
**Town of Boulder Junction
Vilas County, Wisconsin**

**Report on a Study of the
Town Community Building**

October 27, 2008

Introduction

This report has been prepared by a committee composed of interested local citizens, who were appointed by the Boulder Junction Town Board in December 2007. The charge to the committee is to study and consider the condition of the existing community center, whether it is adequate for current needs and to project future needs of the community for an improved facility for both Town Government use and the public. The Study has been conducted with the maximum amount of public involvement through public notices, questionnaires and conducting public meetings presenting the status of the committee's work and soliciting comments and suggestions from the public.

The following local citizens are appointed members of the committee:

Steve Duba
Irene Gravelle, secretary
Ned D. Pierce, chair
Dennis Reuss
John Scapes
Ray Schneider
Elinore Sommerfeld, vice chair

Executive Summary

For several years, there has been discussion among individuals and various user groups about the condition and ability of the Community Center to meet the current and future needs of Boulder Junction. These discussions and concerns resulted in consideration of the issue at several Town Board meetings. The Board realized that action had to be taken to address these concerns. This resulted in the appointment of a committee composed of interested local citizens in December 2007. The Committee met in late December, organized by electing officers, discussed how to proceed and decided to have at least monthly meetings. As of this date, the Committee has had 19 meetings.

The charge of this Committee is to review the current Community Center layout, facilities and space available, condition of the building and grounds, and condition of the existing utilities. The next step was to project future needs and to compare that with what is now available. The Final Report of the Committee is being given to the Town Board.

At one of the Committee's first meetings, it was decided to develop questionnaires in order to solicit comments to guide the Committee in its work. One questionnaire was sent to surrounding towns, which had recently been involved in construction of new and remodeled facilities. A second was sent to all local groups, which regularly use the Community Center. A third was made available to the general public at a public meeting.

In addition to the questionnaires, the Committee visited other local town facilities to view directly the projects, which had been completed. We received many ideas, both good and bad, for further consideration.

The information collected from these questionnaires and site visits was collated and summarized in a form to make it understandable and valuable to the Committee. Much of the Committee's work was, therefore, influenced by this governmental and public input, which helped provide direction for our study.

During discussion at meetings, various options were suggested for consideration. These options included:

- Upgrade and clean up the current facility.
- Remodel the current building with addition(s).
- Construct or buy a stand-alone building for the library and other needs.
- Construct a new Community Center.
- Do nothing.

This report points out the issues, which are important to consider in each option. Since the Committee is not equipped to develop cost estimates for the various options, no final recommendation can be made about which option the Town should pursue. In order to include project cost, which is an important consideration, the Committee recommends that an Architecture and Engineering (A/E) firm be engaged to review the work of the Committee, develop alternative building plans, along with costs, and involve the public in the process through public meetings.

The Town Board will consider the work of the Committee and the A/E firm and use that information to determine which options are most worthy of consideration. The Board will then hold public meetings to solicit suggestions and support from local citizens, prior to proceeding.

Table of Contents

	Page
Introduction	2
Executive Summary	3
1.1 Study Committee	7
1.11 Need for Study of Town Facilities	
1.12 Committee Appointment	
1.13 Mission	
1.14 Organization	
1.15 Schedule	
2.1 History and Background of Existing Town Facilities	8
2.11 Community Center (Town Offices)	
2.12 Town Garage	
2.13 Historical Center	
2.14 Land and Roadways	
2.15 Town Fire Station	
2.16 Snowmobile Garage	
3.1 Study Approach	9
3.11 Surveys	
3.12 Interest Groups	
3.13 Area Towns	
3.14 Existing Facilities	
3.15 Public Meetings	
3.16 Review and Compilation of Surveys	
4.1 Summary of Study	12
4.11 User Needs	
4.111 Town Government	
4.1111 Town Chairman; Board Members	
4.1112 Town Clerk/Treasurer	
4.1113 Town Police Officer	
4.1114 Town Judge	
4.112 Library	
4.113 Interest Groups	
4.12 Alternative Facility Plans	
4.121 Remodel and Upgrade Existing Facility	
4.122 Addition to Existing Facility	
4.123 Free Standing Addition(s)	
4.124 Demolition and New Facility	
4.125 Do Nothing	
4.13 Furnishings and Equipment	
4.14 Project Cost Considerations	
4.141 Sewage and Water Facilities	

