



2018 Strategic Facilities Study



October 26, 2018



MSA Project No. 00212103



PREPARED BY:
MSA Professional Services, Inc.
1230 South Boulevard
Baraboo, Wisconsin 53913
Phone: (800) 362-4505



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I. EXECUTIVE SUMMARY

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I. EXECUTIVE SUMMARY

Waupun is a City in Dodge and Fond du Lac counties in the State of Wisconsin. The population was 11,340 at the 2010 census; 7,864 were in Dodge County, and 3,476 were in Fond du Lac County. In Fond du Lac County, the Town of Waupun abuts the City of Waupun.

This is an assessment of the physical and functional needs of the City's buildings excluding parks and utility infrastructure. The assessment findings are also considered to address identified major deficiencies. The goal is to create a strategic facilities report to serve as a potential guide to future building projects for the next 10 years and beyond in some cases.

The facilities reviewed are:

1. City Hall & Auditorium - 201 E. Main Street
(Previous Electrical & HVAC studies are in part the basis of physical review)
2. Community Center - 510 E. Spring Street
3. Family Aquatic Center - 701 County Park Road
4. Library - 123 S. Forest Street
5. Museum & Historical Society - 22 S. Madison Street
6. Safety Building (Fire & Police) - 16 E. Main Street
7. Senior Center - 301 E. Main St.
8. Public Works Facility – 903 N. Madison

The Assessment and Strategies to address will include consideration of the following:

- General Physical Needs Assessment: conditions and major maintenance projections.
- General Functional Needs Assessment: current and projected usefulness.
- Strategic Facilities Study: long-term considerations for the immediate and long-term approaches to address City needs.

The facility observations and identified needs are based on facility tours and meetings starting in June 2018, and subsequent follow-up discussions and meetings.

There is a range of alternatives ultimately available to address the City's physical and program needs. This report is the initial stage in the City's recognition of needs. This strategic study is general in nature and is intended to identify "big picture" ideas and preliminary strategies to address them. These strategies are preliminary and there are likely some other potential options that may be identified upon further study. The goal was to look at all the City's facilities as a whole, study their interrelationships and long term needs to identify some effective approaches that will systematically address current and long-term needs. Thus, these informational findings will serve as support for future facility-related decisions, and ultimately support the implementation of effective long-term solutions to meet these needs.

As part of this general facility overview, the comments listed in this report are based on observations and on professional opinion. The conclusions identified are broad in breath with the exact detailed physical needs not necessarily defined. Alternatives and items noted will require further and more detailed consideration during the development and implementation of a given alternative/project.

The implementation of the proposed work can be provided in multiple stages, sequences, and timetables based on the City's perceived priorities and financial resources. Therefore, the identification of the exact timing for the implementation will be at the City's discretion.

In the process of improving existing facilities, some cost saving based on reduced energy consumption can be achieved by improving the exterior envelope construction such as added insulation and replacement windows. However, when new construction replaces existing facilities, higher energy consumption costs are often encountered. New facilities are often larger than the ones they replace, and mechanical and ventilation requirements meeting current building codes are more stringent. However, with proper development and in some cases added investment in sustainable technologies energy consumption may remain constant or in some cases be reduced.

Physical Needs

In general, the City's facilities are in good physical condition and reflect an apparent long-history, maintenance, and attention to needs. A summary of physical needs are included for each facility.

There are similar and varied specific items identified for each facility. Some items are unique to a particular facility and some are maintenance items that are repeated for many. The maintenance items will be ongoing for the life of the facility, such as parking lots, exterior masonry work, roofing and heating/ventilation systems.

The largest physical needs are at the City Hall and Auditorium Building.

- The mechanical and electrical system are aged and in need of significant attention. These needs are generally listed within this report; Appendix B contains the original detailed report and the updated cost budgeting from 2013.
- Exterior masonry tuck pointing and sealant repair needs.
- The north monumental stairs allow water infiltration into the building and are generally deteriorating.

The Senior Center has exterior masonry tuck pointing, sealant repair, cladding finish and deteriorated brick issues. In addition, the Community Center (Hockey Arena) has single width Masonry with finish issues.

Some physical needs are associated with alterations to better accommodate disabilities as defined in the Federal Americans with Disabilities Act. In 2015, a facility assessment and transition plan was developed for this need. Many of the originally identified improvements have been implemented, but the remaining items are listed in the Transition Plan included as Appendix C of this report.

Space Needs

The facilities as a whole are well postured to serve the community and reflect ongoing attention to maintain adequacy to meet the City's functional needs. The Primary Space needs are associated with the Senior Center. There are other specific needs identified in the detailed facility by facility portions of this report.

The specific primary functional need is for a relocated Senior Center. The current Senior Center is also serving as a community gathering space with programming, and availability

to reserve for private gatherings. The potential new facility could accordingly be developed as not only a Senior Center, but also a multi-purpose Community Center.

Strategic Approach

The efforts to address physical and space needs can be implanted in various ways. If the major physical and space needs are collected into primary project(s) the total global cost is approximately 4-6 million dollars. These efforts could replace the Senior Center facility at a different site (with added Community Center functionality) and could remodel/improve the City Hall/Auditorium Building. These projects could be enacted independently or possibly be accomplished with a single project at the City Hall/Auditorium site. For the City to further consider these projects, Architectural/Engineering support will be needed. Such services could include: a feasibility study of different scenarios, Schematic Design of the proposed project(s) with detailed construction cost estimates, and global budgeting. The findings of this study could define the potential project scopes, and allow for final City decision-making regarding which project(s) should proceed and when.

Possible Scenarios

There are two likely preliminary scenarios that address the major physical and space needs at the City Hall/Auditorium and the Senior Center that can be summarized as follows:

SCENARIO A - Two Separate Projects (*at separate sites*)

1. City Hall/Auditorium Renovation
 - a. HVAC & Electrical Upgrades
 - b. Accessibility Upgrades
 - c. West entry Grade Level Improvements
 - d. City Administration Improvements
 - e. North Monumental Stair

2. Senior/Community Center Project
 - a. Scenario A.1 - A new standalone building or;
 - b. Scenario A.2 - Easterly expansion to the existing Community Center (hockey building)
 - c. Approximately 8,000-10,000 square feet.

SCENARIO B - Single Project (*all at City Hall site*)

1. City Hall/Auditorium
 - a. HVAC & Electrical Upgrades
 - b. Accessibility Upgrades
 - c. West Entry Improvements
 - d. City Administration Improvements
 - e. North Monumental Stair
 - f. Remodeling to integrate the Senior/Community Center/Lobby addition(s)

2. City Hall Addition
 - a. New grade level entry with lobby/elevator

- b. New drop-off and parking lots (site acquisition required)
- c. Senior and Community Center - approximately 8,400 square feet

Example Schedule

Based on staff level review, the most expeditious example schedule for further study and possible implementation of Scenario A & B could be as follows. The actual schedule will be determined based on further study and City considerations:

PHASE I - Initial Consideration & Preliminary Design

- 1. Architectural/Engineering Feasibility Study/Schematic Design January-June 2019
- 2. City Approvals, Grant Application(s) and Appropriations July-November 2019

PHASE II - Possible Final Design & Implementation

- 1. Final Design of the selected project(s) December 2019-March 2020
- 2. Bidding April 2020
- 3. Start Phased Construction Project(s) May 2020
- 4. Complete Construction TBD - 2021

II. CITY HALL AND AUDITORIUM



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II. CITY HALL AND AUDITORIUM

A. Physical Needs Assessment



NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The City Hall and Auditorium is located at 201 E. Main Street; see site plan below:



Data Source:
Parcels: Dodge and For All Counties
Aerial Photos: US Census
Aerial: Fond du Lac County (DPIS)

-  Property Boundary
-  Parcel

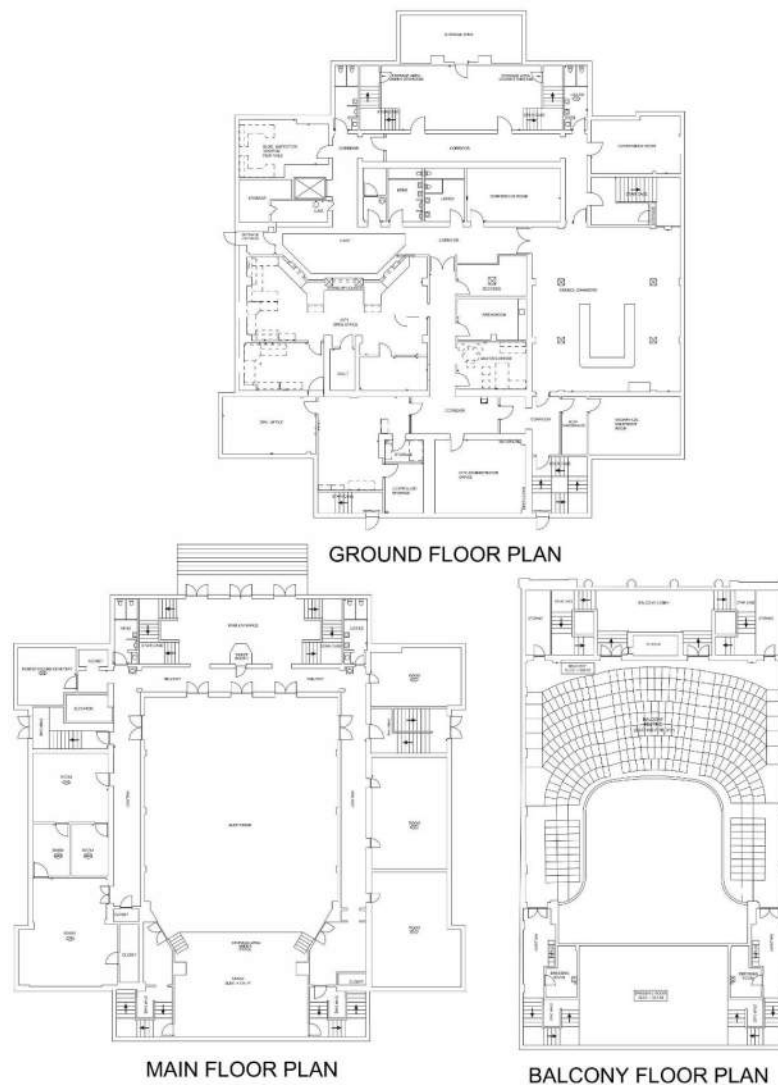
City Hall
201 E. Main Street

Observed and recommended physical site needs are as follows:

1. The driveways and parking lot in time will require regular crack filling and seal coating. Seal coating, crack filling and restriping is recommended every 4 years. This work is already scheduled for this year.
2. The exterior north hill side plaza is difficult to maintain and the exterior stairs have needs. These are described as part of the building item list below.
3. The site has landscaping needs regarding plantings and bedding. A landscape improvement plan could help address this need.

Building

The Waupun City Hall and Auditorium was constructed in 1928. The building is masonry (brick & stone) with a steel and wood roof structure. The building is historical to the community and long-term use of the facility is expected. The building has three floor levels with the City Administration function on the ground floor, an auditorium with auxiliary rooms on the main floor, and auditorium balcony seating on the third level. The existing floor plans are below:



Observed and recommended building physical needs are as follows:

1. Mechanical/Electrical Systems:
 - a. See Appendix B for the HVAC & Electrical Upgrade Study for the items below.
 - b. The buildings HVAC and electrical systems are aged and in major regard at the end of their life and thus require upgrade and replacement.
 - c. An emergency generator is recommended for the facility.
 - d. The upper levels are lacking an air conditioning system.
 - e. The buildings HVAC system has difficulty with proper regulation of temperature.
 - f. The upper level is lacking a more extensive theatrical lighting/audio/video system.
 - g. Many other specific items are listed in the HVAC & Electrical Upgrade Study.
2. The accessibility needs in the facility include: accessible restroom(s), accessible parking stall(s), and accessible exterior route to the west entry. See Appendix C for Accessibility Transition Plan.
3. Roofing requires regular monitoring, maintenance, and eventually replacement.
4. Windows and exterior doors have been recently replaced and therefore are in good condition.
5. Exterior Masonry Walls:
 - a. The masonry walls are in need of maintenance such as tuck-pointing and sealant work. In a recent driving rainstorm from the west there was significant wide spread water infiltration on the west wall. Minimizing water infiltration into masonry walls is important for longevity. The facility should be regularly reviewed and improved in these regards.
 - b. General ongoing maintenance is needed with monitoring and replacement of sealant joints and work to the abutting masonry walls and concrete walks. There are associated conditions at the west exterior concrete platform with supporting brick walls at the second floor doors where water is infiltrating into the brick supporting walls and efflorescing.
6. The rear (south) exterior lower wall is stucco coated and the finish is failing and in need of repair and/or replacement.
7. Exterior Painting: Exterior steel lintels at opening are rusty and require preparation and painting. Paint gas service and adjacent guard posts.
8. The north monumental stairs have lower sections that are concrete on grade, and an upper center section that is a stone covered concrete structure, which forms a ground floor room below. There are additional east and west facing exits stairs that are concrete slab on grade stairs. The stair systems connect the street to the second level with a ceremonial auditorium level entrance.



- a. There is various cracking and failure of these areas.
 - b. Sealant at the joints throughout requires replacement.
 - c. There is ongoing water infiltration in the basement area under the central stair, and has been occurring for some time. The angled concrete ceiling below the stair has exposed and rusting steel reinforcement.
 - d. The railings need painting.
 - e. The central monument slab has erosion at the north outward edge that may compromise its support.
 - f. This area requires maintenance work and at least partial replacement.
 - g. There are associated safety concerns at the stair and connector walk configurations that could be addressed at the time of improvements.
9. Most of the auditorium seating has deteriorated upholstery.
 10. If modifications to the existing building take place, an asbestos sampling/testing/report will be required if this has not already taken place. If asbestos materials are to be disturbed, they will require removal.
 11. A small portion of the roof is aged and in apparent need of preventative replacement do to its age. There are limited areas where the roofing membrane along the edge of the easterly sloped shingle has shrunk, lost adhesion, and needs repair.
 12. There are accessibility needs in the facility that include accessible parking, exterior route to the west entry, and accessible restrooms. See Appendix C for Accessibility Transition Plan.
 13. First floor carpeting is worn and requires replacement.

See Appendix A for Existing Equipment and Roof Summary as well as summary of other needed maintenance improvements.

B. Functional Needs Assessment

Site

1. The existing site has very limited parking.
2. It is very difficult to ascertain the name of the facility and the various entries, as well as their associated functions of the multi-level facility. An exterior monument sign and smaller scale entry signage is recommended.
3. The east accessible entry is a side door, which can be difficult to find and the sidewalk is too steep approaching it. See the Accessible Transition Plan in Appendix C.

City Hall

The existing City Administration area (suite) occupies the southerly portion of the buildings first floor.

The existing accommodated functions include:

1. City Council Meetings
2. City Administration
 - a. Clerk
 - b. Treasurer
 - c. Administrator
 - d. Finance Director
 - e. Mayor's Office
3. Economic Development & Chamber of Commerce

4. Public Works Administration
5. Building Inspection/Zoning

Observed functional City Hall deficiencies include:

1. The Council Chamber accommodates meetings, however it could be larger, include better site lines, and audio/video accommodations for the presenter.
2. A modest Office area remodeling plan was proposed in 2015 including functional improvements to address needs at that time. A recent minor service window remodeling made some improvements, but existing deficiencies include security, effective flow and functional relationships of staff. The long-term space needs to accommodate staff is not adequate. The staffing structure and count will affect the needs of this space, and a staffing projection study is recommended. General needs are expected to include:
 - a. Additional area for individual work stations are needed.
 - b. Additional private offices are needed.
 - c. Staff restroom with direct access is needed for security reasons.
3. After a staffing study a more detailed space needs evaluation is recommended. With this information the adequacy of the existing area to accommodate space needs can be determined and a remodeling project can be considered and developed.

Auditorium

This historic Auditorium seats up to 312 people in the balcony, and 356 on the main floor (theatre style seating). The hall can be accessed from an elevator, or walk up the monumental steps that face Main Street leading into the foyer with the original ticket booth. In addition to the main floor, there are several auxiliary rooms at the perimeter that can be used for serving food, set up space and small meetings. The Hall is available for uses such as shows, dances, luncheons, weddings, banquets, reunions, special events, and more.

The existing accommodated functions include:

1. Voting
2. Meetings in Conference Room
3. Concerts & performance venue
4. Arts events
5. Large community gatherings
6. Festivals Office/ Storage Room

Observed functional Auditorium deficiencies include:

1. One limiting factor to the use of the Auditorium is the lack of an air conditioning system.
2. Though the building has an elevator, voting can be challenging for some due to the second floor polling location and long path to reach the area from the parking/exterior entrance.
3. Access is difficult.
4. Security Concerns have in part been addressed, but there remains extensive public access throughout the facility versus a more ideal configuration to internally secure the building.

C. Strategic Approach

This central public building has significant community presence and location with a long and proud history of serving the City of Waupun. There is heartfelt and logical desire to maintain use of this special and iconic public building. With the required extra investment, this facility can continue in its long-term service to the community. Even though there is an option to discontinue the use of this facility and build new elsewhere, in the opinion of this reviewer it is not an appropriate option.

Though the substantial facility was built in 1928, and has seemingly been well maintained it is in need of maintenance and needs improvements. Such a long-term building will require continued investment. The pending mechanical and electrical system replacement/upgrades, though they have a significant cost, they are recommended in the in the very near future to avoid stopgap maintenance expenditures.

The facility City Hall and auditorium have functional deficiencies that should be further studied and solutions identified to foster effective long-term use.

Major improvement projects could include a renovation/partial replacement of the HVAC system, electrical upgrades, north monumental stair improvements, west entry improvements, office area remodeling with improved City Hall security and functionality. As part of the HVAC renovation, adding air conditioning to the City Auditorium is recommended for increased usage.

Implement identified maintenance improvements and perform regular maintenance.

There is an option to relocate the Senior Center and expanded Community Center functions to this site as an expansion and remodeling project. This could be an opportunity to enhance the existing City Hall and Auditorium functionality by:

1. Create a more effective entrance to the facility.
2. Accommodating provisions for the Auditorium air conditioning equipment.
3. Better parking and site amenities.

Reference the Senior Center portion of this report for further description and diagrams of this option. There are two likely preliminary scenarios at the City Hall/Auditorium and the Senior Center that address the major physical and space needs that can be summarized as follows:

SCENARIO A - Two Separate Projects (*at separate sites*)

1. City Hall/Auditorium Renovation
 - a. HVAC & electrical upgrades
 - b. Accessibility upgrades
 - c. West entry grade level Improvements
 - d. City administration Improvements
 - e. North monumental stair
2. Senior/Community Center Project
 - a. Scenario A.1 - A new standalone building or;
 - b. Scenario A.2 - Easterly expansion to the existing Community Center (hockey building)
 - c. Approximately 8,000-10,000 square feet.

SCENARIO B - Single Project (all at City Hall site)

1. City Hall/Auditorium
 - a. HVAC & Electrical Upgrades
 - b. Accessibility Upgrades
 - c. West Entry Improvements
 - d. City Administration Improvements
 - e. North Monumental Stair
 - f. Remodeling to integrate the Senior/Community Center/Lobby addition(s)

2. City Hall Addition
 - a. New grade level entry with lobby/elevator
 - b. New drop-off and parking lots (site acquisition required)
 - c. Senior and Community Center - approximately 8,400 square feet.

