



MARATHON COUNTY INFRASTRUCTURE COMMITTEE

AGENDA

Date & Time of Meeting: **Thursday, November 7th, 2019 at 9:00 a.m.**

Meeting Location: **County Assembly Room, Marathon County Courthouse, 500 Forest Street, Wausau WI 54403**

Members: **John Robinson, Chair; Richard Gumz, Vice-Chair; Allen Opall; Jeff Johnson, Thomas Seubert; Alan Christensen; Sandi Cihlar**

Marathon County Mission Statement: Marathon County Government serves people by leading, coordinating, and providing county, regional, and statewide initiatives. It directly, or in cooperation with other public and private partners, provides services and creates opportunities that make Marathon County and the surrounding area a preferred place to live, work, visit, and do business. (Last updated: 12/20/05)

Infrastructure Committee Mission/Purpose: Provide leadership for the implementation of the Strategic Plan, monitoring outcomes, reviewing and recommending to the County Board policies related to technology and infrastructure initiatives of Marathon County, which includes, but is not limited to, highways, airways, waterways, etc.

1. Call to Order
2. Public Comment Period
3. Approval of the Minutes of the October 3rd, 2019, Infrastructure Committee Meeting.
4. Policy Issues Discussion and Potential Committee Determination
 - A. Discussion and Possible Action Regarding Land Purchase for Future County Facilities
5. Operational Functions required by Statute, Ordinance, or Resolution:
 - A. ATV/UTV Uniform Ordinance
 1. Consideration of Marathon County Ordinance Section 7.125, All Terrain and Utility Terrain Vehicles
 - B. Central Wisconsin Airport, Possible Approval of Electrical Underground Easement with Wisconsin Public Service
 1. Consideration of Easement Between Marathon County, Portage County and Wisconsin Public Service
6. Educational Presentations and Committee Discussion
 - A. Update on the discussions relative to "Infrastructure Long Term Transportation & Capital Improvement Plan"
 - B. Broadband Update, Melinda Osterberg
 - C. Wisconsin County Highway Association Update – including work zone safety legislation
 - D. Highway Commissioner's Report
 - E. Cyber Security Current Practices and Next Steps, Klein
 - F. City County Information Technology Commission Report
7. Announcements:
 - A. Future meetings and agenda items:
 1. December 5th, 2019 Monthly Committee Meeting at Marathon County Highway Department
 2. January 13, 14 & 15th 2020, Winter Road School Chula Vista Resort Wisconsin Dells WI.
8. Adjourn

Any person planning to attend this meeting who needs some type of special accommodation in order to participate should call the County Clerk's Office at 715 261-1500 or e-mail infomarathon@mail.co.marathon.wi.us one business day before the meeting.

SIGNED /s/ John Robinson
Presiding Officer or Designee

FAXED TO: Wausau Daily Herald, City Pages,
FAXED TO: and Other Media Groups
FAXED BY: Kendra Pergolski
FAXED DATE: _____
FAXED TIME: _____

NOTICE POSTED AT COURTHOUSE
BY: _____
DATE: _____
TIME: _____

MARATHON COUNTY ORDINANCE Sec. 7.125
ALL-TERRAIN VEHICLES AND UTILITY TERRAIN VEHICLES

- (1) *Intent.* To create uniform procedures and requirements for the use and operation of All-Terrain Vehicles and Utility Terrain Vehicles on Marathon County routes and trails.
- (2) *Definitions.* In this section, words and phrases used herein shall have the meaning as defined by Wis. Stat. § 23.33(1), unless otherwise defined herein. All-terrain vehicles (hereinafter referred to as ATVs) shall have the definition given in Wis. Stat. § 340.01(2g). Utility terrain vehicles (hereinafter referred to as UTVs) shall have the definition given in Wis. Stat. § 23.33(1)(ng). Any reference to a Wisconsin Statute Section or Administrative Code Regulation is a reference to that specific chapter, section, code, or its successor chapter, section, or code. Any future amendments, revisions, or modifications of the statutes or administrative code incorporated herein are intended to be made part of this Code in order to secure uniform statewide regulation of all-terrain vehicles.
- (3) *Statutory Authority.* Marathon County is authorized to designate highways as ATV/UTV routes pursuant to Wis. Stat. §§ 23.33(8)(b) and 59.02, and is authorized to enact ordinances regulating ATVs and UTVs on designated routes and trails pursuant to Wis. Stat. § 23.33(11)(a).
- (4) *Designating ATV/UTV Routes.* The Marathon County Highway Commissioner (Commissioner) may designate ATV/UTV routes following due consideration of the recreational value and after weighing possible dangers, public health, liability concerns, terrain involved, traffic density, and history of automobile traffic on potential and existing routes.
 - (a) *Duties of Highway Commissioner.*
 - (i) The Commissioner shall designate which portions of county highways are ATV/UTV routes. The Commissioner will update the Infrastructure Committee with respect to the status of, and changes to, ATV/UTV routes.
 - (ii) The Commissioner shall ensure that all routes designated pursuant to this Ordinance are properly posted.
 - (iii) The Commissioner shall establish the official ATV/UTV route opening and closing dates for each year. Dates shall be posted on the Marathon County website in a place visible to the public.
 - (iv) All routes established pursuant to this Ordinance shall be reviewed annually by the Commissioner to consider the continued value, efficacy, and need for the ATV/UTV routes.

Comment [MP1]: Added to clarify that any statute referenced includes any successor statute or code.

(b) *Application Process for Route Designation.* The Commissioner shall develop policies and procedures for consideration of, and designation of, ATV/UTV routes in accordance with the requirements of Wis. Stat. § 23.33, Wis. Admin. Code NR § 64, and the provisions of this Ordinance.

(i) *Municipalities.* Any town, village, or city in Marathon County may apply to the Commissioner and request that portions of county highways be designated as ATV/UTV routes. Applications shall be completed on a form prescribed by the Commissioner and must be in compliance with the policies and procedures developed by the Commissioner for the designation of ATV/UTV routes. The town, village, or city must further affirm that the municipality will pay for the costs to make, install, and maintain ATV/UTV route signs.

(ii) *ATV/UTV Clubs.* An organization that has assembled as a recognized ATV/UTV club may apply to the Commissioner and request that the Commissioner designate an ATV/UTV route within Marathon County. Applications shall be completed on a form prescribed by the Commissioner and must be in compliance with the policies and procedures developed by the Commissioner for the designation of ATV/UTV routes. An ATV/UTV club must further affirm that the club will pay for the costs to make, install, and maintain ATV/UTV route signs.

(iii) The County Board of Supervisors may rescind or modify the designation of an ATV/UTV route by enactment of an ordinance rescinding or modifying the designation.

(iv) *Application requirements.* An application for designation of an ATV/UTV route, at a minimum, include the following:

1. A map showing the proposed ATV/UTV route on the county highway system.
2. A map showing any ATV/UTV trails leading to the proposed route.
3. A statement explaining why the proposed route should be designated as an ATV/UTV route.
4. If the applicant is an ATV/UTV club, the names and addresses of its officers, the date when the organization was established or incorporated, and the number of members.
5. A statement that the applicant will be financially responsible for payments for the installation and maintenance of required ATV/UTV route signs.

6. Any municipality in which the segment of a county roadway being proposed as an ATV/UTV route exists must have adopted the regulations in (6) of this provision for the application to be considered.

Comment [MP2]: I "adopted" Lance's language here.

(v) *Appeal.* The Commissioner's determination regarding an application for or continuation of a designated ATV/UTV route may be appealed by the person aggrieved as provided in Chapter 24 of the Marathon County Code of Ordinances. In the event of an appeal, the review of the Commissioner's initial determination shall be conducted by the county administrator or his or her designee.

(5) *Designating ATV/UTV Trails.* The Wausau and Marathon County Parks, Recreation, and Forestry Director (Director) may designate ATV/UTV trails following due consideration of the recreational value and after weighing possible dangers, public health, liability concerns, and terrain involved.

Comment [MP3]: As we discussed, I split routes and trails and created a separate process for trail designation.

Comment [MP4]: I was assuming we would designate Jamie as the designator but we could also designate Mitchell.

(a) *Duties of Director.*

(i) The Director shall designate which portions of county land are designated as ATV/UTV trails. The Director will update the Infrastructure Committee with respect to the status of, and changes to, ATV/UTV trails.

(ii) The Director shall ensure that all trails designated pursuant to this Ordinance are properly posted.

(iii) The Director shall establish the official ATV/UTV trail opening and closing dates for each year. Dates shall be posted on the Marathon County website in a place visible to the public.

(iv) All trails established pursuant to this Ordinance shall be reviewed annually by the Director to consider the continued value, efficacy, and need for the ATV/UTV trails.

(b) *Application Process for Trail Designation.* The Director shall develop policies and procedures for consideration of, and designation of, ATV/UTV trails in accordance with the requirements of Wis. Stat. § 23.33, Wis. Admin. Code NR § 64, and the provisions of this Ordinance.

(i) *Municipalities.* Any town, village, or city in Marathon County may apply to the Director and request that portions of county lands be designated as ATV/UTV trails. Applications shall be completed on a form prescribed by the Director and must be in compliance with the policies and procedures developed by the Director for the designation of ATV/UTV trails. The town, village, or city must further affirm that the municipality will pay for the costs to make, install, and maintain ATV/UTV trail signs.

(ii) *ATV/UTV Clubs.* An organization that has assembled as a recognized ATV/UTV club may apply to the Director and request that the Director designate an ATV/UTV trail within Marathon County. Applications shall be completed on a form prescribed by the Director and must be in compliance with the policies and procedures developed by the Director for the designation of ATV/UTV trails. An ATV/UTV club must further affirm that the club will pay for the costs to make, install, and maintain ATV/UTV trail signs. The Director may require an ATV/UTV club to execute a trail maintenance contract and obtain or maintain insurance as required by Marathon County.

Comment [MP5]: Added this piece to allow us to require insurance but did not specify the amount in the ordinance in case it changes in future years.

(iii) The County Board of Supervisors may rescind or modify the designation of an ATV/UTV trail by enactment of an ordinance rescinding or modifying the designation.

(iv) *Application requirements.* An application for designation of an ATV/UTV trail must, at a minimum, include the following:

1. A map showing the proposed ATV/UTV trail in relation to the county highway system.
2. A map showing any ATV/UTV routes leading to the proposed trail.
3. A statement explaining why the proposed trail should be designated as an ATV/UTV trail.
4. If the applicant is an ATV/UTV club, the names and addresses of its officers, the date when the organization was established or incorporated, and the number of members.
5. A statement that the applicant will be financially responsible for payments for the installation and maintenance of required ATV/UTV trail signs.
6. If the proposed trail travels on private property, a statement from the owner of said property attesting that the landowner will consent to the creation of a trail on said property.

(b) *Appeal.* The Director's determination regarding an application for or continuation of a designated ATV/UTV trail may be appealed by the person aggrieved as provided in Chapter 24 of the Marathon County Code of Ordinances. In the event of an appeal, the review of the Director's initial determination shall be conducted by the county administrator or his or her designee.

(6) *Regulation of ATVs and UTVs.* Except as otherwise provided herein, the statutory provisions of Wis. Stat. § 23.33 and Wis. Admin. Code NR § 64, which create, describe, and define regulations with respect to ATVs and UTVs, are adopted and, by reference, made a part of this Code as if fully set forth herein.

(a) *Operator and Rider Requirements.* Any person who operates or rides as a passenger on an ATV or UTV on a roadway that is an ATV/UTV route in Marathon County designated pursuant to Wis. Stat. § 23.33(8)(b)1, or an ATV/UTV trail in Marathon County designated pursuant to Wis. Stat. § 23.33(8)(c), must meet the following requirements:

(i) Any operator or passenger shall comply with all federal, state, and local laws, orders, regulations, restrictions, and rules, including those outlined in Wis. Stat. § 23.33 and Wis. Admin. Code NR § 64. All ATV/UTV rules of operation outlined in Wis. Stat. § 23.33 and Wis. Admin. Code NR § 64 are adopted and incorporated in this Ordinance.

(ii) No person may operate an ATV or UTV without having attained the age of 16.

(iii) No person may operate an ATV or UTV without a valid driver's license.

(iv) All operators shall have a liability insurance policy in force on any ATV or UTV operated on an ATV/UTV route or trail. The liability insurance policy must have the following minimum coverages:

- a. \$10,000 for property damage
- b. \$25,000 for the injury or death of one person
- c. \$50,000 for the injury or death of more than one person

(b) *Rules of Operation.* The operation of an ATV or UTV on a roadway that is an ATV/UTV route in Marathon County designated pursuant to Wis. Stat. § 23.33(8)(b)1, or an ATV/UTV trail in Marathon County designated pursuant to Wis. Stat. § 23.33(8)(c), is subject to the following rules of operation:

(i) Any operator or passenger shall comply with all federal, state, and local laws, orders, regulations, restrictions, and rules, including those outlined in Wis. Stat. § 23.33 and Wis. Admin. Code NR § 64. All ATV/UTV rules of operation outlined in Wis. Stat. § 23.33(3) are adopted and incorporated in this Ordinance.

(ii) Operators may only operate on a designated ATV/UTV route or trail if said route or trail is signed in accordance with Wis. Stat. § 23.33(8)(e) and Wis. Admin. Code NR § 64.12(7).

(iii) *Speed Limits.*

- a. Operators on ATV/UTV routes shall observe a speed limit not to exceed 30 miles per hour or the posted speed limit on the roadway, whichever is less.
- b. Operators on ATV/UTV trails shall observe a speed limit not to exceed 35 miles per hour or the posted speed limit on the trail, whichever is less.

(iv) Operators shall ride in single file.

(v) Operators may not operate an ATV or UTV on an ATV/UTV route at any time before or after Operating Hours. Operating Hours are designated as one hour before sunrise and one hour after sunset.

(vi) All ATVs and UTVs must operate with fully functional headlamps, tail lamps, and brake lights.

(vii) Every ATV or UTV shall be equipped, maintained, and operated to prevent excessive or unusual noise. No person shall operate an ATV or UTV on an ATV/UTV Route unless the vehicle is equipped with a muffler or other effective noise-suppressing system in good working order and in constant operation.

(c) *Enforcement.*

(i) Any act that is required or is prohibited by any statute or administrative code provision incorporated herein by reference is required or prohibited by this Code.

(ii) The Marathon County Sheriff's Office, local law enforcement agencies, and the Marathon County Parks, Recreation & Forestry Department shall have authority to enforce this Ordinance pursuant to Wis. Stat. § 23.33 (12).

(d) *Penalties.*

(i) Any forfeiture for a violation of State Statute or Administrative Code adopted by reference in this Ordinance shall conform to the forfeiture permitted to be imposed for violation of said statutes or code provisions as set forth therein.

(ii) Any violation of a section of this Ordinance without a penalty specified by statute or administrative code shall have a cash deposit requirement of fifty dollars (\$50.00) plus court costs. A cash deposit requirement of one-hundred fifty dollars (\$150.00) plus court costs will be required for a second violation of this Ordinance within a 12-month period.

(7) *Severability.* The provisions of this ordinance shall be deemed severable and it is expressly declared that Marathon County would have passed the other provisions of this ordinance irrespective of whether or not one or more provisions may be declared invalid. If any provision of this ordinance or the application to any person or circumstances is held invalid, the remainder of the ordinance and the application of such provisions to other person's circumstances shall not be deemed affected.

ELECTRIC UNDERGROUND EASEMENT

THIS INDENTURE is made this 20th day of September, 2019, by and between **Marathon County, Wisconsin and Portage County, Wisconsin, municipal corporations**, ("Grantor") and **WISCONSIN PUBLIC SERVICE CORPORATION**, a Wisconsin Corporation, along with its successors and assigns (collectively, "Grantee") for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor, owner of land, hereby grants and warrants to, Grantee, a permanent easement upon, within, beneath, over and across a part of Grantor's land hereinafter referred to as "easement area" more particularly described as follows:

Part of the Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4);

Also, Part of the Northwest Quarter of the Southeast Quarter (NW1/4-SE1/4);

Also, Part of the Northeast Quarter of the Southeast Quarter (NE1/4-SE1/4);

All being in Section 4, Township 26 North, Range 7 East, **City of Mosinee, County of Marathon, State of Wisconsin**, more particularly described as follows:

A 12 foot wide easement strip described as being the east 12 feet of the said Northwest Quarter of the Southeast Quarter (NW1/4-SE1/4);

Also, A 12 foot wide easement strip described as being the north 12 feet of the west 52 feet of the said Northeast Quarter of the Southeast Quarter (NE1/4-SE1/4);

Also, A 12 foot wide easement strip, the center line of which is described as follows:

Commencing at the southwest corner of the said Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4);

Thence S88°50'32"E, 45.98 feet coincident with the south line of said Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4) to the ***Point of Beginning***;

Thence N00°31'21"E, 50.74 feet;

Thence N04°57'49"W, 150.34 feet;

Thence N60°22'52"E, 202.54 feet;

Thence N64°41'28"E, 222.72 feet to the ***Point of Termination***.

See the **attached Exhibit "A"**.

- 1. Purpose: ELECTRIC UNDERGROUND** - The purpose of this easement is to construct, install, operate, maintain, repair, replace and extend underground utility facilities, conduit and cables, electric pad-mounted transformers, manhole, electric pad-mounted switch-fuse units, electric pad-mounted vacuum fault interrupter, concrete slabs, power pedestals, riser equipment, terminals and markers, together with all necessary and appurtenant equipment under and above ground as deemed necessary by Grantee, all to

Return to:
Wisconsin Public Service Corp.
Real Estate Dept.
P.O. Box 19001
Green Bay, WI 54307-9001

Parcel Identification Number (PIN)
251-2607-044-9987
251-2607-041-9996
251-2607-044-9999

transmit electric energy, signals, television and telecommunication services, including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with Grantee's use of the easement area.

2. **Access:** Grantee shall have the right to enter on and across any of the Grantor's property outside of the easement area as may be reasonably necessary to gain access to the easement area and as may be reasonably necessary for the construction, installation, operation, maintenance, inspection, removal or replacement of the Grantee's facilities.
3. **Buildings or Other Structures:** Grantor agrees that no structures will be erected in the easement area or in such close proximity to Grantee's facilities as to create a violation of all applicable State of Wisconsin electric and gas codes or any amendments thereto.
4. **Elevation:** Grantor agrees that the elevation of the ground surface existing as of the date of the initial installation of Grantee's facilities within the easement area will not be altered by more than 4 inches without the written consent of Grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored Grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by Grantee or its agents. This restoration, however, does not apply to any trees, bushes, branches or roots which may interfere with Grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until sometime in the future, and that none of the rights herein granted shall be lost by non-use.
7. **Binding on Future Parties:** This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto.
8. **Easement Review:** Grantor acknowledges receipt of materials which describe Grantor's rights and options in the easement negotiation process and furthermore acknowledges that Grantor has had at least 5 days to review this easement document *or* voluntarily waives the five day review period.
9. **Limitations:** This easement is subject to the following limitations because the "easement area," described above, is located upon, within, beneath, over and across part of an actively operating regional airport established and managed jointly by political subdivisions of the State of Wisconsin, pursuant to authority granted by the state under Wis. Stats., Chap. 114, and subject to regulation by several other state and federal authorities:
 - a. **Compliance with Federal Aviation Regulations and Security Requirements.** Grantee's access is subject to Federal Aviation Regulations and Federal Airport Security Regulations, including but not limited to 49 CFR Parts 1540 and 1542, and 14 CFR Part 139., and Grantor's policies as outlined in Grantor's Federal Aviation Administration (FAA) approved Airport Certification Manual and the Transportation Security Administration (TSA) approved Airport Security Plan. Grantee further agrees that any fines levied upon Grantor or Grantee through enforcement of these regulations because of violations thereof by Grantee's employees, agents, suppliers, guests, or patrons shall be borne by Grantee to the extent said violations contributed to said fines.
 - b. **Interference with Radio and Navigation Aids Prohibited.** Grantor operates a varied spectrum of licensed and unlicensed wireless radio, microwave and IP traffic to provide Navigation Aids and other critical safety services to aircraft and personnel as well as other land-based vehicles and equipment. The stable,

reliable and economical delivery of these services has absolute priority over any other uses or operations of Grantee. Therefore, any interference experienced by Grantor that coincides with Grantee's activities will be presumed to be caused by Grantee. Grantor reserves the right to demand Grantee turn off its equipment until all interference problems caused by Grantee are resolved. Once a "shut-off" order is delivered to Grantee, Grantee's equipment must be turned off as soon as possible. Grantor also reserves the right to require Grantee to take any action necessary, in the sole but reasonable discretion of Grantor, to proactively shield or otherwise prevent Grantee's activities from causing interference.

- c. Rules and Regulations of Joint Airport Board. Grantor shall have the right to adopt from time to time, and to enforce, rules and regulations which Grantee agrees to observe and obey with respect to the use of the airport premises and appurtenances, provided that such rules and regulations shall be promptly communicated to Grantee and shall not be inconsistent with safety, current rules and regulations of the FAA and any future changes prescribed from time to time by the FAA.
- d. Protection of Aerial Approaches to Airport. Grantor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent Grantee from erecting, or permitting to be erected, any building, any other structure, or operating any vehicles or equipment on the easement area, which, in the opinion of Grantor, would limit the usefulness of the airport or constitute a hazard to aircraft, now or in the future.
- e. Airport Development. Grantor reserves the right to increase the size or capacity of any public aircraft facilities, including but not limited to, runways, hangars, taxi-ways, terminals, navigational facilities or common use portions of the airport, or make alterations thereto or reconstruct or relocate them or modify the design and type of construction thereof or close them or any portions of them, either temporarily or permanently; provided that none of the foregoing shall unreasonably interfere with Grantee's exercise of the easement rights granted hereunder.
- f. Force Majeure. Grantor shall not be responsible to Grantee if the fulfillment of any of the terms of this Easement is delayed or prevented by revolutions or other civil disorders, wars, acts of enemies, strikes, fires, floods, acts of God, adverse weather conditions, legally required environmental remedial actions, or by any other cause not within the control of Grantor.

[REMAINDER OF PAGE LEFT BLANK]

WITNESS the hand and seal of the Grantor the day and year first above written.

Marathon County, Wisconsin

Corporate Name _____

Sign Name _____

Print name & title _____

Sign Name _____

Print name & title _____

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____
Marathon County, Wisconsin, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name _____
Print Name _____

Notary Public, State of _____
My Commission expires: _____

WITNESS the hand and seal of the Grantor the day and year first above written.

