observed. None reported by users.
Others	Conditions observed where duplex receptacles were installed above electric baseboard. This is a code violation.

Sound/Paging Systems/ Cable TV	
Basic System(s)	Musak, for overhead music. Paging via phone system.
Problems	None indicated by users.
Others	No comment.

Electrical Photos

Single Phase Elec. Service
Photo XX-E1

Three Phase Elec. Service
Photo XX-E2

Comm. Demarc
Photo XX-E3

First Fl. TC Equipment
Photo XX-E4

Bsmt. Lighting
Photo XX-E5

NEC Code Violation
Photo XX-E6

BUILDING CONDITION REPORT

For the City of Stoughton, for the Building Located at:

207 South Forrest Street
Stoughton, WI 53589

Original building constructed in 1961

Heating, Ventilation and Air Conditioning	
HVAC Building Services	
Primary Heating	One 500,000 Btu/h Raypak, Inc. natural gas hot boiler serves the entire facility (Photo H1). Boiler appears to have been installed in the 1990's. Boiler is in good condition for its age. Boiler flue exhaust and combustion air inlet ductwork is in good condition.
Heating Distribution	Primary-secondary pumping system. Single Taco primary hot water pump is in poor condition, and pipe connections are rusting. Dual Taco secondary hot water pumps are in poor condition. Per facility staff, one pump is redundant and only one operates at a time. Currently one of the secondary pumps has a leak in the seal, and has been not operation for ~6 months (Photo H2).
Supplemental Heating	There are various electric baseboard and wall heaters throughout the building (Photo H3). They appear to be in good working order.
Pipe Insulation	Hot water piping is insulated and generally in good condition. Some insulation around secondary hot water pump has been removed.
Toilet exhaust	Carnes 1/8 HP mushroom style roof exhaust fan, serving toilet rooms and janitor closet on 1st floor (Photo H4).
Air Handling Systems	There is an existing Trane constant volume air handling unit (AHU-1) with Carnes steam humidifier in the basement serving the original building (Photo H5). It is unclear whether the humidifier is operational. There are (3) newer Trane constant volume air handling units (FC-1, 2 and 3) located in the basement serving the addition portion of the building (Photo H6). Each direct expansion cooling coil is connected to its respective condensing unit on the roof with refrigerant piping (Photo H7). AHU-1 is zoned with multiple hot water heating coils for zone control (Photo H8). Each FC has a heating coil as well.
Ventilation Systems	There is no mechanical ventilation in the building. There are no operable windows for natural ventilation. There is an existing roof ventilation hood with a manual damper than can bring some fresh air into the building (Photo H9).

Server Room Systems	There is an existing American Series split system cooling unit, wall mounted in the server room, with associated condensing unit on the roof (Photo H10). It appears the unit is from the 1990's. There are signs of mold in the wall below the unit, and it is unclear where the condensate is routed. There is an existing dehumidifier in the room that appears to be in good condition (Photo H11). The condensate is running exposed along the wall to the mechanical room (Photo H12).
Recommendations	• Expect boiler replacement in the next 10-15 years. • Replace primary and secondary hot water pumps in the immediate future to prevent future heating shutdown. • Re-insulate pipe in locations of building where it has been removed or is deteriorating. • Expect replacement of motor, fan, cooling coil components, or condenser for AHU-1 in the next 5-10 years. • Remove existing Carnes humidifier. • Expect replacement of motor, fan, cooling coil components, or condenser for FC-1, 2 & 3 in the next 15-20 years. • Existing ventilation means does not meet current building codes, however if no substantial renovation is done, the building would be grandfathered in. We would still recommend adding mechanical ventilation as a means for providing sufficient fresh air into the building, which would require the following: Provide new rooftop gas-fired ventilation air handling unit to provide heated fresh air into the space, meeting minimum code requirements. • Server Room cooling unit is past its useful life. Recommend providing new cooling unit.
HVAC Controls	
Basic system	The boiler and original air handling unit have stand-alone controls. There is an existing temperature control panel in the main teller area (Photo H13). It is unclear what this serves, however it is inferred that it controls the space thermostats, since there are no user controls at the thermostat
Thermostats and control valves	Thermostats are blank with no user override at the stat (H14). Hot water heating coil control valves appear to be electronically controlled by the central automation system (H15).
Recommendations	• Hire a mechanical contractor to commission the existing control system. They would be able to determine what equipment is centrally controlled, and what is stand-alone. They can then provide a report on the whole building for review.

HVAC Photos

Photo H1

Photo H2

Photo H3

Photo H4

Photo H5

Photo H6

HVAC Photos (Continued)

Photo H7

Photo H8

Photo H9

Photo H10

Photo H11

Photo H12

HVAC Photos (Continued)

Photo H13

Photo H14

Photo H15

BUILDING CONDITION REPORT

For the City of Stoughton, for the Building Located at:

207 South Forrest Street
Stoughton, WI 53589

Original building constructed in 1961

Plumbing	
Plumbing Building Services	
Water	2" incoming water service, including meter and shutoff valves, located in a basement storage room appear to be in good condition (Photo P1).
Sewer	Underground sewer piping not observed. Indoor lavatory and mop sink drains appear to be in good condition.
Storm	Location of storm discharge was not observed. Roof drains are piped within the building. There is one storm pipe outlet at grade on the east side of the building (Photo P2).
Natural Gas	Natural Gas incoming service, including PRV and meter is located on the east side of building (Photo P3). Natural gas serves boiler and water heater.
Recommendations	• None.
Fire Protection	
Basic system	There is currently no fire protection in the building.
Fire Pump	None.
Recommendations	• With no major renovations, a sprinkler system is not required to be installed in the building.

Plumbing Water Protection, Conditioning & Heating	
Water Softener	There is an existing Culligan water softener in the basement serving the building (Photo P4). It appears to be in good condition.
Water Heating	There is an existing Bradford White 40 gallon water heater in the basement serving the building (Photo P5). It appears to be in good condition.
Back Flow Protection	None observed.
Recommendations	• None .
Plumbing Fixtures	
Water Closets	First floor water closets are low flow and in good condition (Photo P6). Some water closets in the basement have been removed.
Urinals	None.
Lavatories	First floor lavatories are in good condition (Photo P7). Some lavatories in the basement have been removed.
Mop Service Basins	There is an elevated mop sink in the former Women's room in the basement (Photo P8). There is also a mop sink in the Janitor's closet in the basement (Photo P9). They appear to be in good operating condition.
Kitchen/Break Rooms	There is a Breakroom with sink, dishwasher, microwave and refrigerator on the first floor (Photo P10). There is kitchen sink with reverse osmosis system under the counter, located in the basement (Photo P11). All equipment and fixtures appear to be in good working condition.
Floor Drains	Floor drains in mechanical rooms are in good condition.
Showers	None.

Roof Drains	One roof drain was missing cover grate (Photo P12). There is no overflow drains or scuppers.
Recommendations	• Replace roof drain grate to prevent debris from entering storm piping.
Plumbing Special Equipment	
Grease Interceptors	None observed.
Sump pumps & lift stations	None observed.
Air compressors	None observed.
Recommendations	• None.
Plumbing Piping	
Water Systems	Copper water piping is in good condition.
Sanitary & Storm Piping	Not observed.
Pipe Insulation	Insulation, where observed was in good condition. Some hot water pipe insulation missing.
Recommendations	• Install insulation where it is missing.

Plumbing Photos

Photo P1

Photo P2

Photo P3

Photo P4

Photo P5

Photo P6

Plumbing Photos (Continued)

Photo P7

Photo P8

Photo P9

Photo P10

Photo P11

Photo P12

CITY OF STOUGHTON
DEPARTMENT OF
PLANNING & DEVELOPMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6619 www.ci.stoughton.wi.us

RODNEY J. SCHEEL
DIRECTOR

Date: January 16, 2018

To: Amy Jo Gillingham
Human Resources Director

From: Rodney Scheel
Director of Planning & Development

Re: Department of Planning & Development Staffing Response

You reported that at the November 6, 2017 Personnel Committee, the Committee requested that Leadership Team members prepare a staffing plan for the next 3, 5, and 10 years for their respective departments. This represents a response to that request.