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III. COMMUNITY CENTER



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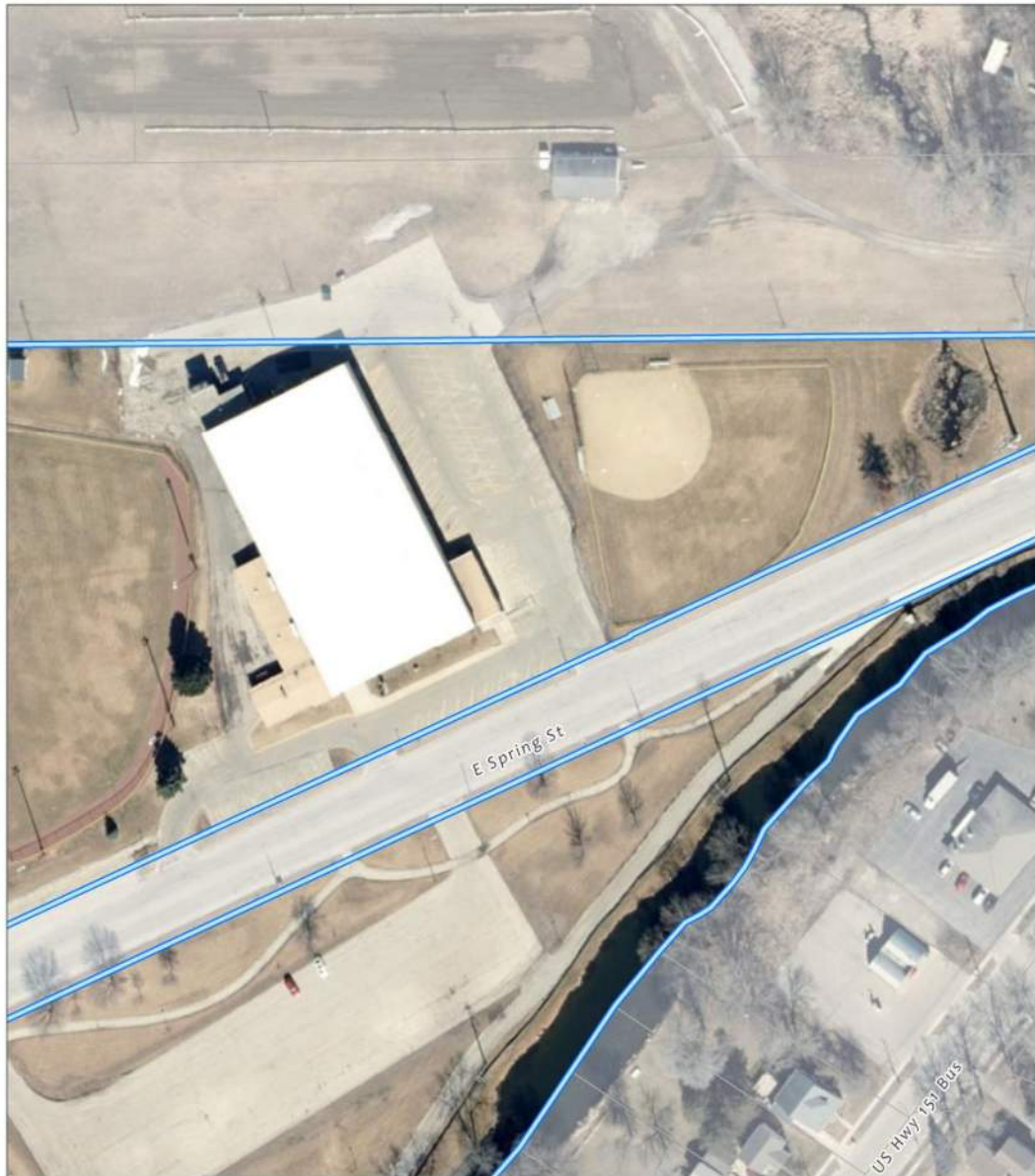
III. COMMUNITY CENTER

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The Community Center is located at 501 E. Spring Street; see site plan below:



Data Source:
Parcels: Dodge and Fox du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2015)

-  Property Boundary
-  Parcel

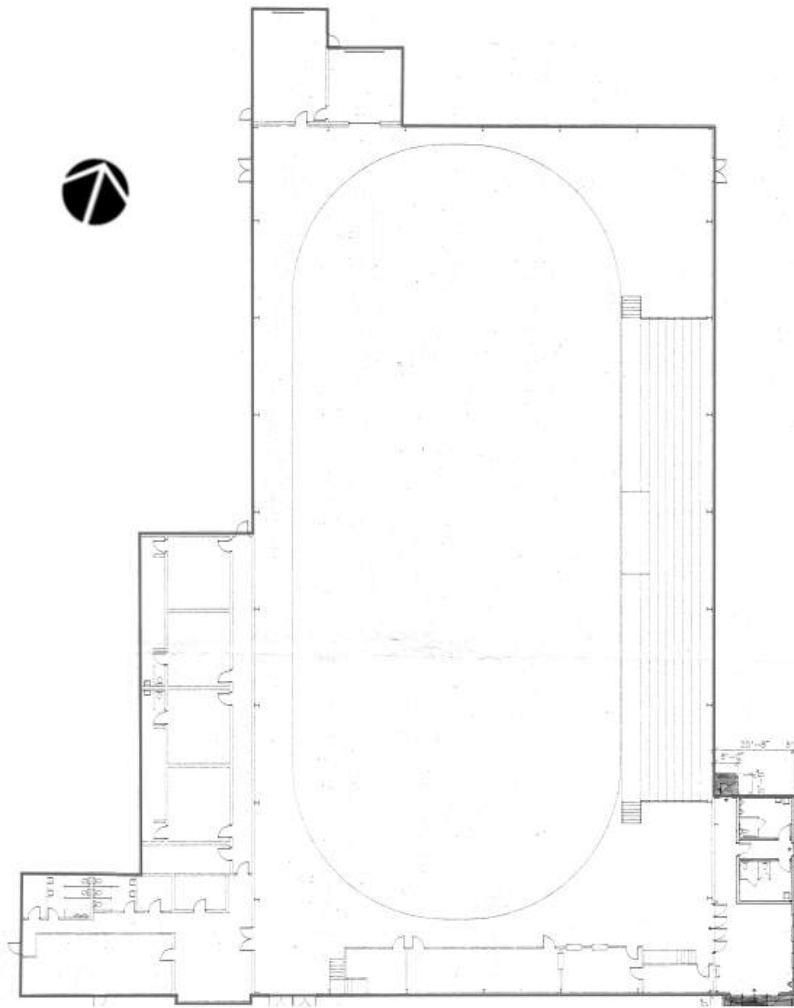
Community Center
510 E. Spring Street

Observed and recommended physical site needs are as follows:

1. The driveways and parking lot paving are in mixed condition. Some areas are newer and will require regular crack filling and seal coating. Some are aged and in time will require replacement. Seal coating, crack filling, and restriping are recommended every 4 years.
2. The east parking lot surface drains have issues. Recommended alterations to improve the issues would be to incorporate internal storm drains.
3. The accessible ramp system and railings have maintenance challenges and could be omitted if the lot was regraded. The added storm system listed in the previous comment would accommodate the lot regrading.

Building

The Community Center was built in 1975 with an easterly addition in 1995. The building is a metal building with some masonry exterior walls. The Waupun Hockey Association operates the facility throughout much of the year. The Association is responsible for the hockey associated aspects of the facility such as the refrigerated floor system and Zamboni. The existing building floor plans are below:



Recent improvement included an upgraded electrical service and fire detection/alarm system. An upcoming project by the hockey association is the development of an added team locker room within the existing facility.

Observed and recommended physical building needs are as follows:

1. The roofing is newer but requires regular monitoring, maintenance and eventually replacement.
2. The lower walls are exposed single wythe concrete masonry units (CMU) with a newer coat of paint. There are some areas with issues:
 - a. Limited areas where the paint is flaking off the wall in large pieces and small pieces. Some limited locations are also bubbling.
 - b. At the northwest side of the building, there are areas with stepped cracking and some with vertical cracking.
 - c. These conditions are likely the result of water infiltration into the masonry wall and deteriorating the wall during the freeze-thaw cycle. This sort of condition would compromise the longevity of the wall. Painted single wythe CMU walls are notorious for such conditions in this climate. Often a solution to this condition is to cover the masonry with a cladding (siding or similar) in order to prohibit the water from penetrating the CMU, and no longer require reliance on a painted finish.
3. The east building area with a lowered roof height pitches east, and drains roof water down the face of the wall contributing to the item above. Clad the wall and also possibly add a continuous gutter to collect the roof water.
4. At the west wall there is a surface mounted conduit leading to a large surface mounted junction box. An adjacent conduit joint is open and wire is exposed.
5. Exterior Metal Painting
 - a. Gas piping at the service is rusting and requires preparation and repainting.
 - b. The steel frame that supports the overhead condensers at the north end of the facility appears to need preparation and repainting to inhibit corrosion.
 - c. The railings at the southeast ramp require painting.
6. The hockey association has communicated that the refrigerated floor piping may be nearing the end of its life expectancy. The replacement of the floor and associated system could cost upwards of 1 million dollars. Any such costs are the responsibility of the Association.
7. There are accessibility needs in the facility that include accessible parking and accessible restrooms. See Appendix C for Accessibility Transition Plan.

B. Functional Needs Assessment

Site

There were no functional needs identified on the site.

Building

Though the facility is named Community Center, it serves primarily as an indoor hockey arena and serves this function approximately 8 months out of the year. The Waupun Hockey Association operates the facility throughout much of the year. In the off-season, the facility can and is used for other community activities such as the very successful annual Truck-n-Show and the Celebrate Waupun Festival. The large arena space is not air-conditioned and not highly utilized in the off-season.

There is a minor remodeling project in the planning phase that will soon be implemented to accommodate another hockey team by adding another locker room. There were no other functional needs identified on the site.

C. Strategic Approach

There are no particular functional needs identified for the hockey related use. Ideally, the facility would be used more in the off-season. Associated considerations are recommended.

Implement identified maintenance improvements and perform regular maintenance.

There is an option to relocate the Senior Center and expanded Community Center functions to this site as an expansion and remodeling project. Reference the Senior Center portion of this report for further description and diagrams for this option.

IV. FAMILY AQUATIC CENTER



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IV. FAMILY AQUATIC CENTER

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items is included in Appendix A with an associated timetable and ballpark costs.

Site

The Family Aquatic Center opened in 2014 and is located at 701 County Park Road; see site plan below:



Data Source:
Parcels: Dodge and Fox du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2015)

-  Property Boundary
-  Parcel

Family Aquatic Center
701 County Park Rd

The site has experienced a parking shortage, and a parking lot to the north was added in 2018 to accommodate this need.

There are limited physical needs for the 4-year old facility. Observed and recommended site physical needs are as follows:

1. The driveways and parking lot paving are new and in good condition. However, in time they will require regular crack filling and seal coating. Seal coating, crack filling, and restriping are recommended after approximately 4 years and every 4 years thereafter.
2. General ongoing maintenance needed with the monitoring and replacement of sealant joints at the pool deck.
3. The concrete pool has a painted finish and will require regular repainting. Consider adding an epoxy aggregate pool. A study will be needed to determine the impact to the existing swim lanes, details for the termination of the new finish, and the estimated cost to allow fiscal consideration if this makes sense for the City. If desired, this would logically occur in a given year when the pool requires repainting.
4. An ongoing maintenance program to service the pool equipment:
 - a. Service pumps on a rotating basis annually to keep them functioning well.
 - b. Service other pool equipment regularly.

Building

There are limited physical needs for the 4-year old facility.

Observed and recommended building physical needs are as follows:

1. The gutters on the east side of the roof are bent and mis-shaped, but appear to be functional. They are at risk of being tore off from sliding ice and snow on the metal standing seam roof. Install additional ice and snow rails for the length of the gutters.
2. The exposed accent wood beams and decking will require regular preparation and staining.
3. Trash enclosure and building screen walls with cast stone caps, and such flat cap conditions are critical to keep water out of the masonry wall below:
 - a. Some caps are loose and require adhesion back in place.
 - b. Flashing under the cap was not observed and this makes the sealant at all joints even more critical. Sealant is recommended for all butt joints in the flat caps as well as the bed joint between the cap and the wall below.
4. General ongoing maintenance needed with the monitoring and replacement of sealant joints at the masonry building walls.
5. The buildings HVAC has apparent heating and cooling issues at times.

B. Functional Needs Assessment

Site

The outdoor aquatic facility features zero depth entry, two water slides, a kiddie slide, water geysers and fountains, a lap pool area, and two diving boards. The aquatic center is open seasonally and offers swim lessons, water aerobics, lap swim, swim team, open

swim and more. The YMCA of Dodge County in collaboration with the City of Waupun will be providing lifeguard management of the Waupun Family Aquatic Center.

At the Pool, there is a possible desire to add a climbing wall feature at the deep area. This may require the removal of a diving board to achieve proper clearances.

No other functional site/pool needs are identified at this time.

Building

The site includes an Admissions/Bathhouse with a concession stand. There is a freestanding pool equipment building. There is a shelter on the grounds that can be rented for private use.

There is an apparent lack of a staff break room/area and a conflict with barefoot staff in the concessions area.

No other functional building needs are identified at this time.

C. Strategic Approach

Implement wall cap improvements and perform regular maintenance.

Pool improvements will require consideration by an aquatics designer.

1. Consider adding a new pool finish to avoid regular repainting.
2. Consider the feasibility of adding a climbing wall feature to increase user-ship and patron experience.

No other short or long-term functional improvements are identified at this time.

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V. LIBRARY



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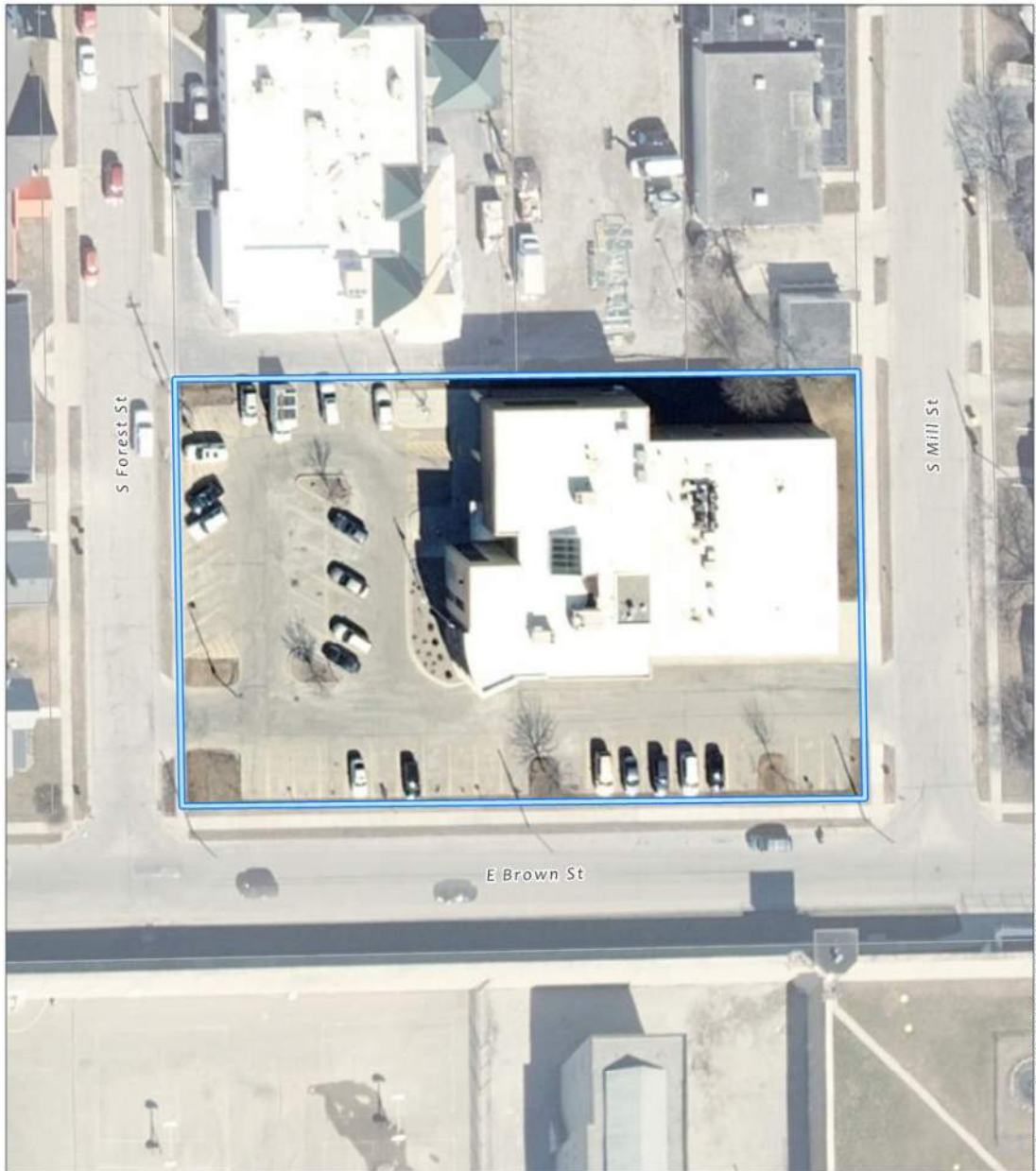
V. LIBRARY

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items is included in Appendix A with an associated timetable and ballpark costs.

