



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

## **Process**

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

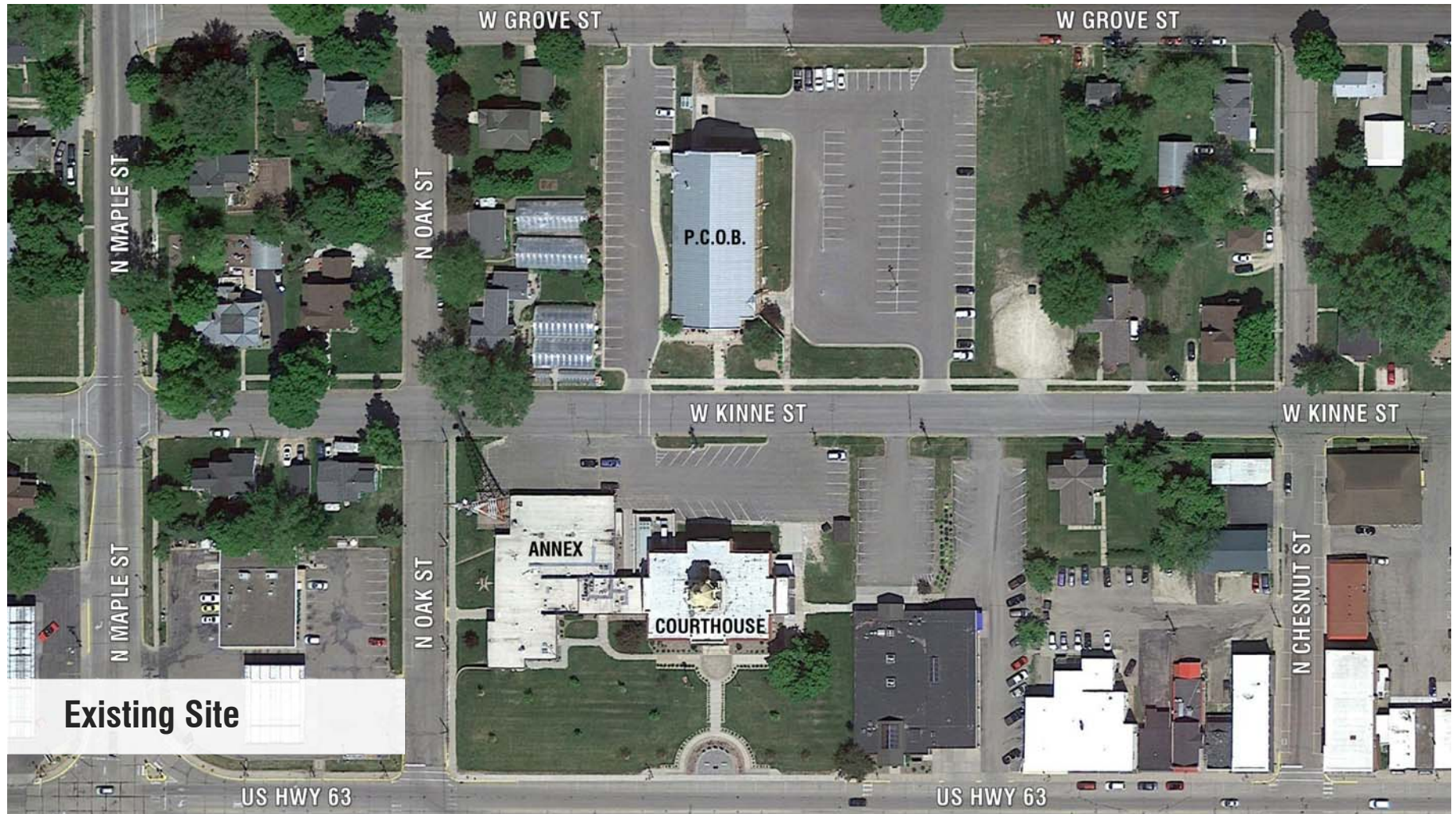
## **Assumptions**

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



## Recommendations

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

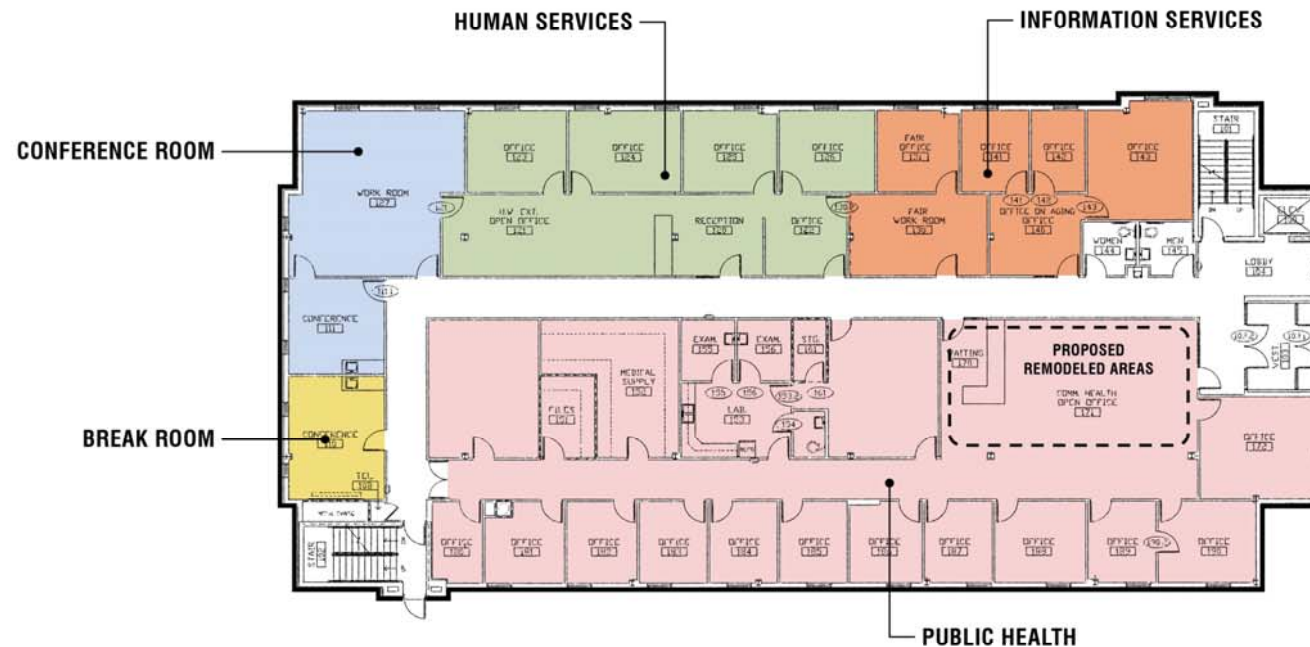


## P.C.O.B – Lower Level Plan

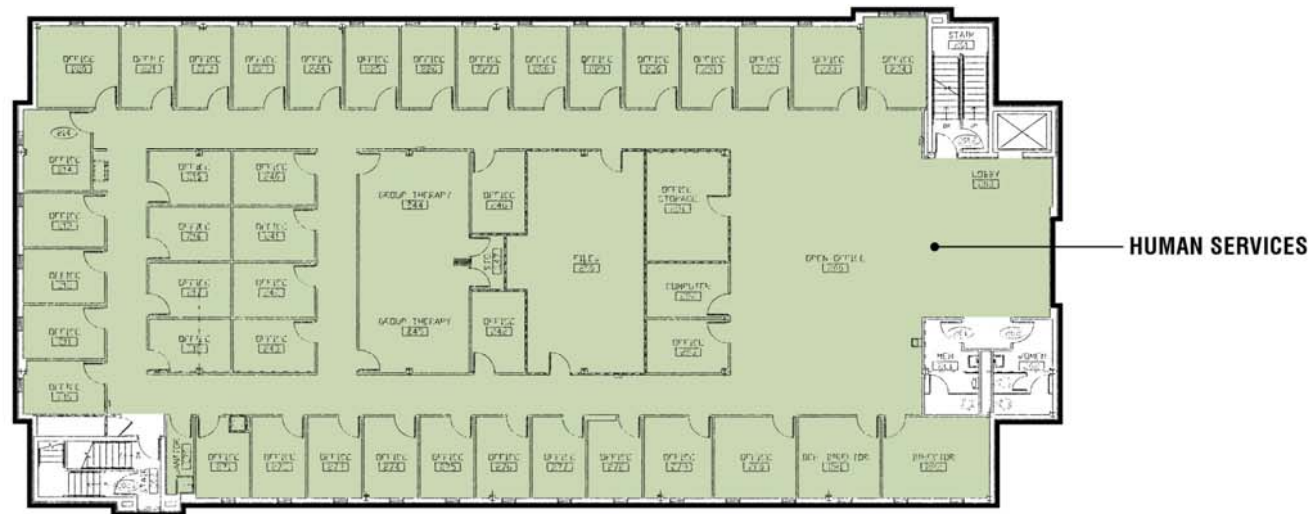




## P.C.O.B – First Floor Plan



## P.C.O.B – Second Floor Plan



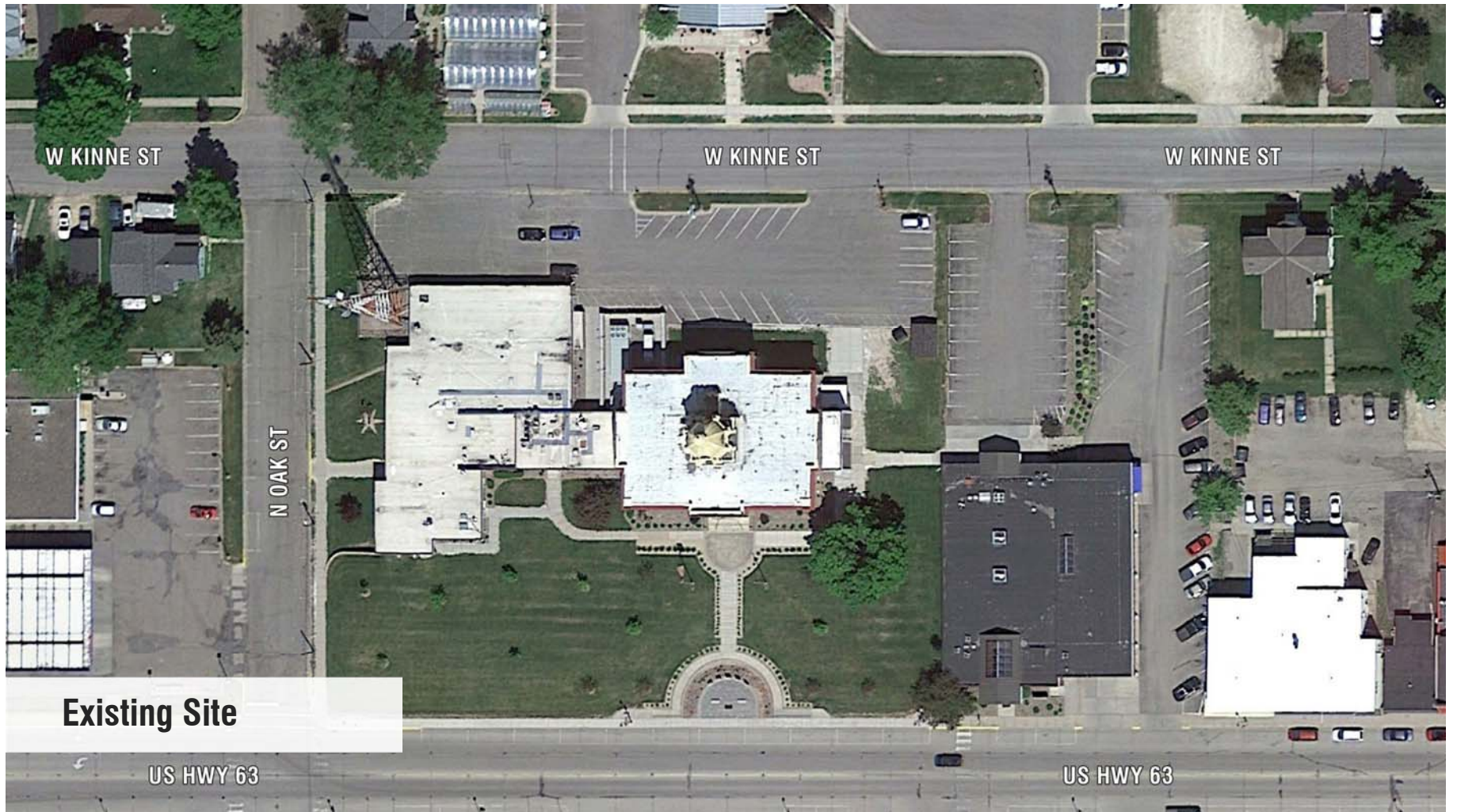
# Pierce County Office Building Remodeling

