

# Final Recommendations Report



## Wood County

Space Needs Analysis / Architectural & Engineering Services

Wisconsin Rapids, WI 54495

July 9, 2014

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## ACKNOWLEDGEMENTS

We wish to thank the following Wood County Elected Officials and County Staff for their contribution and input towards the completion of this Study.

### Ad hoc Space Needs Study Implementation Committee

Donna Rozar, Committee Chair, Board Of Supervisors  
Allen Breu, Board Of Supervisors  
Gary L. Allworden, Board Of Supervisors  
Kenneth A. Curry, Board Of Supervisors  
Peter O. Hendler, Board Of Supervisors

### Other Elected Officials & County Staff

Amy Kaup, Systems Department  
Erik Engel, Communications Coordinator  
Kathy Roetter, Human Services Department  
Lance L. Pliml, County Board Chair  
Terry Rickaby, Maintenance  
Thomas Reichert, Sheriff's Department

Brent Vruwink, Child Support  
Chad Schooley, Parks  
Cindy Cepress, County Clerk  
Cindy L. Joosten, Clerk Of Circuit Court  
Craig Lambert, District Attorney  
Ed Reed, Human Resources  
Judge Greg Potter, Courts  
Jason Grueneberg, Planning & Zoning  
Jerry Storke, Land Conservation  
Karen Kubisiak, Treasurer  
Lori Heideman, Dispatch Center  
Patricia Anderson, Victim Witness  
Peter Kastenzholz, Corporation Counsel  
Peter Manley, UW-Extension  
Randal Dorshorst, Chief Deputy  
Rock Larson, Veterans Services  
Sherry Masephol, Register In Probate  
Steven R. Kreuser, Emergency Management  
Sue Kunferman, Health Department  
Susan Ginter, Register Of Deeds  
Terry Stelzer, Risk Management Department  
Trent Miner, Executive Committee Chair



## EXECUTIVE SUMMARY

In the autumn of 2013, Venture Architects and their engineering consultant Harwood Engineering Consultants, Ltd. were selected to work with Wood County's Ad hoc Space Needs Study Implementation Committee in the development of recommendations related to a 20-year Master Plan that would address the space needs and potential relocation of all County Departments located in downtown Wisconsin Rapids as well as those County Departments located in the Marshfield City Hall.

The scope of services were "to evaluate the space needs for Wood County Departments and make efficient and cost effective recommendations (addition to Courthouse/new Courthouse)".

To accomplish the scope of services, the following tasks were completed:

- Define the County's Goals and Expectations for the Study.
- Review of the previous Report and Recommendations from the Ad hoc Space Needs Study Committee (November 2012).
- Interview all Department Heads for those Departments currently located (in full and/or in part in the existing downtown Courthouse) to determine their future 20 year space needs.
- Complete an existing Courthouse assessment of a building systems, including mechanical, electrical, and plumbing / fire protection, and prepare short and long term Recommendations.
- Develop a series of optional Recommendations to meet the space needs of all Departments studied. Based on interviews of County Department Heads and the Ad hoc Space Needs Study Implementation Committee members.
- Work with the County's Ad hoc Space Needs Study Implementation Committee in evaluating the series of optional Recommendations.
- Present recommendations to the full Wood County Board for their consideration.

## RECOMMENDATIONS

### OVERVIEW

The Recommendations presented below represent the collective thoughts and opinions of Venture Architects as the facilities planner/architect, the Board Members of the County's Ad hoc Space Needs Study Implementation Committee, and selected Department Heads and staff. Collectively, we believe these recommendations provide the County Board the necessary information to successfully plan for addressing the County's long range facility space needs.