Site

The Library is located at 123 S. Forest Street, see site plan below:



Data Sources:
Parcels: Dodge and Fon du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2015)

-  Property Boundary
-  Parcel

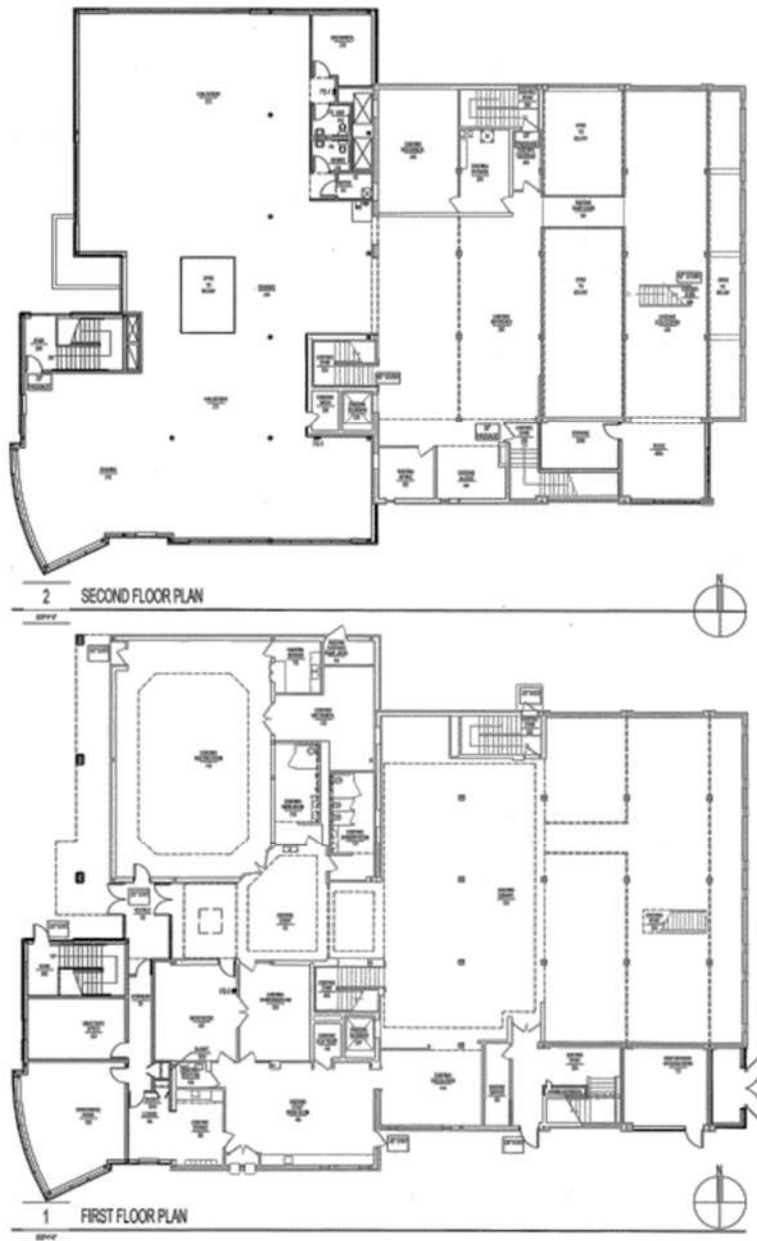
Library
123 S. Forest Street

Observed and recommended physical site needs are as follows:

1. The driveways and parking lot paving are aged and have some cracking. They require regular crack filling and seal coating. Seal coating, crack filling and restriping is recommended every 4 years.
2. At the main entrance, the roof canopy drips water on the sidewalk by design since it has no internal drainage or down spout provisions. The sidewalk is relatively flat, water ponds, and ices up in the winter. Solutions to this condition should be considered.

Building

The existing floor plans are below:



The facility was originally built in 1968 and has been expanded and remodeled in the past 10 years. The facility is well maintained and in good condition. Observed and recommended physical building needs are as follows:

1. General ongoing maintenance needed with the monitoring and replacement of sealant joints in the building.
2. The roofing is newer but requires regular monitoring, maintenance and eventually replacement in the long-term.
3. The gas piping on the exterior is rusting and requires preparation and painting.
4. The exterior stone building veneer is soiled and dirty; cleaning is recommended.
5. There are some older furnaces that will require replacement in the near future.
6. Carpet replacement at the Children's area is needed in the near future.

B. Functional Needs Assessment

Site

No functional site needs are identified at this time.

Building

The children's summer programming could use a larger space for gathering. If the City Auditorium was air-conditioned, it could serve this need.

No other functional building needs are identified at this time.

C. Strategic Approach

This library independently monitors and budgets for short-term and long-term facility needs. The City may consider adding these forecasting efforts to their capital improvement planning.

The library would like to use the nearby City Auditorium to hold children's summer programming (and potentially other auxiliary programs) when their program room is not large enough. To allow for this the auditorium requires air conditioning.

A solution to the drainage issue at the main entrance should be identified and implemented.

No other short or long-term improvements are identified at this time.

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VI. MUSEUM AND HISTORICAL SOCIETY



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VI. MUSEUM AND HISTORICAL SOCIETY

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The Museum and Historical Society is located at 22 S. Madison Street; see site plan below:



Data Source:
Aerials: Dodge and Fox du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2015)

-  Property Boundary
-  Parcel

Museum & Historical
22 S. Madison Street

Landscape bed edging is loose and dislodged at some areas.

No other particular observations and/or recommended site physical needs are identified.

Building

This building was construction for the Waupun Public Library in 1905. This building is a Carnegie Library and is on the National Register of Historic Places as of September 4, 1979. Observed and recommended building physical needs are as follows:

1. Masonry Exterior: The exterior stone masonry walls overall seem to be in good condition.
 - a. Some limited general wall areas require tuck-pointing and/or sealant. This will be an ongoing need based on the age and nature of the building.
 - b. There are areas above the main entry door transom windows and the round feature window above that have signs of water intrusion and deterioration, efflorescence and cracked mortar joints. Repair masonry joints, stone and flashing as needed to address the condition.
 - c. At the main entry the missing wall fixtures should be reinstalled or the stone opening filled with sealant to avoid moisture infiltration into the wall.
 - d. General ongoing maintenance needed with the monitoring and replacement of sealant joints.
2. The historic wood windows and doors are in reasonable condition, but ongoing filling and painting will be needed to maintain them.
3. The roof on the north end of the west wall appears to have had the overhanging roof sheathing boards replaced, but the exposed raw wood boards require preparation and painting.
4. The west wall mounted air conditioning condenser racks are rusty and require preparation and painting.
5. The west service door is recessed four steps below grade. The concrete lower stair landing is cracked and requires replacement. Based on City observation this recessed below grade landing has not contributed to water infiltration into the building. A drain could be added to the area if desired.
6. Boiler is aged and requires monitoring and planning for future replacement.

B. Functional Needs Assessment

Site

There are accessibility issues identified in Exhibit C. No other functional needs identified.

Building

There are accessibility issues identified in Exhibit C. No other functional needs identified.

C. Strategic Approach

Continue ongoing maintenance and use of this historic structure.

VII. PUBLIC WORKS FACILITY



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VII. PUBLIC WORKS FACILITY

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The Public Works Facility is located at 701 County Park Road. The existing site improvements are in reasonable condition; see site plan below:



Data Sources:
Parcels: Dodge and Fort du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2015)

- Property Boundary
- Parcel

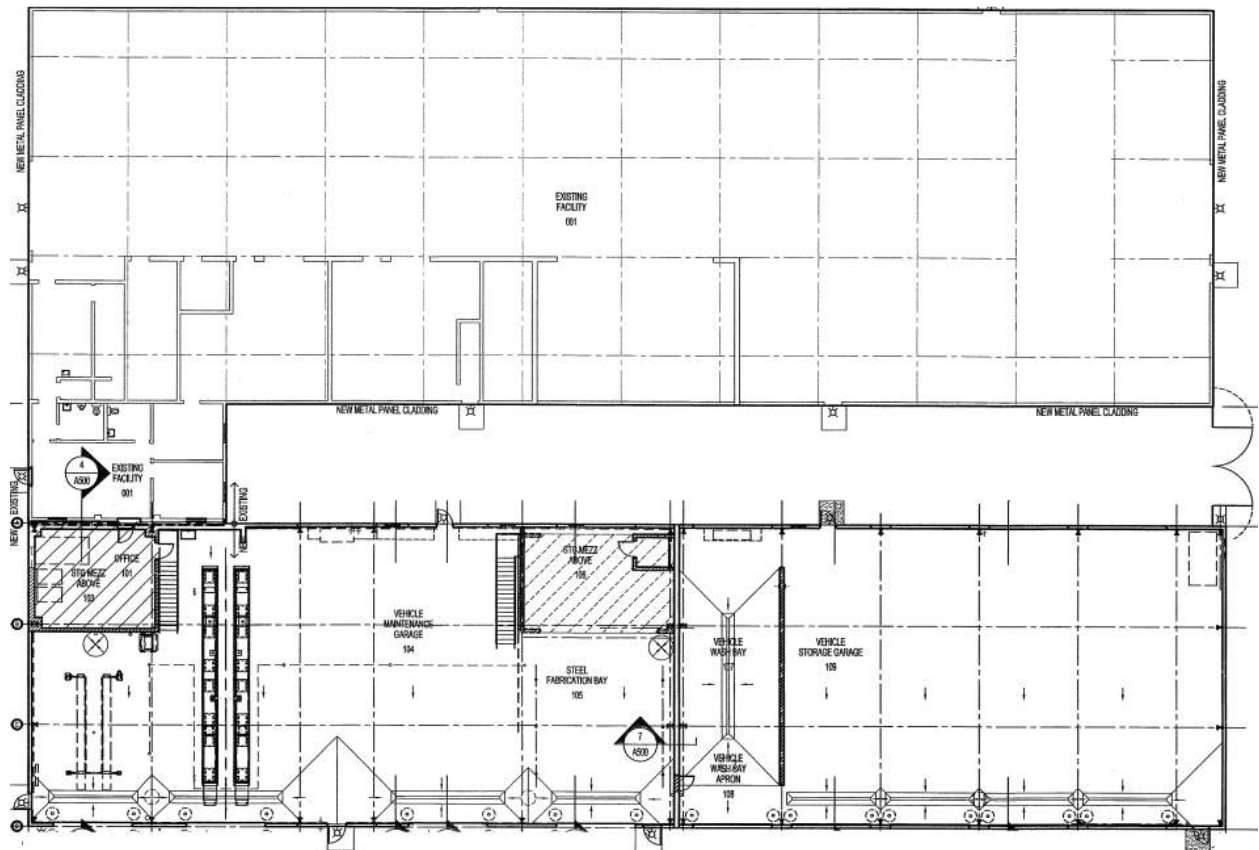
Public Works Facility
903 N. Madison Street

Observed and recommended site physical needs are as follows:

1. The driveways and parking lot paving are in varied conditions. Some are aged and have extensive cracking or have had the paving removed. Pavement replacement is recommended for some areas. Overall, the driveways and parking lot will require regular crack filling and seal coating. Seal coating, crack filling and restriping is recommended every 4 years.
2. Widened main entry drive with new culvert and wider gate is needed.

Building

The existing floor plan is below:



Observed and recommended building physical needs are as follows:

1. General ongoing maintenance needed with the monitoring and replacement of sealant joints in the building.
2. The original shop has roofing improvements needs.

B. Functional Needs Assessment

Site

Identified functional site needs are as follows:

1. The main salt shed has limited head room, is too small and is in an area that limits future building expansion. Provide a new 30' x 40' x 16' tall salt shed with an approximate 400 ton capacity. Final size to be verified.
2. Long term it would be ideal to acquire the westerly property that is intervening between the facility and North Madison Street.

Building

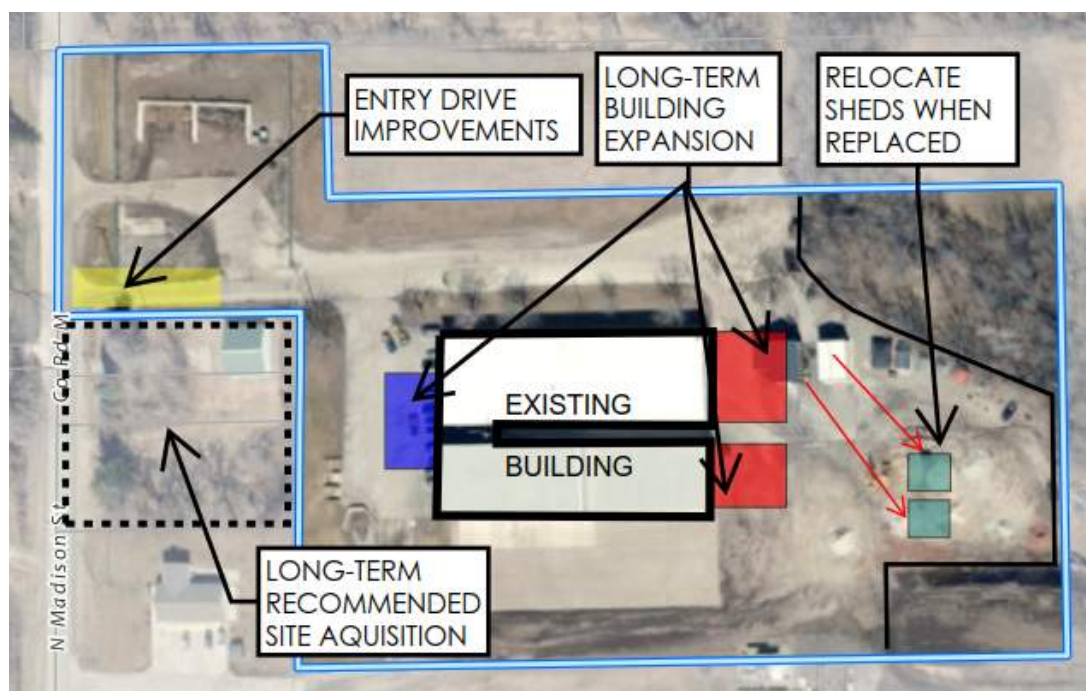
The existing facilities expansion needs are not expected for at least the next 10 years. Long-term expansion needs for the building could be as follows:

1. Potential easterly expansion of the equipment/vehicle storage/services areas.
2. Potential westerly expansion for an entrance, office/staff areas and proper accessibility public and accommodations.

C. Strategic Facility Plan

The overall facility is well suited for long-term use. Site needs include replacing the City salt shed. Relocation will also better allow for long-term building expansion.

There are not immediate central building space needs. Site master planning should be performed to allow for long-term easterly expansion of both equipment storage wings. Acquisition of the intervening property to the west is recommended in order to secure all lands in proximity to the facility and best allow for a central Office/Staff addition to the east.



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VIII. SAFETY BUILDING



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VIII. SAFETY BUILDING

A. Physical Needs Assessment



NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The Safety Building (Fire & Police) is located at 16 E. Main Street; see site plan below:



Data Source:
 Parcels: Dodge and Fox du Lac Counties
 Road Names: US Census
 Aerial: Fond du Lac County (2015)

 Property Boundary
 Parcel

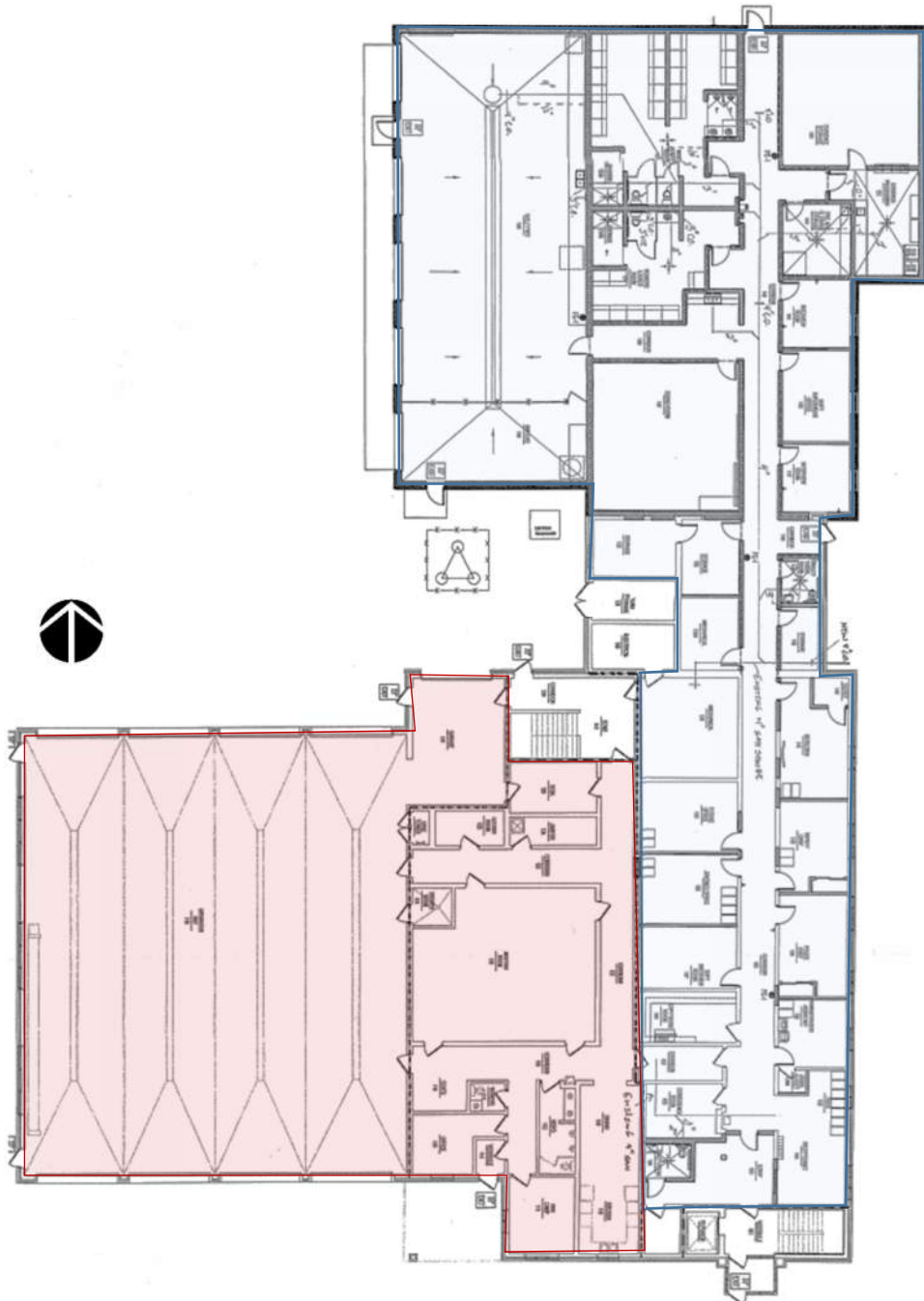
Safety Building
 16 E. Main Street

Observed and recommended site physical needs are as follows:

1. A few sections of curb are cracked/chipped and require repair.
2. The driveways and parking lot paving have some cracking and in the near future will require regular crack filling and seal coating. Seal coating, crack filling and restriping is recommended every 4 years.

Building

The existing main ground floor plan is below with police and fire department areas:



Observed and recommended building physical needs are as follows:

1. General ongoing maintenance needed with the monitoring and replacement of sealant joints in the building.
2. The North & South EIFS gable wall finish above fire garage is soiled and requires cleaning and possible recoating.
3. On the east wall, the gas piping is rusting, prepare and repaint.
4. On the east wall, one sheet metal windowsill cap had fallen off.
5. On the east wall, rigid foundation insulation is exposed to sunlight; cut down and or cover with landscaping stone.
6. Accessibly barriers exist at the main entry to the Police Station and other limited areas; see **Appendix C** for the Accessibility Transition Plan.
7. There is a need for a fiber data connection to the facility.
8. Fire Department
 - a. Floor and floor coating at fire apparatus bays are cracking/spalling in some areas.
 - b. Exterior concrete apparatus bay aprons are chipping at some locations.
 - c. HVAC
 - i. Some furnaces are aged and will be in need of replacement in the near future.
 - ii. Heating in the front office areas is inconsistent resulting in cold offices. There is also a perceived staff need for additional fresh air.
9. Police Department
 - a. The water heater and associated piping is not functioning in a manner to provide hot water to the garage.

B. Functional Needs Assessment

The Police and Fire Department occupy the facility in separate portions of the main floor and basement. Also in the basement are some shared areas for training and fitness.

Site

Parking is adequate, but if expansion is undertaken, added parking will be needed.

Building

General

1. The training room serves the basic need, but a larger room would be more effective to allow better and more varied use.
2. The fitness area is too small and open to other areas of the basement. It is not adequate to accommodate the users and the desired equipment. A modification is under consideration to move the training room wall 6 feet to enlarge the fitness area.

Fire Department

1. There are discussions about the possible creation of a regional fire district and the impact of such is not known, but could impact facility needs.
2. Staff shower accommodations are desired. One suggested solution is to develop one or two single occupant shower/changing rooms.
3. Dedicated Locker Room areas are needed for men and women.
4. Apparatus Bays:
 - a. The equipment/vehicles currently fill all the bays. EMS Trailer and Spill Trailer are currently stored offsite. Thus, a fire bay expansion should be planned for.

