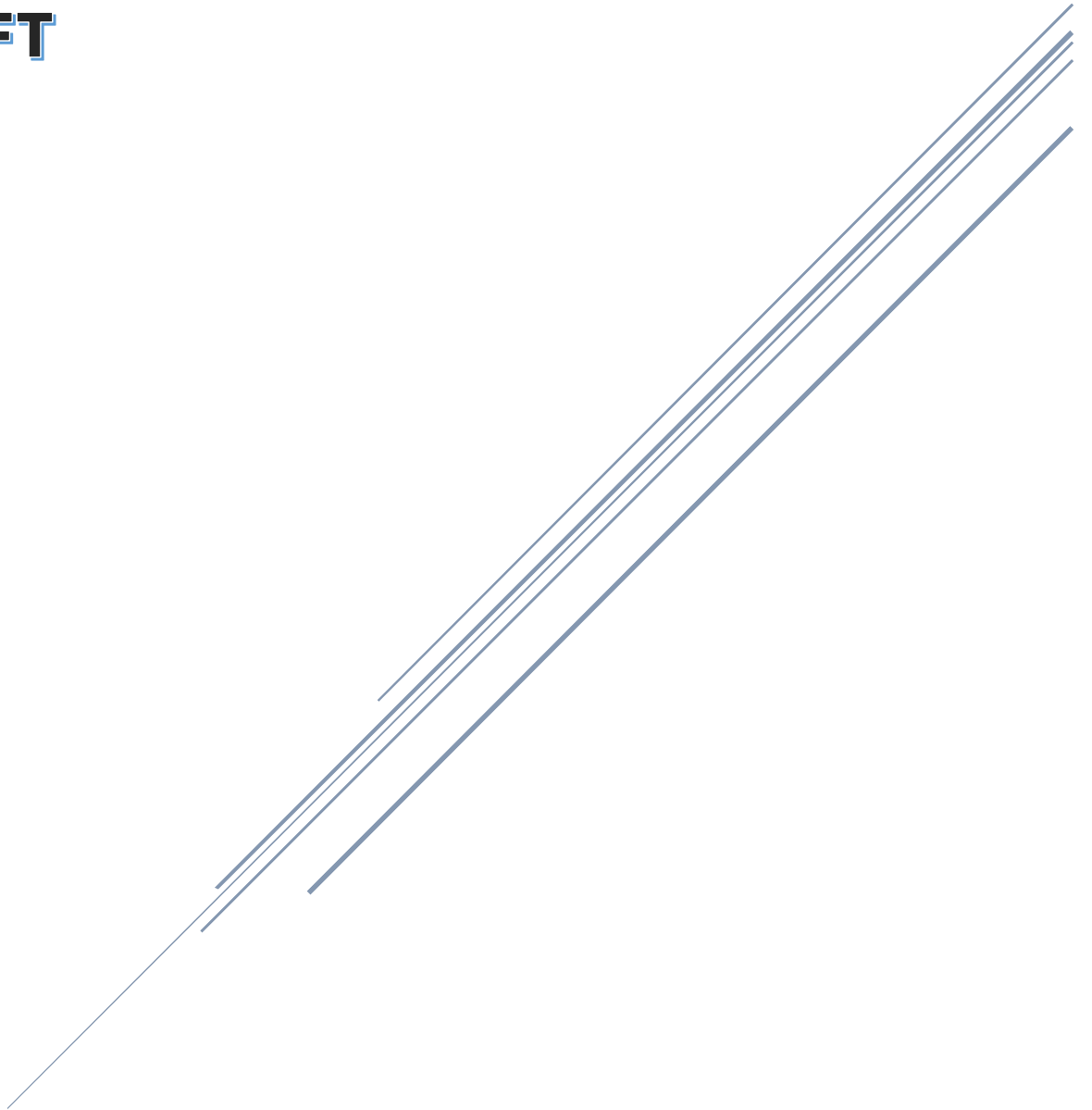


# Facility Planning Committee Report to the Hayward Town Board of Supervisors

NOV 19, 2020

**DRAFT**





RESOLUTION # \_\_\_\_\_

ADOPTING THE FACILITY PLANNING COMMITTEE REPORT TO THE TOWN OF HAYWARD BOARD

DECEMBER 2020 FOR THE TOWN OF HAYWARD, SAWYER COUNTY, WISCONSIN

**WHEREAS**, THE TOWN OF HAYWARD HAS A NEED FOR REVIEWING THE FACILITIES THAT COMPRISE THE TOWN ADMINISTRATIVE, HIGHWAY, FIRE AND POLICE DEPARTMENTS; AND

**WHEREAS**, PER TOWN ORDINANCE #20-001 THE TOWN OF HAYWARD FACILITY PLAN COMMITTEE WAS GIVEN THE RESPONSIBILITY OF DEVELOPING A FACILITY PLAN FOR THE TOWN OF HAYWARD; AND

**WHEREAS**, THE FACILITY PLAN COMMITTEE HAS DEVELOPED THE “FACILITY PLANNING COMMITTEE REPORT” FOR THE TOWN OF HAYWARD BOARD, SAWYER COUNTY, WISCONSIN, AND THIS REPORT WHICH WILL SERVE AS A GUIDE FOR MAKING FUTURE DECISIONS RELATING TO THE EXPANSION AND/OR DEVELOPMENT OF THE FACILITIES THAT COMPRISE THE TOWN ADMINISTRATIVE, HIGHWAY, FIRE AND POLICE DEPARTMENTS IN THE TOWN OF HAYWARD; AND

**WHEREAS**, A PUBLIC HEARING ON THE “FACILITY PLANNING COMMITTEE REPORT” WAS HELD ON DECEMBER \_\_\_, 2020, AND PERTINENT COMMENTS FROM THAT HEARING HAVE BEEN INCORPORATED INTO THE PLAN.

**NOW, THEREFORE, BE IT RESOLVED**, THAT THE TOWN BOARD OF THE TOWN OF HAYWARD DOES HEREBY APPROVE THE FACILITY PLANNING COMMITTEE REPORT TO THE TOWN OF HAYWARD BOARD, DATED DECEMBER \_\_\_, 2020 FOR THE TOWN OF HAYWARD, SAWYER COUNTY, WISCONSIN.

ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

TOWN OF HAYWARD:

\_\_\_\_\_, TOWN CHAIRMAN

ATTEST:

\_\_\_\_\_, TOWN CLERK



## Contents

Executive Summary .....	6
Purpose, Needs, and Goals .....	6
Background and Process .....	6
History of the Town of Hayward.....	9
Town Hall Existing Conditions .....	9
General overall.....	10
Clerk and Treasurer Offices.....	10
Police Department.....	11
Fire Department – Don Hamblin .....	11
The Town Hall Future.....	12
Town Board of Supervisors and Town Meeting Spaces .....	12
Clerk and Treasurer Departments .....	12
Highway Department .....	13
Fire Department .....	13
Town of Hayward Police Department.....	14
Issues Not Addressed .....	16
Information .....	16
Facility Condition Analysis .....	16
Police Department.....	16
Fire Hall Location .....	17
Fixing the Existing Building.....	17
Potential Future Funding Opportunities .....	17
Loans: .....	17
Grants: .....	17
Matching Funds:.....	18
Recommendations of the Facility Planning Committee.....	19
Appendix I Facility Conditions Report .....	20
□ Introduction.....	20
□ What is Planning .....	20
How We Plan .....	21
□ Successful Solutions.....	21
Summary.....	22
Confirming Existing Conditions .....	22

Facility Planning Committee Report to the Hayward Town Board Nov 19, 2020

Impact of Proper Maintenance.....22

Specific Findings:.....23

    A. Exterior Site Conditions.....23

        A1 Geometric Alignment: .....23

        A2 Pavements: .....23

        A3 Stormwater Runoff: .....25

        A4 Landscaping: .....25

    B. Structural Conditions .....25

        B1 Main Building:.....26

        B2 Storage Building: .....26

        B3 Salt Storage Building: .....26

    C. Building Materials (exterior & interior) and Handicap Accessibility (ADA).....26

        C1 Main Building:.....26

        C2 Highway Department Post Frame Building: .....28

        C3 Salt Storage Building: .....29

Considerations .....30

The Cost Issue.....30

The Needs Issue .....30

Summary.....30

    Links to Wisconsin Commercial Building Codes:.....31

Appendix II Town of Hayward Population Density .....32

Appendix III Town of Hayward Property Value .....33

Appendix IV Town of Hayward Building Project 1994 .....34

Lot lines and building location .....35

Board Signatures.....36

## Executive Summary

This Facility Plan for the Town of Hayward is a summary of the past, a review of the current needs and a recommendation of the future needs of the Town structures. The recommendation of this Facility Plan Committee is for the Town Board to (1) accept the Report; (2) circulate the Report electronically and make it available at the Town Hall in paper format; (3) contract a professional Emergency Response Plan; (4) to propose an appropriate location and configuration for the building/buildings.

The Facility Plan Committee formed by Town ordinance #20-001 meeting on March 3, 2020 included Joan Cervenka, Chairman; Andrea Wittwer, Secretary; Paul Martens, Communications; Gary Jasek; Cathy Hamblin; JT Wohling; Town Board Chairman Jeff Holmuth, Malcolm Haag, and Don Hamblin served in advisory positions.