4.142 Gas and Electric	
4.143 Site Preparation	
4.144 Demolition and Building Construction	
4.145 Parking and Landscaping	
4.146 Furnishings and Equipment	
4.147 Financial	
4.148 Legal	
5.1 Recommendations	20
5.11 Public Involvement	
5.12 Town Board Action	
5.13 Architect and Engineering Hire	
5.14 Schedule	
Appendix A: Complete Summary of Surveys	23
Appendix B: List of Suggested Needs for Town Clerk/Treasurer	32
Appendix C: List of Suggested Needs for Library	33
Appendix D: List of Suggested Needs for Meeting Rooms/Hall, Kitchen, Bathroom and Exterior	35

1.1 Study Committee

1.11 Need for Study of Town Facilities

After considering the current space needs of the Town government operations, user groups and the limited facilities for the expanding library, discussions evolved among Town officials and the using public as to what the current and long term needs really are and how those needs can best be met. It was decided by the Town Board to appoint a committee of interested and qualified residents to conduct a detailed study of the existing facilities and to determine the current limiting issues according to the needs of users.

1.12 Committee Appointments

Initial discussion with the public on the need for a study was held at the budget hearing on November 27, 2007. Public support for such a study was evident at the meeting, and a request was made for volunteers to serve on the committee. At least 8 to 10 individuals indicated willingness to be committee members.

At the December 18, 2007, Town Board meeting, there was further discussion about the committee and how it would be constituted. The Board took action and appointed five citizens to the committee. Later two additional citizens were added to the committee for a total of seven.

1.13 Mission

As defined by the Town Board, it is the mission of the committee to review the current community building layout, facilities and space available, condition of the building and grounds, and condition of the necessary utilities. Existing facilities should then be compared with projected future needs, and recommendations should be made on how to proceed.

1.14 Organization

An organizational meeting was held in the community building on December 27, 2007. Present at that meeting were seven committee members, the Town Chairman and the Town Librarian. The committee members introduced themselves, shared personal backgrounds and commitment to the committee work. A Chairman, Vice Chairman and Secretary were elected. Committee procedures were established, and future meeting dates were discussed. It was decided to have at least one meeting per month.

1.15 Schedule

The Town Chairman indicated that the Town Board would like to have conceptual ideas from the committee in about one year with interim reports at the April and November Town meetings. The current intent of the committee is to request that the Town engage an Architecture and Engineering (A/E) firm before January, 2009. A final committee report will be submitted by fall.

2.1 History and Background of Existing Town Facilities

2.11 Community Center

Reading the history of Boulder Junction is a fascinating excursion into the history of Northern Wisconsin: the challenges and joys of breaking new ground and developing the foundation for what we have today. A large part of that challenge was to create a new government to serve the growing population needs. Schools were established, and early on, it was recognized that a library was essential. The first ones were nothing more than several shelves in a back room. As the Northwoods became more attractive to the fledgling tourist trade, many people decided that they wanted to be more than just a tourist and became permanent residents. Boulder Junction was transformed from merely a tourist destination to a verifiable community. This community became involved in establishing Town government, roads, schools and a library to serve the growing population.

As the community developed, outlying schools were consolidated, and the first large school building was constructed in downtown Boulder Junction across from the Catholic Church. In 1956-57, school needs increased and a new building was constructed on the site of our existing community building. Many current residents attended that school. With further growth, students moved to the new North Lakeland Elementary School, and Town government moved into and consolidated the vacated school. Soon, that building was not large enough for Town government. So the former school was enlarged and remodeled to its present size in 1990. Once again, Town government and many user groups find the existing space inadequate.

Following are the sizes of the major parts of the building:

- Library---1,824 s. f.
- Clerk's office---660 s. f.
- Large meeting hall---3,790 s. f.
- Administrative storage---135 s. f.
- Kitchen--- 220 s. f.
- Restrooms, utilities and police---770 s. f.
- Total building size--- 9,400 s. f.

