

Final Report
Town Hall Building,
Fire Station, &
Public Works Building
Facility Needs Study

Town of Greenville

December 7, 2010

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Section 1: Statement of Purpose and Need

The Town of Greenville has determined that a need exists to study the current condition and space needs of its major buildings and to begin the process of planning for the future space needs of the Town with respect to those major buildings. The buildings to be included in the Facility Needs Study are listed as:

- Town Hall and Community Center, W6860 Parkview Road Greenville WI 54943
- Fire Department, W6895 Parkview Road, Greenville, WI 54942
- Public Works Building, located adjacent to the Fire Department building.

To that end, Martenson & Eisele, Inc., was selected to prepare a Facility Needs Study for the Town with the goal to help determine the future space and property needs for the Town and to provide recommendations for meeting those needs.

This facilities and site needs analysis consists of the following:

- An overview of the facilities, operations and service area to look at their current needs.
- A review of the existing Town Hall, Fire Station, and Public Works Garage, to determine any deficiencies with the buildings. This is done through a visual inspection and also by interviewing key personnel.
- An analysis of the future space need for each Town government department which is prepared based on information gathered in interviews with key personnel and by using accepted industry resources.
- The Town Administration has identified three options for possible growth of its facilities to accommodate current demands and future needs:
 1. Expansion of their existing facilities at their current site to meet current and future needs.
 2. Relocation of their programs and services to another facility.
 3. Construction of a new facility to meets its current and future needs.
- An evaluation of the three options listed above based on the needs of the Town. Preliminary plans and cost estimates are prepared for each of the options.
- Make recommendations as to which of the three options would best meet the needs of the Town.

Martenson & Eisele, Inc. wishes to thank the Town of Greenville for allowing us to help with their future planning. In particular, the efforts of the following people are greatly appreciated:

David Tebo, Town Administrator
Dave Julius, Fire Chief
Dean Schiller, Public Works & Stormwater Superintendent
Dale Waala, Building Inspector
Don Schinke, Water & Sanitary Sewer Department Superintendent
Tony Nowak, Parks/Recreation & Forestry Officer
Mike Woods, Town Board Member, Fire Department Captain
Rick Romenesko, Assistant Fire Chief

Section 2: Background

The Town of Greenville is located within Outagamie County, Wisconsin and has major highway access via U.S. Hwy 15 and State Hwys. 76 & 96.

The Town is governed by a Town Chairman and Board of four elected Board Members. The current Town Chairman is Randy Leiker. The current Board Members are Dan Garber, Mike Woods, Andy Peters and Tom Becher. The Town is also served by Clerk/Treasurer Debbie Wagner. In addition, there is a full time professional Town Administrator who is responsible for the day to day activities of the Town. The current Town Administrator is Dave Tebo. He is supported by a staff of several Department Heads including Water & Sewer Superintendent Don Schinke, Building Inspector Dale Waala, Public Works Superintendent Dean Schiller, Parks/Recreation & Forestry Officer Tony Nowak and other support level personnel.

The Town encompasses land area of 35.75 sq. miles. It is bounded by the Towns of Grand Chute, Ellington, Hortonia, Dale, and Menasha (Winnebago County). In addition, the Town is home to the Outagamie County Regional Airport and provides Fire support to the facility.

Census data and population trends were obtained from the Greenville 2030 Comprehensive Plan as prepared by the East Central Wisconsin Regional Planning Commission (ECWRPC). They are as follows:

<u>Year</u>	<u>Population</u>
1980 Census	3,310
1990 Census	3,806
2000 Census	6,844
2010 Census	10,020
2015 Projection	11,183
2020 Projection	12,445
2025 Projection	13,728
2030 Projection	15,000

It is noted that the Town had experienced an approximately 108% increase in population between 1980 and 2000 and approximately 46.4% increase between 2000 and 2010. The projections show that the population for the Town population will continue to increase from the present well into the foreseeable future.

It is also noted that the projected population by ECWRPC for 2010 was 9,910. Therefore the current Town population is above the projection by 110 people or approximately 1%. Based on this information it is assumed that the Town's growth may slightly exceed the projections listed above.

The recent recession and accompanying downturn in the housing market has resulted in a decrease in the rate of new home construction in the Town. In 2008, 125 housing unit permits were issued and in 2007 the number of permits issued was 125. However, in 2009, 98 housing unit permits were issued and in 2010, 69 permits have been issued to date. Therefore, it is reasonable to assume that although the pace of development has slowed in the past 2 years, ultimately the projected population increases will be accurate.

It is not known, at this time, how the recently completed upgrade to US Hwy 15 will impact the Town. The upgrade has increased access from New London through Greenville and into the larger population centers in the Fox River Valley to the east. It may result in increases in population beyond the ECWRPC projections and therefore increased demands for Town services.

Section 3: Existing Conditions

Town Hall and Community Center

The Town Hall and Community Center is located at W6860 Parkview Drive in the Town of Greenville. It was constructed in 1993 and was designed originally for its function today. It is a single story structure of approximately 6,750 square feet.

Martenson and Eisele representatives toured the facility on July 7, 2010. Observations are as follows:

Site and Parking

The Town Hall is located on a 3.2 acre site located at the intersection of Park View Drive and Maple Terrace Road in Greenville.

- 1.1 The building has parking for 166 cars of which four (4) are designated as handicapped accessible. Based on the amount of spaces provided, a minimum of six (6) accessible parking spaces are to be provided of which at least one (1) must be van accessible. Currently two of the existing spaces to the east of the main entrance are van accessible.
- 1.2 Curb ramps are provided to the east and west of the main entrance, however their location forces a person who uses a wheel chair to travel to the back of their parked car, adjacent to the traffic lane to use these ramps. Side slope on the existing ramps exceeds the 1:10 maximum slope per code.
- 1.3 The lot is asphalt paved and it appears to have the original paving from the time of the buildings construction. Overall it is showing some signs of age with small cracks and/or deteriorated areas distributed throughout. There are two larger areas, one near the south east corner of the lot and another near the North West corner of the lot which have significant deterioration. These appear to coincide with areas where snow is stockpiled in winter.
- 1.4 There is considerable slope to the parking lot and drainage does not appear to be an issue. A small area of ponded water, however, was observed directly east of the building.
- 1.5 The concrete walks and curbing appeared to be in good repair. There were a few locations where the joint between the walk and back of curb had separated by more than 1" Specific locations were at the south west paving island and near the north entrance.
- 1.6 Landscaping appears to be well maintained and a large natural garden has been added to the west of the building at some time after the building was completed.

Foundation/Structure

- 1.7 The building has a concrete slab on grade floor system with a concrete frost wall foundation system. It appears to be in good condition. No obvious cracks or areas which would indicate differential settlement were observed.
- 1.8 The buildings structural system consists of wood bearing walls with wood roof trusses. These systems also appear to be in good condition.
- 1.9 The area of the building housing the vault and the mechanical room has masonry load bearing walls and a pre-cast concrete ceiling. This is to provide for 2 hour fire rated enclosures around those areas.

Exterior Enclosure/Entrances

- 1.10 The exterior cladding of the building is a veneer of brick and decorative concrete block. There were several cracks in the masonry which were noted, 3 on the main elevation, and 2 on the back elevation which should be tuck pointed.
- 1.11 Caulk in the expansion joints at the west, north and east sides had deteriorated and should be replaced.
- 1.12 The roof covering is asphalt shingles. They appear to be in good condition and do not appear to be original to the building. Additional information is required at this time so that a recommendation can be made about their useful remaining lifespan.
- 1.13 Two rain barrels have been installed to collect rainwater from the roof presumably for landscape maintenance. These appeared to be working well.
- 1.14 The main entry vestibule doors are equipped with automatic door openers. It was noted that a single control button opens both doors at the same time which would result in considerable heat loss during heating season. Based on measurements taken at the vestibule, it was determined that it would be considered ADA compliant if the automatic door operators were not installed. The assumption of this report is that the openers have been installed as a convenience to the buildings users. However, it may be possible to adjust the operation to decrease the air movement through the vestibule while still maintaining the accessibility for the users.
- 1.15 No accessibility issues were noted at the secondary entry on the north side of the building.
- 1.16 Each of the fire exits (one on the west side and two on the east) has a minimum of 4" to 6" step onto the exterior stoop from the building and therefore they are not ADA compliant.
- 1.17 The existing windows are a clad wood casement type and appear to be in good condition.
- 1.18 Four (4) skylights are located in the roof structure above the central atrium of the building. There were no indications that these skylights have leaked water over the life of the building.

Interior Rooms and Spaces

- 1.19 The building is roughly organized into a community room side and a town office side separated by a central corridor with toilet rooms and mechanical rooms located off of the central core.
- 1.20 The Town office side is classified as a B, Business occupancy by the current Wisconsin Commercial Building Code. The meeting room side is classified as an A-3, Assembly occupancy. Current building code requires a 1 hour fire rated separation between a B and an A-3 occupancy. As there is not separation between the two occupancies, the entire facility is required to meet the more stringent requirements of the two occupancies, which are for the A-3 occupancy. The current building does meet those requirements for height and area.
- 1.21 A wood and laminate cabinet is located in the entryway to the Meeting Hall room and is used for storage of voting machines. Per the Greenville Town Clerk as there is no information stored in the machines when not in use, this type of storage is acceptable.