The Department of Planning & Development manages several major areas of responsibilities. These include, but are not limited to:

- Comprehensive Plan Administration including subdivision development
- Zoning Administration including permitting and associated code enforcement
- Major project management (Street Reconstruction, Stormwater projects, Sidewalk project, City Building projects, etc.) This includes public informational meetings, special assessments, construction oversight, etc.
- Building Inspection including permitting and associated code enforcement
- City Building maintenance and repairs through in-house and contracted services
- Stormwater Utility management and stormwater permit management
- Economic Development assistance
- Snow removal enforcement

Our department team includes 4.5 Full-time equivalent employees:

- Director of Planning & Development
- Assistant Planner/Zoning Administrator
- Building Inspector
- Facilities Maintenance Position
- Part-time Administrative Assistant

Recognizing the City's financial position, our Department has not recently sought to add staff, but worked hard to manage the workload with current staff levels. In my opinion, there are areas that we are not able to manage certain tasks as well as we would desire. One particular area that

we cannot dedicate as much time is to code enforcement (minimum maintenance, zoning, etc.). I anticipate a full-time equivalent position or combination being necessary for this area to be reinforced in the next 3 years.

As you can appreciate, our workload is affected by development (new subdivisions, rezoning, redevelopment, and construction) but we are also affected by the major projects the City spearheads such as street reconstruction projects, new City buildings (i.e. Public Works Facility), and redevelopment projects. Additionally, our department is affected by Council goals, initiatives, or policy changes and changing regulatory agency requirements. For example, we have recently seen an increase in interest to regulate old buildings. As issues like this evolve, we will be in a better position to understand if there are impacts to our staffing levels.

Retirements will have an impact on our department. Within 3 years, three of four full-time employees have already or will reach an age where they can consider retirement. Within 10 years, all four full-time employees will have reached an age where they can retire and it is likely three, and maybe four, will retire within this horizon. As these retirements near, we will evaluate required department activities and priorities as well as Council priorities to determine if changes in staffing levels are necessary.

I believe now is an exciting time for Stoughton. The economy is recovering and there is interest in Stoughton. The potential for redevelopment along the Yahara River continues to materialize. The City has committed to improving our streets by funding reconstruction efforts. Our department continues to stand ready to serve the community with a slim staff level, but acknowledge there are needs now and into the future that will require moderate staff level changes that will be dependent on the actions of the Common Council.

If you have any questions, please let me know.

H:\Employee Staffing Memo to Personnel Committee.docx

Stoughton Utilities
600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383
Serving Electric, Water & Wastewater Since 1886

Date: January 9, 2018

To: Stoughton Utilities Committee

From: Robert P. Kardasz, P.E.
Stoughton Utilities Director

Subject: Staffing plan and needs assessment

At the November 6, 2017 meeting of the Stoughton Personnel Committee, a request was made for all city departments to share their anticipated staffing needs for 2020, 2022, and 2027. The attached information was shared with the Director of Human Resources and Risk Management.

Encl.

Stoughton Utilities
600 South Fourth Street P.O. Box 383
Stoughton, WI 53589-0383
Serving Electric, Water & Wastewater Since 1888

Date: January 9, 2018

To: Amy Jo Gillingham
Director of Human Resources and Risk Management

From: Robert P. Kardasz, P.E.
Utilities Director

Subject: Stoughton Utilities staffing plan and needs assessment request from the Stoughton Personnel Committee

At the November 6, 2017 meeting of the Stoughton Personnel Committee, a request was made for all city departments to share their anticipated staffing needs for 2020, 2022, and 2027.

We do not currently expect to increase our staff of 26 between now through 2027, however do expect to reconfigure some positions as we have done in the past. We periodically reconfigure positions to best take advantage of current technological resources and to keep up with emerging utility trends, and this has allowed us to reduce our staffing level from the 28 employees back in 1980. We are unable to currently predict what those future reconfigured positions will be or when any reconfiguration(s) will take place.

Stoughton Utilities initiated succession planning in 1998, and completes the task annually in an effort to position the utility for the future. We completed our current plan in August of 2017, and I had shared the results with the Stoughton Utilities Committee. We anticipate the following retirements at this time:

2017 to 2022	5 employees
2022 to 2027	3 employees

As employees retire, or approach their anticipated retirement date, their positions will be reevaluated and possibly reconfigured. In some cases, replacement positions may be created and filled before the incumbent retires in order to provide training and the transfer of institutional knowledge, temporarily increasing our staffing above the current 26.

As has always been the case, all positions at Stoughton Utilities shall continue to be funded entirely by electric, wastewater, and water rates and we do not anticipate requesting any taxpayer funding.

Tuesday, January 02, 2018

Stoughton Utilities

- Common Council
- Donna Olson, Mayor
  - Utilities Committee
  - Jamin T. Friedl, CPA, Finance Manager
  - Robert P. Kardasz, P.E., Utilities Director

Technical Operations Division

Brian R. Hoops
Assistant Utilities Director

- Carol A. Cushing, Collections Technician
- Erin N. Goldade, Billing & Metering Specialist
- Shannon R. Gunsolus, Accountant II
- Louis S. Rada, GIS Analyst
- Brandi D. Yungen, Customer Service Technician

Wastewater System Division

Brian G. Erickson
Wastewater System Supervisor

- Mark A. Bakken, Wastewater Operator
- Phillip O. Linnerud, Advanced Certified Wastewater Operator / Laboratory Technician
- Phillip J. Zweep, Basic Certified Wastewater Operator

Water System Division

Sean O Grady
Operations Superintendent

- Scott W. Gunsolus, Lead Certified Water Operator
- Kevin S. Hudson, Certified Water Operator
- Kent F. Thompson, Certified Water Operator

Electric System Division

- Adam G. Frederick, Journeyman Lineman
- Tyler S. Harding, Apprentice Lineman
- Aaron R. Mattingly, Apprentice Lineman
- Jesse D. Mowery, Apprentice Lineman
- Andrew C. Ruder, Apprentice Lineman
- Brian R. Scheel, Journeyman Lineman
- Bryce A. Sime, Metering Lead Journeyman Lineman
- Tony A. Wieczorek, Journeyman Lineman

Utilities Planning Division

- Scott S. Grady, Engineering Technician
- Martin O. Seffens, Operations Specialist
  - Cory Neeley, WPPI Energy Services Rep.
  - Andrew Paulson, MEUW Safety Coordinator

CITY OF STOUGHTON
PARKS & RECREATION DEPARTMENT

Dan Glynn, Director
Vacant, Recreation Supervisor
Pat Groom Parks Maintenance Supervisor
381 East Main Street Stoughton, WI 53589
(608) 873-6746 www.stoughtonrec.com

Date: October 27, 2016

From: Dan Glynn, Recreation Supervisor

Subject: 3, 5, and 10 Year Staffing Plan

Personnel Committee,

The staffing levels for the Parks & Recreation Department are highly dependent on population growth, revenue generation, and leisure trends. In the 3, 5, and 10 year staffing level projections notes will be made whether these positions will be covered by revenue funds or if they will be covered by the City's general fund. A population increase of 5 to 10% in the City would cause program participation to increase, but would still be manageable by current staff if office support was hired. The increase in population may cause the need for new facilities such as indoor gym facility since space is already scarce in the winter.

Currently the Parks & Recreation Department has three full-time positions: 1) Parks & Recreation Director, 2) Recreation Supervisor, and 3) Youth Center Manager.

The Parks & Recreation Director is responsible for the supervision of the Youth Center Manager and Recreation Supervisor. The Director is also directly responsible for park development and management, and Troll Beach. The Director assists the Recreation Supervisor with recreation programming and special events. The Director is also responsible for administrative duties involving the Youth Center such as reporting to the Dane County and grant writing.

The Recreation Supervisor is responsible for recreation programming and special events. This includes supervising seasonal program supervisors, programming staff, sport officials and scorekeepers, volunteers, and private contractors.

The Youth Center Manager is responsible for the management of the Youth Center. This includes fundraising, supervising two part-time Youth Center Assistants, and providing the daily afterschool program that includes providing healthy food, mentoring, and tutoring among many activities.