## Purpose, Needs, and Goals

The goal for the Facility Plan Committee was “*to produce a long-term proposed Facility Plan for the Town Hall structures,*” per ordinance 20-011. The Town of Hayward Facility Plan Committee is “*to continue furthering the health, safety, welfare and wise use of resources for the benefit of current and future residents of the Town and affected neighboring jurisdictions, through the recommendation of a Facility Plan with significant citizen involvement.*”

## Background and Processes

At the 2018 Annual meeting of the Town of Hayward, members present identified the need to replace the Town Hall/Police Department, Highway Department Fire hall and salt storage and other sheds. Audience members of the Annual Meeting instructed the Town to conduct a feasibility study to “*identify an efficient solution for the currently undersized facility that houses the Town offices and storage areas for the Town Clerk and Treasurer, Police, Highway and Fire Departments.*” The Town Board contracted with Legend Architecture, LLC, of Hayward, Wisconsin to initiate a review of the Town of Hayward facilities and develop a Feasibility Study (hereinafter referred to as the *Study*). Derick Capra, met with Town department heads and Board of Supervisors to discuss the scope of the project, assess current structures, propose potential structures to meet the issues in each facility and consider future structural needs. This Study was delivered to the Town on April 9, 2019 and is available for review in the Town Hall.

The Study proposed a phased development plan of three potential structures to accommodate Town needs. Phase 1 was a new Fire Department facility. Phase 2 was a new Town Hall and Police Department facility. Phase 3A proposed altering the existing building (after building a new Town Hall/Fire Department building), and the remodeled structure would be used as the Highway Department; or an alternative Phase 3B constructing a new Highway Department facility. Phase 4 was a new salt storage building. The costs of this proposal were based on 2020 construction estimates. This feasibility study provided a range of costs from \$2,565,700 to complete a new Fire

Hall with an addition to the existing facility for the highway department and a new salt building; to \$5,052,100 to construct three new buildings housing a new Town hall/Police Department; a new Fire Hall, a new Highway Department building; and a new salt storage shed.

The Town Board held public meetings to review the existing facility and identify needs for the town buildings. These meetings were conducted between July and October. Attendance at the meetings was 20 to 40 people. Department heads and the Town Board members were available to field phone calls to answer questions at the meetings, and at other times. Those who toured the buildings and grounds shared their opinion that new buildings were probably needed. Tours conducted by town staff for the public exhibited numerous space, structural, and safety issues, such as cracks in the walls, spalling, settling of the building foundations and lack of ventilation in the highway shop. It was explained the building lacks sufficient storage space for records, lacks space for holding elections, and the town hall's meeting room can seat only 20 persons among other issues.

Prior to a Referendum vote, a brochure was sent to registered voters in the township. According to the brochure, *“as the town’s population has grown to the current 3,660 residents, all of the municipal departments have expanded in equipment and resources and have exceeded the current structures’ available space.”*

A Town advisory referendum was held November 5, 2019 with this question:

*“Should the Town of Hayward construct a new facility for all its department located that the current location of 15460 W State Rd 77E, Hayward, WI 54843, if it means an increase over the current debt service Obligations? This is an advisory referendum to determine public opinion of the matter. \_\_ YES. \_\_ NO.*

*Explanation: A “YES” vote indicates that you support the construction of a new town facility even if it means an increase in the current debt structure which could have an overall cost of up to \$5 million. A “NO” vote indicates that you believe the Town of Hayward Board of Supervisors should consider alternatives to the construction of a new town facility building which does not increase current debt service.”*

Referendum results were **Yes: 149** and **No: 299**.

Following the referendum, the Town conducted an anonymous survey on the Town web page, (<https://townofhayward.com/>) to gather additional public comments on the facility. The questions and answers from approximately sixty (60) people are tabulated and summarized below.

- Do you own property in the Town of Hayward? 48 Yes, 2 No



## Facility Planning Committee Report to the Hayward Town Board Nov 19, 2020

- Are you a full-time resident within the Town of Hayward and are at least 18 years of age? Have you been to the Town of Hayward facility located on Hwy 77 (voting, events, meetings, etc.)? 43 Yes, No 28
- Do you support expansion of the Town of Hayward facilities to provide more efficient public services? Yes 20, No 28
- I feel satisfied with the services provided by the Highway Department, Police Department, Administrative Offices and Fire Department. Strongly agree 24, Agree 18, Undecided/Neutral 8, Disagree 1, Strongly Disagree 6
- What would you like to see for improvements of the services provided by the Town of Hayward? Comments received all in the Facility Plan file.
- Would it be acceptable for the Town of Hayward portion of your property taxes to increase approximately 10.5% for the next 19 years to fund a new facility (residences valued around \$150,000 would increase approximately \$155 annually/ 225 annually for a residence valued at \$225,000)? Yes 10, No 36
- What additional information would you like to see regarding the proposed public services facility? Comments received are in the Facility Plan file at the Town Hall. In general there was acknowledgement of a lack of public knowledge on the project as a whole, not enough public knowledge of exactly what was proposed and why, some support for a new facility, support to build the basic needs, suggestion to do maintenance work on the buildings, suggestions for a phased construction plan, support for highway and fire departments, identification of other additional issues, the need to keep costs down, the need to keep taxes down, questions about the Police Department, questioning the location of the existing fire hall due to response time in the southern parts of the Township, and opposition to any building projects.

After the referendum failed, the Town Board held two special public meetings on November 9 and December 3, 2019 to consider what to do next. Public input at the December meeting indicated there was community support to form a sub-committee to write and recommend a plan for a new town facility. In response to the public request at the December meeting, the Town Board adopted Facility Plan Committee Ordinance #20-001 on February 11, 2020 and the Facility Plan Committee was formed by Tuesday March 3, 2020. This ordinance is on file at the Town Hall. The Facility Plan Committee held multiple public meetings at the Town Hall with notices but there were no public attendees. Starting in March 2020, the facility was a posted topic on most every Town Board agenda. At the July 14, 2020, Town of Hayward Annual Meeting, the Town Board said they supported a need for a new facility.

The Facility Plan Committee created this report and reviewed it with the Town Board and the various Department Heads. This report was a summary of issues and general suggestions on how to proceed. It is not intended to be a professional Facility Condition Assessment, nor was a formal population-based fire/emergency response time study conducted.

In conjunction with the development of the April 2019 Feasibility Study, Derrick Capra of Legend Architecture, LLC reviewed the existing buildings. Capra prepared a narrative containing a summary of the existing condition of the buildings. His “Facility Conditions, Town of Hayward, July 27, 2020” is included in the Appendix. The study also contains links to current State codes for commercial buildings in Wisconsin.

## **History of the Town of Hayward**

Sawyer County was created in 1883 from Ashland and Chippewa counties by state charter and organized in 1885. Located in northwest Wisconsin, the county seat was Hayward, the entire county and villages were in the Town of Hayward. In 1905, five other townships were carved from the Town and then in 1911, the Town of Round Lake detached from the eastern side.

The town board held their meetings in the Carnegie Library basement meeting room prior to 1968, and special or annual meetings were held at the National Guard Armory in Hayward. The current town structures on Hwy 77E were built in several steps according to community growth. In 1964 the township established the Town of Hayward Volunteer Fire Department, purchasing a truck chassis and several pumps and hoses. By 1968, the Town board held their first meeting in the new town facility at the present location although the interior was not finished.

The population of the township grew rapidly between 1968 and 2000 resulting in an increase in the number of roads and commercial buildings. The Town replaced the highway department equipment and adapted volunteer fire department facilities to accommodate larger vehicles. By 1983, the salt building was built to protect a year’s supply of highway salt needed because of the nationwide shortages experienced in that year. The population of the township increased from 1,577 in 1950 to 2,318 according to the national census of 2010, with the majority of this increase in the latter thirty years.

## **Town Hall Existing Conditions**

The Town of Hayward, Sawyer County, Wisconsin, administrative and service buildings are currently located at 15460 State Road 77E, 1.2 miles east of downtown Hayward. The Town Hall and campus include 7.5 acres adjacent to the boundaries of the City of Hayward. The 2019 population is estimated at 3,660 residents, but the population is substantially higher during special events like the Birkiebeiner or Musky Festival and other peak recreational periods. The township encompasses approximately 76 square miles within a vast L-shaped boundary. The Highway Department maintains about 95 miles of roadways, three public boat launches, and the Town Recreational Forest. In addition to protecting the Town, the Fire Department protects three other townships through contract agreements.

The Town Hall building currently houses one full-time Clerk and part-time Treasurer, the Highway Department with three full-time employees, the Fire Department with around twenty volunteer firemen; and the Police Department with a full-time Police Chief and two part-time officers.

Derrick Capra of Legend Architecture, LLC reviewed the existing buildings in April 2019. In his “Facility Conditions” narrative, Capra summarized the existing condition of the buildings. His “Facility Conditions, Town of Hayward, July 27, 2020” is included in entirety in the Appendix. The report also contains links to current State codes for commercial buildings in Wisconsin. Department heads were also asked to present a summary of their concerns about the existing Town Facilities.

#### General overall

- The parking lot needs repair and reconstruction and is inadequate for anything more than normal daily operations. (i.e. any meetings, town or fire related meetings, public hearing, as well as elections.)
- The entrance into the Town campus is not directly across from Davis Avenue which often creates delays and dangerous confusion for vehicles leaving the facility. (Highway Department equipment as well as fire/emergency vehicles)
- Highway shop footings are settling for a second time.
- Fire Department front door support I-beams were patch welded after the roof had settled almost two inches.
- The concrete block walls are spalled which create weak points in the structure.
- The primary heating boiler for the front office area needs to be replaced.
- The entire electrical system has been modified and added to many times to accommodate the needs of the various departments within the building.
- Lighting is neither efficient nor sufficient.
- The roof needs to be replaced within next ten (10) years.
- The main building and pole shed are in need of painting and other repairs.
- The building is not ADA compliant - none of the bathrooms in the facility ADA compliant.
- Breakrooms and bathrooms are inadequate for the number of people who use the facility.