- 1.22 Finishes in the meeting room consisted of vinyl composition tile (VCT) vinyl base, painted walls with a wood wainscot and acoustic ceiling tile (ACT) All appeared to be in good condition, however it was noted that there were several areas along the north and south walls where the vinyl base was not fully adhered to the wood wainscot and was therefore unsightly.
- 1.23 The Town board platform at the front of the room was accessed by two steps at either end and therefore was not ADA compliant.
- 1.24 The kitchen adjacent to the meeting room was very small. The cabinets had several areas where the laminate countertop had cracked or chipped. It has a small serving window which was above ADA counter height requirements. It did not appear that this serving window was used for public functions.
- 1.25 A small storage closet adjacent to the kitchen houses a small 20 gallon water heater which was stated to be used by the Health Department.
- 1.26 It was noted that the storage room adjacent to the Meeting Room was inadequate for the amount of items stored there by the Town.
- 1.27 The Town office portion of the building consists of three private offices, four semi-private offices and open office space for another 2 staff member. Currently one of the private offices is used a combination break/staff work room.
- 1.28 Finishes in the office portion consist of carpeted floors, vinyl base, painted drywall walls and acoustic ceiling tile ceilings. All appear to be in good condition.
- 1.29 A vestibule connects to the center corridor space and allows for public waiting and transaction space. The closer to one of the doors into this space did not close properly and it appeared to have lost its hydraulic fluid. If so, it should be replaced.
- 1.30 The transaction counter in the vestibule space was measured at 44" high. ADA regulations require a minimum of 3'-0" of counter space to be no more than 36" high to accommodate wheelchair access.
- 1.31 Overall, the office area seemed cramped. Staff noted there was not sufficient space for records in the vault and a number of files are stored off site.

Plumbing System

- 1.32 Existing building plans show a 1 1/4" water service supplied via a well system, however the building has been connected to the Town's water service.
- 1.33 A small storage closet adjacent to the kitchen houses a small 20 gallon water heater which supplies hot water to the kitchen.
- 1.34 A second water heater is located in a closet adjacent to the toilet rooms and supplies the men's and women's toilets.
- 1.35 No issues with either the water supply or drain system were reported.
- 1.36 The existing women's toilet room contains three lavatories and three water closets. The existing handicapped toilet stall was only 36" wide and therefore not ADA compliant. In order to make this fixture accessible, an adjoining water closet would have to be removed and the stall expanded. A minimum plumbing fixture calculation would have to be done to confirm that removing the fixture would not bring the remaining amount of fixtures below code minimums.

- 1.37 The existing men's toilet room contains two lavatories, 2 urinals and two water closets. The existing handicapped toilet stall was only 36" wide and therefore not ADA compliant. In order to make this fixture accessible, an adjoining water closet would have to be removed and the stall expanded. A minimum plumbing fixture calculation would have to be done to confirm that removing the fixture would not bring the remaining amount of fixtures below code minimums.

Fire Protection System

- 1.38 The building is not equipped with a sprinkler system. The building was constructed in 1993. Plans provided by the Town indicate compliance with the Wisconsin building code in effect at that time. However, based on the current Wisconsin Commercial Building Code and IBC 2006, The occupancy of the community meeting room could be as many as 350 people. As such, if constructed today, the building would be required to have a fire sprinkler system.

HVAC System

- 1.40 The main HVAC systems in the building consist of two air handling units (AHU) located in the mechanical room in the northwest corner of the center space. One AHU handles the east, meeting room side of the building and the other handles the west Town office side of the building.
- 1.41 Heat for these units comes from a single gas fired boiler, also located in the mechanical room. VAV re-heat units in the ceiling of the Town Hall side distribute the hot water to the individual offices and rooms.
- 1.42 Significant complaints were noted regarding the HVAC system in the building. Additional information on the specific nature of the complaints is required at this time to determine faults with either the units and/or distribution system.
- 1.43 It was noted that the location of the AHU for the meeting room side of the building was not in the place indicated on the plans and therefore interfered with the entry way in to the mechanical room, thereby making maintenance of the units difficult.

Electrical Systems

- 1.44 The building is equipped with a 400 amp main service. No issues with the electrical service to the building were reported.
- 1.45 A series of photo-voltaic solar panels had been recently installed on the roof to supply some of the buildings electricity use. No information was available yet on their performance.
- 1.46 Lighting is done primarily through 2 x 4 fluorescent fixtures with some decorative fixtures present in the Town Board room. More information is required at this time to determine if these lights have been re-fitted with energy saving lamps and ballasts.
- 1.47 Data receptacles in the walls and conduit stubbed above the acoustic ceiling were provided in the original construction of the building, therefore data system upgrades should not have been difficult to accomplish during the lift of the building. This configuration makes it possible for future upgrades as technology and or needs change.

Public Works Facility

The Greenville Public Works Facility is located at W6895-B Parkview Drive in the Town of Greenville. It shares an 8.19 acre site with the fire department. The facility was newly constructed in 2002. The majority of the building is a single story pre-engineered facility but it does have a storage mezzanine over the office/toilet room portion. The overall area of the building is stated as 14,400 square feet.

Martenson and Eisele representatives toured the facility on July 7, 2010. Observations are as follows:

Site and Parking

The Public Works building is located on an 8.185 acre site shared with the current fire station along Park View Drive in Greenville. The site not only houses the public works building but also has several smaller buildings used for cold storage of vehicles and attachments, and a salt shed. The site also has space for the Town's yard waste dump which is available to Greenville residents.

- 2.1 The building has parking for 5 cars of which one (1) is designated as handicapped accessible. Based on the amount of spaces provided, the amount of accessible parking spaces is adequate. It was noted that several of the public works staff members park in a parking area at the back of the fire department building.
- 2.2 Overall, the paved areas were in good repair.
- 2.3 It was noted that several pieces of equipment, mostly snow plow were stored out doors next to the existing cold storage building. It was the staff's wish to have these moved under cover.
- 2.4 The Public Works staff also has a fabric type enclosure over its road repair material stockpiles.
- 2.5 It was noted that some of the adjoining properties trees overhung portions of the buildings along the west side.

Foundation/Structure

- 2.6 The building has a concrete slab on grade floor system with a concrete frost wall foundation system. It appears to be in good condition. No obvious cracks or areas which would indicate differential settlement were observed.
- 2.7 The buildings structural system is a pre-engineered metal building. These systems also appear to be in good condition.
- 2.8 The area over the office/toilet room area of the building is a storage mezzanine. Floor framing is pre-cast concrete planks supported by load bearing masonry walls.

Exterior Enclosure/Entrances

- 2.9 The exterior enclosure of the building is constructed primarily of metal wall panels with a concrete masonry wainscot. The masonry is extended higher at the office/toilet/locker room portion of the building in order to support the mezzanine.
- 2.10 A few areas of deteriorated caulking at the base of the wainscot were observed along the west elevation of the building. It is recommended that these be repaired.
- 2.11 Seven (7) large overhead doors are installed along the east elevation for access to the vehicle bays. All appeared to be in good condition.

- 2.12 The main entry to the building consists of a single door which enters into the general office area. This door met ADA requirements. No weather vestibule is provided.
- 2.13 Secondary exits from the building all have concrete stoops at the floor level and therefore are accessible.

Interior Rooms and Spaces

- 2.14 The building is roughly organized into an office/toilet/locker room area with the mezzanine above, three (3) vehicle maintenance bays, a wash bay and three (3) vehicle storage bays.
- 2.15 Finishes in the office area consist of carpeted flooring with vinyl base, painted gypsum board walls and acoustic ceiling tile.
- 2.16 Along the exterior walls of the open office, vertical shadow lines were observed on the painted gyp board walls at roughly the same spacing as plans indicate "Z" furring strips. Testing done by the Town has confirmed that these shadow lines are made of dirt which has adhered to the water which has condensed at these locations.
- 2.17 The employee break room finishes consist of an epoxy quartz floor and base, a combination of painted CMU and drywall walls and an acoustical ceiling. All appear to be in good condition.
- 2.18 It was noted that the employee break room is not adequate. It is sized for roughly 6 people comfortably, however frequently, up to 11 of the public works staff utilize the room at a single time.
- 2.19 Finishes in the men's and women's toilet/locker rooms consist of an epoxy quartz floor and base, a combination of painted CMU and drywall walls and an acoustical ceiling. A crack was observed in the men's room floor near the entry door.
- 2.20 Currently, 13 lockers are provided in the men's locker room. They are currently all full and therefore there is no additional room for added staff if necessary.
- 2.21 No building related issues were reported in the repair, wash or storage vehicle bays.
- 2.22 The mezzanine is for the most part unfinished space and used for miscellaneous storage. Per the public works staff, it is underutilized.
- 2.23 Two areas with insufficient headroom (less than 80" clear) per building code were noted under main structural members.
- 2.24 A stud and drywall room has been created in the northeast corner of the mezzanine for storage of Town records. This room does not have any additional fire separation or protection from the remainder of the building.