2.12 Town Garage

Adjacent to the community center, the Town has facilities for housing Town vehicles, road equipment and machinery for the Snowmobile Club. There are also outside storage areas for supplies, a fueling station and miscellaneous equipment.

2.13 Historical Center

South of the community building, the Boulder Junction Historical Society is nearing completion. This building houses records and historical artifacts showcasing what Boulder Junction is all about.

2.14 Land and Roadways

The community building is served by a loop driveway and adjacent parking. The drive and parking area are in disrepair and are inadequate for the many vehicles, which utilize the area. The area also serves as the location for a weekly flea market during summer months and is the site of a horse event during late summer, all of which involve heavy usage.

2.15 Fire Station

Situated north of the community building and Town garage is the fire station. This building houses fire department equipment and is also used for various community activities such as cookouts and some Lions' programs. The facility is remote from the community building, and there is no interface between the two.

2.16 Snowmobile Garage

Adjacent to the Town garage, the Snowmobile Club has a garage facility for storage of its grooming equipment and other miscellaneous equipment. This facility is not in a good state of repair and should be upgraded and possibly expanded to present an acceptable appearance.

3.1 Study Approach

3.11 Surveys

Preliminary work to determine the needs of the Boulder Junction Community Building was conducted by surveys. Two surveys were used initially:

1. Surveys of the thirty local organizations that use the building:

- Eighteen paper copies were returned.
- Seven others gave oral reports to committee members.
- The library's Books and Beyond Committee submitted its own complete report.
- Survey results were tabulated and distributed to the committee.

The Community groups that returned surveys or provided oral comments included: the American Legion Auxiliary, the American Legion Post 451, the Boulder Junction Library, the Boulder Junction Lioness, the Boulder Junction Lions Club, the Boulder Junction Historical Society, the Community Church of Boulder Junction, the exercise class, the Friends of the Library, the Northwinds Quilters, St. Anne's Catholic Church, Trinity Lutheran Church, the Chamber of Commerce and the Musky Classic.

2. Surveys of area Town governments:

- Six of seven surveys were returned.
- Results were tabulated and distributed to the committee.

Additionally, the following governmental entities were surveyed: the Boulder Junction Municipal Judge, the Vilas County Sheriff's Department, DNR-Trout Lake, and DNR-Woodruff. Those summaries are also included in the appendices.

At the public meeting on August 19, 2008, citizens had an opportunity to provide the committee with feedback on a Citizen's Questionnaire. Thirty-four citizens completed the form, providing additional information to the committee and reflecting community sentiment.

3.12 Interest Groups

The committee used the Town Clerk's list of the community's organizations and added a few additional groups to the list. This combination formed the basis for the mailing to local organizations. Follow up calls were made if an organization or group did not respond to the first mailing. The groups completing the survey are mentioned above.

3.13 Area Towns Visitations

Following the completion of the initial two surveys, committee members visited three of the area Town facilities: the Presque Isle Community Building and Library; the Arbor Vitae Town Hall; and the Woodruff Town Offices and Police Department.

In addition, some members of the committee visited the Northland Pines High School building, completed two years ago and constructed on green building principles.

3.14 Existing Facilities

Interviews were conducted with Lois Smith, Town Clerk, and Jim Hanson, Boulder Junction's police officer, to gain a perspective of their needs in the Community Building. In addition, Jim Galloway, Vilas County Emergency Services Coordinator, attended a committee meeting and shared some considerations for the western end of Vilas County. Committee members analyzed various components of the current building in the course of their study.

Jeff Long, Town Chairman and ex-officio member, and Cherie Sanderson, Boulder Junction Library Director, are members of the committee. In that capacity, they answered questions from the members of the committee as they arose.

A survey of the Town site was completed by Foltz and Associates, Inc., Minocqua, on August 28, 2008, by order of the Town Board to provide updated information to the committee and to serve any future consultants or architectural firms. The previous survey was done so long ago that some of the buildings were not on it.

3.15 Public Meeting

On August 19, 2008, the committee hosted an open meeting for the general public from 4 to 7 p.m. at which time citizens

could meet with individual committee members manning stations on the following topics: overall design ideas, the exterior of the building, the meeting rooms, the kitchen and bathrooms, and the library.