#### Clerk and Treasurer Offices

- Current elections are crammed into the meeting area. Larger elections require the use of the Fire Department garage – which means the Fire Trucks get moved around, delaying potential response, and requiring additional set up work for the election.
- Inadequate, undersized, and unsecure storage for election equipment, official Town records, files, chairs, tables, and supplies in the vault and in the offices.
- Offices are small, crowded, and cannot accommodate anticipated growth.
- The meeting room is not large enough for monthly or annual Town meetings, departmental trainings, or any election situation that exceeds twenty (20) people.

Police Department

- Office space is inadequate for Chief and Officers(s).
- Office lacks adequate security and privacy.
- The Department has inadequate storage space for records and equipment.
- The area for secure storage of evidence is too small, unsecure, and crowded.
- The Department squad car is not secure while parked in the Highway shop space.
- There is no discreet space for conducting interviews or meetings.

**Highway Department – Don Hamblin**

- Not enough workspace in the Highway Shop for more than one project at a time.
- Upstairs storage area is not large enough and does not have adequate access.
- Highway shop truck bays are too small for working on equipment – height, width, and length.
- Garage doors in the Highway department shop are not wide or tall enough – inches of width clearance with a plow truck and antenna's always slap the garage door causing radio issues.
- Maintenance floor drains empty into the septic system.
- Pole shed, lean-to, and sign storage areas are all filled to max capacity.
- Pole shed roof is leaking in multiple places.
- No air-exchanger – current exhaust/filtration systems are not adequate, creating an unhealthy work environment.

Fire Department – Don Hamblin

- Inadequate space for getting in and out of trucks, parking trucks.
- Gear lockers lack adequate clearance for people to access easily/rapidly and don their turnout gear.
- Having trucks and gear lockers in two different areas delays response by not being able to communicate while putting gear on or know which trucks are already in use.
- Meeting/training room is too small to accommodate all of the firefighters and not a conducive to a learning environment.
- No air exchange or exhaust collection so trucks do not get a chance to warm up in the building.
- Overhead heat system is too close to the top of the trucks – causing damage to hosebed covers and hose.
- Front truck bay is flat and excess water drains toward the doors – doesn't allow us to wash truck in the front and if a truck is over-filled in the winter, the front parking area becomes icy, and the floor is always slippery when it is wet.
- Not enough office space for Fire Department.
- Not enough storage space in the loft for extra gear/equipment.

## The Town Hall Future

For Northwest Wisconsin, a population forecast model by the Northwest Regional Planning Commission (NRPC) indicates sustained annual growth at between 0.10/0.40 percent through 2035. In the region the population is forecast to increase by 12,815 people by the year 2035.<sup>1</sup> The highest local growth rates are forecast in Sawyer and Washburn Counties and that growth is driven by the highest percent of in-migration in Wisconsin. NRPC further predicts that the major source of future growth in Sawyer County will be within the boundaries the Hayward Township and City of Hayward. The majority of the Town population is in a rough triangle formed by State Road 77E, Sawyer County Highway B and Round Lake. The forecasted age structure in northwestern Wisconsin in 2035 shows an increasingly aged population, with fewer individuals in 5-19 age group. Along with this reasonably predicted growth will be the need for efficient additional services. Additional services will require appropriate facilities.

The Facility proposal should carefully weight the present needs with predictions for the future of the township. The buildings must be engineered structures complying with all current State and Local codes for public government buildings. Town officers and department heads submitted their reports about working in the current building and included suggestions for making their space more efficient and adapted for changing codes, while focusing on public safety, privacy and security for the present, and allowing for reasonable growth in the future. The following summary reflects minimum State requirements, OSHA rulings, and law enforcement standard operating procedures to address the future predicted growth in the Town of Hayward.

### Town Board of Supervisors and Town Meeting Spaces

Meeting space of approximately 2,000 square feet is required for public meetings, voting, and community uses. The space needs to have appropriate ADA compliant bathrooms and entrances. Storage space is required for Town recordkeeping of 130 square feet. The meeting space can have a dual breakroom and kitchenette facilities for Department heads and employees. The meeting area needs to have a separate entrance from other town offices to allow for public use of the room and storage for chairs, tables etc.

### Clerk and Treasurer Departments

Office space of 600 square feet are needed for the Town Clerk and Town Treasurer. Also needed are 300 square feet of fireproof vault space and an unheated storage space of 300 square feet. 200 square feet of secure storage space is needed for election equipment. An ADA compliant restroom is needed for Clerk, Treasurer, and the volunteers serving for elections and for special meetings. A minimum of 400 square feet waiting area and entrance area is recommended.

---

Northwest Regional Comprehensive Plan – Demographics pages. 1-4 through 1-7  
<http://www.nwrpc.com/DocumentCenter/View/894>

### Highway Department

For the efficient and effective operation of the Highway Department vehicles and staff, the following design features would be sufficient for the current workload, as well as State standards and codes.

- A minimum of five (5) adjacent stalls in the primary highway garage where all of the primary winter maintenance equipment (grader, loader, 3 plow trucks) can fit inside with adequate space around them under a 16 ft. or higher ceiling. This space needs to be a heated garage with concrete floors with appropriate in-floor drainage and a grease trap.
- Inside or adjacent to the heated shop area there needs to be storage for parts – larger and more easily accessible than our current parts loft. The shop area should include a work area for bench, welder, toolboxes and also include a flammable storage area for bulk oils and other flammable items as well as fireproof cabinets for hazardous cleaners and degreasers.
- Three (3) stalls for the remaining equipment requiring only 50-degree heat with concrete floors and in-floor drainage.
- An enclosed unheated (cold) storage area for all other equipment and miscellaneous storage space. The cold storage area could be just graveled inside with no concrete floor.
- One garage door in each of the buildings should be 16-feet wide. All other garage doors in the main shop should be 14-feet wide. All garage doors should be 16 feet high.
- An air exchanger or exhaust management system is required in all heated areas of the buildings.
- Heating – either Modine or in-floor heat systems.
- The highway department requires at least one unisex bathroom and breakroom.
- An office area for the road supervisor that is 150 square feet; storage of Highway Department records requires a 130 square foot area.
- Approximate 1,500 square foot storage for equipment and parts.
- An ADA bathroom.
- Salt/sand Storage Building - it would be an economical future savings to have a building that hold 110% of our annual usage and allowed for a straight salt pile of 25 tons. This would provide storage for all materials under a roof which makes for a better-quality product to apply to the roads and would save the highway crew time moving this material in and out of a building multiple times. The present building holds about 25% of the annual usage of salt/sand. Annual use is between 1200 and 1500 tons.

### Fire Department

The following bulleted items are building design elements for an efficient Fire Department to meet current response need, workload, Wisconsin State Standards and Building Codes.

- All trucks should be parked in the same garage space.
- Garage doors should be a minimum of twelve (12) feet wide and fourteen (14) feet high.
- Heating – either Modine or in-floor heat systems.
- Space between trucks or between trucks and walls-supports should be at least four (4) feet.

- Exhaust or air exchange is needed to allow trucks to start and run for five (5) minutes with garage doors closed.
- Enough floor drains to keep all floors dry and trucks sitting level.
- Truck egress should be a direct route to the main highway – not impeded by parking areas or other buildings.
- Truck fill system – a large well – with spouts above every truck location or an easy on-the-ground system for filling.
- All trucks should have access to compressed air and 120v power shorelines.
- Firemen need an easy access parking area that would accommodate 10 vehicles with more parking area available to park at least thirty (30) vehicles.
- Storage area with at least 1,000 square feet for shelving and PPE hanging racks.
- Gear lockers for twenty-five (25) firefighters located in the common area, allowing for three-(3) foot-wide lockers. This area should have direct access from outside parking area for firefighter vehicles. The commons should have a minimum of six (6) feet clear space in front of the lockers for donning fire equipment.
- A hose-tower or drying rack area for at least 500 feet of hose should be easily accessible from the trucks when parked inside – preferably at the rear of the trucks.
- A separate room for the self-contained breathing apparatus (SCBA) fill station and compressor, along with an industrial-sized washing machine: accessible to the truck bay.
- An ADA bathroom/shower room for clean-up after fires.
- Office space for the Fire Chief, of 150 square feet and a separate office space of 130 square feet for Officers to use for maintenance and report writing.
- Meeting/training room to seat thirty (30) or more people with tables, internet, large TV, and projector system of approximately 1,200 square feet.

### Town of Hayward Police Department

The list below reflects minimum State requirements and reflect law enforcement standard operating procedures. This is not conclusive and is not only anticipated improvement to the current facility but also anticipating future needs for an effective police agency. Currently, the Town of Hayward Police Department has been able to function by acquiring other department's spaces within the current building. This has caused issues for the other departments and has also interrupted police functions by other individuals in proximity to law enforcement actions.

### State and Federal requirements for Police Department Functioning

- Secure office space for the Chief and separate secure office area for the other officers. Separate rooms for officers and the public ensure secure evidence and equipment to maintain a clean chain of custody and limited exposure. Providing separate public areas protects the public in non-secure locations for interviews, allowing them the freedom to leave. Separate rooms make securing evidence and records and knowing who has access is

more efficient for responses, getting equipment for types of calls, and increasing the longevity of costly equipment with proper storage.

