

# Solutions Study Packet

Friday | January 18, 2019



## City of Monona

Monona, Wisconsin





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### **City of Monona | Administration Team**

Mary O'Connor, Mayor  
Bryan Gadow, City Administrator  
Marc Houtakker, Finance Director  
Brad Bruun, Public Works Project Manager

### **Long Range Facilities Planning Committee**

Mayor Mary O'Connor, Chair  
Dan Eklof, Assistant Chief, Monona Fire Department  
Alderman Brian Holmquist  
Robb Kahl (Former Monona Mayor)  
Brad Keil (Former Monona Police Chief)  
Connie Miley (Friends of Monona Senior Center)  
Alderman Nancy Moore  
Josh Peterson (Monona Facilities Committee)  
Kathy Thomas (Former Monona Alderman)  
Kellie Unke (Representing Monona Parks & Recreation)

### **Bray Associates Architects, Inc.**

Matthew D. Wolfert, AIA, LEED AP, Principal | President  
Michael A. Hacker, AIA, Associate | Architect  
Kevin D. Barbour, Associate AIA, Architectural Intern

#### **Milwaukee Office**

829 S. 1st Street  
Milwaukee, WI 53204

#### **Sheboygan Office**

P.O. Box 955  
Sheboygan, WI 53082

### **Process:**

Bray Architects were retained to update space program numbers for the City of Monona's Police, Fire, Park & Recreation and Administration Departments, as well as the Senior Center. They were also asked to explore potential site solutions for a new Community Center located on the existing municipal campus and a new Public Safety Building located at various sites identified by the City of Monona's administrative team.



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# PUBLIC SAFETY BUILDING



# PUBLIC SAFETY BUILDING: PROPOSED SPACE PROGRAM

The following is a Master Plan analysis of recommended spaces, sizes, and quantities for the proposed Monona City Public Safety Building. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects gathered through extensive tours and assessment of the existing building facility.

No.	Program Area	Net Space Allocation			Level 1	Level 2	Notes
		Area	No	Total Net Area			
<b>Police Department</b>							
<b>1.00</b>	<b>Administrative Area</b>						
1.01	Lobby / Waiting	200	1	200	200		
1.02	Small Conference / Soft Interview	100	1	100	100		public / secure
1.03	Chief Office	300	1	300	300		w/ closet
1.04	Lieutenant Office	200	2	400	400		
1.05	Community Relations	200	1	200	200		
1.06	Administrative Records/Vault	200	1	200	200		
1.07	Administrative Conference Room	250	1	250	250		6-8 people
1.08	Copy / Fax / Kitchenette	160	1	160	160		
1.09	General Storage	200	1	200	200		
				<b>2,010</b>	<b>2,010</b>	-	
<b>2.00</b>	<b>Investigations Area</b>						
2.01	Detective Offices	100	2	200	200		
2.02	Task Force Meeting Room	180	1	180	180		w/in open work area
2.03	Hard Interview Room	80	1	80	80		w/in open work area
2.04	Soft Interview Room	80	1	80	80		w/in open work area
2.05	Digital Evidence Processing	100	1	100	100		
				<b>640</b>	<b>640</b>	-	
<b>3.00</b>	<b>Sally Port / Detention Area</b>						
3.01	Sally Port (Drive Through Preferable)	500	1	500	500		single ambulance, pull-thru
3.02	Search Vestibule	120	1	120	120		
3.03	Weapons Lock-up	100	1	100	100		
3.04	Interview Rooms	80	2	160	160		
3.05	Processing/Booking/Intox.machine	250	1	250	250		
3.06	Prisoner Toilet	80	1	80	80		
3.07	Prisoner Pick-up/Bond Out Exit	120	1	120	120		
				<b>1,330</b>	<b>1,330</b>	-	
<b>4.00</b>	<b>Evidence Processing</b>						
4.01	Evidence Processing	600	1	600	600		
4.02	Evidence Storage/Work	800	1	800	800		Computer Station, Fume Hood
4.03	Blood Drying Area	80	1	80	80		
4.04	Refrigerator and Freezer	80	1	80	80		
				<b>1,560</b>	<b>1,560</b>	-	
<b>5.00</b>	<b>Patrol Area</b>						
5.01	Roll Call/Training/EOC/Conf Room	800	1	800	800		20 Persons at training tables
5.02	Sergeant Office	300	1	300	300		
5.03	Report Writing/Squad Room	400	1	400	400		6 stations
5.04	Patrol Equipment Storage	200	1	200	200		
5.05	Supply Storage	200	1	200	200		
5.06	Task Force Meeting Room	180	1	180	180		
5.07	Male Locker Room	300	1	300		300	20 Lockers (2'x2')
5.08	Toilets	180	1	180		180	
5.09	Showers	75	1	75		75	
5.10	Grooming	80	1	80		80	
5.11	Female Locker Room	200	1	200		200	8 Lockers (2'x2')
5.12	Toilets	150	1	150		150	
5.13	Showers	75	1	75		75	
5.14	Grooming	80	1	80		80	
5.15	Exercise Room	750	-	-			See Shared Spaces
5.16	Storage	100	-	-			See Shared Spaces
5.17	Locker area for civilians	120	-	-			See Shared Spaces
5.18	Break Room w/ Kitchen	200	1	200	200		
5.19	General Storage	120	1	120	120		
				<b>3,540</b>	<b>2,400</b>	<b>1,140</b>	