<u>3 Year Staffing Projection – 2021</u>
The Parks & Recreation Department currently operates without any office support outside of the city hall's receptionist. This causes the Director and Recreation Supervisor positions to spend a considerable amount of time on low level tasks such as taking meeting minutes and answering phone calls. It makes business sense for the Department to have a full-time administrative assistant to cover those tasks. This would allow the Director's position to focus more on park planning and community engagement and the Recreation Supervisor to focus more on developing new programming including special events and afterschool activities. Both of these functions have been asked more of lately from the community. Adding this position would be comparable to staffing levels for communities the size of Stoughton and even in smaller communities such as Monona.

The anticipated opening for the whitewater park and community center at Mandt Park is 2021. This is due to the encouragement to apply for the WDNR's Stewardship Fund Grant in 2018. The grant is awarding in the fall and agencies have two and a half years from being awarded the grant to complete the project. This would put the project completion in the second half of 2021. To properly staff the facility, we would need a full-time staff person to manage the facility. Using Ann Arbor, MI Parks & Recreation's facility as a model, this manager would be at a supervisor level in our organizational hierarchy. This person would supervise two facility coordinators which would be full-time seasonal positions, seasonal front desk staff, volunteers, and private contractors. Based on revenue generated by Ann Arbor's park, we anticipate this being an enterprise fund that is self-funded.

The Youth Center would optimally operate with three Youth Center Assistants. The Youth Center building has three floors and with the current staffing levels it works if the Manager along with the two Assistants are there- one staff member on each floor. However, when one staff member is out due to illness or vacation, one of the floors needs to be closed so there is proper supervision. With an additional assistant, a floor would never need to be closed.

5 Year Staffing Projection – 2023

We anticipate that the Mandt Park whitewater park and community center would gain in popularity after being open for two full seasons. The rental operation would be scaled up to the point where it would generate enough revenue to hire a full-time assistant. This person would assist in day-to-day activities at the facility along with program special events such as regional competitions that would bring economic impact to the City.

10 Year Staffing Projection – 2028

It is difficult to project staffing levels needed 10 years from now since leisure trends are so fluid and population growth could change. It is likely that an indoor gym facility may be needed to meet the community's recreational needs. To staff an indoor gym facility with four basketball sized courts, banquet hall, and gym facility, it is reasonable to believe that full-time supervisor level position along with a coordinator position would be needed. This comparable to the staffing levels at the Warner Park Community Center and the Waunakee Village Center. At that time, it would make sense to have a person responsible for facility maintenance. That position would be responsible for the maintenance of the Mandt Park facility and the new indoor gym facility. We would be in favor of a facility design that would cover the operational cost of the facility.

I am aware of some City Council members' concerns of adequate staffing levels in regards to park planning. After conversations with other professionals in the area, I don't believe Stoughton will have adequate population growth to employ a full-time employee that solely works on parks planning. The only parks and recreation agencies in Dane County that have full-time parks planners would be the City of Madison Parks Division and Dane County Parks. It would be in the City's best interest to contract professional services for parks planning.

Please give me a call you have any questions.

Sincerely,

Dan Glynn
Parks & Recreation Director

CITY OF STOUGHTON
FINANCE DEPARTMENT
381 East Main Street, Stoughton, WI. 53589

(608) 873-6677 www.ci.stoughton.wi.us

January 17, 2018

Amy Jo Gillingham
Director of Human Resources and Risk Management

RE: Finance Department Staffing Plan and Needs Assessment Request from the Personnel Committee

At the November 6, 2017 meeting of the Stoughton Personnel Committee, a request was made for all city departments to share their anticipated staffing needs for 2020, 2022, and 2027.

The Finance Department does not anticipate increasing our staffing levels through 2027; however there are actions that are periodically taken by the Council that could affect the level of staffing required in order to complete those directives. With that in mind it is difficult to predict how those directives might affect staffing for the department.

If you have any questions, please do not hesitate to contact me.

STOUGHTON AREA EMERGENCY MEDICAL SERVICE

381 East Main Street Stoughton, Wisconsin 53589
Non-Emergency 873-6500 EMERGENCY 911

Date: January 16, 2018

To: Amy Jo Gillingham
Director of Human Resources and Risk Management

From: Lisa Schimelpfenig
Director, Stoughton Area EMS

Re: Request from the City of Stoughton Personnel Committee for staffing/needs assessment at 2/5/10 year intervals.

For over thirty-five years, Stoughton Area EMS has maintained emergency medical services to the City of Stoughton and surrounding areas with a base of Stipend Volunteers and minimal paid staffing. From inception to current times, call volume has driven staffing needs from a stipend volunteer staff of 12 in 1976 to over 40 today. The current paid staffing configuration has been in place and unchanged for 11 years, it consists of two.

EMERGENCY MEDICAL TECHNICIANS - VOLUNTEER BASE

There are difficulties projecting staffing needs when utilizing a volunteer base. Some of the factors to consider:

1. Availability of volunteers. Many areas of the state, including our surrounding communities, struggle to maintain a full complement of volunteers. A majority have had no choice but to create full time paid positions to ensure responses to their citizen base especially during day time hours. In today's socio-economic environment, Stoughton Area EMS is very fortunate to remain staffed with a complete stipend volunteer base. Estimating how long this will be the case is problematic. Recruitment and Retention are the number one and number two concerns of an overwhelming number of EMS systems. The viability of volunteers if further impacted by training requirements which currently reside at around 400 initial hours.

2. City expansion. As the City continues to grow, emergency medical responses will increase. Commercial development will play a critical role in the taxation of Stoughton Area Emergency Medical Services dependent on what type of commercial development is decided upon by city leadership. For example, statistically speaking: In 2017, Skaalen Retirement and Rehabilitation and Nazareth Health and Rehabilitation utilized SAEMS on 173 occasions/ for approximately 190

residents (this is 91% of the entities population) vs. the general population response of 1473 occasions/18310 residents (this is 9% of the general population).

I have no hesitation reporting anticipated staffing requirements will remain status quo through 2020. I have a little hesitation into the 2022 prediction. I am less confident as we move through the following years. Unfortunately, there are no guarantees. In preparation for when this time arrives, I share the following:

A full time paid Emergency Medical Technician scenario would roughly resemble 12 full time EMT's and 2 part time EMT's. There are currently 672 hours in a week that require coverage. At a pay rate (benefits included) of $23.40/hr, this calculates out to a yearly EMT (responders only) compensation rate of $817,689.60.
Currently, under the volunteer structure, payroll compensation rates are $120,000 to $130,000/yr in total.

A secondary scenario provides for a mixed volunteer/paid staffing matrix. The financial impact to the city completely hinges on the engagement of the volunteer base at the time the need arises.

FULL TIME PAID STAFF

Currently, paid staff consists of: 1 full time Director and 1 full time Operations Specialist. These positions are outside of the 911 based EMS responder role. I see no need for additional staffing in this area at the 2020 or 2022 benchmarks. As I am unable to predict 10 years out, I cannot speak to this.

Memorandum

To: **Personnel Committee**

From: Chief Greg Leck

Date: 1/31/2018

Re: Staffing plan and needs assessment request from the Personnel Committee

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The purpose of this memo is to address the request from the Personnel Committee regarding staff planning and the needs assessment of the Police Department for years 2020, 2022, and 2027.

We currently have the need to add staff to the existing work force based on case load and call volume. The department has been significantly understaffed for many years. Over the last seven years we have adjusted the work for to maximize the effectiveness of the staff that we have. We have added positions of a School Resource Officer and an additional patrol officer. We have reallocated supervisory positions to better monitor the work force and to enhance oversight of operations.

However, we have lost an investigator position as we have moved that position to patrol because of the need. This has increased the burden on the current two investigators to handle the growing amount of extensive investigations we have been experiencing. The lack of the third investigator has resulted in more follow up investigation being done by patrol staff, which in turn reduces the amount of available time for patrol staff to do such things as traffic enforcement. Lack of adequate traffic enforcement has a direct correlation to traffic crashes, pedestrian safety, and quality of life interests for the community.