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

Add 20-25% for total project cost



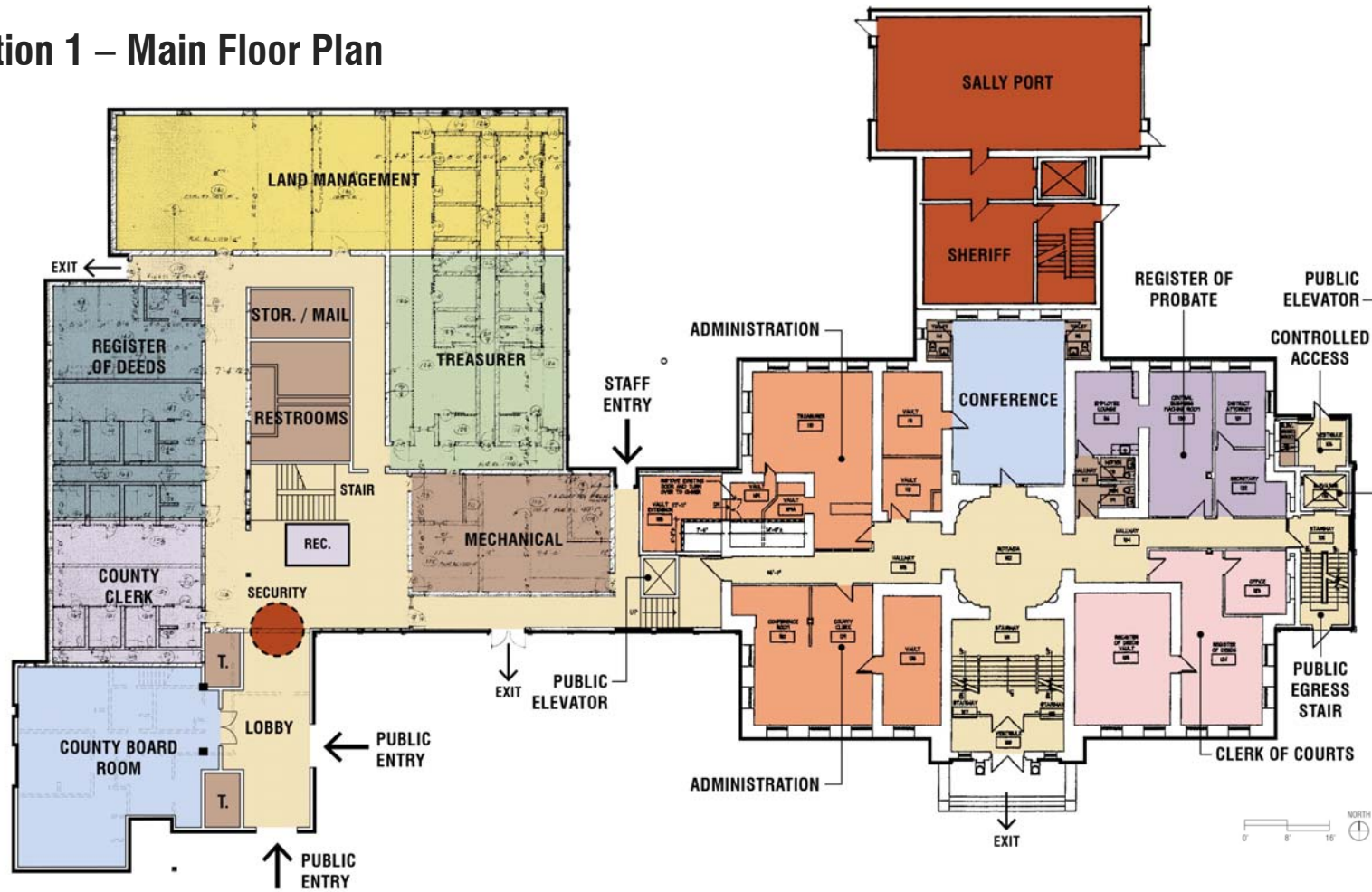






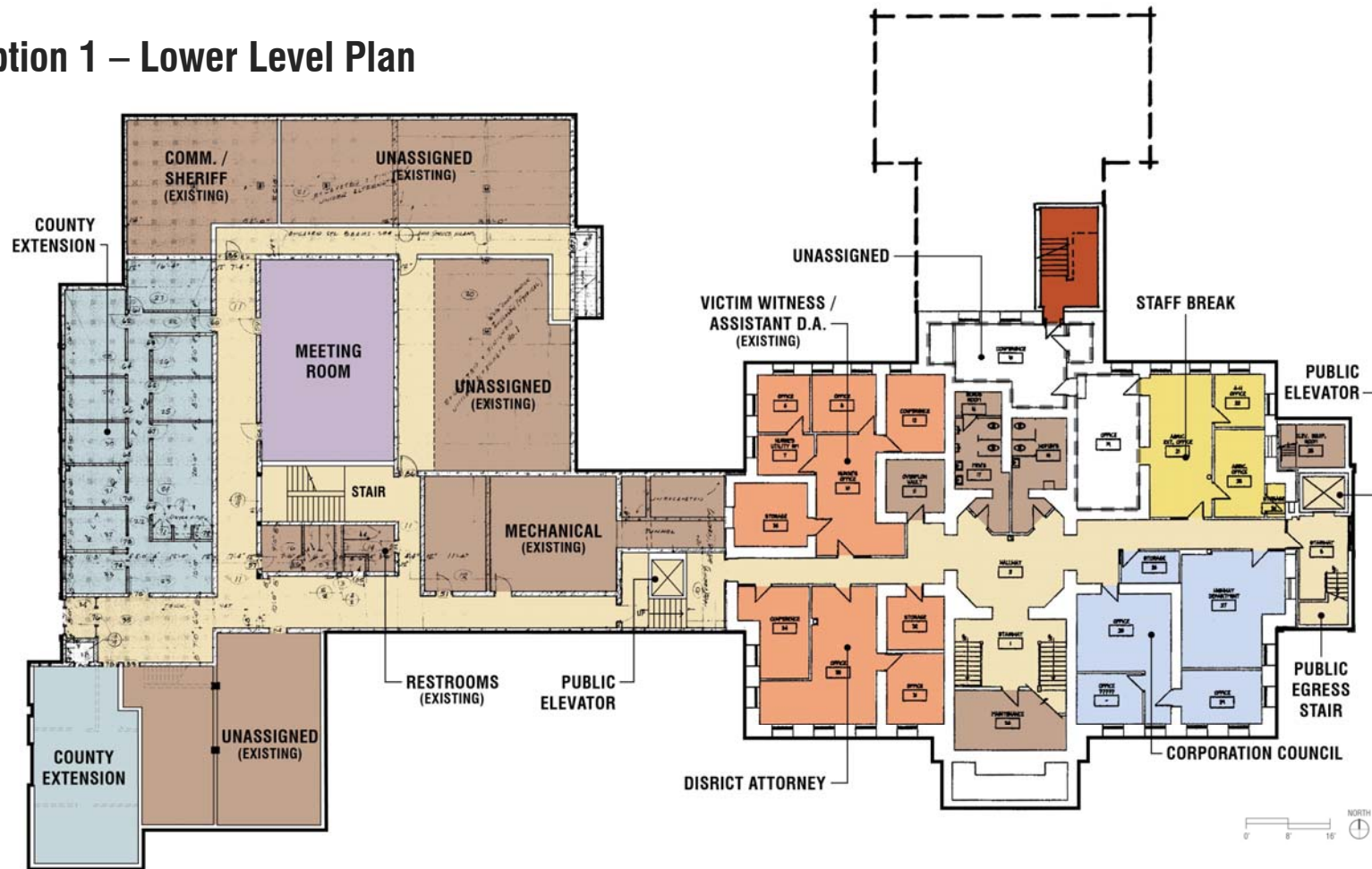


## Option 1 – Main Floor Plan

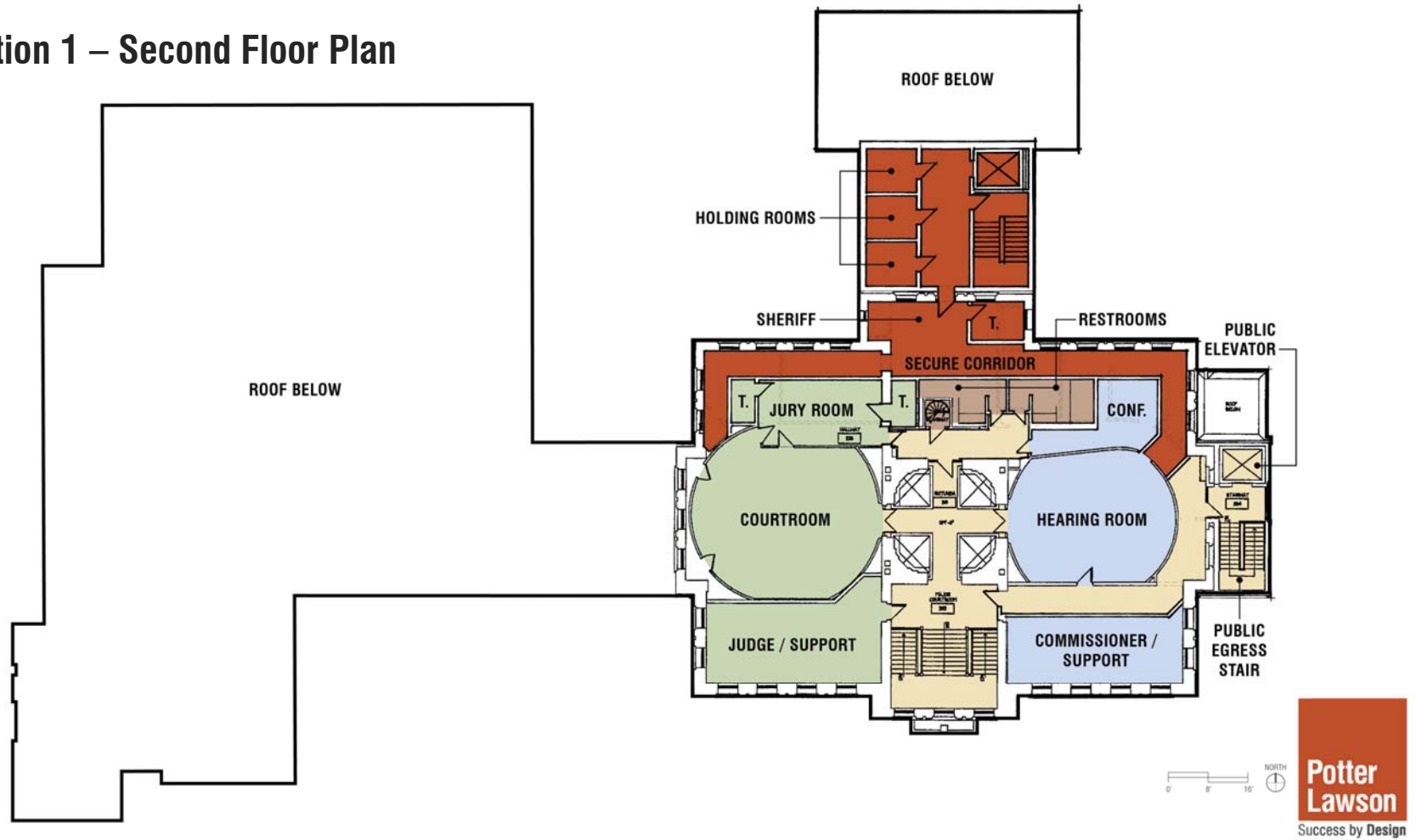




## Option 1 – Lower Level Plan



## Option 1 – Second Floor Plan





## Option 1 Advantages & Disadvantages