# PUBLIC SAFETY BUILDING: PROPOSED SPACE PROGRAM

6.00	Dispatch Center / EOC								
6.01	Dispatch Staff	400	-	-				See Shared Spaces	
6.02	Lockers (10)	150	-	-				See Shared Spaces	
6.03	Kitchenette	100	-	-				See Shared Spaces	
6.04	Copy/Work	100	-	-				See Shared Spaces	
6.05	Toilet Unisex	80	-	-				See Shared Spaces	
					-	-	-		
<b>7.00</b>	<b>Garage</b>								
7.01	15 Vehicle Bays	350	15	5,250		5,250			
7.02	Speed Trailers / Motorcycles	350	2	700		700			
7.03	Evidence Bay	350	1	350		350			
7.04	Bicycles	350	1	350		350			
7.05	K9 Kennel	80	1	80		80			
7.06	Armory/Gun Cleaning	200	1	200		200			
7.07	Dirty Toilet Room/Shower	120	1	120		120			
7.08	General Storage	200	1	200		200			
7.09	Building Storage / Receiving	500	1	500		500			
					<u>7,750</u>	<u>7,750</u>	-		
<b>Police Department - Total Net Area:</b>					<u>16,830</u>				
<b>Fire &amp; EMS Department</b>									
<b>8.00</b>	<b>Apparatus Floor</b>								
8.01	Fire Apparatus Bay	1,500	4	6,000		6,000		(+/- 19' wide x 80' deep)	
8.02	EMS Apparatus Bay	550	2	1,100		1,100		(+/- 18' wide x 30' deep)	
8.03	Museum	800	1	800		800		Antiques / History	
					<u>7,900</u>	<u>7,900</u>	-		
<b>9.00</b>	<b>Shared Vehicle Maintenance</b>								
9.01	Apparatus Floor	1,000	1	1,000		1,000			
9.02	Shop Area/Tools	300	1	300		300			
9.03	Storage (Parts and Supplies)	300	1	300		300			
9.04	Flammables Storage	100	1	100		100			
					<u>1,700</u>	<u>1,700</u>	-		
<b>10.00</b>	<b>Apparatus Support Spaces</b>								
10.01	Gear Turn Out Racks	640	1	640		640		(30) 2' x 2'	
10.02	EMS Turn Out Racks	160	1	160		160		(10) 2' x 2'	
10.03	Turn Out Gear Laundry	150	1	150		150		extractor equip, washer/dryer	
10.04	EMS Supply/Medicine/Storage	300	1	300		300			
10.05	Fire Storage	300	1	300		300			
10.06	Air Compressor	100	1	100			100		
10.07	Self Contained Breathing Apparatus	150	1	150		150			
					<u>1,800</u>	<u>1,700</u>	100		
<b>11.00</b>	<b>Fire Department Administration</b>								
11.01	Fire Chief Office	225	1	225		225			
11.02	Command Staff Office	300	1	300		300		1 Office shared (3 staff members)	
11.03	Inspections Office/ Work Area	300	1	300		300			
11.04	Records/Plan Storage	200	1	200		200			
					<u>1,025</u>	<u>1,025</u>	-		
<b>12.00</b>	<b>EMS Administration</b>								
12.01	EMS Office	150	1	150		150			
12.02	Records Storage	150	1	150		150			
12.03	Reports Writing	150	-	-		-		Included in 6.02	
					<u>300</u>	<u>300</u>	-		
<b>13.00</b>	<b>Shared Fire / EMS Administration</b>								
13.01	Lobby / Waiting	200	1	200		200			
13.02	Communication / Radio / Dispatch	350	1	350		350		Includes Copy/Work Area	
13.03	Conference Room	250	1	250		250		6-8 People	
13.04	Kitchenette	50	1	50		50			
13.05	Toilets	75	2	150		150			
					<u>1,000</u>	<u>1,000</u>	-		
<b>14.00</b>	<b>Shared Training</b>								
14.01	Multi-Purpose / Training Room	1,400	-	-		-		See Shared Spaces	
14.02	Storage	60	-	-		-		See Shared Spaces	
14.03	EMS Training Storage	150	-	-		-		See Shared Spaces	
14.04	Exercise Room	600	-	-		-		See Shared Spaces	
14.05	Public Education Storage	120	-	-		-		See Shared Spaces	
14.06	Toilets (2)	120	-	-		-		See Shared Spaces	
					-	-	-		



# PUBLIC SAFETY BUILDING: PROPOSED SPACE PROGRAM

15.00	Fire / EMS Living Quarters							
15.01	Dayroom / Lounge	500	1	500		500		10 People
15.02	Kitchen / Dining	400	1	400		400		10 People
15.03	Pantry / Storage	80	1	80		80		
15.04	Bunk Room	300	1	300		300		Sleeps 6 in Twin Beds
15.05	Storage Lockers	6	10	60		60		2' x 3' Per Locker
15.06	Intern Bunk Rooms	150	3	450		450		2 Interns Per Room = 6 Interns
15.07	Shower / Toilet	80	3	240		240		Uni-sex Shower / Toilet Rooms
15.08	Laundry	120	1	120		120		
15.09	Storage Linen	100	1	100		100		
					<u>2,250</u>	-	<u>2,250</u>	
16.00	Hose Tower / Training / Stair							
16.01	Hose Drying / Training Tower	320	3	960		960		320 SF per Floor
16.02	Mezzanine	750	1	750		750		
					<u>1,710</u>	<u>1,710</u>	-	
	<b>Fire &amp; EMS Department - Total Net Area:</b>				<u>17,685</u>			
	<b>Shared Spaces</b>							
17.00	Administrative Area							
17.01	Lobby/ Waiting	200	1	200		200		
17.02	Toilets	75	2	150		150		
17.03	Small Conference/ Soft Interview	100	1	100		100		Public/ Secure
					<u>450</u>	<u>450</u>	-	
18.00	Shared Training							
18.01	Multi-Purpose / Training Room	1,400	1	1,400		-	1,400	40-50 People, Share w/ Police
18.02	Storage	60	1	60		-	60	
18.03	EMS Training Storage	150	1	150		-	150	
18.04	Exercise Room	600	-	-		-	-	Share w/ Police
18.05	Public Education Storage	120	1	120		-	120	
18.06	Toilets (2)	120	1	120		-	120	
					<u>1,850</u>	-	<u>1,850</u>	
19.00	Fitness							
19.01	Exercise Room	750	1	750		750		
19.02	Storage	100	1	100		100		
19.03	Public Locker Area	120	1	120		120		
					<u>970</u>	<u>970</u>	-	
20.00	Dispatch Center/ EOC							
20.01	Dispatch Staff	400	1	400		400		
20.02	Locker Area	150	1	150		150		10 Lockers
20.03	Kitchenette	100	1	100		100		
20.04	Copy/ Work	100	1	100		100		
20.05	Toilet Unisex	64	1	64		64		
					<u>814</u>	-	<u>814</u>	
21.00	Support							
21.01	Elevator	120	1	120		120		
21.02	Data Room	150	1	150		150		
21.03	Custodian	100	1	100		100		2 Custodial Closets
					<u>370</u>	<u>370</u>	-	
	<b>Shared Spaces - Total Net Area:</b>				<u>4,454</u>			
	<b>Combined Total Net Program Area:</b>				<u>38,969</u>	<u>32,815</u>	<u>6,154</u>	
22.00	Grossing Factors							
22.01	Circulation grossing factor	38,969	@	15.0%	5,800	4,900	900	
22.02	Mechanical grossing factor	44,769	@	10.0%	4,500	3,300	600	
22.03	Misc. grossing factor	44,769	@	10.0%	4,500	3,300	600	Walls, vertical chases, technology, etc.
	<b>Total Grossing Factors:</b>				<u>14,800</u>	<u>11,500</u>	<u>2,100</u>	
	<b>Total Building Area:</b>				<u>53,769</u>	<u>44,315</u>	<u>8,254</u>	