- b. The existing 12' high doors are an ongoing limitation to equipment.
- c. Fourteen feet is the recommended garage door height.

Police Department

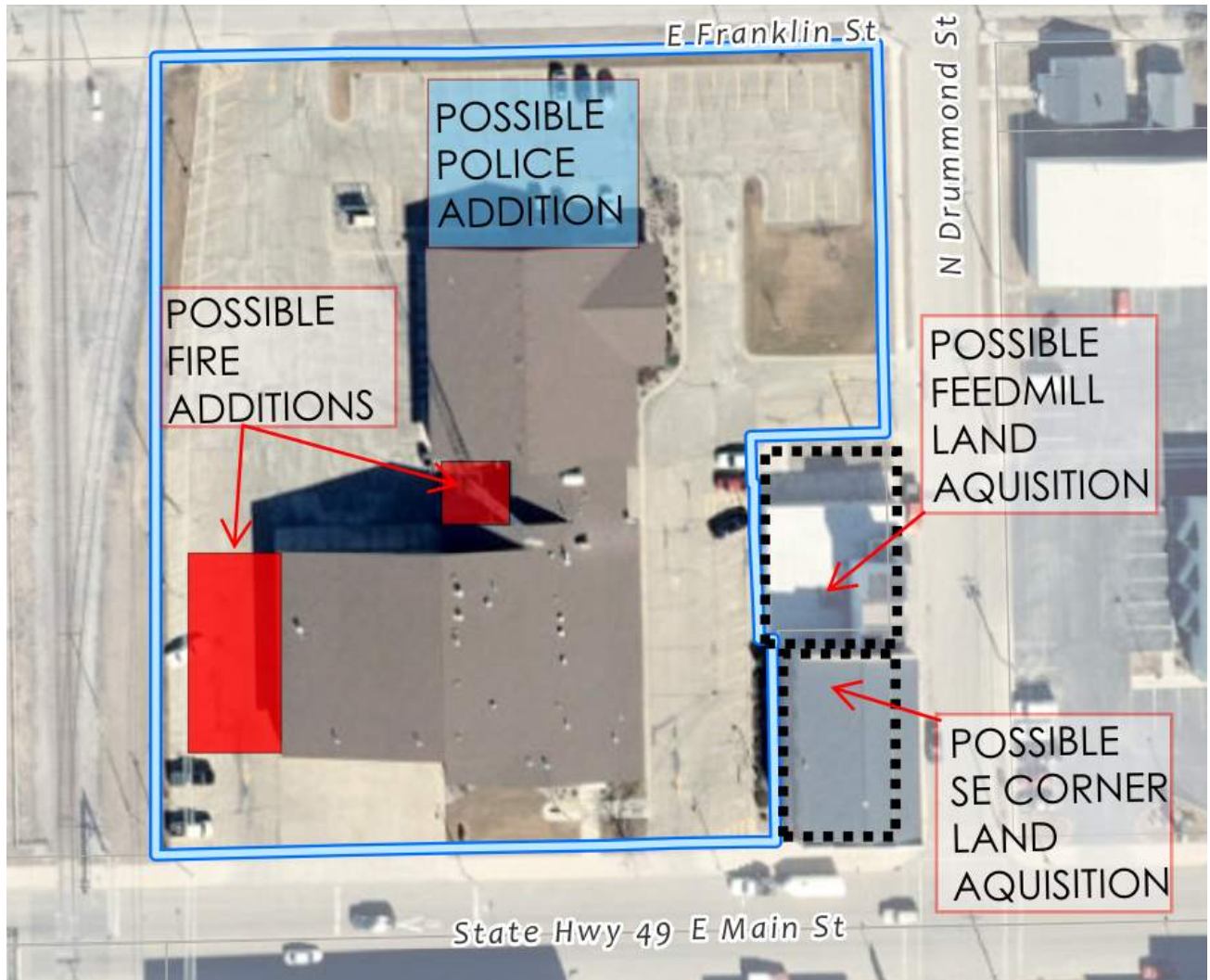
- 1. The sally port garage stall for suspect processing is configured in a manner that is blocked by other vehicles. A possible expansion to create a dedicated drive through sally port would be ideal.
- 2. A dedicated tactile training room with padded walls is desired, and retrofit of an existing room is under consideration.
- 3. An onsite freestanding cold storage building would bring items in proximity to the facility for better observation and access.

C. Strategic Approach

The facility is in good condition and has seen recent expansion. It is expected the facility will serve the community for some time to come. The building design is conducive to limited expansion as needed. However, the site accommodations are limited since the facility takes up most of the block. There are two remaining privately held parcels to the southeast. It is advisable to acquire these parcels when available to accommodate on site building expansion with areas for parking, storm water, or a possible cold storage building. It is understood that the feed mill parcel may be available in the near future. See the feed mill picture and site diagram below:



The most immediate expansion need may be for the Fire Department and possible the Police Department Sally Port. Land acquisitions to the southeast will facilitate such expansion.



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IX. SENIOR CENTER



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IX. SENIOR CENTER

A. Physical Needs Assessment

NOTE: Physical needs are items associated with the condition of the facilities buildings and grounds. General observations and comments are listed below. A more extensive listing of specific items are included in Appendix A with an associated timetable and ballpark costs.

Site

The Senior Center is located at 301 E. Main Street; see site plan below:



Data Sources:
Parcels: Dodge and Fox du Lac Counties
Road Names: US Census
Aerial: Fond du Lac County (2013)

- Property Boundary
- Parcel

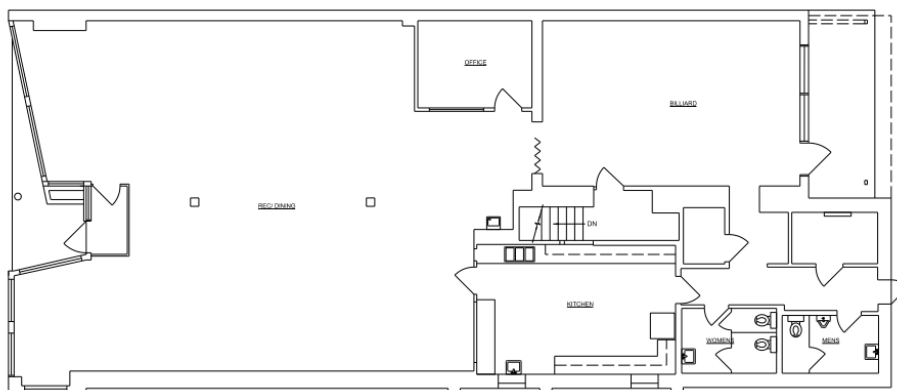
Senior Center
301 E. Main Street

Observed and recommended site physical needs are as follows:

1. The rear alley concrete sidewalk apron and paving is cracked extensively with signs of sub-base failure, particularly around the storm water catch basin. At least partial pavement replacement is recommended in the near future. The overall driveways and parking lot require regular crack filling and seal coating. Seal coating, crack filling and restriping is recommended every 4 years.

Building

The building was renovated into a Senior Center/Community Room in 1988. The downtown building was remodeled to abandon the upstairs areas in order to satisfy use as an assembly area and those areas remain vacant. The facility has 3,800 gross square feet. This area total includes 200 square feet of the basement to account for mechanical space. There is a basement area not used by the public, and has exposed stone rubble foundation walls and low headroom. The area is utilized for mechanicals and minimal storage. The building has masonry parameter walls and wood framed floor and roof structures. The existing building floor plan is below:



Physical accessibility barriers exist. Reference the MSA Accessibility Study and Transition Plan from 2014.

In 2015 building was studied for a potential remodeling project to address known accessibility barriers, the proposed work included a complete restroom remodel and work to both entrances. There remained accessibility challenges at both entrances due to step slopes, and the City did not pursue a remodeling project at that time.

Observed and recommended building physical needs are as follows:

1. The exterior walls have areas of deterioration.
 - a. Street level exposed aggregate wall panels have areas that the finish has fallen off to expose plywood substrate.
 - b. Mortar joints are cracked and/or have loose mortar in some locations.
 - c. Many brick faces are popping off. The probable cause is water infiltration combined with the inside face of the exterior walls being insulated as part of the remodeling and thus the wall being allowed to more thoroughly freeze.
 - d. The painted stone window sills are peeling.
 - e. Wood door frames and trim require repair and painting.
 - f. General ongoing maintenance needed with the monitoring and replacement of exterior sealant joints.

B. Functional Needs Assessment

Site

1. The shared downtown parking lot is not adequate at times.
2. The drop off areas and accessible routes into the building are too steep.

Building

The facility primarily accommodates senior citizen programming, but also is available as a rentable community room for use by all. The facility includes a multi-purpose room, billiards room, kitchen, and restrooms.

The Senior Center is open to all seniors. Anyone over age 50 or married to someone over 50. The facility is open for this purpose Monday through Friday, 7:30 a.m. - 4:00 p.m.

Though the facility is called a Senior Center it is being used by various user groups; it functions more like a traditional community center. Thus we refer to the facility as Senior Center/Community Center.

The existing accommodated functions include:

1. Program Director Office
2. County senior noon meal program
3. Senior gatherings/programming
4. Senior lounge
5. Community gatherings/programming
6. Aerobics/Yoga/Fitness/Dances
7. Movies
8. Billiards/Cards/Games
9. Health screening

On a related note; the City of Waupun is one of three communities around the state to be selected for the Healthy Aging in Rural Towns planning grant. As baby boomers age, communities around the country are starting to look at the issue of aging in place and how community design and service delivery play a role in helping individuals remain independent within their communities over a lifetime.

This project is the result of a collaborative effort between SSM Dean Health and the City of Waupun. The goal of this grant is to help develop a plan that will prepare our community to support the wellbeing of older adults and their caregivers, with the primary goal of helping individuals age in place and maintain some level of independence in a residence of their choosing.

Because of this collaborative effort, the Waupun Community Coalition on Aging was recently formed. The Coalition is comprised of a diverse set of community stakeholders and the grant award will bring outside experts in to help our community assess needs and formulate a strategy that will lay the foundation for a healthy future.

The existing facility site is not large enough to accommodate the needs of the desired program. Below is a space needs program that summarizes the approximate space needs.

General Space Needs Program	
Waupun Senior/Community	
Room Name	Proposed
Entry/Lobby	500
Restrooms	400
Lounge/Social/Computer Area	400
Small Meeting Room (Conference)	200
Program Room (sub-dividable)	2,200
Support Kitchen	250
Multi-Purpose Room (Fitness)	800
Table and Chair Storage	400
Program/P&R Storage	450
Administrative/Support Office/Health Room	500
Mechanical/Elect/Custodial Space	600
Unassigned (circulation/interstitial) 25%	1,600
Total	8,300 sq. ft.

Program Notes:

1. *This is a very preliminary space projection. The exact space needed should be determined as part of a preliminary design study for the proposed facility. Thus the facility size and resulting budget is very tentative.*
2. *Provide a drop off drive area and a parking lot that is proportionate to the facility. The exact parking stall count is subjective, but a minimum of 60 stalls are recommended.*
3. *Site accommodation should ideally provide for long-term future expansion. For planning purposes, the site area and facility should accommodate a minimum 3,000 square feet expansion area.*
4. *A dedicated billiards room is not listed and if desired add 500 square feet.*

C. Strategic Approach

There are functional space needs for this facility in terms of some deficiencies in serving seniors and the general community center functions. Based on the physical, functional, site limitations and deficiencies of the existing facility, a remodeling/expansion at this location is not a feasible alternative.

There is also an opportunity for partial grant funding to support this need. For senior centers and regardless of the City's low to moderate income levels, the Community Development Block Grant (CDBG) is available on a competitive basis for up to a \$500,000 of match towards the total project cost, including furnishings and fees.

Relocation is recommended to accommodate the needs of the facility. This may entail an adaptive re-use of an existing facility that the City acquires, expansion to an existing City facility, or building new at a different site. These alternatives are summarized below with the most effective solution expected to be an addition to the existing Community Center (Hockey Arena).

Adaptive Re-Use Alternative

Adaptive re-use projects offer the repurposing of existing structures, but can often require extensive demolition and remodeling to accommodate a code compliant public assembly space such as a community center. Such efforts can be relatively expensive and require adding a proper entrance and restroom accommodations. Therefore, unless the existing facility is ideal with a site that is large enough with a building of proper volume for the larger gathering spaces, mechanical systems in good condition, and a proper exterior envelope, adaptive reuse may not be practical compared to building new or adding onto an existing facility as an effective long-term solution.

A series of existing facilities with potential for adaptive reuse were identified by the City and were toured and/or considered. If any of these sites are deemed as desirable by the City a more in depth review and conceptual design will be the next step to evaluate them. The facilities are as follows:

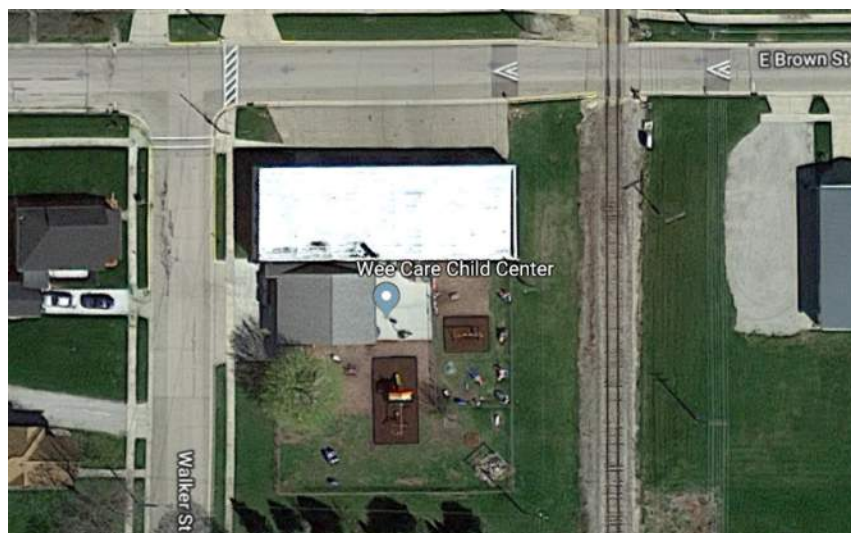
- 1) Former Christian School (Laird Building owned by the Historical Society) located at 520 McKinley Street. This facility may be available for adaptive re-use. The 17,000 square foot building was originally constructed in 1948, and has seen numerous additions with varied construction and floor levels. Due to building condition and configuration, it is not recommended for remodeling to serve as a Senior Center/Community. Since this parcel is in an established area of the City, there is unique potential for the parcel of land after the removal of the existing structure. Among potential uses are commercial, multi-family or even possible municipal park space. One associated idea could help facilitate the land locked Waupun Memorial Hospital by making existing West End Park lands available for their use, and construction a new West End Park on this former school site. See the site image below:



- 2) A replacement facility is under construction for the existing Christian Home located at 331 Bly Street. Therefore, this facility may be available for adaptive re-use. The facility has a site foot print area of approximately 50,000 square feet. The multi-level facility has seen multiple additions. The newest west wing has a second floor and basement level. The gross facility floor area is approximately 75,000 square feet. The scale and nature of this facility does not seem to meet the needs of adaptive reuse. Non-City adaptive reuses may include housing and geriatric detention housing. See the site image below:



- 3) Existing Wee Care Child Center building property located at 1 W. Brown St., which is approximately a 6,000 square foot building. This facility may be available for adaptive re-use. There is minimal existing onsite parking. The existing playground and green space to the south/rear could accommodate an approximate 36-car parking lot. The scale and nature of this facility does not seem to meet the needs of adaptive reuse. See the site image below:



Remodel/Expansion to an Existing City Facility Alternative

Relocate the facility to another building as an addition. There are two logical opportunities for expansion to the existing City facilities based on their current use. The related functionality of these facilities motivates these opportunities and would serve to energize their underutilization. One is to integrate the senior center into the City Hall/Auditorium Facility since the Auditorium level is underutilized and the Auditorium and associate spaces would companion nicely to a Senior /Community Center. The other opportunity is to add the Senior /Community Center spaces to the existing Waupun Community Center (hockey building).

The City Hall and Auditorium area facility have similar functions at the auditorium level. However, the existing facility may be challenging to expand based on its arrangement and site limitations. In addition, to accommodate the expansion it will require acquiring multiple neighboring homes and removing them and that may be relatively costly.

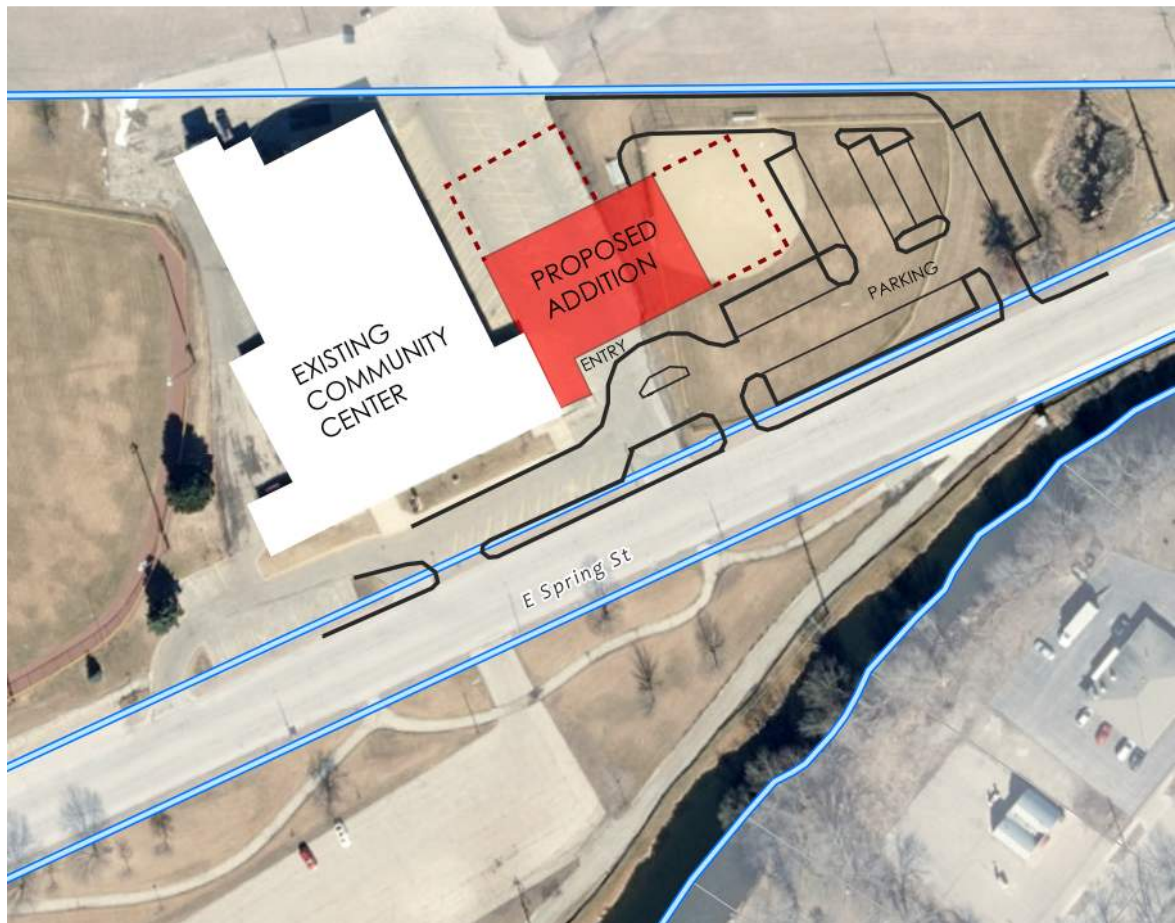
The addition itself could be two stories with an open lobby/stair and new elevator. There could also be a one-story addition that connects to the existing City Hall entrance. The Senior/Community Center spaces would be split between floors, but allow for better use of existing auditorium level rooms. This approach could be coupled with the proposed HVAC/Electrical updates to the facility and foster better use of the auditorium level as well. The new ventilation and air condition equipment could possibly be located in the addition as well. See the site concept below for one approach to this option.

