



Pierce County Annex Study
Pierce County, Wisconsin
March 23, 2017

Process

- Preliminary Program developed for eight County Departments, not including Court related functions
- Tour of existing Annex, Courthouse and PCOB completed
- Alternatives and Options have been developed for the County's consideration

Assumptions

- The existing Dispatch Area will be relocated to the new Jail
- Planning related to parking needs and options was not part of the Study
- No mechanical or electrical review was part of the Study



Recommendations

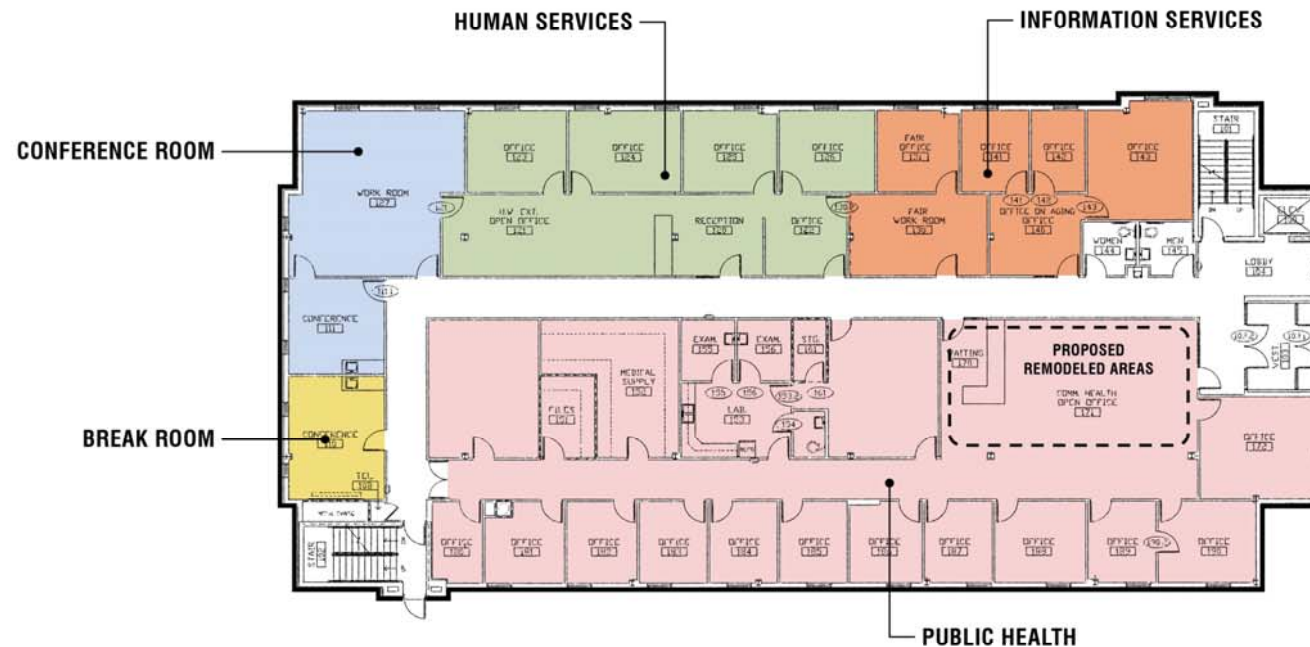
- Building Accessibility between the Annex and Courthouse needs to be addressed due to varying floor levels within the structures
- Building Security should be addressed
 - Entrances should be minimized and allow for security screening – ideally only one entrance to the building that accommodates both visitors and staff
 - Inmate movement to minimize access to public
- Option 2 should be considered only if the Courts functions will be moved in the next 5 years
- A complete Hazardous Materials Investigation should be completed
 - It was noticed and reported by County Maintenance that the mastic under the existing 8x8 floor tiles may contain hazardous materials requiring abatement