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# PRELIMINARY COST ESTIMATES: PUBLIC SAFETY BUILDING

The following is a preliminary cost estimate of the Proposed New Public Safety Building. This cost estimation does not include land acquisition costs, nor is it intended to be a comprehensive budget, but rather an estimated cost analysis as identified by Bray Architects gathered through extensive tours and assessment of the existing building facilities and sites.

<u>Project Area:</u>		
New Construction	53,800	sq.ft.
Renovation:	<u>-</u>	sq.ft.
Total Proposed Building Area:	53,800	sq.ft.

**Existing Demolition:**

Mass Site Demolition	0	I.s.	\$ 25,000.00	\$ -
Selective Building Demolition	0	sq.ft. @	\$ 5.50	\$ <u>-</u>

**Mass Demolition | Subtotal: \$ -**

**New Construction:**

Site Improvement	53,800	sq.ft. @	\$ 22.00	\$ 1,183,600.00
Utility Relocation	1	allowance	\$ 75,000.00	\$ 75,000.00
Stormwater Management	1	allowance	\$ 125,000.00	\$ 125,000.00
Architectural   General Construction	53,800	sq.ft. @	\$ 115.00	\$ 6,187,000.00
Casework + Specialty Equipment	53,800	sq.ft. @	\$ 9.50	\$ 511,100.00
Electrical	53,800	sq.ft. @	\$ 21.00	\$ 1,129,800.00
Emergency Generator	1	I.s.	\$ 55,000.00	\$ 55,000.00
Plumbing	53,800	sq.ft. @	\$ 7.50	\$ 403,500.00
Fire Protection	53,800	sq.ft. @	\$ 2.50	\$ 134,500.00
Mechanical   HVAC	53,800	sq.ft. @	\$ 30.00	\$ <u>1,614,000.00</u>

**New Construction | Subtotal: \$ 11,418,500.00**

**Renovation:**

Architectural   General Construction	0	sq.ft. @	\$ 75.00	\$ -
Casework + Specialty Equipment	0	sq.ft. @	\$ 7.00	\$ -
Electrical	0	sq.ft. @	\$ 17.50	\$ -
Plumbing	0	sq.ft. @	\$ 5.00	\$ -
Fire Protection	0	sq.ft. @	\$ 2.50	\$ -
Mechanical   HVAC	0	sq.ft. @	\$ 28.00	\$ -

**New Construction | Subtotal: \$ -**

**General Construction Costs:**

General Conditions	4.00%	\$ 456,700.00
Insurance	1.00%	\$ 114,200.00
Performance and Payment Bond	0.75%	\$ 85,600.00
Subcontractor and Supplier Bond	0.50%	\$ 57,100.00
Contractor's Fee	2.50%	\$ 285,500.00
Estimating Contingency	4.00%	\$ <u>456,700.00</u>

**General Construction | Subtotal: \$ 1,455,800.00**

<b>Total Construction Cost Estimate:</b>	<b>\$ 12,874,300.00</b>
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# PRELIMINARY COST ESTIMATES: PUBLIC SAFETY BUILDING

## Project Soft Costs:

Construction Contingency	4.50%	\$	579,300.00
Architectural / Engineering Fee Estimate	6.00%	\$	772,500.00
Design/specification of furniture			12,912.00
Land survey			7,500.00
Geotechnical services			8,000.00
Reimbursable expenses (Printing, shipping, etc.)			5,000.00
Plan approval and/or review fees			5,000.00
Owner's builder's risk insurance			5,000.00
Site permitting fees			
Storm water calculation fee			5,000.00
State of Wisconsin (BER) review request			1,500.00
Notice of Intent			1,500.00
Furnishings & fixed equipment (allowance)			161,400.00
Telephone system (allowance)			25,000.00
Technology - switches, routers, projectors, etc. (relocate computers)			30,000.00
Legal / insurance / accounting fees			5,000.00
Owner's Representative			not included
Communications / Radio Tower			not included
Environmental Engineering Services			not included
Telecommunication tower and/or equipment (radio in sep. budget)			not included
Fuel storage facilities			not included
Construction manager/ owners rep. fees			not included
Borrowing and/or bonding costs			not included
Traffic impact studies			not included
Multiple bid packages			not included
Hazardous material identification/abatement			not included
Design of non-conventional foundations			not included
Wetland delineation and/or relocation			not included
Building commissioning			not included
LEED documentation			not included
Impact fees (storm water, sanitary, water, etc.)			not included
Moving and/or relocation services			not included