Our call volume has increased over this time period but more importantly the types and severity of calls has outpaced the call volume increase. We are handling more mental health issues and other types of calls that are very labor intensive. These types of calls have become the norm instead of the exception. I have cited previously that during the PM shift, officers are routinely going from call to call. Shifts where officers are going call to call have begun to steadily increase during the day shift as well. Late shift has also experienced growing needs for additional officers.

As an example, a recent late shift had four serious calls, where arrests were made in each in a span of just one hour. We were assisted by Dane County Sheriff and Oregon Police during this time and they were able to handle these incidents for us. These types of call volumes are occurring more and more frequently. We are fortunate to have the assistance of these other departments but that is not always the case because of their own increased call volumes.

With the increase of a patrol officer scheduled for 2018, we will still be in the need for a minimum of two patrol officers and an investigator by 2020. Because of the work schedule of six days on and three days off by patrol staff, this means that it takes 1.5 officers to increase one shift by an officer. Given our need to increase minimums of patrol officers on the PM and Day shifts to three per day, it requires three officers to increase the 2 shifts.

By 2022, if trends and growth continue, we would need to be at a three patrol officers per shift assigned minimums (including late shift). With the addition of patrol officers it would be recommended to increase supervisory staff by a minimum of one addition first-line supervisory (sergeant) to ensure oversight and review.

At this point with so many variables I would be remiss to even suggest what needs could be in 2027. So much will be dependent on community growth, crime trends and workload to even give a best guestimate. Population numbers alone are not a good indicator of what future needs would be, but National Averages have been approximately 1 officer per 500 population. However, using National Averages alone is not very reliable.

Hopefully, staff time permitted, the department intends to complete an internal workload study during 2018. This study will better reflect actual time needed by staff to complete tasks and the work force that is need to complete those tasks.

In summary, we have identified the below numbers of being reflective of what we see as staffing needs. Please keep in mind that larger than anticipated community growth or a demographic change in levels of crime could impact the below numbers significantly.

2018-2022	3 officers & 1 investigator
2022-2024	2 officers & 1 sergeant
2027	Unknown

Respectfully,

Gregory W. Leck
Chief of Police

Date: January 16, 2018

To: Amy Jo Gillingham / Director of Human Resources and Risk Management

From: Scott Wegner / Fire Chief

Re: Anticipated staffing needs for the immediate time period, 2020, 2022 and 2027

The Stoughton Fire Department understands that the Personnel committee made a request on November 6th, 2017 that city departments and leadership team members share what their anticipated staffing needs would be for 3 years, 5 years and 10 years into the future. In 2017 SFD responded to 373 incidents and has seen approximately 20% increases per year in 911 requests for action over the previous year(s) SFD has no reason but to believe that 911 requests for fire and rescue services will continue to increase into the future. Increasingly, SFD is requesting more often mutual aid from adjacent communities to make-up and provide for a standard response.

Per NFPA 1710 /1720 standards, the way volunteer fire departments train and operate they basically rely the same set of performance standards that career firefighters operate, with the exception of staffing requirements. The minimum number of firefighters needed for any type of incident ranges from 12 firefighters for lower hazard events and occupancies to not fewer than 24 firefighters and up to 43 personnel plus 2 chief officers at hazardous events or complex high risk occupancies. The number of firefighters needed per capita is between 1.4 to 1.9 firefighters per 1000 population according to the 2008 Fire Protection Handbook. SFD serves an area of about 100 square miles and a population of approximately 18,000 including the City of Stoughton and all or portions of the towns of Dunkirk, Dunn, Pleasant Springs and Rutland.

A full complement of firefighters on SFD's roster would equal 42 members. SFD has been operating with less than a full roster of firefighters for at least 3 or 4 years. SFD has been making additional staffing requests since 2012. Currently SFD still has 2 volunteer firefighter vacancies that it is unable to fill and has seen a change in the type of applicant. Lately, a majority of the applicants wanting to volunteer for SFD do not reside or work in Stoughton. Since 2014, SFD has added or replaced 15 members because of attrition and relocations. Recently SFD added 4 volunteers, with only 2 members already certified as firefighters. It takes about 1 year to train a civilian to be a volunteer firefighter and it takes about 2 years for that volunteer to be fully capable of knowing what to do as a volunteer firefighter. Approximately 2/3rds of the volunteer firefighters work outside the City and response area during daytime hours. 2 ¾ personnel work at SFD Monday thru Friday 7:30 am to 4:30 pm. It is known that 7 volunteer firefighters work in or around the city. 3 are not permitted to leave their place of employment during their assigned shift, 2 are contractors with no guarantee of working in the immediate area every day and 4 of the normal responders are either retired or of retirement age. SFD also makes 3 firefighter duty crew slots at $15 per 12 hour shift available every day and night in an effort to determine whom is available each day. Seldom are the duty crew slots ever full.

Response protocols, OSHA requirements and WI state law dictate that fire departments shall assemble sufficient number of response personnel before commencing any emergency actions. Via 911, SFD is summoned to any variety type of incidents. Our dilemma is that we face staff shortages every day and at all times.

Minimum staffing requirements for a first due units like Engines and Squads should equal at least 4 personnel per unit. Ladders and trucks usually staff at 5 or 6 personnel recognizing the tasks and work that needs to be accomplished to minimize loss of life and property. SFD prioritize its actions every day. Not since 2012 has SFD been able to keep up with required truck and equipment checks and repairs, records management and prevention inspections in commercial occupancies. The work load in the station day to day exceeds the capability of the staff and volunteers to safely do their jobs. 20 years ago a full roster was 30 personnel. A typical volunteer firefighter was required to live and work within 2 miles of the fire station and would participate in approximately 100 alarms per year and have between 80% and 100% participation rate over the course of a year. Those same firefighters whom are no longer required to live or work in the response area today (2017) participating at the same level, only achieve 27.07 percent. In 2017 only 8 firefighters were between 50% and 80%, 6 firefighters over 40%, 4 firefighters over 30% and the balance of the volunteer firefighters between 8% and 29% participation at incidents. We are proud of what the firefighters do and the firefighters are very good at what they do. Their availability severely limits SFD response capabilities.

At this time the size and availability of daytime responders in Stoughton is smaller than most of our peer departments in the County and southern WI. In the very near future SFD would like to improve its daytime response capabilities. SFD would like to see at least 4 responders available especially during weekday, daytime hours. Additionally SFD would like to increase its volunteer member roster from 42 max to 50 max volunteers in an effort spread the work SFD is required to do across more responders. Within 3 years SFD would like to increase its volunteer roster to 50 volunteers with more emphasis on week day availability. I would also like to discuss with the personnel committee changing how and how much a volunteer firefighter is compensated. SFD would like to have the commitment from council to allow SFD to apply for a SAFER grant that could provide some funds for wages for new hires for a specified time period. All the discussions will require an increase of the SFD budget costs.

Not having a crystal ball to look into the future and not knowing what will be required of emergency services department like Stoughton Fire Department, SFD does not have an additional staffing plan request past 3 years in the future. SFD does not have any space in the existing station to house firefighters 24/7 or allow for student interns. SFD currently has about 10 volunteer firefighters that are eligible to retire or retire soon because they have achieved their length of service commitments that are well over 22 years each. These retirements whenever they happen will likely require a replacement volunteer that will likely have to be trained. Within 10 years or 2027, SFD should have a succession plan for any existing fulltime staff. It is unknown what the size of that full time staff will be within that 10 year period. No matter how you look at it, the fire service is the last line of defense when it responds to any emergency situation. We need staff and/or volunteers to do just that.

Fire Chief Scott R. Wegner

Stoughton Fire Department

401 E. Main St.

Stoughton WI. 53589

1/11/2018

Memo

To: City of Stoughton Personnel Committee

From: Cindy McGlynn – Director, Stoughton Area Senior Center

Re: Request of 3, 5, 10 year staffing estimate

When asked about staffing needs for the Senior Center, the issue that effects our staffing the most is population. The number of older adults (55 years and older) that there are here to serve in the Stoughton Area.