Portage County, Wisconsin

Corporate Name _____

Sign Name _____

Print name & title _____

Sign Name _____

Print name & title _____

STATE OF _____)
)SS
COUNTY OF _____)

This instrument was acknowledged before me this _____ day of _____, _____, by the above-named _____

Portage County, Wisconsin, to me known to be the Grantor(s) who executed the foregoing instrument on behalf of said Grantor(s) and acknowledged the same

Sign Name _____
Print Name _____

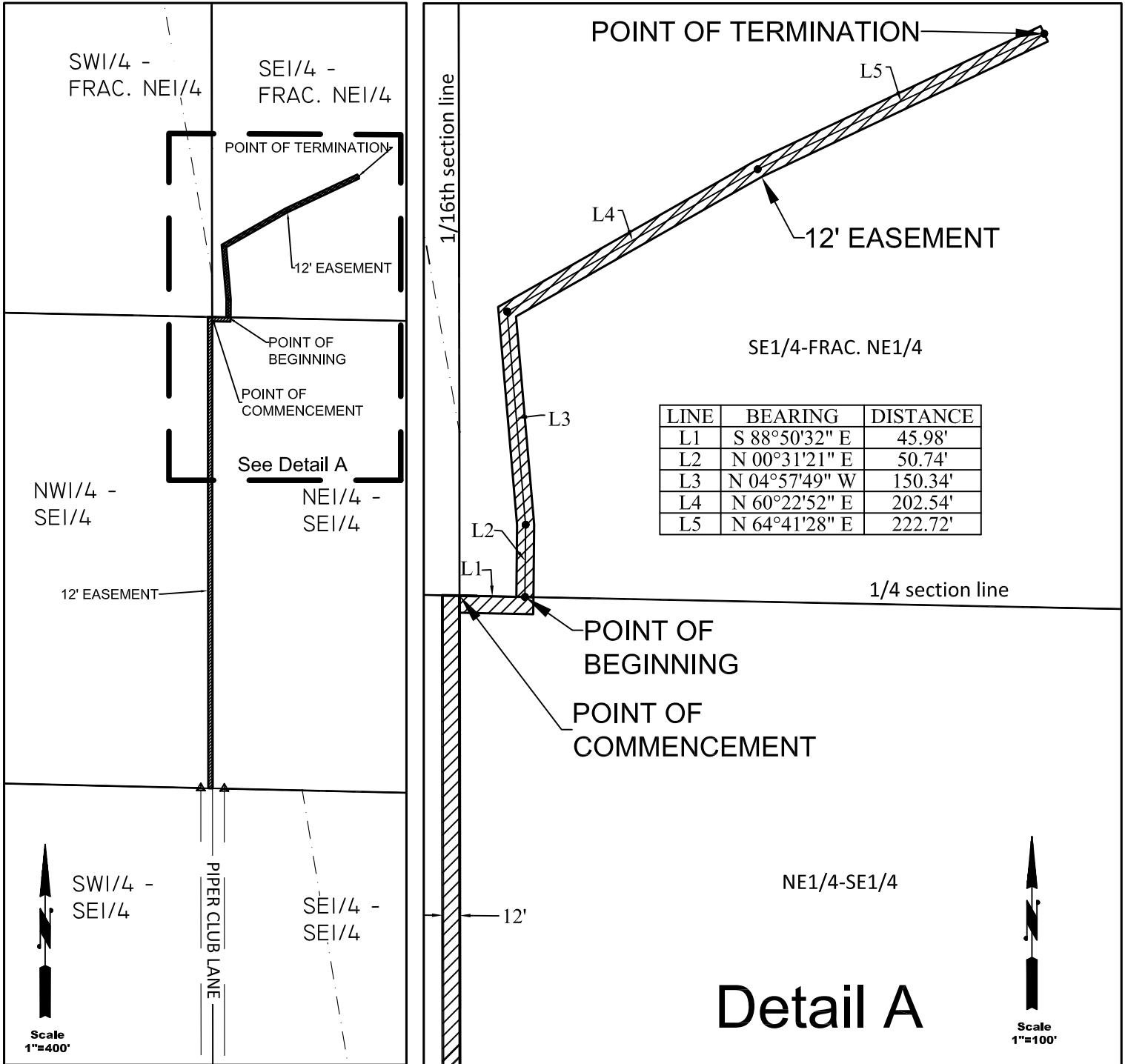
Notary Public, State of _____
My Commission expires: _____

This instrument drafted by: Dawn Van Oudenhoven
Wisconsin Public Service Corporation

Date	County	Municipality	Site Address	Parcel Identification Number
April 8, 2019	Marathon	City of Mosinee	Central Wisconsin Airport	251-2607-044-9987, 251-2607-041-9996, 251-2607-044-9999
Real Estate No.	WPSC District	WR#	WR Type	I/O
QB107102812.2	Wausau	2768166	EACR	22500466EC

EXHIBIT A

Part of the Southeast Quarter of the Northeast Quarter (SE1/4-NE1/4);
 Also, Part of the Northwest Quarter of the Southeast Quarter (NW1/4-SE1/4);
 Also, Part of the Northeast Quarter of the Southeast Quarter (NE1/4-SE1/4);
 All being in Section 4, Township 26 North, Range 7 East, City of Mosinee, County of
Marathon, State of Wisconsin



Detail A

Distances shown are for the CENTERLINE of the easement and are approximate - Bearings based upon Grid North of Marathon County Wisconsin Coordinate Reference System (WISCRS) NAD 83 (1991)

- CENTERLINE
- P.L. — PROPERTY LINE
- ▨ EASEMENT AREA
- R/W — RIGHT OF WAY

Date	County	Municipality	Site Address	Parcel Identification Number
19-Mar-19	Marathon	City of Mosinee	Central Wisconsin Airport	251-2607-044-9987, 251-2607-041-9996, 251-2607-044-9999
Real Estate No.	WPSC District	WR#	WR Type	I/O
1031704	Wausau	2768166	EACR	22500466EC



Wisconsin Public Service

700 North Adams Street
 P.O. Box 19001
 Green Bay, WI 54307-9001
 Phone: 800-450-7260

R-03-19
RESOLUTION
Central Wisconsin Airport Permanent Utility Easement

WHEREAS, Marathon County and Portage County, Wisconsin hereinafter referred to as the Joint Airport Board, each being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11 (1973), to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the Joint Airport Board desires to develop or improve the Central Wisconsin Airport (CWA), Marathon County, Wisconsin, and

WHEREAS, Wisconsin Public Service (WPS) provides electrical utility service to facilities located at CWA, and

WHEREAS, WPS is replacing existing utility lines on CWA property that have reached end of useful life in new locations on or off CWA property, and


WHEREAS, the new utility locations are more compatible with the use of CWA property than the existing locations, and

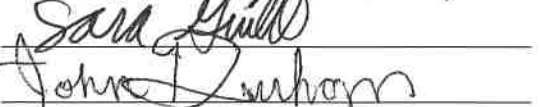
NOW, THEREFORE, BE IT RESOLVED that the Central Wisconsin Joint Airport Board resolves and ordains as follows:


Electric Underground Easement by and between the Joint Airport Board and Wisconsin Public Service affecting Parcel Identification Number (PIN) 251-2607-044-9987, 251-2607-041-9996, and 251-2607-044-9999 is hereby approved.

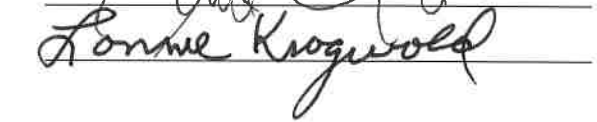
Dated this 20th day of September, 2019.

CENTRAL WISCONSIN JOINT AIRPORT BOARD











MARATHON COUNTY

OFFICE OF HIGHWAY COMMISSIONER

1430 WEST STREET
WAUSAU, WI 54401

TO: Infrastructure Committee
FROM: Jim Griesbach
RE: November Highway Report
Date: November 4, 2019

Crews have completed our major paving and construction projects, we will continue to continue working on culvert replacements, ditching, and tree clearing and chipping. We are also crack filling highways.

In October we completed on bi-annual PASER ratings of all Marathon County Highways and will have a report ready for the December Infrastructure report.

We have worked with WisDot in developing an all liquid route for winter maintenance, that road is STH 153 from Oak Road to Rangeline Road. We will still use salt if needed.

We have begun getting ready for our 3rd high capacity brine maker in Abbotsford. We have installed the storage tanks and expect the high capacity brine maker the week of November 18th.

The State of Wisconsin recently releases their state highway salt analysis by county. I am proud to report that Marathon County decreased its salt usage on state highway by 21.73% that is 8th best in the state of Wisconsin that was a savings of \$221,451 for salt. The survey does base this on a 5 year average and also is based the winter severity.

We have received a resignation letter from one employee and will begin recruiting for that position. We currently are down several positions due to Federal Family Medical leave coupled with having to train new staff on plowing we are limiting time off request.

I have spoken to representatives of EDP renewables regarding the wind farms in western Marathon County and was informed that due to the demand of the wind turbines, the project will be delayed until 2021.

I currently of three ATV route request waiting for approval from the Town of Hewitt.

Submitted by
James Griesbach
Highway Commissioner

Enterprise

2015-013	Land Records Replacement (Transcendent)		Projected Start: 5/1/2015	Projected End: 12/31/2018
	<p>- Our Land Records system was developed in-house over the course of the last 20+ years. It is written in COBOL and other tools that are no longer considered modern programming languages. We need to replace or rewrite the system so that we have a modern, supportable land records system.</p> <p>A related project is the iSeries upgrade/replacement - The operating system that runs our IBM iSeries has reached end of life. That mid-range host runs Land Records and Social Services. We are in a situation now where we are paying support costs above and beyond normal maintenance to operate that equipment. The system is over 5 years old and hardware maintenance charges continue to increase every year. The plan is to move the load from our in-house iSeries to a cloud solution, then find replacement systems for Land Records and Social Services so that we can stop paying for this system within 3 years.</p>			
	Daryn White	Departments:	Treasurer City of Wausau Land Records Marathon County Register of Deeds Property Description Marathon County Treasurer Lincoln County Property Description Lincoln County	
Update:	10/31/2019	Main Ascent Land Records Module is live. Permit Management (Zoning and Sanitary) for the County is going live on November 12, 2019. Non-Metallic Mining is on hold for requested programming changes from the vendor.		
Priority:	3-High	Status:	3-Active	
2015-019	Law Enforcement System Replacement		Projected Start: 12/1/2016	Projected End: 11/1/2018
	- Tiburon replacement			
	Jean Kopplin	Departments:	Everest Metro Police Department Kronenwetter Police Department Law Enforcement Mosinee Police Department Rothschild Police Department Wausau Police Department	
Update:	10/28/2019	Working through go lives of subsequent modules and interfaces.		
Priority:	3-High	Status:	3-Active	
2017-017	Laserfiche On-going Work		Projected Start: 5/2/2016	Projected End: 12/31/2020
	- Laserfiche On-Going Project to give updates on current work and back-log.			
	Heather Giddings	Departments:	All Departments	

Enterprise

Update:	10/31/2019	County Conservation, Planning and Zoning: Land Division automation information gathering Corp Counsel: New area for Adult Guardianship for Langlade Finance: 2018 tax bill splits completed Health: ProCard Receipt Form implemented Social Services: CCS Program information gathering City Assessment: Photo import/export WPD: Access to CART staff to review case information NCHC Provider credentialing implementation District Attorney File structure and workflow enhancement complete	
Priority:	3-High	Status:	3-Active
2019-005	Superion DR Buildout		Projected Start: 1/1/1900 Projected End: 6/30/2019
	- Our present disaster recovery tools do not provide near real time recovery. In addition, the permanent disaster recovery site needs to be further away than the current temporary location at City Hall. Chad Billeb has requested that the Superion system be able to withstand multiple failures and be recovered as close to real time as possible. Through the use of software replication, changes to the servers' data would be written to an alternative data canter. This would allow the ability to fail over in near real time. This may also require the purchase of additional hardware to provide a robust target for the replicated servers.		
	Dale Schirmacher	Departments:	Law Enforcement
Update:	10/30/2019	RFP to be released in early November.	
Priority:	3-High	Status:	3-Active
2017-007	Re-Addressing Marathon County		Projected Start: 3/1/2017 Projected End: 12/31/2018
	- Address changes will need to be updated in several applications for Marathon County, City of Wausau and NCHC.		
	Daryn White	Departments:	All Departments
Update:	10/31/2019	Installation of signs continues in Rib Mountain. Updating 911 call history for addresses that hadn't changed prior to implementing the Superior Law Enforcement project. Final set of mailing address updates sent to ensure tax bills have latest.	
Priority:	2-Medium	Status:	3-Active
2018-023	WIN7 Sun Setting - January 2020		Projected Start: 1/1/2019 Projected End: 1/1/1900

Enterprise

	<p>- The current announced End of Security Update availability for WIN7 is January 2020. We need to begin discovery on a strategy to replace, upgrade, or purchase extended security update coverage for approximately 1100 Desktops and laptops. Some devices may not be updatable depending on software vendors not fully supporting WIN10 current and/or future updates.</p> <p>Enterprise Security Risk mitigation. Past similar updates/upgrades have been handled in a less aggressive manner however we wish to explore the possibility of being fully cut over by Microsoft's current deadline. It should also be noted that with the XP to WIN7 cutover Microsoft did push the deadline multiple times due to business sector pressure. They may or may not do so with this EOL date.</p> <p>Various. Replacement Upgrade existing WIN7 to WIN10 (may be licensing costs for certain machines) Purchase extended Security update coverage from Microsoft. Leverage other Enterprise security services for any non-updated or non-updatable machines.</p>		
	Rick Abreu	Departments:	All Departments
Update:	10/31/2019	<p>Remaining WIN7 machines by entity are 276 (52%) at NCHC, 147 (21%) County, 55 (20%) City, and 28 (7%) Outside Law Enforcement. These numbers are pulled from a different program than usual as our New Desktop engineer is working on our Desktop Central application and has noted that the application is not currently synching with Active Directory so totals from that application are inaccurate. Supply issues have been resolved and newer model laptops are now in transit. Currently unclear if ALL devices will be at WIN10 by mid-February. However Microsoft has announced that extended WIN7 updates will be available to all users for between \$25 and \$50 per machine to extend updates thru 2020. This is a change from the previous policy which required and Enterprise Agreement.</p>	
Priority:	2-Medium	Status:	3-Active
2019-003	Application Server OS Upgrades - remediate Server2008		Projected Start: 1/1/1900 Projected End: 1/1/1900
	<p>- MS Server 2008 is end of life in January 2020. We need to upgrade existing OS's to at least 2012.</p> <p>Keep application servers on supported Operating systems.</p> <p>Licenses and CALs are already ordered. CCITC will work with each application owner to upgrade/replace 2008 servers.</p>		
	Dale Schirmacher	Departments:	All Departments
Update:	10/30/2019	Over 50% complete, scheduling remaining servers.	
Priority:	2-Medium	Status:	3-Active
2019-004	NetMotion server needs to be upgraded for CJIS Compliance		Projected Start: 1/1/1900 Projected End: 7/31/2019
	<p>- NetMotion server needs to be upgraded to remain in CJIS compliance</p> <p>Build two new NetMotion servers with Windows Server 2016 and current build of NetMotion.</p>		
	Dale Schirmacher	Departments:	Law Enforcement
Update:	10/30/2019	Servers are complete, migrating Cradlepoints.	
Priority:	2-Medium	Status:	3-Active

Enterprise

2019-006	MDM Replacement		Projected Start: 1/1/1900	Projected End: 11/30/2019
	<p>- Our Current Mobile Device Management software MaaS360 has increased in cost substantially year over year. This cost has come with no additional benefit. Our existing Desktop Central management system can be expanded to include mobile devices.</p> <p>Moving from MaaS360 to Desktop Central would net a significant cost savings of over 40%.</p> <p>Purchase and implement Desktop Centrals MDM solution.</p>			
	Dale Schirmacher	Departments:	All Departments	
Update:	10/30/2019	Still moving devices to the new environment.		
Priority:	2-Medium	Status:	3-Active	

NCHC

2017-024	MIS Archive End of Life		Projected Start: 8/29/2018	Projected End: 8/31/2018
	<p>- We have received notification that we need to archive our MIS system which holds all of the data from our legacy system that we used prior to TIER. Currently there are many departments still utilizing this legacy data i.e. billing, HIM, payroll, etc. We were under the impression we were able to use the legacy system provided by Netsmart until September of 2021 when we would no longer need this data, however that is not the case.</p> <p>Convert the MIS database into a SQL database using a tool that is already available. MI*S team would assist us with this conversion. Then we would need to migrate the IRMS portion that stores the documents to a storage location of our choice.</p> <p>There is no ROI on this, just the regulatory requirements of keeping and accessing this data until 2010/September.</p>			
	Tom Clifford	Departments:	NCHC - General	
Update:	10/28/2019	Pending final transfer of the HIM documents in to Laserfiche.		
Priority:	3-High	Status:	3-Active	

2018-015	TIER Evaluation		Projected Start: 1/1/1900	Projected End: 1/1/1900
	<p>- Dr. Immler will be evaluating TIER functionality to determine next steps with this software. Efficiency and process improvement - determine if workflows meet need.</p>			
	Jane Heil	Departments:	NCHC - General	
Update:	10/28/2019	Pending RFP receipts and review.		
Priority:	3-High	Status:	3-Active	

NCHC			
2018-021	IT Planning design and implementation of two new NCHC Campus		Projected Start: 10/1/2018 Projected End: 12/31/2022
- Phased new construction and remodeling of the North Central Health Care Campus located at 1100 Lakeview Drive, Wausau Wisconsin. The construction and remodel will be based off the findings of the 2018 Master Facility Plan approved by the Marathon County Board of Directors. The project schematic design is scheduled to begin in the fall of 2018 and be phased construction while the facility remains operational for the residents through 2022.			
	Dale Schirmacher	Departments:	NCHC - General
Update:	10/30/2019	Waiting on final port counts for network needs.	
Priority:	3-High	Status:	3-Active

County			
2013-045	iSeries Replacement - Social Services		Projected Start: 10/1/2016 Projected End: 12/31/2018
- Replace Social Services in-house developed application. This is necessary for two reasons. 1) Written in COBOL and we can't find COBOL programmers any more. 2) The iSeries is expensive hardware to maintain and upgrade. Our strategic plan has us moving Social Service and Land Records to new platforms. We already moved off of IMS21 and the remaining applications like Municipal Courts are also targeted for replacement.			
	Kristin Sorenson	Departments:	All Departments
Update:	10/28/2019	Should be live 1/1/20	
Priority:	3-High	Status:	3-Active
2017-025	Next Generation 911 Service		Projected Start: 3/1/2018 Projected End: 5/16/2018
- We will need to move to a Next Gen 911 System in 2017/2018 to replace the current antiquated system which will be at End of Support from the vendor by July 2018. We will replace it with a 911 system that can support texting and other next generation features.			
	Dale Schirmacher	Departments:	Sheriff Marathon County
Update:	10/31/2019	Working on CAMA trunk installation timeline.	
Priority:	3-High	Status:	3-Active

County			
2018-022	Solid Waste Scale and AR Paradigm Install		Projected Start: 10/8/2018 Projected End: 1/1/1900
	<p>- The scale is foundation of our business. Analog information from the scale is transmitted to digital program at scale desk, which in turn tracks all financial transactions. Information is used to issue receipts for cash transactions and billing statements for credit customers. Current program is outdated, doesn't interface well with the scale and has stopped working due to that lack of smooth interface. As well, auditors want us to employ different program, with greater accountability.</p> <p>Need a scale/AR program that is dependable and creates greater accountability. As well, we need a program that is able to accommodate 3rd party credit card processor approved by Finance and auditors. Current program does not allow that. Finally, when scale program "blacks out", we are nearly unable to conduct business. Given we can have as many as 1 transaction every 3-5 minutes, we need a dependable program. From an AR perspective we need a program that allows continuity and ease of use.</p> <p>If we are unable to correctly and accurately operate because of scale software failure, we stand to lose \$15,000-\$20,000 a day, which is unacceptable. Even if we looked at a one year time horizon to reap the value of the cost of the entire program, installation, start-up support and ongoing support, the cost to our budget is around \$0.14/ton. Spread that over 4 years and the per ton cost is \$0.03/ton.</p>		
	Kristin Sorenson	Departments:	Solid Waste Marathon County
Update:	10/28/2019	Pending conversion, will follow-up on status.	
Priority:	3-High	Status:	3-Active
2019-017	Highway Scales Upgrade		Projected Start: 10/31/2019 Projected End: 1/1/1900
	<p>- The old scale hardware and software are at end of life. This project will replace both the hardware (indicator, scoreboard, kiosk, rfid tags, remotes) and software. Advanced Weighing Systems will provide install, hardware and software for all five highway scale sites. No ROI. Necessary upgrade to scale software and hardware to maintain functionality.</p>		
	Daryn White	Departments:	Highway Department Marathon County
Update:	10/31/2019	Complete. Installed scale hardware, software and networking at all five county highway sites. Functional and working well.	
Priority:	3-High	Status:	3-Active
2017-020	Superion Animal Control Module		Projected Start: 1/1/1900 Projected End: 1/1/1900
	<p>- The current Rabies Resource application does not meet customer needs. Health Dept. staff conducted a mini-LEAN and CCITC assisted with discovery of solutions. The project would entail CCITC assisting MCHD with the implementation of the Superion Animal Control Module. CCITC would also assist with creating custom reports, and data conversion. This request replaces Project Request #170202-215A76.</p> <p>The Health Department is required to be compliant with WI statute 95.21 "Rabies control program", having software to track these cases creates efficiency. The enhancements required to the existing application are not compatible with the architecture of said application. Software is preferable to a paper process, not only for efficiency, but also because reports need to be generated for contracting purposes.</p> <p>A software application that meets both State regulatory requirements and customer needs. Together, CCITC and the Health Department have researched potential vendor applications to meet this need and found three viable options. We reviewed those options and have made a recommendation to use Superion as it was the best fit. Recommendation was approved by both MCHD and CCITC Department Heads.</p>		
	Patti Kaiser	Departments:	Health Department Marathon County

County			
Update:	10/28/2019	LEF governance approved for HLD staff to register any patients in the system that don't need name candidating. Working through identifying new workflow.	
Priority:	2-Medium	Status:	2-Researching
2018-017	Medical Examiner Phase 2		Projected Start: 5/7/2018 Projected End: 10/1/2018
	- Phase 2 of the Medical Examiner will add new features.		
	Kelly Rottler	Departments:	County Medical Examiner
Update:	10/31/2019	MEs have test laptop.	
Priority:	2-Medium	Status:	3-Active
2019-010	County Website Redesign & Plan under Obj. 12.3		Projected Start: 1/1/1900 Projected End: 1/1/1900
	<p>- Update website to a more modern, customer focused, and service centric site while maintaining ADA compliance.</p> <p>Better serve constituents of Marathon County with a website that is updated to a modern look and feel, a succinct representation of the County, and easier for customers to find answers without having to contact internal departments, which results in unnecessary delay for customers and increased interruptions and inefficiency for staff.</p> <p>It is our hope to use existing software and current DNN website architecture; however, the first step of this project will be to assess customer needs and evaluate whether the our existing software is well-suited to meet those needs.</p>		
	Kelly Rottler	Departments:	All Departments
Update:	10/31/2019	Need to create new servers for test area.	
Priority:	2-Medium	Status:	3-Active

City			
2016-009	City Assessment Software Part 2		Projected Start: 1/1/2017 Projected End: 8/1/2018
	- The Vision Software implementation was cancelled. This is the second release of RFP and implementation.		
	Patti Kaiser	Departments:	Assessor City of Wausau
Update:	10/28/2019	Go live is complete. Staff starting to work in Devnet this week.	
Priority:	3-High	Status:	3-Active

City				
2017-012	Upgrade CUSI CBSW to CUSI UMS with Electronic Payment Module Bundle		Projected Start: 10/1/2017	Projected End: 10/28/2019
	- Upgrade CUSI CBSW to CUSI UMS with Electronic Payment Module Bundle			
	Connie Laessig	Departments:	Treasurer City of Wausau Finance City of Wausau Utilities, Water & Sewer City of Wausau	
Update:	10/28/2029	Complete.		
Priority:	3-High	Status:	4-Complete	
2017-013	Evolve - Licensing Phase 2		Projected Start: 4/1/2017	Projected End: 1/1/2018
	- Licensing replacement from Land Records			
	Patti Kaiser	Departments:	City of Wausau	
Update:	10/28/2019	Evolve is coming on site in early November to perform the Phase I Upgrade. Things are working well.		
Priority:	3-High	Status:	6-Support	
2018-025	Parking Web Site		Projected Start: 3/1/2019	Projected End: 11/1/2019
	- The City is upgrading parking downtown we would like to have a web site that has its own identity created for parking. Many communities do this. Push by downtown stakeholders to improve parking information in the downtown			
	Kelly Rottler	Departments:	City of Wausau	
Update:	10/31/2019	Domain assigned to Wausau Parking pages. All content is complete.		
Priority:	3-High	Status:	3-Active	
2017-003	Parking Citation System		Projected Start: 1/1/2017	Projected End: 12/31/2018
	- City issued RFP for Parking Enforcement, Permit and LPR software, services. Went through the review and demo. Stakeholders selected to stay with Complus current provider of parking enforcement software. All proposers submitted SCP Genetec LPR equipment and software. City would like to implement LPR to move to a paperless permitting solution. In addition, this change will facilitate improved efficiency of parking enforcement, facilitate pay by phone parking and pay stations Ability to improve parking enforcement efficiency, parking permit management efficiency, improved customer convenience with permits online and by phone			
	Kristin Sorenson	Departments:	City of Wausau Finance City of Wausau Wausau Police Department	
Update:	10/28/2019	Security desk training with Maryanne and Wally. Testing of Permits and Passport application today. Additional backend training for Pay Stations this week.		

City

Priority:	2-Medium	Status:	3-Active
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MARATHON COUNTY MULTI-DEPARTMENT FACILITY SITE SELECTION STUDY

January 15, 2018



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INTRODUCTION



Barrientos Design provided a study to assess the spatial building and site needs for a new facility that would include the Highway, Parks, Sheriff and Maintenance Departments. The study identifies the existing and optimal spatial needs for the four departments and looks at how all of these departments could come together in one building. Additionally, space on the site was allocated for a medical examiner's office and emergency management department.

PARTICIPATING DEPARTMENTS

As a part of this study we looked at the existing facilities for the Highway, Parks, Sheriff and Maintenance Departments, however, existing condition reports for each building were not required. The following sites and buildings were evaluated



Highway Department – The main highway garage site in Wausau and all associated buildings, including the vehicle storage garage, repair garage, administrative offices, cold storage and salt storage.

City County Parks Department – The main parks garage, cold storage buildings and greenhouse on West Pardee Street.

Sheriff Department – The sheriff currently has space for some staff and repair garage space for their vehicles at 500 Forest Street in downtown Wausau.

Maintenance Department – The Maintenance Department has a facility that is located on the Southeast corner of the Highway Department site. All of the Existing Spaces in these departments were reviewed and existing programs were developed to highlight all existing square footages.



Medical Examiner and Emergency Management Department.

OPTIMAL SPACE RECOMMENDED

Based on the "Highway Department Facility Space Needs Analysis Study" that we completed for Marathon County prior to this study it was determined that approximately 145,000 SF would be required for the new main garage. An additional 90,000 SF of Department buildings and sites and reported on their condition, size, and future growth potential in study dated, September 26, 2013, that we will refer to as Volume 1. This study dated March 27, 2014 will be referred to as Volume 2. In Volume 2 we will look specifically at options to resolve site and building concerns addressed in Volume 1.

INTRODUCTION



Similarly to how we determined the optimal square footages for the highway department we met with each the Parks, Maintenance and Sheriff Departments on multiple occasions to discuss their facility needs. Using the optimal square footage room programs that can be found in their entirety later in this report we created a floor plan that effectively captures appropriate departmental adjacencies. This led to a building the has a two story administrative office component, Parks, Highway and Maintenance sharing the main heated vehicle garage and a Sheriff shop located near the main repair garage.

OPTIMAL YARD REQUIREMENTS



All the recommended optimal building footprints were then sized to scale and arranged for traffic flow, parking, loading space and allowances for expansion. Each yard building was thoughtfully located nearest the department, in the main building, that it serves. The Highway and Parks Departments follows a set sequence of events for the trucks at night and a separate one for the morning. This sequencing drove the layout and clustering of the site facilities to enhance operations. Including the Main Shop, the ideal site will have two access drives to an arterial road, two fueling stations, truck scale, salt sheds, salt brine, construction material storage areas, recycling and asphalt sheds, stockpiling bins, trash dumpsters and room to stage loadings. In addition to the four departments co-locating on this 40 acre site 2 acres could be made available for the Medical Examiner and Emergency Management Department. From this analysis, we recommend that the new site have at least 40 acres of developable land. Site and building plans can be found later in this report.