**Project Soft Cost Total:** 1,624,612.00

<b>Total Project Cost Estimate:</b>	<b>\$ 14,498,912.00</b>
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## General Notes

1. Construction cost based on traditional design/bid/build construction delivery approach with Fall 2019 bid date
2. Cost estimate assumes 10-12 month construction schedule
3. Does not include costs for city required permits, inspections, legal fees, moving/relocation costs
4. Does not include temporary office rent / lease, moving costs or associated displacement costs
5. All testing, documentation, surveying, handling, remediation and/or mitigation of hazardous materials or contaminated materials are not included in this cost estimate

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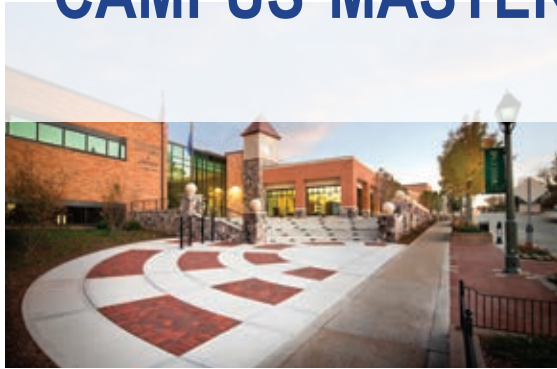




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**CAMPUS MASTER PLAN**



# CAMPUS MASTER PLAN: PROPOSED COMMUNITY CENTER SPACE PROGRAM

The following is a Master Plan analysis of recommended spaces, sizes, and quantities for the Proposed Monona Community Center Building. The Community Center Building will house Parks and Recreation, as well as the community Senior Center. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects gathered through extensive tours and assessment of the existing building facility.

No.	Program Area	Net Space Allocation			Notes
		Area	No	Total Net Area	
<b>1.00</b>	<b>Office Area</b>				
1.01	Lobby/Waiting/Event Pre-Function	1,200	1	1,200	Share w. Seniors
1.02	Receptionist/Admin. Support	80	4	320	Info, Sign-up Sheets, Schedules
1.03	Director Office	180	2	360	Parks and Rec & Senior Center
1.04	Aquatic Director Office	180	1	180	
1.05	After School Director Office	180	1	180	
1.06	Future / Flex Staff Office	180	1	180	
1.07	Intern/Seasonal Office	200	1	200	60 - 80 Seasonal Employees
1.08	Conference Room / Break / Training	500	1	500	
1.09	Uni-Sex Toilet	80	1	80	
1.10	Supplies / Copy / Print	100	1	100	Share With Seniors
1.11	General Storage	200	1	200	Share With Seniors
				<b>3,500</b>	
<b>2.00</b>	<b>Park and Recreation</b>				
2.01	Gymnasium	7,000	1	7,000	1 full sized basketball court
2.02	Storage	600	1	600	
2.03	Running Track	3,000	1	3,000	10' wide raised track, above gym
2.04	Fitness Room	1,000	1	1,000	Yoga, Bootcamp, Share w/ Seniors
2.05	Fitness Room	1,000	1	1,000	Same as above max 24 participants
2.06	Storage	150	1	150	
2.07	Exercise Room	1,200	1	1,200	Weights, Cardio, Share w/ Seniors
2.08	Media Room	600	1	600	Stadium Seating for 25
2.09	After School / Childcare	1,000	1	1,000	
2.10	Storage	250	1	250	
2.11	Birthday Party Rooms	500	2	1,000	
2.12	Storage	150	1	150	
2.11	Banquet Hall	4,000	1	4,000	250 at Round Tables with Stage
2.12	Prep Kitchen	700	1	700	With Freezer / Cooler
2.13	Storage	500	1	500	
				<b>22,150</b>	
<b>3.00</b>	<b>Senior Center</b>				
3.01	Computer room	600	1	600	
3.02	Dining/Activity Room	1,000	1	1,000	
3.03	Table/Chair Storage	150	1	150	
3.04	Catering Kitchen	300	1	300	
3.05	Speaker Platform	450	1	450	
3.06	Library/Game Room	500	1	500	
3.07	Wellness Center	-	-	-	
3.08	Beauty Barber Salon	200	1	200	
3.09	Foot Care Clinic	200	1	200	
3.10	Manicure/Nail Care Station	100	1	100	
3.11	Massage Room	120	1	120	
3.12	Exam Room	120	1	120	
3.13	Juice bar/Healthy Snacks	100	1	100	
3.14	Craft and Hobby Room	350	1	350	
3.15	Storage	200	1	200	
				<b>4,390</b>	
<b>4.00</b>	<b>Locker Facilities</b>				
4.01	Men's Locker's	400	1	400	
4.02	Toilets	160	1	160	
4.03	Showers	90	1	90	
4.04	Women's Locker's	400	1	400	



# CAMPUS MASTER PLAN: PROPOSED COMMUNITY CENTER SPACE PROGRAM

No.	Program Area	Net Space Allocation			Notes	
		Area	No	Total Net Area		
4.05	Toilets	160	1	160		
4.06	Showers	90	1	90		
4.07	Family Lockers	80	2	160		
				1,460		
4.00	Parks Equipment Garage					
4.01	Toilet - Men	250	1	250		
4.02	Toilet - Women	250	1	250		
4.03	Concessions	200	1	200		
				700		
	<b>Total Net Program Area:</b>			32,200		
5.00	Grossing Factors					
5.01	Circulation grossing factor	32,200	@	15.0%	4,800	
5.02	Mechanical grossing factor	37,000	@	10.0%	3,700	
5.03	Misc. grossing factor	37,000	@	10.0%	3,700	Walls, vertical chases, technology, etc.
	<b>Total Grossing Factors:</b>				12,200	
	<b>Total Building Area:</b>				44,400	





# CAMPUS MASTER PLAN: PROPOSED CITY HALL SPACE PROGRAM

The following is a Master Plan analysis of recommended spaces, sizes, and quantities for the proposed renovation of the City Hall. This is not intended to be a comprehensive list, but an analysis as identified by Bray Architects gathered through extensive tours and assessment of the existing building facility.