Plumbing System

- 2.25 Existing building plans show a 1 1/4" water service connected to the Town's water system. No issues were reported with the buildings water supply or drain systems.
- 2.26 Water heating is via a 50 gallon gas fired, direct vent heater located on the mezzanine.
- 2.27 Fixtures and facilities including shower stalls in both the men's and women's toilet rooms were found to be ADA compliant.

Fire Protection System

- 2.28 The building is not equipped with a sprinkler system. The building would be classified as a moderate hazard storage facility (S-1) by the current Wisconsin Commercial Building code. Based on the area and class of construction this facility, it would currently be required to have a sprinkler system as the fire area exceeds 12,000 square feet.

HVAC System

- 2.29 The main heating system in the building consists of a radiant floor system with four separate zones. Hot water is supplied by a gas fired boiler located in the utility room. No issues with this system were reported and it is said to be performing well.
- 2.30 Two large make up air (MUA) units supply fresh air for the vehicle bays and for the toilet and locker portions of the building.
- 2.31 Heat in the vehicle storage bays is augmented by two infa-red heating units suspended at the ceiling level. This is presumably for their capability to melt snow and ice quickly, an advantage for snow removal equipment which may be stored there.
- 2.32 Secondary heating, cooling and fresh air to the offices and break room is supplied from a small gas fired furnace unit located on the mezzanine. No issues were reported with this system.

Electrical Systems

- 2.33 The building is equipped with a 400 amp main service. No issues with the electrical service to the building were reported.
- 2.34 Lighting in the office and locker room portion of the building is done primarily through 2 x 4 fluorescent fixtures. More information is required at this time to determine if these lights have been re-fitted with energy saving lamps and ballasts.
- 2.35 Lighting in the maintenance bays of the building have recently been retro-fitted with high performance fluorescent lighting.
- 2.36 Lighting in the wash bay and vehicle storage bays remains the original high-bay sodium lighting. This is not as energy efficient as in the maintenance bays. These lights should be scheduled for upgrades.
- 2.37 Data receptacles are concentrated primarily in the office portion of the building and near the mechanic's station. No issues with this system were reported.

Greenville Fire Department

The Greenville Fire Department is located at W6895-A Parkview Road in the Town of Greenville. The Department shares an 8.19 acre site with the Public Works Buildings. It is not known when the original building was constructed. The majority of the building is a single story pre-engineered facility. The overall area of the building is stated as 7,615 square feet. Martenson and Eisele representatives toured the facility on August 5, 2010. Observations are as follows:

Site and Parking

The Fire Department is located on an 8.185 acre site shared with the current Public Works building along Park View Drive in Greenville.

- 3.1 The building has parking for 21 cars of which three (3) are designated as handicapped accessible. Based on the amount of spaces provided, the amount of accessible parking spaces is adequate. It was reported that between 20 and 25 fire fighters respond to a fire call.
- 3.2 It was noted that several of the public works staff members park in a parking area at the back of the fire department building.
- 3.3 Overall, the paved areas were in good repair.
- 3.4 The location of the building on the site does not allow for drive through access for fire vehicles because there is enough space on the back site for them to maneuver properly. Currently only two of the Department's six vehicle bays allow for drive through access.
- 3.5 There is a large cell tower and enclosure located directly at the back of the building. This has created some potential planning issues as it requires a large access path for maintenance vehicle. This access path may interfere with future expansion plans if deemed necessary.

Foundation/Structure

- 3.6 The building consists of two portions, an original office/meeting and vehicle storage building with an addition which added four more vehicle storage bays.
- 3.7 The building has a concrete slab on grade floor system with a concrete frost wall foundation system. It appears to be in good condition. No obvious cracks or areas which would indicate differential settlement were observed.
- 3.8 The buildings structural system is a pre-engineered metal building. These systems also appear to be in good condition.

Exterior Enclosure/Entrances

- 3.9 The exterior enclosure of the building is constructed primarily of combination of brick and concrete block masonry. Some of the existing caulk joints had deteriorated, primarily near the front personnel door. These should be repaired.
- 3.10 The roof system is a metal panel lap seam roof. It appears in good condition. No indication of roof leaks was observed.
- 3.11 Drainage for roof water was to grade via gutters and downspouts. Several of these downspouts discharge to the paved area in front of the building. It was stated by the FD personnel that this created problems with ice in winter.

- 3.12 Seven (7) large overhead doors are installed along the front elevation for access to the vehicle bays and two (2) are installed at the back. It was stated that there is considerable leakage of air around the doors when shut, which contributes to energy loss in the building.
- 3.13 The main entry to the building consists of a glass weather vestibule with single glass doors to the east and west exterior and a pair of glass doors to the interior. It was noted that this enclosure is not very weather tight and offers little protection from the wind or cold weather in winter.
- 3.14 It was also noted that the floor slab of the entry vestibule was depressed below the surrounding pavement level by up to 3/4". This may present problems with water ponding in or near the vestibule.
- 3.15 Secondary exits from the building all have concrete stoops at the floor level and therefore area accessible.

Interior Rooms and Spaces

- 3.16 The building is roughly organized into an office/meeting room area and six (6) fire fighting vehicle bays.
- 3.17 The meeting room portion of the building is used by several different Town organizations as well as the public in addition to the Fire Department. This causes problems for the FD as this area of the building must remain secure and they are not allowed to store training equipment in it.
- 3.18 The meeting room has a vinyl tile floor measuring 9" x 9" and as such, this tile is suspected of containing asbestos fibers. It is the recommendation of this report that an environmental testing agency be retained to perform tests on the tile to determine if it is an asbestos containing material (ACM) and to make recommendations for abatement if the ACM is confirmed.
- 3.19 In general, finishes in the meeting room appear dated and are in need of cosmetic improvement.
- 3.20 A room adjoining the meeting room is used for Civic Club storage and as such is locked and off limits to the Fire Department. This room also has the 9" x 9" tile installed.
- 3.21 The existing kitchen is very small. The countertops were measured above current ADA requirements. This room also has the 9" x 9" tile installed.
- 3.22 The door to the existing men's and women's toilet room measure only 30" wide. This does not meet current ADA requirements of a minimum 32" clear opening to accessible toilet fixtures. As a result, the facility does not have any accessible toilet facilities.
- 3.23 One of the vehicle bays was converted into a dedicated training room for the FD in 2004. This room has not been well utilized by the FD to this point and has become more of a storage room for equipment. When it was constructed, it was done so that it could be converted back into a vehicle bay without significant work.
- 3.24 Three new offices were created for FD staff at the time the training room was built. These rooms were all adequate for their use.

- 3.25 The first two vehicle bays near the meeting room were used to house one of the department tankers, off road pick up truck and off road rescue trailer. The pick up does not have room to stay connected or at least aligned with the trailer. Therefore response time for off road calls is increased.
- 3.26 The vehicle storage addition houses another of the departments pick up trucks, the heavy rescue truck and two engines. Based on this configuration, the department must move the far east engine outdoors to access the equipment housed on that side of the truck due to lack of room between the vehicle and the wall.
- 3.27 The Department's turn-out gear racks were located at the back of the second pick up truck. This is an area of concern for the Department as it is feared a vehicle could be put into reverse and potentially hit any fire fighter who may be gearing up. This type of accident has happened recently in the area. Subsequent to the preliminary issue of this report the Fire Department has moved the location of the turn out gear racks to eliminate this situation.
- 3.28 The concrete floors in both vehicle rooms was covered with epoxy paint and appeared in good condition. It was noted, however that this paint becomes slippery when wet.
- 3.29 In general, there seemed to be a lack of storage area for equipment in the vehicle bays.

Plumbing System

- 3.30 Information on the size of the existing water service was not available at the time of the building walk through. It is considered to be above normal size based on the requirements of the Fire Department. No issues were reported with the plumbing system.
- 3.31 Water heating is done by a combination of two heaters, a 40 gallon one located in the mechanical room in the meeting room side of the building and a 30 gallon one suspended near the ceiling of the far vehicle storage bays.
- 3.32 Toilet fixtures were upgraded in the building as part of the 2004 renovation work and are generally ADA compliant. The entire toilet men's and women's toilet rooms are not accessible as whole as noted above.
- 3.33 There are no showers provided in the building. This creates a hardship for the fire fighters who with to wash up after calls.

Fire Protection System

- 3.34 The building is not equipped with a sprinkler system. A fire station it typically classified as a mixed use occupancy. The meeting room would be considered an A-3 occupancy, any office would be B, Business and the vehicle storage bays would be classified as a Storage S-2 occupancy by the Wisconsin Commercial Building Code. As no fire separation appear to be in place between the various occupancies, the most restrictive classification would apply which is the Assembly occupancy. Based on the area and class of construction this facility, it would not currently be required to have a sprinkler system as the fire area does not exceeds 9,500 square feet.