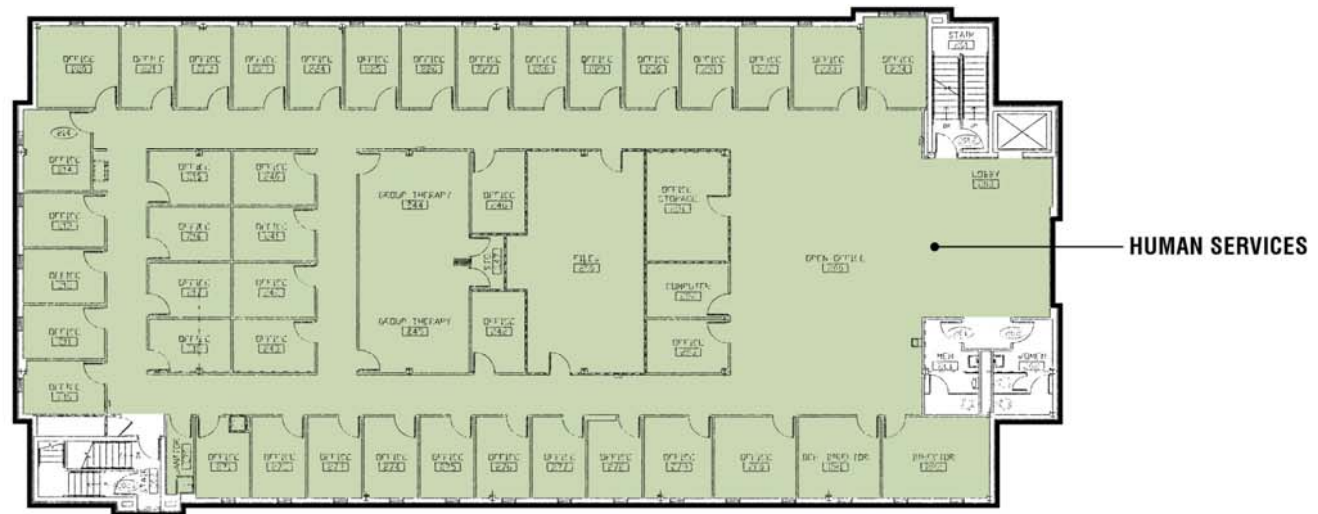
P.C.O.B – Lower Level Plan



P.C.O.B – First Floor Plan



P.C.O.B – Second Floor Plan

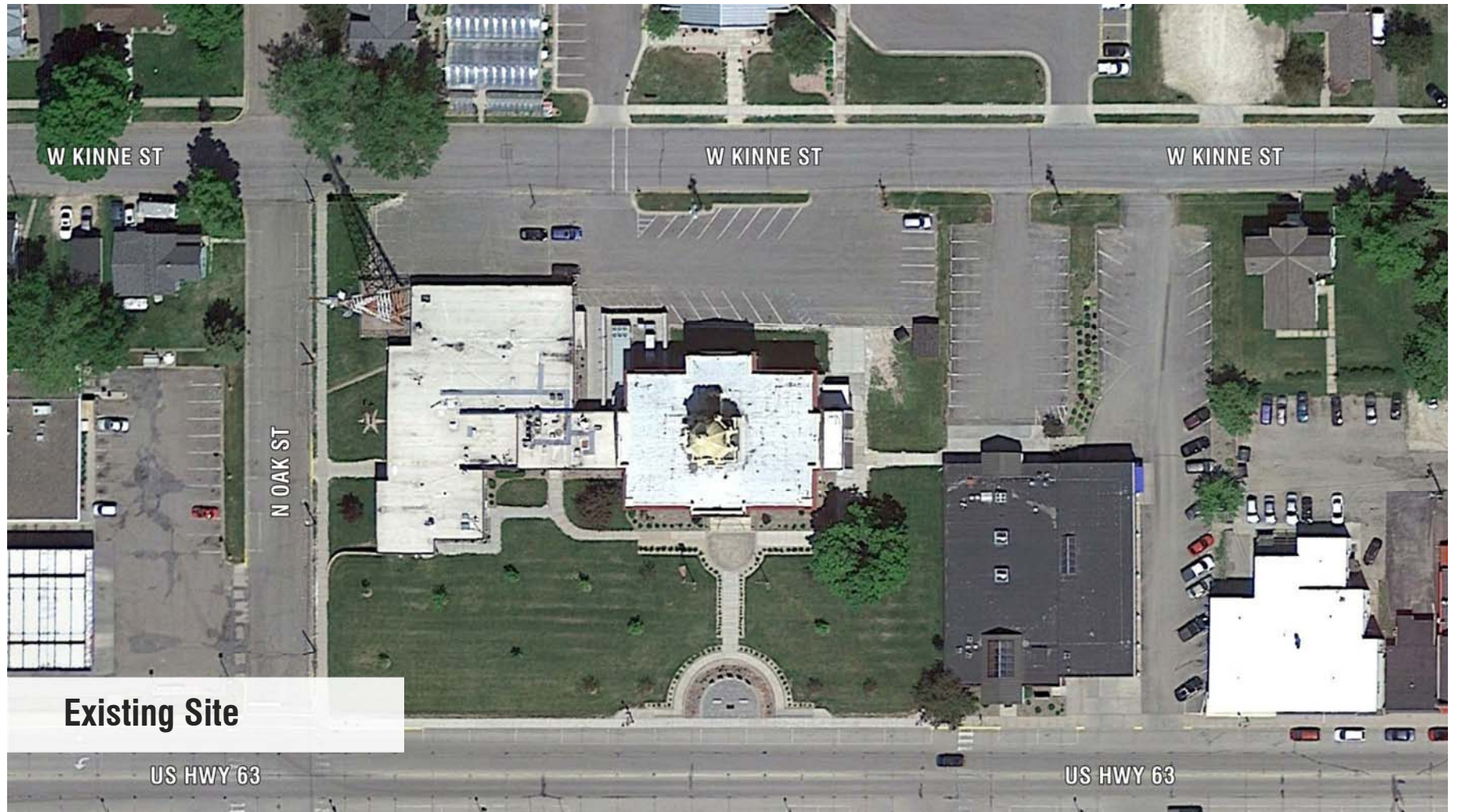


Pierce County Office Building Remodeling

Preliminary Construction Cost
\$357,500 - \$552,500

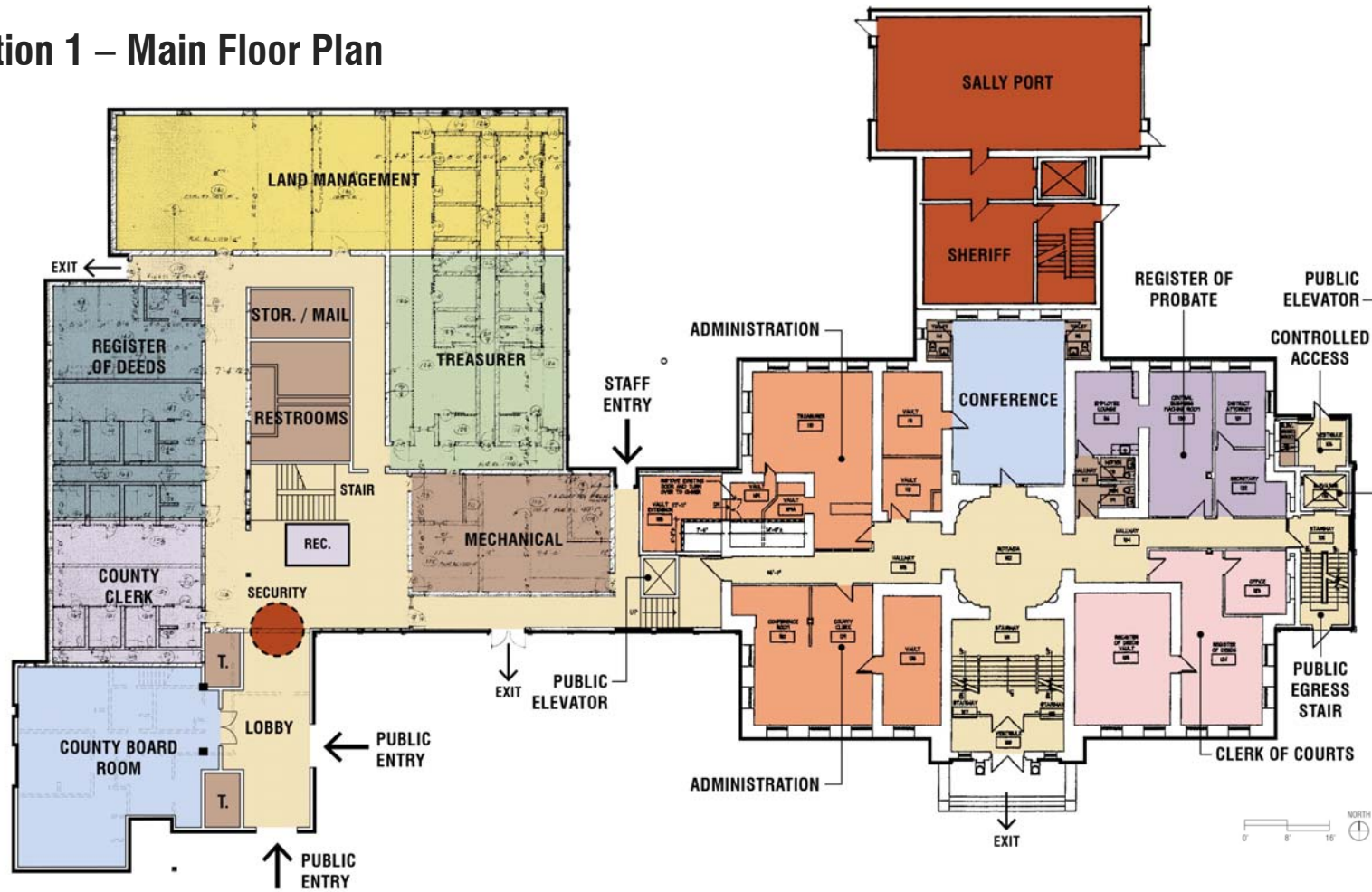
Add 20-25% for total project cost



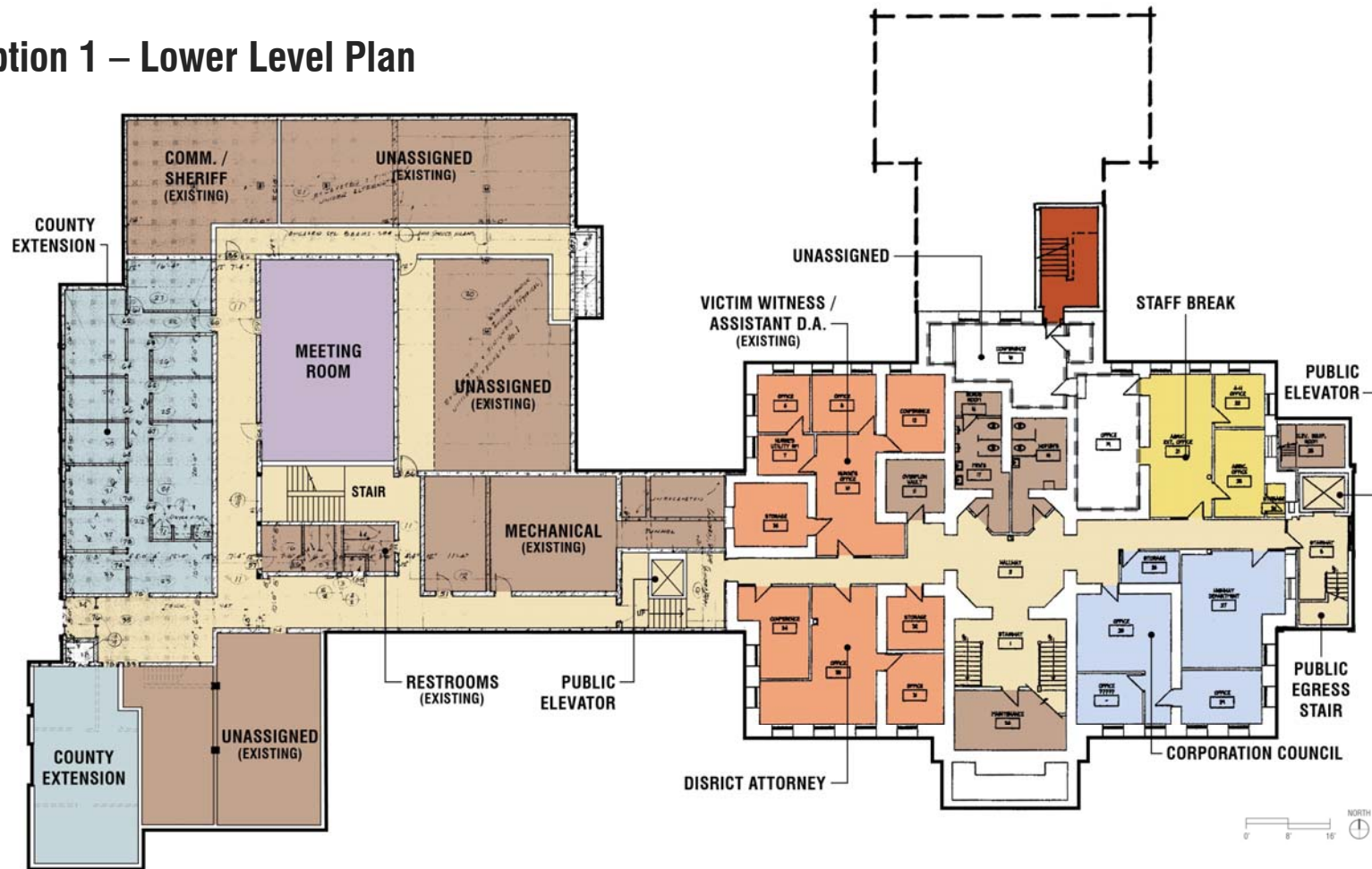




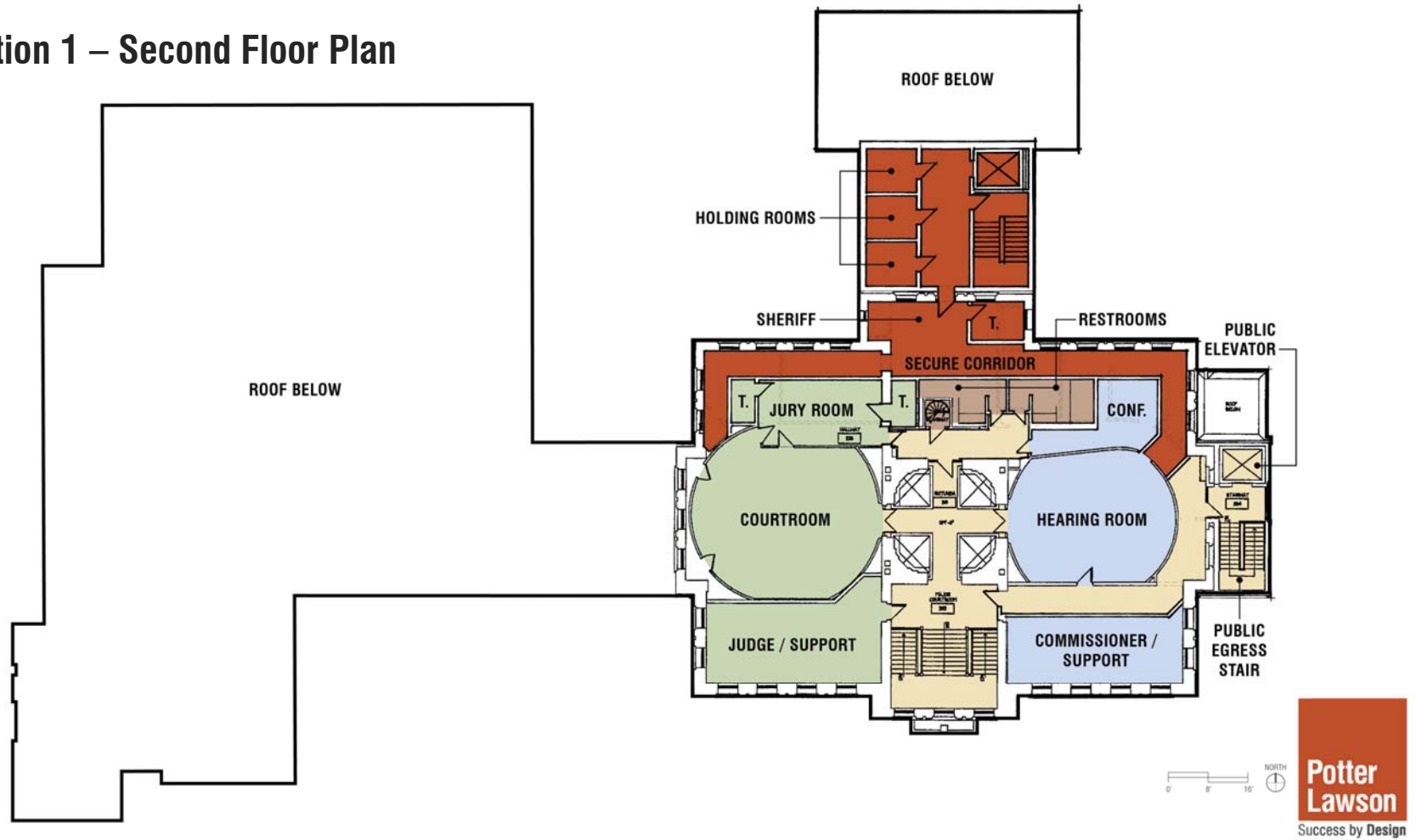
Option 1 – Main Floor Plan



Option 1 – Lower Level Plan



Option 1 – Second Floor Plan



Option 1 Advantages & Disadvantages

Assumes courts and court related functions will remain in the existing Courthouse

Advantages

- Satisfies current departmental space needs
- Provides additional conference room(s) within the building
- Provides long-term solution to Building Security associated with inmate movement from the jail to the courtrooms
- Provides long-term solution for Building Security associated with public entry into the building
- Provides internal accessibility between the Annex and Courthouse
- Provides new enlarged County Board Room that can be separated from the Courthouse and used during non-business hours

Disadvantages

- Employee entry if not screened provides potential breach of Building Security
- Future expansion of courts facilities (2 courtrooms, 1 hearing room) within existing building footprint likely an issue due to State Supreme Court guidelines