During the course of the Study, a number of key Study "drivers" were discussed that have provided direction for the recommended options. They include:

- Increase departmental efficiencies
- Improve customer services
- Pay for today/correctly plan for tomorrow
- Maximize cost effective construction dollars

Likewise, the priorities previously noted in the Executive Summary, have also been prioritized and provide support for the following Recommendations. In priority, starting with the most important, they are:

#### Marshfield Area

- Relocate Marshfield City Hall Departments to the Norwood Site

#### Wisconsin Rapids Area

- Address Courthouse security needs (courts only, entire Courthouse)
- Address future Justice needs: courts, Jail & Sheriff
- Address Courthouse Department space needs
- Address Courthouse parking needs
- Consolidate Wisconsin Rapids Human Services to one location (including the possibility of Health Department colocation)
- Address Courthouse infrastructure deficiencies (elevator, toilets, boiler/systems, IT service, etc.)
- Make decision on Annex Building/property



**RECOMMENDATIONS (IN PRIORITY ORDER)**

**1. Move County Departments out of the Marshfield City Hall to the Norwood Campus and the Wood County Annex and Health Center**

The Departments include:

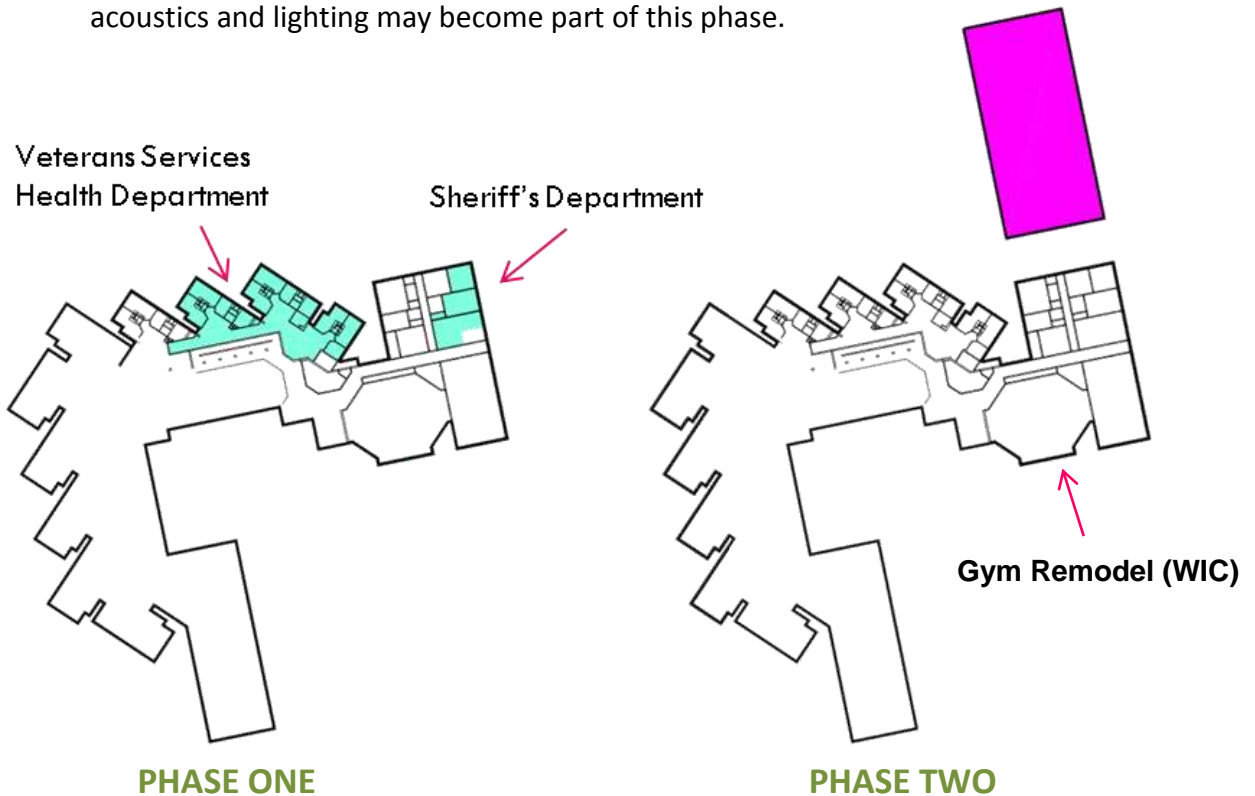
- Human Services
- Sheriff
- Veterans Services

**Refer to Attachment C, pages 35-37.**

This Recommendation is a two phase Recommendation:

**PHASE ONE** proposes that the Sheriff’s Department and Veterans Services are to move into current and vacant space in the Norwood Health Center. There may be some life safety infrastructure improvements that may need to be done as the new occupancy type is different from the designed occupancy.