See the site image/diagram below:



The existing Community Center (hockey arena) facility also allows such an expansion to accommodate the Senior/Community Center function. There is adequate site space if the auxiliary easterly ballfield is eliminated. Since the existing hockey facility is already called a Community Center and this facility need is for a Senior/Community Center this is very logical merging of facilities. The setting is pleasant, offers connectivity to pedestrian trails, park space, and overlooks the south branch of the Rock River. This site provides better parking and allows for a smaller single story building addition.

Possibly an easterly entrance and parking area could serve all well. These two facilities could interrelate well to better utilize the hockey building in the off seasons, as well as support hockey and other indoor events in the existing large hockey space. See the site concept below for one approach to this option. See the site image/diagram below:



New Construction Alternative

The final option is to find a new site and build all new. The potential budget below may generally apply to various alternatives with the expansion to existing City facilities or building all new as qualified below.

Preliminary New or Addition Rough Magnitude Budget	
Waupun Senior/Community Center	
	Projected Costs
Total Construction Cost	
Construction Cost (Building): 8,300 sf @ \$240 sf	\$2,000,000
Budget Allowances	
Site Development:	\$160,000
Computers/Phone System/Security/Equipment/Appliances/Misc.:	\$100,000
Furnishings:	\$100,000
Sub Total with 10% Contingency	\$2,600,000
Approximate Soft Costs	
CDBG Grant Application & Administration	\$40,000
Architectural and Engineering Services, State Plan Review Fees, Printing and mailing Plans and Specs, Site Survey, Geotechnical Borings and Report, furniture procurement.	\$180,000
APPROXIMATE TOTAL PROJECT	\$3,000,000
Other Costs (not included)	
Land Acquisition (if needed)	TBD
Building/Structure/House Removal (if needed)	TBD

Budget Notes:

1. Final facility programming will be needed as part of a preliminary design to determine the actual project size. Therefore, this budget is very preliminary in nature.
2. Cost listed is for 2019 construction. The number can tentatively be inflated by 3% per year after that.
3. Add 10-25% if the potential City Hall & Auditorium location is used.

There are two likely preliminary scenarios that address the major physical and space needs at the City Hall/Auditorium and the Senior Center that can be summarized as follows:

SCENARIO A - Two Separate Projects (at separate sites)

1. City Hall/Auditorium Renovation
 - a. HVAC & Electrical Upgrades
 - b. Accessibility Upgrades
 - c. West Entry Grade Level Improvements
 - d. City Administration Improvements
 - e. North Monumental Stair
2. Senior/Community Center Project
 - a. Scenario A.1 - A new standalone building or;
 - b. Scenario A.2 - Easterly expansion to the existing Community Center (hockey building)
 - c. Approximately 8,000-10,000 square feet.

SCENARIO B - Single Project (*all at City Hall site*)

1. City Hall/Auditorium
 - a. HVAC & Electrical Upgrades
 - b. Accessibility Upgrades
 - c. West Entry Improvements
 - d. City Administration Improvements
 - e. North Monumental Stair
 - f. Remodeling to integrate the Senior/Community Center/Lobby addition(s)

2. City Hall Addition
 - a. New grade level entry with lobby/elevator
 - b. New drop-off and parking lots (site acquisition required)
 - c. Senior and Community Center - approximately 8,400 square feet

APPENDIX A

Facility Physical Needs Summary

Note:

This draft summary is intended to be updated on an ongoing basis by the City and utilized as a tool to project and track facility needs. The following spreadsheet was provided by the City and tentatively updated by MSA as part of this study. Thus, this is a living document/current draft pending further City review and development. All costs listed are ballpark preliminary, and will require further study and/or bidding to finalize. All dates listed are tentative, pending further City and approval.

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City of Waupun Physical Physical Needs Summary

City Hall - 201 E. Main St. Year Built: 1928											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Boiler	City Hall	1	1980	Apr-79	Center of Basement Room	GO-713-FDA-SU	7FDA-1979	Peerless		2021	*
Burner for Boiler	City Hall	1	1980	Apr-79	Connected to west side of boiler	R8.2-GO-07	R671708	Peerless		2021	*
AC	City Hall	1		Jan-88	Center of Room 101	40RR-024---020--	P896553	Carrier		2021	*
Condenser	City Hall	1		Jul-00	Outside - SE Corner of Building	06ET 250-360	3000ME1240	Carrier		2021	*
Water Heater (A)	City Hall	1			Northeast corner of basement room	RP-82-2	RUO17201928	Ruud (Pacemaker)		TBD	TBD
Water Heater (B)	City Hall	1			Under sink in Room 114	RP6P4-1	RU0188110353	Ruud (Pacemaker)		TBD	TBD
Water Heater (C)	City Hall	1			Room 121	PL40-2	RU0188110533	Rudd (Pacemaker)		TBD	TBD
Roof - Shingles	City Hall	1	2005	Jun-05	Peak of roof				30 YRS	2035	TBD
Roof - Rubber	City Hall	1	1983	Jan-83	North of Peak - Membrane				10 YRS	2020	TBD
Roof - Rubber covered w/ stone	City Hall	1	1983		East and West Wings - Membrane					2020	TBD
HVAC Replacement/Upgrade	City Hall									2020	\$800,000
HVAC - Add AC to Upper Flrs	City Hall									2020	\$460,000
Electrical Upgrades-Option 1	City Hall									2020	\$300,000
Electrical Upgrades-Option 2	City Hall									2020	\$600,000
Electrical Upgrades-Option 3	City Hall									2020	\$900,000
A/E Services HVAC/Elect	City Hall									2019	\$150,000
City Hall Remodel & Misc ADA	City Hall									2020	TBD
Accessible Restroom (s)	City Hall									2020	\$10,000 to 60,000
A/E Services Remodel	City Hall									2019	TBD
Council Chambers Improvements	City Hall									TBD	TBD
Auditorium Seating Repairs	City Hall									TBD	TBD

City of Waupun Physical Physical Needs Summary

Community Center - 510 E. Spring St. Year Built: 1975											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Dehumidification System	Comm Center	1	2009		Fenced in area north side of Comm Center.	DH-130	010372-001-001			TBD	TBD
Furnace (A)	Comm Center	1	2005	Jan-05	Old dance room	C9MPV125L20B1	A05019043	Comfort Maker	15 YRS	2020	\$8,000
Furnace (B)	Comm Center	1	2004	Jan-04	Above BlueLine Balcony	C9MPT125L20B1	A042691543	Comfort Maker	15 YRS	2019	\$8,000
Furnace (C)	Comm Center	1			Above ceiling in E addition hallway	TUX080C942B4	M35430N7G	Trane XE 90	15 YRS	TBD	\$8,000
Furnace (D)	Comm Center	1	2006	Jun-05	Roof above locker room 3 & 4	RPB200-8-5-2	EBFJ66X2N05295	Reznor	15 YRS	2021	\$8,000
Furnace (D)	Comm Center	1	2008	Aug-05	Roof above locker room 1 & 2	RPB200-8-N-2	EBHA66X2N00036	Reznor	15 YRS	2023	\$8,000
Unit Heater (A)	Comm Center	1	1990	Aug-90	South wall of zamboni room	F75	5N49337	Reznor		TBD	TBD
Unit Heater (B)	Comm Center	1			East wall of compress room	QVF-75	8919407	Sterling QV2		TBD	TBD
Radiant Heater (A)	Comm Center	1	1994		North end of Bleachers	SI (U,S) 125 N5	169237			TBD	TBD
Radiant Heater (B)	Comm Center	1	1994		North end of Bleachers	SI (U,S) 125 N5	167940			TBD	TBD
Radiant Heater (C)	Comm Center	1	1994		North end of Bleachers	SI (U,S) 125 N5	169235			TBD	TBD
Radiant Heater (D)	Comm Center	1	1994		North end of Bleachers	SI (U,S) 125 N5	169236			TBD	TBD
Radiant Heater (E)	Comm Center	1	1994		North end of Bleachers	SI (U,S) 125 N5	169234			TBD	TBD
Water Heater (A)	Comm Center	1	2007	Jul-07	South end corner Utility Room	BTR 197118	G07M004565	A.O. SMITH MASTERFIT		TBD	TBD
Water Heater (B)	Comm Center	1	2007	Nov-07	South wall of Utility Room	BTR 197118	L07M009212	A.O. SMITH MASTERFIT		TBD	TBD
Water Heater (C)	Comm Center	1	1998	Mar-98	East wall of south side compressor room	BTC 154970	MA 98 - 0706517-970	A.O. SMITH MASTERFIT		TBD	TBD
Water Heater (D)	Comm Center	1	1999	Sep-98	East wall North side Compressor Room	BTC 154970	MJ 98 - 0768602-970	A.O. SMITH MASTERFIT		TBD	TBD

City of Waupun Physical Physical Needs Summary

Water Heater (E)	Comm Center	1			Under Storage unit southwest corner of Concession stand storage room	1MP300	B1-1898	HATCO BOOSTER		TBD	TBD
Water Heater (F)	Comm Center	1		Jul-96	Ceiling of hallway between bathrooms - East side addition	ELSF 10-912	MF96-0047994-912	A.O. Smith Energy Saver		TBD	TBD
Roof - Ice Rink	Comm Center	1	2008	Jun-08						TBD	TBD
Roof - East & West	Comm Center	1	2001	Jun-01						TBD	TBD
Crack Fill and Seal Coat Parking Lot	Comm Center									TBD	TBD
Exterior Metal Painting	Comm Center									2019	TBD
Masonry wall repairs or recladding	Comm Center									TBD	TBD
East Parking Lot and Entry Ramp Improvements	Comm Center									TBD	TBD
Acessibility Improvements	Comm Center				See ADA Transtion Plan					2019	

City of Waupun Physical Physical Needs Summary

Library - 123 S. Forest St.											
Year Built:											
Addition: 1997											
Addition: 2009											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Furnace (F-1)	Library	1	2010		Room 205 First from south wall	G5IMP-36C-090-07	5910B08768	Lennox	15 YRS	2025	\$8,000
Furnace (F-2)	Library	1	2010		Room 205 Second from south wall	G5IMP-36C-090-07	5910A23451	Lennox	15 YRS	2025	\$8,000
Furnace (F-3)	Library	1	2010		Room 205 Third from south wall	G5IMP-600-135-08	5910G10016	Lennox	15 YRS	2025	\$8,000
Furnace (F-4)	Library	1	2010		Room 205 Fourth from south wall	G5IMP-600-135-08	5910G10012	Lennox	15 YRS	2025	\$8,000
Furnace (F-5)	Library	1	2010		Room 205 Fifth from south wall	G5IMP-600-135-08	5910G10023	Lennox	15 YRS	2025	\$8,000
Furnace (F-6)	Library	1	2010		Room 205 Sixth from south wall	G5IMP-600-135-08	5910G10017	Lennox	15 YRS	2025	\$8,000
Furnace (F-1)	Library	1	1997	Jul-97	East wall north side Room 115	G26Q4/5-100-3	5897G16793	LENNOX (ELITE SERIES)	15 YRS	2019	\$8,000
Furnace (F-2)	Library	1		Jul-97	East wall south side Room 115	G26Q4/5-100-3	5897G16785	LENNOX (ELITE SERIES)	15 YRS	2019	\$8,000
Furnace (F-3)	Library	1		Jul-97	Center of south wall Room 115	G26Q3/4-100-3	5897G26360	LENNOX (ELITE SERIES)	15 YRS	2019	\$8,000
Furnace (F-4)	Library	1	1997	Jul-97	Room 209	G26Q4/5-100-3	5897G16796	LENNOX (ELITE SERIES)	15 YRS	2019	\$8,000
Furnace/AC (F-11)	Library	1	2009	Dec-08	North central roof - new addition	TGA120S2BH1Y	5608M00898	Lennox	15 YRS	2024	\$8,000
Furnace/AC (F-12)	Library	1	2009	May-08	South central roof - new addition	TGA180S2BM1Y	5608E10411	Lennox	15 YRS	2024	\$8,000
Furnace/AC (F-13)	Library	1	2009	Sep-08	South central roof - new addition - west side	TGA090S2BM1Y	5608J15146	Lennox	15 YRS	2024	\$8,000
Air Conditioning Condensing Unit (C-1)	Library	1		Jan-97	Outside building - north side center - west one	HS29-653-2Y	5897A55700	Lennox	15 YRS	2024	\$4,000
Air Conditioning Condensing Unit (C-2)	Library	1		May-97	Outside building - north side center - center one	HS29-65-2Y	5897E51047	Lennox	15 YRS	2024	\$4,000
Air Conditioning Condensing Unit (C-3)	Library	1		Apr-97	Outside building - north side center - east one	HS29-513-2Y	5897D58968	Lennox	15 YRS	2024	\$4,000
Air Conditioning Coil Units (CU-1)	Library	1		May-97	East wall north side above furnace F1 Room 115	C23-51/65-1	6097E75101	Lennox		TBD	TBD

City of Waupun Physical Physical Needs Summary

Air Conditioning Coil Units (CU-2)	Library	1		May-97	East wall south side above furnace F2 Room 115	C23-51/65-1	6097E7 5106	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-3)	Library	1			Center of south wall above furnace F3 Room 115	ID Tag Missing		Lennox		TBD	TBD
Air Conditioning Coil Units (CU-4)	Library	1		May-97	Above furnace F4 in Room 209	C23-51/65-1	6097E7 5103	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-1)	Library	1		Jun-85	Below furnace F5 in Room 205 First from south wall	CR33-30/36C-F	T10H03 406	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-2)	Library	1		Oct-84	Below furnace F6 Room 205 second from south wall	CR33-30/36C-F	T10H03 399	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-3)	Library	1			Above furnace F7 Room 205 third from south wall	CX34-60D-6F-1	6010G3 0209	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-4)	Library	1			Above furnace F8 Room 205 fourth from south wall	CX34-60D-6F-1	6010G3 0206	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-5)	Library	1		Mar-97	Above furnace F9 Room 205 fifth from south wall	CX34-60D-6F-1	6010G3 0208	Lennox		TBD	TBD
Air Conditioning Coil Units (CU-6)	Library	1		Mar-97	Above furnace F10 Room 205 sixth from south wall	CX34-60D-6F-1	6010G3 0207	Lennox		TBD	TBD
Air Conditioning Unit (A)	Library	1	2010		Platform old roof NW Corner	XC13-036-230-04	5810G2 0365	Lennox	15 YRS	2025	\$4,000
Air Conditioning Unit (B)	Library	1	2010		Platform old roof west side center unit	XC13-036-230-04	5810G2 0364	Lennox	15 YRS	2025	\$4,000
Air Conditioning Unit (C)	Library	1	2010		Platform old roof SW corner unit	XC14-060-230-01	5810J20 167	Lennox	15 YRS	2025	\$4,000
Air Conditioning Unit (D)	Library	1	2010		Platform old roof NE corner	XC14-060-230-01	5810J20 168	Lennox	15 YRS	2025	\$4,000
Air Conditioning Unit (E)	Library	1	2010		Platform old roof E side center unit	XC14-060-230-01	5810J20 166	Lennox	15 YRS	2025	\$4,000
Air Conditioning Unit (F)	Library	1	2010		Platform old roof SE Corner	XC14-060-230-01	5810J20 169	Lennox	15 YRS	2025	\$4,000
Water Heater (A)	Library	1	2009	Aug-09	Room 120 Center east side	M12OU6SS-1NAL	FH1228 6131 O/N MJ97-	Bradford White	6 YRS	TBD	TBD
Water Heater (B)	Library	1	2009	Sep-97	Room 115 Southeast corner	FPD 50 234	0081489-S19	A.O. Smith		TBD	TBD
Roof	Library	1	2016						20 YRS	2036	TBD
Roof (2009 Addition)	Library	1	2009	Jun-09					20 YRS	2029	TBD
Replace Masonry Control Joint Sealant	Library								10 YRS	2020	TBD
Crack Fill and Seal Coat Parking Lot	Library								4 YRS	2019	TBD
ADA Improvements	Library				See ADA Transition Plan					2019	TBD
Entry Roof/Site Drainage Improvements	Library									2020	TBD

City of Waupun Physical Physical Needs Summary

Museum - 22 S. Madison St. Year Built: 1904											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Boiler	Museum	1	1987	Feb-89	Boiler room in basement	411B1	1.2E+07	Burnham	20-40 YRS	2020	TBD
Hydronic Heaters (A)	Museum	1		Jan-58	Ceiling north wall war room basement	H-100	51 J 093	Modine		TBD	TBD
Hydronic Heaters (B)	Museum	1		Feb-02	Ceiling west wall dentist room basement	HS 63S01	3001480 2-4352	Modine		TBD	TBD
Hydronic Heaters (C)	Museum	1		May-01	Ceiling north wall records room basement	HS 24S01	3910190 1-6093	Modine		TBD	TBD
AC Condensing Unit	Museum	1			Outside west side of Museum south	NAC042AKA 1	L011905 401	Comfortmaker	15 YRS	TBD	\$4,000
AC Condensing Unit	Museum	1			Outside west side of Museum north	NAC042AKA 1	L011905 323	Comfortmaker	15 YRS	TBD	\$4,000
AC Coil Units (A)	Museum	1			Attic of museum south side	EF16J2200A 1	L011479 075	Trion (Air Bear)	15 YRS	TBD	TBD
AC Coil Units (B)	Museum	1			Attic of museum north side	EF16J2200A 2	L0030 48702	Trion (Air Bear)	15 YRS	TBD	TBD
Water Heater (A)	Museum	1			Wash room south side of main entrance	P10S	960620	Ariston		TBD	TBD
Water Heater (B)	Museum	1			Under wooden box next to sink in bathroom in basement	P10S	960702	Ariston		TBD	TBD
Roof (Shingles)	Museum	1	?						30 YRS	TBD	TBD
Roof (Rubber)	Museum	3	?						20 YRS	TBD	TBD
Replace Masonry Control Joint Sealant and extra work at east wall	Museum								10 YRS	2019	TBD
Wood Windows & Door Maintenance	Museum									TBD	TBD
Paint Steel Frame at AC racks	Museum									2019	TBD
Exterior Concrete Slab at west stair / Added Drain?	Museum									2019	TBD
ADA Improvements	Museum									TBD	TBD