## City Administration

No.	Program Area	Net Space Allocation			Notes
		Area	No	Total Net Area	
<b>1.00</b>	<b>Public Space</b>				
1.01	Main Lobby	250	1	250	
1.02	Public Toilets	100	2	200	
1.03	Conference Room	500	1	500	12 - 18 Persons
1.04	Large Meeting / Training / Muni Court	1,800	1	1,800	50 - 70 Persons   Potential Council Meeting Room
1.05	AV Room	120	1	120	
				<b>2,870</b>	
<b>2.00</b>	<b>City Administration</b>				
2.01	Administrator Office	300	1	300	
2.02	Human Resources Director	200	1	200	
2.03	Personnel File Room/HIPAA	120	1	120	
2.04	Administrative Assistant/Waiting	200	1	200	
2.05	Administrator Support/Intern	100	1	100	
2.06	Future Mayor's and Council Office	200	1	200	
				<b>1,120</b>	
<b>3.00</b>	<b>Clerk</b>				
3.01	Clerk Office	200	1	200	
3.02	Election Storage	500	1	500	Records / Voting Machines
3.03	Fire Vault	200	1	200	
				<b>900</b>	
<b>4.00</b>	<b>Finance Department</b>				
4.01	Finance Manager Office	200	1	200	
4.02	Utility Clerk Workstation	80	1	80	
4.03	Secure File Storage	125	-	-	
				<b>280</b>	
<b>5.00</b>	<b>Information Technology Department</b>				
5.01	IT Manager Work Station	100	1	100	
5.02	Server / IT / Communications Equip.	250	1	250	
				<b>350</b>	
<b>6.00</b>	<b>Planning</b>				
6.01	Director of Planning	250	1	250	
				<b>250</b>	
<b>7.00</b>	<b>Building Department</b>				
7.01	Head Building Inspector	200	1	200	Part Time
				<b>200</b>	
<b>8.00</b>	<b>Department of Public Works</b>				
8.01	Public Works Director	250	1	250	
8.02	GIS / Project Manager	250	1	250	
				<b>500</b>	
<b>9.00</b>	<b>Municipal Court</b>				
9.01	Court Clerk	200	1	200	
9.02	Court Clerk Window / Public Interaction	100	1	100	
9.03	Judge's Chambers	200	1	200	
				<b>500</b>	



# CAMPUS MASTER PLAN: PROPOSED CITY HALL SPACE PROGRAM

No.	Program Area	Net Space Allocation			Notes	
		Area	No	Total Net Area		
<b>10.00</b>	<b>Radio Station</b>					
10.01	Studio	300	1	<u>300</u>		
					<b>300</b>	
<b>11.00</b>	<b>Shared Spaces</b>					
11.01	Conference Room	250	1	250	Conference Table for 6-8 Persons	
11.02	Copy / Work Room	250	1	250		
11.03	Flex Work Space	80	4	320	3 staff / interns and part time code inspector	
11.04	Break / Kitchenette	200	1	200		
11.05	Unisex Toilets	80	2	160		
11.06	General Storage	100	1	100		
11.07	Records Vault	200	1	<u>200</u>		
					<b>1,480</b>	
	<b>Total Net Program Area:</b>				<b>8,750</b>	
<b>12.00</b>	<b>Grossing Factors</b>					
12.01	Circulation grossing factor	8,750	@	15.0%	1,300	
12.02	Mechanical grossing factor	10,050	@	10.0%	1,000	
12.03	Misc. grossing factor	10,050	@	10.0%	<u>1,000</u>	Walls, vertical chases, technology, etc.
	<b>Total Grossing Factors:</b>				<b>3,300</b>	
	<b>Total Building Area:</b>				<b>12,050</b>	



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**APPENDIX**



LONG-RANGE FACILITIES ADVISORY COMMITTEE  
PUBLIC SESSION MEETING MINUTES  
March 22, 2018

The meeting was called to order by Mayor O'Connor at 6:03 PM.

Present: Mayor Mary O'Connor, Chair; Alder Brian Holmquist; Alder Nancy Moore; Dan Eklof; Robb Kahl; Josh Peterson; Kathy Thomas; Kellie Unke; and Brad Keil

Excused: Connie Miley

Also Present: City Administrator April Little, Sergeant Jeremy Winge and Matt Wolfert, Bray Architects.

Appearances. There were no appearances.

Overview of Committee: Goals, Expected Outcome, and Timeline

Goal of the process is to create a master plan to meet current and future needs, whether new construction or remodeling. It will be a long cycle - at least 10 years. There are situations in current buildings that are in serious need of attention in the meantime. The schedule for this planning process was distributed. This is an advisory committee to the City Council.

Unfinished Business. (None)

New Business.

Presentation of 2012 Space Utilization and Facilities Study – Matt Wolfert: Phase 1 of this process was evaluating needs of all departments except public works and library. Looked at facilities with engineers and architects; the final phase was an analysis of options. The sites were split into A (city hall) and B (community center). Police and fire have the biggest discrepancy in square footage. An ADA and systems review were also performed. Site C was an undefined parcel.