**PHASE TWO** is the construction of a new freestanding 11,100 SF Human Services Building somewhere on the Norwood campus, and preferably near existing parking and utilities. There is potential for a full useable basement in addition to the 11,100 SF. The existing Gymnasium remodeling to address acoustics and lighting may become part of this phase.



**2. Make a commitment for County government to stay in downtown Wisconsin Rapids**

With studies such as this one, there is often a consideration to move away from existing downtown campuses. *Attachment J, The Importance Of Government Facilities In Downtowns*, speaks to the economic benefits for county governments to be in their respective downtown areas, trusting there is adequate land for long term building and parking needs. This Report recommends the County make a commitment to stay in downtown Wisconsin Rapids.

**3. Make a commitment to bring all Wisconsin Rapids County Departments to the Courthouse Campus**

To increase Department efficiencies and improve customer service, this Report recommends that all County Departments currently in Wisconsin Rapids either remain on or move to the Courthouse Campus. There is sufficient space in and around the Campus for long-term development for both facilities and parking. Some adjoining private land will have to be acquired in the future.



**4. Consolidate all Wisconsin Rapids Human Services to the Courthouse Campus.**

As part of the Study, a number of options were identified as possible locations for a consolidated Human Services Building, including adding on to the existing Building on 12<sup>th</sup> Street, the reusing the existing Tribune Building, and building new on the 17<sup>th</sup> Avenue property.

Consistent with Recommendation 3, the Study’s Recommendation is to move all Human Service Departments to the Courthouse Campus as either a new building or remodeled portion of the Courthouse.

**Refer to Attachment C, pages 9-14.**





5. Address a number of priorities by committing to a long term Master Plan for expansion at the Courthouse campus.

These priorities include:

**Close Avon Street**

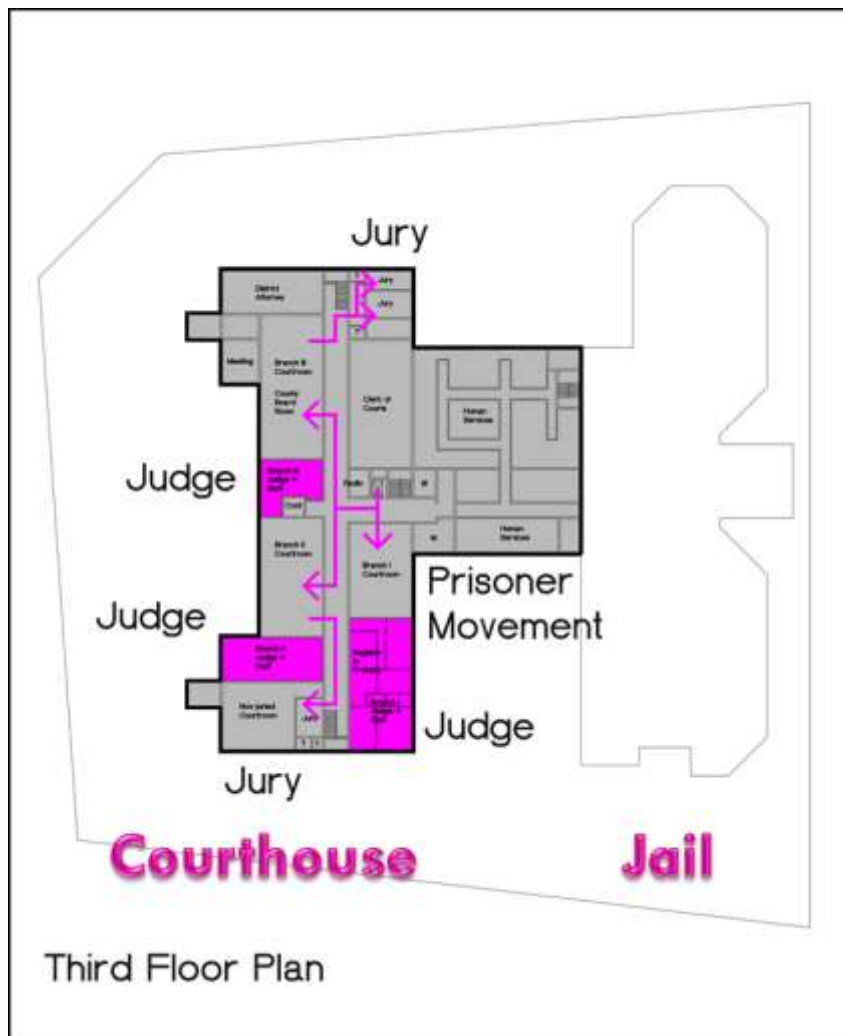
In preparation for a larger Downtown Campus, close Avon Street and work with the City of Wisconsin Rapids and local Utility Companies in relocating all existing utilities currently in the street.