HVAC System

- 3.35 Overall, the heating system in the building was criticized. The majority of the building is heated to just over 60 degrees in winter. At that, heating bills for the building were described as "excessive".
- 3.36 Heating and cooling in the meeting room portion of the building is accomplished through a furnace located in the mechanical room.
- 3.37 Two gas fired furnaces with cooling along with associated distribution ductwork were added to heat and cool the training room and offices added in 2004 respectively. No issues with these two systems were reported.
- 3.38 Heating in the vehicle storage bays was accomplished primarily through gas fired unit heaters suspended from the roof structure. These appeared to be original to that portion of the building and therefore do not appear to be energy efficient.
- 3.39 The building is equipped with a carbon monoxide detector and exhaust fan system for the vehicles. No direct capture CO fan system is installed.

Electrical Systems

- 3.40 The building is equipped with a 200 amp (estimated) main service. Issues with Nesco Roasting pans tripping breakers were reported.
- 3.41 The building is also equipped with an 85 kw gas fired emergency generator.
- 3.42 Lighting in the office and meeting room portion of the building is done primarily through 2 x 4 fluorescent fixtures. More information is required at this time to determine if these lights have been re-fitted with energy saving lamps and ballasts.
- 3.43 Lighting in the vehicle storage bays of the building is done primarily through 2 x 4 hanging fluorescent fixtures. More information is required at this time to determine if these lights have been re-fitted with energy saving lamps and ballasts.
- 3.44 Data receptacles are concentrated primarily in the offices and training room added in 2004. No issues with this system were reported.

Section 4: Space Needs Analysis

This section is intended to establish the requirements for physical space for each of the departments, user groups, and affiliated services provided in the Town of Greenville Town Hall, Fire Station, and Public Works buildings. Their day-to-day operations as well as special and occasional uses have been identified and included as spaces, which need to be considered in the recommendation and design phases. This section also gives an accurate idea of the overall space required for any recommended addition or renovation projects and will form the basis to produce cost estimates for the various options presented in this report. We have included some of the Public Works office space needs requirements into the Town Hall area because of the day to day working relationship of those activities with the Town Administrator and Town Clerk.

For purposes of this report the functions of the Greenville Town Government have been broken down into three distinct areas:

- Town Administration (Administrator, Town Clerk/Treasurer, Inspection, DPW Supervisor, Sanitary District Supervisor)
- Fire Department
- Public Works Department (Sanitary, Water Department, Public Works, Parks)

Other incidental user groups may also have needs for the City Hall, but it has been determined that those needs will have been met by any improvements or renovations to the Town Hall or other buildings.

Martenson and Eisele uses the following area guidelines as a basis for determining the space required by occupants:

Executive Management	300 SF
Senior Manager	200 SF
Mid level Manager	150 SF
Senior Professional/Technical	120 SF
Professional/Technical	100 SF
Senior Clerical	90 SF
General Clerical	80 SF

These guidelines are derived from the publication "Office Space Use Review – Current Practices and Emerging Trends" as published by the US General Services Administration, Office of Real Property, 1997. This publication summarizes office space standards from several government and private organizations. It is noted that office space sizes are generally trending downward due to increased technology, less paper storage demands and the evolving nature of the traditional office.

Town Administration

The Town Administration offices currently occupy 1,800 net square feet (NSF) in the west wing of the Town Hall building. The Administration also controls the 142 NSF fire rated storage vault located adjacent to the Town offices in the center core of the Town Hall. The Administration also uses approximately 188 NSF of non-fire rated storage on the mezzanine level of the public works building.

The Town Administration also has shared control of the Town Board Conference room located in the center core of the Town Hall building and the Town Hall Meeting room located in the east wing. The Town Meeting room is also rented to Town residents for private functions.

Current space allocations for the Town Administration/Town Hall are shown on **Drawing 1**.

Current employees/positions are listed as follows:

- Town Administrator
- Town Clerk/Treasurer
- Administrative Assistant
- Building Inspector
- Building Inspection Clerk
- Sanitary District Supervisor
- Sanitary Utility Clerk

These critical staff members deal with each other in various ways on a daily basis and should be located within the same building. Private offices are required for the Town Administrator, Town Clerk/Treasurer, Building Inspector, and Sanitary District Supervisor.

The Administrative Assistant currently does work for Administrator and Clerk/Treasurer as well as the Sanitary District Supervisor. The Building Inspection Clerk currently splits duties between the Inspection Department and general administrative duties.

The Town Administration also includes the Town Chairman and four Town Supervisors. These individuals hold their meetings in the Town Board room and/or Town Meeting hall but do not at this time have dedicated office spaces.

Based on the Town of Greenville Comprehensive Plan prepared by ECWRPC the following staff increases are anticipated for the Town Administration:

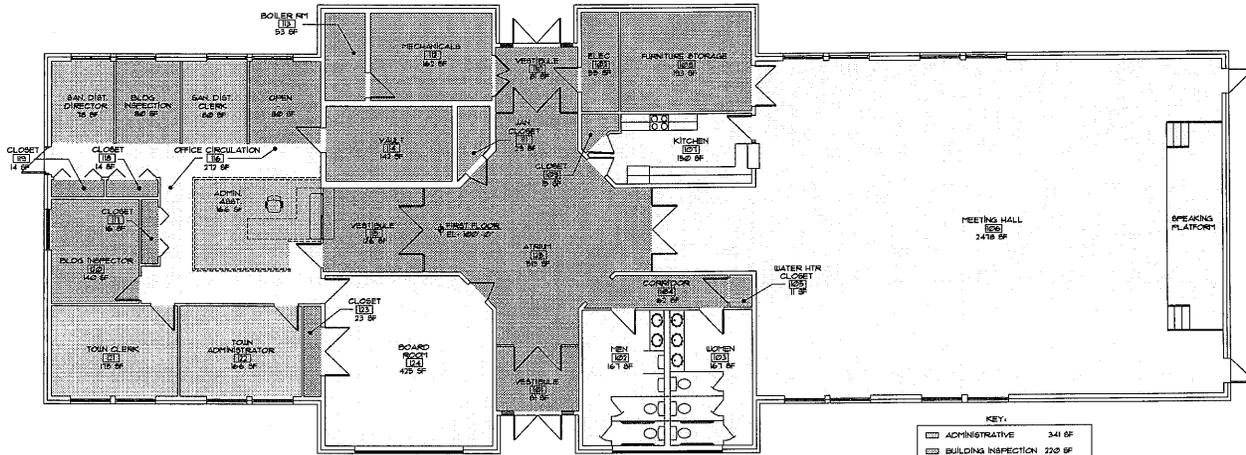
- New assistant building inspector
- New town engineer
- Community development director

Due to the shared nature of the Town's general support staff, it is also recommended that space for one additional administrative assistant position be included in the future space projections for the building.

Current storage capacity of the Town Hall was described as inadequate. This statement is confirmed by the requirement to store Town records at the Public Works building. Although current trends in electronic document processing will slow down the need for additional storage, it is noted that future positions of Town Engineer and Community Development Director have the potential for generating large amounts of files and therefore additional secure storage should be planned for.

Specific deficiencies for the Town Administrative spaces were noted as follows:

- It was suggested that the various departments that occupy the Town Hall should have their own suite of offices with the shared staff in a common public space.
- In addition it is noted that they each share administrative assistants to some degree and having the Sanitary District office located in the DPW building would likely disrupt the flow of daily work for that administrative position, as she currently also serves the Administrator and Clerk/Treasurer.
- There is currently only one conference room available in the Town Hall. This room is also used as a public hearing room directly off the Administration office area and not always available during regular business hours.
- Future consideration should be given to the position of a Town Engineering Department to handle drainage and stormwater issues, streets/roads, water and sewer issues and other civil engineering matters. This position should be kept in the Town Hall building.
- Current water and sanitary billing is done in-house but could be out-sourced with the possibility of radio / wireless meter reading done from mobile curbside devices. Meter readings would only take one or two days per month.
- The Building Inspection Department noted that there is not adequate space within the existing office to open up a large set of plan documents and hold a meeting with a builder or developer. Currently, meetings must occur either in the general open office of the Town Hall within earshot of the public and other administration staff. This is not conducive to the private conversations that often take place between the Inspector and the potential developers or builders.
- Appropriate file space is needed within the Inspection office. It was observed that many files are kept in cardboard boxes within the Inspection office. As more subdivisions are developed, there are more records that are being developed and a need exists to keep these in a fire resistive storage vault.
- The Inspector's assistant is gaining inspection credentials and will also need an office and a common meeting / conference room that could be shared.
- The Inspection Office currently has one vehicle that is stored in the cold storage portion of the DPW garage space.