- A secure minimum office space of approximately 164 square feet for the Police Chief and secure and minimum confidential storage space of 96 square feet to maintain all personnel files.
- A secure office space of 192 square feet for other additional town officers.
- Wisconsin Statutes 19.33 provides more information on record retention.
- Having a secure location in the Police Department also limits contact of sensitive material related to investigations.
- Non-secure location within the Police Department to conduct interviews.
  - WI statute 968.073 describes custodial interrogations.
  - This non-secure private area requirement is primarily related to the “TIME” computer system which accesses state and national databases.
- Evidence storage location
  - The state has specific requirements in the processing and storage of evidence. A minimum secure storage space of 96 square feet is requested. Refer to WI Statute 968.025 on preservation of evidence.

#### Current and anticipated facility needs for optimal function of the Police Department

- Secure separate squad bay for police vehicles and equipment storage.
- A heated equipment storage area of approximately (120) square feet adjacent to police department office space. In addition, a non-heated storage area of approximately (672) square feet.
- A two (2) vehicle squad bay with an extra work area allows for future growth without having to expand the building. It also makes additional equipment or evidence storage as well as evidence packaging and firearm maintenance possible in an area that would not intrude on interior office spaces. Police gear and equipment can be bulky, and it is beneficial to have a larger working area.
- An ADA shower-equipped bathroom allows an officer to decontaminate if he or she is exposed to pepper spray or bodily fluids after a call for services. It also prevents the others in the building from exposure to the same contaminants.
- A vestibule entrance for the Police Department allows on-duty officers the chance to screen people entering the building by video or security window. A vestibule can also be equipped with a telephone to contact the dispatch center to request emergency services of any type, also providing informational brochures, signage, and important forms when an officer is not present.



### **Issues Not Addressed**

Not every issue raised by the public has been addressed in this proposal. Some issues were predetermined and outside the scope of this Committee. Some issues require additional funding and will need further consideration and decisions by the Town Board of Supervisors. The following topics are examples of some of these issues.

### **Information**

It was brought up that there was not enough information and communication about the Town Hall facility design process. To mitigate and expand on communication relating to the planning process, a public outreach and communication position was created on this committee. In April and August, information and agendas for the Facility Planning Committee were posted in the Town's Facebook page but no public responses were received from those posts. Discussion on the Facility was posted on every Town Board meeting agenda starting March 2020. During the summer months, the individual who accepted the position simply did not conduct any other outreach using public communications. In September he informed the Chair that he was resigning from the Committee.

### **Facility Condition Analysis**

The completion of a formal Facility Condition Analysis (FCA) conducted by a certified Architectural and Engineering firm or organization to produce an extensive narrative, supplemented with drawings and photographs, as to what conditions were observed, with a summary budget for correcting all of the deficiencies was initially discussed by this committee, with Legend Architecture, LLC, and with the Town Board.

The Town Board's decision was not contract for, or conduct an FCA, and to ask Legend Architecture, LLC. if they could produce a narrative documenting the facility condition based on site reviews conducted as a part of the previously conducted Feasibility Study. If that narrative were unable to convey enough information for the public to understand the condition of the buildings, the Board could then contract a formal FCA.

### **Police Department**

During the planning process and public hearing, a few individuals questioned the need, function, duties, responsibilities, and basis of the Town having a Police Department. These issues were not in the scope of the Facility Planning Committee because a Town Annual meeting (dated 06/2003) resulted in the decision to create and formulate a Town Police Department and it was codified in Ordinance 02-03. The Police Chief has an open-door policy, reports to the Town Board, and works with the City of Hayward, Sawyer County Sheriff's office, State Police, and other appropriate law enforcement agencies. Therefore, as a Department of the township, the Police Department must have an appropriate, secure workspace.

### Fire Hall Location

Several people located in the south/southeast area of the Township raised the issue of appropriate location of a Fire Hall due to response time from the existing location. The Facility Plan Committee reviewed general Town maps showing population density and property value. Chairman Cervenka spoke with Jason Laumann, Northwest Regional Planning Commission Deputy Director to get recommendations on where to appropriately locate a Fire Hall in the township. Laumann explained the depth and complexity of computer analysis that would be needed to conduct such an analysis. A formal population-based fire response time study was not conducted by the committee. This Committee recommends that an Emergency Response analysis be completed for consideration of location of both fire and police. A cost estimate for that plan from the Northwest Regional Planning Commission was in the range of \$1,200-\$1,500.

### Fixing the Existing Building

The suggestion to fix the existing building and bring it up to present codes and current standards of the industry was suggested. Another suggestion was to do a portion of the repairs and then wait. These options were discussed but the professional opinion of a number of contractors is that the building is reaching the end of its useful lifespan and would require significant investment to retrofit and repair the building. An estimation of that cost is between \$650,000 and \$1 million dollars and does not address critical space, safety, and growth issues.

### Potential Future Funding Opportunities

Following the advisory referendum where it was asked if it would be acceptable for the Town of Hayward portion of your property taxes to increase approximately 10.5% for the next 10 years to fund a new facility there was an over a 2 to 1 vote “no”. Below are some options to potentially fund the facility and reduce this percentage. These organizations may also assist with renovations to present structures.

#### Loans:

- a. Municipal bonds with rates as low as 1.05%
- b. Wisconsin Board of Commissioners of Public Land
  - (1). Contact: Richard Sneider 608-261-8001, richard.sneider@wi.gov
  - (2). Apply when project is moving forward

#### Grants:

- a. Northwest Regional Planning Commission (NWRPC)
  - (1). Contact: Kate Costello 1400 S River St, Spooner, WI 54801, 715-635-2197 FAX 715-635-7262. Sawyer County Representative Tweed Shuman
  - (2). Grant Writing Assistance, Jason Laumann
- b. Development Block Grant for Public Facilities CDBG

(1). Contact: Director at 608-261-7538, Wisconsin Dept. of Administration Division of Energy, Housing and Community Resources, Bureau of Community Development, PO Box 7970, Madison, WI 53707-7970

(2). Community Development Block Grant funds may be used Small public facilities projects. Community Development Block Grant - Public Facilities funding is awarded through an annual competitive process, apply annually in June. <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGPublicFacilitiesProgram.aspx>

c. The Community Facilities Grant Program (USDA Rural Development) Essential community infrastructure is key in ensuring that rural areas enjoy the same basic quality of life and services enjoyed by those in urban areas. Community Facilities Programs offer direct loans, loan guarantees and grants to develop or improve essential public services and facilities in communities across rural America. These amenities help increase the competitiveness of rural communities in attracting and retaining businesses that provide employment and services for their residents.

(1). Contact: Frank Frassetto, State Director, 5417 Clem's Way, Stevens Point, WI 54482 Voice: (715) 345-7600 Fax: (855) 814-3109 [www.rd.usda.gov/wi](http://www.rd.usda.gov/wi)

<https://www.rd.usda.gov/programs-services/all-programs/community-facilities-programs>

(2). Funded by the U.S. Department of Agriculture (USDA), the community facilities grant program helps develop facilities that are crucial to the community, residents can use grants funds to construct facilities to be used for public health, public safety and public services and buy equipment. Maximum of 75 percent when the proposed project is located in a rural community having a population of 5,000 or fewer; and the median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

#### Matching Funds:

a. See Development Block Grant for Public Facilities CDBG above.

b. Community Development Investment Grant Program.

(1). Contact: Regional Director, 855-INWIBIZ, [wedc.org/inside-wedc/contact-us#regional](http://wedc.org/inside-wedc/contact-us#regional)

(2). Complete application thru Regional director. Up to 25% of projects costing up to \$250,000. Only one grant per year.

There are many more sources of revenue to explore as the project progresses.

**Recommendations of the Facility Planning Committee**

It is the recommendation of this Facility Plan Committee for the Town Board to:

1. Accept the Facility Plan Report
2. Circulate the Report electronically and make it available at the Town Hall in paper format.
3. Contract a professional Emergency Response Plan (ERP).
4. Propose an appropriate location for the building/buildings at the conclusion of the ERP for the Fire Hall and Police Department.
5. Town Board will continue to address, correct, and improve the Town Hall, Highway Department, Fire Department, and Police Department facilities and provide the community with a timeline for the process.

## **Appendix I Facility Conditions Report**

Town of Hayward

Hayward, Wisconsin

Project No. 1902

July 27, 2020

Revised

### **Introduction**

This report is a summary of opinions by the design team of Legend Architecture LLC (buildings), Cooper Engineering (site and structure) and Timper Associates Engineers, LLC (plumbing, HVAC and electrical) that reviewed three of the Town of Hayward buildings during the months of January through April in the year 2019. This narrative is a companion to the previously prepared “Feasibility Study” dated April 9, 2019. The intent is not to be a Facility Condition Assessment to professional standards, but to simply disclose the condition of the three existing buildings. The three building are as follows: Main Building – housing the Town Hall, Fire Hall, Police Department and Highway Maintenance Shop; Metal Storage Building – housing highway and fleet supplies and equipment; Salt Storage Building. The existing buildings currently sit on a parcel approximately 4.5 acres. There is an additional parcel of approximately 3.1 acres that includes partial road rights-of-way. This additional parcel also has a building, not here-in addressed, that is used by the local Lion’s Club organization.

### **What is Planning**

All too often, municipalities begin the process of facility planning before fully exploring the relationship of facilities to the achievement of their vision for services in the community. Specific and obvious space needs become a singular focus for a committee. In their zeal to provide for a growing use of the facilities for the growing population, and to do so at minimum cost, solutions “planned” by building committees can be, and frequently are, shortsighted in relationship to the potential for an expanded municipality system that a growing population suggests. Even when a committee is broader minded with regard to the evaluation of needs, the resulting facility is often a collection of spaces which respond to needs which are current, not the needs of the community not yet involved. While we cannot predict the future with regard to required needs or changes, we can step back from immediate, identifiable needs and reflect on the mission and vision of the Township. In so doing, we can create facility development plans which effectively support the delivery of programs far more responsive to the needs of our taxpayers and community. Planning is a process about Vision and Commitment to an effective municipality, about defining Priorities, about understanding Benefits and Consequences, and about building Consensus in a community. Planning is not about inexpensive quick fixes. It is not about responding to the personal desires of a few vocal leaders.