Barrientos Design and Consulting began by collecting data on the existing site as well as the twelve to fourteen subject site parcels to first do a top level analysis of each site. After the initial study revealed which sites were still appropriate to pursue, site plans were developed for each site to ensure that the buildings and site functions that were programmed in a previous study could actually fit onto the site. The site plan test fit and other site data that was acquired during this process helped us narrow the list of appropriate sites for the new to 4 sites.

At the end of the study we made recommendations on which sites are the most appropriate for the County's intended use. These recommendations are based on Barrientos Design's long history of working on this project type.

SECTION 1

EXECUTIVE SUMMARY

Executive Summary

Barrientos Design and Consulting developed a comprehensive list of potentially viable sites for a new multi-departmental building with the primary user being the Highway Department. Our team was directed to analyze four site options for the future development of this facility. The sites below are the shortlisted options that are investigated in greater detail in this report:

Site #1	Cty Road U & N. 28th Ave. The Witter Farm Wausau
Site #1B	Cty Road U 1607 N 28th Ave. Wausau
Site #2	7709 Stettin Drive / Business park vicinity Wausau
Site #6	Hwy O / County Materials owned quarry Marathon

The initial site review process identified over 14 site locations for sale or in locations that had available land for future development. Many of these sites were reviewed for wetland locations, topography, zoning or development limitations for example at the Rib Mountain locations. Using top level search criteria like distance to the 29/51 intersection, sufficient acreage, and reasonable development costs the initial 14 sites were narrowed to the four sites above. Below is a list of the other ten properties that were preliminarily reviewed.

Site #3	Rachel Lane / Big Rib River Wausau
Site #4	Cty Rd. WW & 5865 N. 32nd. Ave./ Maine
Site #5	Highland Drive & N. Cty Road O / Stettin
Site #5B	7820 Stewart Ave, Business Park Wausau
Site #6B	20 Menard Plz, 2700 Sherman St, Wausau
Site #7	3400 S. Mountain Road, Wausau
Site #8	2211 S. Mountain Road, Rib Mountain
Site #9	405 N. Cty. Road X, Wausau
Site #10	SW Decator Drive Wausau
Site #11	Cty. Road X at Hwy 52 Wausau

Schematic site plans were developed to test if the four shortlisted sites could accommodate the desired building program and other site structures. These four sites were each then evaluated in greater detail using additional criteria like land use and zoning compatibility, wetlands, infrastructure improvements and potential for future expansion.

After numerically ranking each of the shortlisted sites by 12 unique criteria it was determined that Site #1B provides the County with the best solution for their future building needs.

SECTION 2

CREATION OF SHORTLIST

Scope and Methodology

The site selection process began by identifying 14 sites located throughout the county but primarily centered around the U.S. Highway 29 and Highway 51 interchange (See image 2.1). After the sites were identified Barrientos Design established site selection criteria based on our initial study and additional information gained from discussions with the Highway Department.

After gathering relevant information for each site including site acreage, zoning classifications, topography, known wetlands and utility service, a top level analysis was done to generate a shortlist of candidate sites that will be analyzed further in the sections.

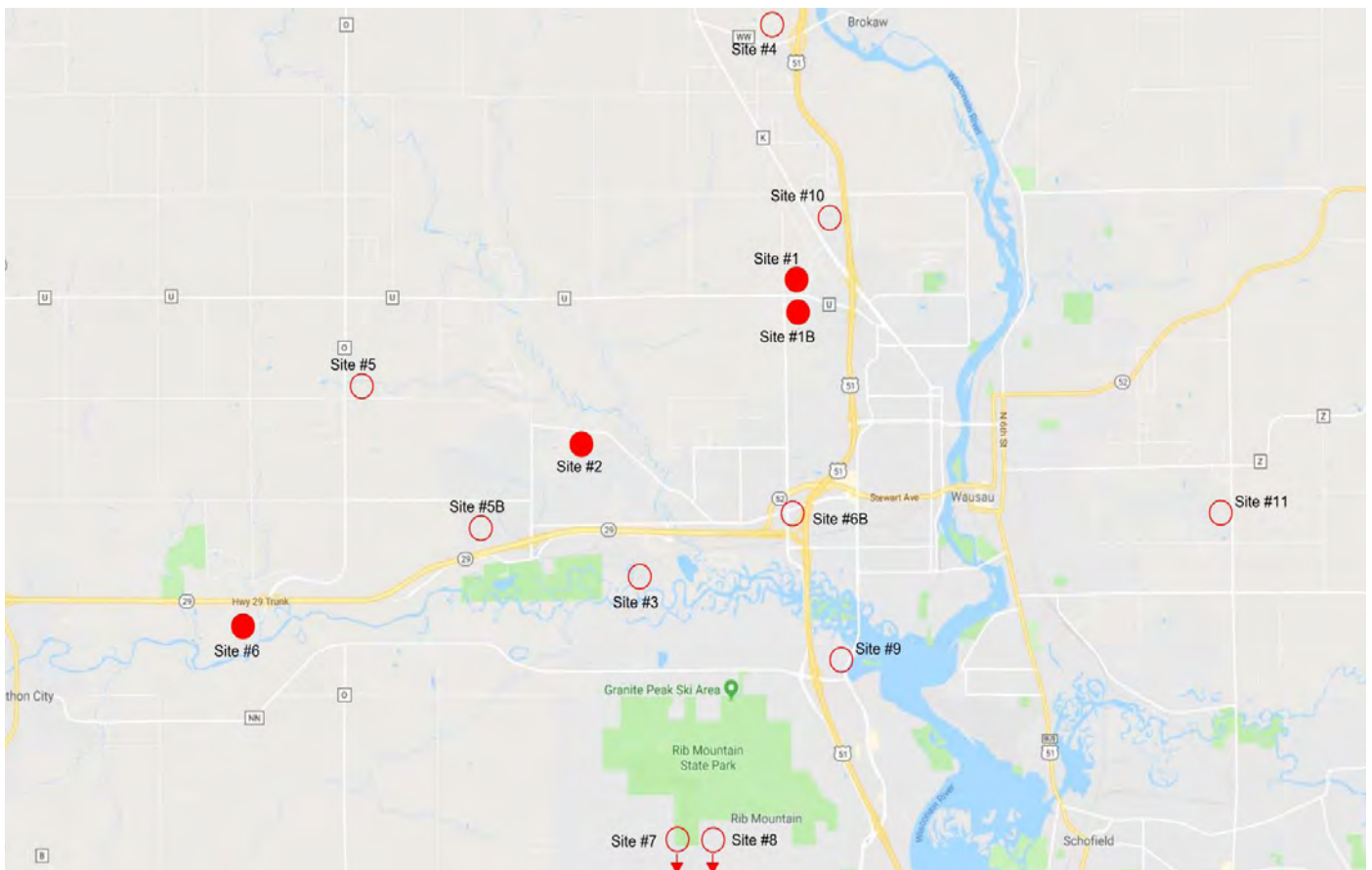


Image 2.1

All Candidate Site Locations

Below is a description of the location of each of all the 14 candidate sites. You can find aerial maps and topography maps for approved review sites in the Sections 3, 4, 5, & 6 of the report.

Site #1	Cty Road U & N. 28th Ave. The Witter Farm Wausau WI 54401
Site #1B	Cty Road U 1607 N 28th Ave. Wausau 54401.
Site #2	7709 Stettin Drive / Business park vicinity Wausau WI 54401.
Site #3	Rachel Lane / Big Rib River
Site # 4	Cty Rd. WW & 5865 N. 32nd. Ave./ Maine
Site # 5	Highland Drive & N. Cty Road O / Stettin
Site #5B	7820 Stewart Ave, Business Park Wausau, WI 54401
Site #6	Hwy O / County Materials owned quarry.
Site #6B	20 Menard Plz, 2700 Sherman St, Wausau, WI 54401
Site #7	3400 S. Mountain Road, Wausau, WI 54401
Site #8	2211 S. Mountain Road, Rib Mountain, WI 54401
Site #9	405 N. Cty. Road X, Wausau WI 54401
Site #10	SW Decator Drive Wausau WI 54401
Site #11	2211 Cty. Road U Wausau WI 54401

Top-Level Site Selection Criteria

The initial top-level analysis will test each of the 14 sites the following 3 selection criteria points that are of primary concern to the Highway Department's needs.

Site Selection Criteria 1 – Time & Distance to State Highway 51 & Hwy 29 Drive time to key interchanges and centrality to County roadway networks, including consideration of roadway improvements to State and County Roads.

Site Selection Criteria 2 – Site Size – Sufficient space and usable land available for easy site access, site maneuvering, new building foot print, out-buildings and other site functions.

Site Selection Criteria 3 – Cost of Site Development – Including grading, cut and fill, drainage and roadways.

	Candidate Site 1	Candidate Site 1B	Candidate Site 2	Candidate Site 3	Candidate Site 4	Candidate Site 5	Candidate Site 5B	Candidate Site 6	Candidate Site 6B	Candidate Site 7	Candidate Site 8	Candidate Site 9	Candidate Site 10	Candidate Site 11
Criteria 1 Distance to Desired Access Ramps	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✗	✓	✗
Criteria 2 Sufficient Site Size	✓	✓	✓	✗	✓	✓	✗	✓	✗	✓	✓	✓	✗	✓
Criteria 3 Reasonable Site Development Costs	✓	✓	✓	✗	✗	✗	✓	✓	✓	✗	✗	✓	✓	✓
Result Sites with red "X" are eliminated from consideration and will not be studied further.	✓	✓	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗	✗

Image 2.2

Candidate Site Shortlist

The map below (image 2.3) shows the locations of sites 1, 1B, 2, and 6. These four sites have been determined to be the best of the 14 sites for the County based on the top-level criteria. Image 2.4 shows the distance to the intersection of Interstate 29 and 51.

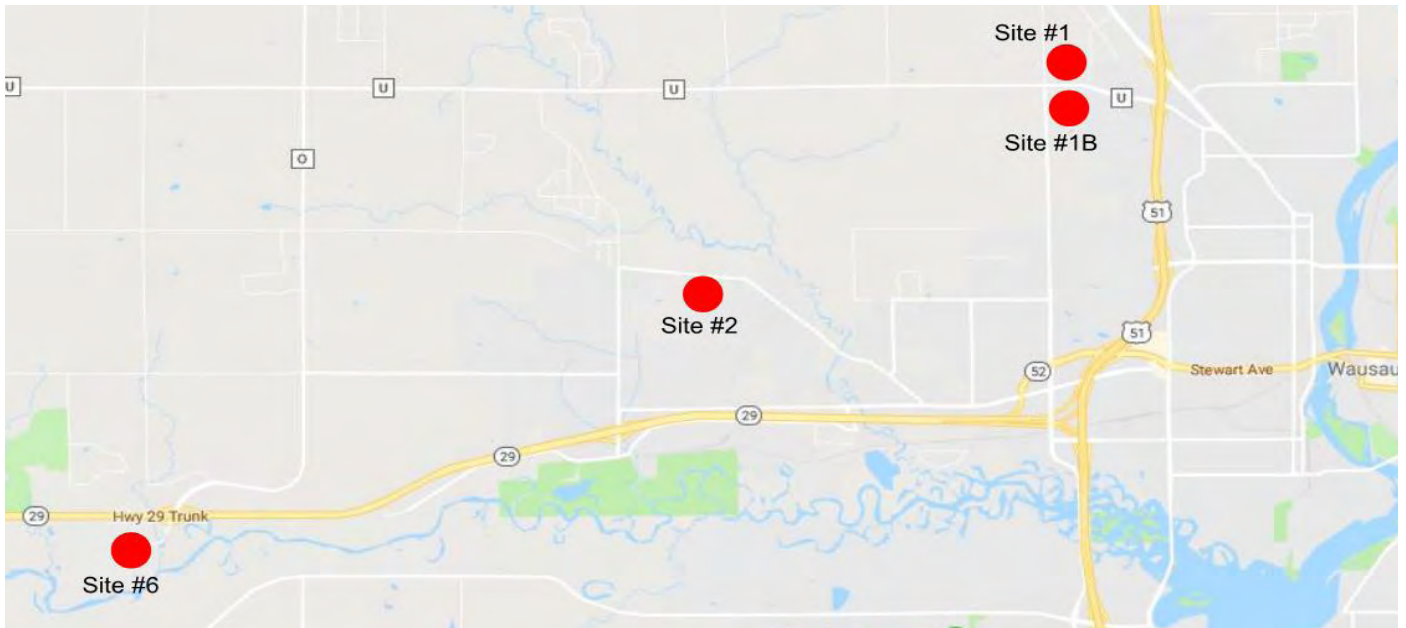


Image 2.3

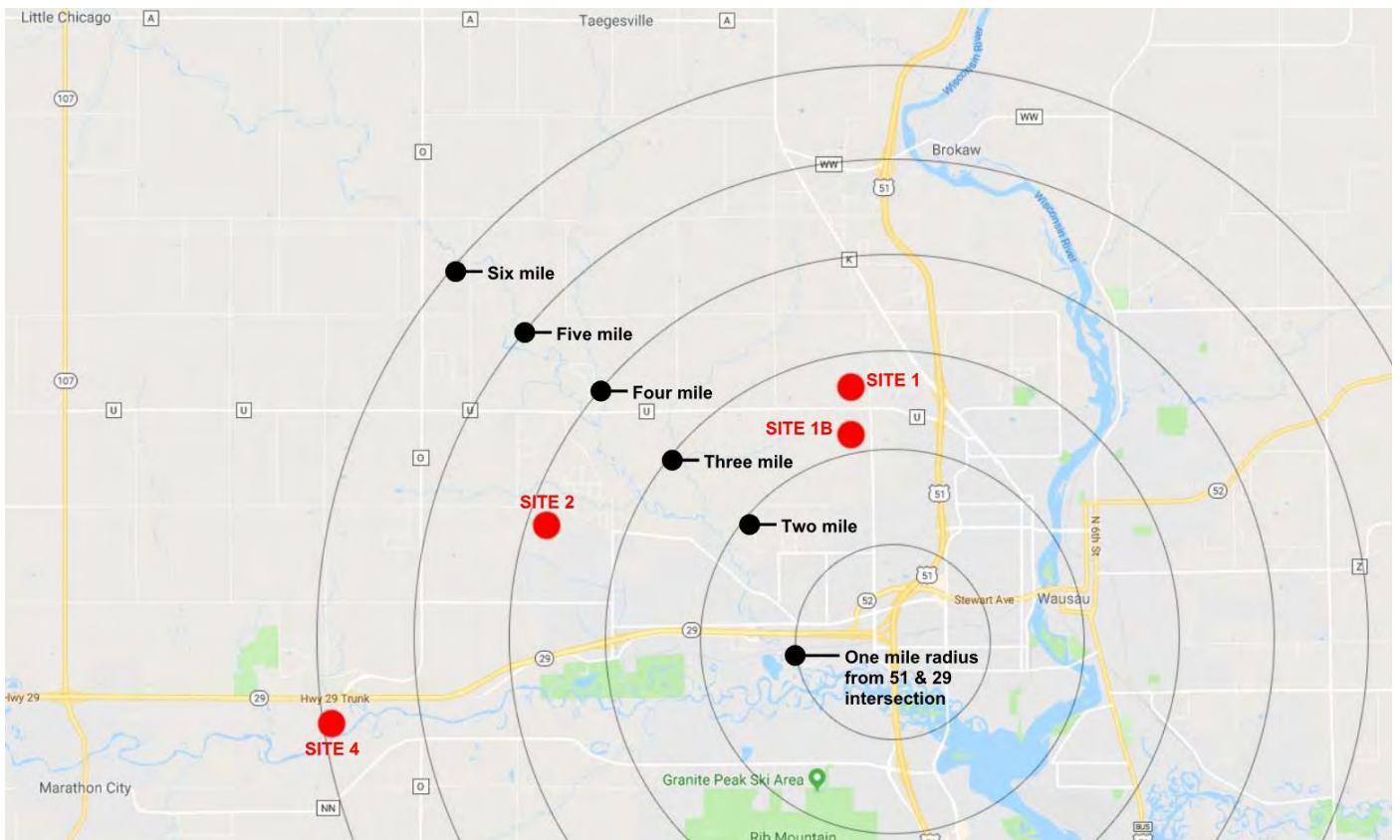


Image 2.4

Zoning Map - New Site Locations

In the image shown below (image 2.5), all four shortlisted sites are located and all four are currently in the County's zoning plan.

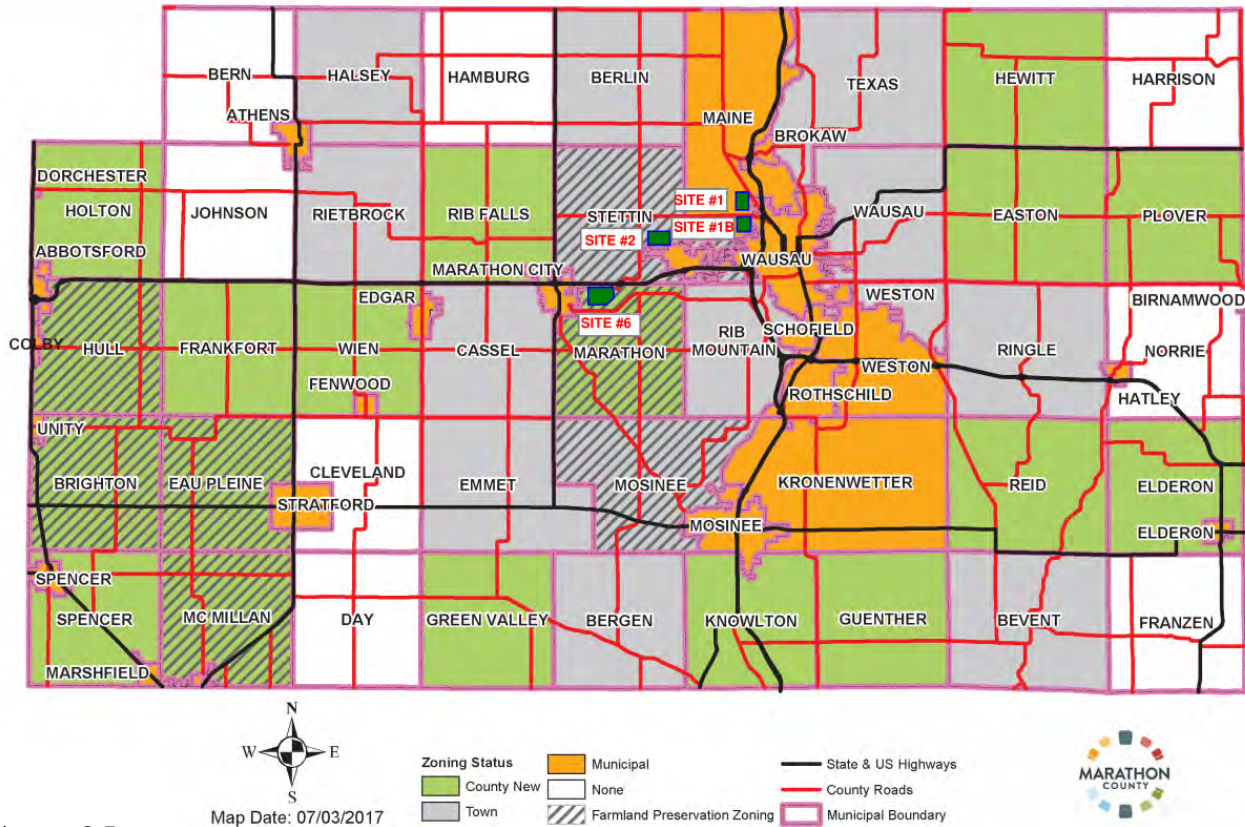


Image 2.5

Zoning Map - New Site Detail

The image shown below (image 2.6) indicates all of the areas around the new building site and their current zoning.

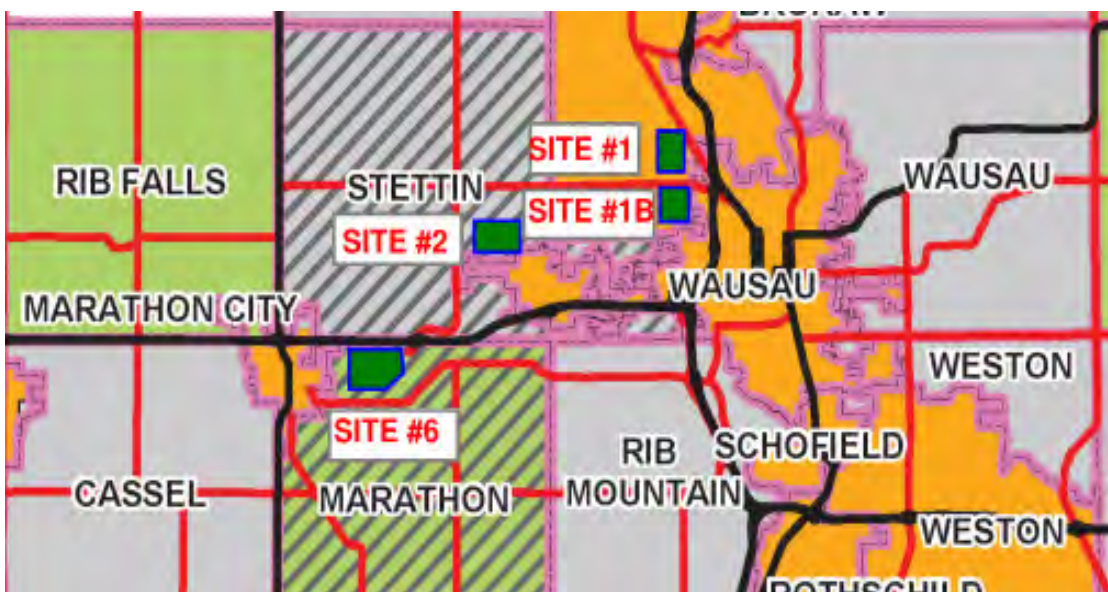


Image 2.6

Existing Land Use Planning Map with New Site Locations

In the image shown below (image 2.7) all four candidate sites are located.