City of Waupun Physical Physical Needs Summary

Public Works Garage - 903											
N. Madison St											
Year Built: 1976											
Addition: 2009											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Furnace (A)	Garage	1			East ceiling of balcony Old Building	GHABA08A	290375	Trane	15 YRS	TBD	\$8,000
Furnace (B)	Garage	1		Jan-03	Ceiling North wall center of Old Building	ARXT118HH	5561 4	Weather Rite	15 YRS	TBD	\$8,000
Furnace (C)	Garage	1	9/15/10	Oct-08	Balcony - Old Building	C9MPT125L20C1	AO84260310	COMFORT MAKER	15 YRS	2025	\$8,000
Boiler (A)	Garage	1	2009	Jan-09	Boiler Room on E Mezzanine -New Shop Area	ALP285N-L07	6.5E+07	Burnham Hydronics		TBD	TBD
Boiler (B)	Garage	1	2009	Jan-09	Boiler Room on E Mezzanine -New Shop Area	ALP285N-L07	6.5E+07	Burnham Hydronics		TBD	TBD
Radiant Heater (A)	Garage	1			Ceiling west side of garage - Old Building	EP201	0211-011-0016	Roberts Gordon		TBD	TBD
Radiant Heater (B)	Garage	1			Ceiling east side of garage - Old Building	EP201	0211-001-0001	Roberts Gordon		TBD	TBD
AC	Garage	1			West end of alley between buildings	NAC030AKA1	L010808506	COMFORT MAKER		TBD	TBD
Air Handler (A)	Garage	1	2009	Jan-09	West Mezzanine - New Shop Area	V3-H0M	24339	Absolutaire		TBD	TBD
Air Handler (B)	Garage	1	2009	Jan-09	Northeast Corner New Storage Area	V3-H0M	24338	Absolutaire		TBD	TBD
Water Heater (A)	Garage	1		Jan-03	South wall of mezzanine - Old building	P612020RT	M03433762	STATE SELECT		TBD	TBD
Water Heater (B)	Garage	1	2009	Aug-08	North wall, east side of new shop area	BTH 400A 100	0834M000598	A.O. Smith (Cyclone)		TBD	TBD
Truck Lift (Addition) 78,000lbs	Garage	1	2009	Feb-09	North wall - new shop area	75-30FCPT2-4-2	PIV09A0001	ROTARY		TBD	TBD
Truck Lift (Addition)	Garage	1	2009	Feb-09	First bay west side new shop area	SM014N001	KG109A0017	ROTARY		TBD	TBD
Overhead Crane 2 ton	Garage	1		May-05	Ceiling Shop area - Old Building	L84NF - IL83NF	753939	Demag		TBD	TBD
Overhead Crane 7 1/2 ton	Garage	1	2008	Jul-05	Ceiling shop area - New Building	SC504 1008OP56F DLOF	HHW 18241	Rund Materials Handling Inc		TBD	TBD
Roof	Garage	1	1995		Old Building					TBD	TBD
Roof (Addition)	Garage	1	2009		New Building					TBD	TBD
Partial Replace, Crack Fill and Seal Coat Parking Lot	Garage								4 YRS	2019	TBD
New Culvert/Gate	Garage									2019	TBD

City of Waupun Physical Physical Needs Summary

Safety Building - 16 E. Main St. Year Built: 1986 Addition: 2009											
Item	Building	# of Units	Install Date	MFG Date	Location	Model No.	Serial No.	Type	Est. Total Life	Work or Replace Date Estimate	Work or Replace Cost
Generator	Safety Building	1	2009	Jan-09	NW Corner of New Addition (Outside)	100RE0ZJD	2242186	Kohler 100		TBD	
Dehumidifier	Safety Building	1			NE Corner Room B5	H1E DRY 100	D4033716	H1-E Dry		TBD	
Furnace (A)	Safety Building	1		Jan-86	SE corner of Room 134A (E1)	58GS151-2	186A53077	Carrier	15 YRS	TBD	\$4,000
Furnace (B)	Safety Building	1		Jan-02	Center of E Wall in Room 134A (E2)	H9MPD075F12A3	L024735772	Heil (Quiet Comfot)	15 YRS	TBD	\$4,000
Furnace (C)	Safety Building	1		Feb-86	SW Corner of Room 134A (F3)	58GS100-5	0886A11626	Carrier	15 YRS	TBD	\$4,000
Furnace (D)	Safety Building	1		Apr-86	Center of W Wall in Room 134A (F4)	58GS050-2	1486A35967	Carrier	15 YRS	TBD	\$4,000
Furnace (E)	Safety Building	1			Center of room 134A (F5)	HX400-6-S-MV	No Tag	Reznor	15 YRS	TBD	\$4,000
Furnace (F)	Safety Building	1		Jan-83	Center of room 134A (F6)	HX400-6-S-MV	SAKL62KIN77784MV6	Reznor	15 YRS	TBD	\$4,000
Furnace (G)	Safety Building	1		Jan-83	Middle of room 134A - South side (F7)	HX400-6-S-MV	SAKL62KIN77785MV6	Reznor	15 YRS	TBD	\$4,000
Furnace (H)	Safety Building	1		Jan-83	Ceiling - middle of east wall Fire Dept. Apparatic Room (F8)	X150-6-S-MV-E	SAKL62J9N77788MV4	Reznor	15 YRS	TBD	\$4,000
Furnace (I)	Safety Building	1		Jan-83	Ceiling - middle of west wall Fire Dept. Apparatic Room (F9)	X400-6-S-MV-E	SAKL62K110N77789MV4	Reznor	15 YRS	TBD	\$4,000
Furnace (J)	Safety Building	1		Mar-86	SE Corner of Room B9 (F10)	40AQ024300BU	1186A79697	Carrier	15 YRS	TBD	\$4,000
Furnace (K)	Safety Building	1	2009	Dec-08	East side room 134 (F1)	G51MP-60C-090-08	5908M15144	Lennox	15 YRS	2024	\$4,000
Furnace (L)	Safety Building	1	2009	Dec-08	West side room 134 (F2)	G51MP-60C-090-08	5908M13988	Lennox	15 YRS	2024	\$4,000
Unit Heater (A)	Safety Building	1		Jan-83	Ceiling SE conrer Room 127	XL30-3-E	AKL62J5N77787	Reznor		TBD	TBD
Unit Heater (B)	Safety Building	1	2009	Jan-09	Ceiling Center East side of Police Sally Port	LF24-75A-5	5609A11335	Lennox		TBD	TBD

City of Waupun Physical Physical Needs Summary

Radiant Heaters (A)	Safety Building	1		Feb-05	Ceiling between 1st and 2nd doors east side Fire Department Aparatice Room	0800.NG	RF050201005	Reflect-O-Ray		TBD	TBD
Radiant Heaters (B)	Safety Building	1		Aug-07	Ceiling between 3rd and 4th doors west side Fire Department Aparatice Room	0800.NG	0800-NA-07032005	Reflect-O-Ray		TBD	TBD
Boiler	Safety Building	1	2009	Jan-09	SE Corner Police Station Sally Port	FCM070NS	BURNH M000456771	Burnham Hydronics		TBD	TBD
AC (A)	Safety Building	1			Above furnace E1 SE corner Room 134-A (CU-1)	28RD024000	P650587	Carrier		TBD	\$4,000
AC (B)	Safety Building	1			Above furnace E2 East Center Wall Room 134-A (CU-2)	ID TAG MISSING		Carrier		TBD	\$4,000
AC (C)	Safety Building	1			Above furnace F3 SW Corner Room 134-A (CU-3)	28RC148000	Z526337	Carrier		TBD	\$4,000
AC (D)	Safety Building	1			Above furnace F4 West Center Wall Room 134-A (CU-4)	28RD024000	P650588	Carrier		TBD	\$4,000
AC (E)	Safety Building	1		Mar-86	Above furnace F10 SW Corner Room B9 (CU-5)	40AQ024300BU	1186A79697	Carrier		TBD	\$4,000
AC (F)	Safety Building	1		Jan-09	East Wall of Room 143 (CU-6)	PKA-A24FA	81A0206B	Mitsubishi Electric Mr. Slim		TBD	\$4,000
AC (G)	Safety Building	1		Oct-08	Above Furnace F1 East side Room 134 (CU-7)	CX34-50/60C-6F-1	6008K16599	Lennox		TBD	\$4,000
AC (H)	Safety Building	1		Oct-08	Above Furnace F2 West side Room 134 (CU-8)	CX34-50/60C-6F-1	6008K07675	Lennox		TBD	\$4,000
Air Handler (A)	Safety Building	1		Dec-85	Connected to North side of furnaces F5, F6, F7 in Room 134A	PAK3-6	3AKL327NC8	Reznor		TBD	TBD
Air Handler (B)	Safety Building	1		Jan-09	Ceiling NE corner Police Station Sally Port	V1-H0M	24337	Absolut Aire		TBD	TBD
Condensing Units (A)	Safety Building	1			Outside E side of Building - first south of door (C-1)	38EH042310DL	R611883	Carrier		TBD	\$4,000
Condensing Units (B)	Safety Building	1			Outside E side of Building - second south of door (C-2)	38EH024310DL	R629017	Carrier		TBD	\$4,000
Condensing Units (C)	Safety Building	1			Outside E side of Building - third south of door (C3)	38EH042310DL	R611342	Carrier		TBD	\$4,000
Condensing Units (D)	Safety Building	1			Outside E side of Building - fourth south of door (C-4)	38EH018310DL	N602941	Carrier		TBD	\$4,000
Condensing Units (E)	Safety Building	1			Outside E side of Building - fifth south of door (C-5)	38EH024310DL	R628988	Carrier		TBD	\$4,000
Condensing Units (F)	Safety Building	1		Jan-09	Outside E side of Building - sixth south of door (C-6)	PUY-A24NHA2	8ZUO2467A	Mitsubishi Electric Mr. Slim		TBD	\$4,000
Condensing Units (G)	Safety Building	1		Jan-09	Outside E side of Building - North of door (C-7)	XC13-060-230-04	5809A03518	Lennox		TBD	\$4,000
Condensing Units (H)	Safety Building	1		Jan-09	Outside E side of Building - north of door East of C-7 (C-8)	XC13-060-230-04	5809A02848	Lennox		TBD	\$4,000

City of Waupun Physical Physical Needs Summary

Roof (Fire Dept)	Safety Building	1	2004	Jun-04					30 YRS	2034	TBD
Roof (Police Dept)	Safety Building	1	2009	Jun-09					30 YRS	2039	TBD
Water Heater	Safety Building	1		Mar-06	NE Corner Room 134A	GS675XRRS	B06A021878	State Select		TBD	TBD
Clean EIFS	Safety Building									2019	TBD
Paint exterior gas piping	Safety Building									2019	\$500
Cover Foundation Insulation	Safety Building									2019	\$500
Repair Sheet Metal Sill	Safety Building									2019	\$500
Accesible Police Entry Upgrades	Safety Building				See ADA Transition Plan					2019	TBD
Other ADA Improvements	Safety Building				See ADA Transition Plan					2019	TBD
Replace Masonry Control Joint Sealant	Safety Building								10 YRS	TBD	TBD
Functional Remodeling Needs -TBD	Safety Building									2020	TBD
Fire Bay Floor and Coating Repair/Replace	Safety Building									2020	TBD
Fire Bay Exterior Apron Repair/Replace	Safety Building									2020	TBD
Fire Bay Expansion	Safety Building									TBD	TBD
Police Sally Port Expansion	Safety Building									TBD	TBD
Land Aquistion	Safety Building									TBD	TBD
Fiber Optic Data Service	Safety Building									TBD	TBD
Crack Fill and Seal Coat Parking Lot	Safety Building		2017						4-6 YRS	2021	TBD

APPENDIX B

City Building HVAC & Electrical Upgrade Study

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HVAC & ELECTRICAL UPGRADE STUDY



CITY BUILDING WAUPUN, WISCONSIN

July 24, 2013

Budget Summary
updated October 2018



HVAC & ELECTRICAL UPGRADE STUDY

CITY BUILDING WAUPUN, WISCONSIN

MSA Project #00212047
July 24, 2013

Prepared by (contacts):

Architect:



MSA PROFESSIONAL SERVICES, INC.

1230 South Boulevard
Baraboo, WI 53913
E. Carter Arndt, AIA
carndt@msa-ps.com
608.355.8884

Heating, Ventilation, Air-Conditioning (HVAC) Engineer:



FREDERICKSEN ENGINEERING

12308 Corporate Parkway
Suite 400
Mequon, WI 53092
Bert Fredericksen, PE
bert@fredeng.com
262.243.9090

Electrical Engineer:



MUERMANN ENGINEERING

116 Fremont St.
Kiel, WI 53042-0235
Dave Schulze, PE
dave@me-pe.com
920.894.7800 (ext.106)

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1.0 EXECUTIVE SUMMARY

1.1 Overview

Consideration and identification of Heating, Ventilation and Air Conditioning (HVAC) and electrical needs of the entire City Hall building and auditorium located at 201 E. Main Street in Waupun Wisconsin. This will include consideration of the proposed remodeling in the City Administration areas. Identified items shall include:

- a. Identification of existing general HVAC & Electrical code deficiencies.
- b. Identification of existing general HVAC & Electrical physical deficiencies.
- c. Identification of existing general HVAC & Electrical recommended improvements. A single HVAC Option will be proposed.

Existing Building Summary:

Built:	1928	
Exterior Walls:	Load-Bearing Masonry (brick)	
Interior Partitions:	Woof Frame	
Levels:	2 story with a 3 floor balcony	
Area:	Boiler Room Basement	926 sf
	First Floor (City Hall Level)	10,352 sf
	Second Floor (Auditorium)	9,488 sf
	Third Floor (Balcony)	<u>4,169 sf</u>
		Total 24,935 sf

The facility observations and identified needs are based on facility tours and a review that occurred on July 1, 2012.

City Staff, the Mayor and Council Members may have specific questions or desire direct dialogue. To support effective communication the MSA team of professionals is available for easy interaction. Please feel free to contact (call or e-mail) the individuals listed on the second cover page.

1.2 Comments

The facilities review is broad in consideration and general in nature. This careful consideration identifies ideas and strategies that may be considered as the most logical and feasible. Specific solutions will require further detailed development if they are selected.

As part of this general facility overview, the comments listed in this report are based on observations and on professional opinion. The goal is to consider the relative options to allow the City to make an informed decision regarding future improvements. Alternatives and items noted will require further and more detailed consideration during final development and implementation of the selected alternative/project.

2.0 FINDINGS

2.1 HVAC Findings

See the following four page review by Fredericksen Engineering.

2.2 Electrical Findings

See the subsequent twelve page review by Muermann Engineering.

HVAC

The following report is the result of a site visit by Bert Fredericksen of Fredericksen Engineering, Inc. that occurred on July 1, 2013. Site observations, construction plan review, and interviews with staff were all used in the preparation of this report.

The purpose of this report is to determine if the proposed lower level building modifications are feasible, what needs to be done to the HVAC systems to accommodate the modifications and to determine the feasibility of air conditioning the upper level auditorium and surrounding offices.

The proposed lower level building modifications can easily be accommodated; however, we did uncover some significant needs within the existing systems that should be addressed at this time. As for the upper level auditorium, it is possible to air condition the space but there will need to be accommodations to the historic look of the building to allow air conditioning to be implemented.

Heating System

Existing Data

The existing boiler plant consists of one cast iron steam boiler with a capacity of 2,008,000 btu.

Condensate is returned to the boiler using a standard condensate pump.

The boiler is fired on natural gas.

Piping is run in a trench in the floor around the perimeter of the building.

Observations

The fact that there is only one boiler leaves the building susceptible to a total loss of heat if the boiler were ever to fail.

The steam system is being chemically treated at this time, however, it was reported that prior to 2002 there was no chemical treatment system in place. This causes us to question the condition of the existing piping systems. Steam systems left untreated will allow corrosion to occur within the piping systems which can cause significant damage and lead to failure of the pipe.

Further investigation found that there were numerous leaks reported in the steam and steam condensate piping run within the pipe trench run around the perimeter of the building. Additionally we noticed odors which would indicate moisture in the trenches.

Due to age and a lack of proper chemical treatment it is likely that virtually the entire piping system is in need of replacement.

The existing steam boiler could be replaced with one or two steam boilers. This would alleviate the reliability issues related to the existing boiler but would do little for the overall efficiency nor would it address the existing piping system.

Ideally you would replace the steam boiler and piping system with a new high efficiency hot water boiler plant.

A study completed for the City in January of 2011 showed a payback of 21 years when comparing the cost of a steam boiler plant vs. a hot water boiler plant. When that study was completed it was not clear that the existing steam and steam condensate piping had failed. When

we update the pricing of the two options and include the cost of replacing the existing steam piping in the trench the payback falls to 10 years.

Recommendations

Replace the existing steam boiler plant with a new modular high efficiency condensing boiler plant, new hot water distribution piping, variable speed pumps and new hot water radiation and heating coils. We estimate the cost of this work at approximately \$450,000.

Ventilation and Air Conditioning Systems

Existing Data

The upper level auditorium is ventilated by constant volume air handling unit. Air conditioning is not provided. The surrounding offices are not mechanically ventilated but rather count on operable windows to satisfy code required ventilation. Heat is provided by perimeter steam radiation.

The lower level is ventilated using a variable volume (vav) air handling unit. Air conditioning is provided by an outdoor air cooled compressor condensing unit. Heat is provided through the vav system and by perimeter steam radiation.

Observations

The lower level was renovated sometime in the late 1980's or early 1990's. Even though the systems are now nearing 25 years of age they are performing well. It is likely that the outdoor condensing unit will need replacement within the next 5 years. The air handling unit, ductwork and vav boxes should continue to serve the building for up to 10 more years.

The vav system is very well suited for the modifications that will be necessary to accommodate the proposed remodeling.

It was reported that the City Administrator's office overheats. This is due largely to the fact that the office sits directly above the boiler room. This problem would be alleviated by the removal of the steam boiler and the installation of a new hot water boiler plant as recommended above.

Recommendations

Replace the existing aging air cooled compressor condensing unit. We estimate the cost of this work at approximately \$75,000.

Modify the existing vav system as required to accommodate the proposed remodeling. This will include the installation of additional vav boxes and controls, relocation of ceiling diffusers and relocation of existing room thermostats. We estimate the cost of this work at approximately \$15,000.

Control Systems

Existing Data

The existing control system is a digital control system with pneumatic actuation. The system is manufactured by American Auto Matrix and was installed by J&H Controls.

The air compressor is located in the boiler room and is served by a mechanical dryer.

Observations

The control system is currently functioning as intended but the pneumatic actuation means that the temperature control is not as accurate as desired. Occupants occasionally complain of being either hot or cold.

While parts of the system have been updated, most of the controls date back to the 1990's renovation and are now considered obsolete.

A digital control system with pneumatic actuation is no longer the preferred method of controlling a building. Current control systems are fully digital and use digital temperature sensors and motorized actuators that are far more accurate than the existing pneumatics.

Recommendations

Remove the existing pneumatic control components and replace them with up to date digital devices. Additionally, update any obsolete control boards and panels. We estimate the cost of this work at approximately \$150,000.

Upper Level Auditorium Air Conditioning

A review of the upper level was requested due to the fact that this portion of the building is not currently air conditioned. The historic nature of the building and the architectural detailing in the main auditorium creates difficulty in providing air conditioning to this space.

Options

One option would be to utilize conventional rooftop air conditioning units to serve each of the two wings and a third unit to serve the auditorium.

Ductwork would need to be run in the attic above the auditorium and above the ceilings on the wings.

The rooftop units would be visible which may result in this option being blocked by historic preservation concerns.