### How We Plan

The “Feasibility Study” process was actually initiated with an internal study conducted by the Township which identified “inequitable facilities” as the most critical issue in the Township. This basically means the existing facilities do not meet the current standards of required operations for the associated departments. The extension of the study to a formal procedure by the Town Board started the planning process.

The planning process focused on building consensus through meetings and tours which allowed each member of the planning group an equal voice in defining priorities of the Township facilities and in moving from priorities to specific solutions. Through these meetings and tours, priorities were established and then presented to the Township for review.

With clearly stated priorities, as stated in “TOWN OF HAYWARD FACILITY PLAN COMMITTEE ORDINANCE, HAYWARD, WISCONSIN Ordinance 20-001,” the Board formed a Facility Plan Committee to produce a long-term proposed Facility Plan for the Town of Hall structures. This information included specific needs and deficiencies that could be quantified and identified as additional space needed for a given program or activity.

### Successful Solutions

The process of consensus building continued with the meetings being utilized at the committee level to confirm the priorities that had been identified previously and to afford opportunity for this additional level of input from a different group of users and from a different perspective.

Results from the meetings could then be analyzed and compiled in a fashion that would provide meaningful data from which to determine the study direction and the modifications that would be required at each facility to meet the study criteria established by the Township.

Solutions to space needs in general involve additions to facilities or remodeling of existing spaces to accommodate programs already in existence; however, in recognizing that ultimately cost is going to be an important issue on which decisions will be based, reassignment of space needs to be a consideration as well.

Reassigning space, in many cases, is overlooked because it involves more in-depth coordination efforts between the Architect and Planning Committee. In essence, it usually represents cost savings during construction due to the more efficient use of existing space. It also provides opportunity to provide new space for programs that benefit from newer construction and the application of new technology or simply newer and more inspirational surroundings.

Regardless of the challenges that are presented, successful solutions rely heavily on the ability of the Township, Architect and Community to work together as a team toward goals that support

programs and provide for the highest level of input and participation in the study process and its ultimate recommendations.

This brief assessment documents the findings and results of the existing Township facilities for the Town of Hayward. It is intended to cover the information at a level of detail appropriate for anyone who wishes to understand the process and the justification for the intended actions to follow as a result of this research.

### **Summary**

In general, the facilities exhibit signs of age and are representative of buildings that are near the end of their life cycle. All of these buildings would require significant dollars to retrofit and correct existing deficiencies to see them into the future.

### **Confirming Existing Conditions**

As a part of the initial process, tours of the existing buildings were conducted with Timper Associates Engineers, LLC, who specializes in plumbing, HVAC, and electrical disciplines. The purpose of the walk-thru was to identify issues in each of the facilities that might not be apparent to the everyday user and to assess the implications of bringing each of the facilities up to current Code compliance status. Many of these issues have to do with the efficiency and functional status of building equipment such as toilets, sinks, boilers, air handlers, lighting, and electrical systems as well as life safety issues such as exit distances and fireproof ratings of building components.

Legend Architecture LLC also conducted a separate tour to assess such items as energy efficiency, handicap accessibility and the structural system to determine its relative condition. These are aspects of the facilities that have a profound impact on its ability to serve as a functioning building into the future. Insulation, doors, windows and exterior wall and roof materials complied with building codes at time of construction, but in most cases do not comply with current building codes. All of the existing buildings do not comply with the current version of the Americans with Disabilities Act portion of the building code. If a building's structural system is in any way compromised or has been altered by changes made in the past, it may prove to be cost prohibitive to use the existing facility as the basis for expansion.

### **Impact of Proper Maintenance**

In many cases what is discussed, relative to building maintenance, is equipment and devices that are worn out or reaching the point of "life cycle" which is to say they are either failing or about to. What we actually found at the facilities were well cared for and maintained systems which have been in service longer than is normally expected or equipment which had been repaired or partially replaced as necessary to maintain a functioning system.

In general, what was discovered was that the facilities have been very well maintained and that an effective short and long-term maintenance program is in place. This does not mean all the equipment and systems are running like new, but it does mean they are functioning at an acceptable level and should failure occur, there is a managed process to provide for repair or replacement.

**Specific Findings:**

**A. Exterior Site Conditions**

The existing site conditions for the Main Building (housing the Town Hall, Fire Hall, Police Department and Highway Maintenance Shop) have several features to consider:

1. Geometric Alignment of the building and driveway layouts
2. Condition of the Pavements and other driving surfaces
3. Management of the Stormwater Runoff (drainage and treatment)
4. Condition and appearance of the Landscaping

**A1 Geometric Alignment:**

The driveway location at the access to STH 77 should be shifted westerly to align directly across from Davis Avenue. Consideration to improve access would be to add in a right turn lane for westbound travelers and convert the existing bypass lane on STH 77 as the through lane and then create two opposing left turn lanes to improve the intersection safety. The approximate cost of the driveway and STH 77 improvements is estimated to cost up to \$120,000. This effort could be reduced if timed to coincide with any STH 77 scheduled improvements or maintenance work.

It appears the alignment for the existing driveways within the facility work well to serve all buildings. It appears overflow parking needs are handled by allowing visitors to park on the grass lawn area to the west of the primary driveway. This works acceptably well in the summer since the native soils are relatively granular and support occasional vehicular traffic without much damage to the lawn. The overflow areas may work okay into early November and take care of November election parking if there is not too much snow at election time. Early spring elections and well attended meetings may require wintertime overflow parking to the north side of the building. Cost to improve overflow parking is difficult to assign but if the existing lot is used and some signage and pavement lines placed, the cost could be as low as \$5,000. If a 72-stall asphalt paved lot is added to the site (approximately 120' x 200') the cost is expected to be up to \$100,000 depending on the location, available drainage, and need for lighting.

**A2 Pavements:**

The asphalt pavement apron located east of the building appears to be approximately 12 years old and is free of significant cracking. It appears that asphalt portion of the lot will have another 10 years of service life prior to any significant repair work.



The remaining asphalt pavements appear to be in the 20-year age, and there is a significant amount of cracking in the asphalt. This cracking has been maintained by sealing the cracks, and that effort does extend the life of the pavement significantly. The cracking occurs more and more as the pavement ages and becomes more brittle and less flexible. There are a few locations in the asphalt pavement where the pavement has settled a bit, and this has allowed some puddles to remain and the water is not able to drain away. This standing water will continue to soak into the soil below the pavements at those locations, and the pavement deterioration will accelerate at the puddle locations.

Due to the age of the pavement and the amount of cracking present, the repair recommended will be to replace the existing asphalt pavement within the next 5 years. In some cases, pavements can be simply overlaid with an additional layer of asphalt pavement to extend the life, but in this case all the existing cracks will rapidly extend through the new pavement reducing the effective life. If appearance is an important factor (as it may at a commercial shopping center) then the entire asphalt surface could be seal coated after all cracks are filled, and this would clean up the appearance until the asphalt pavement could be replaced within the next 5 years. The asphalt pavement as it currently exists will last longer than 10 years, but it will require more and more attention each year to keep it in an acceptable driving condition. The approximate cost for a new parking lot constructed on site is expected to cost approximately \$4.80 to \$5 per square foot (SF) for one with 4" asphalt surface sufficient for truck traffic. If spot replacement of base materials, and the existing surface is pulverized in place for reuse to strengthen the base, then the cost is expected to be in the range from \$2.50 to \$3 per SF. The existing site has approximately 27,500 SF of asphalt pavement. The estimated cost to replace the existing pavement, excluding the east apron, and update the pavement markings is \$100,000.

The gravel surfaces all look generally in good condition and it is anticipated soft areas that may surface are rapidly corrected by placing some gravel on the yielding locations. There is a concrete sidewalk at the front entry to the Town Hall, and that concrete surface has some wear on the surface most likely due to the salt use in the winter, rather than foot traffic causes. The concrete has one significant crack that does not appear to be displaced. There also is concrete surfacing present around the building that has been overlaid with asphalt pavement. The asphalt has detached from the concrete in locations, and some of those locations create a potential tripping hazard and should be repaired to eliminate the hazard. The recommended repair is to replace the concrete sidewalk and asphalt, placed some base material and new asphalt pavement at those locations, or replace with concrete sidewalk. The estimated cost to replace the sidewalk with a similar width and location is \$2,500 including removals. To install a new sidewalk from the northwest side of the lot along the west side to the front entry is estimated to cost \$8,500 to

\$10,000. This would provide a designated walkway if overflow parking is placed north of the existing facility.

**A3 Stormwater Runoff:**

The drainage for the majority of the site seems to flow away properly. There are some settled area in the pavement that could be patched, and the grade adjusted upward to eliminate the puddling. It appears the majority of the drainage from the site flows to a natural low area to the west of the parcel and infiltrates into the ground, or flow to the east on into a self-contained pond. It does not appear there is any discharge from the site that flows directly through ditches or piping to the south and into the Namekagon River causing a present concern regarding stormwater quality. Future redevelopment on the site will need to incorporate stormwater treatment features. Although there is no cost if the existing asphalt areas can be reconstructed to shed the water over the surface, there will be a cost to manage stormwater runoff as part of any significant site work that includes land disturbance over 1 acre. An approximate budget amount for some piping and basin stormwater treatment system constructed on site as part of other improvements is \$50,000. It is likely the costs could and will be less, but some sites are challenging and require more piping to convey the runoff, and that can add to the costs significantly.