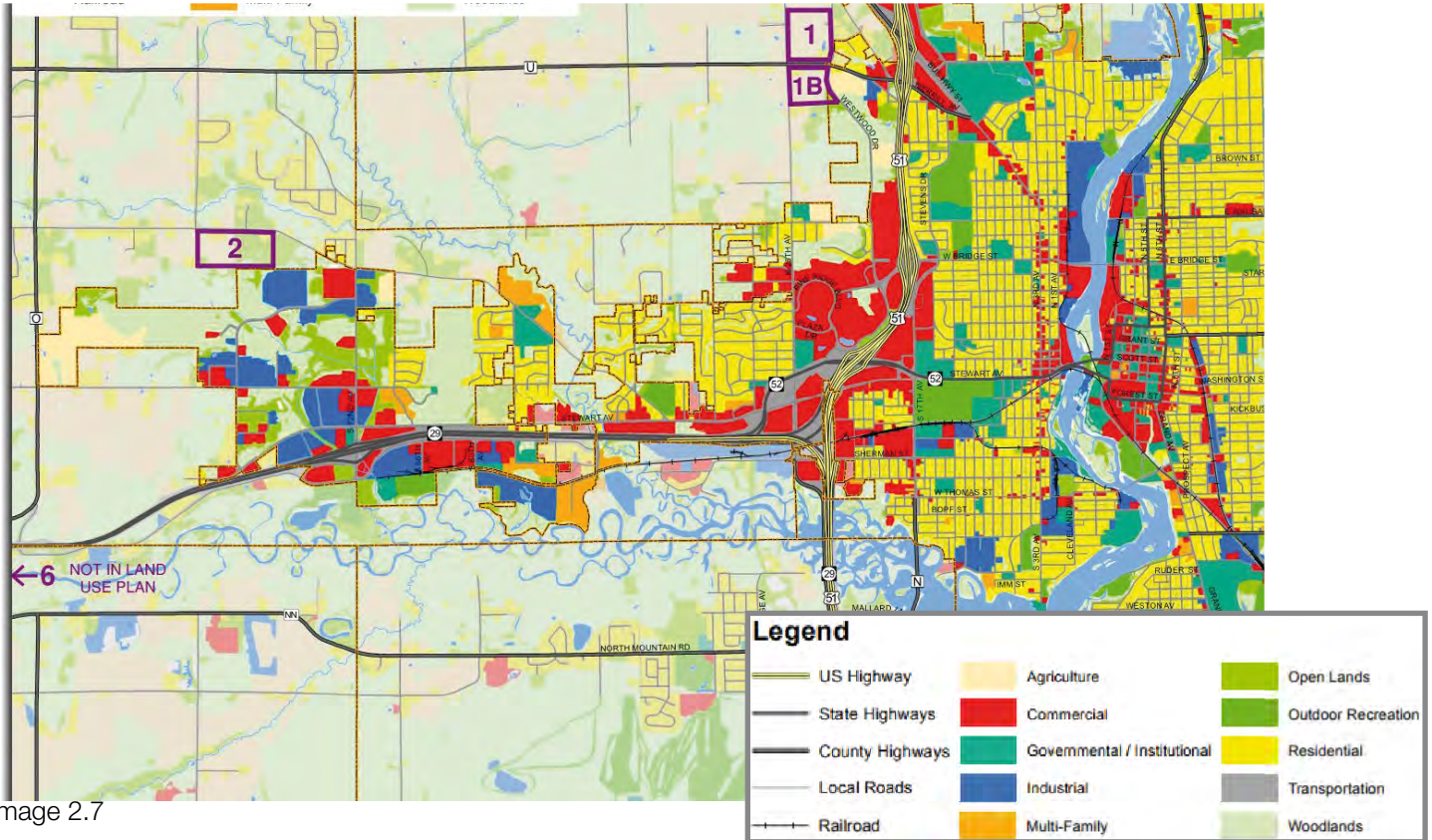


Image 2.7

Future Land Use Planning Map with New Site Locations

The image shown below (image 2.8) indicates all of the areas around the new sites

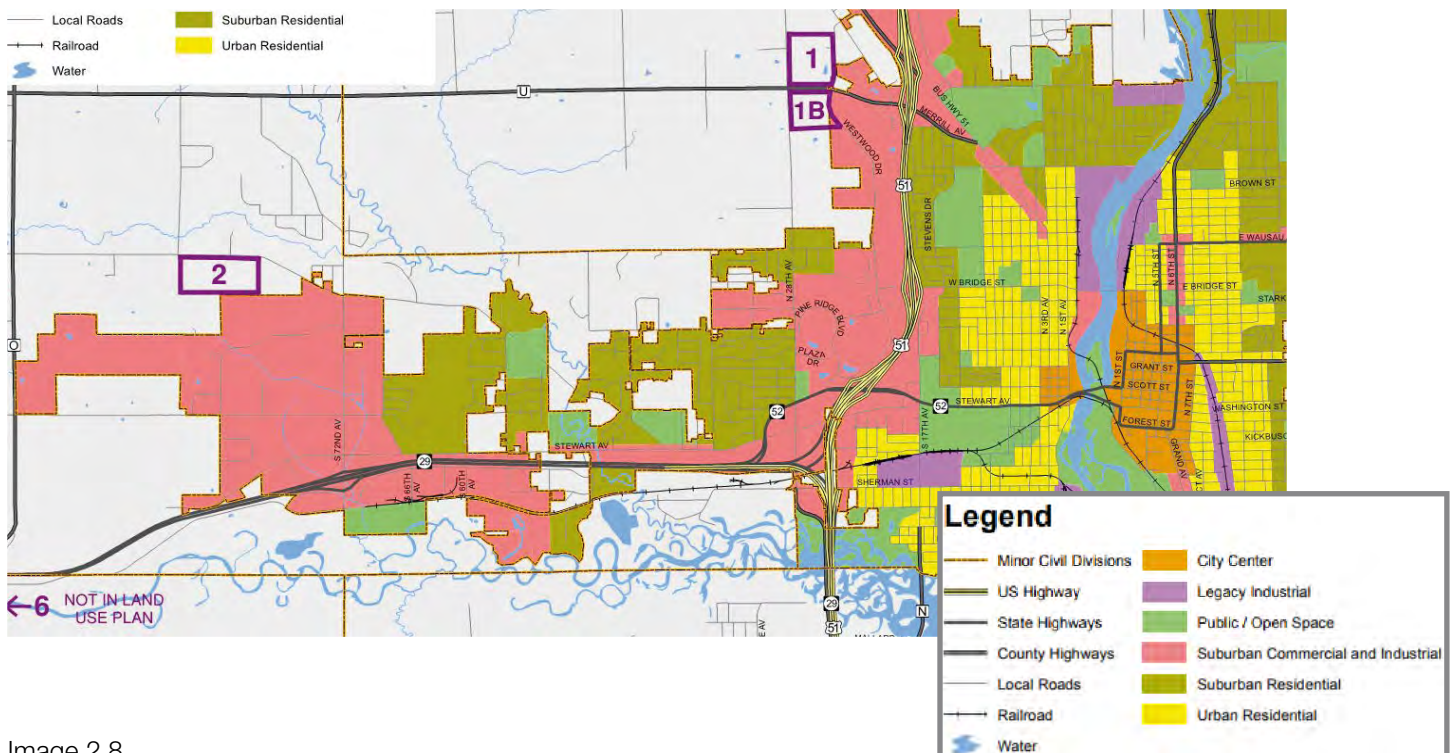


Image 2.8

SECTION 3

SITE #1

Cty Road U & N. 28th Ave. The Witter Farm Wausau

Site #1 Option looks to purchase three parcels of land for a total of 55.36 acres. Multiple properties would need to be purchased in this options and there are several existing structures that would need to be demolished. An existing retention pond could be utilized for storm water management. This is compatible with the future land use plan for the area.

The optimal area plan can fit on the first 40 acre parcel closer to highway U, yet future site expansion could be accommodated with purchase of Northern farm parcel. Topography gets too steep to build on North of the suggested North Property Line.

The property is near an on ramp to Highway 29 and within 3 miles the Highway 51 and 29 intersections. There is potential for a strong economic development potential for the City of Wausau.



Image 3.1

Aerial Site Plan



Image 3.2

Site Plan



Image 3.3

Topo Map

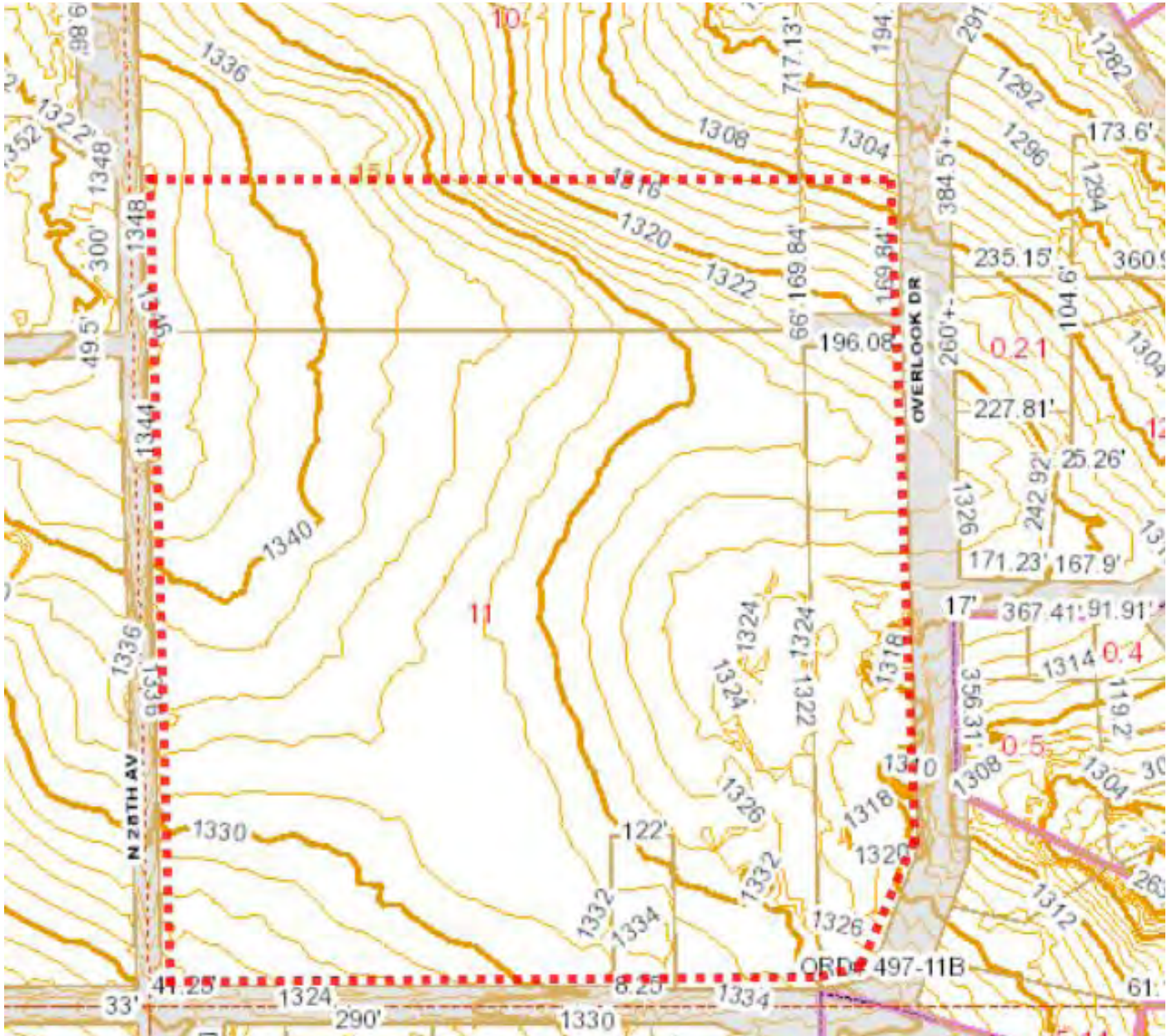


Image 3.5

DNR Wetland Map

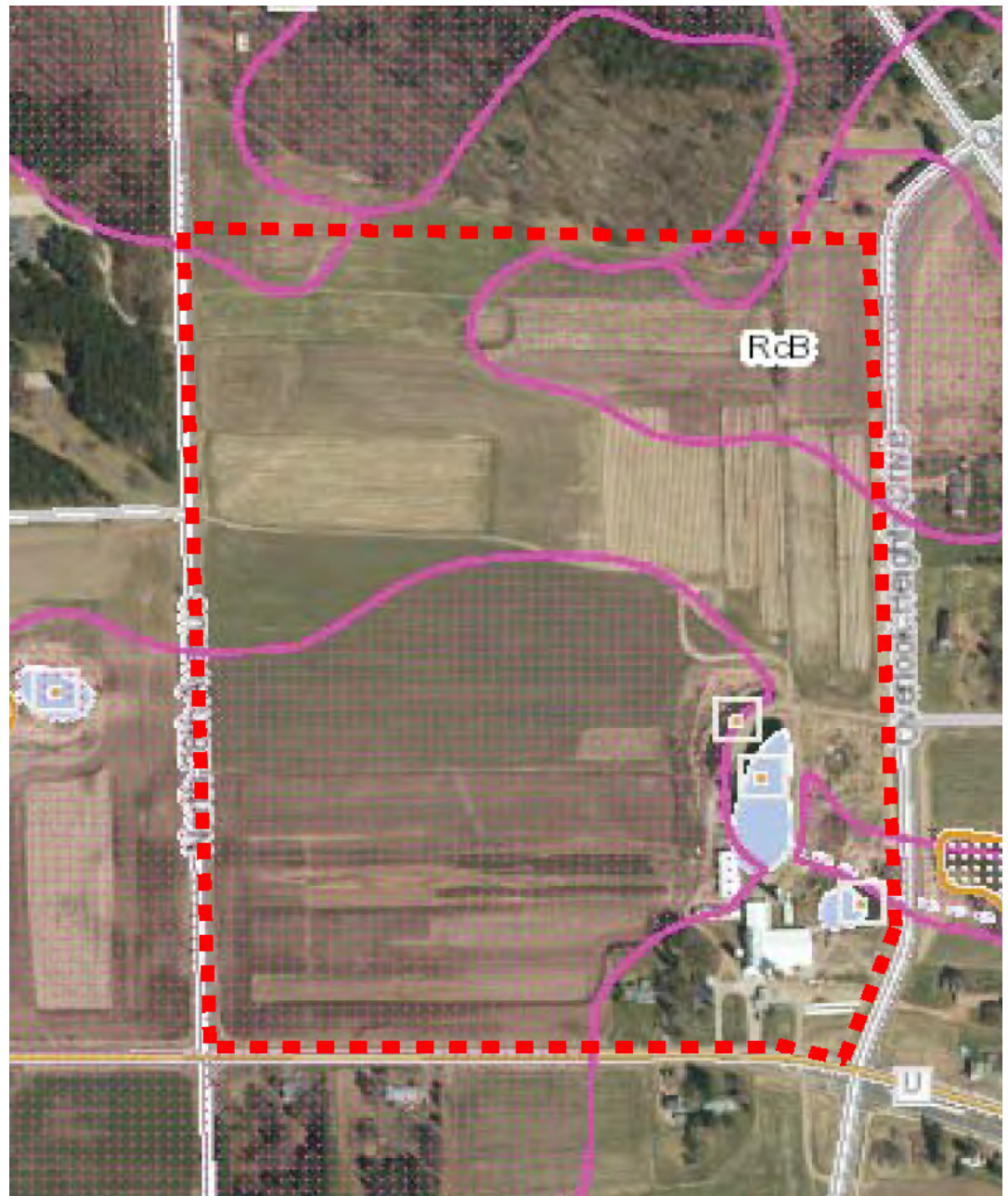




Image 3.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 4

SITE #1B

Cty Road U & 1607 N. 28th Ave. Wausau

Site #1B Option looks to purchase several parcels South of Cty Highway U, East of N 28th Ave and West of 20th Ave. These parcels which do include a few homes would total 42.15 acres.

The topography is relatively flat for the region and appears to be a site that would require less site work than the other options.

Much like Site #1 this is property is near an on ramp to Highway 29 and within 3 miles the Highway 51 and 29 intersections. There is potential for a strong economic development potential for the City of Wausau.



Image 4.1

Aerial Site Plan



Image 4.2

Site Plan



Image 4.3

Land Parcel Map

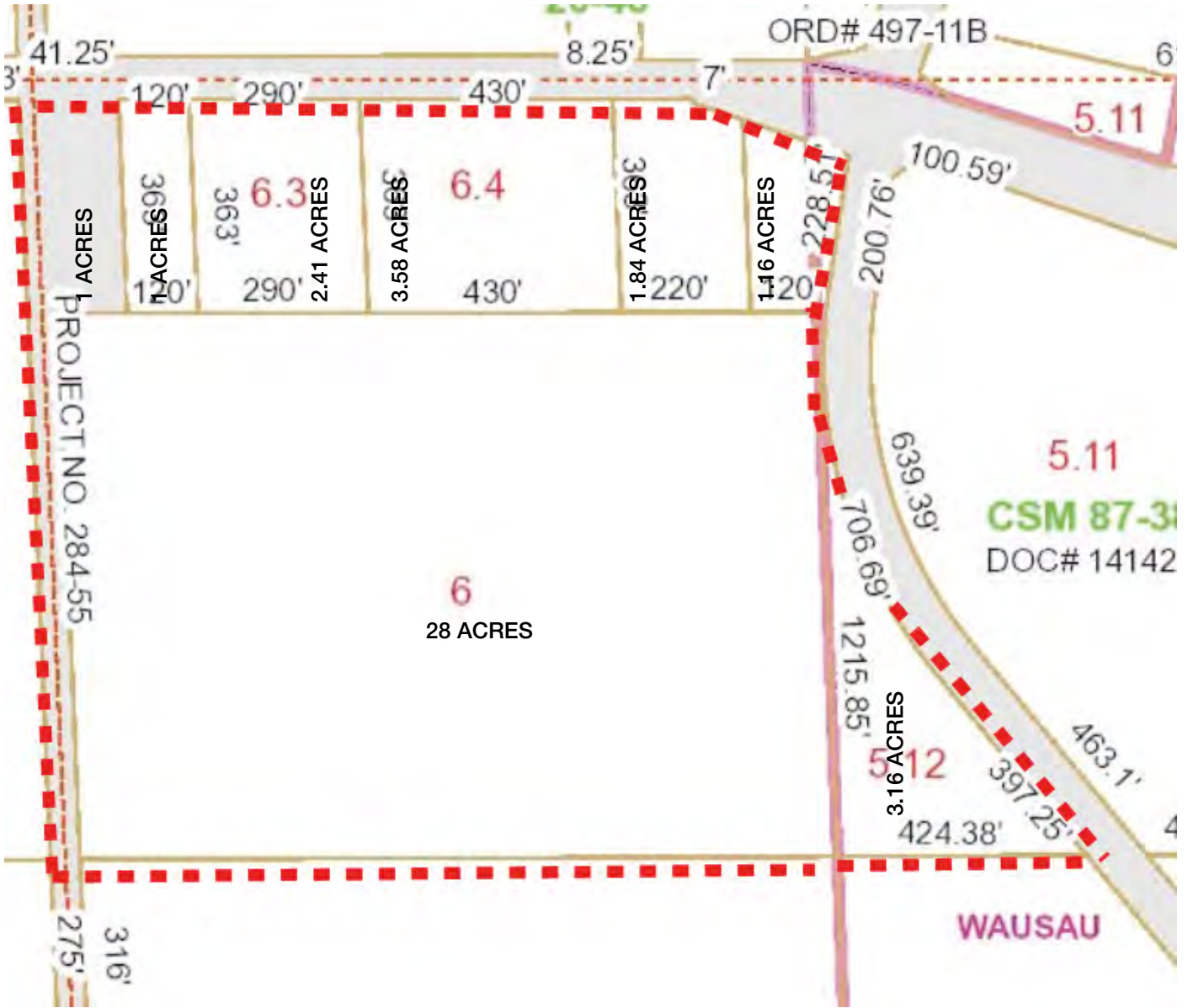


Image 4.4

42.15 ACRES

Topo Map





Image 4.5

DNR Wetland Map



Image 4.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 5

SITE #2

7709 Stettin Drive / Business Park vicinity Wausau

Site #2 Option looks to purchase two parcels of land for a total of 78.87 acres. The parcel to the west has existing residential farm buildings with open cleared land area. The second east parcel slopes to the south with dense trees at the southern edge. There are wetlands in this area.

Due to topography concerns the optimal site plan does not fit on either 40 acre parcel alone thus requiring the purchase of two parcels. Future site expansion could also be accommodated with purchase of both parcels.

Stettin Drive would require roadway improvements to accommodate the heavy truck traffic that would be coming to and from this site.

The properties to the North are higher end residential and agricultural properties with a different land use however the future land use plan for the area does indicate a commercial zone to the immediate West of this property.