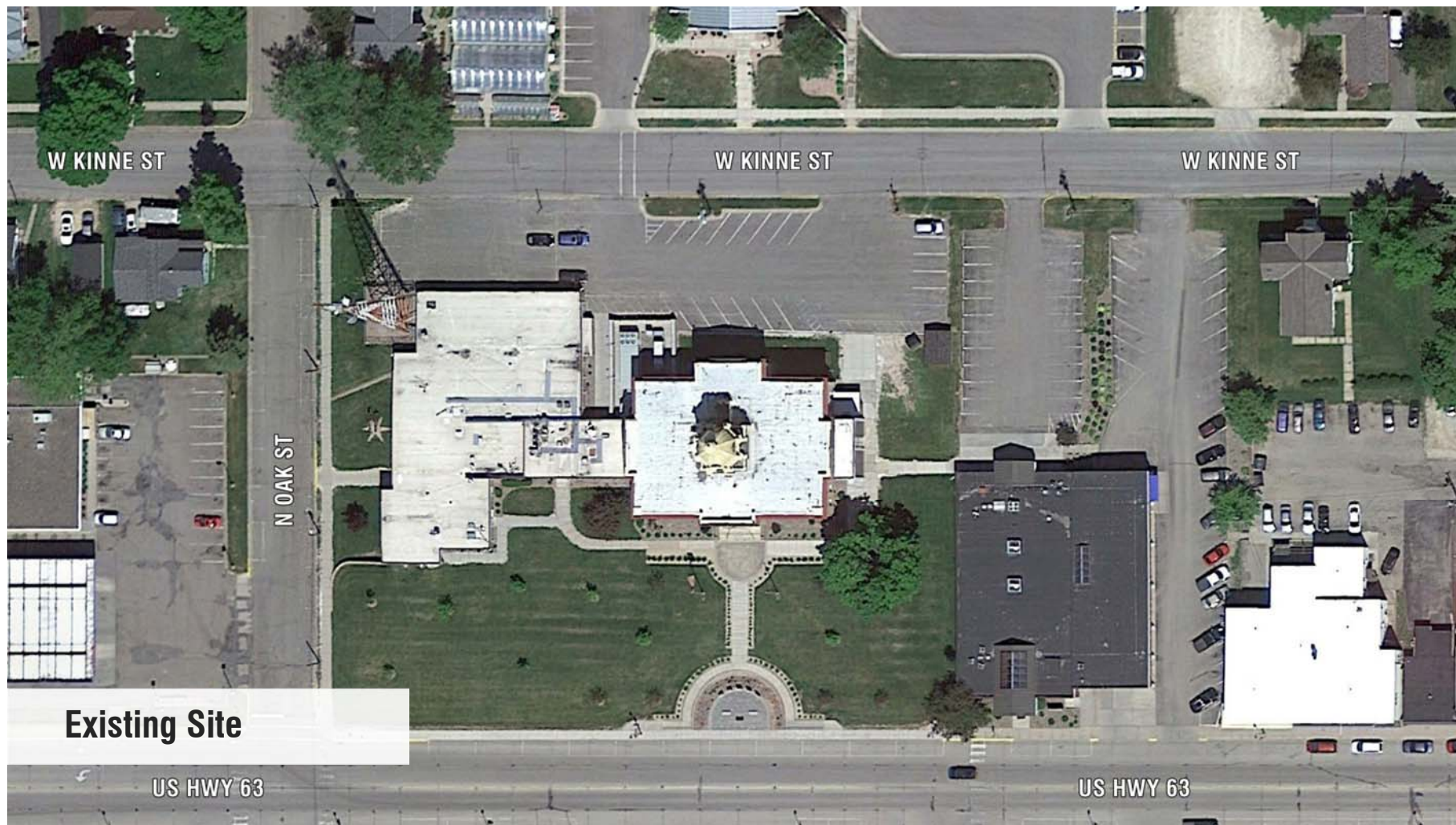


Option 1

Preliminary Construction Cost
\$3,746,500 - \$4,845,500

Add 20-25% for total project cost

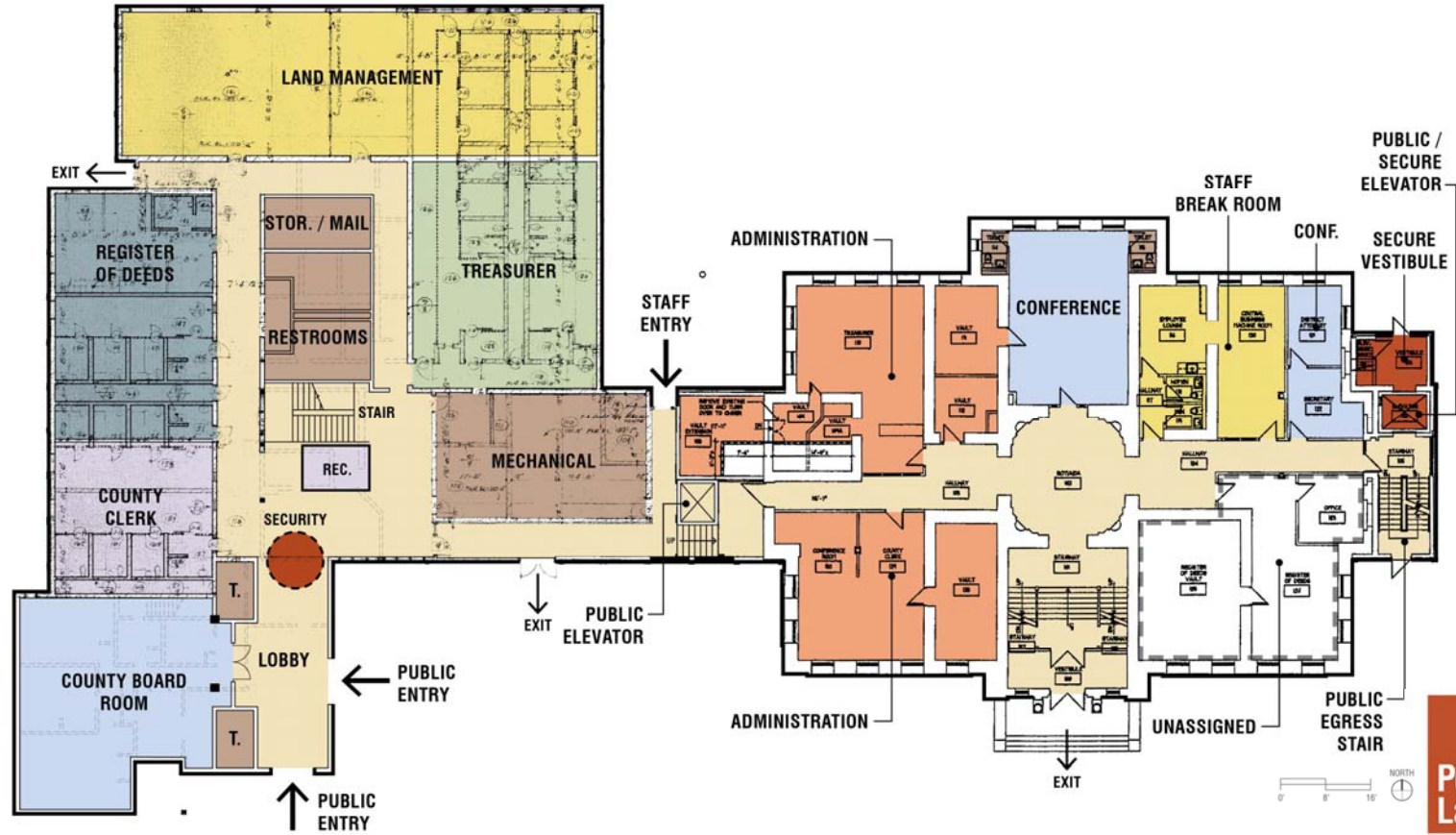




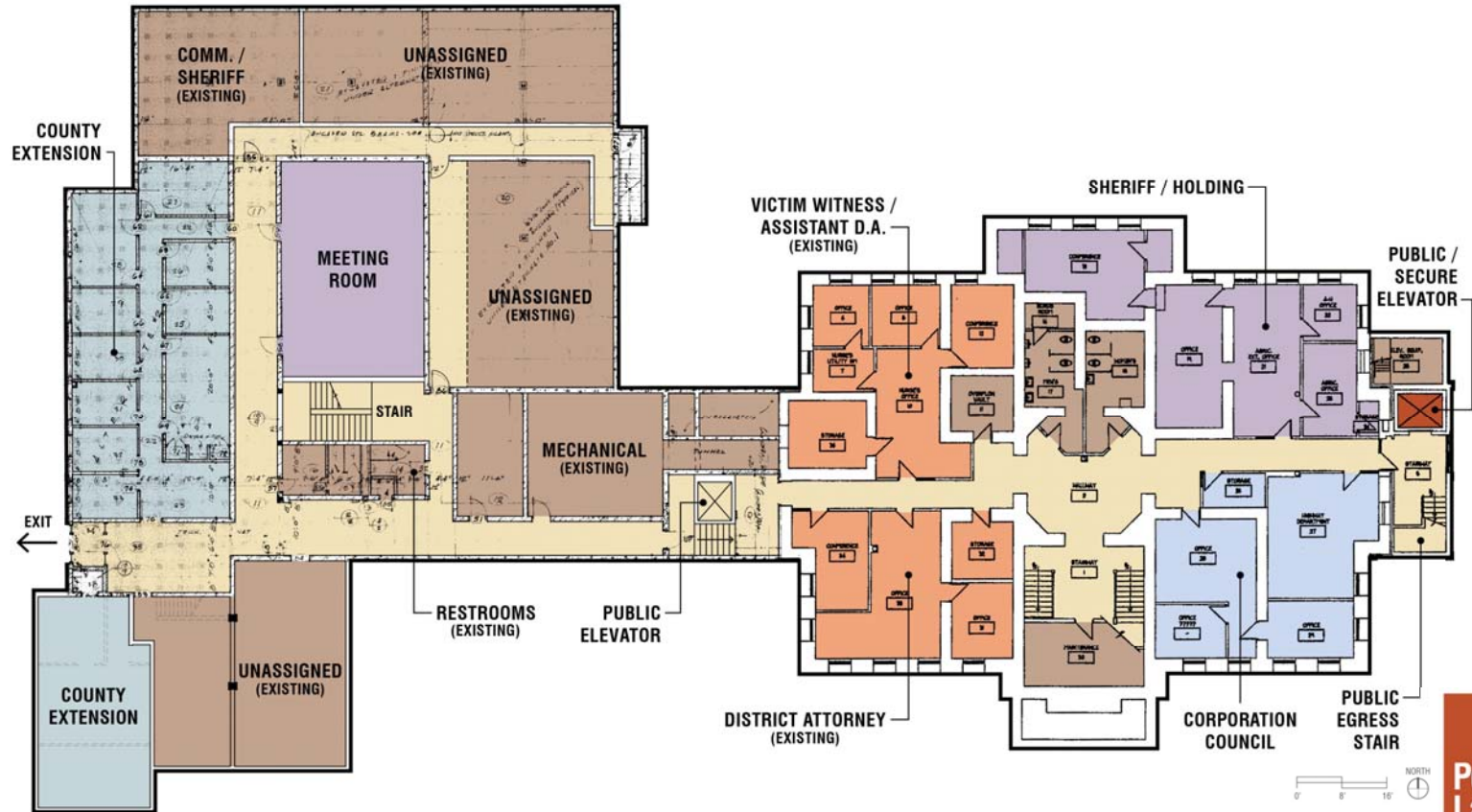


Option 2 – Site Plan

Option 2 – Main Floor Plan



Option 2 – Lower Level Plan



Option 2 – Second Floor Plan



Option 2 Advantages & Disadvantages

Assumes courts and court related functions will be relocated to the Jail within 5 years

Advantages

- Satisfies current departmental space needs
- Provides additional conference room(s) within the building
- Provides long-term solution for Building Security associated with public entry into the building
- Provides internal accessibility between the Annex and Courthouse
- Provides new enlarged County Board Room

Disadvantages

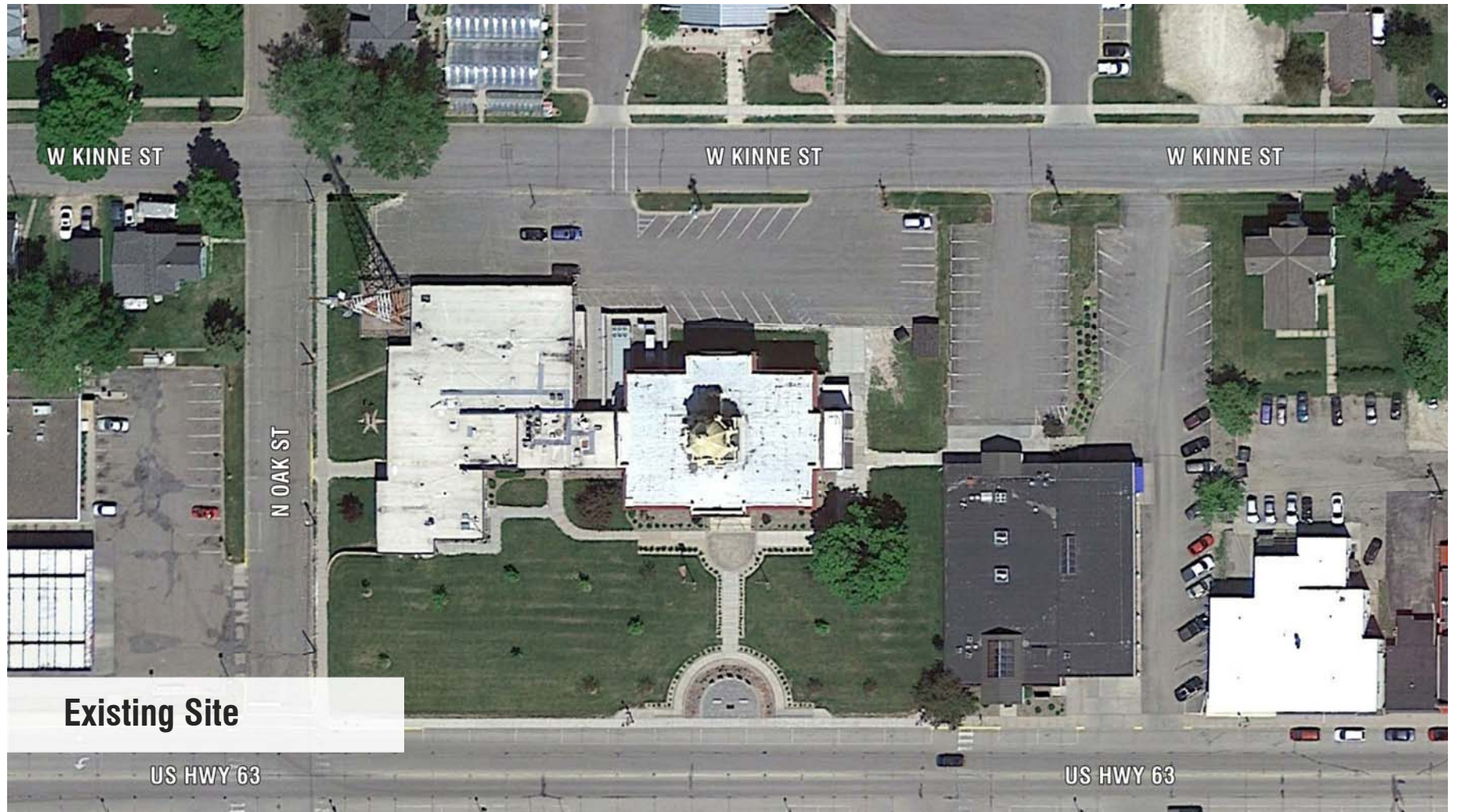
- Provides short-term solution to Building Security associated with inmate movement from the jail to the courtrooms – this option, while more cost effective than Option 1, provides significant risk associated with inmate movement into and within the courthouse
- Employee entry if not screened provides potential breach of Building Security