**A4 Landscaping:**

The grass lawn areas are typical for the sandy soils that are native to the community and appear well established.

There are volunteer growth areas along the perimeter of the site with native vegetation creating some natural screening. The playground and pavilion area have a nice selection of mixed tree growth and some low growth landscaping. There are several cedar trees along the west side of the building that have grown up tight against the existing building. This growth could be an issue as exterior building maintenance occurs. There is also a row of mature pine trees in the open area to the west of the parking lot, and this row of pines most likely works well as a partial windbreak for the developed portion of the lot. Removal of trees by commercial means will run from \$300 to \$1000 per large mature tree depending on the proximity to other structures and the need to remove the stump. The costs for tree removals immediately adjacent to the building, if not self-perform by Town Staff, would be expected to cost no more than \$1,000.

**B. Structural Conditions**

There are three individual buildings for which we are offering an evaluation – (1) Main Building which is a concrete block wall structure with a flat roof and timber framing, (2) the metal storage building and (3) the treated wood salt storage building. All three buildings appear to be well into their expected life span even considering that they have been well maintained over time.

**B1 Main Building:**

This building's structure has the expectation for the longest life span given the materials of construction. With proper maintenance and repairs, this building was be expected to have a life span of up to 75 years. The original building was thought to be building in 1967. This part of the building is into year 53 with approximately 22 years remaining on the life span. There was an addition to the Fire Hall area in 1994. This part of the building is into year 26 with approximately 49 years remaining on the life span. Some of the current issues are the settlement cracks in the masonry walls and the need for continuous maintenance of the flat roof.

Seasonal temperature changes will continue to cause damage to the walls over time, eventually leading to the need for major repairs to the structural system. But those efforts can continue for decades. It is difficult to offer a related cost to these repairs without a much more in-depth look at the specific structural systems and a detailed evaluation. An annual budget of \$10,000 for structural repair issues should cover small projects and the occasional larger project.

**B2 Storage Building:**

This metal building has metal siding panels and roof panels that are closer to the end of their expected life span (they are at approximately 90% of their useful life). It is unknown when this building was constructed, but it is assumed to be sometime after the original building was constructed and before the Fire Hall addition. Once corrosion begins, it will continue until the panels lose functionality. Replacement will need to be considered in the near future (5 to 10 years) for on-going use of this structure. A budget in current dollars of \$20 - \$30/square foot of total building area will provide an approximate repair cost for the roof and wall panels.

**B3 Salt Storage Building:**

This structure is in relatively good condition even though the environment is rough in terms of how the building is treated – loaded and unloaded with product. It will be necessary to consider on-going repairs to portions of the building due to this treatment – wall impact panels and siding. These comments do not address whether or not the building has adequate storage capacity. It is unknown when this building was constructed, but it is assumed to be sometime after the original building was constructed and before the Fire Hall addition.

**C. Building Materials (exterior & interior) and Handicap Accessibility (ADA)**

**C1 Main Building:**

The majority of the building exterior walls are constructed with concrete masonry units (CMU). The corners of the original building are showing signs of foundation failure. This also is causing a shift in the building that has caused movement at the east face near the highway maintenance overhead doors and south face near the fire hall overhead doors. Refer to the structural conditions in part B for structural integrity. The condition of the building materials is summarized later in this

## Facility Planning Committee Report to the Hayward Town Board Nov 19, 2020

report. The handicap accessibility in the building and what is required to accommodate employees and general public is summarized later in this report.

Existing plumbing, HVAC and electrical systems are aged. Portions of the entire existing systems in general need to be replaced/upgraded to reduce future maintenance, to comply with current code requirements, and to increase energy efficiency. This will provide in general a more reliable building.

Handicap accessibility needs to be addressed as follows:

- All exterior doors and interior doors are to be equipped with lever handles.

- Doors with closers are to be adjusted to meet PSF opening capability.

- Thresholds at exterior doors are to be wheelchair accessible.

- The existing toilet rooms nearest to the meeting room need to be altered to one unisex toilet room.

- Countertops that need to be accessed by the public need to be provided at a height of not more than 34" a.f.f.

Plumbing items are as follows:

- Provide water service connection to City water as an option.

- Provide building sewer connection to City sewer as an option.

- Replace electric water heater with gas water heater.

- Provide 2" interior truck fill.

- Provide garage floor wastewater treatment (trench drains that discharge to garage catch basins).

HVAC items are as follows:

- Replace interior gas boiler.

- Upgrade town hall area heating/cooling/ventilation system.

- Upgrade town shop heating system.

- Upgrade town shop ventilation system.

Electrical items are as follows:

- Upgrade lighting with high efficiency LED lighting.

- Upgrade power receptacles and connections.

- Upgrade power distribution equipment.

- The foundation failure at the corners of the existing building and related movement at the overhead doors should be repaired as soon as possible. It is not a life-threatening situation at this time.

The exterior face of the CMU is in need of new paint. This is an important part of keeping moisture out of the cores of the CMU and ultimately out of the interior of the building. The stone veneer at

## Facility Planning Committee Report to the Hayward Town Board Nov 19, 2020

the Town Hall portion of the building should either tuck pointed (removed existing mortar that is cracked or deteriorating between stones) or completely removed and replaced with a different exterior building material, such as metal wall panels that are properly flashed and sealed to prevent moisture from entering the building. The current rubber roofing system was replaced approximately 10 years ago. This should be looked at in approximately 10 years for complete replacement down to concrete deck and replace with a higher R-value insulation and adhered rubber membrane. This will also remove the additional weight on the roof by not reinstalling the roof ballast. The concrete floor in the original Fire Hall does not drain properly and should be replaced with properly pitch floor to new trench drain(s). The concrete floor in the Highway maintenance area does not drain properly and should be replaced with properly pitch floor to new trench drain(s).

The interior finishes in the Fire Hall and Highway Maintenance just show age from equipment exhaust and would only need to be cleaned and updated to give the area a fresh look. The finishes in the Town Hall show signs of wear and tear. Updating finishes in the Town Hall would not be required at this time except for giving the areas a fresh look.

The plumbing, HVAC and electrical services and equipment will need to be updated/ upgraded. See comments above in Section C.

An approximate budget amount for some the potential work listed for this building is approximately \$320,000 to \$380,000. It is likely the costs could be less, but once the building demolition begins, some unknowns could appear that will need to be addressed.

### **C2 Highway Department Post Frame Building:**

This building is a post frame wood structure with wood wall girts, wood roof purlins and metal wall and roof panels. Approximately half the building is heated, and half is unheated cold storage. Refer to the structural conditions in part B for structural integrity. The condition of the building materials is summarized later in this report. The handicap accessibility in the building and what is required to accommodate employees is summarized later in this report.

Handicap accessibility needs to be addressed as follows:

- All exterior doors and interior doors are to be equipped with lever handles.

- Doors with closers are to be adjusted to meet PSF opening capability.

- Thresholds at exterior doors are to be wheelchair accessible.

- A new unisex toilet room will need to be provided in the heated portion of this building.

Existing plumbing, HVAC and electrical systems are aged. Portions of the entire existing systems in general need to be replaced/upgraded to reduce future maintenance, to comply with current code

requirements, and to increase energy efficiency. This will provide in general a more reliable building.

The wood framing members do not appear to have any structural defects. The exterior wall and roof metal are showing signs of deterioration (rust) and the exposed fastener gaskets are most likely dry rotted. The short-term fix is to sand blast the rusted areas of the metal on walls and roof, patch any holes in the metal, make sure all the locations where fasteners (screws) are located have fasteners installed and then repaint the entire building. Painting will give the building a cosmetic facelift but will need to be repainted every 5 to 7 years.

The second option would be to replace all the wall and roof metal with new metal. Walls would remain exposed fastener, but it is recommended to use concealed fasteners for the roof. The heated portion of the building will need to have the insulation inspected and replaced if wet at both the walls and roof. This option may extend the life of the building an additional 20 to 25 years. Interior wall finishes show signs of age but would not be replaced unless specific areas are damaged, or access would be needed to accommodate other construction repairs or replacement.

The plumbing, HVAC and electrical services and equipment will need to be updated/upgraded. See comments above in Section C. An approximate budget amount for some the potential work listed for this building is approximately \$40,000 to \$180,000. This is a large range of potential costs due to optional level of construction referenced.

### **C3 Salt Storage Building:**

This building is constructed of creosote treated wood exterior walls and roof structure. Refer to the structural conditions in part B for structural integrity. This is not environmentally friendly under today's standards. This building has reached its life cycle and is undersized to meet today's requirements. The floor is in need of complete replacement. The walls have areas that need to have new materials replace the broken or deteriorated wood siding. The roof has leaks that should be patched to cure the short-term fix or completely replace the roof to extend the life of the building until a new building can be constructed.

The wood framing members do not appear to have any structural defects. The exterior walls and roof are showing signs of deterioration and should be replaced. The floor should be removed and replaced with new asphalt. This option does not address the need for more area but would extend the life of the building an additional 8 to 10 years.

There is no plumbing or HVAC in this building. New electrical lighting is recommended.

### Considerations

In developing options for consideration and keeping the established criteria of no preconceived plan in mind, it was important to remain flexible in regard to ultimate physical changes to the facilities affected. The Township's desire to provide the Facility Study and now a less cumbersome facility conditions report process creates a more focused response to the conditions of the existing buildings.