Citizens recorded their ideas on sheets on the wall or on legal pads. These comments were later compiled by the committee.

Elinore Sommerfeld acted as the greeter for the meeting and explained procedures to those attending. A special table was set up for the public to complete the Citizen Questionnaire. Most people completed the questionnaire on site, but some returned them later.

3.16 Review and Compilation of Surveys

A subcommittee was formed to review and tabulate all three of the surveys received by the committee. These complete summaries are included in **Appendix A**.

Highlights of the summary of the organizational surveys:

The number of times the different groups used the Community Building ranged from once a year (2 groups) to more than 300 times a year (2). The hall was the most commonly used one of the facility (12 groups) outside of Town offices and the library. The adequacy of the facilities was split (10 yes, 7 no). Suggestions for improving the facility included making everything larger, especially the library, increasing parking, sound control in the hall, and more storage for Town records, garbage bags, chairs and tables, and certain group supplies. Eleven out of the 18 respondents liked the location of the Community Building. Complaints about the facility ranged from none to noise, small library, bathrooms, storage facilities, lack of maintenance and cleaning, and the need for a face lift. Six groups indicated a need for storage facilities in the building while six had no need for any storage space. While enumerating what was desirable in a new or remodeled building, many listed more space, more storage, improved bathrooms, emergency power, improved acoustics, an exercise room and equipment, and energy efficiency among other things.

The Citizen Questionnaires were revealing and reflected a high degree of familiarity with the building. 34 questionnaires were completed for the committee's use. The highest number of replies (17) said they used the Community Building at least once a week on average. The most common purposes for coming to the Community Building were the library (27), Town business (26) and civic, club or Town meetings (24). Are the facilities adequate for your needs? 10 yes, 21 no. In rating how the current Community Building serves the needs of the Town, one said it was adequate as is, 29 felt the need for more library space, 25 believed it is inadequate for the future, and 24 said it needs a cosmetic update.

In discussing how the facility could be improved, the citizen questionnaires suggested improvements in the entrance to the building, loading and unloading at the pavilion, electrical improvements in the kitchen area, a vault for Town records, a concern for separation of mops and other cleanup equipment from the kitchen area, outside landscaping with boulders, improved and better located storage, better lighting, better acoustics, a theater type area for presentations, and a reading/laptop area with comfy chairs and a gas fireplace in the library. Once again, the citizens agreed that the location of the Community Building was its outstanding feature as well as having all Town services at one location. Complaints about the facility included cleanliness, acoustics, septic system and water, deteriorating entrance, and bathrooms. Citizens rated more items as needing improvement than the members of local organizations. Citizens agreed that the heating/cooling systems as well as the stoves are adequate in the building. Other items like sound and acoustic options, bathrooms, and safety issues (hole in floor, leak in roof, outside lighting) were stressed as most in need of improvement.

Additional sources of citizen input to the committee included a couple of letters and sharing during the public comment portion of the committee's regular meetings.

4.1 Summary of Study

4.11 User Needs

This summary reflects both our current and projected needs. While it is impossible to fully predict future trends, it is our intent to provide a facility that will meet the community's needs for the next twenty years or more. We are looking for

flexibility in design and use of materials that will stand up to heavy usage, while remaining attractive. Considering the spiraling costs of utilities, green construction is also a critical component of our plans. All of this must be accomplished in a cost efficient manner that can be afforded by local taxpayers.

The Clerk's office, the library, meeting and storage areas have the most critical need for additional space. As an example, the Parks and Recreation Department has to store equipment, games, etc., in the administrative storage area. Some of the Town records are also stored in the Town garage.

4.111 Town Government

The Town government needs the following offices: Town Chairman; Town Clerk/Treasurer, Town police, municipal judge, and multi-use office for assessor, supervisors, and small meetings. Two bulletin boards, one locked for public notices and one for community postings, are also required.

4.1111 Town Chairman and Board Members

The Town Chairman needs a private office to meet with members of the public and to conduct small meetings. The office needs to be in close proximity to the Town Clerk/Treasurer's office.

Town Board members need a small, shared office for meeting with members of the public and conducting small meetings.