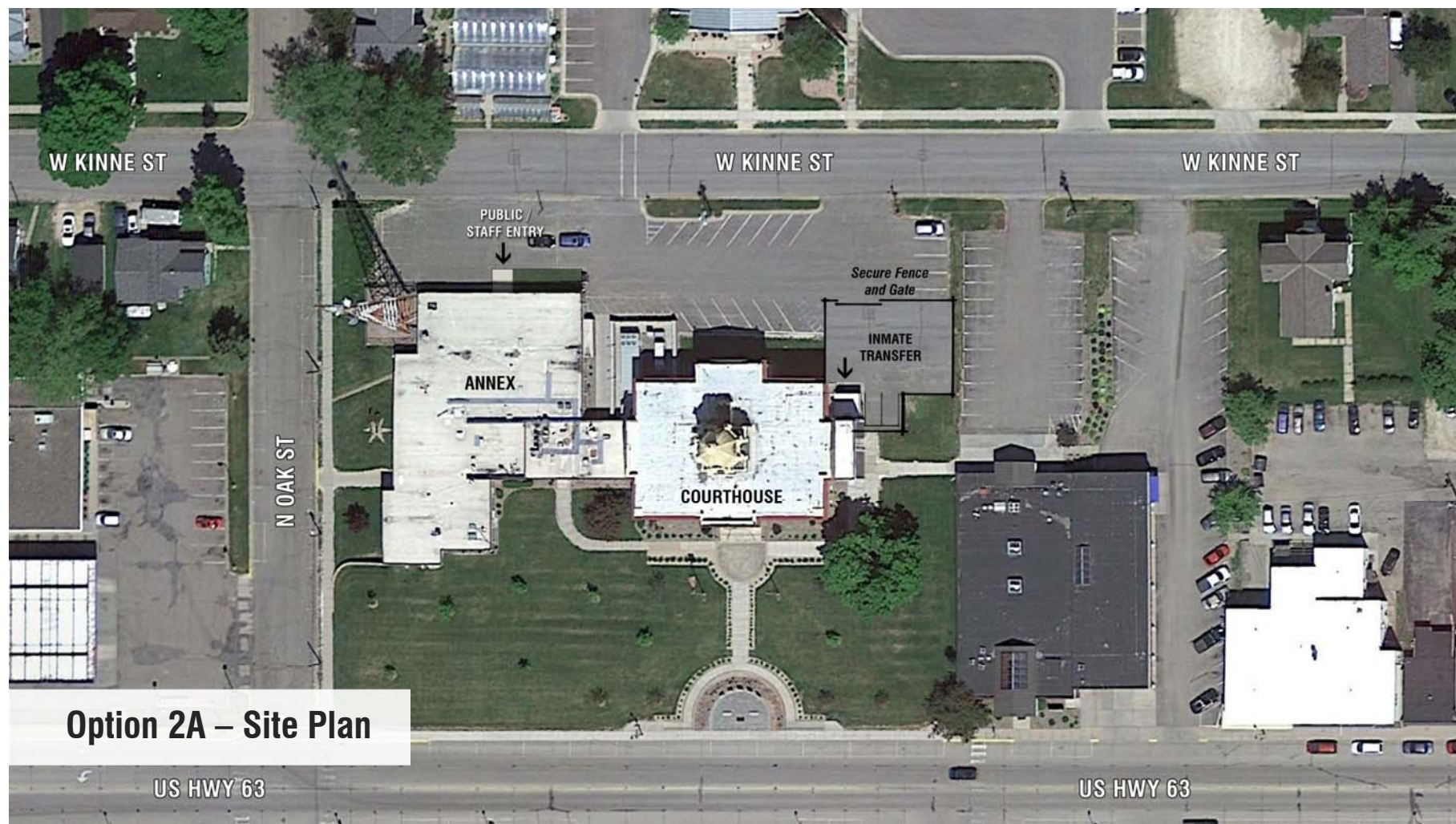
Option 2

Preliminary Construction Cost
\$3,076,500 - \$4,020,500

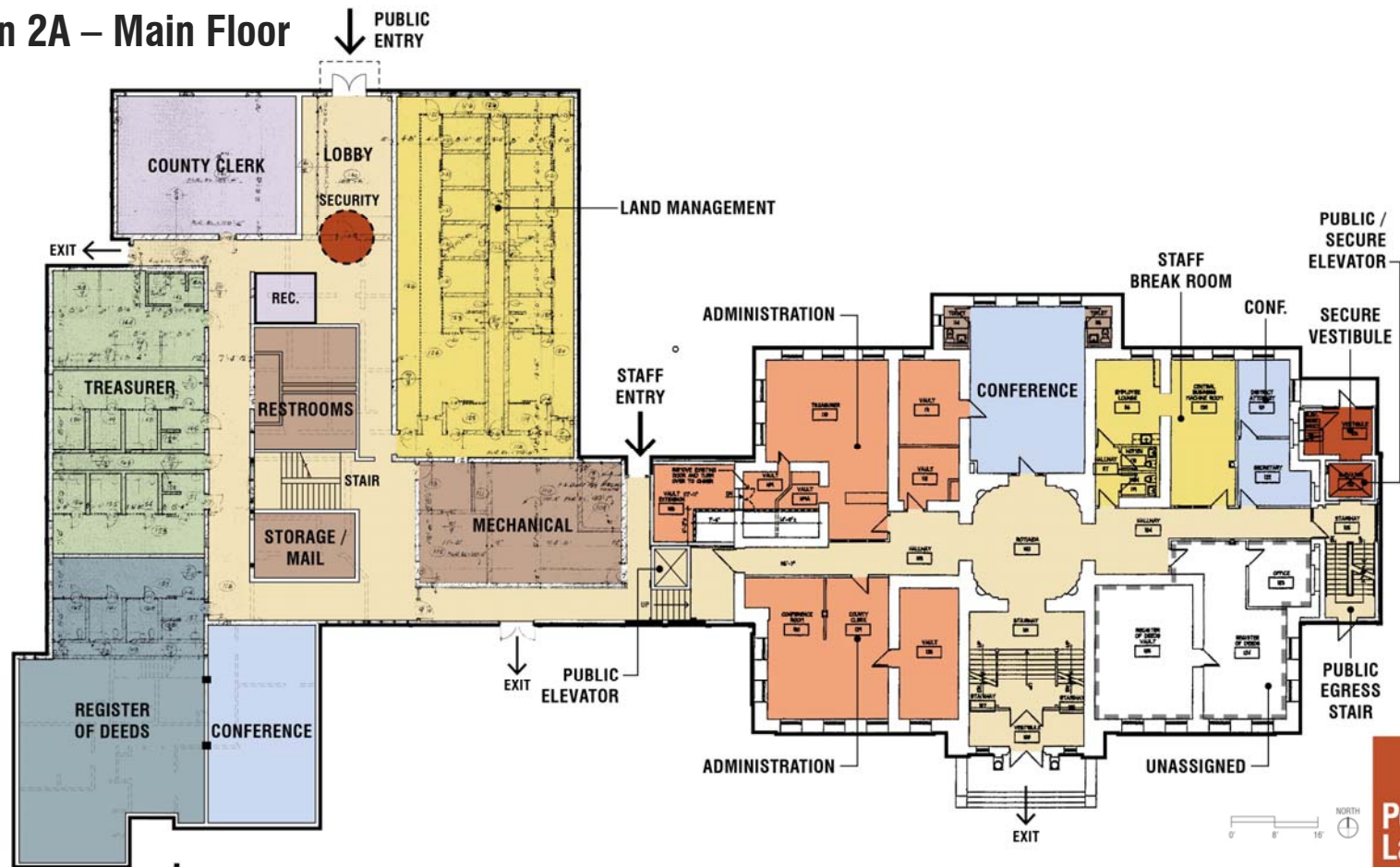
Add 20-25% for total project cost



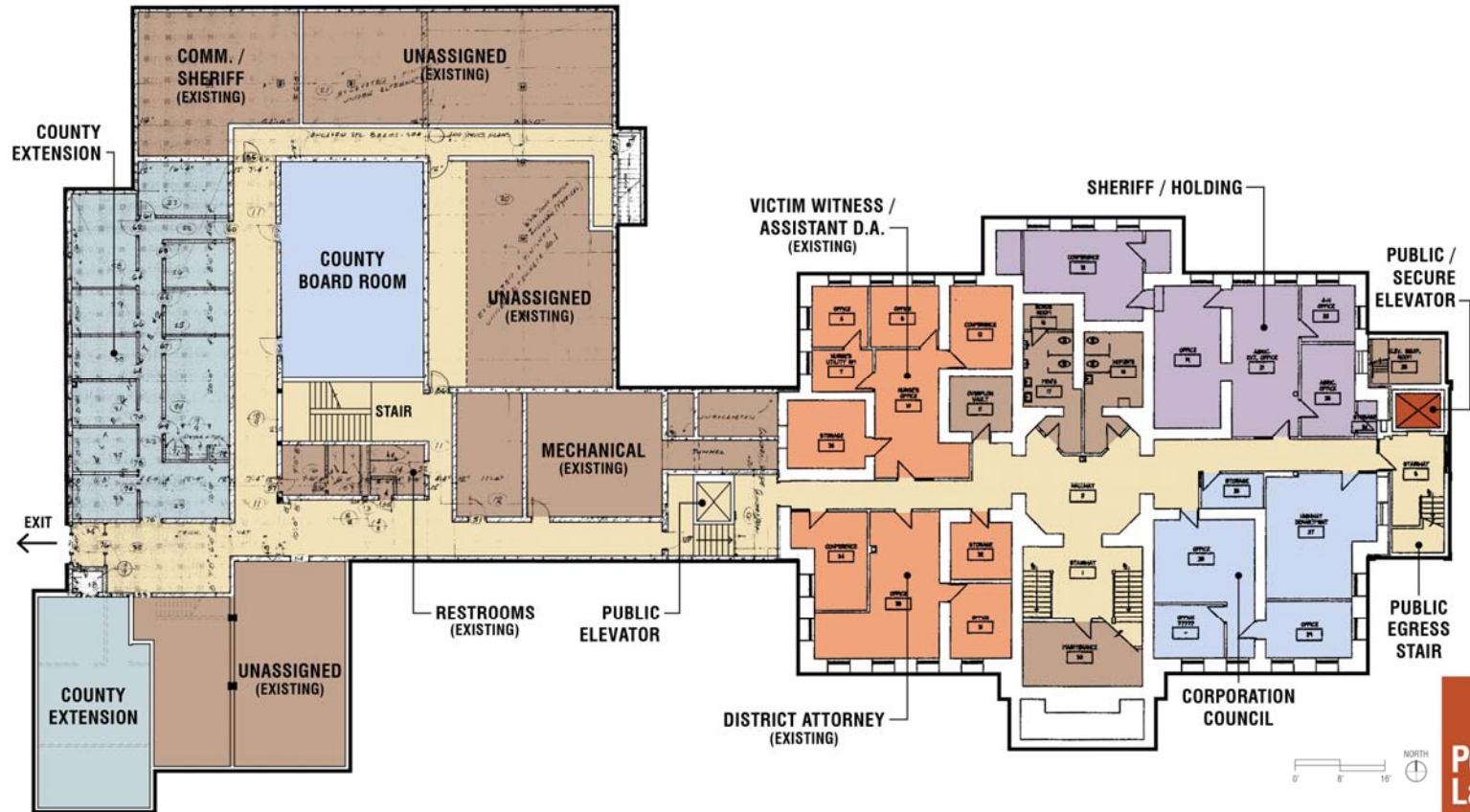




Option 2A – Main Floor



Option 2A – Lower Level Plan



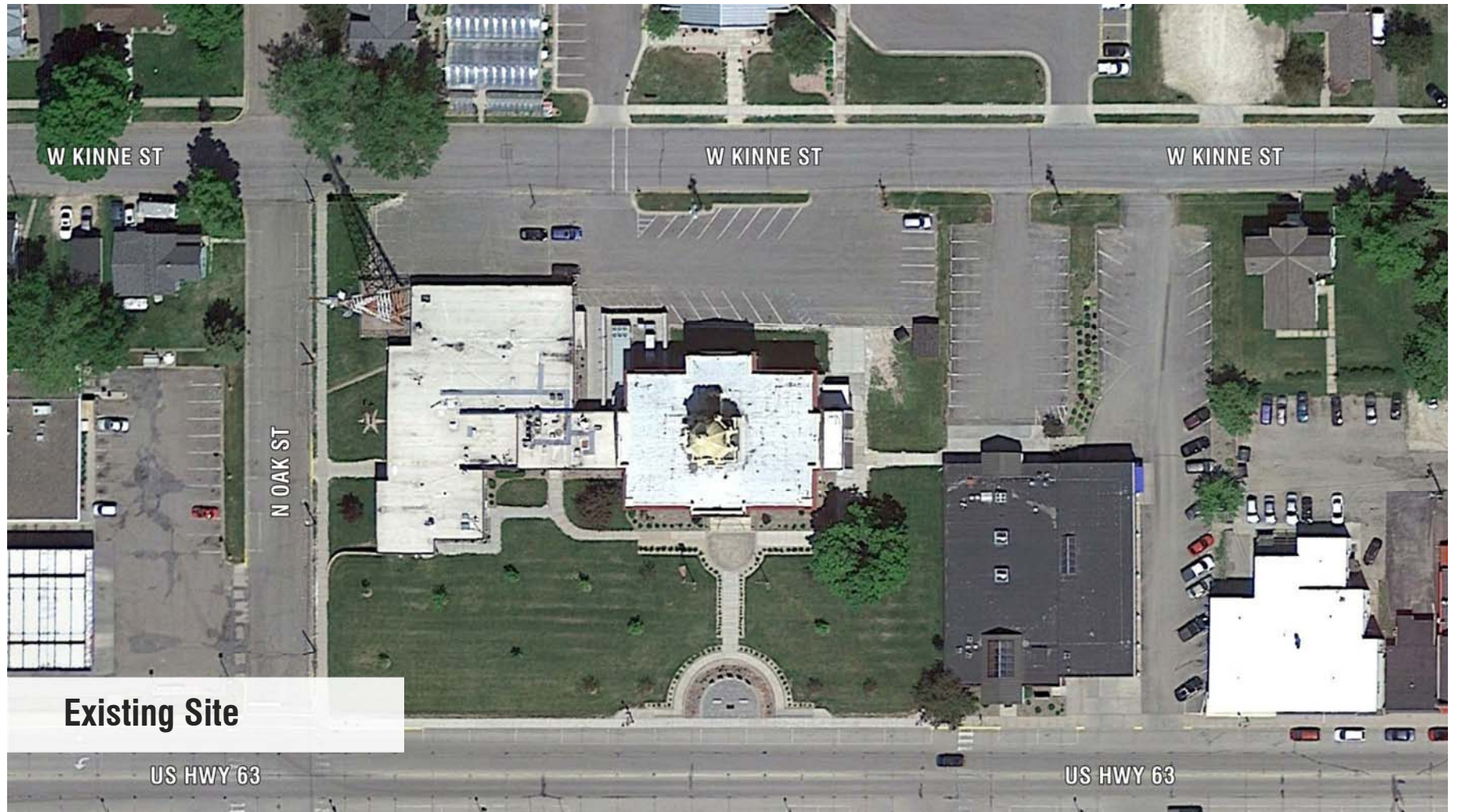
Option 2A – Second Floor Plan