- Option 1 is relocating fire department and expanding the community center on the existing site; Police expands into current site. We will look at efficiencies of combining departments. We will consider a master plan, which would most likely be phased.
- Option 2 is building a new public safety building on Monona Drive; expanded community center on site; and city administration and senior center go together. This is not the most viable solution.
- Option 3 looked at idling the current building and relocating all of city hall to Monona Drive. It was felt that would result in a site that was too small. Parks/seniors would stay on site.
- Option 4 is idling city hall; parks/recreation is a new building on same site. Other departments to new site (undefined).
- Option 5 is idling city hall; separate public safety; expanding other departments on community center site including administration. Recommended phased option 5 at the time. Costs \$12 ½ - 19 million at that time, phased implementation. Assume about 4 percent inflation per year; FoxConn could impact construction costs in the shorter term. Why Monona Drive? Eklof explained Fire/EMS needs to be mile and a half from anywhere in the city; Madison station locations do not impact response times (it just helps mutual aid).



Review Updated Space Needs – This document has been updated since 2012. It gives the rough size of the rooms and quantities of rooms. Grossing factors are included for corridors and mechanicals. It shows proposed conceptual spaces (not current). Economics, population and demographics, socio-economic factors are all drivers of the need.

A tour of Police Department, Fire/EMS, and City Hall was conducted.

Action Items. Next agenda - needs verification and ideas for solutions; tour of community and senior center. Two to 10 scenarios will be explored.

Next Meeting Date. Thursday, May 3 at 6 PM.

Adjournment. Keil made a motion to adjourn; Seconded by Kahl. Motion carried. Meeting adjourned at 8:14 PM.

*By April Little, City Administrator*

LONG-RANGE FACILITIES ADVISORY COMMITTEE  
PUBLIC SESSION MEETING MINUTES  
May 3, 2018

The meeting was called to order by Mayor O'Connor at 6:03 PM.

Present: Mayor Mary O'Connor, Chair; Alder Nancy Moore; Dan Eklof; Connie Miley; Robb Kahl; Josh Peterson; Kellie Unke; and Brad Keil

Not Present: Brian Holmquist and Kathy Thomas

Also Present: City Administrator April Little and Matt Wolfert, Bray Architects.

Appearances. There were no appearances.

Approval of Minutes – Moore made a motion to approve the minutes from March 22, 2018; Seconded by Kahl. Motion carried.

Unfinished Business. Review Updated Space Needs – Some slight revisions were submitted to the city administration preliminary space program. Possible operations changes in the future will need consideration. Which services should go together also needs consideration, for example recreation and senior center. The space needs study does not reflect “efficiency savings” if departments share spaces.

New Business.

Tour of Community / Senior Center was led by Diane Mikelbank and Jake Anderson at 6:11 PM.

Generate List of Options to Be Explored –

Eklof: Fire and EMS have response time concerns; central location (as is current) is best – but the station is in a residential area. The station needs to be drive through; not having this is a source of accidents. A well-built station also helps with volunteer recruitment.

Visits to other communities with new facilities would be helpful, even if digitally at first, then perhaps an in-person tour. Other new concerns can be addressed with new facilities, such as security and technology.

Discussion of footprint and parking needs. Stalls must be sufficient for staff, volunteers and visitors. Locating in a residential neighborhood can drive down parking needs because of street parking. Underground parking can be helpful for space but is costly. Some departments can “stack” like fire/EMS.

Discussion of sites. Maywood/Neustro Mundo site may become available but the site is long and narrow and the street is a chokepoint; behind Nichols School may be viable. Moore: it would seem desirable to create a “Main Street” environment that would be centralized. We should also look at the revenue stream for senior center and community center, as many non-Monona residents use the facilities.

No objections were heard to potentially moving public safety off current site. City administration location / sharing should also be discussed because it's the smallest space need.



Discussion of financing options including referendums and public-private partnerships. We will focus on financing options at the next meeting.

Action Items. Next agenda – City financial advisors Hutchinson Shockey & Erley and Finance Director Houtakker will be invited to discuss various financing options.

Next Meeting Dates. Thursday, May 31, then June 21 (date change), at 6 PM.

Adjournment. Meeting adjourned at 8:15 PM.

*By April Little, City Administrator*



LONG-RANGE FACILITIES ADVISORY COMMITTEE  
PUBLIC SESSION MEETING MINUTES  
June 21, 2018

The meeting was called to order by Mayor O'Connor at 6:09 PM.

Present: Mayor Mary O'Connor, Chair; Alder Nancy Moore; Dan Eklof; Connie Miley; Josh Peterson; Kellie Unke; Brian Holmquist; Kathy Thomas and Brad Keil

Not Present: Robb Kahl

Also Present: City Administrator April Little; Lt. Curt Weigel; City Finance Director Mark Houtakker; Jeff Belongia, Hutchinson, Shockey and Erley; and Michael Hacker, Bray Architects.

Appearances. There were no appearances.

Approval of Minutes – Eklof made a motion to approve the minutes from May 3, 2018; Seconded by Moore. Motion carried.

New Business.

Presentation Regarding Debt Financing Options and Future Debt Capacity Projections (Jeff Belongia, Hutchinson, Shockey and Erley and City Finance Director Marc Houtakker) – Belongia provided a financial overview. Local governments usually use general obligation (GO) securities to finance facilities. There are some other options as well. As equalized value increases, debt capacity also increases so it is not a static number. Have about \$50 million in outstanding debt now. Have about \$13 million in borrowing capacity in 2018. Chart shows average of 3 percent growth (which is conservative). We pay off rapidly. By 2022, we could borrow about \$42 million. However, we have some previous commitments to finance such as the Riverfront and TIF 9.

Another version of the chart dated June 1 doesn't show payments coming, out which raises the capacity to \$15 million. The chart assumes the City will borrow \$3 million annually for ongoing general capital expenses. TID 8 financing will also be added before the end of this year, but is generating increment well. September 2018, the City will borrow for TID 9. Under Wis. Stats we can do bond anticipation notes that do not count against capacity, in which the interest is capitalized. This often is done before TIF increment is generated. TIF 9 bond anticipation notes will need to be converted by 2022. In 2027, we are at 37 million in capacity. The City has healthy emergency reserves as well.