### The Cost Issue

Cost estimates or opinions of probable cost are provided based on information available regionally that is helpful in determining what a facility containing these approximate functions and features will cost to update. They should not be viewed as a guaranteed minimum or maximum because there are too many variables that affect these numbers; variables that the Township and the Community should have a say in determining and play a role in the process that ultimately defines what exactly is to be updated. Experience has shown us that based on the information the Township and Community have provided us with, these numbers are within 10% of the costs required to achieve the needs established.

### The Needs Issue

Needs and associated costs are the two issues that everyone can identify with during any discussion about capital improvements planning and implementation. They are the two most important aspects of any proposed building program; however, they need to be considered alternately separately and together to ultimately arrive at the most appropriate solution for a given community. Certainly, if all things considered present two solutions that are equal in every way and one is less expensive, the decision should be made on cost alone; but more often than not, the less costly option has a certain amount of compromise associated with it that may or may not be acceptable to those deciding on it. Cost has an important role in decision making. It is not, however, the only issue when deciding about the future of the facilities for the Town of Hayward.

### Summary

The following list is a summary of existing conditions that were observed by the design team during their on-site walk through(s) conducted from January through April in 2019 and the estimated costs to repair, update and replace:

#### Site Cost Summary:

A1 – Geometric Alignment:	\$100,000 to \$120,000
A2 – Pavements:	\$80,000 to \$100,000
A3 – Stormwater Runoff:	\$50,000 to \$60,000

Facility Planning Committee Report to the Hayward Town Board Nov 19, 2020

A4 – Landscaping: \$1,000 to \$2,000

**Structural and Buildings:**

B1/C1 – Main Building: \$350,000 to \$400,000

B2/C2 – Highway Department Post Frame Building: \$50,000 to \$200,000

B3/C3 – Salt Storage Building: \$17,000 to \$20,000

Total Opinion of Probable Construction Costs Only: \$648,000 to \$902,000

All estimates are assuming all work will be done by outside sources and construction costs are based on 2020 material and labor figures.

**Links to Wisconsin Commercial Building Codes:**

[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/361](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/361)

[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/362](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/362)

[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/363](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/363)

[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/364](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/364)

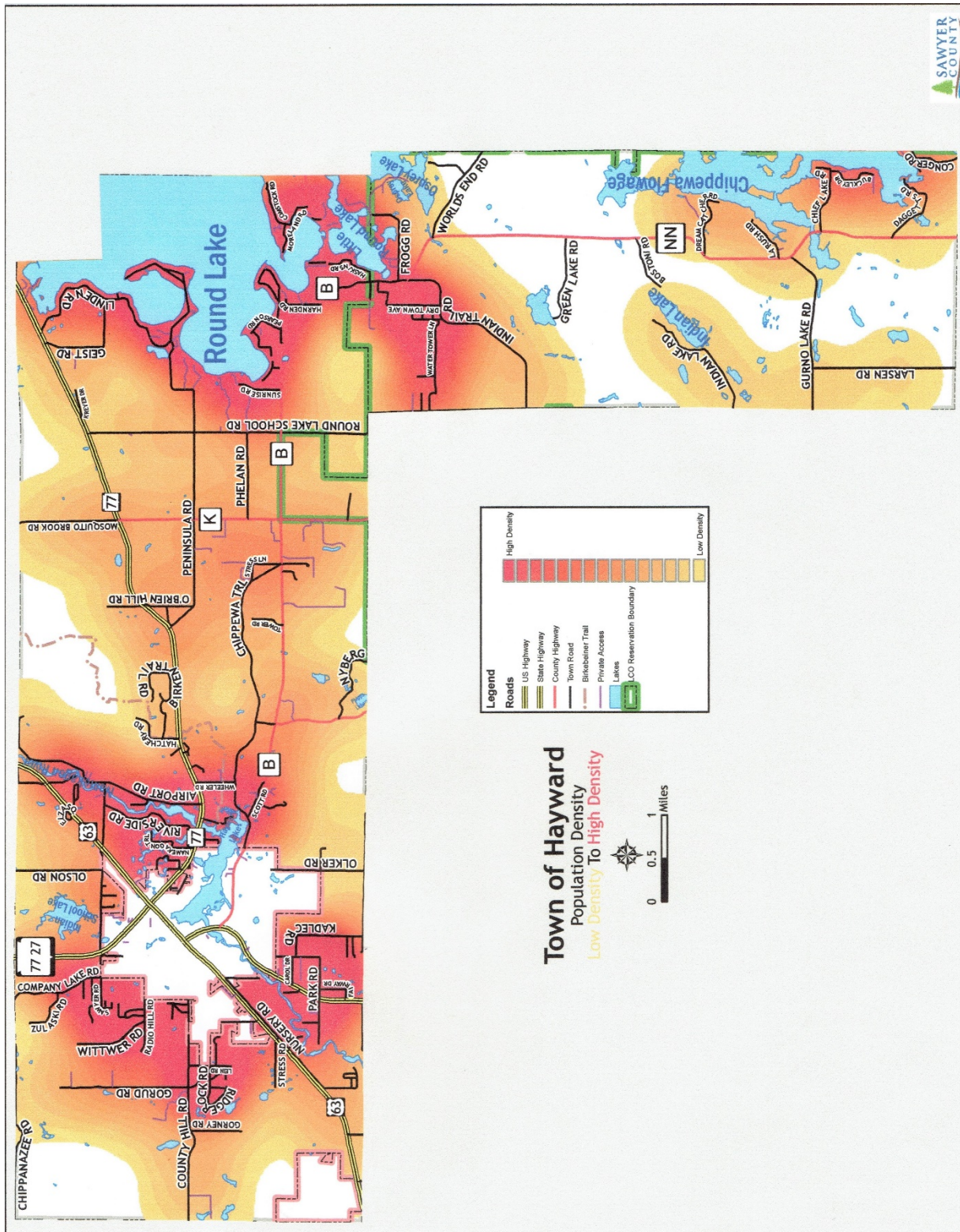
[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/365](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/365)

[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/366](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/366)

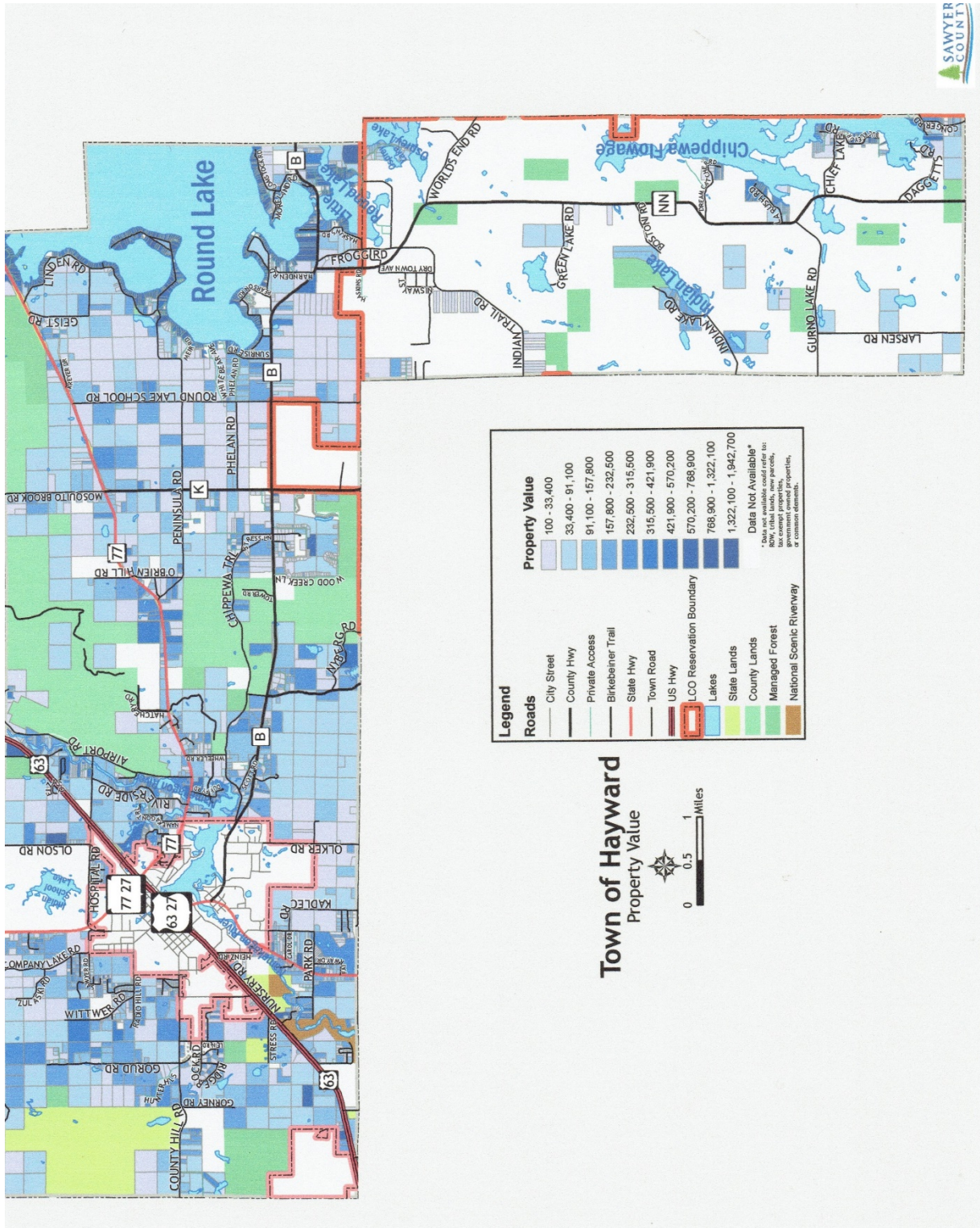
[http://docs.legis.wisconsin.gov/code/admin\\_code/sps/safety\\_and\\_buildings\\_and\\_environment/361\\_366/366](http://docs.legis.wisconsin.gov/code/admin_code/sps/safety_and_buildings_and_environment/361_366/366) / 3



**Appendix II Town of Hayward Population Density**



Appendix III Town of Hayward Property Value



**Appendix IV Town of Hayward Building Project 1994**

Wisconsin Department of Industry,  
Labor and Human Relations  
Division of Safety & Buildings

**SOIL AND SITE EVALUATION REPORT**

Page 1 of 3

in accord with ILHR 83.05, Wis. Adm. Code

Attach complete site plan on paper not less than 8 1/2 x 11 inches in size. Plan must include, but not limited to vertical and horizontal reference point (BM), direction and % of slope, scale or dimensioned, north arrow, and location and distance to nearest road.