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

### Advantages

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

### Disadvantages

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

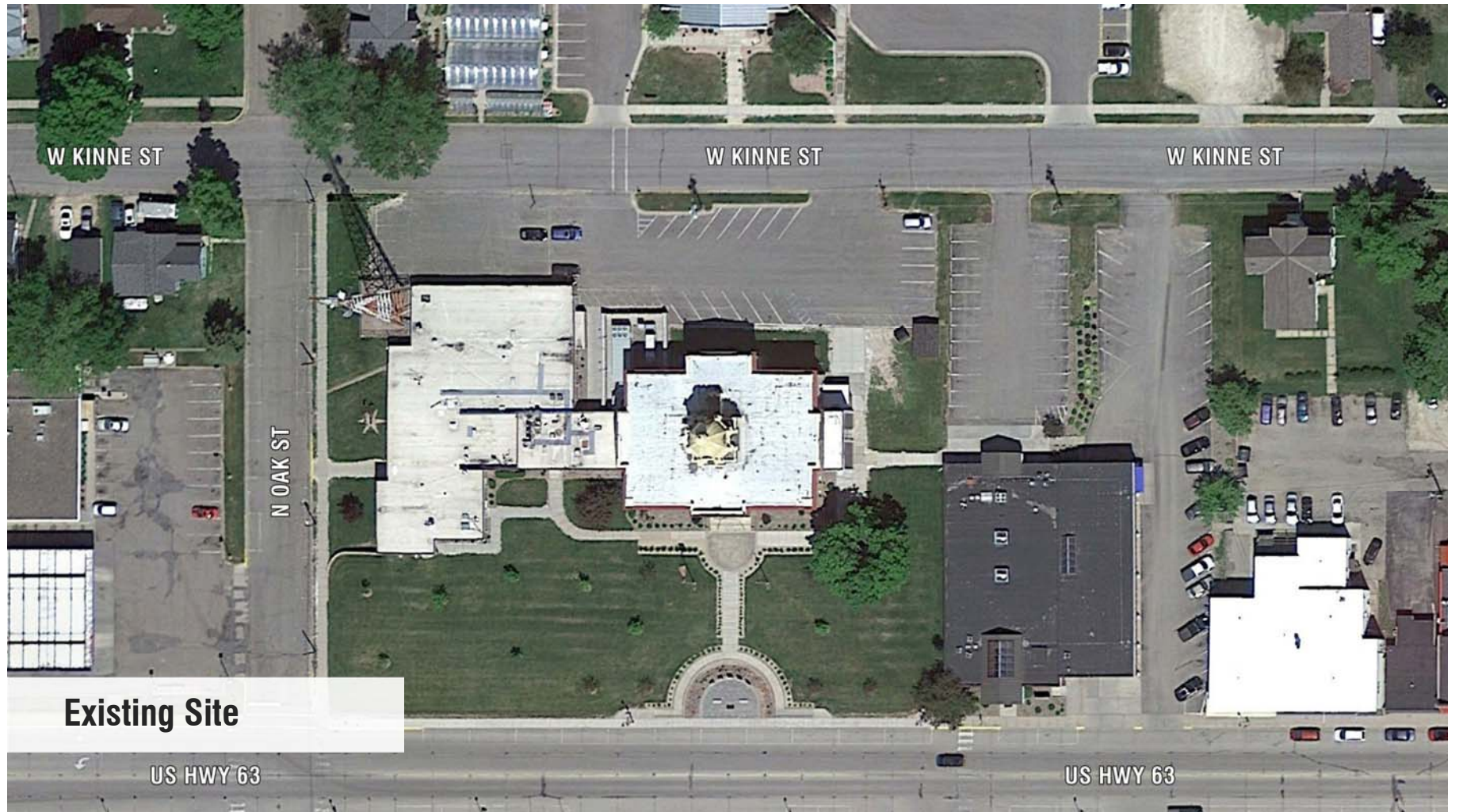


## Option 1

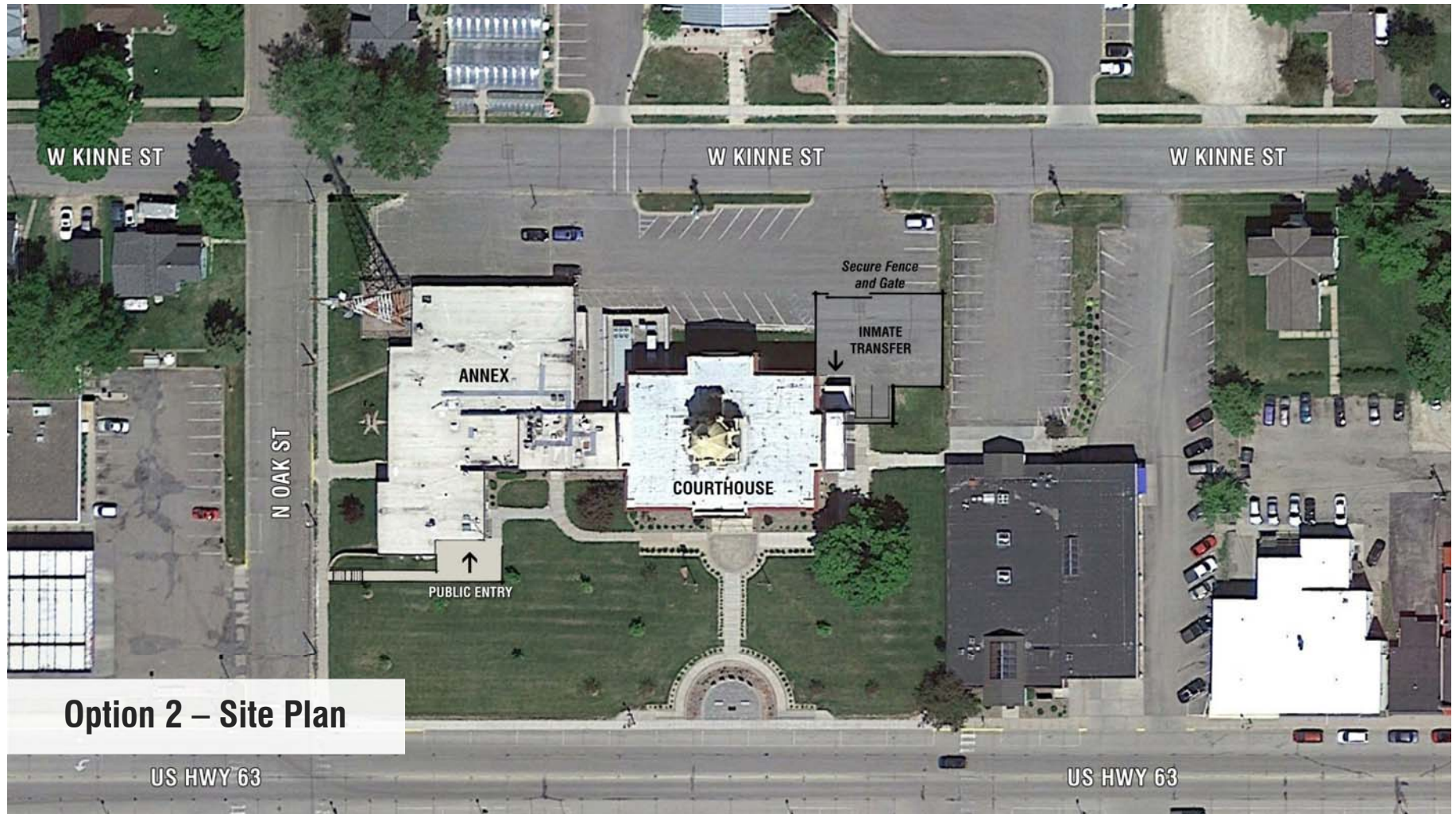
Preliminary Construction Cost  
**\$3,746,500 - \$4,845,500**