Wisconsin law does not require a referendum to build facilities; it is a simple majority vote of the council. Kaukauna for example earmarked PILOT revenues toward their debt. When the City looks at its budget, it has limits on its levy for operational purposes. The debt service levy does not have a limit. When bonds are sold they are very sought after because of their security in Wisconsin. If we did not have capacity, would need to go to referendum to utilize an RDA (CDA) to authorize revenue bond funds. Referendum puts it on OPERATIONAL levy. So, it's very important to maintain capacity. More secure bonds have less interest. Revenue bonds have higher interest because they are not a tax without limit. GO bonds are limited taxes and are more secure.

Bonds are allowed 20 years, but a BAN could add 5 years to the borrowing term. So, 25 years would be the maximum term. Revenue bonds really have no statutory limit. But there is a marketing limit; buyers are used



to 20-year limits so there would be higher interest at longer terms. At \$35 million in debt, it is additional \$2 million per year to the levy, amortized. Can assume some growth; therefore, could start with lower payments and increase those payments over time. The borrowing would include the land acquisition, and could involve an option to purchase initially.

USDA has a community facilities loan program – very unlikely to get a grant. Can go 40 years with that program. It is a need based program. It's worth considering though. It's a federal program with a lot of regulations.

#### Generate List of Options to Be Explored / Review Initial Architectural Responses to Options Identified

Hacker began the discussion with some questions about facility and location preferences: Fire by itself or public safety (police + fire) combined? Where does administration go? Stand alone? With public safety? Or with community center? Is it addition/renovation or new building? This is a master plan, assuming not all may be able to be done at once but there might be some priorities that emerge. Then the question is how to domino the phases. There might be available capacity but not political will. What is the vision within the master planning? What can fit on different sites is also a consideration, and test fitting will eventually be done. This committee needs to provide for direction on the testing. Thomas – how does staff feel? Public safety would like to stay together; parks and recreation and senior center would like to stay together. Land size might be a limitation, as is response time. Hacker: trend is facility consolidation. City administration could really go anywhere. There are advantages to being with police, but many customers also look for recreation services. How do we reuse idle spaces? How does that compare to building new? What is also politically saleable, which relates to economics. Following are some additional comments and factors discussed:

- People often walk to city facilities now
- Private partnership could be explored; other uses could be brought in like the post office and lease out additional spaces.
- The current campus has many limits
- Court location and staff/Council security should be considered (i.e. alternate exit doors)
- Current city hall has revenue-generating cell towers and the WVMO radio tower; relocation could be problematic.
- Administration may not need the entirety of the city hall building because of its smaller size. The department could be located with either public safety or recreation services
- Renovation possibilities versus building new
- Pool planning, to be done soon, should be considered. Skate park location is another consideration.
- Library building usage – should this be on the table?
- There may be some potential for fundraising
- Short term versus long-term needs and vision
- School referendums will create financial pressure
- Green space – could it/should it be a consideration (swapping can be done; controversial in the past)
- Desire to have a “main street” central gathering area
- Parking limitations in current area (which includes Winnequah Park); a ramp could be considered
- Pedestrian connections between the facilities
- Is there an easement for the bus routing to Winnequah School?
- Potential for private development in the area; which is the most developable piece?
- Monona is getting younger; increases concern with having emergency response based from a residential neighborhood.

- Location: most of the volunteer population is on the west side of Monona Drive; volunteers must gear up at the station and wait for traffic lights en route there.
- Bus routing in the area is a factor; serves city facilities and the school (some route-sharing possibilities)
- Having new facilities could cause a dramatic usage increase (i.e. Community Center is currently undersized for many weddings). There is also a major shortage of community venues on the east side and the hotel trends are to not provide the room capacity.

Select Option(s) to Evaluate Further – It was agreed that a public safety building was the first priority, before the vision for the central campus. Community Center and administration would be later phase.

Action Items. Next agenda – Bray will take the comments and meet with staff to flesh out options further.

Next Meeting Dates. Thursday, July 31 at 6 PM.

Adjournment. Meeting adjourned at 8:08 PM.

*By April Little, City Administrator*



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LONG-RANGE FACILITIES ADVISORY COMMITTEE  
PUBLIC SESSION MEETING MINUTES  
**July 31, 2018**

The meeting was called to order by Mayor O'Connor at 6:02 PM.

Present: Mayor Mary O'Connor, Chair; Alder Nancy Moore (via phone); Dan Eklof; Connie Miley; Josh Peterson; Kellie Unke; Brian Holmquist; and Brad Keil

Not Present: Robb Kahl and Kathy Thomas

Also Present: City Administrator April Little; Lt. Curt Weigel; and Michael Hacker, Bray Architects.

Appearances. There were no appearances.

Approval of Minutes – Keil made a motion to approve the minutes from June 21, 2018; Seconded by Eklof. Correction on page 3 – “administration stays in central campus” to add as correction. Motion carried.

New Business

- a) Convene in closed session. See closed session minutes to be distributed at 8/23 meeting.
- b) **Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).** Unke; Eklof to open session. Open session resumed at 7:25 PM.

Second phase is looking at city administration, community center and senior center on city campus. This scenario proposes a new community / senior center in two options. Scenario one attempts to keep drive in place, putting parking next to pool. It's about 40,000 square feet in d 23,000 for foot print. The building is more easily stackable. Demolition of apparatus bay; replaced with parking; well must stay at its current location. Parking may need to be tiered or part of building buried because of grade change. 122 parking stalls campus wide; this gives 176 stalls. City hall would have high/low entry points. Garage stalls could be used for storage; some community space on lower level. Demolition could be part of a phasing. It would allow use of current building while new building is under construction (no displacing). Community center is then two stories. Challenges: maximizing parking but not really improving pedestrian experience – much asphalt surrounding building. Driveway is direct access to school (does not slow vehicles travelling to school).

Scenario two – on existing footprint. Less parking (net neutral); would not allow phasing. However, maintains green extension of the park for better pedestrian connections. Access to school is preserved but is indirect (not a thoroughfare). Building is still a backdrop to the pool. Both test fits work.