**Addressing Courthouse security needs, especially related to the courts and court related Departments.**

Security is considered to be one of the most important goals to be achieved by future projects. Security includes the security and control of all persons who come to the Courthouse Campus, protecting staff at Department counters from unruly customers, and maintaining separation of the public, courts staff, and inmates in the courtrooms and public hallways.

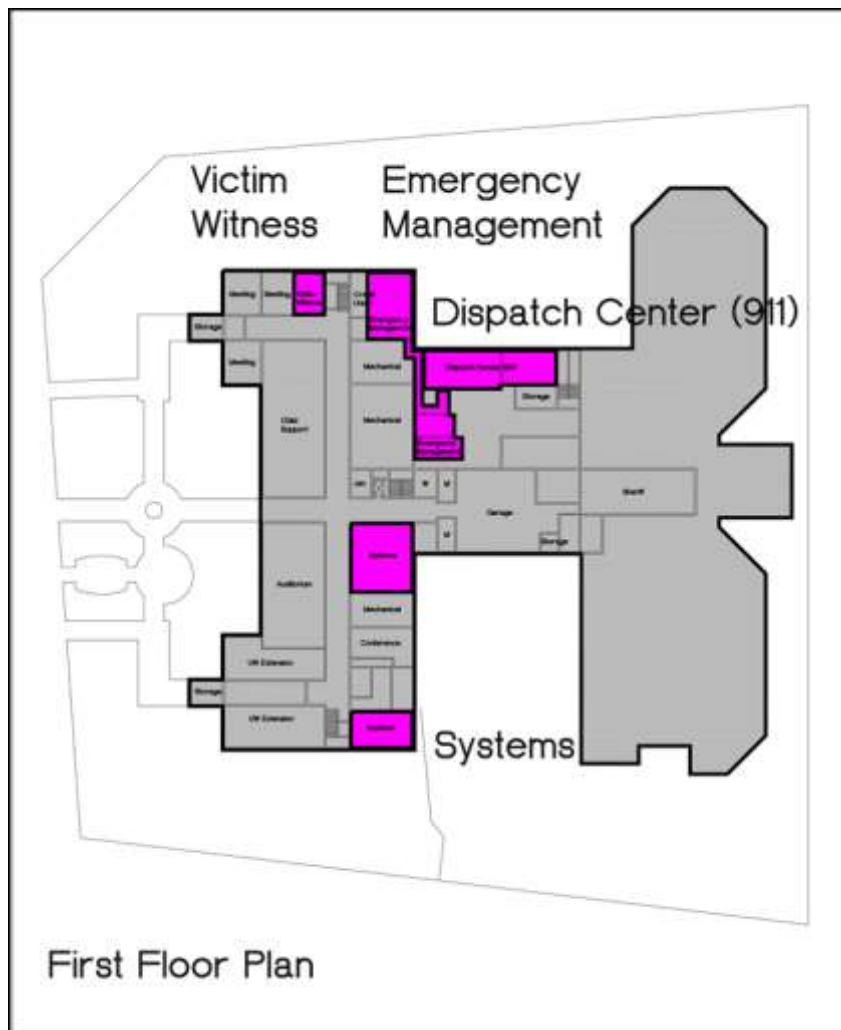
**Refer to Attachment C, pages 24-26 and Attachment G, pages 8-11.**



**Relocating Systems Department, Dispatch Center 911, and Emergency Management out of the Courthouse basement to new locations and providing additional and needed space to the Departments.**

Each of these Departments is currently located on the first floor of the Courthouse and essentially in the basement. Each Department has significant space needs, but also because of the likelihood of water damage due to flooding and/or broken piping in their current locations, each of these Departments needs to be relocated to a new location.