Currently the most accurate population numbers from the 2010 census show there are:

STOUGHTON		
Population	Number	Percent
45 to 49 years	1,011	8.0
50 to 54 years	924	7.3
55 to 59 years	802	6.4
60 to 64 years	571	4.5
65 to 69 years	468	3.7
70 to 74 years	298	2.4
75 to 79 years	325	2.6
80 to 84 years	306	2.4
85 years and over	438	3.5

ALBION		
Population	Number	Percent
45 to 49 years	202	10.4
50 to 54 years	184	9.4
55 to 59 years	141	7.2
60 to 64 years	122	6.3
65 to 69 years	76	3.9
70 to 74 years	64	3.3
75 to 79 years	39	2.0
80 to 84 years	29	1.5
85 years and over	27	1.4

DUNKIRK		
Population	Number	Percent
45 to 49 years	201	10.3
50 to 54 years	187	9.6
55 to 59 years	177	9.1
60 to 64 years	137	7.0
65 to 69 years	112	5.8
70 to 74 years	76	3.9
75 to 79 years	43	2.2
80 to 84 years	25	1.3
85 years and over	17	0.9

DUNN		
Population	Number	Percent
45 to 49 years	468	9.5
50 to 54 years	539	10.9
55 to 59 years	544	11.0
60 to 64 years	484	9.8
65 to 69 years	333	6.8
70 to 74 years	176	3.6
75 to 79 years	88	1.8
80 to 84 years	72	1.5
85 years and over	38	0.8

PLEASANT SPRINGS		
Population	Number	Percent
45 to 49 years	345	10.9
50 to 54 years	342	10.8
55 to 59 years	319	10.1
60 to 64 years	263	8.3
65 to 69 years	185	5.9
70 to 74 years	102	3.2
75 to 79 years	62	2.0
80 to 84 years	45	1.4
85 years and over	35	1.1

RUTLAND		
Population	Number	Percent
45 to 49 years	218	11.1
50 to 54 years	230	11.7
55 to 59 years	224	11.4
60 to 64 years	145	7.4
65 to 69 years	92	4.7
70 to 74 years	52	2.6
75 to 79 years	44	2.2
80 to 84 years	27	1.4
85 years and over	20	1.0

While we don't have population projections for the above age ranges, it is safe to say that the population we serve (55 to over 100 years, plus the family members who care for them) will increase as the Baby Boomers age.

As you saw in our 2018 budget request, we currently have the need for additional hours for our Program/Volunteer Coordinator to bring that position to full time. That is an immediate need for the Senior Center, as we were denied that request for 2018.

To project into the future 3, 5 and 10 years is dependent as I said, on population. The numbers above give you an idea on who is currently living in Stoughton and how those people may age in place. We certainly can't project who may move here or what things may change in our community that would affect our population either positively or negatively. So these are the projections based on what we know of the current area population.

3 years - As mentioned previously, we are in need of increasing our Programming/Volunteer coordinator position to a full-time position. Trying to plan and organize events and classes for a population range from 55 – 105 years of age takes a large amount of time and coordination of space. The need for more staff hours also is needed to address the coordination of more space needs ~~trying to~~ and collaboration with others to host Senior Center programs and classes we don't have the room for any longer.

5 years – I believe in 5 years' time we will have the need for an additional 20 hours of case management service. We currently have two full time case managers and one part time (20 hours) case manager to serve the City of Stoughton. In the past year we have seen more and more complex client situations and higher need of older adults. In the later part of 2017, we implemented a waiting list for new referrals. We are still in a two-week waiting list period for new clients. We hope to have staff caught up with current client needs and return to no waiting list in a month or so. This tells me that soon we won't be able to address current need with current staffing for long.

10 years - I believe that in 10 years we will have the need for a full-time administrative assistant position at the Senior Center. Currently we are covered by 28 hours of staff in this position. The need for greater training of a qualified staff person to be at our front desk 40 hours a week and providing administrative support for staff will reach that level in 2028.

STOUGHTON
PUBLIC LIBRARY
The heart of our community.

Date: January 9, 2018

To: Amy Jo Gillingham, Director of Human Resources and Risk Management

From: Richard MacDonald, Library Director

Subject: Stoughton Public Library future staffing needs request from Stoughton Personnel Committee

At the November 6, 2017 meeting of the Stoughton Personnel Committee, a request was made for all City departments to share their anticipated staffing needs for three, five, and ten years in the future.

Full-Time vs. Part-Time
The Library currently has five full-time employees, one of which is a non-supervisory position. There is also a supervisory position which is only 30 hours per week.

The non-supervisory full-time employee works 20 hours a week in one Library department and 20 hours a week in another Library department. When this person retires either fully or partially, this full-time position should be replaced with two part-time employees. This will enable greater staffing flexibility since the needs of the two Library departments often overlap causing scheduling challenges.

When we make this change, the full-time position should be given to the supervisor who is currently 30 hours per week, the Circulation Supervisor. Most libraries, even those much smaller than Stoughton's, have a full-time Circulation Supervisor, but our present Circulation Supervisor is a 30 hour per week position. We may be able to make this change within five to ten years.

Youth Services
Questions to consider for Library Youth Services staff projections:

- What is Stoughton's projected population growth for the next decade?
- Does Stoughton plan to offer more 4K programs, and will there be new daycares, preschools, or aftercare facilities opening?
- Are there plans to create any new K-12 facilities such as a magnet school or vocational-technical school? Or news of any new private schools coming to the area?

If the answer to any of these is yes, then additional Youth Services staff will be needed in five to ten years.

In the meantime, there is a need now for **four additional hours** for the part-youth services librarian. This would enable the Library to:

- Offer additional programs such as baby story times.
- Allow the full-time Youth Services librarian more time to dedicate to in-house programs and outreach
- Enable the full-time Youth Services librarian to meet the requests for additional outreach visits from Stoughton 4K programs, daycares, and preschools
- Allow more time for special crafts, bulletin boards, displays, and all the other wonderful creative work that makes our library unique and special.
- Bring this staff member in line with the hours per week allocated for part-time Adult Services librarians.

Library outreach and Library programming will remain vital and grow in popularity and need. With more staff hours we can provide more outreach and strengthen bonds with the Stoughton schools.

Teen Services

For the short term – the initial success of the Library's pilot, grant-funded Teen Intern program shows that this is something worth continuing. The cost for this program is approximately $8,500 per year. The pilot program is being funded by the Bryant Foundation for the fall of 2017 through the spring of 2018. A request for funding of $4,250 for the fall of 2018 was not approved for the 2018 budget.

The most important components of teen services are TIME and SPACE. Library staff needs to spend TIME with the teens and be in their SPACE greeting them, learning their names, interacting with them, and inviting them to programs.

With a teen services staff person or intern, we would have someone dedicated to teen programming, outreach, collection development, and to help staff the adult services desk

For the longer term – if the Teen Intern program continues to be successful and continues to increase the number of teens using the Library, a 20 hours a week, part-time position should be considered.

Adult Services

Questions to consider for Library Adult Services staff projections:

- A What is Stoughton's projected population growth for the next decade?
- Are there new programs or services that the community, City Council, Mayor, or Library Board would like to see offered?
- What needs are changing? For example, is there a greater need for assistance with technology, English as a second language, literacy, learning about community resources?

For Five Years from Now

A new 10-hour per week position that would allow us to continue offering excellent customer service, while expanding our program and service offerings.

For example, with current staffing levels we must rearrange the schedule for the week or request a substitute in order to offer evening programs such as book discussions and the well-attended Adult Craft Club and also keep the Adult Services desk staffed. A new staff member with a flexible schedule would allow us to more easily offer existing programs, design new events, and to better publicize library offerings.

Depending upon City growth, moving one of the part-time positions to full-time would allow a the presentation of new outreach activities for adults in Stoughton as well helping with in-house customer service needs.

Library Administration

The present Administrative Assistant is an 18 hours a week position. This needs to be increased to 20 hours a week as soon as possible.

Summation

The Library is currently understaffed. The Administrative Assistant position should be 20 hours a week; four additional hours should be added for the part-time Youth Services librarian; and the teen intern position needs to be funded.