4.1112 Town Clerk/Treasurer

The office of the Town Clerk/Treasurer needs to be larger with a flexible configuration. There should be easy access for the public as well as appropriate security. In addition, we need a large fireproof vault for the storage of Town records and voting machines. A more detailed list of suggested needs can be found in **Appendix B**.

4.1113 Town Police Officer

The Town police officer needs about twice his current space, including space for a desk and a table for small meetings in one room. He needs one wall of locked cabinets, bookshelves and counter top. There is no anticipated need for a second officer.

4.1114 Municipal Judge

The Municipal Judge needs a small private office to consult with couples he/she will be marrying and to perform wedding ceremonies.

4.112 Library

The Boulder Junction Public Library has lived in its current 1,824 square foot space since 1990 when the building was last remodeled. In that time, the collection size, patronage and circulation of materials have seen tremendous growth. Lack of space has been the driving factor in evaluating the library's current space.

In January, 2007, the Library Board of Trustees sponsored a "Dream Night" in the community room to begin the process of long range planning. The meeting was open to all community residents and library users from Boulder Junction and local area. Over 38 people were in attendance. A copy of the Dream Night report is available in the library. The library then formed a "Books & Beyond Committee" to further the work of long range planning.

In December 2007, the Town Board formed the Study Committee on Town Facilities. The library Books & Beyond Committee work was put on hold pending results of the Town committee.

Through analysis of local community facilities, discussion with library users and volunteers, data collected at Dream Night and data collected at the Study Committee on Town Facilities August 19 meeting, the following points were suggested regarding our library facilities:

- Provide additional storage for books, processing supplies, story hour supplies, cleaning supplies, program/food supplies, extra brochures/handouts, equipment not in use, used books, Friends' supplies and more.
- The library needs to stay attached to the community center.
- Provide more space for all collections, the circulation desk, copier area, book processing area, quiet reading areas, wireless user areas, additional computers, coat rack, Friends of the Library displays and children's/teen areas.
- Separate quiet/dry areas from noisy/wet areas – room for children to be children and room for coffee and chit/chat.
- The library must have handicap accessible aisles/corners, computer & reading areas.
- The Director and Assistant's office should have a window, work desk facing people coming into the library and clutter behind doors or in cabinets.
- Provide a small group meeting area – not part of reading area – in addition to the small meeting room in the community center, which is soundproofed or away from quiet areas.
- Consider an area for coffee and water, higher ceilings for more open feel and windows for natural light.
- The library needs a bathroom (at least one family/unisex) in the library for "urgent" needs and staff to use.
- Provide an appropriately equipped staff break room, located near the library bathroom.
- The library and community would benefit from a space in the library where patrons can sit and read, maybe with a gas fireplace, comfy chairs, and artwork on the walls – the community's living room. Consider curved window area or bay windows for an attractive reading area.
- The used book sale storage should be convenient to parking lot for Flea Market.

A more complete analysis of the suggested library needs can be found in **Appendix C**.

4.113 Interest Groups

Because a wide variety of local interest groups and members of the public use the meeting rooms, large hall, kitchen and bathrooms heavily, the needs are varied. An upgraded new facility could provide revenue to the Town from income generating events, while providing the local service groups with state of the art amenities for their functions. In general, we need a larger, renovated hall, additional meeting rooms, a renovated kitchen and larger, renovated bathrooms. More details are listed in **Appendix D**.

4.12 Alternative Facility Plans

4.121 Remodel and Upgrade Existing Facility

To determine the merits of remodeling the existing facility, a complete engineering evaluation of the building's condition must be made. This should include all mechanical and electrical systems, which service the building. Fortunately, plans from the 1990 building addition are available which will aid in conducting a complete evaluation. The existing sewage system was constructed at the same time the original school was built over 50 years ago. We can, therefore, assume that it does not meet current state code and will have to be abandoned and replaced.

The electrical system is not up to current standards and will require substantial work in order to adequately service modern office and library equipment, both today and in the future.

Simply upgrading would not increase the area for meeting rooms, Town offices, the library and storage. Although there would be cost advantages to remodeling and upgrading, the end result would not meet the needs of the community. One disadvantage of complete remodeling and upgrading is the disruption during construction. The community center would be available for very limited use for a year or more.