KEY:

[Pattern]	ADMINISTRATIVE	341 SF
[Pattern]	BUILDING INSPECTION	220 SF
[Pattern]	SANITARY DISTRICT	376 SF
[Pattern]	SHARED	3659 SF
[Pattern]	STORAGE	402 SF
[Pattern]	MECHANICAL	314 SF
[Pattern]	PUBLIC CIRCULATION	833 SF

GREENVILLE TOWN HALL
 3/16" = 1'-0"



12-07-2010

DRAWING 1
 Greenville, Wisconsin

Martenson & Eisele, Inc.
 Planning
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Fire/Rescue Department

The Greenville Fire Department occupies 8,300 square feet in the current Fire Department building. This is the only location with fire equipment in the Town. In addition to protecting the Town and its residents, the Fire Department also is responsible for many other public programs in the community.

Current staffing of the Fire/Rescue Department is as follows:

- Fire Chief (Position is currently open)
- Assistant Chief, Rick Romenesko
- Assistant Chief, Tim Blanda
- 4 shift captains/officers
- 48 paid, on call fire fighters
- 4 of the fire fighters are classified as first responders.
- 15 EMS First Responders

The fire department building has private offices for the Fire Chief, First Responders, and a Training Office for the use of the Fire Fighters.

The Fire Department has recently completed a job description for a fire inspector position. It is expected that this position will be advertised and filled in 2011. The Inspector will require private office space and space for file storage.

Staffing levels for the remainder of the department are not expected to increase based on the population levels of the Town. Response times to all portions of the Town are good. Increased housing densities as projected are not expected to change the response times for the Department.

Ambulance service to the Town is contracted to Gold Cross Ambulance Service of Appleton. There has been discussion with Gold Cross on the possibility of housing a staffed ambulance permanently in the Town. At present, the fire department building would not be able to accommodate an ambulance and crew.

The Fire/Rescue Department also houses the following major pieces of equipment:

- Engine #5321 (This is typically the first unit to respond)
- Engine #5361
- Heavy Rescue Unit #5371
- Tanker
- Pick-up #5382
- Off Road/Water Rescue Vehicle
- Off Road Water Rescue Trailer

No additional major pieces of equipment are planned prior to 2015.

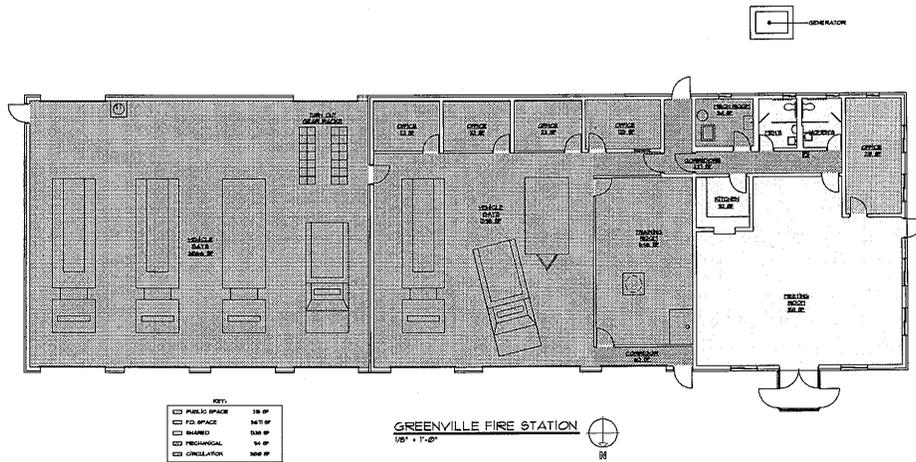
Current space allocations for the Fire Department are shown on **Drawing 2**.

Functional assets with the current fire station building were listed as follows:

- The current location is central to the majority of the Town which results in good response times for the Department.
- The proximity of the Fire Department to the other buildings of the Municipal complex makes inter-department communication easier.

Functional deficiencies noted by the Department include:

- The building is at capacity for vehicle and equipment storage.
- The off road/water rescue trailer and vehicle cannot be stored front to back and therefore must be maneuvered prior to leaving on a call. This adds to response time for this unit.
- Turn out gear lockers are currently placed at the back of the bay housing the brush fire vehicle. This is considered a safety hazard if this vehicle were to somehow be moved in reverse while other firefighters are changing behind it. This type of accident has occurred recently in the Village of Pulaski in Brown County.
- The recent renovation of the vehicle bay into a training room is seen as a strain on the building. The training room is undersized for the type of programs the Department had hoped to use it for and as a result the room has evolved into a large storage room. The Department now feels that the loss of the vehicle bay is not justified.
- Public access into the meeting room interferes with the Department use of the space. The Department cannot leave training equipment in place which means it must be stored elsewhere between uses. This adds to the overall lack of storage space in the building.
- Sanitary facilities for the fire fighters are not adequate. No shower facilities exist.



12-07-2010

DRAWING 2
Greenville, Wisconsin



Martenson & Eisele, Inc.

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Public Works Department

The Greenville Public Works Department is generally charged with maintaining the Town's roads, utilities and facilities. It occupies several buildings at the combined Public Works / Fire Department site.

The projected increases in Town population will have a direct impact on the Public Works department in the amount of roads, utilities, etc., which the department will have to maintain.

Current space allocations for the public works building are shown on **Drawing 3**.

The Public Works Building has office space for the following people:

- Public Works Director
- Administrative Assistant
- Parks Department Director
- GIS Coordinator
- Assistant GIS Coordinator (part time position)
- Water Department technician (part time position)

Office space is also provided for field staff to perform paperwork, etc.

The current office spaces were described as adequate. No additional office personnel are anticipated in next 5 years.

The Department does anticipate the need for up to 3 additional maintenance workers with the next 5 to 10 years based on the increasing population trends. Based on staff interviews, it was noted that the current locker room facility for the men is at capacity in terms of locker space. Additional lockers would have to be located and installed to accommodate any increases in male staff.

It was noted by the Public Works Director that heated vehicle storage in the main public works building is at capacity and some additional Town vehicles are stored in the adjacent cold storage building. This in turn creates a problem as there is insufficient cold storage capacity and items such as spare fire hydrants and snow plows are stored in the open. Subsequent to the initial draft of this report the spare hydrants have been relocated to Town owned storage at one of their water tower locations. The Department also utilized a fabric covered shelter to house road repair materials. Per the Public Works Director, the site does not have a capacity for additional buildings due to the storm water capacity on the site.

It was noted that the yard waste dump has become an issue with the public works staff. It is popular with the Town's residents, however their access to the site sometimes interferes with the public works operations, particularly with large vehicles are maneuvered. Current drainage patterns on the site bring storm water through the yard waste area which causes problems with standing water in some of the piles of waste. This creates odor issues for the public works staff. Subsequent to the initial draft of this report the yard waste dump has been relocated on the public works building site which has reduced the amount of water trapped by the piles and therefore the odor problem as well. This relocation has increased available parking space for Public Works employees.

Space Needs Projections

A summary of the current and future space needs of the Town is as follows. The numbers listed are in net square feet:

Department	Current Area	Projected Areas		
		2015	2020	2025
Town Hall	6,214	6,818	6,974	7,130
Fire Department	7,675	7,675	7,675	7,675
Public Works	23,712	28,512	28,512	28,512
Totals	37,601	43,005	43,161	43,317
Increase over existing		5,404	5,560	5,716
Percentage increase		14.4%	14.8%	15.2%

Based on the current area of the buildings, this table shows a future deficiency of 5,716 square feet by the year 2025 if current population projections are accurate. In round numbers, the City will need approximately 15% more space than currently occupied.

The following spreadsheets show the existing and proposed space needs for each department and user group identified in the Facility Needs Analysis. The room numbers correspond to those on the Drawings. Existing sizes and areas have been calculated for each existing space. Where a room name does not have a corresponding existing area, it represents a room which the Town or Department currently does not have but a space which should be planned for in the future. The column for number of persons represents the current and planned staffing for the particular space. Unit areas have been shown for the new rooms and are based on accepted standards for the space. Each unit area is then multiplied by a multiplier number, which represents a conversion from net area of the space, to a gross square foot area which represents the space and associated wall thickness and circulation. Small rooms will have a higher multiplier number while larger, more open spaces will have a smaller multiplier. A multiplier of 1.0 represents a space which will remain in its existing location. Lastly the future area requirements for each space are calculated and totaled.