**Refer to Attachment C, pages 16-20.**

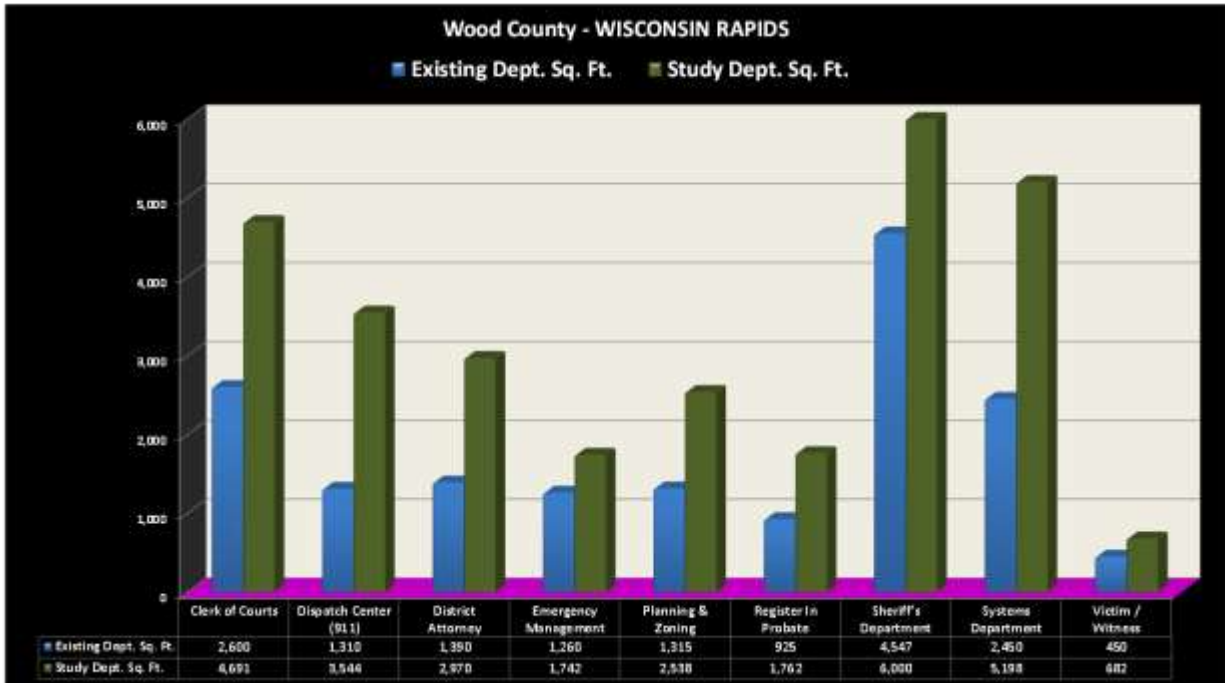


**Addressing the space needs for the additional Courthouse Departments:**

- Clerk of Courts
- Courts
- District Attorney
- Family Court Commissioner
- Health Department
- Human Services
- Planning & Zoning
- Register in Probate
- Sheriff
- Victim Witness

Each of these Departments has been identified as needing additional space for efficient operation.. Additionally, the relocation of some Departments to new locations will improve operations between various Departments.