If Stoughton continues to grow, in order to continue to meet the needs of our community the Library will need to add additional staff and additional hours for some existing staff. This will allow us to continue our tradition of excellent customer service within the Library, and also us enable us to continue to expand our reach beyond the walls.

City of Stoughton
Department of
Human Resources & Risk Management
381 East Main Street Stoughton, WI 53589

(608) 646-0272 www.ci.stoughton.wi.us

Amy Jo Gillingham
Director

January 4, 2018

The Personnel Committee requested that the Leadership Team prepare a staffing plan for the next 3, 5, and 10 years. Below is my response to that request.

The Human Resources and Risk Management Department is responsible for all Human Resources and Risk Management duties, which is listed below. Please note this is not an all-inclusive list, it is a short representation of our responsibilities.

Human Resources:

- Hiring, development, discipline, terminations, retirements
- Recruitment- schedule interviews, participate on interview panels, assist with decision making for hiring, generate employment offer letters, generate rejection letters for all applicants
- Position Descriptions- updates and development
- Compensation- development of strategy, pay levels
- Policy and Procedures- write, update,
- Work Rules- update and maintain
- Provides HR Support to all departments
- Benefits negotiations, secure benefits
- Benefit and new hire orientations
- Enrollments, changes and systems- update carrier and city systems
- Maintain employee personnel and medical files
- Police and Fire Commission- assist with Hiring, Firing and Discipline- City employee
- Provide guidance and assistance to departments regarding employee questions, concerns and discipline

Risk Management

- Insurance policy review and secure policies for the City
- Manage liability claims with both the carrier and claimant
- Manage worker's compensation claims with both carrier and employee
- Head up Investigation and injury reviews for WC Claims
- Work with carrier (CVMIC) and Leadership to develop the annual Work Plan
- Maintain SDS Binders
- Maintain Insurance Policies
- Review and secure policies as needed for projects and contractors
- Liaison between City and carriers for securing insurances, updating policies, COI's
- Review contracts on behalf of the city for language and insurance compliance

AJOG H:memos,3,5,10 year plan

Staffing of Human Resources & Risk Management

- Gini Skarda- HR/RM Generalist
  - Focused mainly on the administrative duties within the department
- AJ Gillingham- Director of HR & Risk Management

Each year when I am asked to prepare my department's budget, the directive is that the budget is stagnant. Therefore, any opportunity for department growth to support the workload or needs of the department is denied. In order for the Human Resources and Risk Management to be able to handle the existing workload, two things need to occur.

#1 HR/RM is focused on HR/RM tasks, not handling duties that fall within other's position descriptions. This is has been addressed. As previously discussed with the Mayor and Personnel, HR needs to be able to focus on HR, not duties that others are more efficient and trained to do. The duties do not fall within the HR Position Descriptions and need to be moved before any progress can be made on non-day to day responsibilities.

#2 If the duties are moved to the appropriate department, we should be able to begin to start catching up once the transfer of duties occurs. As requested in the 2018 budget, a part-time administrative LTE would be instrumental in helping us get to a point that we could begin working on projects such as the Work Rules, Compensation Study etc.....

A Human Resources Department is staffed based on a 1 to 100 ratio. Keep in mind, we DO NOT handle only HR. We also are responsible for all aspects of Risk Management. In the 1 to 100 ratio the Director is typically not included. It is 1 to 100 HR Generalists. With that being said, there are many other factors that play into our staffing. The staffing needs of each department affect the workload in HR. The Recreation Department and Public Works employ the most LTE's and seasonals. Each employee has to be hired, entered into the system and orientated. Therefore, the number of employees being hired drives the workload in HR as well as compliance requirements.

Other factors: The City of Stoughton has an aging workforce, the unemployment rate is low, so employees are leaving for better opportunities which increases our recruiting numbers. In regards to compensation and benefits if not competitive we will lose staff to the competition. When recruiting becomes competitive like this, it not only increases the number of open positions but it consumes much more time for the recruiter as recruiting efforts are much more difficult and all terminations must be input into all benefit systems and payroll. This is manual labor intensive.

All staffing recommendations are just estimates as I do not know what the growth patterns, number of terminations, retirement and projects along with other tasks that HR/RM may take on.

Immediate Need: Add one additional part-time administrative staff member to help with basic data entry and filing.

Three Year Plan: Add one additional Full-time staff at the Generalist level plus the part-time administrative assistant from the immediate need request.

Five Year Plan: Depending upon technology used in HR and RM, we may be able to handle the workload with the existing staff, provided there are no major increases in hiring due to employees leaving, onboarding and new positions approved as well as no major changes with RM.

Ten Year Plan: I would anticipate if the City continues to grow and services are expanded, HR/RM would need to grow with respective numbers. Again, I would first look to efficiencies and technology before making the recommendation to add headcount. If needed, I would balance the request between Administrative and Generalist headcount. Looking for the most efficient and cost effective means to handle the workload.

In summary, the most import factor for the HR/RM Department is the use of our assets (HR/RM) employees and utilization of technology to be efficient. The HR/RM Department is excited to be a part of the City and to add services that will ensure that we are hiring and retaining quality staff and are compliant with HR and RM laws, rules and regulations. There are many variables that affect the staffing levels and workload within the department. Depending on the outcomes of the variables, the staffing may need to adjust.

Thank you for your time and consideration. Should you have any questions, please do not hesitate to contact me.

CITY OF STOUGHTON
DEPARTMENT OF IT AND MEDIA SERVICES
321 S. Fourth Street
Stoughton, WI 53589

JOHN T. MONTGOMERY
DIRECTOR
jmontgomery@ci.stoughton.wi.us

February 2, 2018

The Personnel Committee has requested the Leadership Team prepare a staffing plan for the next 3, 5, and 10 years. Below is my response to that request.

The IT/Media Department is responsible for all technology related devices, applications and related user experiences. Technology covers workstations, telecommunications software and hardware maintenance, updates and upgrades which in part are listed below.

Information Technology:

- Network infrastructure – monitor and update
- Server creation and
- PC's – replace as needed
- Vendor relationships and contract negotiation
- Tele/data – maintenance and connectivity
- City Department support

Media Services

- Government media coverage
- Community media coverage – this includes sporting events and community events as requested
- WSTO televised and on demand broadcasts
- Media duplication and transfer services
- MVR camera installation and maintenance throughout City buildings

Staffing of IT (Information Technology) and Media Services

- Derek Westby – Media Manager and IT Support
- JT Montgomery – Director of IT and Media Services
- Various part-time employees

As a Department Head, each year we are asked to prepare departmental budgets. Budget limitation do not appear to take into consideration staffing needs or requirements. When comparing hours limitations when with dollars to events we have had to reduce camera coverage and in some cases in 2017, no event coverage. Competitive hourly wage does impact the ability to increase our resource pool.

With the addition of the Director of IT and Media services in 2017, City staff is relying on our expertise not only for day to day needs but also assistance with gaining a better understanding of the technology they use. City network devices and workstations are having more preventative maintenance services performed and with the services our department provides there is a response time issue. Currently Derek Westby is continuing to gain IT knowledge and experience which does help in daily requests but this takes him away from his Media responsibilities. In the IT industry there is typically a 1:50 ratio. If we were to move closer to that ratio we could operate in a mode that is more proactive than reactive.

Staffing needs are just estimates. As new technology and methods are introduced to city staff and integrated into our infrastructure, tasks should become more efficient but that technology also needs to be managed.

Immediate Need:	WSTO did not replace a 38 hrs/per pay period individual but filled it with a 20/hrs per pay period. Adding 38/hrs per pay period would allow an increase in the work force pool as well as free Derek to more effectively work between Media and IT.
Three Year Plan:	If the department was able to satisfy the immediate staffing needs, this should carry us forward through the three years. However if City network users increase or additional responsibilities were to be added on to the work load, the forecast would not be accurate.
Five Year Plan:	As City resources and staffing grow, so will the needs of the technology those departments will reply on. I would anticipate between years three and four the IT Media Services Department will again review staffing requirements and workflow.
Ten Year Plan:	I believe as our City grows each department will rely on technology to meet their expanded needs. Technology changes very rapidly in hardware and to slower degree, software. We continue to monitor these advances to evaluate how they can deliver a positive impact to the users we serve. With that, we will continue to review our human assets and make any needed recommendations.