Add 20-25% for total project cost

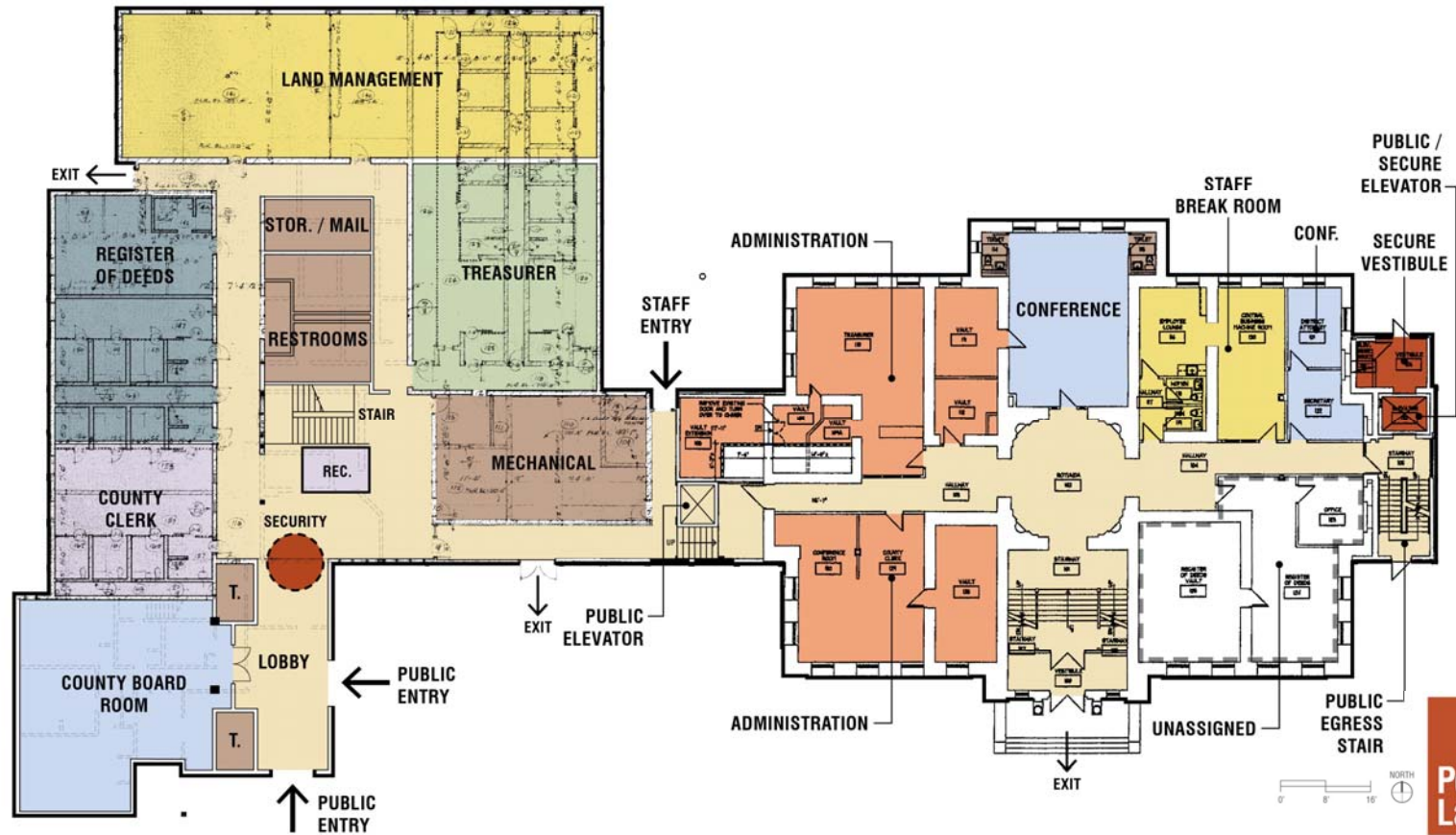






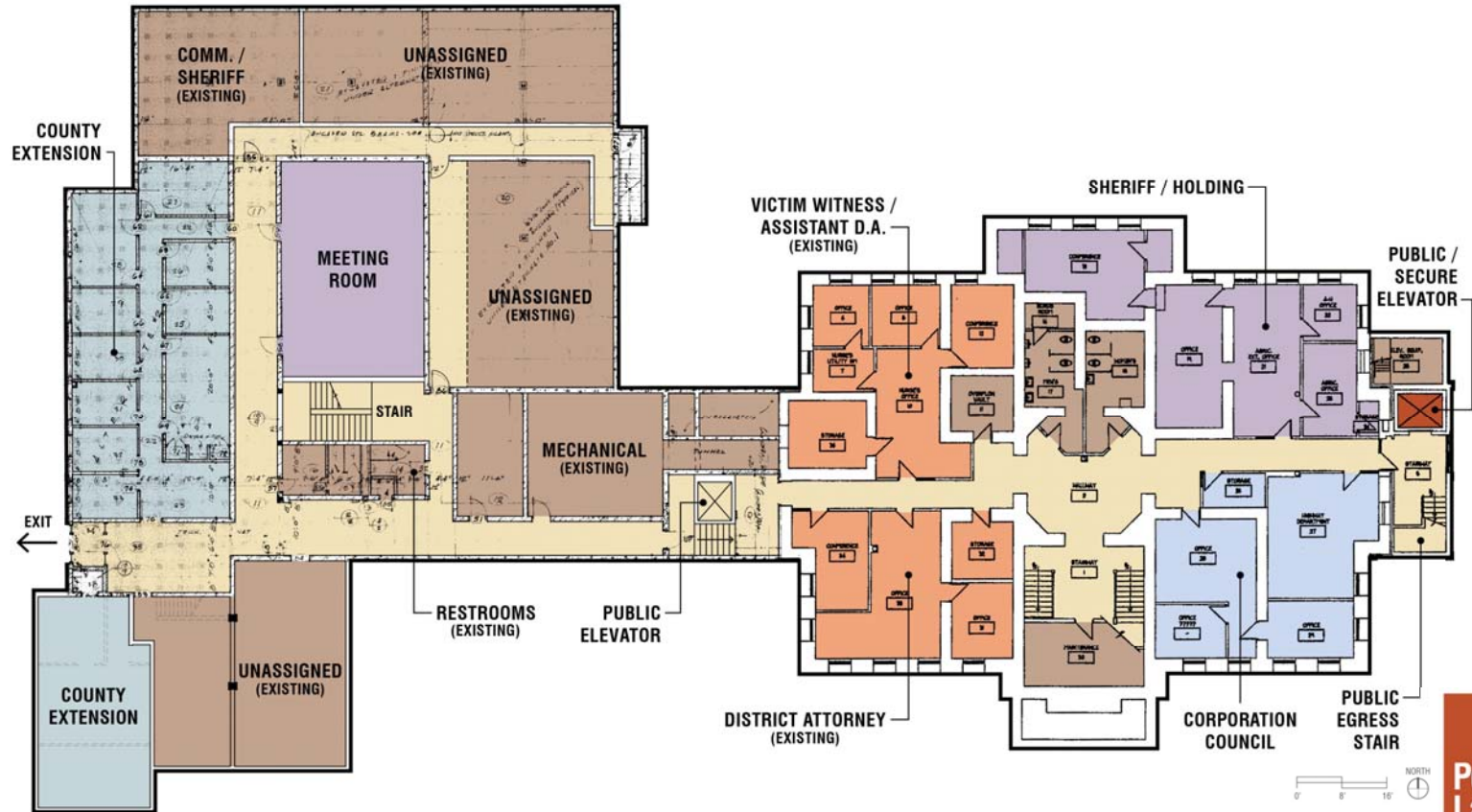


## Option 2 – Main Floor Plan

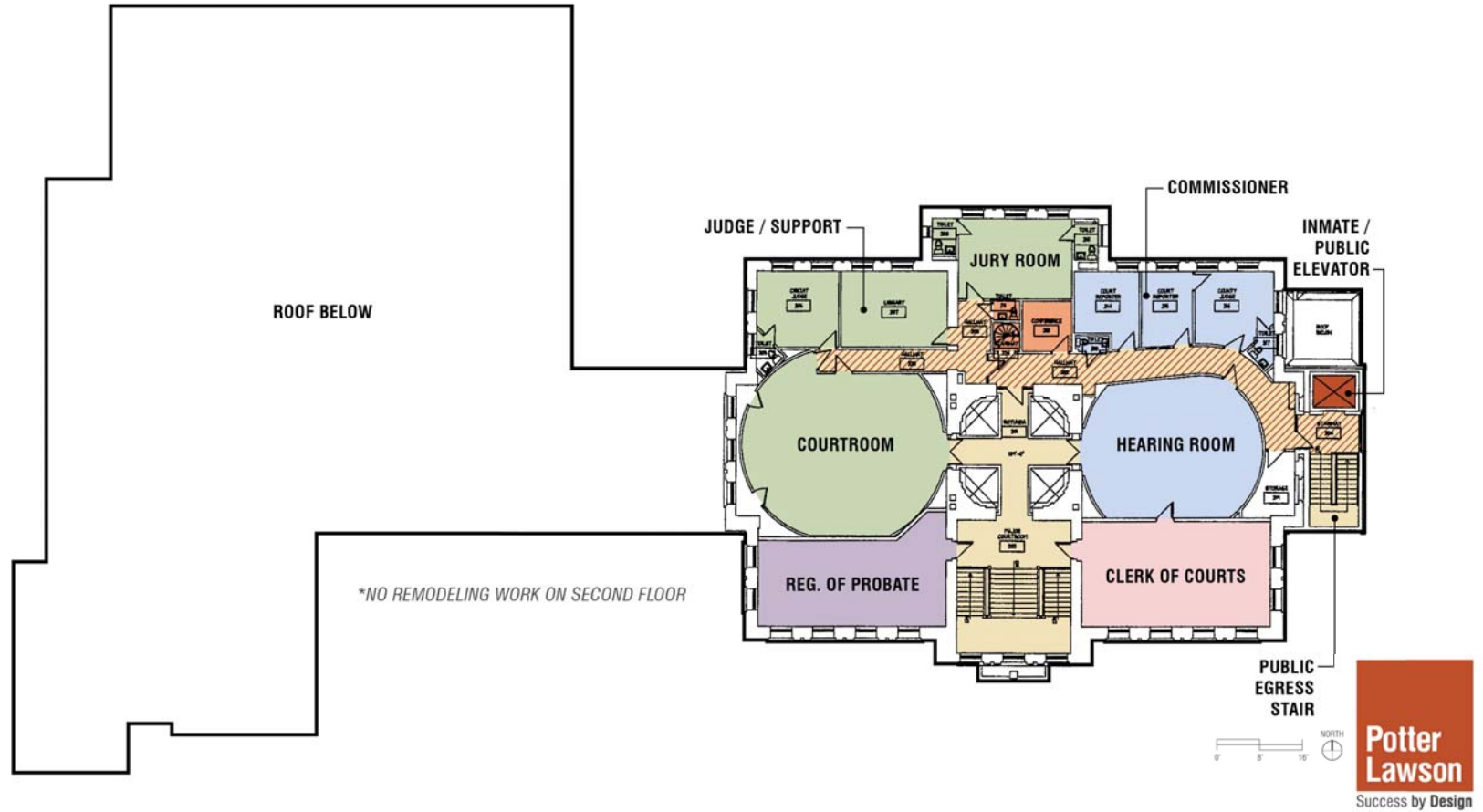




## Option 2 – Lower Level Plan



## Option 2 – Second Floor Plan



## Option 2 Advantages & Disadvantages

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

### Advantages

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

### Disadvantages

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

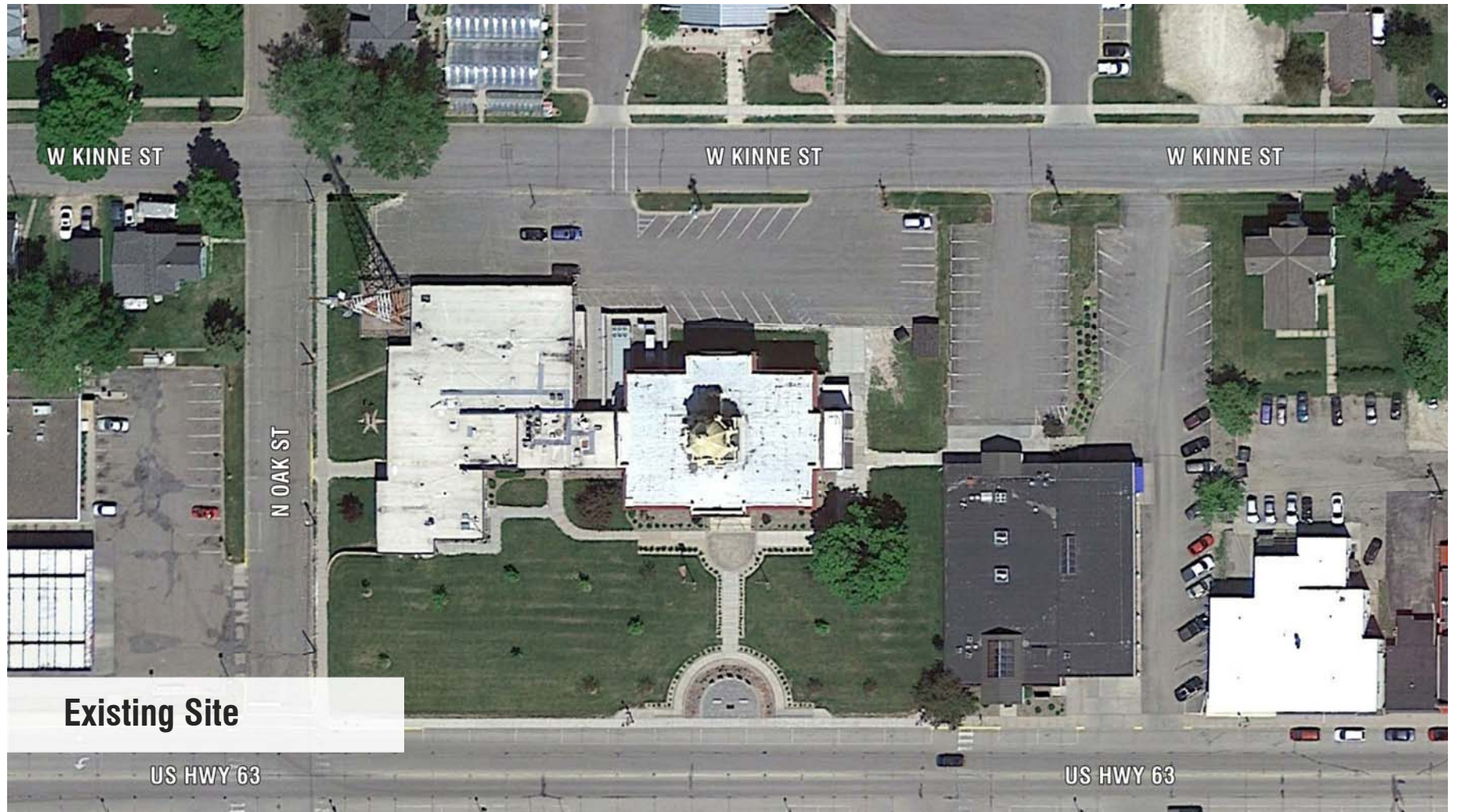
## Option 2

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

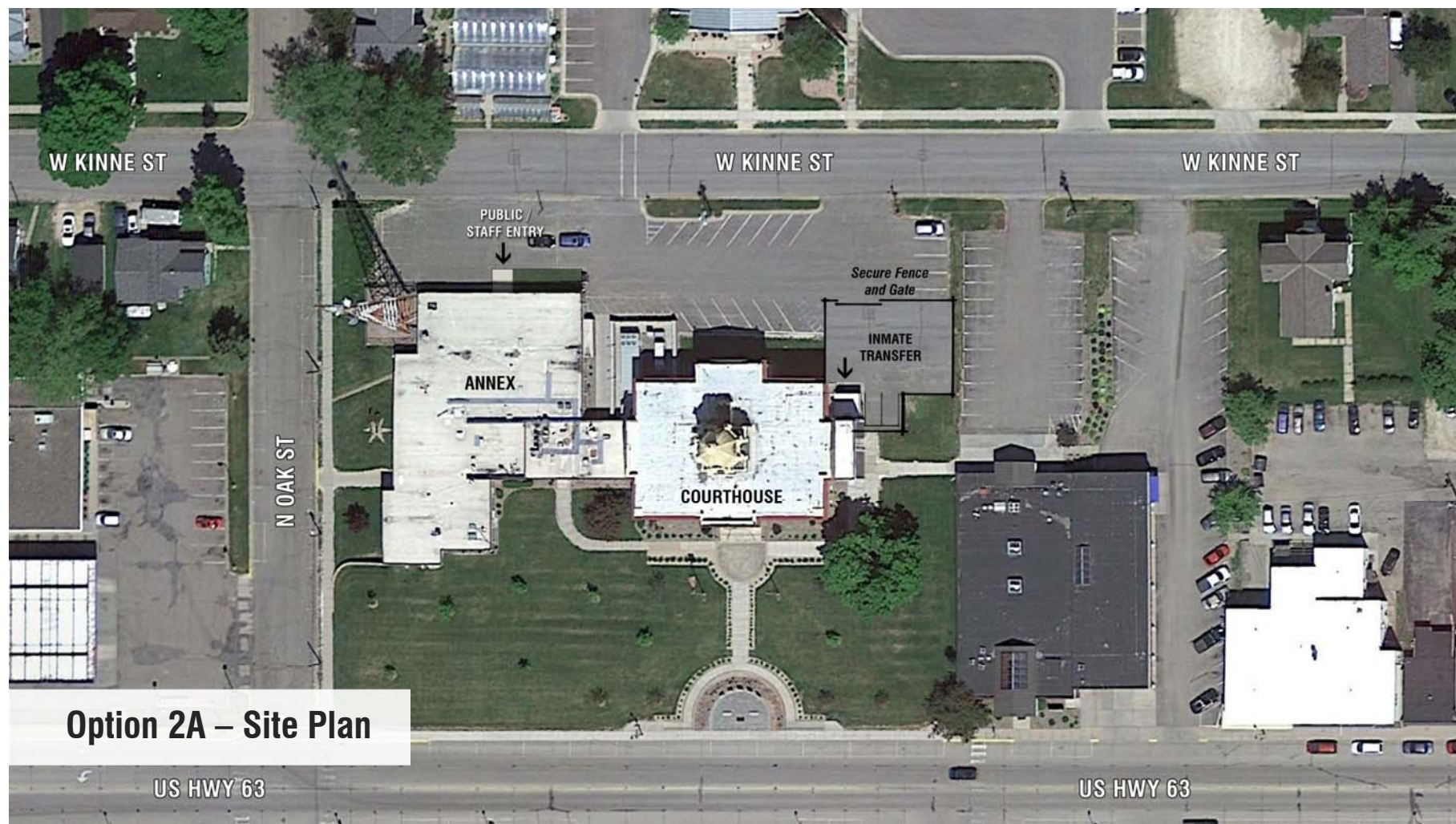
Add 20-25% for total project cost



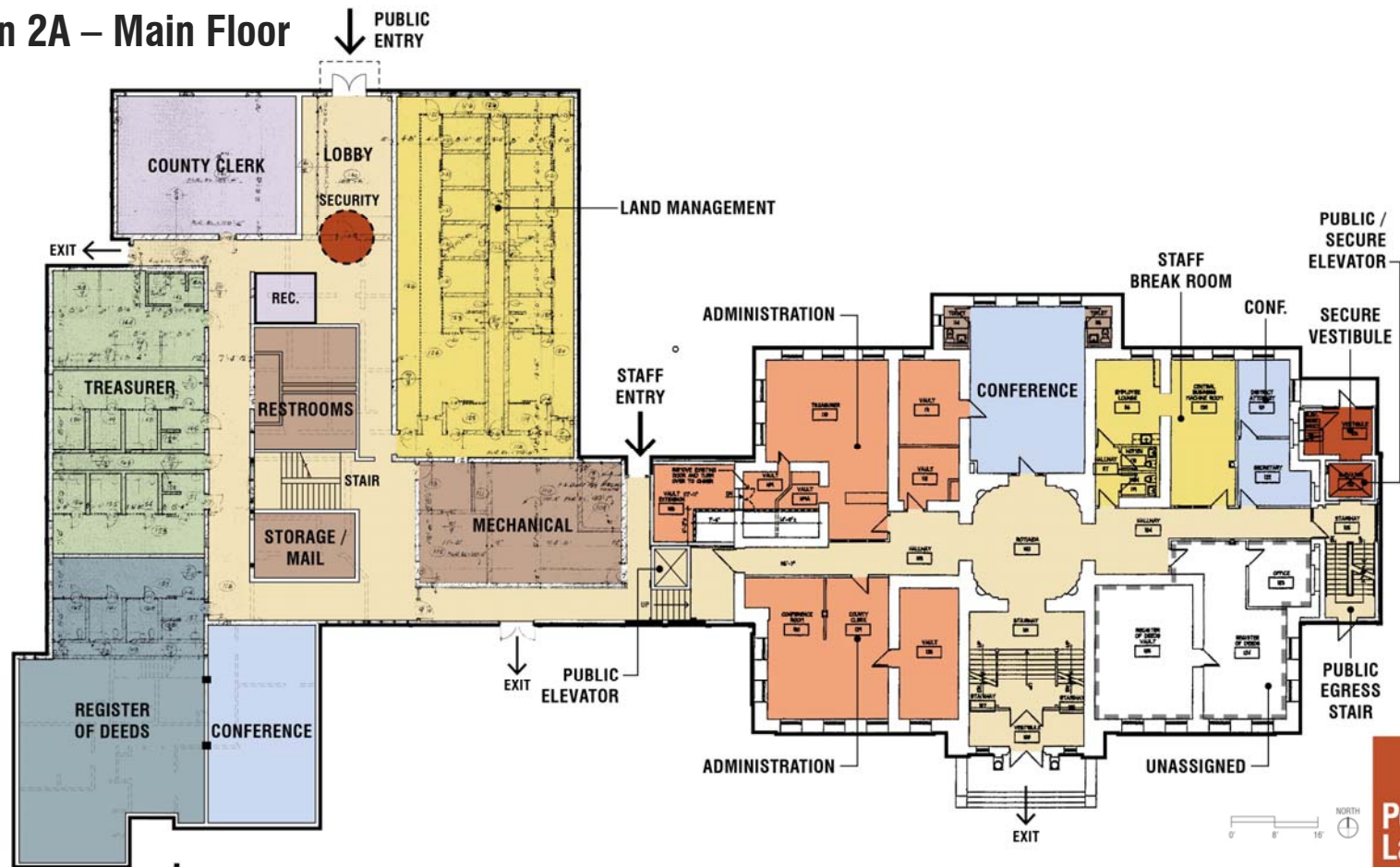






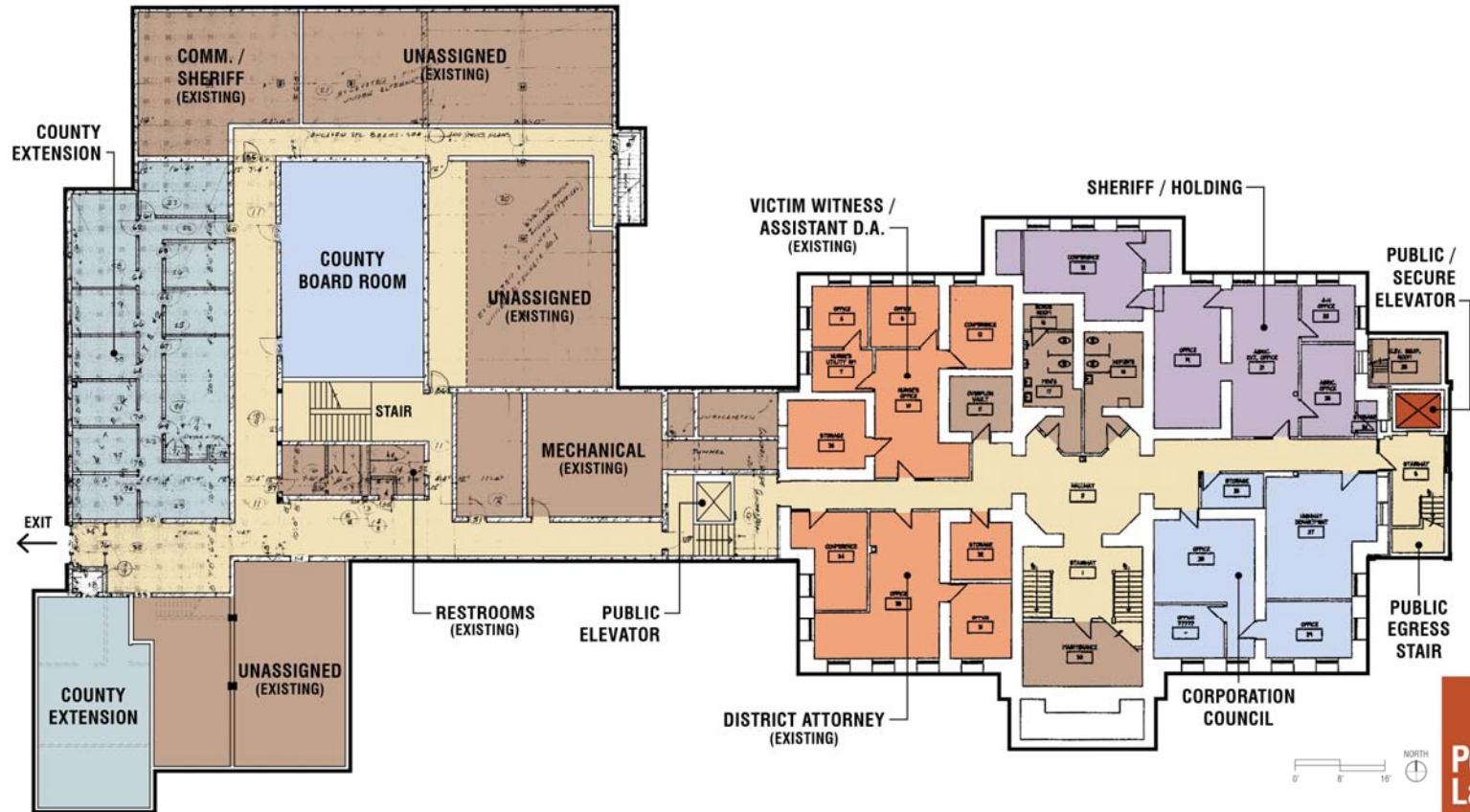


## Option 2A – Main Floor

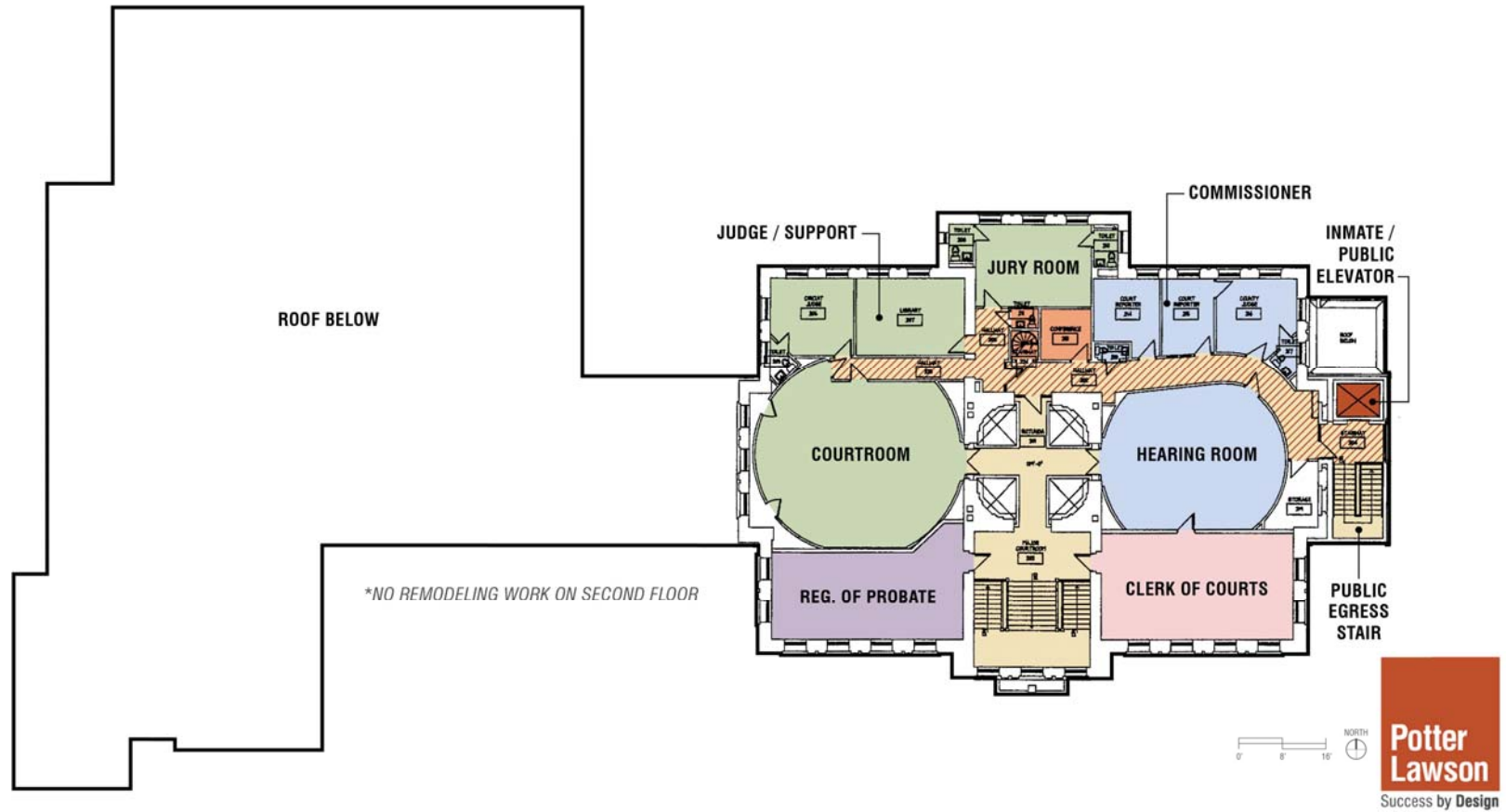




## Option 2A – Lower Level Plan



## Option 2A – Second Floor Plan

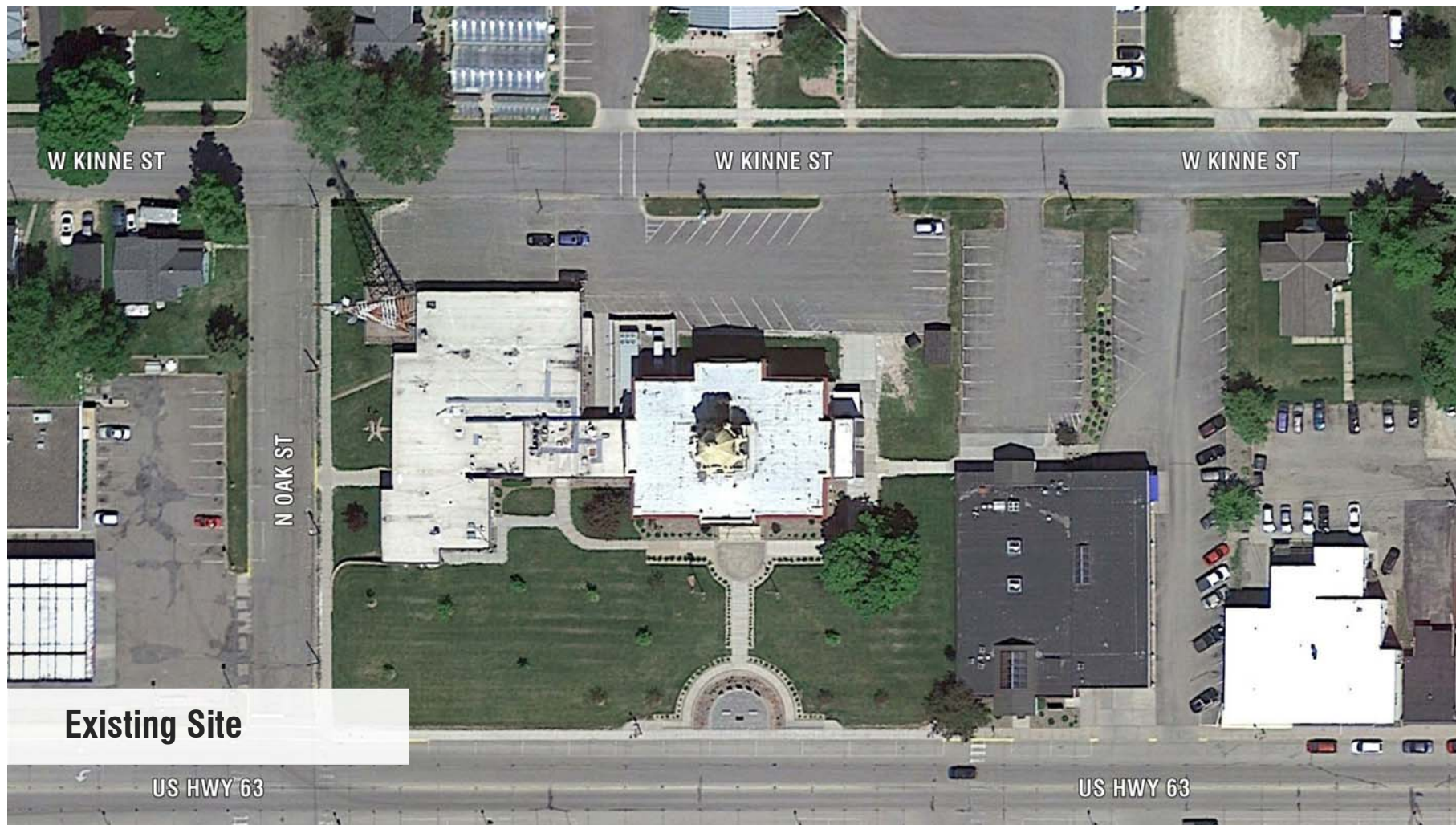


## Option 3 New Courts at Jail

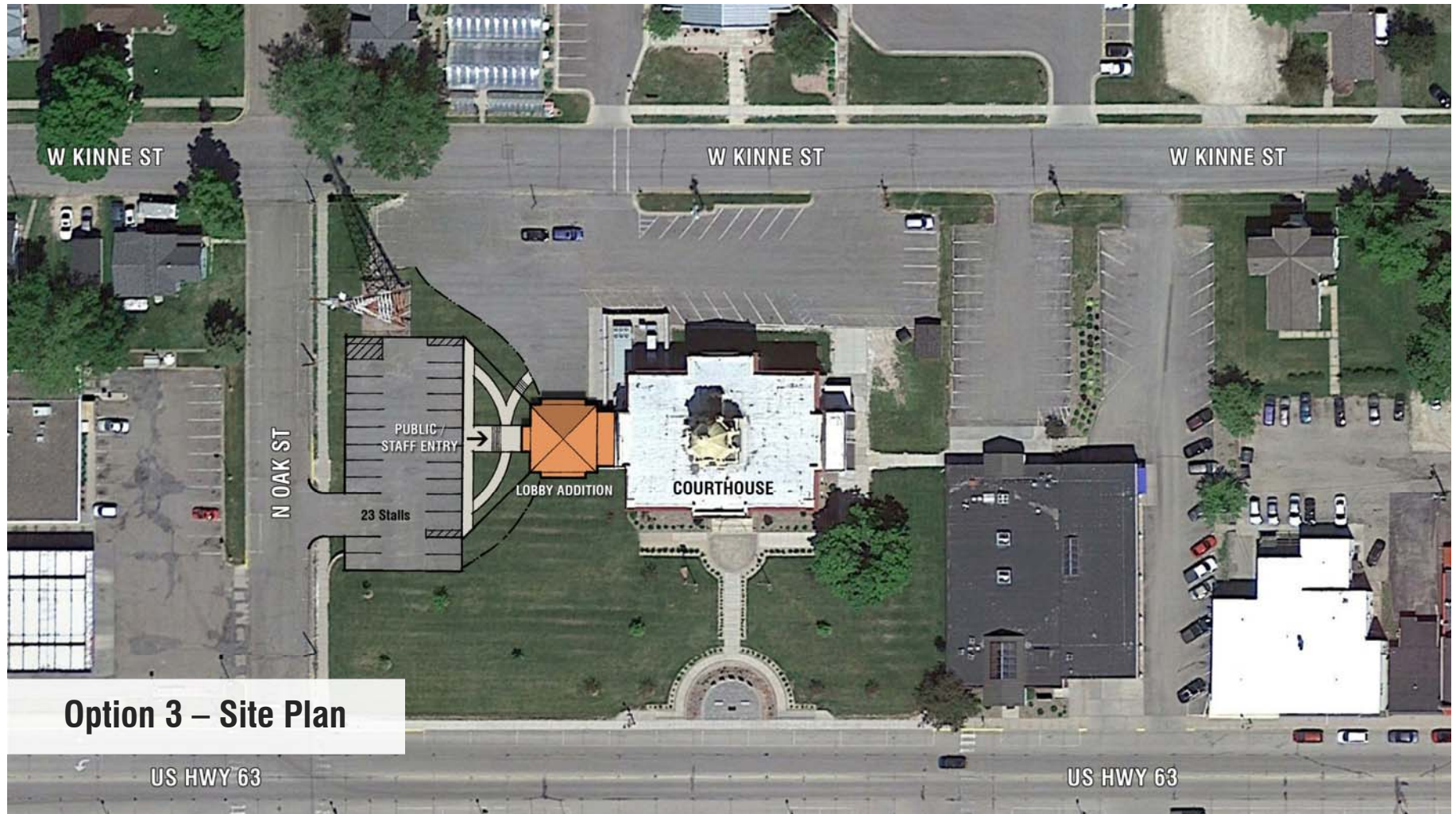
### Assumptions

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



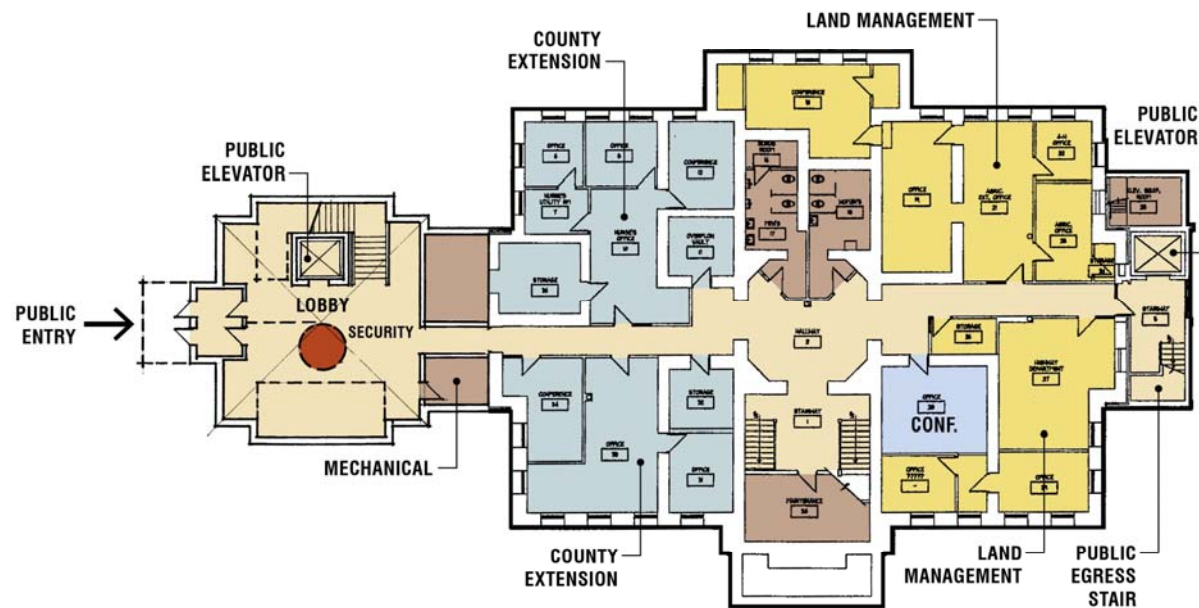






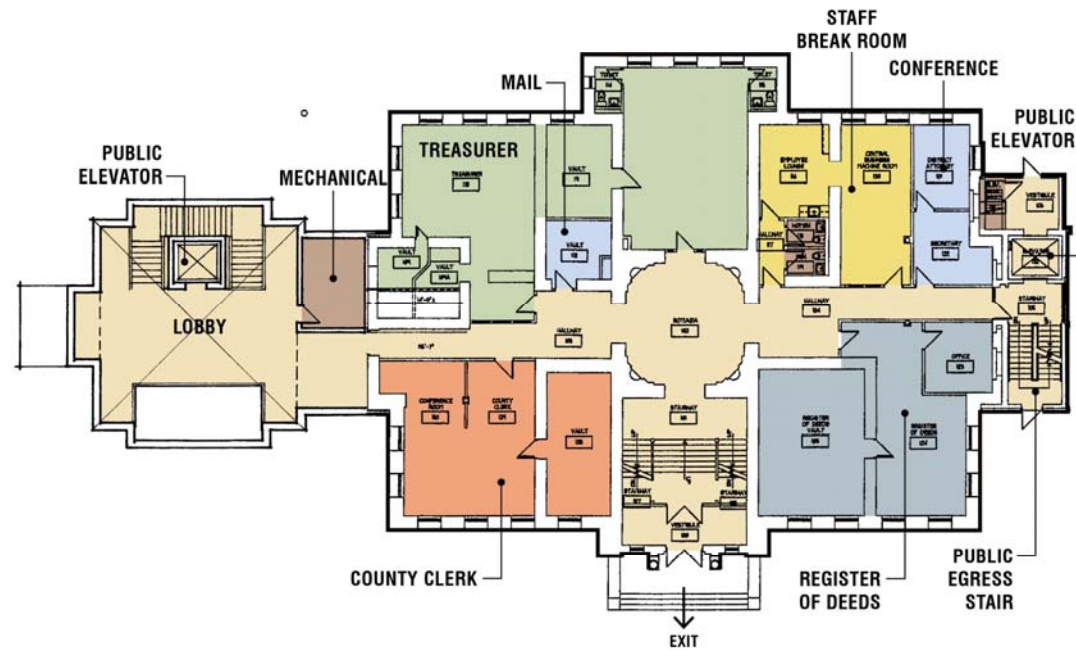
**Option 3 – Site Plan**

## Option 3 – Lower Level Plan

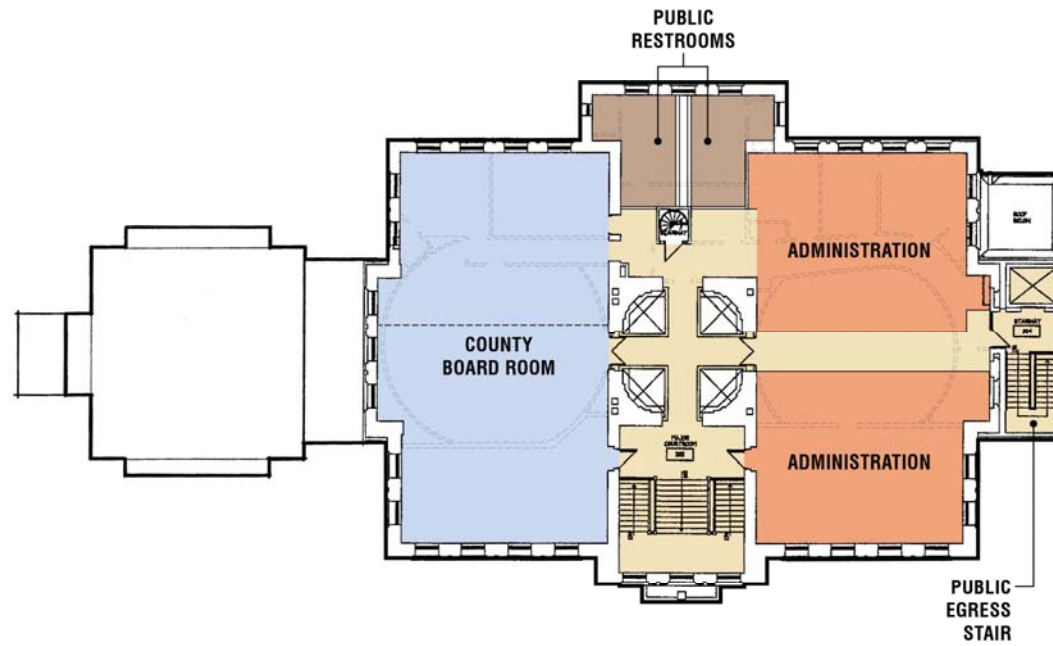




## Option 3 – Main Floor Plan



## Option 3 – Second Floor Plan



## Option 3 Advantages & Disadvantages

*Assumes new courts and court related functions at the Jail*

### Advantages

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

### Disadvantages

- Provides minimal future departmental expansion space within the existing Courthouse



## Option 3

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