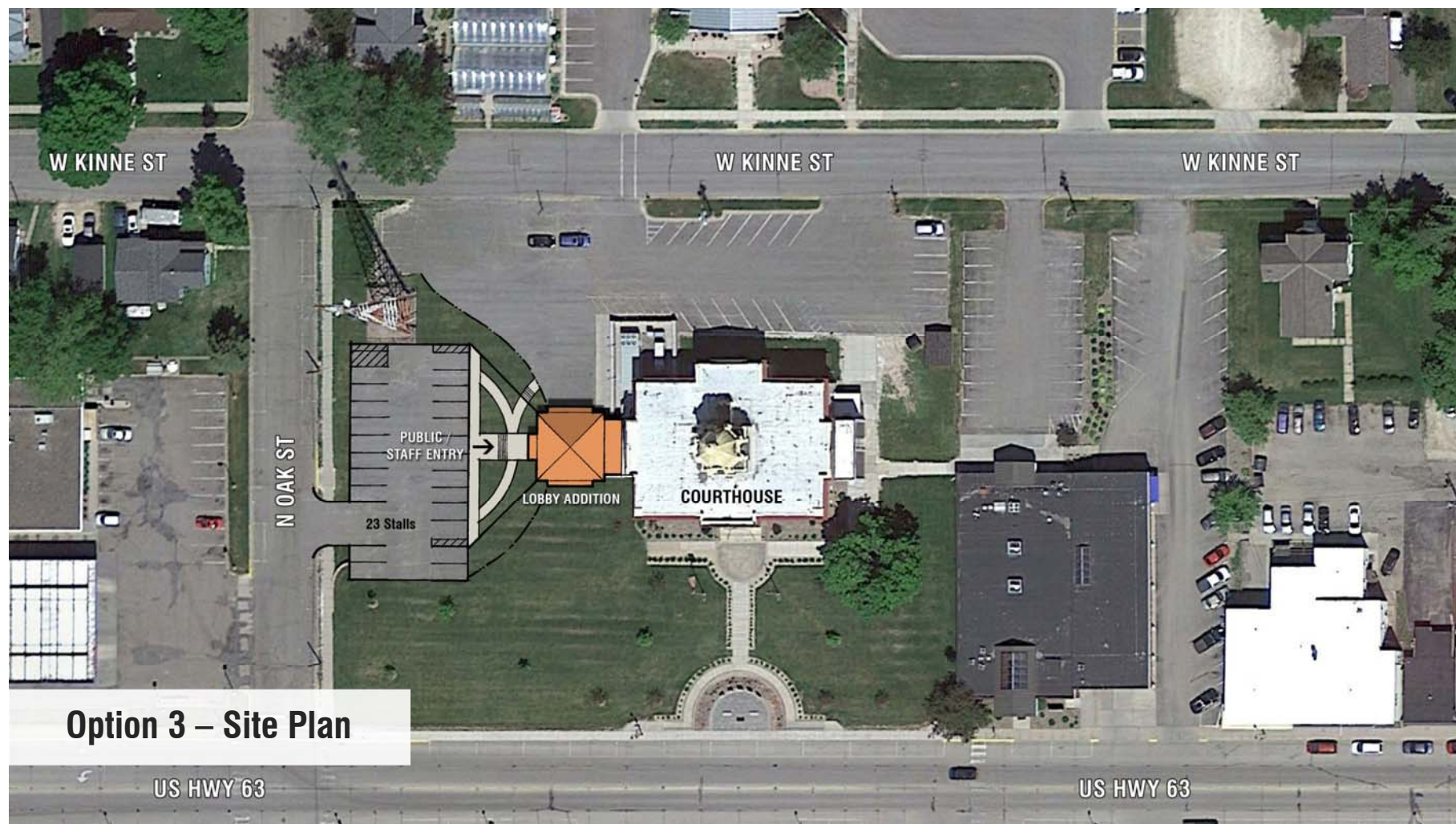


Option 3 New Courts at Jail

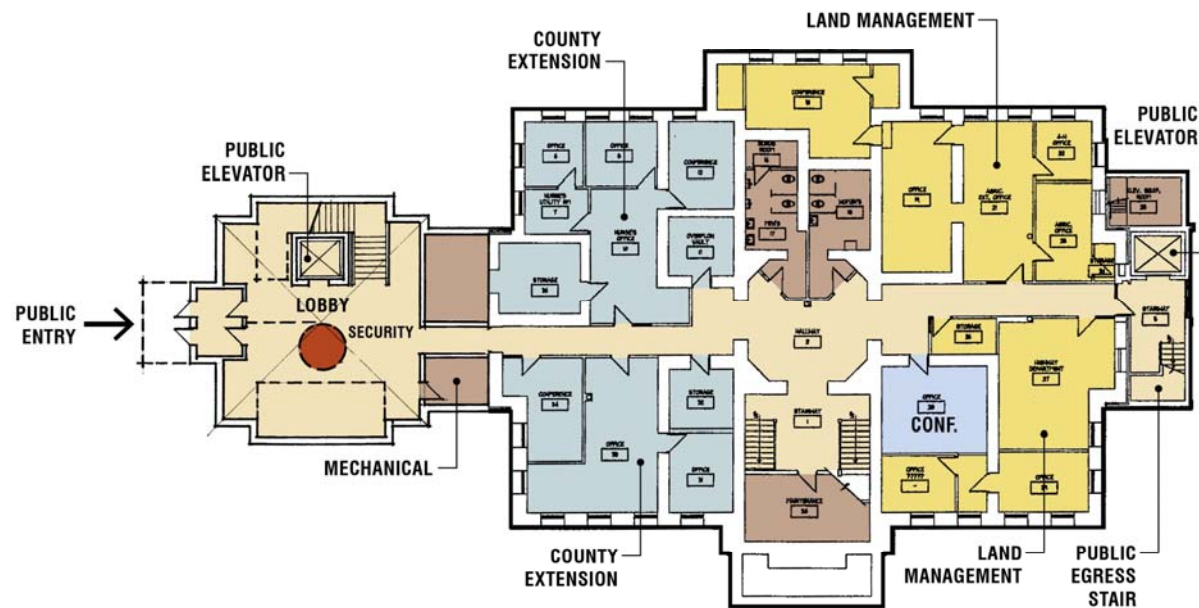
Assumptions

- Preliminary estimated at 32,000 GSF
- Connected to Jail
- Includes
 - Lobby
 - Courts (2 Courtrooms, 1 Hearing Room)
 - Inmate Housing
 - Clerk of Courts
 - Corporation Council
 - Register of Probate
 - District Attorney / Victim Witness