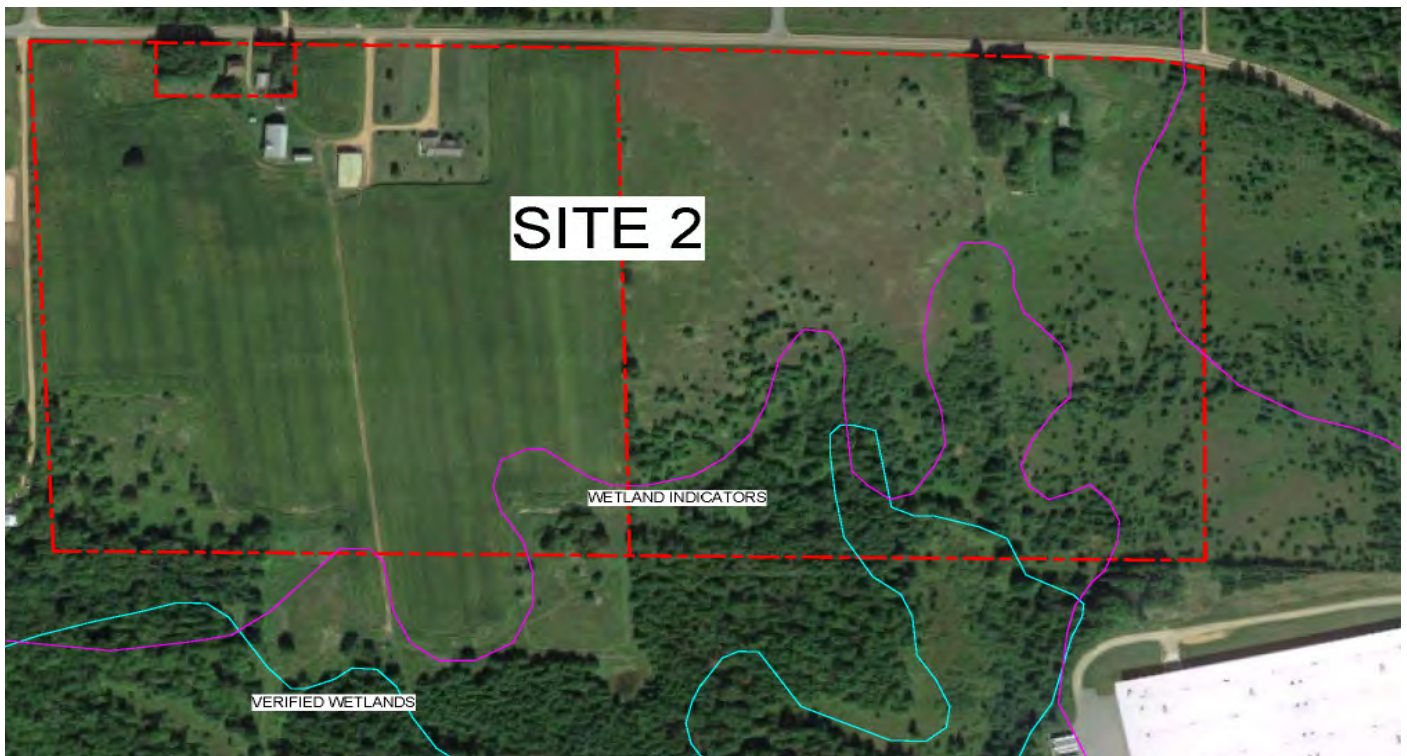


Image 5.1

Aerial Site Plan

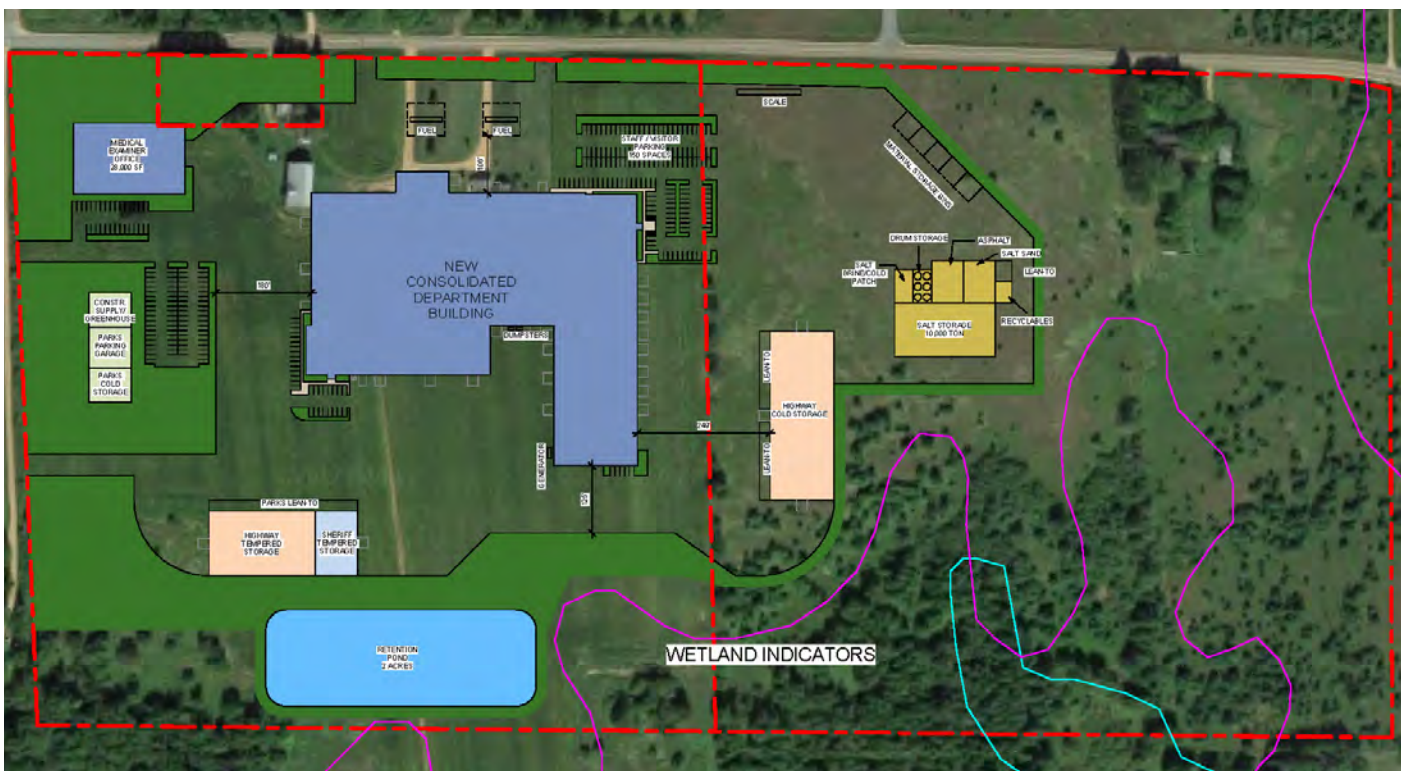


Image 5.2

Site Plan



Image 5.3

Land Parcel Map

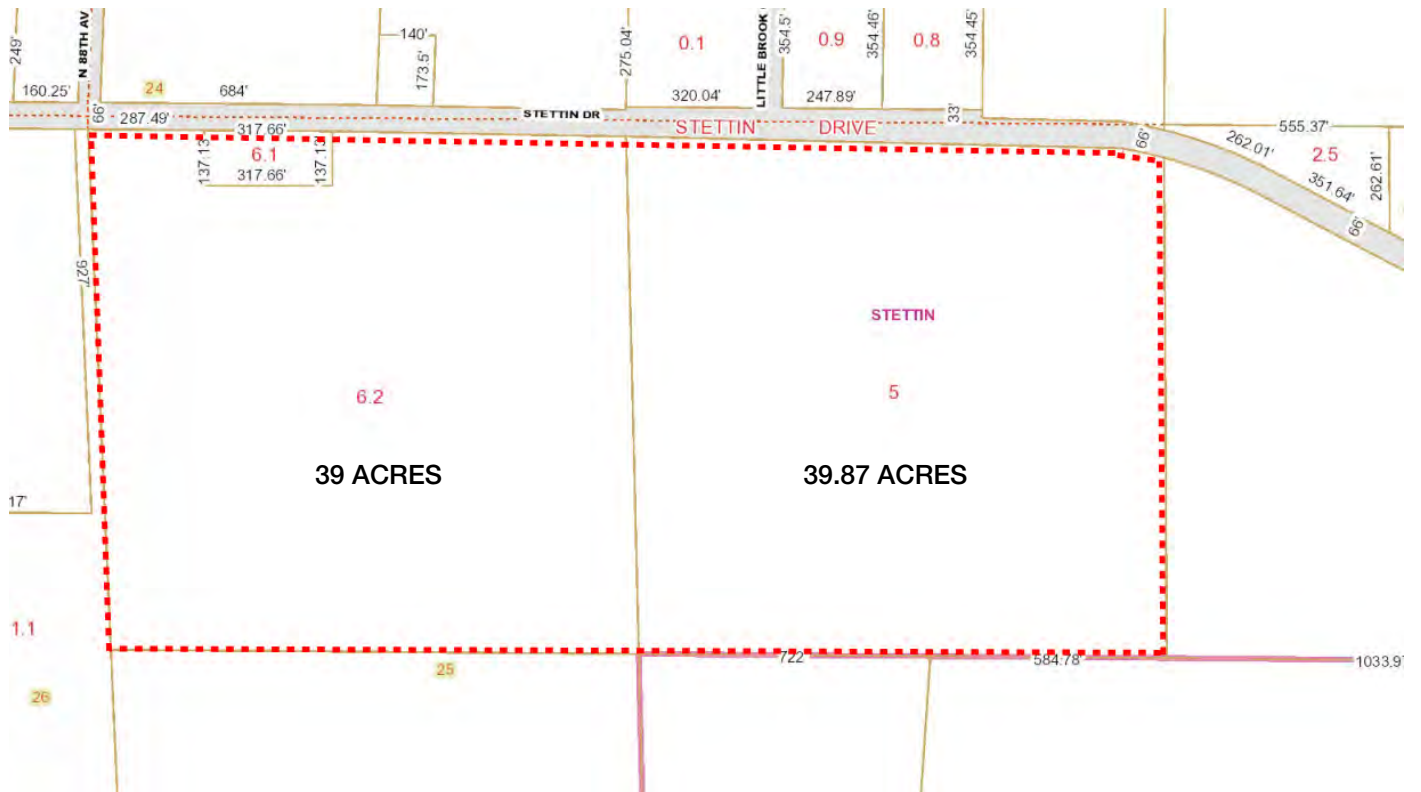


Image 5.4

78.87 ACRES

Topo Map



Image 5.5

DNR Wetland Map

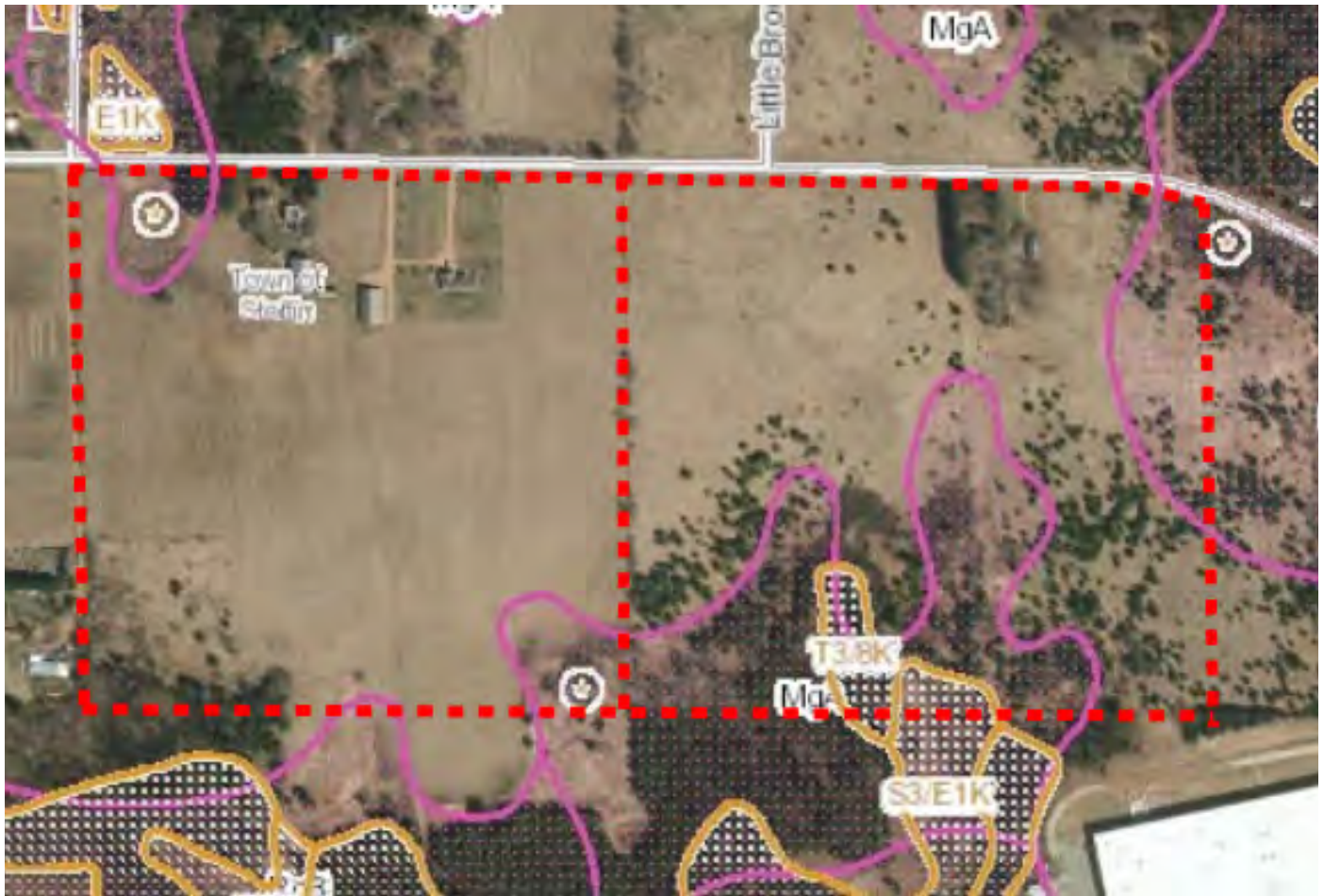




Image 5.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 6

SITE #6

Hwy O & Hwy 29 / County Materials owned quarry.

Site #6 Option is currently owned by County Materials for mining operations. The property extends west to 144th Ave. and East to Cty Highway O. The land area is larger than is required at 234 acres with heavily wooded forest and frontage to the Big Rib River to the South. The property is owned by County Materials - Nation Wide LP & Tim Sonnentag - owner of CM Venture. There is a Business TIFF District to the east of Cty Highway O.

The new County buildings could be positioned in the mainly cleared property to avoid some wetlands that are located through the center of forest areas and riverfront lands. The site excavations and grade changes would require significant site work and engineering.

Maintaining a viable access road into the remainder of the property for commercial or parkland use would have to be accommodated in the early stages of site development. The site has close access to Highway 29 on/off ramps but is located furthest away 6 miles from Highway 51 & 29 intersection.

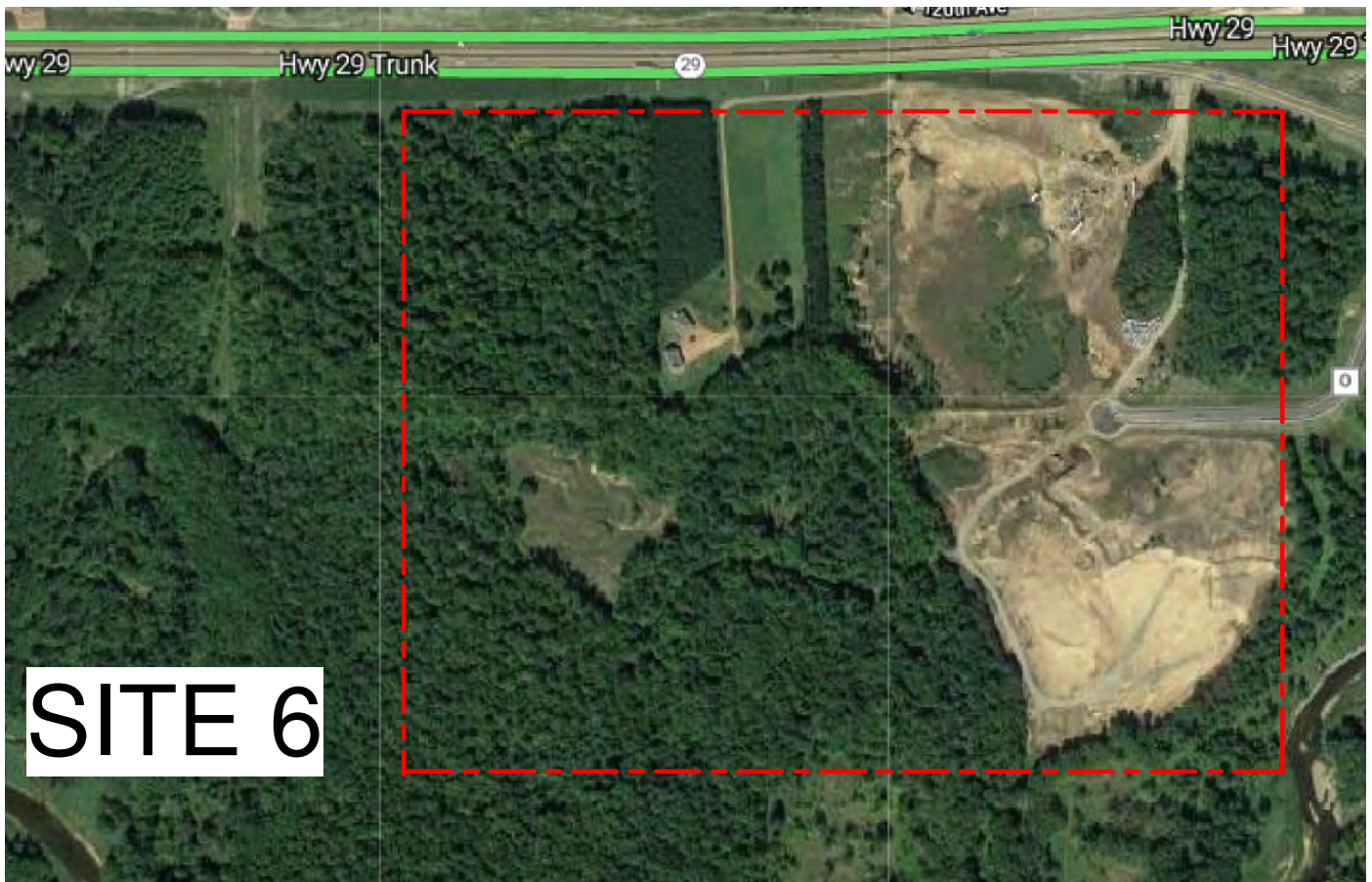


Image 6.1

Aerial Site Plan

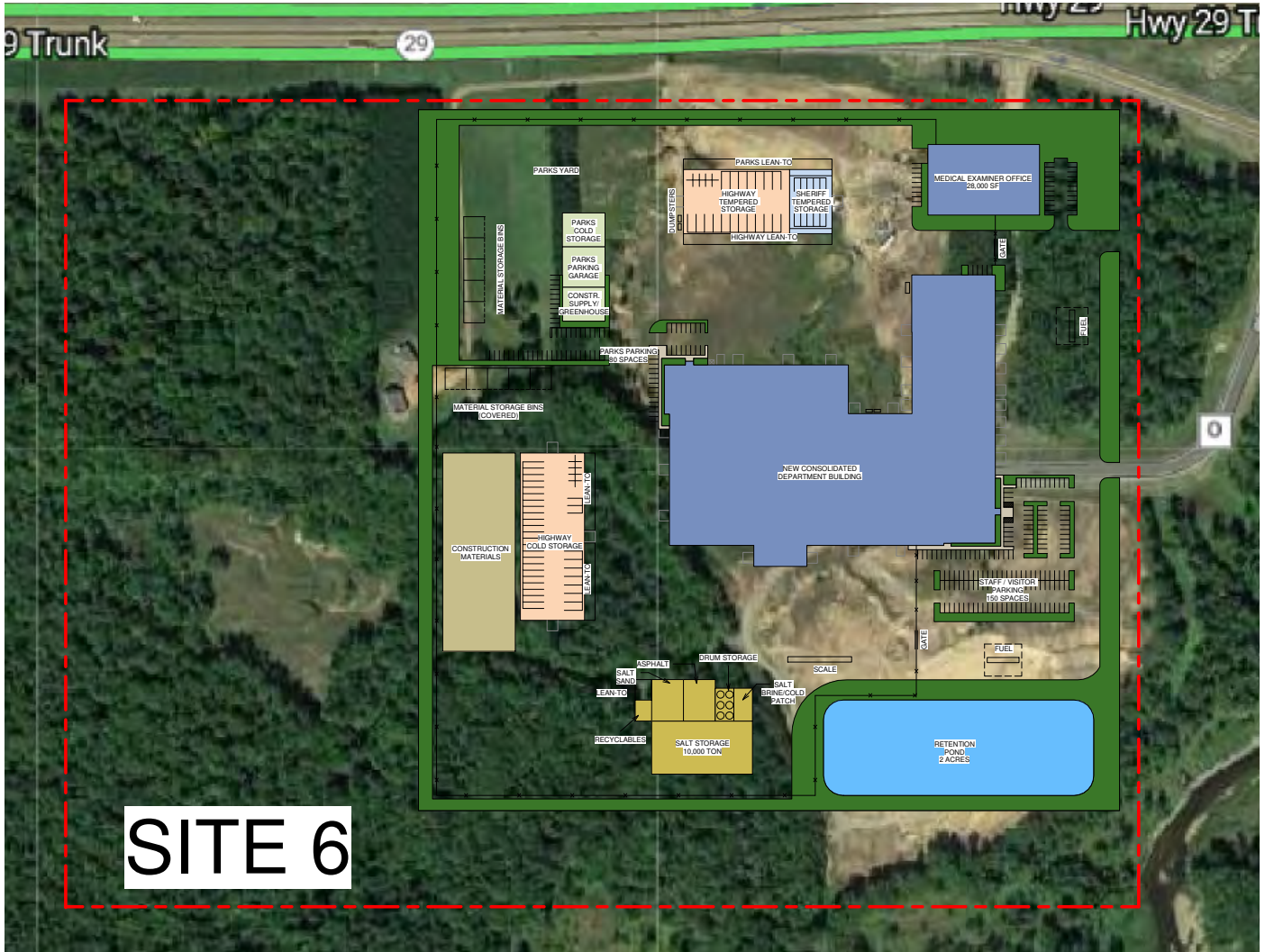


Image 6.2

Site Plan



Image 6.3

Land Parcel Map



Image 6.4

131.35 ACRES

Topo Map

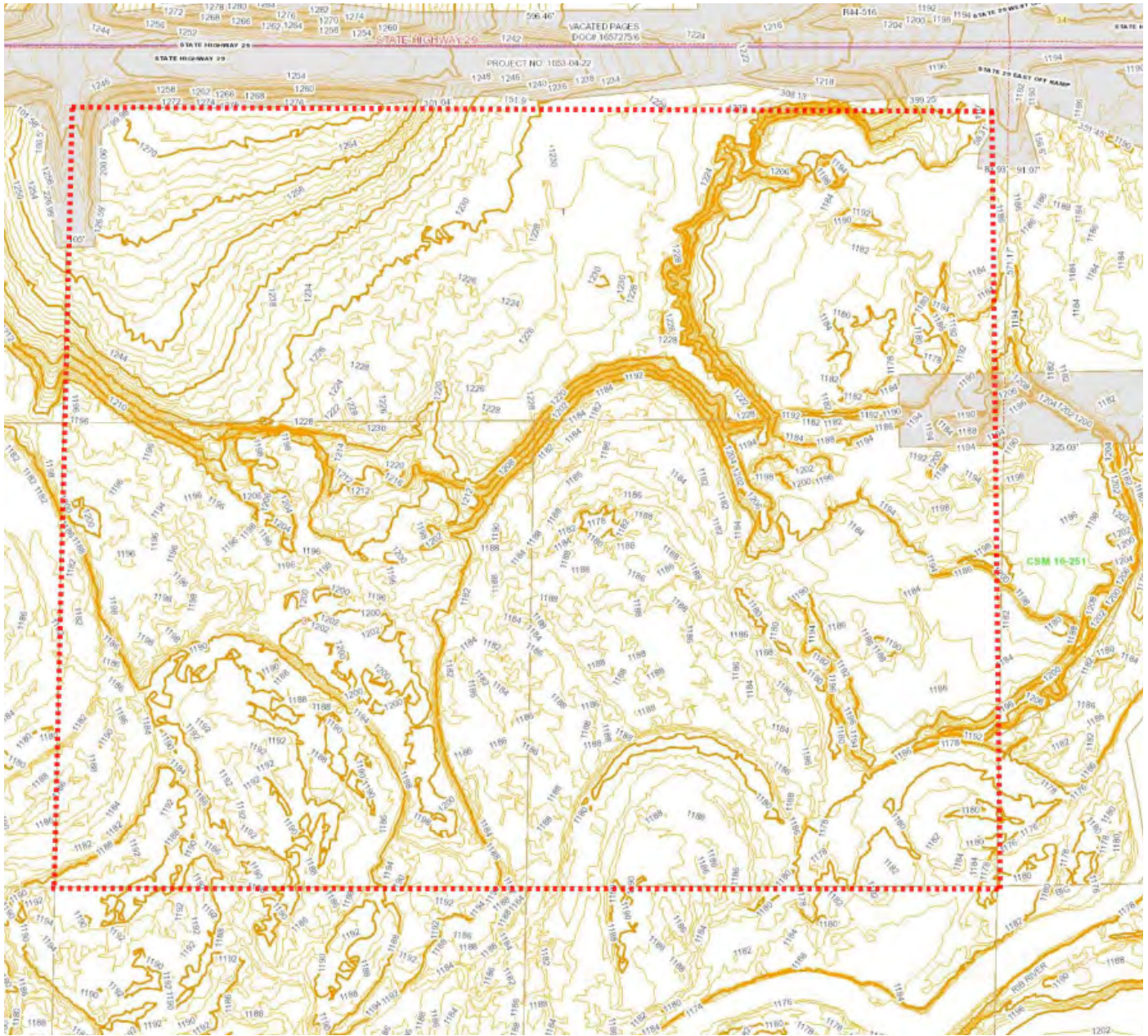





Image 6.5

DNR Wetland Map



Image 6.6

Legend

-  Wetlands
-  Wetland Indicators
-  Lakes and open water

SECTION 7

SITE SELECTION AND RECOMMENDATIONS

Site Selection Criteria and Matrix

In addition to the top-level criteria that was used to narrow the initial 14 sites down to 4 the following criteria was used to narrow the remaining 4 sites to the one best option for the County. A selection matrix was used to rank the remaining 4 sites.

Site Selection Criteria 4 – Expansion Area – Space on the site for expansion of the main building footprint and site functions including potential operation changes in the future.

Site Selection Criteria 5 – Access Road Capacity – Sufficient to handle heavy truck loads and volume including ease of making curb cuts and acceleration and deceleration lanes. Also included in this criteria is the amount of site frontage for the preferred multiple vehicle access points onto and off of the site.

Site Selection Criteria 6 – Cost to Purchase – Including demolition and environmental clean-up costs.

Site Selection Criteria 7 – Costs of Infrastructure improvements including utilities and the net effect of potential cost sharing.

Site Selection Criteria 8 – Economic Development Impact – The ability for the chosen location and development to spur other similar industrial development in a specific corridor.

Site Selection Criteria 9 – Land use compatibility – The buildings ability to fit into the land use plan that the City of Wausau has developed for the selected site.

Site Selection Criteria 10 – Existing zoning conformance – the buildings ability to fit into the existing zoning regulations for the selected site.

Site Selection Criteria 11 – Wetlands.

Site Selection Criteria 12 – Drainage and stormwater management issues – assessment of the existing site size, topography, and existing or future need for stormwater retention areas.

Based on the Site Selection Criteria, each of the four sites will be numerically evaluated in a matrix and will be assigned a value related to suitability for the new Highway Department Garage. Key site selection criteria will be appropriately weighted. The chart shown on the following page indicates how each site ranked.

Site Selection Matrix

	Criteria Weighting Factor	Candidate Site 1		Candidate Site 1B		Candidate Site 2		Candidate Site 6	
		Non-Weighted Rating	Weighted Rating	Non-Weighted Rating	Weighted Rating	Non-Weighted Rating	Weighted Rating	Non-Weighted Rating	Weighted Rating
Criteria 1 Distance to Hwy 51 & Hwy 29 Access Ramps	1.5	4.0	6.0	4.0	6.0	3.0	4.5	4.0	6.0
Criteria 2 Sufficient Site Size	1.5	4.0	6.0	4.0	6.0	3.0	4.5	5.0	7.5
Criteria 3 Reasonable Site Development Costs	1.5	4.0	6.0	4.0	6.0	3.0	4.5	2.0	3.0
Criteria 4 Adequate Area for Expansion	1.4	3.0	4.2	4.0	5.6	3.0	4.2	5.0	7.0
Criteria 5 Access Road Capacity	1.4	5.0	7.0	5.0	7.0	3.0	4.2	4.0	5.6
Criteria 6 Cost to Purchase	1.2	4.0	4.8	4.0	4.8	3.0	3.6	3.0	3.6
Criteria 7 Infrastructure Improvement Costs	1.3	4.0	5.2	4.0	5.2	3.0	3.9	2.0	2.6
Criteria 8 Economic Development Impact	1.2	5.0	6.0	5.0	6.0	4.0	4.8	2.0	2.4
Criteria 9 Land Use Compatibility	1.2	4.0	4.8	4.0	4.8	3.0	3.6	2.0	2.4
Criteria 10 Existing Zoning Conformance	1.0	4.0	4.0	4.0	4.0	3.0	3.0	2.0	2.0
Criteria 11 Wetlands	1.2	4.0	4.8	4.0	4.8	3.0	3.6	2.0	2.4
Criteria 12 Drainage and Stormwater Management	1.0	4.0	4.0	4.0	4.0	3.0	3.0	2.0	2.0
Total Ranking		49.0	62.8	50.0	64.2	37.0	47.4	35.0	46.5

Image 6.11

Recommendations

In this study Barrientos Design and Consulting has identified four options for new sites and has narrowed the initial list of 14 sites for a new Multi-Department Facility to four sites which appear to be the best fit for the County. For the purpose of this recommendation we will on be looking at the following four sites.

SITE #1

The Witter Farm north section has the primary merits of being close to the Highway 51/29 intersection, having a large relatively flat terrain that is readily developable, being close to the City of Wausau for annexation and utility extensions, roadway access on three sides with one road being of County highway grade, few surrounding developments that may conflict with a Garage operation and adjacent undeveloped land for development.

The drawbacks to this site are that the County will have to overbuy land to meet the 40 acres needed for the Yard operations and that the price per acre will likely be higher as there are operating farm structures.

For these reasons, Site 1 is our second highest recommended site.

SITE #1B

The Witter Farm south section has the primary merits equal to Site 1: relative flat terrain, proximity to Highway 51/29 intersection, close to the Wausau for services and annexation, roadway access on three sides with one being a County highway, few surrounding developments and adjacent land for future expansions. There are three residential structures on the northern edge along County Highway U but these structures are of low economic value.

For these reasons, Site 1B is highest recommended site.

SITE #2

These two parcels along Stettin Drive have the primary benefits of being sufficiently large enough to layout the Yard with room for expansion, being relatively close to the Highway 51/29 intersection, and being close to the City of Wausau for annexation and utility services.

The drawbacks to Site 2 are that the topography is very rolling with a knoll right in the middle of the parcels and this will require a significant amount of cut and fill to level off the site. Further, any access road from Stettin Drive will require a driveway that rises up around 20' to reach the complex. Other drawbacks include: there is access to only one road, Stettin Drive is not a heavy duty roadway and the Highway trucks may settle the pavement, the existing land use is agricultural with a mix of higher-end residential.

Site 2 is our third ranked site

SITE #6

The parcels owned by County Material offer a large area of land development along with these development benefits: the land may be offered at a low cost (speculative); there would be room for expansion or the addition of other County facilities; the drive time to the Highway 51/29 intersection is moderate; it is a short drive to the Highway 29 access ramp, the site is isolated so there are no competing land uses.

The main drawbacks to Site 6 are; there are piles of fill and excavated holes that are located where the main Garage buildings would be located and these piles are not engineered fill, the site has plenty of elevation changes which will require extensive cut and filling, there are wetland and floodplains nearby on the southern edge of property, it is unknown if County Materials would sell only portions of the entire property, the extension of utilities would likely come from Marathon City, and finally, the City/County Parks Department would likely not relocate to Marathon City.

Site 6 is our fourth ranked site.