Eklof – does not feel shared use is strong. Miley – use senior center as a cut through now. Holmquist – could lose some parking in scenario one and create green space but still be ahead with parking. Scenario two is more visible to the public. Moore asked about the potential of



creating a main street configuration for this area, and mixing in more residential (that could be multi-story) and a little retail to generate more tax revenue and increase density. Holmquist: would need to review zoning and comprehensive plan at the Plan Commission level; overlay a CDD. This could be looked at as a separate process, as part of a larger visioning process. Moore suggested looking at less used portions of Winnequah Road, such as moving skate park and tennis courts to relocate community center there as a possibility; private development would be fill in and move park land out further near Maywood. Moving the pool during that planning process is a possibility later.

Holmquist favors moving center, and removing some parking to make it more pedestrian friendly. This process may more closely align with pool planning process, timing wise a few years into the future, and it will allow more broad consideration of the area then. Eklof liked the configuration of the parking. Little mentioned in a very long term using city hall space as a redevelopment space and add on to community center for admin office; city hall would be oversized and have security concerns having an unoccupied lower level. Another possibility is to have retail or like a post office in lower level of city hall. New center does not accommodate vehicle storage. Possibly better attach to current city hall with new building.

- c) Formulate Recommendation to City Council
- d) Finalize Option(s) to be Presented to City Council

**Action Items. Next agenda** – Bray will take the comments and meet with staff to flesh out options further.

2) **Next Meeting Dates**. August 23, 2018 at 6 PM, City Hall Conference Room.

**Adjournment**. Holmquist made a motion to adjourn; Seconded by Peterson. Meeting adjourned at 8:12 PM.

*By April Little, City Administrator*

LONG-RANGE FACILITIES ADVISORY COMMITTEE  
PUBLIC SESSION MEETING MINUTES  
**September 12, 2018**

The meeting was called to order by Mayor O'Connor at 6:00 PM.

Present: Mayor Mary O'Connor, Connie Miley, Josh Peterson, Kellie Unke, Brian Holmquist, Robb Kahl, and Kathy Thomas

Not Present: Dan Eklof, Alder Nancy Moore

Also Present: Interim City Administrator Marc Houtakker, Brad Bruun – Monona Project Manager, Michael Hacker - Bray Architects.

Appearances. There were no appearances.

Approval of Minutes from July 31, 2018 – Motion by Brian Holmquist, Second by Kellie Unke

Unfinished Business

5i) Review Updated Options and Budgets

Motion to convene in closed session by Kathy Thomas, Second by Robb Kahl.

See closed session minutes to be distributed at 9/12 meeting.

5i2) **Reconvene in Open Session Under Wisconsin Statute Section 19.85(2).** Motion by Robb Kahl, second by Brian Holmquist to open session. Open session resumed at 7:20 PM.

Budget Summary: Construction Hard Costs (54,000 sq. ft. building)

- Site Demo not included
- \$11,418,000 cost for construction
- This cost includes allowances for site improvements, utility relocation, etc.
- These costs do not include additional costs for solar improvements to the facility or other efficiency items like geothermal.
- The cost assumes a building that would be LEED Silver certified.
- General contracting costs for general contracting - \$1,455,800
- Total Estimated Construction Cost: \$12,874,300

Budget Summary: Soft Costs

- Contingencies for Architectural and Engineering Costs for surveys, design, fees, geotechnical, etc.
- Total Estimated Soft Costs - \$1,624,612.00

Robb asked if moving dispatch control center was included in costs, Mike answered no it is not.

Total Estimated Project Costs: \$14,498,912.00



Robb asked what the timeline is for this process. Mike answered that there should be a 4.5% increase per year to any total costs due to inflation rates. Mary and Marc stated that there is room in the budget for financing this type of project. Mary asked if an advisory referendum needs to be a part of this process. Committee advises that it would be beneficial but the timeline doesn't really work. There are other ways to engage the public without actually performing a referendum. Mike stated that the process would be a 2 year design to ribbon cutting. Bray would provide a marketing team for outreach purposes to engage the community and raise awareness for the new facility.

### 5i3) Discussion of Community Center/City Hall Options

The key difference between the options is the proximity to the pool/aquatic center and the access to the school parking area. Robb stated that it would be a good idea to begin linking a bigger vision for the Community Center and City Hall with the addition of the new Public Safety Facility. This would be beneficial in response to those residents that will complain that a public safety facility is not needed vs. a new Community Center/Senior Center or City Hall. Robb stated that people want to donate money for the Senior and Community Center and if they know there will be a plan moving forward to build or renovate those facilities they then can begin adding that money to trusts to be used to donate to the buildings. Brad stated that staff should begin totaling costs of building upgrades and maintenance fixes to existing facilities and project out what the costs would be for keeping those facilities long term. This information would be helpful to share with the public during open house tours of the facilities to emphasize the cost of current ownership vs. building new. Robb stated that volunteers of the Fire Dept. should lead the tours of the facilities.

### New Business

#### 6i) Recommendations to Council

1. Keep City Administrative offices, the Library, Community and Senior Centers in the central campus area.
2. Move the Police and Fire Departments off-site into a new Public Safety Building.
3. Obtain an option to purchase a site for a Public Safety Building as soon as possible.
4. Start construction on a Public Safety building within the next 2-5 years.
5. Start construction on a new Community/Senior Center in the central campus area within 2-5 years after the completion of the Public Safety Building.
6. Consider building a new pool to replace the current pool which is reaching the end of its useful life at the same time as the Community/Senior Center.
7. Engage the public using professional consultants to gain support and receive input.

### Action Items

Report recommendations from the committee to City Council at the first October meeting.

- 1) Next Meeting Dates. TBD – if necessary

Adjournment. Motion by Brian, Second by Connie at 7:45 PM.

*Minutes by Project Manager - Brad Bruun*