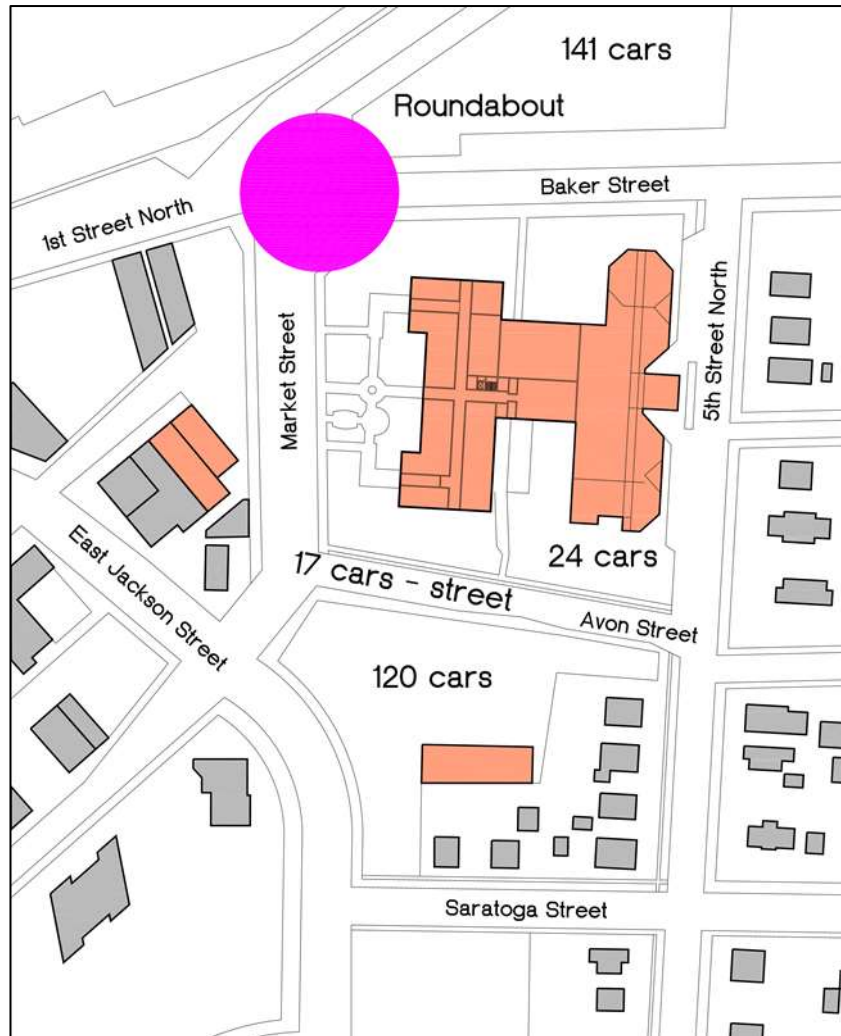
**Refer to Attachment C, pages 16-20.**



**Addressing parking needs on the Courthouse campus**

As the campus grows, including the relocation of all Human Service Departments to the Courthouse Campus, additional parking will need to be built.

**Refer to Attachment F and Attachment G, pages 23-25.**



- 6. Consistent with the project driver, “Pay For Today/Correctly Plan For Tomorrow”, the Study recommends the development and adherence to a long term Master Plan that will serve as a guide for future development on the Courthouse Campus. As part of a Master Plan Development, the County needs to make a decision regarding the priorities noted under item 5. Refer to Attachment G, pages 12-22.

There are 2 options that have been developed:

**Option A:** Build a new Human Services Building Addition/New Courts and Health Department Addition/Jail and Sheriff’s Department Addition/Remodel Courthouse for General Government.

**Option C:** Build a new free standing Justice Center for Courts, Jail, and Sheriff’s Department/Remodel Courthouse for General Government, Human Services, and future Health Department.

**COURTS SECURITY - THE DIFFERENCE:** A key difference between the two options has to do with Courts Security. Both Options can work, but require careful consideration with respect to Courts Security.

**OPTION A:**

Because two of the existing courtrooms on the west side of the public hallway cannot be securely accessed by inmates from the Jail, it will leave only the two new Courtrooms that can be securely accessed by inmates from the Jail.



