

MEMODANDUM

To: Mayor and Common Council
Prepared By: Stephen P. Compton, City Administrator
Date of Meeting: December 28, 2016

Subject: City Hall – Improvement Report

In 2006 the Mayor and City Council undertook a space planning review done by MSA of the City Hall Campus proposed improvements under a multi-year project. The first phase cost of of \$750,000 of a complete \$2.5 million project for improvements was approved. This project hit many starts and stops along the way. The original project was never completed as envisioned in the study session: A major cost was the installation of an elevator system and renovation of the upstairs bathrooms.

The Public Works Department continued to work on a solutions on a self-help level to reduce but update and improve the internal City Offices.

2011: New window treatment and counter tops in the City Hall reception area.

2012: Replaced all light fixtures, City Hall, Rec-Center and Old Library.

2013: Replaced ceiling tile in old library and insulation. Replaced flooring in City Hall lobby area and Mayors office.

2014: Replaced ceiling tile in City Hall upstairs only. New Handicap bathrooms in Recreation-Center mandated by the Wisconsin Voter Commission (Polling Place).

2015: Started plan to move council chambers in old Library. The original design looked at moving the City Council/Court Horseshoe from the City Hall center space to the south wing of City Hall. This plan was started and stopped several time like all updates based upon public works staffing sharing time based upon street maintenance and rehab programs.

2016:

Finally the consultant which had done the originally review from MSA was engaged to discuss how to save money in the rehab with requiring a "State Plan" approval. This consultant provided the Public Works Director/City Engineer and the City Planner/Building Inspector with recommendations.

In early 2016 after some false starts the Public Works Director provided a changed plan to the Public Works Committee to rebuild the City Council/Court chamber in the present location after completing the Public Works Office upgrades in the south wing area. New lighting, carpeting and coordination of the Public Works Office space, computers, printers and plotter movements. Over the months of June to December 2016 the remodeling of the City Council chamber was started with reconditioning the Council/Chamber Horse shoe with new cabinet material, table tops, a City Clerk-Treasurer location, electrical and public address and video/public address recording system.

Cost as of the end of 2016 is well under the first phase approved amount of \$ 750,000.

2017:

In 2017 we will be looking to add the a Council Chamber Camera system to be able to allow for recording Council, Planning Commission and Count sessions as needed. Additionally, a digital reader will be acquired for placement in the room to project paper documents and maps onto the televisions.

Another projects to be completed is refurbishing the old "Carnegie Library" study area for use as a location to house "Regional and Local - Historical Documents" and create a general study room area to support the Library historical document gathering and imaging program.

Also the City General Offices – North Wing will being scheduled for adjustments to the lighting, new carpeting and completion of a open desk area.



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

Outside City Hall Grounds:

In the spring 2017 the grounds around City Hall will be reviewed. As a physical representation of our city government, it's important that City Hall provides a welcoming environment.

Under consideration are installation of a ADA Access, change to the flag placement, and improved landscaping and walkways and updated signage to help the public locate offices in the new areas (North Wing, Central Chambers, South Wing) within the City Hall. Additionally an evacuation map will be installed to alert the public how to safely leave the offices.