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

Add 20-25% for total project cost



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



**\$357,500 - \$552,500**

**Option 1**  
(Long Term Option)



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

**Option 2**  
(Short Term Option)



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

**Option 3**  
(Courts Relocation)



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



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



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

[illegible]

<b>Potter Lawson, Inc.</b>	Pierce County	<b>Treasurer</b>
749 University Row, Suite 300 Madison, WI 53705 (608) 274-2741	<b>Annex Study</b>	PLI Project No: 2017.03.00 <b>"Final"</b>
Interview With:	Kathy Fuchs	<b>Departmental Adjacencies:</b> Register of Deeds County Clerk
Interview By:	Eric Lawson, Ron Locast	
Date of Interview:	January 31, 2017	
Date Printed:	3/23/17	

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

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

Pierce County

**Annex Study**

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

**Register of Deeds**

PLI Project No: 2017.03.00

"Final"

**Departmental Adjacencies:**

Treasurer  
County Clerk  
Clerk of Courts

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



<b>Potter Lawson, Inc.</b>	Pierce County	<b>County Clerk</b>
749 University Row, Suite 300	<b>Annex Study</b>	PLI Project No: 2017.03.00
Madison, WI 53705		<b>"Final"</b>
(608) 274-2741	Interview With: <u>Jamie Feuerhelm</u>	
	Interview By: <u>Eric Lawson, Ron Locast</u>	<b>Departmental Adjacencies:</b>
	Date of Interview: <u>January 31, 2017</u>	Main Entrance Door, Register of Deeds
	Date Printed: <u>3/23/17</u>	Administration, Cty Board Room,