Recommended Action & Next Steps

With our recommendation of developing on Site #1B, we advise the County to move on the following issues:

- Approach the property owners to review purchasing potential.
- Meet with the City to determine the costs of extending Water and Sewer services. Determine if the County will have to pay for the full portion of the improvements. Identify the likely time required for implementing the services.
- Assess the pavement condition of Roads and if it has a poor rating for heavy trucks, determine the costs to improve the road. Also include the costs of additional lanes for turning, acceleration and de-acceleration.
- Procure a full survey of the selected property including: property lines, easements and covenants, topography, utilities, roadways and any structures.
- Explore soils conditions through County available GIS maps. If negotiations proceed further, conduct an exploratory soils boring program to determine composition, bearing capacity and water table height.
- Determine costs of connecting other utilities: power, gas, telecommunications.
- Meet with the City of Wausau to gain approval for Annexation of parcel. Identify approval process and timeline.
- Meet with the Municipality to review any land use, zoning and traffic issues that may arise from this development. Identify required submittals and permits along with their timelines.
- Once this site information is obtained, develop a Design Development building plan and site plan to verify that the design program is for each department adequately met.
- Develop cost estimate of the building and site.
- Conduct preliminary review meetings with the local planning authorities for concurrence on the land use, density, building design, traffic impact and utility capacity.

These items could be addressed in a due diligence report and a design development effort. A due diligence report would be completed on the one preferred site and we would conduct some preliminary engineering and in depth analysis of all site components prior to the County purchasing the site. The Design Development effort would take place after the property has been purchased and include plan development and preliminary engineering of the building and site by an engineering team.

MARATHON COUNTY

Multi-Department Facility Study

OCTOBER 18, 2016
FINAL REPORT



AYRES
ASSOCIATES

 **BARRIENTOS**
design & consulting

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Marathon County Multi-Department Study
2016 Facilities Need Study
Barrientos Design & Consulting, Inc.
With Ayres Associates

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3. Team Participants
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5. Optimal Square Footage Recommended
 - a. Tabulation of recommended square feet by room or function
 - b. Optimal facility design criteria narrative
 - c. Comparison of existing square feet to optimal square feet.
6. Concept Building and Site Plans
 - a. Optimal Hypothetical Site Plan
 - b. Optimal Floor Plans – Overall and by Department
7. Conceptual Cost Estimate

SECTION 1

EXECUTIVE SUMMARY

SCOPE OF STUDY

The focus of this study is to assess the spatial building and site needs for a new facility that would include the Highway, Parks, Sheriff and Maintenance Departments. The study identifies the existing and optimal spatial needs for the four departments and looks at how all of these departments could come together in one building. Additionally, space on the site was allocated for a medical examiner's office and emergency management department.

EXISTING SPACE COMPOSITION

As a part of this study we looked at the existing facilities for the Highway, Parks, Sheriff and Maintenance Departments, however, existing condition reports for each building were not required. The following sites and buildings were evaluated

- **Highway Department** – The main highway garage site in Wausau and all associated buildings, including the vehicle storage garage, repair garage, administrative offices, cold storage and salt storage.
- **Parks Department** – The main parks garage, cold storage buildings and greenhouse on West Pardee Street. We did not walk through the administrative building however it is included in this study.
- **Sheriff Department** – The sheriff currently has space for some staff and repair garage space for their vehicles at 500 Forest Street in downtown Wausau.
- **Maintenance Department** – The Maintenance Department has a facility that is located on the Southeast corner of the Highway Department site.

All off the Existing Spaces in these departments were reviewed and existing programs were developed to highlight all existing square footages.

OPTIMAL SPACE RECOMMENDED

Based on the "Highway Department Facility Space Needs Analysis Study" that we completed for Marathon County prior to this study it was determined that approximately 145,000 SF would be required for the new main garage. An additional 90,000 SF of

cold and tempered storage would be required for other site structures.

Similarly to how we determined the optimal square footages for the highway department we met with each the Parks, Maintenance and Sheriff Departments on multiple occasions to discuss their facility needs. Below please find the square footage comparison chart between each departments existing and optimal square footages.

Optimal Room Program for Central Highway Garage

Consolidated Building Square Footage Comparison

10/19/2016

MAIN SHOP BUILDING - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Main Building			
Highway	61,285	146,381	138.85%
Maintenance	21,947	24,298	10.71%
Parks	48,302	51,655	6.94%
Sheriff	4,220	9,726	130.49%
Yard Buildings			
Highway	44,392	90,661	104.23%
Maintenance	N/A	N/A	
Parks	15,233	15,292	0.39%
Sheriff	N/A	4,048	
Grand Total Main Building	135,753	232,059	70.94%
Grand Total All Buildings	195,378	342,060	75.08%

Using the optimal square footage room programs that can be found in their entirety later in this report we created a floor plan that effectively captures appropriate departmental adjacencies. This led to a building that has a two story administrative office component, Parks, Highway and Maintenance sharing the main heated vehicle garage and a Sheriff shop located near the main repair garage.

OPTIMAL YARD REQUIREMENTS

All the recommended optimal building footprints were then sized to scale and arranged for traffic flow, parking, loading space and allowances for expansion. Each yard building was thoughtfully located nearest the department, in the main

building, that it serves. The Highway and Parks Departments follows a set sequence of events for the trucks at night and a separate one for the morning. This sequencing drove the layout and clustering of the site facilities to enhance operations.

Including the Main Shop, the ideal site will have two access drives to an arterial road, two fueling stations, truck scale, salt sheds, salt brine, construction material storage areas, recycling and asphalt sheds, stockpiling bins, trash dumpsters and room to stage loadings.

In addition to the four departments co-locating on this 40 acre site 2 acres could be made available for the Medical Examiner and Emergency Management Department.

From this analysis, we recommend that the new site have at least 40 acres of developable land. Site and building plans can be found later in this report.

CONSTRUCTION COSTS

Based on the conceptual building and site plans the Architect estimates the construction costs as follows:

Marathon County Multi-Department Public Works Facility

Schematic Design - Construction Cost Estimate for 2020

Barrientos Design & Consulting, Inc.

Main Building	SF/Quantity	Cost per SF	Total
Shared - Vehicle Parking Garage	105,890	120 \$	12,706,800
Shared - Vehicle Wash Bay	3,960	160 \$	633,600
	109,850	Shared Subtotal	\$ 13,340,400
Highway			
Highway - Repair Garage	23,964	170 \$	4,073,880
Highway - Parts Storage	14,462	130 \$	1,880,060
Highway - Repair Shops	21,322	160 \$	3,411,520
Highway - Crew Support and Admin	16,853	180 \$	3,033,540
	76,601	Highway Subtotal	\$ 12,399,000
Parks			
Parks - Repair Garage & Shops	5,750	170 \$	977,500
Parks - Shops & Shop Offices	7,832	160 \$	1,253,120
Parks - Crew Quarters	2,701	180 \$	486,180
Parks - Offices	2,784	180 \$	501,120
Parks - Second Floor Storage	11,296	90 \$	1,016,640
	30,363	Parks Subtotal	\$ 4,234,560
Facilities Maintenance			
Maintenance - Storage	12,240	110 \$	1,346,400
Maintenance - Administration	4,418	180 \$	795,240
Maintenance - Service Crew	1,042	160 \$	166,720
Maintenance - Storage/Future County Admin	4,800	110 \$	528,000
	22,500	Maintenance Subtotal	\$ 2,836,360
Sheriff			
Sheriff - Repair Garage	4,224	170 \$	718,080
Sheriff - Repair Shops	2,074	160 \$	331,840
Sheriff - Shop Offices & Parts Storage	3,428	140 \$	479,920
	9,726	Sheriff Subtotal	\$ 1,529,840
Total Main Building SF & Costs	\$ 249,040	\$ 137.89	\$ 34,340,160

SECTION 2

STUDY SCOPE AND METHODOLOGY

We understand that a Master Plan, completed in 2007, identified the need for a larger parcel of land for the Highway Department's primary garage and shop operations. After we completed the initial study of the Highway Department Marathon County asked that we add the Parks, Maintenance and Sheriff Departments to the scope of the study. The goal of this new study would be to consolidate all of these Departments onto one site.

Primarily, this Multi-Departmental Space Needs study examines the spatial needs for each group in their main facility and yard facility and set the design criteria for a future site selection process. For this effort Barrientos Design provided architectural and engineering planning services and tasks as follows:

Space Needs Assessment

1. Conduct onsite interviews with key Department staff.
2. Document existing facility data: existing building and site plans, current square footage, staffing organization, major equipment usage, relationship and traffic patterns and expansion needs.
3. Identify all functions that need rooms. Document the major activities, clearances, heights, equipment pieces, and staff count for each. This includes office areas, equipment storage, shops, crew quarters and cold/bulk storage.
4. For personnel, identify which positions can be open workstations and which need private offices.
5. Identify common support functions such as staff meeting rooms, conference rooms, restrooms, copy room, break rooms and lobbies, recommend an appropriate sizing and distribution.
6. Examine potential to share rooms between Departments. Identify those functions that need separation physically, acoustically and for management purposes.
7. Identify security and chain of custody sequences.
8. Identify site or yard functions for each of the Departments. Assess where these functions can be shared with other Departments. Compare the recommend square footage with the existing SF allocations.

9. Summarize space needs in a room tabulation that lists each room and assigned sizes. The tabulation will account for circulation and mechanical spaces.
10. Review with Highway Department, the impact of co-locating functions under one-roof. Identify where Highway functions can be shared with the other Departments. Also, identify functions that are best kept separated from Highway's.
11. Develop up to three alternate floor plan arrangements for this combined Department Maintenance Facility.
12. Set the size and configuration for Cold Storage building and Yard facilities.
13. Set site design requirements: parking counts, accessibility, security, delivery, loading, staging and other site facilities. Provide a rough estimate for sizing a stormwater detention pond.
14. Develop up to three alternate site arrangement plans illustrating how all the Departments use the Yard. Make a recommendation on the overall Parcel size.
15. Compare increases in building square feet and yard area between existing conditions and proposed recommended facility.
16. Present findings in a report format with space tabulations, relationship diagrams, building plans, site plans, cost estimate and technical narrative describing key features. The report will be provided a PDF format along with 10 printed copies.
17. We will provide up to two technical presentations. We will provide up to five days of working and progress meetings on site.

Our scope did not include the following:

1. Identifying and assessing new sites
2. Combining the other Highway Department Satellite Shops into this program
3. 3D renderings of the site concepts
4. Detailed site design including grading, stormwater, utilities and lighting
5. Wetland identification and permitting
6. Traffic studies
7. Environmental studies
8. Landscape Architecture
9. Brownfield development analysis
10. Extensive engineering reviews
11. Detailed existing condition drawings of the building or site features
12. Meeting with City planning officials

SCHEDULE

Barrientos Design provided this study starting in August of 2016 and completed the work end of October 2016. Meetings were held bi-weekly for onsite interviews, study updates and input on the plans developed. Only County staff had input into the planning process along with our consultants.

SECTION 3

TEAM PARTICIPANTS

The creation of this study was conducted with the participation of the following team members:

Architect: Barrientos Design & Consulting, Inc.

Norman Barrientos, AIA Lead Planner/Principal

Doug Forton, Barrientos Design, Associate Architect Planner

Engineer: Ayres Associates

Michael Stoffel, PE, Civil Engineer Sr. Project Manager

Jim Griesbach, Marathon Co. Highway Commissioner

Jeff Koppa Marathon Co. Equipment Supervisor

Todd Evers, Marathon Co. Lead Mechanic Foreman

Jeff Hahn Marathon Co. Purchasing Specialist

Mickey Krautkramer, Marathon Co. Welder

Michael Lotter, Marathon Co. Facilities Director

Troy Torgerson, Marathon Co. Facilities Planner

Dan Fiorenza, Marathon Co. Parks Operations Superintendent

Jason Plaza, Marathon Co. Sheriff Department

SECTION 4

EXISTING BUILDING PROGRAM SPACES

Existing Room Program for Wausau Highway Garage

Marathon County Highway Department

MAIN HIGHWAY SHOP BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30% Circulation & Wall Allow.	Gross SF	Occupancy Notes Room Configuration	
	X'	Y'						X'	Y'
HEATED VEHICLE GARAGE									
Main Heated Vehicle Garage			12255	1	12,255				
Yard Heated Parking Building			16800	1	16,800				
Truck Wash			950	1	950				
SUBTOTAL				3	30,005	-	30,005	200	150
REPAIR GARAGE									
Service Area			14685	1	14,685				
Tire Room			345	1	345				
Oil Room			475	1	475				
Tool Room			1200	1	1,200				
Mezzanine - Storage			480	1	480			In Service Area	
Mezzanine - Storage			2095	1	2,095			Above Tool Oil and Tire	
SUBTOTAL				6	19,280	-	19,280	130	148
SHOP OFFICES & PARTS STORAGE									
Stock Room			2266	1	2,266				
Reference Room			136	1	136				
Records			263	1	263				
SUBTOTAL				3	2,665	267	2,932	90	33
CREW QUARTERS									
Men's Locker Rooms			937	1	937				
Women's Locker Rooms			227	1	227				
Lunch Room			1148	1	1,148				
Janitor's Closet/Supplies			50	1	50				
SUBTOTAL				4	2,362	709	3,071	80	38
ADMINISTRATION & ENGINEERING									
Highway Commissioner			255	1	255				
Conference Room			369	1	369				
Files			115	3	345				
General Office			873	1	873				
Office			234	1	234				
Office			174	1	174				
Office			224	1	224				
Office			238	1	238				
Cadd			141	1	141				
Engineering			479	1	479				
Break Room			267	1	267				
Storage- Basement			1010	1	1,010				
Vestibule			75	1	75				
Men's Restroom			70	1	70				
Women's Restroom			78	1	78				
SUBTOTAL				17	4,832	966	5,798	90	64

BUILDING SERVICES							10%	
Mechanical Room	121	1	121					
Electrical Panel, Closets	60	1	60					
SUBTOTAL		2	181	18	199	20	10	

Total Main Shop Building Square Footage **61,285** 400 153

YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Room Config. X'	Y'
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YARD BUILDINGS							10%	
Sign Shop	1408	1	1,408					
Storage #2	10000	1	10,000					
Storage #3	9000	1	9,000					
Storage #4	1406	1	1,406					
Storage #5	4292	1	4,292					
Salt Shed #1	12000	1	12,000					
Salt Shed #2	2250	1	2,250					
SUBTOTAL	40356	7	40,356	4,036	44,392	120	370	

TOTAL SQUARE FOOT BUILDING SPACE **44,392**

Existing Room Program for Parks Department

Marathon County Parks Department

MAIN PARKS SHOP BUILDING

FUNCTION AREA/ Room	Station X'	Cor Y'	Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
HEATED VEHICLE GARAGE								
Storage Bay 1	60	100	6000	1	6,000			
Storage Bay 1 - Mezzanine			2737	1	2,737			
Storage Bay 2	55	45	2475	1	2,475			
Storage Bay 2 - Mezzanine			3398	1	3,398			
Storage Bay 3	95	62	5890	1	5,890			
Storage Bay 4	92	72	6624	1	6,624			
Drive Thru Wash Bay	65	24	1560	1	1,560			
SUBTOTAL				7	28,684		28,684	
REPAIR GARAGE & SHOPS								
Welding/Metal Fabrication	30	30	900	1	900			
Vehicle Service	74	50	3700	1	3,700			1 Heavy Duty, 3 Light Duty
Vehicle Service - Mezzanine	47	11	517	1	517			
Oil Storage	11	10	110	1	110			
SUBTOTAL				4	5,227		5,227	
SHOPS & SHOP OFFICES								
Parts Storage	50	40	2000	1	2,000			
Stock Clerk	12	10	120	1	120			
Paint Shop and Paint Storage	40	25	1000	1	1,000			
Carpentry Shop	60	50	3000	1	3,000			
Carpentry Shop - Mezzanine	50	20	1000	1	1,000			
SUBTOTAL				5	7,120		7,120	
CREW QUARTERS								
Men's Locker Rooms	25	22	550	1	550			45 (18" wide lockers), 1 shower
Women's Locker Rooms	21	18	378	1	378			13 lockers, 1 shower
Lunch Room	25	34	850	1	850			Seat 36 ppl, 2 PC's, 2 Vending
Janitor's Closet/Supplies	10	8	80	1	80			
SUBTOTAL				4	1,858		1,858	
OFFICES								
Parks Superintendent	15	12	180	1	180			Private
Open Office	32	15	480	1	480			Manager Offices / Meeting
Conference	18	12	216	1	216			
Ranger	26	12	312	1	312			Office and Storage
Cooridor and Entry Vestibule	50	8	400	1	400			Office and Storage
SUBTOTAL				5	1,588		1,588	
PARKS AND REC ADMIN OFFICES								
Admin Offices			3825	1	3,825			Office Space at 212 River Drive
SUBTOTAL				1	3,825		3,825	

Total Main Shop Building Square Footage

48,302

400

121

YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		SF for Stations	# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Room Config.	
	X'	Y'						X'	Y'

COLD STORAGE BUILDING										
Cold Storage 1	55	31	1705	1	1,705					
Cold Storage 2	60	40	2400	1	2,400					
Wood Storage Lean-to	50	20	1000	1	1,000					
SUBTOTAL			5105	3	5,105		5,105	120		43

PARKING GARAGE										
Parking Garage	101	60	6060	1	6,060					
SUBTOTAL			6060	1	6,060		6,060	120		51

CONSTRUCTION SUPPLY AND GREEN HOUSE										
Green House	28	32	896	1	896					
Office	12	10	120	1	120					
Toilet Room	8	8	64	1	64					
Storage	14	10	140	1	140					
Mechanical	6	8	48	1	48					
Storage	30	15	450	1	450					
Garage	30	25	750	1	750					
Construction Supply	40	40	1600	1	1,600					
SUBTOTAL			0	8	4,068		4,068			

TOTAL SQUARE FOOT BUILDING SPACE **63,535**

Existing Room Program for Facilities Maintenance

Marathon County Highway Department

FACILITIES MAINTENANCE BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30% Circulation & Wall Allow.		Gross SF	Occupancy Notes
	X'	Y'							

HEATED VEHICLE GARAGE									
						0%			
Parking and Storage			8690	1	8,690				Moving Truck
SUBTOTAL				1	8,690		-	8,690	

REPAIR SHOPS									
						0%			
Heated Workshop			1307	1	1,307				
SUBTOTAL				1	1,307		-	1,307	

MEZZANINE STORAGE									
						0%			
County Record Storage - Heated			4430	1	4,430				Mezzanine
County Record Storage - Cold			4430	1	4,430				Mezzanine
Long Term Plan Storage - Heated			1000	1	1,000				Mezzanine
SUBTOTAL				3	9,860		-	9,860	

ADMINISTRATION									
						10%			
Facilities Director			190	1	190				Private
Facility Planner			350	1	350				Private
General Office			300	1	300				Open
Office Supply / Copy			100	1	100				
Conference Room / Lunch			550	1	550				CIP Committee (15-20 Seat)
Vestibule			115	1	115				
Network, Communications Closet			95	1	95				
Men's Restroom			130	1	130				
Women's Restroom			70	1	70				
SUBTOTAL				9	1,900		190	2,090	

Total Main Shop Building Square Footage

21,947

Existing Room Program for Sheriff Department

Marathon County Multi Department Study

SHERIFF BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30%		Gross SF	Occupancy Notes
	X'	Y'				Circulation	& Wall Allow.		

REPAIR GARAGE										
20%										
Light Duty Service Bays			425	4	1,700					
SUBTOTAL			4	1,700	340	2,040				

REPAIR SHOPS										
20%										
Radio Technologies			380	1	380				Workbench/Office/Storage	
Mechanic's PC Stations			64	2	128				Mechanics offices	
SUBTOTAL			3	508	102	610				

SHOP OFFICES & PARTS STORAGE										
20%										
Storage			600	1	600					
Parts Storage Ground Level			600	1	600					
SUBTOTAL			2	1,200	240	1,440				

CREW QUARTERS									
30%									
Toilet/Locker Room			100	1	100				Single toilet room with lockers in hall
SUBTOTAL			1	100	30	130	80	2	

Total Main Shop Building Square Footage **4,220**

SECTION 5

OPTIMAL SQUARE FOOTAGE RECOMMENDED

In the following documents, Barrientos Design analyzed what rooms were needed, their sizing, equipment to be housed, and how many people would occupy the spaces. Presented in a spreadsheet form the Room Tabulation thoroughly lists every room needed for all departments as well as the sizing of the Storage structures.

Vehicle storage is a major component for all departments and therefore in the optimal programs we identified all heavy, medium and light duty vehicles as well as any small equipment storage needs.

Using the Highway Department plan from the Highway Department study as the basis to further develop a plan with an expanded program we added each department.

The large heated parking garage was expanded to include space for Parks and Maintenance vehicles. The Parks administrative offices and shops were then located adjacent to the majority of their vehicle parking. The Maintenance administrative offices were located with their long term storage needs on the second floor above the Highway department offices and an elevator and stairs were added as required. The Maintenance department has easy access to their vehicles however they do handle several deliveries per day out of their office and the distance from the offices to their garage space is significantly further than the current configuration of their building.

The Sheriff repair shops and vehicle bays are located at the end of the Highway repair garage. Locating this group here will allow for sharing of certain tools, air compressors and cranes if necessary.

The site layout was driven by department adjacencies and the sequence that highway and parks vehicles take at the start and end of each day. Maintaining enough clearance for vehicles to pass one another and allowing appropriate turning radii for larger vehicles to enter and exit not only the building but remote portions of the site.

OPTIMAL FACILITY DESIGN CRITERIA NARRATIVE

HIGHWAY DEPARTMENT

General Facility Functions

The Wausau Highway Garage acts as the central Shop for the County's Highway Department building facilities. The main functions that are performed here are grouped as follows:

Parking Garage: Parking of fleet vehicles including tri-axle plow trucks, single-axle plow trucks, specialized trucks, graders, loaders, one-ton trucks with a drive-thru configuration.

Repair Garage: Repair and preparation of all Highway vehicles and equipment.

Welding and Fabrication: Metals welding and fabrication shop adjacent to repair garage including material storage and equipment area.

Repair Shops: including shops for Tires, Hydraulic/Hoses, Sign/Carpentry Shop, Sign & Marking Shop and Stock Storage.

Wash Bay: Truck and other vehicle wash bay, drive-through approach.

Shop Offices and Parts Storage: Workstations for Shop and Parts staff, loading area, vehicle parts, field equipment, tool storage, parts ordering and vendor vestibule.

Crew Quarters: Vehicle operator and mechanics locker rooms, lunch room, assembly and safety training.

Administrative and Engineering Offices: Reception, accounting, Commissioner, engineering and records storage and public meeting rooms.

Highway Operations: Offices for Patrol Superintendents, record storage and control center.

Facility Area 145,038 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count

Heated Parking Vehicle Stall Count:

1. Heavy parking stalls, 17
2. Medium parking stalls, 19
3. Light duty parking stalls, 31

Tempered Storage Stall Count:

1. Heavy parking stalls, 13
2. Medium parking stalls, 2
3. Light duty parking stalls, 8

Cold Storage Stall Count:

1. Heavy parking stalls, 17
2. Medium parking stalls, 2
3. Light duty parking stalls, 46

Department Staffing Count, whole Department

1. Operators & Field Crew, Sign Marking, 56
2. Highway Patrol Supervisors, 5
3. Equipment Supervisor & Parts Clerks, 3
4. Mechanics & Welders, Fuel man, 11
5. Highway Engineering, 1
6. Commissioner and Administrative, 4

Total Department staff: 80

Lockers needed for Operators, field crews, sign marking, Patrol Supervisors, Shop Supervisors, Parts Clerks, Mechanics and Welder. Total locker count for Highway Department main shop at Wausau is 54.

Site Facilities

1. Salt Storage Buildings: one 8,000 ton
2. Salt Brine Mixing Facility.
3. Tempered Storage Buildings, heated to 55 degrees minimum
4. Cold Storage Building, no heating
5. Fueling Stations, Diesel, Unleaded, dispensing stations for each with canopies.
6. Truck Scale. Wash Pad, at entry and exit

- of Truck Wash
- 7. Material Storage Bins with concrete surrounds and shed roof.
- 8. Construction material storage
- 9. Miscellaneous equipment parking
- 10. Visitor Parking.
- 11. Staff Parking.
- 12. Perimeter Fencing and entry gates.
- 13. Stormwater detention system
- 14. Entry landscaping and Flagpole

**Exterior
Personnel
Vehicle
Parking**

Provide parking for Wausau staff of 58 plus 12 Committee/Public Visitors and 9 for visiting Satellite Shop staff. Total of 79 parking stalls outside

**Allowance
for Future
Growth**

Factors that will affect the mix of staff, fleet and repair equipment are driven by any changes in lane miles or level of services for particular road segments. To a lesser degree population counts and road traffic counts can also affect the Highway Department operations.

Through discussions with County Highway personnel, it was gathered the number of lane miles and level of service will not change significantly for the next two decades. No more 4-lane developments are planned but there will be more conversion of rural roads to urban roads.

On the other hand population and traffic counts will rise over the next two decades. Based on Wisconsin DOA projections, Marathon County will see a population increase of 13% over the next thirty years. Today's population is approximately 135,000 while in 1960 it was around 88,000 and then in 1980 it jumped to 110,000 people.

The DOA projection for the population in 2040, some 24 years out, is 142,000. From 1960 to 2040, there will have been a 61% increase in population for the County. As the bulk of the Main Shop was already built out by 1960, the Main Shop today is serving a constituency with 54% more people in the County.

Regarding the mix of fleet and staff it is expected that there will be up to 4 new patrol trucks acquired and that two new positions will be filled in the next three years.

In this industry, what we are seeing is lean staffing that is leveraged with more equipment to perform a greater variety of tasks. Not only have patrol trucks grown in size but there is a greater variety of vehicles and equipment pieces to perform specific functions. To allow for these future changes, it is best to have flexible vehicle parking space combined with a mix of cold storage space.

We believe that a parking garage designed to hold 65 pieces of equipment will handle future growth and allow for flexible parking arrangements. For the equipment storage needs, we recommend the County provide 62,000 SF of storage space: with 24,000 SF being tempered heated storage and 38,000 SF being cold storage.