A second option would be to cool the spaces with individual fan coil units tied to a common outdoor condensing unit. Variable refrigerant flow (VRF) would be utilized to deliver the amount of cooling needed at each fan coil unit.

VRF offers two advantages. There is less outdoor equipment and therefore will run into fewer issues regarding the historic appearance of the building exterior. Secondly there is little or ductwork so the system can more easily be installed in the building.

There may be some difficulty in gaining approval of the appearance of the fan coil units in the auditorium but any form of air conditioning would need to deal with this issue.

Along with the VRF system a ventilation system will be required to satisfy the ventilation needs of the spaces. A separate dedicated outside air system supplying tempered outside air would satisfy this need. The unit would likely fit in the space currently occupied by the summer ventilation system.

Recommendations

Install a VRF system of air conditioning and a dedicated outside air unit to satisfy the ventilation requirements of the spaces. Individual fan coil units piped to a common air

cooled condensing unit located on grade would provide the cooling and a new dedicated outside air unit would provide tempered ventilation to each space. We estimate the cost of this work at approximately \$325,000.

Summary

Possible HVAC Work Budgets

- 1. Convert heating from steam to hot water..... \$450,000
- 2. Replace existing compressor condensing unit \$75,000
- 3. Modify existing to accommodate remodeling \$15,000
- 4. Replace pneumatic controls with DDC \$150,000
- 5. Air condition the Auditorium \$325,000

While the total budget for each individual project totals \$1,015,000 these budgets were developed assuming that each project needed to stand on its own. If all upgrades were lumped into one large building renovation project the economies of scale could reduce the total cost by as much as 20%.

1.0 OVERVIEW

The following is a result of a site visit performed by Dave Schulze of Muermann Engineering on July 1, 2013. Interview was conducted with Dick Flynn, the Public Works Director for the City of Waupun, in preparation of this report.

This facility is located at 201 East Main Street in Waupun, WI. This building was originally constructed in 1928 with major renovation to the first floor in early 1990's. This is a multi-use facility in which the first floor is the City Hall, second floor houses an auditorium and offices, and the third floor houses the auditorium balcony. The first floor is an occupancy type B (business), per the 2009 IBC Code, which is approximately 11,282 square feet which includes a lower boiler room area. The second and third floors are type A (assembly) and are approximately 13,657 sq.ft. Currently this facility is not sprinklered.

The purpose of this study was to determine the condition of the existing electrical infrastructure and offer how it can be upgraded. There is also a desire to add air-conditioning to the second and third floors and the surrounding offices.

This study will offer recommendations on 3 options; option 1 is "Base Option", option 2 is "Enhanced Option", and option 3 is "Extensive Option".

2.0 ELECTRICAL SYSTEM

2.1 Electric Service

A. Observations:

1. This service is fed from a pad mounted transformer located on the southeast corner of the building. This pad mounted transformer is fed underground from a power pole located near this area. The electric utility is Waupun Utilities, phone 1-920-324-7920.
2. It appears that at one time there was a single-phase service and was upgraded in the early 1990's to a 600 amp, 120/208 volt, three-phase, four-wire service and is located in the mechanical equipment room in the southeast corner of the building on the first floor. This service was most likely upgraded to accommodate the addition of the elevator during the upgrade in the early 1990's.
3. In the mechanical room on the first floor, the service lateral is routed through a CT/meter cabinet to service a series of disconnects that are tapped from the main feed located in a wire-way.
4. A second CT/meter is tapped off of the service lateral and feeds a small panel containing egress and exit lighting. This was a standard practice of developing an emergency system from the period of 1958 to 1972. When the service was upgraded in the early 1990's this should have been omitted and proper egress lighting powered from battery packs or a generator should have been installed.
5. A third service meter is assigned to this property and is for the garage located on the south end of the parking lot. This garage is not part of this study and was not investigated.
6. Demand usage was obtained from Waupun Utilities for the main electric service. The highest demand for 2012 occurred in July and was 43.6 kVA or 121.2 amps per phase. Therefore the service is currently loaded at 21% of the maximum 600 amps. It is estimated that 50 tons of air-conditioning would be required for the first and second floors. This results in approximately 250 amps per phase. Adding this to

the largest demand of 121.2 amps results in a future load 371.2 amps or about 62% of the service capacity. There was no demand reading for the meter associated with the emergency panel since the load was not significant. Since this load is minimal and no demand could be obtained, it is not being included in the load calculation above.

7. It has been stated that performance groups have notice fluctuations in the voltage of the existing service. This most likely is due to overloading of one phase of the three-phase system. This is typical when feeding single-phase panels from a three-phase system. See panelboard portion of this report for information regarding the existing panels.

B. Recommendations:

1. The existing service entrance of 600 amps appears to be adequate for future growth. It is recommended to replace the wire-way, disconnects with one three-phase panel. This panel would feed the other panels throughout the facility. This would not only clean up this area but balance the loads among all three-phases.
2. Along with this, it is recommended to provide battery paks or a generator for egress lighting and exit lighting thus making it code compliant. See discussion below regarding battery paks and generator.

2.2 Panelboards

A. Observations:

1. Currently there are approximately 10 existing panelboards located throughout the facility; most are in good shape and are manufactured by Cutler Hammer while others still contain fuses and should be replaced. The disadvantage is that most of the panels are single-phase on the three-phase system. This may be causing an imbalanced load resulting in voltage fluctuations.
2. In the stairwell leading to the boiler room there is a larger metal junction box (old service panelboard with branch circuiting) that has a panelboard and disconnects mounted to it. The disconnects feed the air handling equipment for the auditorium. It appears that this large metal junction box could be removed and the disconnects could be located near the air handling units.
3. Currently some of the lighting in the auditorium is control only through the use of circuit breakers in panelboards. This is allowed per code but it is recommended that switches or a dimmer system be installed in this space, see paragraph 2.4.

B. Recommendations:

1. Replace existing single-phase panels (approximately seven panels) with three-phase panels. Note; if this option is selected, the service should be upgraded with a new three-phase service panel as mentioned I paragraph 2.1 above.
2. Remove large junction box and relocate disconnects to clean up the area.
3. Provide dimmer system or switches to control lights in the auditorium in lieu of controlling the lighting through circuit breakers, see paragraph 2.4.

2.3 Exterior Lighting

A. Observations:

1. Approximately four exterior wall pak lights were found; these lights were near the entrance doors. It appeared that these lights are controlled with internal photo controls.
2. The entrance of the auditorium had three screw-in base type fixtures with a par lamp located up in the high soffit. One par light was located above each of the three entrance doors. These lights are turned on from inside of the building.

3. The front of the facility (north side) was lit by flood lights located on the top of the pole fixtures on Main Street. It is assumed that these lights turn on and off with the roadway lighting.
4. There was a pole mounted fixture on the south side of the facility to light the parking lot. It appears that this fixture is rented from the Waupun Utilities.

B. Recommendations:

1. Leave the existing exterior lighting as is.
2. As an option, the exterior lighting can be upgraded by replacing the existing lighting with energy efficient LED type lighting and connected them to the emergency generator. The par fixture over the three main auditorium doors on the north side would be replaced with surface mounted LED fixtures. Provide internal photo-eye for all fixtures.

2.4 Interior Lighting

A. Observations:

1. All type of lighting was found in this facility ranging from incandescent, fluorescent T8-28 and 32 watt, and T12 and CFL (compact fluorescent lamp).
2. In the majority of the offices on the first floor lay-in fixtures were recently retrofitted with internal reflector and T8-28 watt lamps and ballasts. Some offices on the first floor still have older lay-in light fixtures in which the lenses are yellowed.
3. Some of the rooms on the first floor had motion detector to control the room lighting.
4. Fluorescent strip lighting was found above the lay-in ceiling in the office on the first floor. A piece of acrylic was placed in the T-Bar to allow the light through.
5. Pendant type lighting was found in the auditorium and the surrounding corridors. This pendant type lighting is historic in nature and was installed when the facility was built. The wiring in these fixtures may need to be replaced as well as the sockets. This can be a costly option but they could be rebuilt by a lighting company. Lastly the lamps in these fixtures could be replaced with long life, energy efficient, LED screw in lamps.
6. Existing wall sconces were found in the second and third floor of the auditorium. These do not appear to be the original fixtures.
7. Fluorescent cove lighting was found in the corridor on the second floor between the main entrance lobby and the auditorium. This cove lighting had bright and dull spots where it was evident the strip lighting was placed in the cove. Staggered strip lighting, or even LED strip lighting, should have been used to provide even lighting.
8. The lighting under the balcony appeared to be inadequate. Since there is a cavity space below the balcony seating, recessed type can lighting could be added to increase the light levels in this area.
9. The second floor corridors currently have pendant (school house) type fixtures. These fixtures may need to be rebuilt if the wiring is in poor condition. Provide screw in LED lamps for these fixtures.
10. At the top of the balcony stairs the original fixture, most likely a pendant fixture that matched the first floor corridor areas, was removed and replaced with a half-sphere, modern bedroom type fixture.
11. The exit lighting appeared to be the original and has been retro fitted with fluorescent lamps.
12. The stage is lit from a row of track lights that are controlled from rotary dimmer switches on the stage.
13. All of the auditorium lighting is controlled by a switch in the ticket booth. This switch operates a contactor located on stage.

14. Currently, performance egress lighting was not found in the auditorium. This is typically lighting that lights up the exit isles and is either floor mounted LED strip lighting or lights that are installed in the seat nearest to the isle. Since seating is not found on the first floor of the auditorium, can lighting mounted in the ceiling may be an option.

B. Recommendations:

1. Upgrade lighting with yellowed lenses on the lower level and incorporate motion detectors whenever possible.
2. Upgrade lighting in the first floor office areas.
3. Provide LED screw in lamps for all existing wall sconces and pendant fixtures.
4. Rebuild existing pendant lighting to eliminate old wiring; clean and repaint parts to restore them back to their original condition.
5. Upgrade cove lighting with staggered strip lighting or LED lighting.
6. Upgrade the lighting under the balcony to increase the light levels.
7. Replace balcony stair lights with pendant type fixtures that match the second floor corridor areas.
8. Rebuild corridor light fixtures and provide LED lamps.
9. Leave existing exit lighting as is for the second and third floors of the auditorium and connect to an emergency generator in lieu of replacing with a battery type exit.
10. Replace track lighting with fixtures with adjustable focal lenses. Also upgrade lighting on the stage.
11. Control all auditorium lighting through a small dimmer system that can provide preset scenes.
12. Provide egress isle lighting for the auditorium.

2.5 Battery Paks

A. Observations:

1. Currently there are wall mounted emergency battery paks on the first floor.
2. No battery paks were found in the auditorium area; the emergency lighting for this area is fed from the panel that is connected ahead of the main disconnects as mentioned in paragraph 2.1 above.

B. Recommendations:

1. Provide some form of emergency egress lighting to meet the latest IBC Code requirement of an average of 1 fc in all egress paths. Since battery paks require maintenance and would take away from the aesthetics of the historic auditorium, it would be an advantage to provide a generator as mentioned in paragraph 2.8 below.

2.6 Devices

A. Observations:

1. Many of the existing receptacles and switches throughout the facility were worn and should be replaced. Brown and ivory devices were found with different type and styles of device plates.
2. Some of the receptacles were tested for reverse polarity and open grounds. Receptacles were found to have reversed polarity (several were found in the Mayor's office). For safety reasons these receptacles should be corrected immediately. Of the receptacles tested no open grounds were found.
3. No exterior receptacles were found.

4. On the south exterior of the building, near the east entrance, there was a male pin and sleeve plug that appears to once have been used to connect a portable generator to the electric service. It appears that this is no longer used and should be removed. Most likely this outlet is routed back to the old junction box (old service) as stated in paragraph 2.2.
5. It has been stated that wiring with cloth type insulation is present in this facility.
6. Some of the lighting in the corridors is control through circuit breakers in the panels. This is acceptable per code but using standard light switches would be more accommodating to the general public.

B. Recommendations:

1. Replace all existing worn out switches and receptacles with new.
2. Correct receptacles that are currently wired with reverse polarity.
3. Provide four exterior weatherproof, GFI receptacles.
4. Replace cloth type insulated wiring with THHN type insulation.
5. Provide switches to turn on corridor lighting in lieu of using circuit breakers in the panelboard

2.7 Conduit & Boxes

A. Observations:

1. The attic area was observed and it appears that all wiring is routed in rigid metal conduit and strapped with bailing wire. When the facility was built, bailing wire was an acceptable means of supporting the raceway. Today only UL List clamps and straps are allowed.
2. All existing device boxes found were metal.

B. Recommendations:

1. Leave existing raceways as they are unless the area is going to be renovated; then replace raceway with new or support it with UL Listed clamps and straps.
2. All new device boxes shall be metal.

2.8 Generator

A. Observations:

1. Currently there is no generator at this facility.

B. Recommendations:

1. In lieu of battery paks it is recommended to provide a residential, exterior, pad mounted, natural gas generator for this facility to provide power for code required life safety systems such as emergency egress lighting, exit lighting, and fire alarm.
2. This generator would be connected to a transfer switch containing a small panel used to power the devices mentioned above.
3. If the generator is desired to also power optional devices such as sump pumps, telephone system, radio equipment and other such equipment, then a larger 80 kW or more generators may be needed. This system would consist of two transfer switches and two panels.

2.9 Elevator

A. Observations:

1. Currently there is an elevator located on the west side of the facility. This elevator travels between the first and second floors but not the third floor.

2. This elevator has a hydraulic pump with a 20 HP, three-phase, 208 volt motor. This elevator was installed in the early 1990's.
3. The elevator currently has an ADA telephone and it is assume that it dials out of the building to a 24 hour holding company. This phone was not tested to see if it operates as stated above.
4. Today's code states that all 120 volt lighting and receptacles associated with the machine room and pit shall originate from a panel in the elevator machine room. Also the light levels for the machine room and elevator pit has increased in which new light fixture would need to be provided to meet the latest code. This elevator was installed prior to this code taking place and is not retroactive; therefore it could be left as is.

B. Recommendations:

1. Leave the existing elevator as is; upgrade to meet the latest code if desired.

2.10 Fire Alarm/Intrusion Alarm System

A. Observations:

1. The existing fire alarm/intrusion alarm panel is located in the mechanical equipment room on the first floor and is manufactured by Ademco. This panel services both the limited number of smoke detectors and security motion detectors throughout the facility. Currently this is not an ADA compliant fire alarm system.
2. This panel is currently monitored by Tyco monitoring system.
3. Smoke detectors were found in some of the corridor areas on the first and second floor.
4. A fire alarm horn was found in the second floor corridor areas and on the exterior of the facility.
5. The intrusion alarm system consisted of ceiling mounted motion detectors found on the first floor and second floors.
6. The auditorium portion (type A occupancy) of the building can seat 500. Per the current IBC Code, if this area contains more than 300 people, it would require a manual fire alarm system which consists of fire alarm pull stations at all exterior exit doors. This would also require horns and strobe throughout the facility which would make it fully ADA compliant. Smoke detectors are currently installed because this facility does not have a sprinkler system.
7. The first floor (type B occupancy) would not require a fire alarm system since it is under 200 people but since the auditorium is part of this facility, the more stringent code would apply, thus requiring it unless it was separated by fire barriers.

B. Recommendations:

1. Leave the existing Ademco fire alarm/security panel in place and use it only for intrusion alarm devices.
2. Since a fire alarm system is a life-safety device, it is recommended to provide an addressable fire alarm system that meets today's IBC and fire alarm codes. This system shall also comply with the latest ADA code. This fire alarm panel shall be monitored by a 24 hour holding company such as Tyco.

2.11 Close Circuit Television (CCTV)

A. Observations:

1. The first floor has a CCTV system with approximately six ceiling mounted and two wall mounted cameras. These cameras tie back to the headend recorder located in the DPW's Office.

- B. Recommendations:
 - 1. Leave the existing system as is and expand as necessary.
 - 2. Long range planning; if possible tie into the existing building LAN system so the cameras can be viewed from local and wireless computers.

2.12 Area of Refuge

- A. Observations:
 - 1. No Area of Refuge exists in this facility.
 - 2. Currently there is no easy access for a wheel chair to enter the auditorium area. This facility is equipped with an elevator but it only travels between the first and second floors.
 - 3. Currently this facility is not sprinklered.
- B. Recommendations:
 - 1. Provide an Area of Refuge on non-accessible levels for a handicap person to reside if there is a fire in this building. Each Area of Refuge shall have a call-in station that is connect to a master that is located on the first floor near the main entrance. This master shall also be capable of dialing to a third party provider.
 - 2. Providing exit lights with the International Wheel Chair symbol to direct a person to these locations.
 - 3. If a sprinkler system is installed, the Area of Refuge system will not be required.

2.13 Data Cabling

- A. Observations:
 - 1. Plenum rated, Cat 5e, data cabling was found on the first floor. The cable is blue in color and the jacks are orange. Fourteen data cables are located throughout the first floor and are routed back to a 24 port patch panel located in a wall mounted rack in the work room of the main office of City Hall.
 - 2. No wireless access points were found.
- B. Recommendations:
 - 1. Leave this existing rack as is and expand as needed.
 - 2. Provide wireless access if needed.

2.14 Telephone System

- A. Observations:
 - 1. AT&T currently is the telephone provider. This is an overhead service located on the eastside, south end of the facility. This overhead service is routed to the first floor mechanical room. This is a Centrex type telephone in which all of the City telephone lines are routed through.
 - 2. Level 3 telephone wiring was routed from the wall mounted 110 punchdown block to the telephone outlets in the building, mainly the first floor and one outlet under the stage on the first floor.
 - 3. A UPS or battery backup power source was not found for this system.
- B. Recommendations:
 - 1. Leave the existing system in place, add additional outlets as needed.
 - 2. Provide a UPS system or generator so the system will operate during a power failure.

2.15 Cable Television (CATV)

- A. Observations:
1. Charter Communications currently is the cable TV provider. This is an overhead service located on the eastside, south end of the facility. This overhead service is routed to the first floor mechanical room where it is distributed mainly in the first floor of the building.
- B. Recommendations:
1. Leave the existing system as is and add additional outlets as needed.

2.16 Auditorium Sound System

- A. Observations:
1. The existing auditorium does not have a sound system.
 2. The acoustics of the auditorium area most likely will need to be enhanced because of the hard surfaces. These hard surfaces will cause the sound to reverberate and result in feedback through the auditorium sound system.
- B. Recommendations:
1. Provide a portable sound system for small performances.
 2. Or provide a fixed sound system that could be used for guest speakers and performances.
 3. Or provide a high-end sound system for large performances requiring high-end sound quality with a sound board.
 4. Have the auditorium tested by a sound engineer to determine the acoustics of this space and offer suggestion on how it can be improved.

2.17 Council Chamber Sound System

- A. Observations:
1. The existing council chamber currently has a sound rack located on the south wall of this area.
 2. A microphone is located at each council member's seat location and is tied back to a mixer in this sound rack.
 3. There is a speaker cluster hung from the ceiling in this area and is tied back to the sound rack.
 4. It appears to be in good working condition.
- B. Recommendations:
1. Leave the existing sound system as is.

2.18 Council Chamber Projector

- A. Observations:
1. Currently images are projected to a manual pull down screen at the south end of the chamber by having a cart mounted projection device. It was asked if there were other options in lieu of this system. This system could be replaced with a large flat panel TV on the wall where the screen is located. Provide a VGA, S-video or HDMI input from the presenter's location to the flat panel TV. Move the screen farther away from the wall so it could be brought down in front of the flat panel TV in case an overhead project would be used.