4.122 Addition to Existing Facility

Based on our evaluation of community needs, it is essential that more area be provided in order to accommodate those needs. An addition would provide additional space and facilities for the library, including up-to-date information technology systems (IT), office space for the Town administration, adequate storage space, and proper storage for Town records and equipment.

Additional study will be required to determine the future space needs for accommodation of large groups in the hall. Our survey of local user groups indicates some satisfaction with current facilities, but also seems to suggest that more space would be great for events such as weddings.

Any addition to the existing building would, of course, include complete remodeling and upgrading of the existing building as outlined in the above section. If cost effective, basement areas could be constructed beneath any addition for use as storage space. This would probably require the installation of a costly elevator in order to conveniently access the storage area. One advantage of constructing an addition is that it would keep the Town offices and the library together so they could continue to share facilities. There also may be cost advantages to remodeling, upgrading and adding on.

One disadvantage of complete remodeling, upgrading and adding on is the disruption during construction. The community center would be available for very limited use for a year or more.

4.123 Free Standing Addition

The committee has discussed the option of constructing a freestanding addition to the community center, either adjacent to or remote from the existing center. This addition would most likely house the library, small meeting rooms and storage areas for general Town use. After consideration, it was determined that the disadvantages accruing from such an option were many. Duplication of such things as HVAC systems, water supply and sewage systems could add significantly to the overall cost.

There are distinct advantages in having all of the Town operations under one roof. This provides for complete sharing of facilities between the library and Town offices. Currently, many library activities are held in the hall and during some of those activities, the kitchen is also used. Under the remodel and upgrade option, we can assume that there will be other features in the building, such as storage areas, copy machines and information technology equipment, which will be used by both the library and Town hall staff

4.124 Demolition and New Facility

Whenever considering a major upgrading and remodeling of an existing building, it is essential to consider the option of tear down and re-build. This option, if cost effective and affordable, has the advantage of giving the A/E complete freedom to design the most satisfying and acceptable building for the community. It allows for detailed consideration of cost savings through use of currently available materials and conservation features which take into account energy use and life cycle costs of the building. In the final analysis, we want to buy a building, which most effectively meets our current and future needs, provides all of the modern day facilities available, which we can afford, and becomes a focal point for our community.

Although this option may be the most costly it should be considered as a viable long-term solution.

4.125 Do Nothing

As outlined in **1.13 Mission**, the committee is to evaluate the existing facilities to determine if current needs are being met and if those needs are not being met, what can be done to satisfy those needs and then project future needs. When we talk about "needs", we are referring to more than just floor space. In order for a municipal building to be adequate for both government operations and other community use we have to define those uses. It is pretty simple to define the needs of the administrative part of Town government in terms of floor space, utilities such as electrical, interior environmental provisions such as HVAC, information technology equipment and convenience features for a pleasing workplace.

Based on our surveys of user needs, as outlined above, it appears that we may be able to "get by" for several years with the current facilities. Under this alternative, it would be desirable to at least repair and restore parts of the building that have deteriorated to an unacceptable state of repair and make the building more usable and pleasing to the resident and visiting public. Bathrooms should be completely remodeled to modern standards, floors and ceilings should be replaced throughout the building and walls should be painted. It may be possible to consider changing the use of some rooms, which are not fully utilized, thereby gaining space for other needs. We have discussed the possibility of constructing an

addition for storage off the Clerk's office in order to provide more space for the Town Clerk. Once that office is rid of the currently stored materials, the office could be rearranged for more convenient use.

It appears that even under this option the Town would spend a significant amount just to bring what we have up to some standard of acceptability by using public and Town staff. Any investment made at this time would most likely be short term and, therefore, not a wise investment.

4.13 Furnishings and Equipment

As a part of remodeling and/or reconstruction, it will be necessary to provide furnishings for Town offices, the library, kitchen and other rooms, which are a part of the revised facility. In some cases, existing furnishings can be utilized, but in any event, new items will be needed. Some will be required simply because rooms are enlarged, e.g., the library and Clerk's office. This will include additional computer stations and IT facilities in the library and Town offices to better serve the public and Town employees. Based on public comments, there may also be a need for some modifications to kitchen equipment and facilities. The important point to remember is that as a part of the project development the costs for furnishings and equipment will be significant and has to be considered.