Town of Greenville Town Hall, Fire Station, Public Works Building Needs Analysis Study

Departmental Requirements

Town Hall Building												
Room No.	Room Name or Function	Current # of Persons	Current Area (SF)	Number of Persons 2015	Number of Persons 2020	Number of Persons 2025	Proposed Unit Area (SF)	Unit Area	Multiplier	Area Required 2015	Area Required 2020	Area Required 2025
101	South Vestibule		81					81	1.0	81	81	81
102	Men's Toilet		167					167	1.0	167	167	167
103	Women's Toilet		167					167	1.0	167	167	167
104	Corridor		62					62	1.0	62	62	62
105	Water Heater Closet		11					11	1.0	11	11	11
106	Meeting Hall		2478					2478	1.0	2478	2478	2478
107	Kitchen		150					150	1.0	150	150	150
108	Furniture Storage		193					193	1.0	193	193	193
109	Closet		15					15	1.0	15	15	15
	Electrical Room		55					55	1.0	55	55	55
110	North Vestibule		81					81	1.0	81	81	81
111	Janitors Closet		29					29	1.0	29	29	29
112	Mechanical Room		162					162	1.0	162	162	162
113	Boiler Room		53					53	1.0	53	53	53
114	Vault		142					200	1.2	240	240	240
115	Vestibule		126					126	1.0	126	126	126
116A	Administrative Assistant	1	166	1	1	1		166	1.0	166	166	166
116B	Sanitary District Director	1	78	1	1	1		78	1.0	78	78	78
116C	Assistant Building Inspector	1	80	1	1	1		80	1.0	80	80	80
116D	Sanitary District Clerk	1	80	1	1	1		80	1.0	80	80	80
116E	Open Office/Copy Space		80					80	1.0	80	80	80
116F	Circulation		272					272	1.0	272	272	272
117	Closet		14					14	1.0	14	14	14
118	Closet		14					14	1.0	14	14	14
119	Closet		16					16	1.0	16	16	16
120	Building Inspector	1	140	1	1	1		140	1.0	140	140	140
121	Town Clerk/Treasurer	1	175	1	1	1		175	1.0	175	175	175
122	Town Adminstrator	1	166	1	1	1		166	1.0	166	166	166
123	Closet		23					23	1.0	23	23	23
124	Board Room		425					425	1.0	425	425	425
125	Atrium		513					513	1.0	513	513	513

Town of Greenville Town Hall, Fire Station, Public Works Building Needs Analysis Study

Departmental Requirements

<i>Future Town Engineer</i>	1	1	1	120	1.3	156	156	156
<i>Future Community Development Dir</i>	0	1	1	120	1.3	0	156	156
<i>Future Administrative Assistant</i>	0	0	1	120	1.3	0	0	156
<i>Future Conference Room</i>				200	1.0	200	200	200
<i>Storage for items at PW Building</i>				150	1.0	150	150	150
Totals	7	8	9	10		6,818	6,974	7,130
Increase Over Existing						604	760	916
% Increase Over Existing						9.7%	12.2%	14.7%

Notes:

Town of Greenville Town Hall, Fire Station, Public Works Building Needs Analysis Study

Departmental Requirements

Fire Department												
Room No.	Room Name or Function	Current # of Persons	Current Area (SF)	Number of Persons 2015	Number of Persons 2020	Number of Persons 2025	Proposed Unit Area (SF)	Multiplier	Area Required 2015	Area Required 2020	Area Required 2025	
101	Vestibule		57				57	1.0	57	57	57	
102	Meeting Room		1118				1118	1.0	1118	1118	1118	
103	Kitchen		92				92	1.0	92	92	92	
104	Office		215				215	1.0	215	215	215	
105	Corridor		237				237	1.0	237	237	237	
106	Women's Toilet		64				64	1.0	64	64	64	
107	Men's Toilet		64				64	1.0	64	64	64	
108	Mechanical Room		94				94	1.0	94	94	94	
109	Corridor		63				63	1.0	63	63	63	
110	Training Room		546				546	1.0	546	546	546	
111	Office	1	125	1	1	1	125	1.0	125	125	125	
112	Office	1	113	1	1	1	113	1.0	113	113	113	
113	Office	1	113	1	1	1	113	1.0	113	113	113	
114	Office		113				113	1.0	113	113	113	
115	Vehicle Bays		1,595				1,595	1.0	1,595	1,595	1,595	
116	Vehicle Bays		3,066				3,066	1.0	3,066	3,066	3,066	
Totals			7,675	3	3	3			7,675	7,675	7,675	
Increase Over Existing									0	0	0	
% Increase Over Existing									0.0%	0.0%	0.0%	

Notes: Meeting room 102 available for use but not controlled by the Fire Department
Office 104 is not available for use by the Fire Department

Town of Greenville Town Hall, Fire Station, Public Works Building Needs Analysis Study

Departmental Requirements

Room No.		Room Name or Function	Current Area (SF)	Number of Persons			Proposed Unit Area (SF)	Multiplier	Area Required (SF)		
				2015	2020	2025			2015	2020	2025
100A		PW Administrative Assistant	1	1	1	1	1.0	87	87	87	
100B		PW GIS Coordinator	1	1	1	1	1.0	62	62	62	
100C		Parks Department Director	1	1	1	1	1.0	65	65	65	
100D		Water Department Technician	1	1	1	1	1.0	30	30	30	
100E		GIS Technician	1	1	1	1	1.0	30	30	30	
100F		PW Workstation	1	1	1	1	1.0	36	36	36	
100G		Open Office Circulation	1	1	1	1	1.0	225	225	225	
101		PW Director's Office	1	1	1	1	1.0	188	188	188	
102		Corridor					1.0	173	173	173	
103		Break Room					1.0	224	224	224	
104		Women's Locker/Toilet					1.0	277	277	277	
105		Men's Locker/Toilet					1.0	412	412	412	
106		Circulation/Stair					1.0	222	222	222	
107		Janitor/Utility					1.0	134	134	134	
108		Parts Room					1.0	240	240	240	
109		Vehicle Repair					1.0	5166	5166	5166	
110		Wash Bay					1.0	1520	1520	1520	
111		Vehicle Storage					1.0	4650	4650	4650	
200		Storage Mezzanine					1.0	2583	2583	2583	
201		Town Hall Storage					1.0	188	188	188	
		Public works storage building					1.0	7200	7200	7200	
		Additional storage building					1.0	4800	4800	4800	
Totals			7	7	7	7		23,712	28,512	28,512	
Increase Over Existing								4,800	4,800	4,800	
% Increase Over Existing								20.2%	20.2%	20.2%	

Section 5: Recommendations

Additions and Renovations to the Existing Town Hall Building

This option involves the construction of two additions to the existing Town Hall Building. It is noted that the original plans for the Town Hall show areas for future expansion.

A plan of the proposed additions is shown on **Drawing 4**.

The first addition of approximately 1,067 square feet would be constructed to the west of the existing office wing of the building. This addition would utilize the existing west exit door for its connection to the rest of the building. It is sized to accommodate offices for the Town Engineer, Community Development Director and a second, future Administrative Assistant, based on the space need projections identified earlier in this report. If constructed, the Town may elect to relocate some of the existing office occupants to this addition based on functional relationships. It is also sized to accommodate a conference room for up to 10 people.

The second addition of approximately 640 square feet would add a large storage room for tables and chairs, etc., to the east of the Meeting Hall wing of the building. This storage room is approximately double the size of the existing storage room located near the kitchen. The exit path from the meeting room would be consolidated through a small exit corridor used to access the storage room. In this way, it would allow the existing Town rostrum to be re-worked to make it ADA compliant.

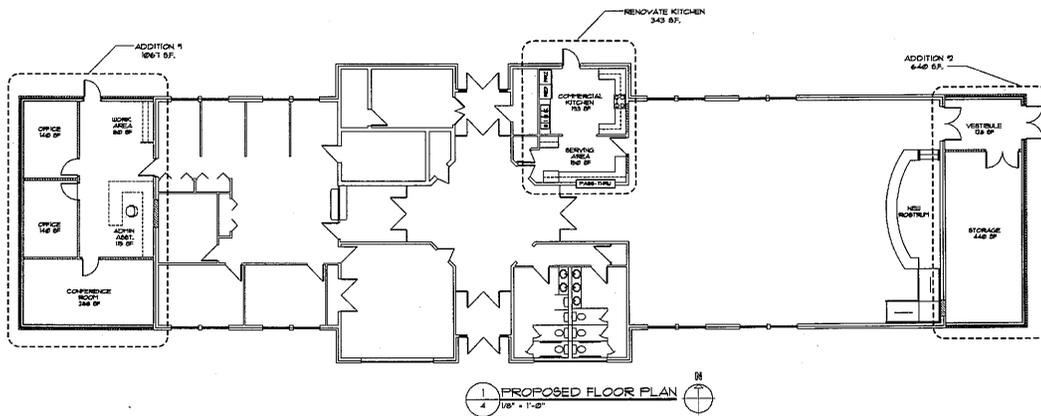
Renovate the existing kitchen and storage room into a larger kitchen facility. This could possibly allow for larger programs to be hosted in the meeting room.

Advantages

- The office addition keeps all the Town's administrative functions in their current location.
- This option most closely matches needs identified in the space needs portion of the report.
- These additions would likely have minimal impact on the existing building during the construction process.
- Adds outside kitchen access for meal and supply delivery which would minimize disruption the remainder of the facility.
- The office addition could be configured to house the building inspection department. A separate entry could be made to accommodate builders so they do not have to access the remainder of the Town office space.

Disadvantages

- The planned additions do not alleviate the need for additional secure/fire rated storage for Town records
- The planned additions would probably need to have their own heating/cooling systems based on the descriptions and capacities of the existing systems



12-07-2010

DRAWING 4
Greenville, Wisconsin



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Renovations to the Existing Fire Department Building

This option is based on the reassignment of all public or Town sponsored programs from the Fire Department buildings to the meeting room at the Town Hall. The updated kitchen included in the renovations to the Town Hall has been recommended for this purpose. The remaining Fire Department meeting room and associated storage/office could then be dedicated for Fire Department use. All training materials would then be secure from the Public. The meeting room, storage office and kitchen would be renovated to update finishes and functions.