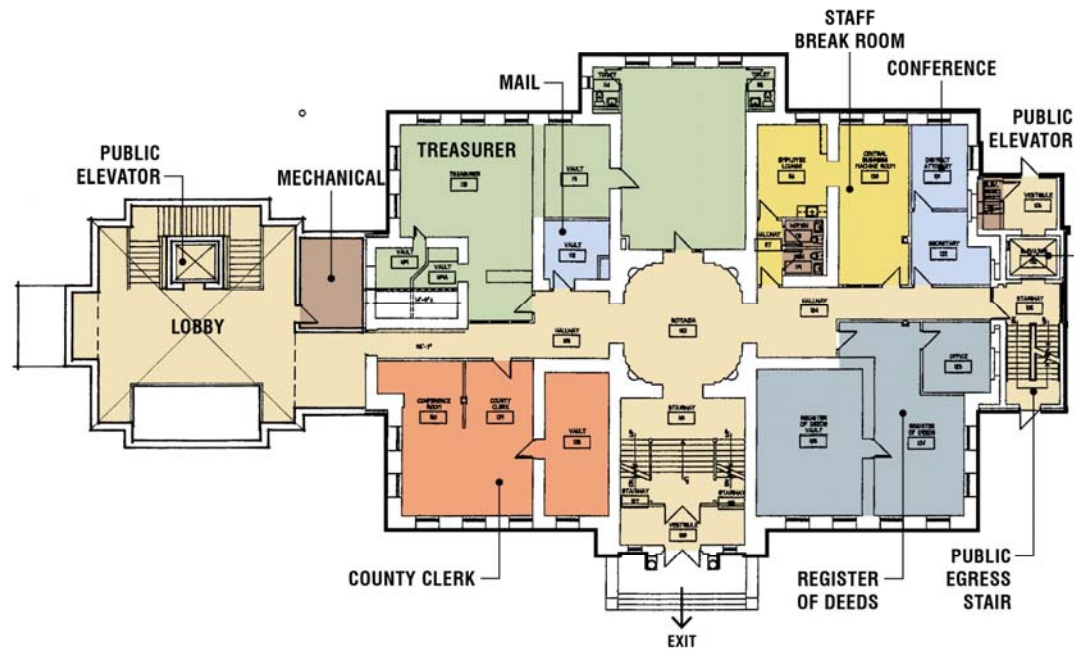




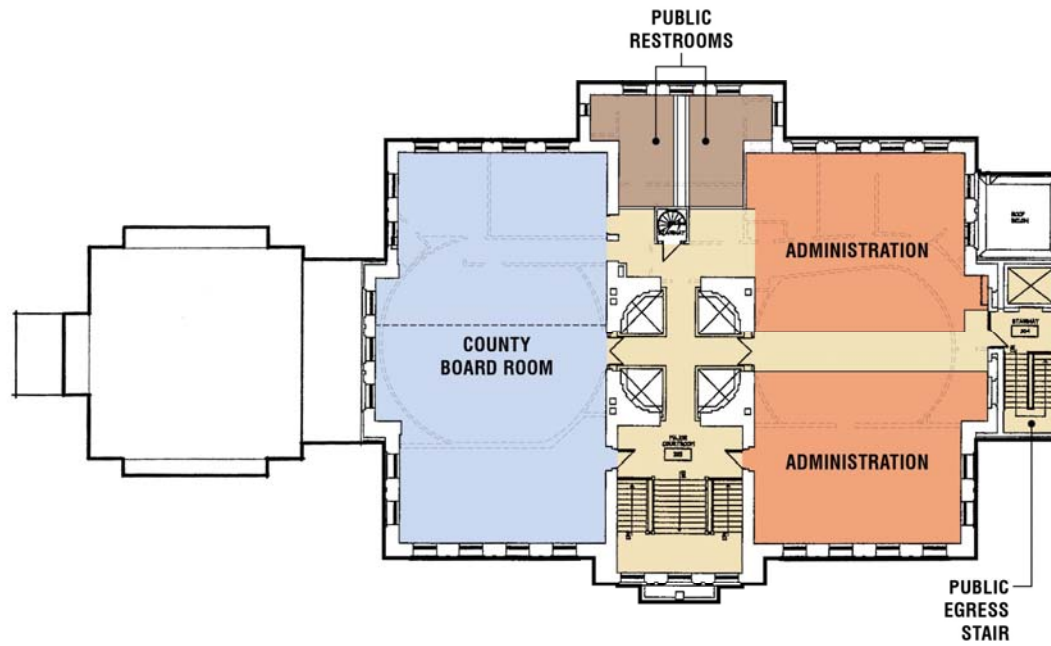
Option 3 – Lower Level Plan



Option 3 – Main Floor Plan



Option 3 – Second Floor Plan



Option 3 Advantages & Disadvantages

Assumes new courts and court related functions at the Jail

Advantages

- Satisfies current departmental space needs
- Provides long term solution of inmate movement from the Jail to the Courtrooms
- Provides long term solution for building security associated with public entry into the existing Courthouse building
- Provides internal accessibility to all floors of the existing Courthouse
- Provides new enlarged County Board Room that can be divided into multiple meeting rooms
- Provides additional on-site parking adjacent to the public entry

Disadvantages

- Provides minimal future departmental expansion space within the existing Courthouse

Option 3

Preliminary Construction Cost
\$10,675,500 - \$12,810,000

Includes construction cost for new
courthouse addition at Jail of
\$8,000,000 - \$9,280,000

Add 20-25% for total project cost



P.C.O.B.
(Building Remodeling)



\$357,500 - \$552,500

Option 1
(Long Term Option)



\$3,746,500 - \$4,845,500

Option 2
(Short Term Option)

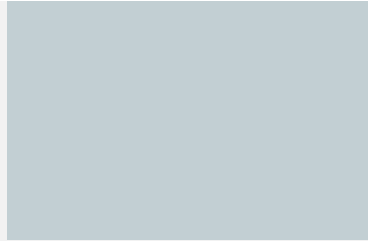


\$3,076,500 - \$4,020,500

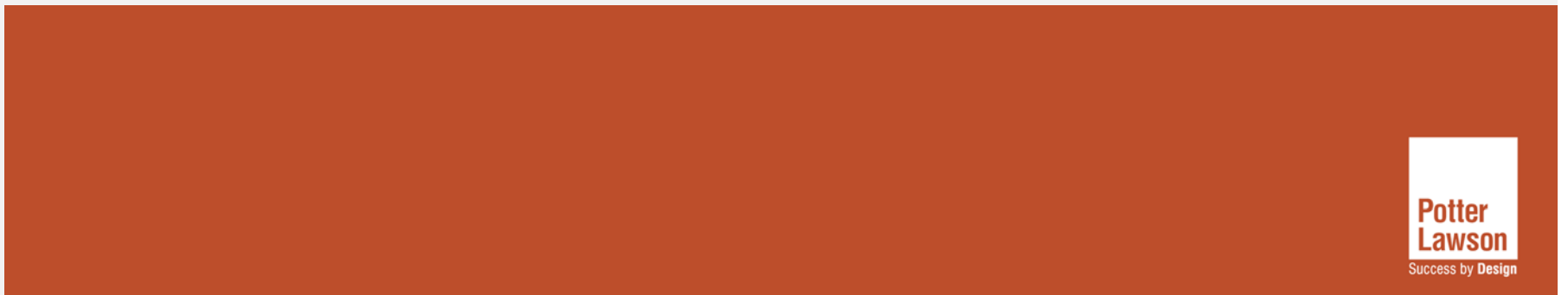
Option 3
(Courts Relocation)



\$10,675,500 - \$12,810,000



Pierce County Annex Study
Pierce County, Wisconsin
March 23, 2017



Potter Lawson, Inc.	Pierce County	Area Summary
749 University Row, Suite 300 Madison, WI 53705 (608) 274-2741	Annex Study Date Printed: 3/23/17	PLI Project No: 2017.03.00 "Final"

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Annex Study

Treasurer

PLI Project No: 2017.03.00

"Final"

Interview With: Kathy Fuchs
Interview By: Eric Lawson, Ron Locast
Date of Interview: January 31, 2017
Date Printed: 3/23/17

Departmental Adjacencies:

Register of Deeds

County Clerk

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements					Pkg	Remarks/Comments
	2017		Projected			Space Type	Net Area per Space	Projected Space Need		2,200 2010 Proj	Req	
	Staff	Spaces	Staff	Spaces							#	
Treasurer	1	1	1	1	48	Office	120	120				
Deputy Treasurer	1	1	1	1	48	Wkst	48	48				
Property Lister	1	1	1	1	48	Wkst	48	48				
Acct Assistant	1	1	1	1	48	Wkst	48	48				
Seasonal Support Person	0	0	0	0	-	-	0	0				Additional Space not needed
Public Waiting	0	1	0	1	96	-	150	150				2 counter windows, 2 chairs. Queuing space.
Work / Copy Room	0	1	0	1	-	-	300	300				2 copiers,1 folding machine, work table, paper cutter
Public Records Room	0	1	0	1	84 (7x12)	-	120	120				
Storage Room	0	1	0	1	216 (18x12)	-	225	225				Files. Accessed daily.
Vault	0	1	0	1	9 (3x3)	-	9	9				Located i Work / Copy rm. Out of public sight.
Conference Room	0	0	0	0	0	-	0	0				Share common conference rooms. 6 people.
Large Conference Room / Training	0	0	0	0	0	-	0	0				Will utilize common conference room.
Staff Totals	4		4									
Current Estimated Department Area					1,070					1,200		From January 2005 Space Needs
Total Net Area								1,068				
Intra Departmental Circulation								342				
Total Department Area								1,410				