PARKS DEPARTMENT

General Facility Functions

The Parks Garage on Pardee Street acts as the central Parks location for the County and City Parks Department building facilities. The main functions that are performed here are grouped as follows:

Parking Garage: Heated Parking of fleet vehicles primarily including one-ton trucks with trailers, several larger dump/plow vehicles, and smaller equipment such as mowers.

Repair Garage: Repair and preparation of all Parks vehicles and equipment. One heavy-duty bay and three light-duty bays.

Welding and Fabrication: Metals welding and fabrication shop adjacent to repair garage including material storage and equipment area.

Repair Shops: including shops for Sign/Carpentry and Paint Shop

Wash Bay: Truck and other vehicle wash bay, drive-through approach.

Shop Offices and Parts Storage: Workstations for Shop Clerk, loading area, vehicle parts, field equipment, tool storage, parts ordering and vendor vestibule.

Crew Quarters: Staff locker rooms, lunch room, assembly and safety training.

Administrative and Engineering Offices: Reception, superintendent, asst. director, recreation superintendent, recreation manager, ranger, forestry department, office administrative staff, records storage and public meeting rooms.

Facility Area 51,655 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count Heated Parking Vehicle Stall Count:
1. Heavy parking stalls, 5 (plus 1 future)
2. Light duty parking stalls, 46
3. Small equipment bays, 10

Tempered Storage Stall Count:
1. Light duty parking stalls, 10

Department Staffing Count, whole Department
1. Trade Tech, 6
2. Mechanics, 2
3. Park Maintenance, 15
4. Electrician, 1
5. Inventory Clerk, 1
6. Seasonal, 35
7. Administrative Staff, 14

Total Department staff: 74

Lockers needed for trade tech, mechanics, parks maintenance and season staff, electrician, and inventory clerk. Total locker count for Parks Department is 60.

Site Facilities	<ol style="list-style-type: none"> 1. Cold Storage Buildings: 4,800 SF 2. Tempered Parking Garage: 6,000 SF 3. Tempered Heated Storage Buildings, heated to 55' minimum 4. Greenhouse with construction supply and workroom 5. Material Storage Bins with concrete surrounds. 6. Lean-to storage 7. Construction material storage 8. Miscellaneous equipment parking 9. Visitor Parking. 10. Staff Parking. 11. Perimeter Fencing and entry gates. 12. Stormwater detention system
------------------------	--

Exterior Personnel Vehicle Parking Provide parking for Parks staff of 74 plus 6 Visitors. Total of 80 parking stalls outside

Allowance for Future Growth Significant future growth of the parks department staff and fleet is not expected in the next 20 years however a changing balance of male and female employees may require a change in required locker counts over time.

MAINTENANCE DEPARTMENT

General Facility Functions The Facilities Maintenance Department is responsible for providing preventative maintenance and custodial services for all county owned buildings. The main functions that are performed here are grouped as follows:

Administrative Offices: Facilities director, planners and accounting offices as well as plan & record storage, collaborative space and a conference room for CIP committee meetings.

Parking Garage: Parking of fleet vehicles including a moving truck, eight light-duty vehicles and space for some small equipment.

Repair Shops: A heated workshop for general maintenance and repair of county equipment, machinery and furnishings.

Crew Quarters: Space for crew locker rooms, multi-purpose room for assembly and safety training and storage for uniforms.

Storage: Facilities maintenance is responsible for the storage of furniture and equipment, long term county records for many departments and short and long term plan record storage.

Facility Area 24,298 GSF required to house all these functions. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

Staff and Vehicle Count

Heated Parking Vehicle Stall Count:

1. Medium parking stalls, 1
2. Light duty parking stalls, 8
3. Small equipment stalls, 2

Department Staffing Count, whole Department

1. Facilities Director, 1
2. Deputy Director Healthcare, 1
3. Facility Planner, 2
4. Accounting, 2
5. Maintenance Tech, 3
6. HVAC Specialists, 2

Total Department staff: 11

Lockers needed for Maintenance Tech and HVAC Specialists as well as 4 additional for future growth. Total locker count is 9.

Site Facilities

1. Parking for 15 staff and 5 visitors
2. Dedicated entry door for visitors that need access to long term storage with a key card.
3. Allocated space for deliveries of custodial and other maintenance supplies.

Allowance for Future Growth

The primary growth that is seen in this department is not in personnel but in the long term storage needs of all county departments. As such addition space for future growth in this area has been accounted for in the square footage as seen in the optimal square footage room tabulations.

SHERIFF DEPARTMENT

General Facility Functions

The Sheriff Department repair garage facility maintains and prepares squad vehicles for department use. The main functions that are performed here are grouped as follows:

Repair Garage: Repair and preparation of all squad vehicles and equipment. Four service bays and three lifts are required

Shop Offices and Parts Storage: Workstations for mechanics, storage of vehicle parts, tool storage, parts ordering and vendor vestibule.

Radio Technologies: Includes an office workbench and storage for a radio technician.

Repair Shops: including shops for tires, bulk fluids, Parts Stock Storage and long term storage on a mezzanine.

Vehicle Inventory Parking: Parking of 8 to 10 vehicles in a tempered environment.

Offices: Two offices for patrol officers to work and wait while vehicles are having routine maintenance performed.

Facility Area

9,726 GSF required to house all these main building functions. A yard building of approximately 4,000 GSF for impound is also required. See Optimal Room Program tabulation for SF breakdown of the above functions and for each room

**Staff and
Vehicle
Count**

Heated Repair Bay Stall Count:

1. Light duty parking stalls, 4

Tempered Storage Stall Count:

1. Light duty parking stalls, 10

Department Staffing Count, whole Department

1. Mechanics, 2
2. Radio Technician, 1

Total Department staff: 3

Four gun lockers are required to safely store firearms from the squad cars while being serviced.

**Site
Facilities**

1. Tempered Heated Storage Garage, for 10 squad vehicles
2. Visitor Parking.
3. Staff Parking.

**Exterior
Personnel
Vehicle
Parking**

Provide parking for three staff plus two vendors. Total of 5 to 7 parking stalls outside

**Allowance
for Future
Growth**

The Sheriff repair garage facility will not see much future growth. Perhaps an additional mechanic in the future could work out of this facility however it will probably not change the required square footage.

Optimal Room Program for Wausau Highway Garage

Marathon County Highway Department

MAIN HIGHWAY SHOP BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30%	Gross SF	Occupancy Notes	
	X'	Y'				Circulation & Wall Allow.		X'	Y'
HEATED VEHICLE GARAGE						20%			
Heavy Parking Stall	41	16	656	16	10,496				
Medium Parking Stall	32	14	448	19	8,512				
Light Parking Stall	20	10	200	25	5,000				
Small Equipment Stall	5	5	25	6	150				
Future Heavy Parking Stall	40	16	640	1	640				
Drive Aisle	28	400	11200	2	22,400				
Field Storage	70	100	7000	1	6,953				
Truck Wash	100	40	4000	1	4,000				
SUBTOTAL				71	58,151	11,630	69,781	200	349
REPAIR GARAGE - Assumed Pull-Thru						20%			
Heavy Duty Service Bays	58	28	1624	8	12,992				
Light Duty Service Bays	40	28	1120	2	2,240				
Parts Washer	14	47	658	1	658				
Drive/Walking Aisles	120	10	1200	1	1,200				
Tool Box Storage	20	144	2880	1	2,880				
SUBTOTAL				13	19,970	3,994	23,964	130	184
REPAIR SHOPS						20%			
Welding/Metal Fabrication	60	30	1800	2	3,600				
Stock Storage	40	30	1200	1	1,200				
Hydraulics & Hose Repair	30	30	900	1	900				
Tools & Machining Shop	30	30	900	1	900				
Sign/Carpentry Shop	90	60	5400	1	5,400				
Bridge Shop	90	60	5400	1	5,400				
Mechanic Foreman	12	10	120	1	120				
Mechanic's PC Stations	8	8	64	2	128				
Reference Catalogue Room	12	10	120	1	120				
SUBTOTAL				11	17,768	3,554	21,322	160	133
SHOP OFFICES & PARTS STORAGE						20%			
Equipment & Facilities Supervisor	20	20	400	1	400				
Purchasing Agent	14	14	196	1	196				
Stock Clerk	14	14	196	1	196				
Field Crew Parts Counter	10	10	100	2	200				
Mechanic's Parts Counter	10	10	100	2	200				
Parts Storage Ground Level	60	60	3600	1	3,600				
Parts Storage Mezzanine	50	50	2500	1	2,500				
Loading	20	20	400	1	400				
Tire Storage	80	20	1600	1	1,600				
Power Tools & Secured Equipment	34	30	1020	1	1,020				
Field Tools	30	30	900	1	900				
Bulk Fluids	30	28	840	1	840				
SUBTOTAL				14	12,052	2,410	14,462	90	161

Main Floor Shelving:
 12# of 2' x 20' shelving rows
 4# 4' x 20' shelving rows
 Plus 12" deep bullpen shelving along walls

CREW QUARTERS						30%	
Men's Locker Rooms	50	30	1500	1	1,500		54 lockers, 2 showers
Women's Locker Rooms	18	14	252	1	252		6 lockers, 1 shower
Lunch Room	50	30	1500	1	1,500		Seat 50 ppl, 4 PC's, 3 Vending
Safety Training Room	24	30	720	1	720		Seat 20 people in Seminar format
Janitor's Closet/Supplies	12	10	120	1	120		
SUBTOTAL				5	4,092	1,228	5,320 80 66

ADMINISTRATION & ENGINEERING						40%	
Highway Commissioner	18	18	324	1	324		Private
Project Engineer	16	14	224	1	224		Private
Admin Coordinator	12	10	120	1	120		Open
Accountant	12	10	120	1	120		Open
Admin Specialist	12	10	120	1	120		Open
Seasonal Acct/Clerk	12	10	120	1	120		Open
Copy, Office Equipment, Files	16	16	256	1	256		
Records Annual	18	18	324	1	324		
Historical Records	24	18	432	1	432		
Plan & Record Archives	30	24	720	1	720		
Network, Communications Closet	12	10	120	1	120		
Reception, Entry Vestibule	16	12	192	1	192		
Committee Meeting Room	38	28	1064	1	1,064		Seat 12 pple at Table, 30 pple total
Work Meeting Room	20	24	480	1	480		Seat 6 pple at Table
Admin Breakroom	24	18	432	1	432		Seat 12 pple at lunch table
Men's Restroom	12	8	96	1	96		
Women's Restroom	12	8	96	1	96		
SUBTOTAL				17	5,240	2,096	7,336 90 82

PATROL OPERATIONS						40%	
Patrol Supt.	16	26	416	1	416		Private
Bridge/State Supt.	16	26	416	1	416		Private
Highway Supervisors	12	10	120	2	240		Private
Lead Foreman PC's	10	10	100	3	300		Private
Team Collaboration Area	24	24	576	1	576		
Roadway Monitoring Consoles	16	14	224	1	224		
Files, Record Storage	30	14	420	1	420		
SUBTOTAL				10	2,592	1,037	3,629 50 73

BUILDING SERVICES						10%	
Mechanical Room	18	14	252	1	252		
Electrical Panel, Closets	12	12	144	1	144		
Water, Fire Protection	12	10	120	1	120		
SUBTOTAL				3	516	52	568 20 28

Total Main Shop Building Square Footage	146,381	400	X'	Y'
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YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Room Config.	
	X'	Y'					X'	Y'

TEMPERED STORAGE BUILDING									
10%									
Heavy Parking Stall	41	16	656	13	8,528				
Medium Parking Stall	32	14	448	2	896				
Light Parking Stall	20	10	200	6	1,200				
Small Equipment Stall	5	5	25	10	250				
Future Medium Parking Stall	32	14	448	1	448				
Drive Aisle	24	180	4320	1	4,320				
Patrol Equipment	52	50	2600	1	2,600				
SUBTOTAL			8697	34	18,242	1,824	20,066	120	167

COLD STORAGE BUILDING									
10%									
Heavy Parking Stall	41	16	656	7	4,592				
Medium Parking Stall	32	14	448	15	6,720				
Light Parking Stall	20	10	200	46	9,200				
Small Equipment Stall	5	5	25	10	250				
Future Medium Parking Stall	32	14	448	1	448				
Drive Aisle	28	180	5040	1	5,040				
Snow Patrol Equipment	52	50	2600	1	2,600				
Bulk Materials	52	50	2600	1	2,600				
SUBTOTAL			12017	82	31,450	3,145	34,595	120	288

UTILITY STRUCTURES									
Salt Shed, 10,000 Ton	190	100	19000	1	19,000				
Salt Brine Shed & Tank Yard	40	30	1200	1	1,200			Tank Yard behind in open	
Fuel Station & Canopy	0	0	0	0	0			One Island, 2 dispensers, 4 hoses	
Bridge Crew Shed	90	60	5400	1	5,400			15000 deisel, 10,000 Unleaded above ground	
200 Ton Asphalt Shed	60	40	2400	1	2,400				
Patch Bins	40	40	1600	5	8,000			structured bins, lean to cover	
Truck Scale	120	12	1440	0	0				
SUBTOTAL			0	9	36,000		36,000		

TOTAL SQUARE FOOT BUILDING SPACE **237,042**

Optimal Room Program for Parks Department

Marathon County Parks Department

MAIN PARKS BUILDING

FUNCTION AREA/ Room	Station X'	Cor Y'	Net SF/Station	# of Sta.	Net Useable SF	Circulation & Wall Allow.	Gross SF	Occupancy Notes
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HEATED VEHICLE GARAGE								10%	
Heavy Parking Stall	41	16	656	5	3,280			Plow trucks, dump truck and trailer, aerial truck Pickups with trailer Mower Shared	
Light Parking Stall	35	10	350	45	15,750				
Small Equipment Stall	8	8	64	10	640				
Future Heavy Parking Stall	41	16	656	1	656				
Drive Aisle	5	260	1300	1	1,300				
Field Storage	80	30	2400	1	2,400				
Mezzanine	80	70	5600	1	5,600				
Truck Wash	60	30	1800	0	0				
SUBTOTAL				64	29,626	2,963	32,589	200	163

REPAIR GARAGE & SHOPS								10%	
Welding/Metal Fabrication	30	30	900	1	900			1 Heavy Duty, 3 Light Duty	
Vehicle Service	74	50	3700	1	3,700				
Vehicle Service - Mezzanine	47	11	517	1	517				
Oil Storage	11	10	110	1	110				
SUBTOTAL				4	5,227	523	5,750		

SHOPS & SHOP OFFICES								10%	
Parts Storage	50	40	2000	1	2,000				
Stock Clerk	12	10	120	1	120				
Paint Shop and Paint Storage	40	25	1000	1	1,000				
Carpentry Shop	60	50	3000	1	3,000				
Carpentry Shop - Mezzanine	50	20	1000	1	1,000				
SUBTOTAL				5	7,120	712	7,832		

CREW QUARTERS								10%	
Men's Locker Rooms	35	25	875	1	875			45 lockers (24" wide), 1 shower 13 lockers (24" wide), 1 shower Seat 40 ppl, 2 PC's, 2 Vending	
Women's Locker Rooms	30	20	600	1	600				
Lunch Room	30	30	900	1	900				
Janitor's Closet/Supplies	10	8	80	1	80				
SUBTOTAL				4	2,455	246	2,701		

OFFICES						20%	
Parks Superintendent	15	12	180	1	180		Private
Parks Assistant Director	12	10	120	1	120		Private
Recreation Superintendent	12	10	120	1	120		Private
Parks and Recreation Manager	12	10	120	1	120		Private
Ranger	12	10	120	1	120		Private
Forestry Administrator	12	10	120	1	120		Private
Forester	12	10	120	1	120		Private
Office Administrator	12	10	120	1	120		Private
Manager Office	12	10	120	3	360		Open Office
Clerical	10	10	100	3	300		Open Office
Conference	30	18	540	1	540		20 to 25 ppl Parks Commission Committee Room
Entry Vestibule	10	10	100	1	100		
SUBTOTAL				16	2,320	464	2,784

Total Main Shop Building Square Footage 51,655

YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Room Config. X'	Y'
	X'	Y'						

COLD STORAGE BUILDING								
Cold Storage 1	80	60	4800	1	4,800			
SUBTOTAL			4800	1	4,800	4,800		

PARKING GARAGE (TEMPERED STORAGE)								
Parking Garage	100	60	6000	1	6,000			
SUBTOTAL			6000	1	6,000	6,000		

CONSTRUCTION SUPPLY AND GREEN HOUSE								
Green House	30	40	1200	1	1,200			
Office	14	12	168	1	168		Tank Yard behind in open	
Toilet Room	8	8	64	1	64		One Island, 2 dispensers, 4 hoses	
Storage	14	14	196	1	196		15000 deisel, 10,000 Unleaded above ground	
Mechanical	8	8	64	1	64			
Storage	30	15	450	1	450			
Garage	30	25	750	1	750			
Construction Supply	40	40	1600	1	1,600			
SUBTOTAL			0	8	4,492	4,492		

TOTAL SQUARE FOOT BUILDING SPACE 66,947

Optimal Room Program for Facilities Maintenance

Marathon County Highway Department

FACILITIES MAINTENANCE BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30% Circulation & Wall Allow.		Gross SF	Occupancy Notes
	X'	Y'							

HEATED VEHICLE GARAGE									
20%									
Medium Parking Stall	32	14	448	1	448				Moving Truck
Light Parking Stall	20	10	200	8	1,600				(5) 1/2 ton, (1) 3/4 ton, (2) Passenger Vehicles
Small Equipment Stall	10	5	50	1	50				
Drive Aisle	24	100	2400	1	2,400				
SUBTOTAL				11	4,498	900		5,398	

REPAIR SHOPS									
20%									
Heated Workshop	40	25	1000	1	1,000				
SUBTOTAL				1	1,000	200		1,200	

STORAGE									
20%									
Furniture and Equipment Storage	60	20	1200	1	1,200				
County Record Storage - Heated	20	100	2000	2	4,000				Mezzanine
County Record Storage - Cold	20	100	2000	2	4,000				Mezzanine
Long Term Plan Storage - Heated	40	25	1000	1	1,000				Mezzanine
SUBTOTAL				6	10,200	2,040		12,240	

ADMINISTRATION									
40%									
Facilities Director	20	16	320	1	320				Private
Deputy Director Healthcare	16	14	224	1	224				Private
Facility Planner	16	14	224	2	448				Private
Accounting	8	8	64	1	64				Open
Accounting Capital Improvement	8	8	64	1	64				Open
Office Supply / Copy	20	10	200	1	200				
Plan & Record Archives	18	18	324	1	324				
Collaboration Space	30	15	450	1	450				
Kitchenette	15	10	150	1	150				
Conference Room	30	20	600	1	600				CIP Committee (15-20 Seat)
Network, Communications Closet	12	10	120	1	120				
Men's Restroom	12	8	96	1	96				
Women's Restroom	12	8	96	1	96				
SUBTOTAL				14	3,156	1,262		4,418	

SERVICE CREW									
40%									
Multi-Purpose	20	20	400	1	400				Assembly, Timeclock, Uniform, Lockers, Lunch
Storage	20	10	200	1	200				
Toilet / Shower Room	12	12	144	1	144				
SUBTOTAL				3	744	298		1,042	

Total Main Shop Building Square Footage

24,298

Optimal Room Program for Sheriff Department

Marathon County Multi Department Study

SHERIFF BUILDING

FUNCTION AREA/ Room	Station Cor		Net SF/Station	# of Sta.	Net Useable SF	30% Circulation & Wall Allow.		Gross SF	Occupancy Notes
	X'	Y'							

REPAIR GARAGE										
20%										
Light Duty Service Bays	40	22	880	4	3,520					
SUBTOTAL				4	3,520	704	4,224			

REPAIR SHOPS										
20%										
Radio Technologies	40	40	1600	1	1,600				Workbench/Office/Storage	
Mechanic's PC Stations	8	8	64	2	128				Mechanics offices	
SUBTOTAL				3	1,728	346	2,074			

SHOP OFFICES & PARTS STORAGE										
20%										
Offices	10	12	120	2	240				Waiting during repairs	
Parts Storage Ground Level	40	40	1600	1	1,600					
Tire Storage	40	20	800	1	800					
SUBTOTAL				4	2,640	528	3,168			

CREW QUARTERS										
30%										
Toilet/Locker Room	10	10	100	2	200				Single toilet room with lockers in hall	
SUBTOTAL				2	200	60	260	80	3	

Total Main Shop Building Square Footage 9,726

YARD BUILDINGS

FUNCTION AREA/ Room	Station Config.		# of Stations	SF for Stations	Internal Circulation SF	Room Total SF	Occupancy Notes
	X'	Y'					

TEMPERED STORAGE BUILDING							
10%							
Light Parking Stall	20	10	200	10	2,000		
Drive Aisle	24	70	1680	1	1,680		
SUBTOTAL				11	3,680	368	4,048

TOTAL SQUARE FOOT BUILDING SPACE 13,774

DOES NOT INCLUDE TRC SPACE
INCLUDES 4 GUN LOCKERS

Optimal Room Program for Central Highway Garage

Consolidated Building Square Footage Comparison

10/4/2016

MAIN SHOP BUILDING - COMPARISON CHART

FUNCTIONAL AREA	Existing SF	Optimal SF	% of Change
Main Building			
Highway	61,285	146,381	138.85%
Maintenance	21,947	24,298	10.71%
Parks	44,477	51,655	16.14%
Sheriff	4,220	9,726	130.49%
Yard Buildings			
Highway	44,392	90,661	104.23%
Maintenance	N/A	N/A	
Parks	15,233	15,292	0.39%
Sheriff	N/A	4,048	
Grand Total Main Building	131,928	232,059	75.90%
Grand Total All Buildings	191,553	342,060	78.57%

SECTION 6

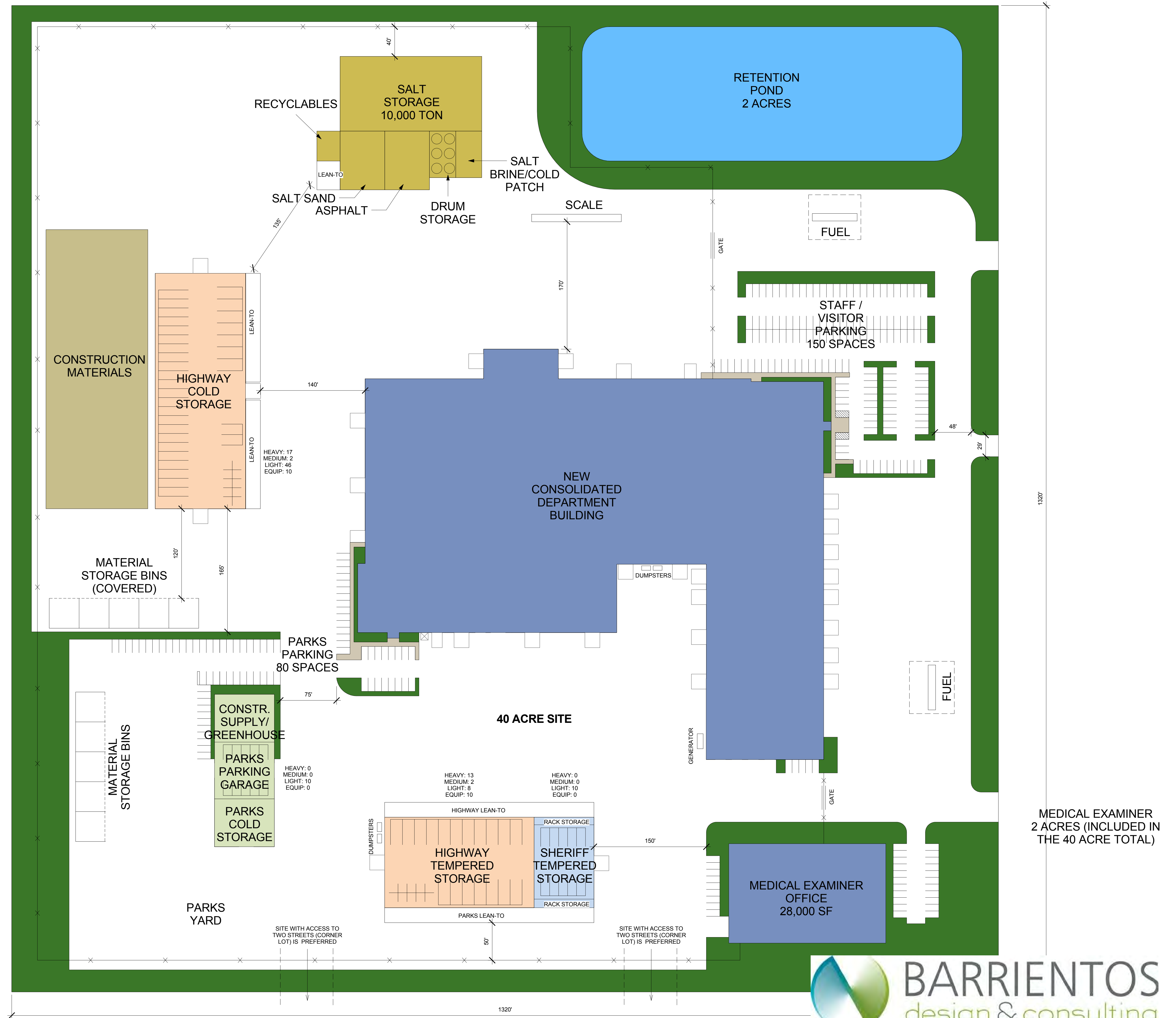
CONCEPT BUILDING AND SITE PLANS

HYPOTHETICAL 40 ACRE SITE

This is located on a hypothetical 40-acre site that is square in shape. There is ample room for staff parking adjacent to the administration and crew quarters. Construction material stockpiling and a new 2 acre storm water retention pond would be located on-site. One new salt shed is proposed for combined County and State storage.