The existing vestibule would be replaced with a more secure and weather proof entry vestibule.

The existing training room is renovated to house the turn out gear and a new shower. The existing toilet rooms are also renovated to bring them up to ADA compliance. Lastly, as the turn out gear is relocated, it is proposed that the off road truck and trailer and the brush pick up truck be swapped in their bays.

A plan of the proposed renovations is shown on **Drawing 5**.

Advantages

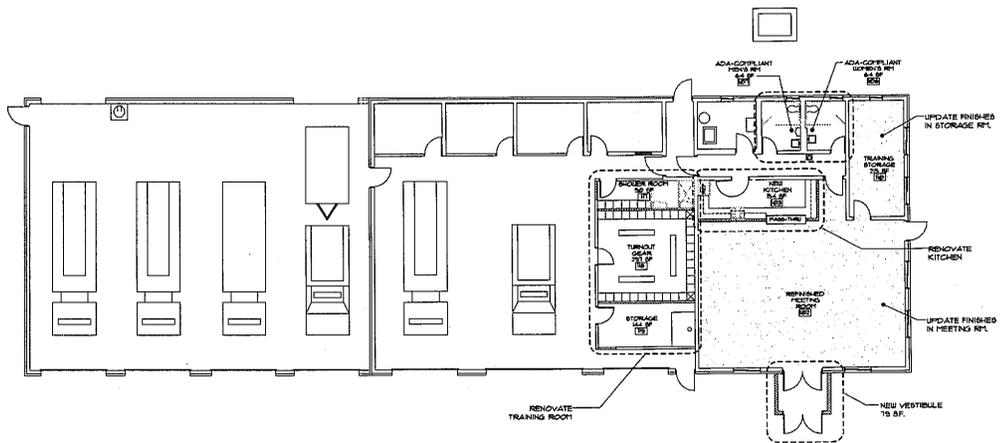
- The proposed renovations are contained within the existing footprint of the building. No additional space is required.
- It allows the Fire Department complete control over the building.
- It relocates the turn out gear to a safer location, out of the parking bays.
- It would allow the off road truck and trailer to be parked in line and it would also allow them to utilize one of the existing two drive through bays for easier maneuvering.

Disadvantages

- The proposed renovations do not significantly add to the storage capacity of the Fire Station.
- There is no impact on existing site issues or parking.
- Turning over the entire building to the Fire Department places additional programs into the Town Hall meeting room which may create a scheduling problem and possibly a loss of rental income if outside programs cannot be accommodated.
- This alternative does not address any need for future expansion of services such as full time EMT services.

New Station Alternative

It is noted that there has been discussion regarding the construction of a new fire station building at another site, notably the Field of Dreams location or possibly near to the existing Town Hall. Primary reasons given for this move would be to decrease response times to different portions of the Town, the hosting of a full time EMS crew or to accommodate the Department if and when it becomes a profession organization with a full time fire fighters. The recommendations listed above do not take into account either of those issues. They are based solely on the space needs discussed with the Fire Department with regard to current operations status. It is also noted that the current Fire Department building including the above renovations would not accommodate full time fire fighting operations without significant upgrades for living quarters.



1 PROPOSED FIRE STATION RENOVATIONS
 5 1/8" = 1'-0"

12-07-2010

DRAWING 5
 Greenville, Wisconsin



Martenson & Eisele, Inc.

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 Environmental
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 Engineering
 Architecture

Elevator Addition to Public Works Building

This option involves the construction of a new elevator tower to the existing public works building. In this way, the mezzanine level upstairs would be accessible to the public and therefore be available for use as office space by the Town. A Portion of the interior mezzanine space would be renovated into office space for the engineering department by adding appropriate finishes. Two new toilet rooms would be created. The remainder of the mezzanine would be left as unfinished storage and mechanical space.

A plan of the proposed additions is shown on **Drawing 6**.

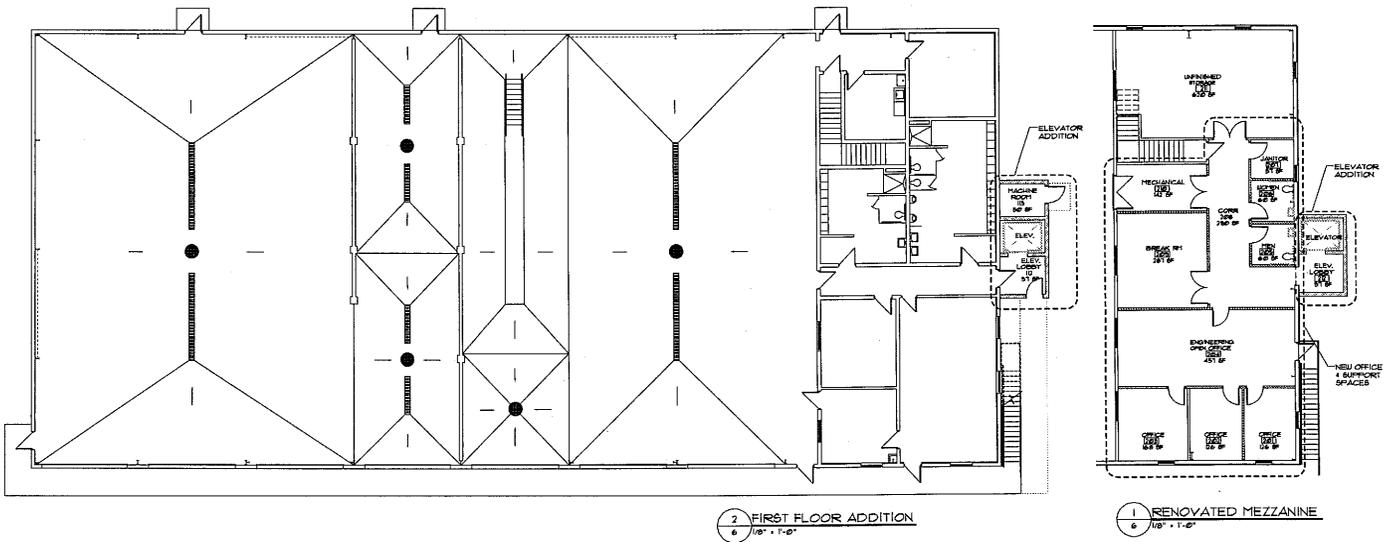
The addition would allow the mezzanine level to be used for office space. The space available exceeds the space necessary for expansion of the public works department. Therefore it is assumed that if this addition is constructed some of the expansion required at the Town Hall for the Town Engineer position, etc., may not be necessary. It is anticipated that the Engineering and Sanitary District positions would be re-located to the mezzanine and the vacated space in the Town Hall building would be adequate for the expansion needs of those departments.

Advantages

- The proposed addition could be done with very little impact to the remainder of the facility. Public Works operations should not be impacted.
- This option better utilizes square feet which the Town already has in place.

Disadvantages

- This addition would be the most costly per square/foot of any of the proposed work based on the elevator and toilet work.
- The proposed renovations do not address the added need for toilet/locker space for public works maintenance employees. However, if a new break room is created on the mezzanine level, the current break room could be re-used for that function.



12-07-2010

DRAWING 6
Greenville, Wisconsin



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Purchase of Hofacker Property

As a potential alternative to the proposed addition to the existing Town Hall building, the Town has identified the option of the purchase of the Hofacker property, a former bank building located at the corner of Municipal Drive (State Hwy 76) and Parkview Drive. The property is immediately west of the Town Hall property. Proposed uses for the building include housing the Building Inspection Department and/or the Water Department. A representative of Martenson & Eisele toured the building on October 26, 2010 along with representatives from the Town. The following observations were made:

1. The building was originally designed as branch bank building but is currently occupied by a retail shop. The original drive through bank equipment is still installed.
2. The asphalt parking lot and drive around is in need of some patching and repair.
3. The path from the parking lot to the entry is currently not ADA compliant due to a step. This appears to be correctible with minor work.
4. The buildings exterior consists of steel siding with some field stone veneer. It is generally in good condition.
5. The asphalt shingle roof appeared to be nearing the end of it's useful life span. Several areas of shingles had become loose and/or were missing due to wind damage.
6. The building itself is wood framed with a wood joist floor system and wood truss roof structure. The building has a full, poured concrete basement. No indications of structural problems such as sagging roof lines or cracked basement walls were noticed.
7. The front entry is not ADA compliant as there is a 6" step up to the door. While the entry doors themselves are compliant at 3'-6" wide, the vestibule depth of 4'-7" is not adequate.
8. Interior rooms consist of a lobby/waiting area, open office area, three private offices and two toilet rooms.
9. Finishes throughout the building are dated and need updating.
10. The hallway connecting to the toilet rooms and the basement is 39" wide which is barely above the minimum ADA requirement of 36" clear.
11. The two existing toilet rooms are not ADA compliant as their doors do not have a minimum of 32" clear openings and there does not appear to be adequate maneuvering space for the fixtures. It is anticipated that significant revisions to the toilet rooms would be required to make them ADA compliant.
12. The stairs to the basement are not enclosed at the top with a door. Based on the proposed occupancy by the Town, this may not be allowed by Wisconsin Building Code. Additional research will be needed on this issue if the building is to be used by the Town. The basement stairs do not have handrails on both sides which is a current non-code compliant item.
13. There is a room in the basement which appears to have a 2 hour fire rating with CMU walls and additional gypsum board installed at the ceiling. This room probably was used for bank record storage.
14. The buildings heating system consists of a fan forced hot air furnace system. The building also has a wood pellet type stove installed, however it is not known when this stove was last operated or if it installation is code compliant.