		Treasurer

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements				Pkg	Remarks/Comments	
	2017		Projected			Space Type	Net Area per Space	Projected Space Need		2005 Study 2010 Proj		Req
	Staff	Spaces	Staff	Spaces								#
Clerk	1	1	1	1	100	Office	120	120				
Staff 2	1	1	1	1	35	Wkst	36	36			Located at the Customer Counter.	
Elections Assistance	0	0	0	0	-	-	0	0			No Wkst needed.	
Work/Copy room/elections matls/files	0	1	0	1	50	-	150	150			Need counter space and perhaps center island with files below.	
Public Waiting	0	1	0	1		-	200	200			Six customer seats desired.	
											Counter with 3 customer areas / sep for privacy.	
											Passport photo area.	
Main Entry Receptionist	1	1	1	1		-	80	80			Not located within the department.	

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

Pierce County

**Annex Study**

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

**Land Management**

PLI Project No: 2017.03.00

**"Final"**

**Departmental Adjacencies:**

Front Door  
Register of Deeds  
Treasurer

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

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

[illegible]

**Potter Lawson, Inc.**

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

**Pierce County****Annex Study**

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

**Human Services**

PLI Project No: 2017.03.00

"Final"

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



<b>Child Support (CS)</b>														
CS Manager	1	1	1	1		Office	150	150						
CS Lead	1	1	1	1		Office	120	120						
CS Specialist	3	3	3	3		Office	120	360						
Administrative Assistant	1	1	1	1		Office	120	120						
<b>Children Youth &amp; Families (CYF)</b>														
Manager	1	1	1	1		Office	150	150						