4.14 Project Cost of Alternatives

4.141 Sewage and Water Facilities

A new well to serve the community building was recently constructed, and it is adequately serving the building. There are periodic reports of poor tasting water at the fountain and in the kitchen, which should be investigated, and resolved.

The sewage disposal system was originally installed to serve the school, which was constructed over 50 years ago. It does not include a septic tank but instead relies on an old dry well type of system to both treat the sewage and cause it to seep into the ground. Current state regulations require that the complete system be replaced as a condition of any new building permit. This will then require that the existing system be abandoned, which would be a fairly costly item.

Any new sewage disposal system should be sized to take into account projected increased and new uses for the building, and it should be separated adequately from the community building.

Costs to abandon the existing system and construct a new one cannot be determined at this time. Com 83 requirements will have to be followed when abandoning and constructing the facilities, and these will influence the total cost.

4.142 Gas and Electric

The community center is served by a nominal 400 amp electrical service by the Wisconsin Public Service Corporation. Reportedly, this level of service is adequate for current needs. Power outages are a common occurrence in Boulder Junction. During remodeling or reconstruction of the building, consideration should be given to standby power by installation of an emergency generator. This would provide community-wide benefits in the event of long-term power outages. Heat, water supply, lighting and kitchen facilities would then be available for use by the public during emergency situations.

Gas service for both the kitchen and furnaces is liquid propane provided by an on site LP tank. Consideration of connecting to the available natural gas supply during final construction of the project should be evaluated.

4.143 Site Preparation

The extent of site preparation cannot be determined at this time, since it is dependent on the adopted building plan. Under the remodeling and addition option, site preparation would not be extensive and may only include some tree removal and minor earthwork. In the event the demolition and new building option is adopted, it would be logical that the new building be separated from the existing building in order to allow continued use of existing facilities during construction. This option will require excavation for the building foundation, some tree removal and probably additional fill material. We don't consider site preparation to be an expensive cost of the project.

4.144 Demolition and Building Construction

Under both the options mentioned in the above Section, demolition will be required. This will vary from minor things such as wall removal, and possibly some floor removal, when just remodeling and adding on, to complete building removal, if it is decided to proceed with the new building option. During demolition it would be necessary to properly dispose of the waste material, as required by Vilas County. Hauling costs would, therefore, be a factor. Total building demolition would be a significant cost.

Construction costs for the various options cannot be determined at this time, since none of the building details are known. After an A/E firm is engaged and has had an opportunity to study our project, preliminary costs will be provided. The Town will then establish a budget based on those preliminary costs along with any changes, which the Board and community desire. Since we are talking about building a structure for at least the next 20 to 30 years, those future needs should be considered.

4.145 Parking and Landscaping

Since the Town owns adequate land, parking areas should be designed so as to not obscure the building and the landscaping which is designed to compliment the building. Parking areas do not have to be in close proximity to the main entrance but rather can be set off a distance and still conveniently accommodate the public. We would like to see landscaping as a part of parking areas in order to enhance the overall appearance and not make it just a sea of cars. The number of parking stalls can be determined during final design. Access to remote parking needs to be around, not through, outdoor events.

In conjunction with the final layout of the building, landscaping should be designed to provide a pleasing outside view from as many of the interior spaces as possible. This could even include outdoor sitting areas for the public. An important goal of this project is an attractive exterior and landscaping.

4.146 Financial

Town government, by statute, has a number of options available to finance public improvements. The simplest approach is short term borrowing from a local bank. This type of loan is limited to a maximum based on the policy of the bank. It is not used for long-term borrowing on large municipal projects, but is commonly used during the start-up phase of a project, until long-term borrowing is arranged.

Much as a city or county does, it is possible for a Town to market bonds in order to cover the project costs. These bonds can be either revenue bonds or general obligation bonds. The maximum amount of bonds that can be sold is limited, based on the equalized valuation of the governmental body. Revenue bonds are secured by the ability of the borrowing authority to raise revenue by imposing a usage fee on the facility being constructed. Revenue bonds are not a realistic option for a Town Community Center.