15. There is evidence that the water heater has leaked in the recent past.
16. The building has a 200 amp main services. The electrical box appears to have capacity for additional circuits.

Proposed Plans for Building

It was stated that the Town has interest in the property as a possible site to relocate the Building Inspection Department or the Water Department.

Advantages

- If used for relocation of the proposed department(s) it would take care of the needs for expansion at the Town Hall building. The proposed addition to that building would not be necessary.
- The existing drive through capability would be a benefit for residents for bill paying if the Water Department is located there.
- The buildings proximity to the existing Town Hall and other Town buildings would only add to the sense of a Town Center for the area.
- The building would be able to share overflow parking needs with the Town Hall building.
- The document storage room in the basement appears to be better suited for record storage than the current room on the Public Works mezzanine. Movement of the records may be implacable due to the fact that the records room at the Public Works building can be reached by fork lift whereas access to the bank building basement would be most likely done by hand.

Disadvantages

- The fact that one or more departments may be located in this building, remotely from the Town Hall may result in staffing inefficiencies. Support staff which are currently or proposed to be shared may not be able to, thereby potentially increasing staffing requirements for the Town.
- Town purchase of this property would remove it from the tax rolls.
- Significant renovation costs would be required for ADA compliance particularly in the toilet rooms.

Section 6: Cost Estimates

Project cost estimates for the alternatives presented in Section 5 have been prepared. They have been developed using various methods including:

- R.S. Means Square Foot Construction Costs, 2010 Edition
- Historical data compiled by Martenson & Eisele, Inc. on previous projects
- Actual supplier data where available

These costs are estimated in 2010 dollars. An inflation factor of between 5% and 8% per year should be added to the project costs if the work will be completed in the future. Cost savings for internal work done by the Town of Greenville personnel have not been calculated. Similarly, sales tax savings for direct owner purchased building materials have not been applied to these cost estimates.

It is noted that the current state of the economy has depressed construction prices in the Fox Valley area. That combined with the current rates for interest rates makes it a very good time for construction projects. Industry analysis indicates a price jump of up to 10% in construction costs after signs that the economy is starting to recover based on the lower capacity for construction material suppliers and from contractors applying more reasonable levels of markup and profits to project bids.

**#156-905 FY
Town of Greenville
Town Hall, Fire Station and Public Works
Facility Needs Study**

Recommendation #1: Additions and Renovation to Town Hall Building

Land/Property Acquisition Costs

W6860 Parkview Drive	Assessed Value plus 5%	N/A
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Construction Costs

New Addition, Town Offices	1,067	\$	125.00 SF	\$	133,375
New Addition, Storage Wing	640	\$	120.00 SF	\$	76,800
Renovation of Kitchen	345	\$	65.00 SF	\$	22,425
Sitework/parking lots/landscaping				\$	5,300
Demolition, Hazardous materials removal and disposal				\$	-
Construction contingency (5% of construction costs)				\$	11,900
Construction Costs Sub-Total					\$ 249,800

Miscellaneous Costs

Fees/Permits/Testing	10.00%	\$	25,000
Utility Connection Costs		\$	4,000
Plan Printing/distribution/advertising		\$	2,000
Furniture/Fixtures/Equipment	3.50%	\$	8,800
Miscellaneous Costs Sub-total			\$ 39,800

Total Project Estimate	\$ 289,600
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**#156-905 FY
Town of Greenville
Town Hall, Fire Station and Public Works
Facility Needs Study**

Recommendation #2: Renovations at the Fire Department

Land/Property Acquisition Costs

W6895-B Parkview Drive N/A

Construction Costs

Renovation of Meeting Room/Office	1,300	\$	65.00	\$	84,500
Renovation of Kitchen/Existing Toilets	310	\$	85.00	\$	26,350
Renovation of Training Room	570	\$	65.00	\$	37,050
New Entry Vestibule	80	\$	125.00	\$	10,000
Sitework/parking lots/landscaping				\$	-
Demolition, Hazardous materials removal and disposal				\$	-
Construction contingency (5% of construction costs)				\$	7,900
Construction Costs Sub-Total				\$	165,800

Miscellaneous Costs

Fees/Permits/Testing			10.00%	\$	16,600
Utility Connection Costs				\$	-
Plan Printing/distribution/advertising				\$	1,200
Furniture/Fixtures/Equipment			2.00%	\$	3,400
Miscellaneous Costs Sub-total				\$	21,200

Total Project Estimate \$ 187,000

**#156-905 FY
Town of Greenville
Town Hall, Fire Station and Public Works
Facility Needs Study**

Recommendation #3 Elevator Addition and Removal, Public Works Building

Land/Property Acquisition Costs

W6895-B Parkview Drive N/A

Construction Costs

Elevator addition, shaft and equipment room	330	\$	130.00	\$	42,900
Elevator car and equipment				\$	25,000
Mezzanine Renovation, Office Space	1,668	\$	65.00	\$	108,420
Mezzanine Renovation, Toilet Rooms	185	\$	85.00	\$	15,725
Sitework/parking lots/landscaping				\$	4,900
Demolition, Hazardous materials removal and disposal				\$	-
Construction contingency (5% of construction costs)				\$	9,900
Construction Costs Sub-Total				\$	206,845

Miscellaneous Costs

Fees/Permits/Testing			10.00%	\$	20,700
Utility Connection Costs				\$	10,000
Plan Printing/distribution/advertising				\$	3,000
Furniture/Fixtures/Equipment			4.50%	\$	9,400
Miscellaneous Costs Sub-total				\$	43,100

Total Project Estimate **\$ 249,945**

**#156-905 FY
Town of Greenville
Town Hall, Fire Station and Public Works
Facility Needs Study**

Recommendation #4: Purchase and Renovation of Hofacker Property

Land/Property Acquisition Costs

N1724 Municipal Drive \$ 240,000

Construction Costs

Interior Renovation, Office Spaces	1,100	\$	45.00	\$	49,500
Interior Renovation, Toilet Rooms	200	\$	85.00	\$	17,000
Sitework/parking lots/landscaping				\$	5,000
Demolition, Hazardous materials removal and disposal				\$	-
Construction contingency (5% of construction costs)				\$	3,600
Construction Costs Sub-Total				\$	75,100

Miscellaneous Costs

Fees/Permits/Testing	10.00%	\$	7,600
Utility Connection Costs		\$	2,000
Plan Printing/distribution/advertising		\$	1,000
Furniture/Fixtures/Equipment	4.50%	\$	3,400
Miscellaneous Costs Sub-total		\$	14,000

Total Project Estimate \$ 329,100

Appendix A: Non-Code Compliant Items

The following list of potential non-code compliant items has been compiled from this report to facilitate corrective action:

Town Hall and Community Center

- 1.1 Based on the total number of spaces provided in the Town Hall parking lot, a minimum of six (6) accessible parking spaces are to be provided of which at least one (1) must be van accessible. Currently only four (4) are provided.
- 1.2 Repair/replace curb ramps to provide a maximum side slope of 1:10.
- 1.3 Repair/replace stoops at exit doors to eliminate steps.
- 1.4 The current Town Board platform is not wheelchair accessible.
- 1.5 The kitchenette countertop height was above the maximum ADA height of 36" A.F.F.
- 1.6 The transaction counter height at the Town Office was measured at 44" high. ADA guidelines require a minimum 3'-0" long section of transaction counter be provided at a height of no more than 36" A.F.F.
- 1.7 The existing handicapped toilet stall in both the men's and women's toilet stall was measured at 36" wide and therefore not ADA compliant. In order to make this fixture accessible, an adjoining water closet would have to be removed and the stall expanded. A minimum plumbing fixture calculation would have to be done to confirm that removing the fixture would not bring the remaining amount of fixtures below code minimums.

Public Works Facility

- 2.1 No building or accessibility code issues were noted.

Fire Department Building

- 3.1 Entry doors to both the men's and women's toilet rooms do not have a minimum 32" clear width and therefore are not ADA compliant.
- 3.2 Toilet fixtures at both the men's and women's toilet rooms do not have minimum clearances and therefore are not ADA compliant.
- 3.2 The kitchenette countertop height was above the maximum ADA height of 36" A.F.F.