The main shop and administration building is approximately 215,000 ground square feet taking up nearly 5 acres of the site. Additional cold and tempered storage buildings for the Highway, Parks, and Sheriff are located adjacent to their departments in the Main building.

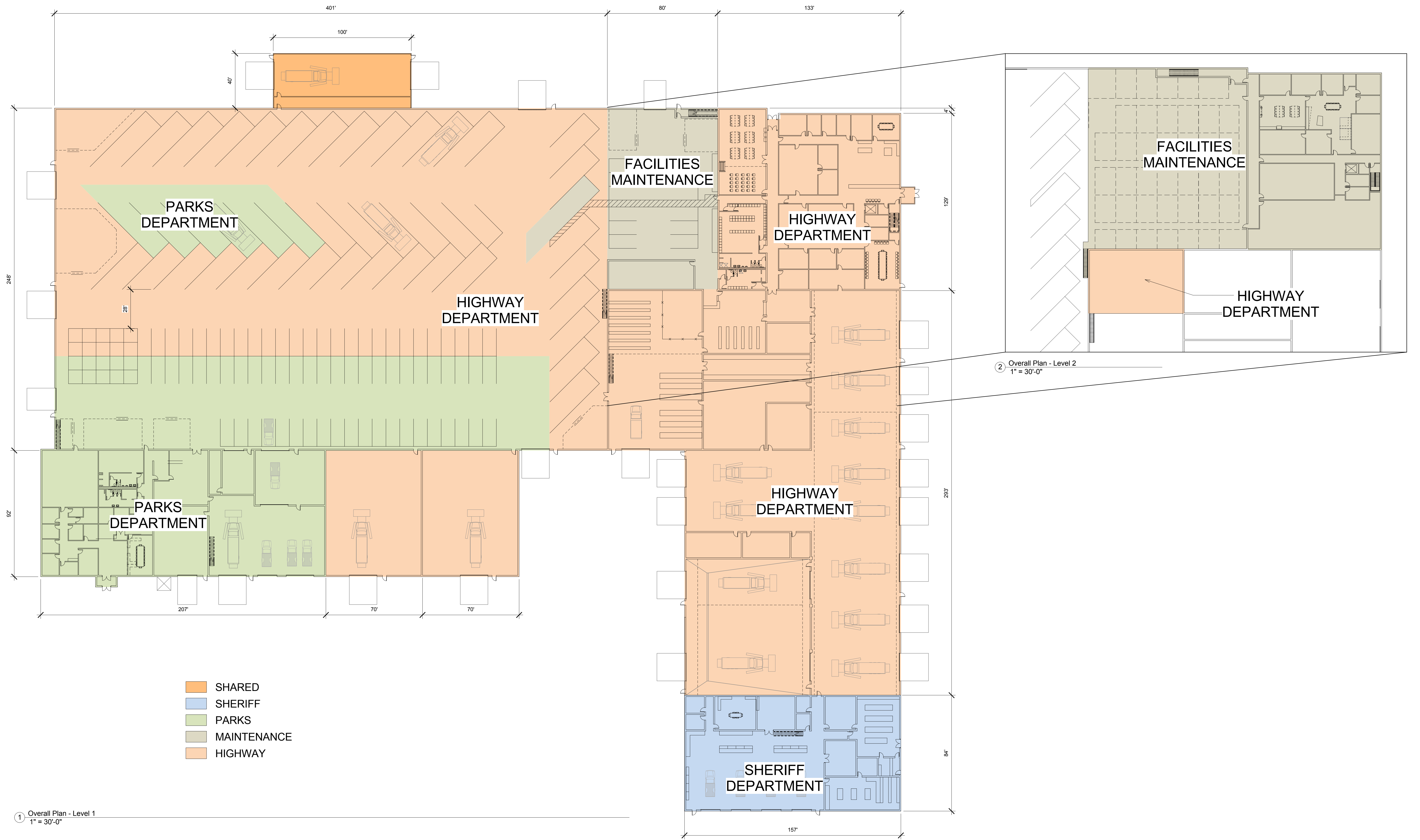
Site material storage, fueling stations and perimeter fencing are all also accounted for and located on the site.



① Site Plan
1" = 60'-0"

Marathon County Optimal Area Plan

10/18/16

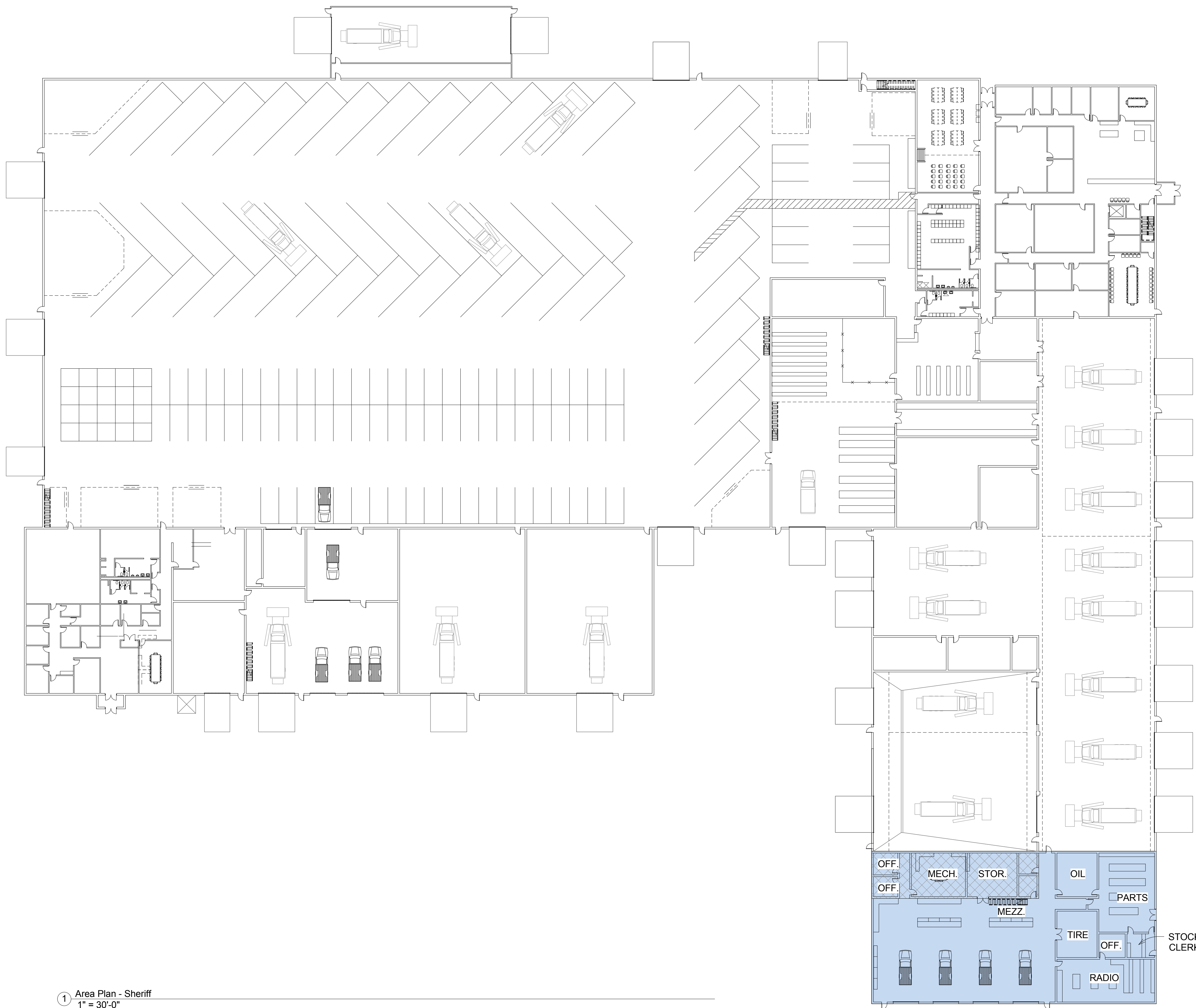


① Overall Plan - Level 1
1" = 30'-0"

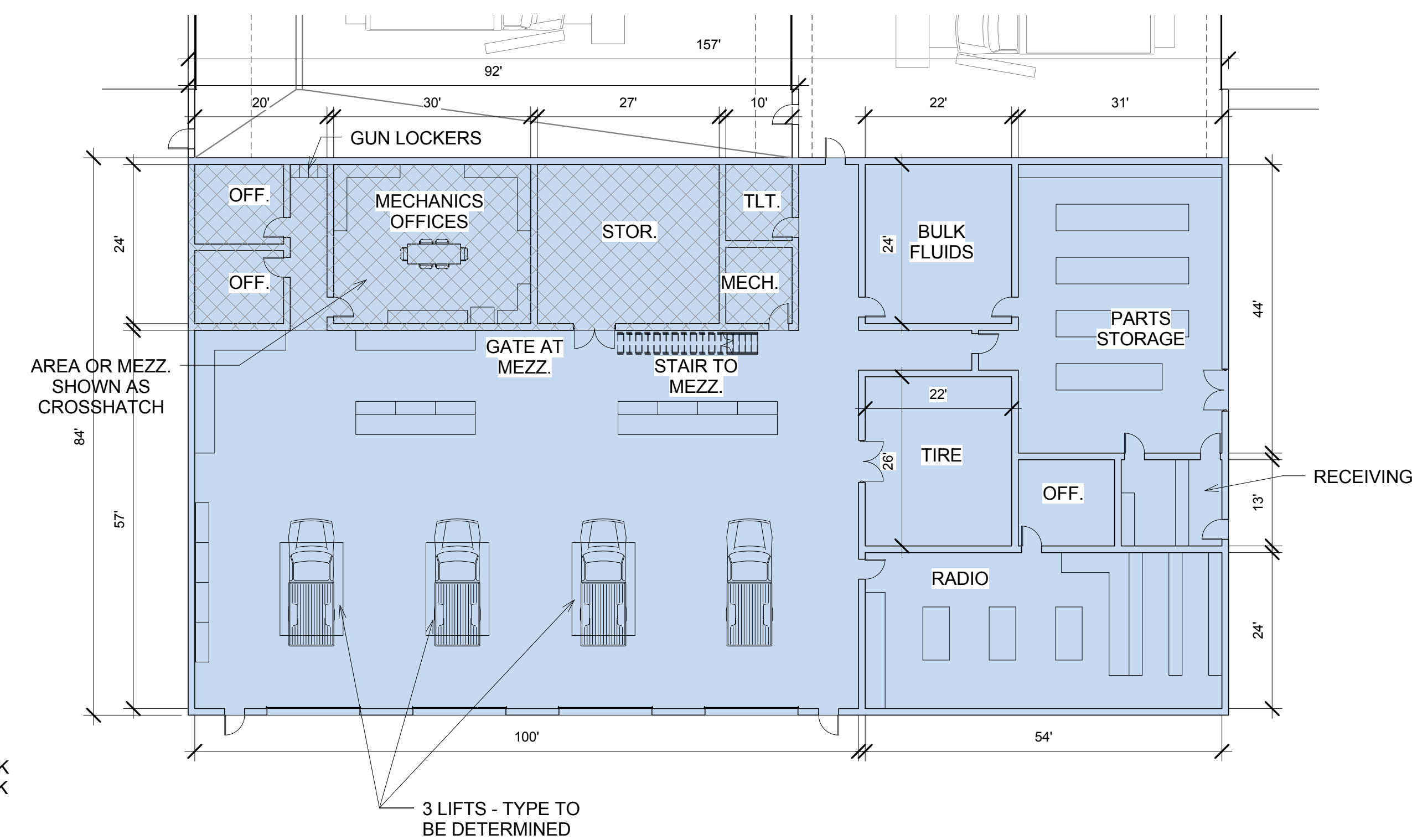
② Overall Plan - Level 2
1" = 30'-0"

Marathon County Optimal Area Plan

10/18/16



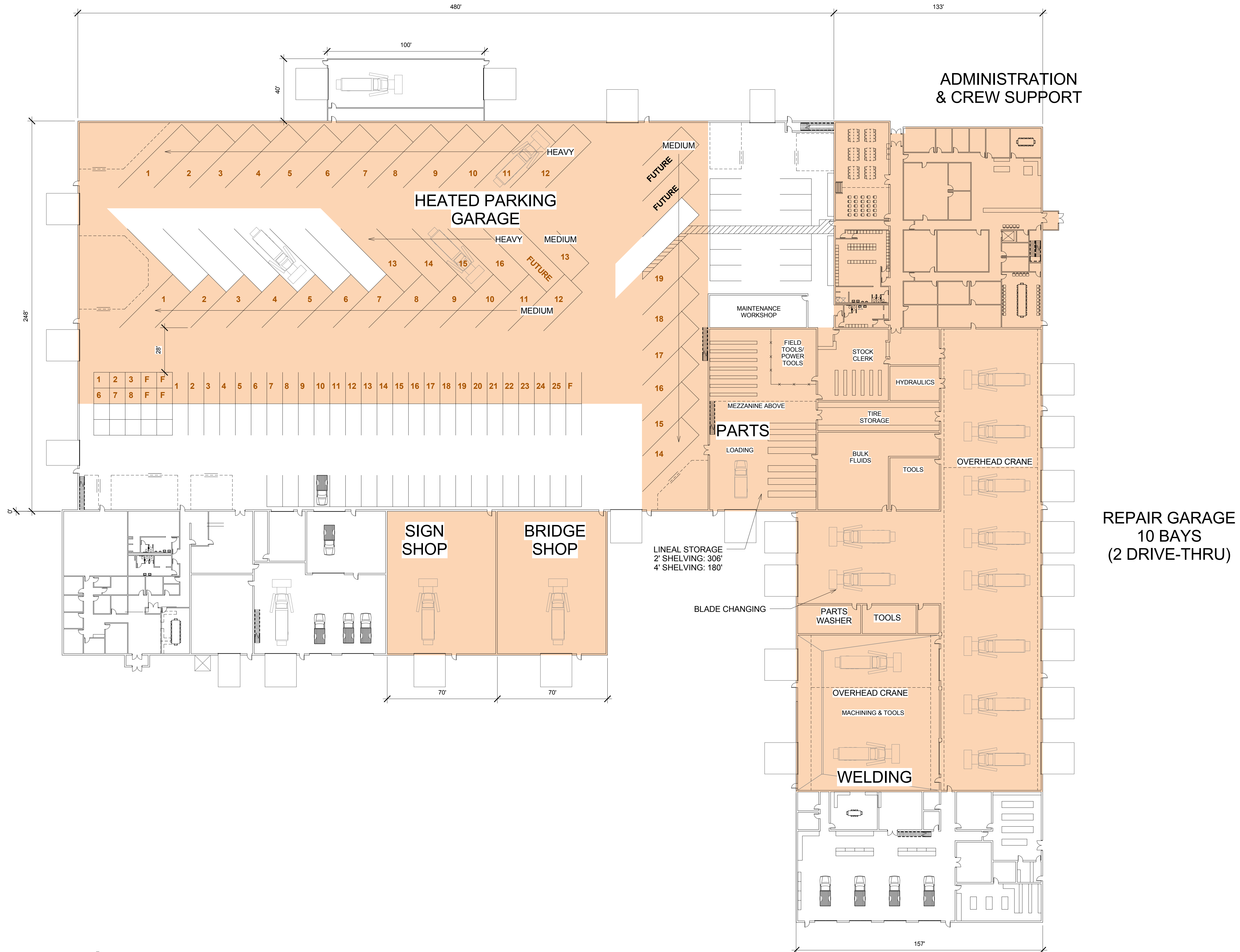
1 Area Plan - Sheriff
1" = 30'-0"



2 Area Plan - Sheriff Enlarged
1/16" = 1'-0"

Marathon County Optimal Area Plan

10/18/16



Marathon County Optimal Area Plan

10/18/16

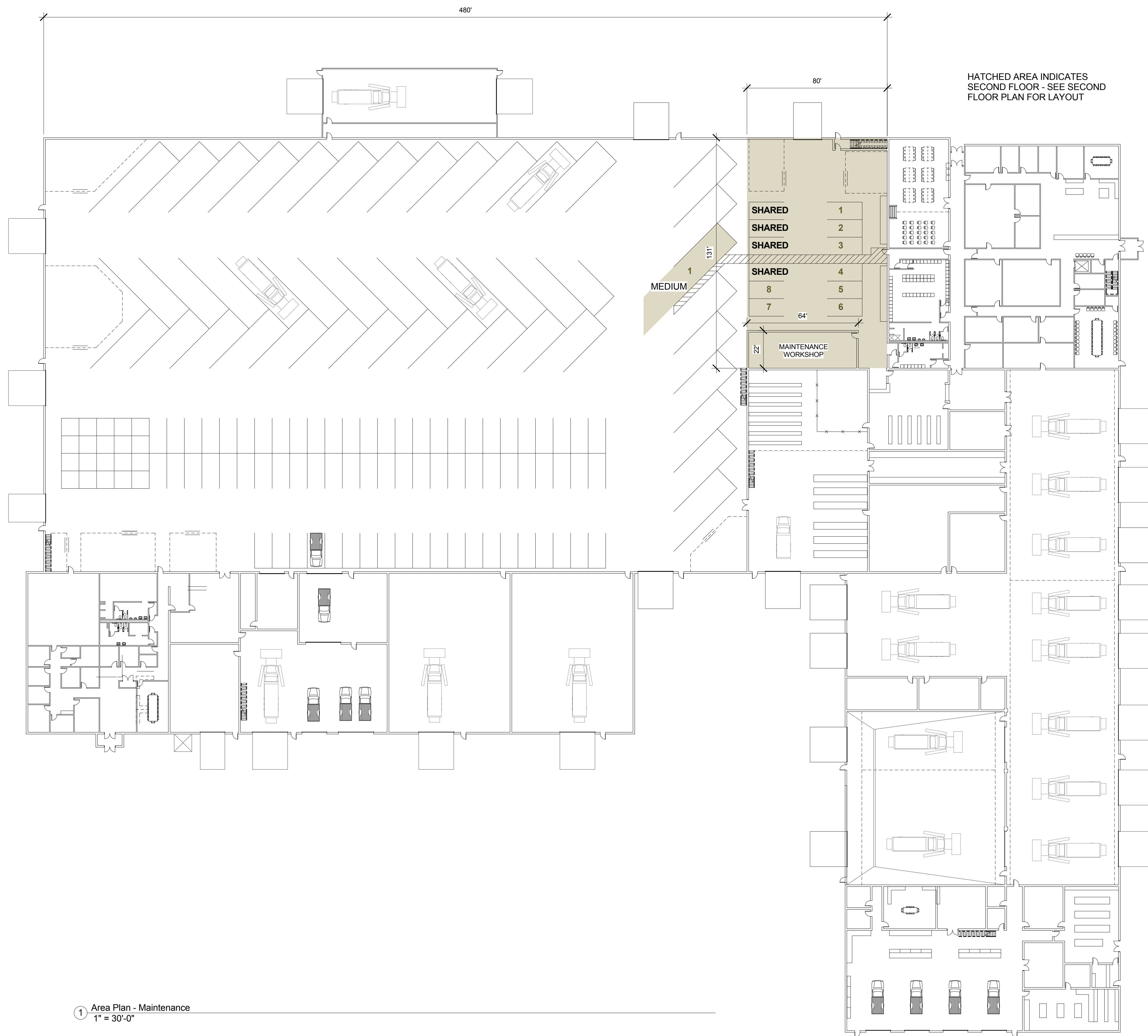


① Highway Department - Crew & Administration
 1/8" = 1'-0"

Marathon County Optimal Area Plan

10/18/16

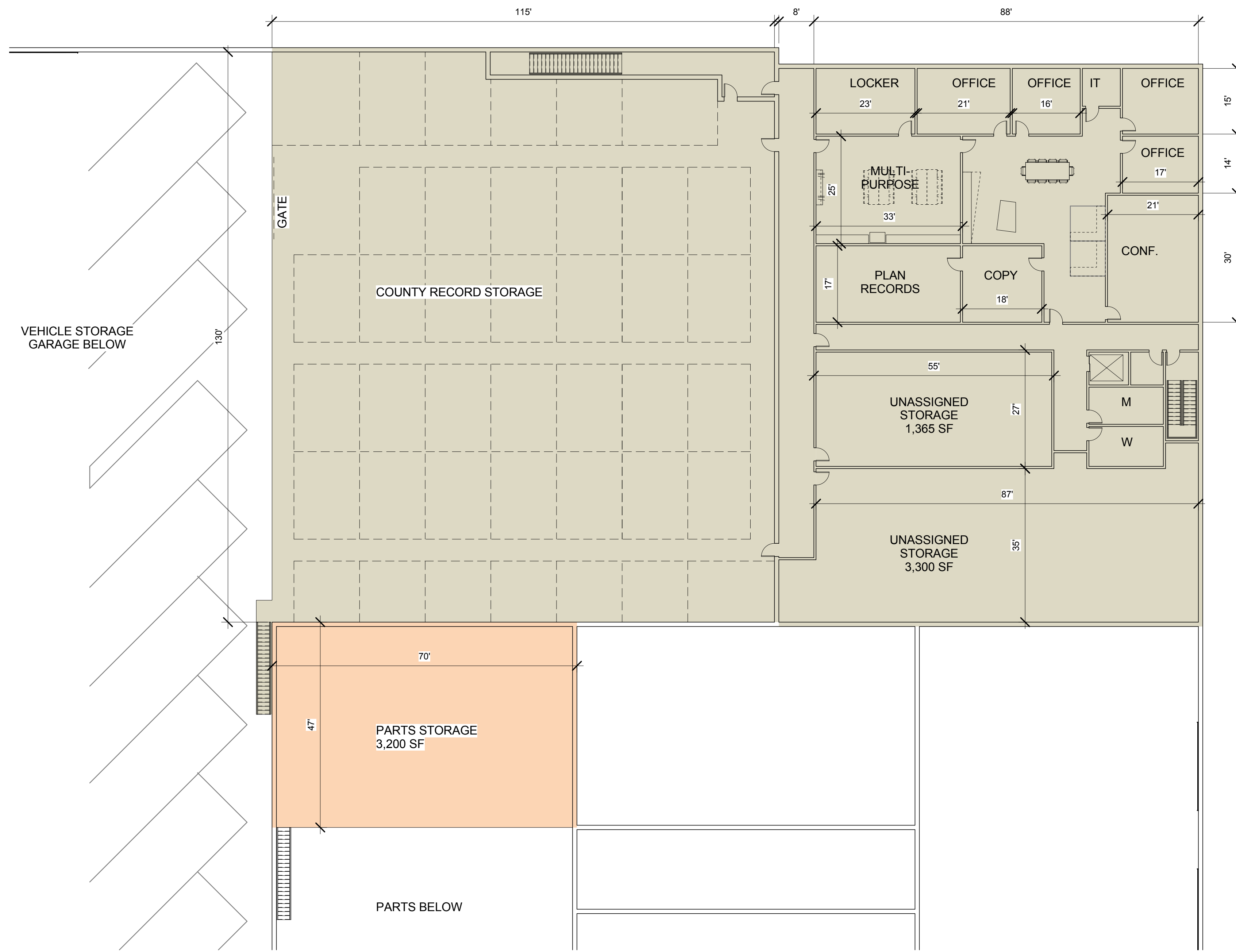




① Area Plan - Maintenance
1" = 30'-0"

Marathon County Optimal Area Plan

10/18/16



① Area Plan - Maintenance Level 2
1/16" = 1'-0"

SECTION 7

CONSTRUCTION COST ESTIMATE

Marathon County Multi-Department Public Works Facility

Schematic Design - Construction Cost Estimate for 2020

Barrientos Design & Consulting, Inc.

Main Building	SF/Quantity	Cost per SF	Total
Shared - Vehicle Parking Garage	105,890	120 \$	12,706,800
Shared - Vehicle Wash Bay	3,960	160 \$	633,600
	109,850	Shared Subtotal	\$ 13,340,400
Highway			
Highway - Repair Garage	23,964	170 \$	4,073,880
Highway - Parts Storage	14,462	130 \$	1,880,060
Highway - Repair Shops	21,322	160 \$	3,411,520
Highway - Crew Support and Admin	16,853	180 \$	3,033,540
	76,601	Highway Subtotal	\$ 12,399,000
Parks			
Parks - Repair Garage & Shops	5,750	170 \$	977,500
Parks - Shops & Shop Offices	7,832	160 \$	1,253,120
Parks - Crew Quarters	2,701	180 \$	486,180
Parks - Offices	2,784	180 \$	501,120
Parks - Second Floor Storage	11,296	90 \$	1,016,640
	30,363	Parks Subtotal	\$ 4,234,560
Facilities Maintenance			
Maintenance - Storage	12,240	110 \$	1,346,400
Maintenance - Administration	4,418	180 \$	795,240
Maintenance - Service Crew	1,042	160 \$	166,720
Maintenance - Storage/Future County Admin	4,800	110 \$	528,000
	22,500	Maintenance Subtotal	\$ 2,836,360
Sheriff			
Sheriff - Repair Garage	4,224	170 \$	718,080
Sheriff - Repair Shops	2,074	160 \$	331,840
Sheriff - Shop Offices & Parts Storage	3,428	140 \$	479,920
	9,726	Sheriff Subtotal	\$ 1,529,840
Total Main Building SF & Costs	\$ 249,040	\$ 137.89	\$ 34,340,160