**OPTION C**

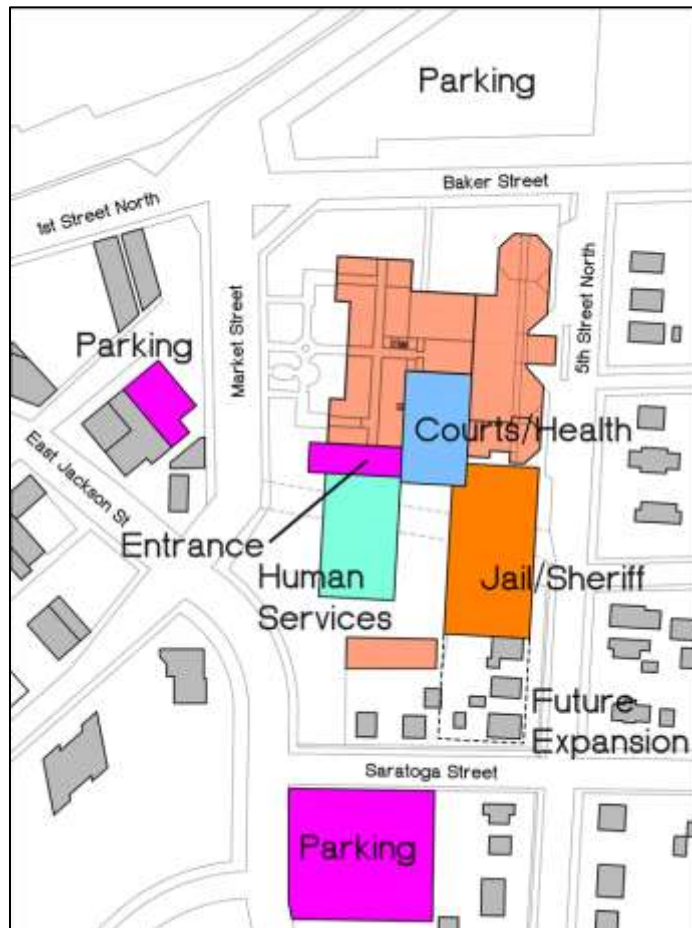
Because of the ability to design-in the required separations between courts staff, public, & inmates in the courtrooms & public hallways, security is not compromised and all courtrooms provide a secure separation between court’s staff, public, & inmates.



**Option A:** Build a new Human Services Building Addition/New Courts and Health Department Addition/Jail and Sheriff’s Department Addition/Remodel Courthouse for General Government. Refer to Attachment I.

Key highlights include:

- New single secure public entrance to handle both the new additions and Courthouse, as a Phase One project.
- New Human Services Addition as a Phase One project, and to also include Emergency 911, Emergency Management, Systems, Clerk of Court and Family Court Commissioner.
- New Courts/Health Department Addition as a Phase Two project, and to include first floor area available for other Department uses.
- New Jail and Sheriff’s Department to replace the existing Jail and Sheriff’s Department, as a Phase Three project.



**Option C:** Build a new free standing Justice Center for Courts, Jail, and Sheriff's Department/Remodel Courthouse for General Government, Human Services, and future Health Department. Refer to Attachment H.

Key highlights include:

- New single secure public entrance to handle both the new additions and Courthouse, as a Phase One project.
- New Courts Addition as a Phase One project, and to also include Emergency 911 and Emergency Management.
- Remodeling of the Courthouse for General Government Departments including Systems Department, Human Services, Health Department (Future), and other Departments as previously noted, as a Phase Two project (or Part of Phase One).
- New Jail and Sheriff's Department to replace the existing Jail and Sheriff's Department, as a Phase Three project (or Phase Two).





- 7. **Work in partnership with the City of Wisconsin Rapids in the development of the city block directly to the west of the Courthouse, and including the Annex Building.**

Because of the limited size of the existing Courthouse Annex and its associated property, the Study recommends that the County work collaboratively with the City to find new uses for the entire block and surrounding areas. This may include additional parking for the Courthouse Campus as well as private development.



**8. Address existing Courthouse infrastructure deficiencies.**

The County has done an excellent job of maintaining the 50 year old building's systems. However, over the next several years, the County will need to seriously consider addressing a number of critical infrastructure improvements. **Refer to Attachments D and E for additional information.**

Priority One items include:

- New Dispatch HVAC Equipment
- New Chiller And Pumps
- New Boiler And Pumps
- New Temperature Controls
- New Transformers
- Equipment Assessment

Priority Two items include:

- Meet Current Standards For Fire Protection & Plumbing
- HVAC Improvements

## CAPITAL PROJECT BUDGET INFORMATION

Project Costs (construction and non-construction costs), are all based on 2015 bidding, unless noted otherwise. Inflation will have to be factored into projects occurring in future years.