Lead Social Worker	1	1	1	1		Office	120	120						
JJ Social Worker	3	3	3	3		Office	120	360						
CLTS Social Worker	2	2	2	2		Office	120	240						
CLTS Social Worker/CST Facilitator	2	1	2	1		Office	180	180					Shared Office.	
<b>Economic Support</b>														
ES Manager	1	1	1	1		Office	150	150						
ES Lead	1	1	1	1		Office	120	120						
ES Specialist	5	5	5	5		Office	120	600						
ES Specialist	2	1	2	1		Office	180	180					Shared Office.	
Admin Assistant	1	1	1	1		Wrkst	64	64						
<b>Common Areas</b>														
Public Waiting Room/Reception	0	1	0	1		-	400	400						
Conference Room	0	1	0	1	512	-	512	512					Operable wall. (2) 16x16 rms. Group Therapy.	
Conference Room Storage	0	1	0	1	60	-	60	60						
Flex Room	0	1	0	1		-	150	150					Family meetings.	
Work/Copy Room	0	3	0	3		-	50	150					Shared. Central print areas.	
File Room	0	1	0	1	512	-	512	512					Records. 4-5 yrs from fully electronic records.	
Storage Room	0	1	0	1		-	200	200					Located in adjacent building?	
Mail Room	0	1	0	1	50	-	50	50						
Break Room	0	1	0	1		-	300	300						
Training Room	0	0	0	0		-	0	0						
Table and Chair Storage Room	0	0	0	0		-	0	0						
<b>Staff Totals</b>	<b>69</b>		<b>69</b>		<b>11,900</b>									
<b>Current Estimated Department Area</b>					<b>11,900</b>									
Total Net Area								10,710				8,250		From January 2005 Space Needs: Two locations
Intra Departmental Circulation								3,794						
Total Department Area								<b>14,504</b>						

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

Pierce County

**Annex Study**

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

**Public Health**

PLI Project No: 2017.03.00

**"Final"**

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