Should you have any questions please reach out to me and I will assist in any way possible.

Billing History

207 South Forrest Street

Period: January 1, 2016 - April 1, 2018

Date:	Electric (KwH)	Water (Gallons)		Amount:
4/1/2018	14,320	1,000	$	1,655.31
3/1/2018	13,560	1,000	$	1,655.31
2/1/2018	13,560	1,000	$	1,655.31
1/1/2018	14,720	-	$	1,655.31
		2018 Total:	**$**	**6,621.24**
		2018 Average:	**$**	**1,655.31**

Date:	Electric (KwH)	Water (Gallons)		Amount:
12/1/2017	13,440	1,000	$	1,661.54
11/1/2017	15,720	1,000	$	1,870.38
10/1/2017	18,520	1,000	$	2,505.19
9/1/2017	19,840	1,000	$	2,810.73
8/1/2017	18,520	1,000	$	2,614.61
7/1/2017	20,120	-	$	2,602.39
6/1/2017	16,960	1,000	$	2,042.12
5/1/2017	15,880	1,000	$	1,885.58
4/1/2017	17,920	1,000	$	1,993.85
3/1/2017	16,360	1,000	$	1,918.04
2/1/2017	17,640	2,000	$	1,952.73
1/1/2017	19,000	1,000	$	2,254.41
		2017 Total:	**$**	**26,111.57**
		2017 Average:	**$**	**2,175.96**

Date:	Electric (KwH)	Water (Gallons)		Amount:
12/1/2016	16,120	1,000	$	2,007.41
11/1/2016	17,120	1,000	$	2,102.66
10/1/2016	17,200	1,000	$	2,175.04
9/1/2016	19,120	1,000	$	2,275.38
8/1/2016	17,640	1,000	$	2,108.06
7/1/2016	16,560	2,000	$	2,059.99
6/1/2016	15,200	1,000	$	1,902.43
5/1/2016	13,280	2,000	$	1,542.62
4/1/2016	13,560	1,000	$	1,652.43
3/1/2016	15,800	2,000	$	1,854.52
2/1/2016	16,600	1,000	$	2,012.03
1/1/2016	16,280	1,000	$	1,983.07
		2016 Total:	**$**	**23,675.64**
		2016 Average:	**$**	**1,972.97**

Tammy LaBorde

From: Tim Swadley
Sent: Wednesday, May 2, 2018 8:46 AM
To: Tammy LaBorde; Holly Licht
Subject: FW: McFarland State Bank Facility
Attachments: Relocation Feasibility Study Proposal.pdf

Please add this information and the attachment to the finance and council packets.

Space Information
Actual should be confirmed but this provides a good approximation of the space in these areas.

City Hall
City Hall Square Footages
Planning Department level w/ Storage, hallways, restroom – Approx. 2,200 sf
Basement Level w/ storage, hallways, restrooms, meeting rooms – Approx. 4,000 sf
(Does not include Elevator lobby area.)
Main Level – Approx. 4,000 sf
(Does not include Elevator lobby area.)

Approximate office/storage/meeting rooms/bathroom space on these levels is 10,200 sf

Public Safety Building

Council Chambers – Approx. 1,400 sf

McFarland State Bank – 207 S. Forrest Street Property

Building Condition Report indicates the gross area of the building is 11,960 sf
Main Floor – Includes offices, restrooms, vaults, etc. – Approx. 8,000 sf
Basement – Approx. 4,000 sf

Tim Swadley
Mayor-City of Stoughton
381 E. Main St.
608-873-6459

From: Rodney J. Scheel
Sent: Monday, April 23, 2018 8:01 AM
To: Tim Swadley <TSwadley@ci.stoughton.wi.us>
Subject: McFarland State Bank Facility

Here is the relocation Feasibility Study Proposal that has been referenced at the Finance Committee. We can discuss this as well when we get together to discuss the Building Condition Report.

Rodney Scheel

STRANG

6411 MINERAL POINT ROAD
MADISON, WI 53705-4395

T/ 608 276 9200
F/ 608 276 9204

AGREEMENT FOR PROFESSIONAL SERVICES - STUDIES

TO:	City of Stoughton 381 E. Main Street Stoughton, WI 53589	PROJECT NAME:	Stoughton City Hall – Relocation Study
TELEPHONE NUMBER:	608-873-6619	PROJECT NUMBER:	TBD
FAX NUMBER:	608-873-5519	DATE:	February 5, 2018

The scope of work includes design services to study the feasibility of relocating City Hall operations to an existing building in Stoughton which was formerly a financial business. See attachment "A" fee calculation for a detailed scope of anticipated services.

The Client has furnished a survey and available plans for the Consultant's use. Upon request the Client agrees to furnish additional information that may benefit the master planning effort if readily available however none is anticipated at this time.

Our fee is **lump sum** twelve thousand five-hundred sixty-four dollars ($12,564.00)

We anticipate completion of service by April 1, 2018.

Reimbursable expenses include out of pocket costs approved in advance by the Client however, none are anticipated at this time. Reimbursables will be billed at 1.10 times the cost. Additional services will be approved in advance by the Client for all services extending beyond the scope above.Strang, Inc., the Consultant, will commence service on this project upon receipt of signed agreement.

Terms and Conditions on pages two through four of this form are applicable upon acceptance of this agreement.

Accepted:

Strang, Inc.	**Client:**
Signature _____	Signature _____
Printed name: Larry Barton	Printed name:
Title CEO / President	Title:

Terms and Conditions

1. PERFORMANCE OF SERVICES: The Consultant shall perform the services outlined on Page One of this Agreement in consideration of the stated fee and payment terms.

2. STANDARD OF CARE: In providing services under this Agreement, the Consultant shall perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Upon notice to the Consultant and by mutual agreement between the Client and the Consultant, the Consultant will, without additional compensation, correct those services not meeting such a standard.

3. ACCESS TO SITE: Unless otherwise stated, the Consultant shall have access to the site for activities necessary for the performance of the services.

4. CODE COMPLIANCE: The Consultant shall exercise usual and customary professional care in its efforts to comply with applicable laws, codes and regulations in effect as of the date of this Agreement. Design changes made necessary by newly enacted laws, codes and regulations after this date shall entitle the Consultant to a reasonable adjustment in the schedule and additional compensation in accordance with the Additional Services provisions of this Agreement.

   In the event of a conflict between laws, codes and regulations of various governmental entities having jurisdiction over the Work, the Consultant shall notify the Client of the nature and impact of such conflict. The Client agrees to cooperate and work with the Consultant in an effort to resolve this conflict.

5. OPINIONS OF PROBABLE CONSTRUCTION COST: In providing opinions of probable construction cost, the Client understands that the Consultant has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction cost are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

6. REPRODUCTION COSTS: Reproduction costs incurred by the Consultant shall be a reimbursable expense to the Consultant.

7. DISTRIBUTION COSTS: Distribution costs incurred by the Consultant shall be a reimbursable expense to the Consultant.

8. INFORMATION PROVIDED BY OTHERS: The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. The Consultant shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by the Client and/or the Client's consultants and contractors.

9. UNDERGROUND IMPROVEMENTS: The Client will furnish to the Consultant information identifying the type and location of existing underground improvements on the site. The Consultant is entitled to rely upon the accuracy and completeness of the information furnished to the Consultant. The Consultant (or its subconsultant) will prepare and furnish to the Client a plan showing the location of these underground improvements as provided by the Client and indicating the locations intended for subsurface penetrations. The Client will review and approve this plan and authorize the Consultant to proceed.

   The Client further agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, the Consultant) against any damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from subsurface penetrations in locations authorized by the Client or from the inaccuracy or incompleteness of information provided to the Consultant by the Client, except for damages caused by the sole negligence or willful misconduct of the Consultant.

10. OWNERSHIP OF DOCUMENTS: All documents produced by the Consultant under this Agreement are instruments of the Consultant's professional service and shall remain the property of the Consultant. The Client is authorized to use, copy and distribute as necessary for their internal purposes.