COUNTY <b>SAWYER</b>
PARCEL I.D. # <b>23.41.9.11.2</b>
REVIEWED BY _____ DATE _____

**APPLICANT INFORMATION—PLEASE PRINT ALL INFORMATION**

PROPERTY OWNER: <b>TOWNSHIP OF HAYWARD</b>	PROPERTY LOCATION <b>CONV. EST. 1/4 SW 1/4 SW 1/4 S 23 T 41 N. R. 9 # (or) W</b>
PROPERTY OWNER'S MAILING ADDRESS <b>ROUTE 5 BOX 5074</b>	LOT # _____ BLOCK # _____ SUBD. NAME OR CSM # _____
CITY, STATE <b>HAYWARD WI</b>	ZIP CODE <b>54843</b>
PHONE NUMBER <b>( ) _____</b>	<input type="checkbox"/> CITY <input type="checkbox"/> VILLAGE <input checked="" type="checkbox"/> TOWN NEAREST ROAD <b>HAYWARD ST Hwy 77</b>

<input type="checkbox"/> New Construction Use <input type="checkbox"/> Residential / Number of bedrooms _____ <input type="checkbox"/> Addition to existing building _____
<input checked="" type="checkbox"/> Replacement <input checked="" type="checkbox"/> Public or commercial describe <b>FIRE HALL - TOWN HALL - TRUCK GARAGE</b>
Code derived daily flow <b>650</b> gpd Recommended design loading rate <b>.7</b> bed, gpd/ft <sup>2</sup> <b>.8</b> trench, gpd/ft <sup>2</sup>
Absorption area required <b>930</b> bed, ft <sup>2</sup> <b>815</b> trench, ft <sup>2</sup> Maximum design loading rate <b>.7</b> bed, gpd/ft <sup>2</sup> <b>.8</b> trench, gpd/ft <sup>2</sup>
Recommended infiltration surface elevation(s) <b>97.9 - 98.03</b> ft (as referred to site plan benchmark)
Additional design/site considerations <b>LOCATE DRAINFIELD AT B3 AND B2, ±10' NORTH OF B1, TO GAWW ELEVATION</b>
Parent material <b>GLACIAL DRIFT - ALLUVIAL TERRACE</b> Flood plain elevation, if applicable <b>N/A</b> ft
S = Suitable for system <input checked="" type="checkbox"/> S <input type="checkbox"/> U CONVENTIONAL <input checked="" type="checkbox"/> S <input type="checkbox"/> U MOUND <input checked="" type="checkbox"/> S <input type="checkbox"/> U IN-GROUND PRESSURE <input checked="" type="checkbox"/> S <input type="checkbox"/> U AT-GRADE <input checked="" type="checkbox"/> S <input type="checkbox"/> U SYSTEM IN FILL <input type="checkbox"/> S <input checked="" type="checkbox"/> U HOLDING TANK <input type="checkbox"/> S <input checked="" type="checkbox"/> U

**SOIL DESCRIPTION REPORT**

Boring #	Horizon	Depth in.	Dominant Color Munsell	Mottles Qu. Sz. Cont. Color	Texture	Structure Gr. Sz. Sh.	Consistence	Boundary	Roots	GPD/ft <sup>2</sup>	
										Bed	Trench
1 Ground elev. 98.7 ft. Depth to limiting factor 58" (94.9)	A	0-7	7.5 YR 3/2	--	ls	1m cr	muf	CS	3ft	.7	.8
	B <sub>1</sub>	7-27	7.5 YR 3/4	--	ls w/gr	1m sbk	mfr	CS	1m	.7	.8
	B <sub>2</sub>	27-47	7.5 YR 4/4	--	S-CS	SS	muf	AS	1m	.7	.8
	2B <sub>1</sub>	47-58	5 YR 4/4	--	S-FS	SS	muf	AS	1m	.7	.8
	2B <sub>2</sub>	58-62	5 YR 4/4	FIF 5YR 5B	S-FS	SS	muf	AS	1m	NP	NP
	C	62-64	7.5 YR 4/4	C2d 5YR 5B	CS w/gr	SS	ml	AS	0	NP	NP
2C	64-84	7.5 YR 5/4	C2d 5YR 5B	CS	SS	ml	-	0	NP	NP	

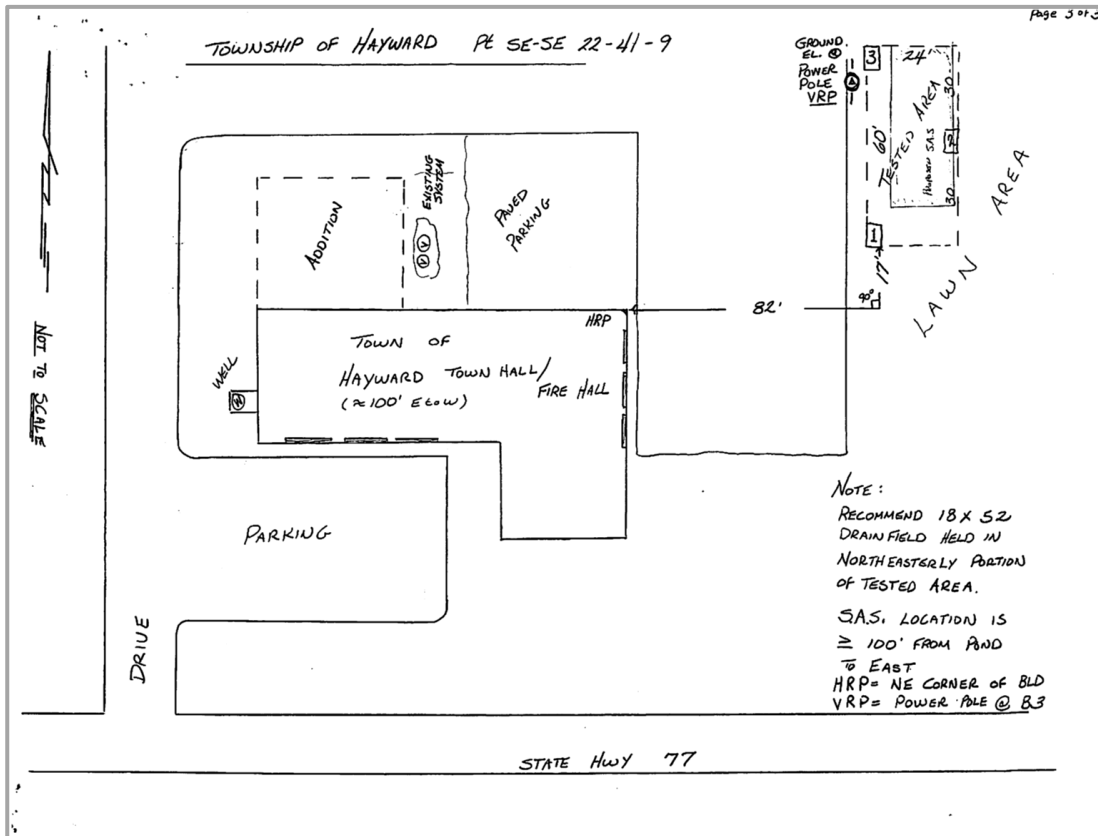
Remarks: STRATIFIED ALLUVIUM. MOTTLES @ 58-64 ASSOCIATED WITH GRAVELLY LS BAND

2 Ground elev. 92.8 ft. Depth to limiting factor 72" (93.8)	A	0-7	7.5 YR 3/2	--	ls	1m cr	muf	CS	3ft	.7	.8
	B <sub>1</sub>	7-27	7.5 YR 3/4	--	ls w/gr	1m sbk	mfr	CS	1m	.7	.8
	B <sub>2</sub>	27-48	7.5 YR 4/4	--	S	SS	muf	AS	1m	.7	.8
	2B	48-51	5 YR 4/4	--	S-FS	SS	muf	AS	1m	.7	.8
	C	51-72	7.5 YR 4/4	--	S	SS	ml	CS	1m	.7	.8
	2C	72-84	7.5 YR 5/4	F3P 5YR 5B	CS	SS	ml	-	0	NP	NP

Remarks: STRATIFIED. MOTTLING WITH COLOR REDUCTION @ 72" IS LIMITING FACTOR

CST Name:—Please Print <b>CRAIG CONROY</b>	Phone: <b>715 259 3297</b>
Address: <b>28330 BONNER LAKE ROAD, WEBSTER WI 54893</b>	Date: <b>3 MAY 94</b>
Signature: <i>Craig Conroy</i>	CST Number: <b>3179M</b>

### Lot lines and building location



**Board Signatures**