### RECOMMENDATION NO. 1

#### Marshfield / Norwood Campus Development

**Phase One** – Remodel existing Wood County Annex and Health Center for Veteran’s Services, Health Department, and Sheriff’s Office

- a. Project Cost, \$TBD
- b. Gymnasium Upgrades, \$TBD

**Phase Two** – New freestanding 11,000 SF Human Services Building

- a. Project Cost, \$2.6 million (Does not include basement, stairs, and elevator).

### RECOMMENDATION NO. 2

No specific cost. Part of recommended Master Plan.

### RECOMMENDATION NO. 3

No specific cost. Part of recommended Master Plan.

### RECOMMENDATION NO. 4

No specific cost. Part of recommended Master Plan.

### RECOMMENDATION NO. 5

No specific cost. Part of recommended Master Plan.

### RECOMMENDATION NO. 6

#### Long Term Master Plan

**Option A** – Multiple Additions (Human Services/Courts/Health/ Jail and Sheriff

- a. Human Services Addition, (Bid 2015), \$21.9 million , (refer to Attachment I).\*
- b. Courts/Health/Maintenance Addition, (Bid TBD), \$TBD, (refer to Attachment I).
- c. Jail/Sheriff’s Department Addition, (Bid TBD), \$TBD, (refer to Attachment I).

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\* **BUILDING ADDITION DESCRIPTION**

- 73,000 SF Addition
- Includes Systems, Dispatch, Emergency Management, Human Services, Clerk Of Courts, and Family Court Commissioner



**Option C – New Justice Center**

- a. Total Project Cost (Bid 2015), \$63.0 million, (refer to Attachment G, pages 21-22).
- b. Courts/Sheriff Addition (Bid 2016), \$37.1 million, (refer Attachment H, page 10).
- c. Remodeled Courthouse (Bid 2017), \$4.9 million, (refer to Attachment H, page 10).
- d. Courthouse MEP Upgrades (Bid 2017), \$2.7 million, (refer to Attachment H, page 10).
- e. Jail Addition (Bid 2025), \$TBD.

**RECOMMENDATION NO. 7**

**No specific cost. Part of recommended Master Plan.**

**RECOMMENDATION NO. 8**

**Courthouse Infrastructure Deficiencies (refer to Appendix E, page 24).**

**Priority One** (Next 5 years) - \$1.32 million (2015 Dollars).

- a. New Dispatch HVAC Equipment
- b. New Chiller and Pumps
- c. New Boiler and Pumps
- d. New Temperature Controls
- e. Equipment Assessment

**Priority Two** (Next 5-10 years) - \$3.48 million (2015 Dollars).

- a. Meet Current Fire Protection / Plumbing Standards
- b. HVAC Improvements

## ATTACHMENTS

The following Attachments are included in the Final Report as back up information to the Final Recommendations. Attachments include:

- Attachment A.** *Wood County Space Needs Analysis Study Kickoff Meeting (October 1, 2013)*
- Attachment B.** *Wood County Space Needs Analysis Study Program (January 21, 2014)*
- Attachment C.** *Wood County Space Needs Analysis Study Interim Presentation (January 21, 2014)*
  - Planning Steps
  - Project Schedule
  - Priorities (No Particular Order)
- Attachment D.** *Wood County Space Needs Analysis Study Building Assessment Report (February 24, 2014)*
- Attachment E.** *Wood County Space Needs Analysis Study Building Assessment Report (April 4, 2014)*
- Attachment F.** *Wood County Space Needs Analysis Study Parking Requirements (April 7, 2014)*
- Attachment G.** *Wood County Space Needs Analysis Study Interim Presentation (April 15, 2014)*
  - Project Schedule Update
  - Priorities (In Priority Order)
  - Recommendations
- Attachment H.** *Wood County Space Needs Analysis Study Downtown Option C (May 8, 2014)*
- Attachment I.** *Wood County Space Needs Analysis Study Downtown Option A (July 9, 2014)*
- Attachment J.** *The Importance of Government Facilities in Downtowns UW-Extension September 2005*