Potter Lawson, Inc.
749 University Row, Suite 300
Madison, WI 53705
(608) 274-2741

Pierce County

Annex Study

Interview With: Julie Hines
Interview By: Eric Lawson, Ron Locast
Date of Interview: January 31, 2017
Date Printed: 3/23/17

Register of Deeds

PLI Project No: 2017.03.00

"Final"

Departmental Adjacencies:

Treasurer
County Clerk
Clerk of Courts

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements				Pkg Req #	Remarks/Comments
	2017		Projected			Space Type	Net Area per Space	Projected Space Need	2005 Study 2010 Proj		
	Staff	Spaces	Staff	Spaces							
Director	1	1	1	1	144 (12x12)	Office	150	150			
Office Specialist	1	1	1	1	54 (6x9)	Wkst	48	48			
Staff 3	1	0	1	0	80 (8x10)	Wkst	See Below	-			Located in the Vault.
Flex Station	0	1	0	1	-	Wrkst	48	48			Could combine with scanning station. 1 printer.
Scanning Station	0	1	0	1	-	Wrkst	48	48			
Vault	0	1	0	1	468 (18x26)	-	475	475			Includes 2 real estate research work stations and 2 micro fishe reader stations. Table. Windows from open office into Vault.
Microfilm Drawers	0	1	0	1		-	12	12			Two total
Microfilm printer/copier	0	1	0	1	5 (24"x30")	-	5	5			Three total
Office Files	0	1	0	1	50	-	50	50			In open office area.
Storage	0	1	0	1		-	100	100			Boxes of year end financial documents. Other boxes in Department Director's office. Certified survey maps
Public Waiting	0	1	0	1	35 (5x7)	-	80	80			One customer window. 2 chairs. Computer station. Filling out forms.
Work / Copy Room	0	1	0	1		-	80	80			Two printers.
Staff Totals	3		3								
Current Estimated Department Area					1,130				1,500		From January 2005 Space Needs
Total Net Area								1,096			
Intra Departmental Circulation								405			
Total Department Area								1,501			

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Pierce County

Annex Study

Interview With: Andy Pichotta
Interview By: Eric Lawson, Ron Locast
Date of Interview: January 31, 2017
Date Printed: 3/23/17

Land Management

PLI Project No: 2017.03.00

"Final"

Departmental Adjacencies:

Front Door
Register of Deeds
Treasurer

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements				2005 Study 2010 Proj	Pkg	Remarks/Comments
	2017		Projected			Space	Net Area	Projected	2010 Proj		Req	
	Staff	Spaces	Staff	Spaces		Type	per Space	Space Need			#	
Director	1	1	1	1		Office	180	180				3-4 visitors at small conf. table.
Zoning Administrator	1	1	1	1		Office	150	150				2 visitors.
Asst. Zoning Administrator	1	1	1	1		Office	150	150				
Zoning Specialist	1	1	1	1		Wkst	80	80				Does code compliance.
Office Specialist	1	1	1	1	48	Wkst	48	48				
Office Specialist	0.5	1	0.5	1	48	Wkst	48	48				
Office Manager	1	1	1	1	48	Wkst	48	48				
GIS	1	1	1	1		Wkst	100	100				
Surveyor	1	1	1	1		Wkst	100	100				
GIS/Surveyor Plotter/Files/Workarea	0	1	0	1	110 (11x10)	-	110	110				Plotter, Drafting table, workarea, files & records.
Public Waiting/Counter	0	1	0	1		-	20	20				One Customer window (6ft long).
												Waiting in public corridor. 3 seating.
Storage/File Area	0	1	0	1		-	250	250				17 four drawer file cabinets. Department storage.
Records Scanning Station	0	1	0	1	20 (4x5)	Wrkst.	30	30				
Work / Copy Room	0	1	0	1		-	80	80				Copier. Forms/applications.
Conference Room	0	1	0	1		-	180	180				6-8 Person.
Staff Totals	8.5		8.5									
Current Estimated Department Area					1,930					2,500		From January 2005 Space Needs
Total Net Area								1,574				
Intra Departmental Circulation								606				
Total Department Area								2,180				

Potter Lawson, Inc.	Pierce County	Corporation Counsel
749 University Row, Suite 300 Madison, WI 53705 (608) 274-2741	Annex Study	PLI Project No: 2017.03.00 "Final"
Interview With:	Brad Lawrence	
Interview By:	Eric Lawson, Ron Locast	Departmental Adjacencies:
Date of Interview:	January 31, 2017	Courts
Date Printed:	3/23/17	

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Potter Lawson, Inc.

749 University Row, Suite 300
Madison, WI 53705
(608) 274-2741

Pierce County**Annex Study**

Interview With: Ron Schmidt
Interview By: Eric Lawson, Ron Locast
Date of Interview: January 31, 2017
Date Printed: 3/23/17

Human Services

PLI Project No: 2017.03.00

"Final"

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements				2005 Study 2010 Proj	Pkg Req	Remarks/Comments
	2017		Projected			Space Type	Net Area per Space	Projected Space Need				
	Staff	Spaces	Staff	Spaces								
Administration												
Director	1	1	1	1		Office	150	150				
Operations Manager	1	1	1	1		Office	150	150				
Accounting Assistant	1	1	1	1		Office	120	120				
Accounting Assistant	2	1	2	1		Office	180	180				Shared office.
Administrative Assistant	4	4	4	4		Wkst	64	256				
DHS IT Specialist	1	1	1	1		Office	120	120				
Aging & Disability Resource Center (ADRC)												
ADRC Manager	1	1	1	1		Office	150	150				
Administrative Assistant	1	1	1	1		Office	120	120				
Disability Benefits Specialist	1	1	1	1		Office	120	120				
Elderly Benefits Specialist	1	1	1	1		Office	120	120				
Lead Social Worker	1	1	1	1		Office	120	120				
Social Worker	1	1	1	1		Office	120	120				
Social Worker APS	2	2	2	2		Office	120	240				
Waiting Room/Reception	0	1	0	1	125	-	200	200				Coffee Station.
Work/Copy Room	0	1	0	1		-	80	80				
Department Storage	0	1	0	1		-	200	200				
Coat Closet	0	1	0	1		-	12	12				
CBH												
CBH Manager	1	1	1	1		Office	150	150				
AODA Lead	1	1	1	1		Office	120	120				
AODA Counselor	1	1	1	1		Office	120	120				
Lead Social Worker	1	1	1	1		Office	120	120				
Social Worker	1	1	1	1		Office	120	120				
Social Worker/CCS Social Worker	2	1	2	1		Office	180	180				Shared office.
Therapist	3	3	3	3		Office	120	360				
CCS Therapist	1	1	1	1		Office	120	120				
CCS RN	1	1	1	1		Office	120	120				
Psychiatric RN	1	1	1	1		Office	120	120				
Psychiatrist	1	1	1	1		Office	120	120				Independent.
APNP	1	1	1	1		Office	120	120				Independent.
Child Protective Services (CPS)												
CYF Manager	1	1	1	1		Office	150	150				
Lead Social Worker IA	1	1	1	1		Office	120	120				
Social Worker CPS IA	2	2	2	2		Office	120	240				
CPS IA Temp	1	1	1	1		Wkst	64	64				
Social Worker CPS On	2	2	2	2		Office	120	240				
Human Services Worker	1	1	1	1		Office	120	120				
Human Services Worker	2	1	2	1		Office	180	180				Shared Office
Social Worker Foster Care	1	1	1	1		Office	120	120				

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Madison, WI 53705
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Pierce County

Annex Study

Interview With: Sue Galoff
Interview By: Eric Lawson, Ron Locast
Date of Interview: January 31, 2017
Date Printed: 3/23/17

Public Health

PLI Project No: 2017.03.00

"Final"

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements				2005 Study 2010 Proj	Pkg Req #	Remarks/Comments
	2017 Staff	2017 Spaces	Projected Staff	Projected Spaces		Space Type	Net Area per Space	Projected Space Need				
Director	1	1	1	1	144	Office	150	150				
Business Manager	1	1	1	1	120	Office	120	120				
Book keeping	2	1	2	1	210	Office	210	210				Cover reception duties.
WIC Office	1	1	1	1	156	Office	120	120				Currently shared with Home Care scheduler. Cover reception duties.
Nutritionist	1	1	1	1	120	Office	120	120				
Public Health	5	5	5	5	120	Office	120	600				
Birth to Three	2	1	2	1	150	Office	150	150				
Home Care Rn	6	1	6	1	320	Office	320	320				Five 6x6 workstations.
Home Care Scheduler	1	1	1	1	-	Office	120	120				Acts as Receptionist.
Environmental Health	1	1	1	1	120	Office	120	120				
Environmental Health Clerk	1	1	1	1	-	Wrkst.	64	64				Located at reception desk.
Public Waiting Room	0	1	0	1	200	-	240	240				5 chairs. Includes counter.
Intake (WIC)	0	1	0	1	-	-	120	120				Separate window to Public Waiting Room. Private.
Work/Copy Room	0	1	0	1	-	-	150	150				
Exam Room	0	2	0	2	64	-	64	128				
Unisex Toilet Room (Clinical)	0	1	0	1	-	-	50	50				
Lab	0	1	0	1	150	-	150	150				
Mother's Room	0	1	0	1	66	-	70	70				
Records Storage Room	0	1	0	1	96	-	100	100				Medical Records. Almost all electronic records.
General Storage Room	0	1	0	1	292	-	300	300				
Conference/Break Room "C"	0	1	0	1	234	-	234	234				8 people. Conf Rm with kitchenette. Shared.
Conference Room "A"	0	1	0	1	320		320	320				Used for Clinic Waiting Area. Possible operable wall to open onto Waiting Room.
Large Conf/Multi-Purpose Room	0	0	0	0		-	0	0				Common Room desired for county-wide use; community meetings, preparedness exercises, training.
Staff Totals	22		22									
Current Estimated Department Area					4,350					6,400		From January 2005 Space Needs
Total Net Area								3,956				
Intra Departmental Circulation								1,219				
Total Department Area								5,175				