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

Pierce County

**Annex Study**

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

**Administration**

PLI Project No: 2017.03.00

**"Final"**

**Departmental Adjacencies:**  
Treasurer, County Clerk

Title of Position or Room /Area Name	Quantity of Staff/Spaces				Estimated Existing Area (SF)	Area Requirements					Pkg	Remarks/Comments
	2017		Projected			Space Type	Net Area per Space	Projected Space Need		2005 Study 2010 Proj	Req #	
	Staff	Spaces	Staff	Spaces								
Administrative Coordinator	1	1	1	1	143	Office	150	150				
Human Resources Manager	1	1	1	1	156	Office	144	144				
Risk Manager	1	1	1	1	64	Office	120	120				
Finance Director	1	1	1	1		Office	120	120				
Payroll Clerk	1	1	1	1		Wrkst	64	64				
HS-Operations Manager	1	1	1	1		Office	120	120				Relocate from Human Services Department
PH-Business Manager	1	1	1	1		Wrkst	80	80				Relocate from Public Health Department
HS-Accounting Assistant	3	3	3	3		Wrkst	64	192				Relocate from Human Services Department
PH-Accounting Assistant	1	1	1	1		Wrkst	64	64				Relocate from Public Health Department
PH/HWY-Accounting Assistant	1	1	1	1		Wrkst	64	64				Relocate from Public Health / Highway Dept (shared)
Public Waiting Area	0	1	0	1		-	20	20				Counter. Waiting in corridor. 3 chairs.
Conference Room	0	1	0	1		-	150	150				Could be a shared. 6 people. Adj to Admin Coord.
Work / Copy Area	0	1	0	1		-	80	80				
Storage (secure)	0	1	0	1	96	-	100	100				
County Board Mailbox Area												Locate in Common Area spreadsheet.
Staff Totals	12		12									
Current Estimated Department Area					1,140					1,450		From January 2005 Space Needs
Total Net Area								1,468				
Intra Departmental Circulation								682				
Total Department Area								2,150				