11. INFORMATION FOR THE SOLE USE AND BENEFIT OF THE CLIENT: All opinions and conclusions of the Consultant, whether written or oral, and any plans, specifications or other documents and services provided by the Consultant are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Consultant. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Consultant or the Client.

12. CONSEQUENTIAL DAMAGES: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising

out of or connected in any way to the Work or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this Work.

13. INDEMNIFICATION: The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Consultant, his or her officers, directors, employees, agents and sub-consultants from and against all damage, liability and cost, including reasonable attorney's fees and defense costs incurred or suffered by the Consultant, arising out of or in any way connected with the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Consultant and limited to the total fees paid to the Consultant under this Agreement, or $100,000, whichever is greater.

14. WAIVER: The Client agrees, to the maximum extent permitted by law, to waive any claims against the Consultant arising out of the performance of these services, except for those damages and costs attributable to the sole negligence or willful misconduct of the Consultant.

15. LIMITATION OF LIABILITY: In recognition of the relative risks, rewards and benefits of the Work to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all such causes including, but not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty is limited to the total fees paid to the Consultant under this Agreement, or $100,000, whichever is greater.

16. DISPUTE RESOLUTION: Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be submitted to non-binding mediation. The Client and the Consultant agree to use their best efforts to include a similar mediation agreement with all contractors, sub-consultants, sub-contractors, suppliers and fabricators, providing for mediation as the primary method for dispute resolution among all parties. Any dispute under this Agreement shall be decided by the rules of the American Arbitration Association.

17. TERMINATION OF SERVICES: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

18. CORPORATE PROTECTION: It is intended by the parties to this Agreement that the Consultant's services in connection with the Work shall not subject the Consultant's individual employees, officers or directors to any personal legal exposure for the risks associated with this Work. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against the Consultant, a Wisconsin corporation, and not against any of the Consultant's individual employees, officers or directors.

19. CERTIFICATIONS, GUARANTEES, AND WARRANTEES: The Consultant shall not be required to execute any document that would result in the Consultant certifying, guaranteeing or warranting the existence of any conditions.

20. MISCELLANEOUS: It is agreed that the above terms and conditions are incorporated into and made part of this Agreement on Page One.

    This Agreement shall be governed by the laws of the State of Wisconsin.

    Neither the Consultant nor the Client shall assign this Agreement without the consent of the other party.

    This Agreement may be amended only by a written instrument signed by both parties.

21. SALES OR LOCAL TAXES: The Agreement amount does not include any applicable sales or other local taxes currently not in force, but may be levied during this project.

22. PAYMENTS TO THE CONSULTANT: The Client agrees to pay the Consultant for all services performed and all costs incurred. Invoices for the Consultant's services shall be submitted, at the Consultant's discretion, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within thirty (30) days, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. Accounts unpaid sixty (60) days after the invoice date may be subject to a monthly service charge of one-half of one percent (0.5%) on the unpaid balance.

    Payments to the Consultant shall not be withheld, postponed or made contingent on the construction, completion or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties who may have caused Additional Services or expenses. No withholdings, deductions or offsets shall be made from the Consultant's compensation for any reason unless the Consultant has been found to be legally liable for such amounts.

23. DEFINITIONS: As used herein, the following words and their derivative words or phrases shall have the meaning indicated, unless otherwise specified in this Agreement.

Certify, Certification: A statement of the Consultant's opinion, based on his or her observation of conditions, to the best of the Consultant's professional knowledge, information and belief. Such statement of opinion does not constitute a warranty or guarantee, either express or implied. It is understood that the Consultant's certification shall not relieve the Client or the Client's contractors of any responsibility or obligation they may have by industry custom or under any contract.

Cost Estimate: A preliminary opinion of probable construction cost made by the Consultant. In providing cost estimates, it is recognized that neither the Client nor the Consultant has control over the costs of labor, equipment or materials, or over the Contractor's methods of determining prices or bidding. The cost estimate is based on the Consultant's reasonable professional judgment and experience and does not constitute a warranty, express or implied, that the Contractor's bids or the negotiated price of the Work will not vary from the Client's budget or from any opinion of probable construction cost prepared by the Consultant.

Day, Days: A calendar day of 24 hours. The term "days" shall mean consecutive calendar days of 24 hours each, or fraction thereof.

Hazardous Materials: Any substances, including, without limitation, asbestos, toxic or hazardous waste, PCBs, combustible gases and materials, petroleum or radioactive materials (as each of these is defined in applicable federal statutes), mold of whatever nature, or any other substances under any conditions and in such quantities as could pose a substantial danger to persons or property exposed to such substances at or near the Work site.

Inspect, Inspection: The visual observation of construction to permit the Consultant, as an experienced and qualified professional, to determine that the Work, when completed by the Contractor, generally conforms to the Contract Documents. In making such inspections, the Consultant makes no guarantees for, and shall have no authority or control over, the Contractor's performance or failure to perform the Work in accordance with the Contract Documents. The Consultant shall have no responsibility for the means, methods, techniques, sequences or procedures selected by the Contractor or for the Contractor's safety precautions and programs nor for failure by the Contractor to comply with any laws or regulations relating to the performance or furnishing of the Work by the Contractor.

Record Documents: Drawings prepared by the Consultant upon the completion of construction based upon the drawings and other data furnished to the Consultant by the Contractor and others showing significant changes in the Work made during construction. Because Record Documents are prepared using unverified information provided by others, the Consultant makes no warranty of the accuracy or completeness of the drawings.

STRANG

Stoughton City Hall - Relocation Study
Project Number: TBD

Fee Calculation

TASK DESCRIPTION (# Denotes Leadership Team/Key Stakeholder Meetings)		Total Hours	Principal In-Charge	PM / Master Planner	Drafter/CADD
Relocation Study (6 Weeks)					
Step 1	Listen (Information Gathering) - 2 weeks				
	Prepare workplan / schedule / contract	1	1	0	0
	Review existing data (survey data, previous studies, etc.)	1	0	1	0
	Site observations & photography	4	0	4	0
	Update electronic base maps (of existing arrangements)	4	0	0	4
	Composite summary of findings (placed in project dashboard)	2	0	2	0
#	Workshop: Present Findings, discuss Guiding Principles & Goals	6	0	6	0
	Principal-In-Charge Oversight	1	1	0	0
	Hours Subtotals	**20**	2	14	4
	Fee Subtotals	**$2,412**	$390	$1,722	$300
Step 2	Discover (Benchmarking, Assessment & Analysis) - 2 weeks				
#	Benchmarking workshop (electronic review of similar work environments)	4	0	4	0
	Functional flow bubble diagrams	6	0	2	4
	Urban context analysis: Parking, accessibility, adjacent uses, amenities, etc.	2	0	2	0
	Compile results of benchmarking likes & dislikes	1	0	1	0
	Finalize Design Strategy goals	1	0	1	0
	Prepare cost/benefit charts as needed for key decisions	2	0	2	0
#	Workshop: Facility Assessments, Space Utilization & Qualitative Needs	6	0	6	0
	Principal-In-Charge Oversight	1	1	0	0
	Hours Subtotals	**23**	1	18	4
	Fee Subtotals	**$2,709**	$195	$2,214	$300
Step 3	Design (Interior Layout Planning) - 2 weeks				
	Create alternative scenarios (up to 3 options)	17	1	8	8
	Statement of advantages, disadvantages and cost for each alternative	2	0	2	0
#	Workshop to review options	6	0	6	0
	Develop preliminary floor plans based on preferred option	18	0	6	12
	Cost estimates	2	2	0	0
#	Workshop for final review and sign off	6	0	6	0
	Colorized plans and block diagrams	10	0	0	10
	Assemble final report (incorporate owner review input)	11	0	3	8
	Principal-In-Charge Oversight	1	1	0	0
	Hours Subtotals	**73**	4	31	38
	Fee Subtotals	**$7,443**	$780	$3,813	$2,850
Project Totals					
	Total Project Hours ----------->>	**116**	**7**	**63**	**46**
	Total Project Design Fees ----------->>	**$12,564**	$1,365	$7,749	$3,450