- B. Recommendations:
 - 1. Provide VGA, S-video or HDMI input wiring for flat panel LCD or LED TV.

2.19 Radio System

- A. Observations:
 - 1. Currently there is a radio system located in the mechanical room. It is assume that this radio is used to communicate with the city workers.
- B. Recommendations:
 - 1. For safety reasons it may be desired to have backup power for this radio either by a UPS system or a generator.

2.20 HVAC System

- A. New equipment:
 - 1. Provide connection for new HVAC equipment stated in this study.

3.0 Electrical Costs

3.1 Electrical Service

- A. Option 1 (Base Option)
 - 1. Change main service to a panel and omit emergency panel \$20,000

3.2 Panelboards

- A. Option 1 (Base Option)
 - 1. Change existing seven single-phase panelboards to three-phase. \$15,000
- B. Option 2 (Enhanced Option)
 - 1. Remove large junction box and relocat disconnects \$14,000

3.3 Exterior Lighting

- A. Option 2 (Enhanced Option)
 - 1. Replace existing exterior lighting with LED type. \$5,000

3.4 Interior Lighting

- A. Option 1 (Base Option)
 - 1. Upgrade yellowed lens light fixtures on the first floor. \$2,500
 - 2. Upgrade strip lighting in second floor office areas, typical of seven areas. \$25,000
This includes motion detector and dual level switching.
 - 3. Provide new lighting under the balcony area in the auditorium. \$4,500
 - 4. Provide isle lighting in auditorium. \$17,000
 - 5. Total \$49,000
- B. Option 2 (Enhanced Option)
 - 1. Provide LED lamps in existing auditorium pendants and wall sconces. \$3,000
 - 2. Upgrade cove lighting. \$4,000
 - 3. Replace track lighting with focus type fixtures for the stage. \$15,000
 - 4. Provide isle lighting in auditorium. \$25,000
 - 5. Provide stage lighting \$17,000
 - 6. Provide a 12 scene dimmer control for the auditorium lighting. \$17,000
 - 7. Total \$81,000

C.	Option 3 (Extensive Option)	
1.	Rebuild existing pendant fixtures.	\$32,000
3.5	Battery Paks	
A.	General Information	
1.	Provide battery paks for emergency egress lighting.	\$9,000
3.6	Devices	
A.	Option 1 (Base Option)	
1.	Replace worn out receptacles and switches.	\$2,500
2.	Test all outlets and fix reverse polarity.	\$2,000
3.	Provide four exterior weatherproof GFI receptacles.	\$3,500
4.	Replace all cloth type insulation with wiring that has THHN insulation.	\$7,000
5.	Provide switches for corridor lighting in lieu of breakers.	<u>\$3,500</u>
6.	Total	\$18,500
3.7	Conduit and Boxes	
A.	Option 1 (Base Option)	
1.	Strap existing conduit and boxes to meet the latest code.	\$3,000
3.8	Generator	
A.	Option 1 (Base Option)	
1.	Provide natural gas residential generator with transfer switch and small panel in lieu of battery packs.	\$10,000
2.	Wire existing lighting to meet the egress lighting code.	\$4,000
3.	Provide gas line.	<u>\$600</u>
4.	Total	\$14,600
B.	Option 2 (Enhanced Option)	
1.	Provide a larger natural gas generator to provide power to optional equipment.	\$45,000
2.	Provide two panels and transfer switches.	\$20,000
3.	Wire existing lighting to meet the egress lighting code.	\$4,000
4.	Connect other optional devices to the generator.	\$2,500
5.	Provide gas line	<u>\$1,500</u>
6.	Total	\$73,000
3.9	Elevator	
A.	Option 3 (Extensive Option)	
1.	Add panel and upgrade lighting for elevator machine room.	\$5,000
3.10	Fire Alarm System	
A.	Option 1 (Base Option)	
1.	Provide new addressable fire alarm system.	\$27,000
3.11	Closed Circuit TV (CCTV)	
A.	Option 2 (Enhanced Option)	
1.	Provide additional camera.	\$1,500 each

3.12 Area of Refuge System

- A. Option 2 (Enhanced Option)
 - 1. Provide area of refuge system. \$6,000

3.13 Data System

- A. Option 1 (Base Option)
 - 1. Add additional outlets (regular data outlet or wireless access point). \$300/outlet
 - 2. Connect the receptacle feeding the data rack to generator if generator is provided. \$300

3.14 Telephone System

- A. Option 1 (Base Option)
 - 1. Add additional outlets as needed. \$300/outlet
 - 2. Provide UPS system for telephone system. \$500
- B. Option 2 (Enhanced Option)
 - 1. Connect phone system to generator (note generator system must be provided). \$300

3.15 Cable Television (CATV)

- A. Option 1 (Base Option)
 - 1. Add additional outlets. \$300/outlet

3.16 Auditorium Sound System

- A. Option 1 (Base Option)
 - 1. Provide portable sound system. \$5,000
- B. Option 2 (Enhanced Option)
 - 1. Provide fixed sound system for public speaking and performances. \$40,000
- C. Option 3 (Extensive Option)
 - 1. Provide high-end sound system for large performances. \$100,000

3.17 Council Chamber Sound System

- A. No work needed.

3.18 Council Chamber Projector

- A. Option 3 (Extensive Option)
 - 1. Provide VGA, S-video or HDMI cabling. \$3,000
 - 2. 72" flat panel TV (LCD or LED) \$4,000
 - 3. Total \$7,000

3.19 Radio System

- A. Option 1 (Base Option)
 - 1. Provide UPS system for radio system. \$500
- B. Option 2 (Enhanced Option)
 - 1. Connect radio system to generator (note generator system must be provided). \$300

3.20 HVAC System

- A. Option 1 (Base Option)
 - 1. Provide connections stated in this study. \$40,000

4.0 Electrical Cost Option Totals and Summaries

- A. Cost for Option 1 (Base Option) \$196,400
 - 1. Upgrade electric service.
 - 2. Upgrade lighting (see report for areas).
 - 3. Upgrade panelboards.
 - 4. Replace worn receptacles and cloth insulated wiring.
 - 5. Provide residential generator for emergency egress lighting.
 - 6. Provide 10 data, telephone, and CATV outlets (any combination of these three).
 - 7. Upgrade fire alarm.
 - 8. Basic auditorium sound system.
 - 9. HAVC connections.
- B. Cost for Option 2 (Enhanced Option) ADD \$203,000
 - 1. Remove large junction box in stair leading to boiler room.
 - 2. Upgrade exterior lighting.
 - 3. Upgrade track lighting and provide dimmer control for auditorium.
 - 4. Provide generator to power City Hall and egress lighting in auditorium.
 - 5. Add Area of Refuge call in system.
 - 6. Provide sound system in auditorium with fixed speakers.
 - 7. Add two close circuit TV cameras.
- C. Cost for Option 3 (Extensive Option) ADD \$107,000
 - 1. Rebuild pendant fixtures in auditorium.
 - 2. Upgrade elevator to the latest codes.
 - 3. Provide high end sound system.
 - 4. Provide flat panel TV in council chambers.

Notes:

- 1. Each subsequent option is in addition to or in some cases in lieu of the option that precedes it. Thus the work in these scenarios would be:
 - a. Base Option is the work of Option 1.
 - b. Enhanced Option is the work of Options 1 & 2.
 - c. Extensive Option is the work of Options 1, 2 & 3.
- 2. Groupings listed are for general consideration. The groupings of selected work may vary based on the city selected work.

2.3 General Conditions & Fees

In order to implement the proposed HVAC and Electrical work (as selected by the City) there will be other associated efforts and costs. These items include:

- a. Cutting penetrations through the existing construction.
- b. Based on the proposed work, the extent of such penetrations is expected to be relatively minor in scale.
- c. Possible minor enclosures/covers around the new lines in some areas exposed to view.
- d. Patching and repairing existing finishes.
- e. Possible coordination of the construction by a General Contractor.
- f. Professional Engineering and Architectural services to generate the final design, construction documents, bidding services and construction administration services.
- g. State of Wisconsin review and approval fees.
- h. Plan/Specification reproduction for bidding and construction.
- i. Asbestos and lead were not considered as part of this review, but material that has the potential to be asbestos-bearing and lead containing paint may be present in the facility. A facility asbestos survey with material testing will be conducted to identify all asbestos in the building. This sort of study is relatively inexpensive, but will allow the City to manage this material and budget for its removal prior to the start of construction. Accordingly no cost projections are included for study or removal of lead & asbestos.
- j. Global project contingency.

At this stage of consideration it is difficult to accurately identify these particular efforts, therefore some general allowance amounts are included in the budget Summary Section of this study.

Professional fee amount can vary widely based on the grouping and scope of the various upgrade efforts that are selected.

Other recent considerations have looked at a limited scale remodeling of the City Hall areas to improve efficiencies and security for that area of the building. Accordingly, particular consideration of that project is not part of this study. But it should be noted that the integral implementation of the City Hall remodeling with the selected HVAC and electrical work will be the most economical and least disruptive.

3.0 BUDGET SUMMARY

3.1 Budget Comments

Based on the HVAC & Electrical findings, the following Summaries add further Soft Costs and further contingency to provide a budget for the work.

HVAC UPGRADE - BUDGET SUMMARY						
(Note: These can be standalone options)						
Items	Projected Construction Cost	Approx. Building Modification Costs (Cutting, Patching, Etc.)	Approx. Soft Costs - Arch/Eng, State Fees, Plan Reproduction	Added Project Contingency (5%)	Total	
A. Replace boiler with water unit & new piping	\$450,000	\$30,000	\$45,000	\$26,000	\$551,000	2019 620k
B. Replace First Floor A/C Condenser	\$75,000	\$10,000	\$10,000	\$5,000	\$100,000	120k
C. Replace Pneumatic Control system with Digital	\$150,000	\$10,000	\$15,000	\$9,000	\$184,000	210k
D. ADD A/C to Upper Floors	\$325,000	\$30,000	\$40,000	\$20,000	\$415,000	460k
Totals if done as Individual Projects	\$1,000,000	\$80,000	\$110,000	\$60,000	\$1,250,000	1.5 mil
Total if done as a Single Project (15% reduction)	\$850,000	\$60,000	\$95,000	\$50,000	\$1,055,000	1.3 mil

ELECTRICAL UPGRADE - BUDGET SUMMARY							
(Note: These are cumulative options)							
Items	Projected Construction Cost	Approx. Building Modification Costs (Cutting, Patching, Etc.)	Approx. Soft Costs - Arch/Eng, State Fees, Plan Reproduction	Added Project Contingency (5%)	Total	Grand Total (includes prior options)	
Option 1 (Base)	\$197,000	\$20,000	\$35,000	\$12,000	\$264,000	\$264,000	300k
Option 2 (Enhanced)	\$203,000	\$20,000	\$10,000	\$11,000	ADD \$244,000	\$508,000 (OPTION 1 & 2)	600k
Option 3 (Extensive)	\$107,000	\$20,000	\$17,000	\$7,000	ADD \$151,000	\$659,000 (OPTION 1, 2 & 3)	900k

General Budget Notes:

1. Comparative preliminary conservative costs are based on 2014 construction.
2. All costs listed are based on the MSA Team’s opinion. All such opinions of Probable Construction Costs provided herein are made on the basis of past experience and available estimating material. MSA makes no warranty, expressed or implied, as to the final cost as compared to actual bid or Contractor developed cost. It is understood that MSA has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing.

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APPENDIX C

Accessibility Transition Plan

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City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building #	Deficiency/Improvement	Initial Target Year	Proposed Completion Year	Estimated Cost	Work Completed (X)	Comments
1 - City Hall						
1	Accessible parking; Lot Improvements	2015		\$ 5,000		
2	Accessible entry route; Add handrails	2015		\$ 2,500		
3	Exterior Directional Signage; replace	2015		\$ 250		
4	Accessible City payment drop; lower	2015		\$ 1,000		
5	Accessible Interior Building Signage; provide	2015		\$ 1,000		
6	Accessible restroom; provide one accessible by remodeling one existing restroom and add directional signage at other rooms	2015		\$ 15,000		The impact to fixture count and remodel design needed
7	Round door knobs; Identify Accessible Public Routes and change out door knobs	2015		\$ 4,000	Done	10 locations included; verify
8	Identify narrow doors requiring access, either designate alternative meeting or service locations and/or widen door	2015		\$ -	Council cha	City to consider if needed
9	Add assistive listening system and signage	2015		\$ 1,500	Done	
10	Add assistive listening signage	2015		\$ 100		
11	Coat rack; If public element modify, replace or supplement	2015		\$ 500	Done	Supplemental coat rack
12	Drinking fountain; add cup dispenser (or alternatively a second high unit)	2015		\$ 100	Done	Cup dispenser
2 - Community Center						
1	Accessible Parking; Add proper signage			\$ 100	Done	
2	Entry ramp; Add Handrails			\$ 2,500		
3	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 4,000		10 locations included; verify
4	No accessible changing and showers room; Add single occupant room or remodel one locker room			\$ 10,000		
5	No accessible viewing areas; add heated and non-heated viewing platforms			\$ 10,000		Design required
6	High Locker Room hooks; Add auxiliary set of supplemental hooks			\$ 200		
7	Add assistive listening system and signage if there is an audio system and it is not present			\$ 1,500		
8	Accessible Restroom Signage; provide			\$ 200		
9	Ticket sales counter; determine if use is to continued, remodel if so or provide auxiliary accessible sales table			\$ -	Not in use	City to verify
10	Concession counter; remodel			\$ 2,000		
11	Mezzanine stairs; modify nosing and add compliant handrails			\$ 5,000		Includes new stair covering
12	Center south entry door sill transition; replace exterior slab			\$ 10,000		Assumes new stoop construction
13	Door closers have too much resistance; adjust or replace			\$ 200		Adjust existing
14	Steep floor transitions at the south west interior arena doors; reconfigure floor slope and replace flooring			\$ 3,000		
15	Restroom Corridor door clearance; remove door and blank of hinges and strike			\$ 500		
16	Non-accessible Westerly restrooms; add signage directing to the east accessible restrooms			\$ 100		
17	West non-accessible drinking fountain; replace with high-low fountains			\$ 1,500		
18	East drinking fountain; add cup dispenser (or alternatively a second high unit)			\$ 100		Cup dispenser
3 - Library						
1	Accessible parking; restripe stalls and add signage	2015		\$ 400	Done	
2	Lobby restrooms lavatories; add pipe insulation	2015		\$ 400	Done	
3	Stairwell exit doors with round door knobs; replace with crash panic exit devices	2015		\$ 1,600		Includes 2 locations (verify exact count)
4	Second floor Men's Room paper towel is too high; lower	2015		\$ 100		
5	Current periodical shelving is too high; stop use of upper shelf	2015		\$ -		Modify usage
6	Add assistive listening system and signage if there is an audio system	2015		\$ 1,500		Verify applicability

City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building #	Deficiency/Improvement	Initial Target Year	Proposed Completion Year	Estimated Cost	Work Completed (X)	Comments
4 - Museum & Historical Society						
1	Designated Accessible Parking stall; provide striping and signage			\$ -		
2	Elevator entry addition; provide			\$ 250,000		Addition/remodel design needed
3	No accessible restrooms; Add single occupant accessible restroom			\$ 30,000		Part of elevator addition; remodel design needed
4	Stair nosings and hand rails; see item 2	-		\$ 5,000		Includes new stair covering
5	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ -		City to consider
6	Identify narrow doors requiring access, either designate alternative meeting or service locations and/or widen door			\$ -		City to consider
7	High light Switches; consider if this impacts public use			\$ -		City to consider
8	Narrow aisles at display areas; modify			\$ -		Rearrange displays
5-Public Works Facility						
1	Designated Accessible Parking stall; provide striping and signage			\$ 300		
2	Staff Locker Rooms; if non-public area modifications not mandated			\$ -		Staff issue; City to consider
3	Break Rooms; if non-public area modifications not mandated			\$ -		Staff issue; City to consider
4	Non accessible Men's Restroom; see solution for item 5	-		\$ -		
5	Non accessible Women's Restroom; add single occupant accessible restroom with directional signage			\$ 15,000		Design required
6	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ -		City to consider
7	Mezzanines lack accessible route; assume as non-public area	-		\$ -		Staff issue; City to consider
8	Garage sinks; assume as non-public areas	-		\$ -		Staff issue; City to consider
6 - Safety Building (Fire & Police)						
1	Designated Accessible Parking stalls; provide striping and signage			\$ 500	Done	
2	Police Dept. Entry ground transition and small Vestibule; replace entry slab and add auto door openers			\$ 10,000		Assumes new stoop construction & 2 auto door opener systems
3	Fire Dept. Entry with small Vestibule; add auto door openers			\$ 5,000		2 auto door opener systems
4	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 2,000		5 locations included; verify
5	Police Shower/Locker areas; assume as non-public areas	-		\$ -		Staff issue; City to consider
6	Police Urinal too high; assume as non-public areas			\$ -		Staff issue; City to consider
7	Police Locker Room Urinal too high; assume as non-public areas			\$ -		Staff issue; City to consider
8	Police Locker Room Urinal too high; assume as non-public areas	-		\$ -		Staff issue; City to consider
9	Rear exterior Police stairs with-out handrails; optional			\$ -		Staff issue; City to consider
10	Fire Department no-accessible restrooms; add single occupant accessible restroom with directional signage			\$ 15,000		
11	Non-Accessible Lower Level Police Restroom; add signage directing users upstairs if access is available or remodel exiting restroom			\$ 100		
12	Add assistive listening systems and signage if there is an audio system used			\$ 1,500		City to Consider

City of Waupun - Municipal Building Accessibility Transition Plan

Municipal Building #	Deficiency/Improvement	Initial Target Year	Proposed Completion Year	Estimated Cost	Work Completed (X)	Comments
7 - Senior Center						
1	Designated Accessible Parking stalls; provide striping and signage			\$ 500	Done	
2	Rear building entry approach too steep; reconfigure			\$ 10,000		Added Hand Rail
3	Front building entry approach too steep; reconfigure or add signage directing to the rear			\$ 200		Add signage
4	Front Vestibule too small; reconfigure or add signage directing to the rear			\$ 100	Removed	Add signage
5	Round door knobs; Identify Accessible Public Routes and change out door knobs			\$ 2,000		5 locations included; verify
6	Steep floor slope at existing opening to the Billiards area; omit accordion door.			\$ 200		
7	Non-accessible restrooms; add single occupant accessible restroom and directional signage from non-accessible restrooms			\$ 15,000		
8	Coat rack; replace or reconfigure			\$ 500	Done	Supplemental coat rack
9	Kitchen Serving Counter; remodel to lower			\$ 2,000	Done	Design needed
10	Kitchen Counter; if non public area no work needed. If public area provide accessible center table			\$ -		City to consider
11	Kitchen paper towel; lower			\$ 100		
12	Kitchen lavatory sink; replace faucet and insulate exposed piping			\$ 200		
13	Drinking fountain; add cup dispenser (or alternatively a second high unit)			\$ 100		Cup dispenser
14	Office service window; if used remodel and lower			\$ 2,000		Design needed
15	Rear westerly exterior door; sign as "not an exit" if allowable			\$ 100		City to consider
Grand Total				\$ 453,250		