General obligation bonds are secured by the statutory authority of Town government to impose a property tax on all property in the Township. The maximum amount of such borrowing is 5% of the total equalized valuation of the Town. When it comes to borrowing from the market, general obligation debt may be a good option.

The state of Wisconsin offers a lending program for some municipalities at a competitive rate. Availability of these funds is somewhat limited. The Town has used this type of borrowing in the past, and it is certainly an option to pursue.

In any event, the Town should seek the services of a firm experienced in municipal borrowing and the issuance and marketing of municipal bonds. This should be done once it is decided to proceed with the project and soon after an A/E firm is authorized to proceed with final design documents.

There are also a limited number of grants e.g., from the Kresge Foundation that might be available to help offset the costs. These should be researched and applied for as appropriate. The A/E firm may be of assistance in this area.

Donations from the public are also another possible source of revenue, particularly for funding furniture and equipment.

4.147 Legal

As with any large municipal project, there will be legal issues, which must be handled by legal counsel. These services are not normally substantial, however, they are required. Contract documents provided by the A/E firm are complicated and should be scrutinized by legal counsel for completeness and conformance with state law.

5.1 Recommendations

5.11 Public involvement

As discussed by the committee at one of our first meetings, it is imperative that a comprehensive public involvement plan be adopted in order to inform the public of the committee's work and to solicit public input to the greatest degree possible. All of our committee meetings have been open to the public and have been well publicized locally and in the press. The committee has been somewhat disappointed that very few citizens have attended our meetings.

After the final report is completed and sent to the Town Board for their review, a public meeting will be held to present the report to the public and to respond to questions. Prior to the meeting, the report will be available at the Town Hall and posted to the Town web site for public review. Copies will also be available.

As the project proceeds and an A/E firm is engaged, that firm will assist in further developing the public involvement plan to include discussion of the work by the A/E firm. We would anticipate that there will be several public meetings at which the A/E firm will present the results of their studies, including preliminary concepts and building layouts, probably project costs and anticipated project schedules. The public involvement program will be flexible and will be altered to meet public concerns as they arise.

5.12 Town Board Action

The Study Committee is a function of the Town Board and, as such, we are subject to direction from the Board. This could mean that if they take issue with certain aspects of our Report, it may be necessary to amend the Report to take into account possible changes. Although the other Town Board members have not attended any of our meetings, the Town Chairman is an ex-officio member of the Committee. Therefore, we do not believe that the Board will have any significant issues with the Final Report.

After review by the Board, the committee will request that it give its formal approval of the Report. This approval may include conditions for the committee to consider and may require additional work.

During the course of the committee's work, an offer to purchase the Granary restaurant at a reduced price was informally made to the Board. The Board asked the committee to evaluate this offer and make a recommendation for action. Although the offer may represent a financial savings, there are a number of drawbacks. The purchase of this property by the Town would permanently remove it from the tax rolls. Eight to ten permanent jobs would be lost, as well as one of the only two restaurants currently serving breakfast. Because it is across the road from the community center, it would not be as convenient for its users. There are also potential safety hazards when pedestrians need to cross the county road to get from one building to another. There has been no positive feedback received by the committee from the community on this offer. Therefore, the committee is recommending to the Town Board that further consideration relating to acquiring the Granary as a library site be taken off the table.

After approval of the Final Report, the Town Board will consider how and when to proceed with the project. The decision to proceed will be based on the concurrence of the public that the project is needed. After the decision to proceed, one of the first considerations will be entering into a professional services agreement with the selected A/E firm. This will include negotiation of the scope of services and cost considerations, along with a schedule to complete the first phase of services.

Prior to entering into an agreement, the Town will have to provide funds for the costs as detailed in the agreement. As outlined above, there are several options available to the Town to obtain funds.

5.13 Architect and Engineering Hire

The committee has initiated the process to engage an A/E firm, which will lead to the hiring of the selected firm. The Town is following the "Qualifications Based Selection" procedure, which is recommended by A/E professional organizations and is utilized by a majority of municipalities, the State of Wisconsin and many counties. It requires detailed consideration of all firms invited to respond to our request for proposals.

We anticipate that A/E services will be provided in two phases. First will be a preliminary phase, which will include getting acquainted with the community and the public in order to develop an understanding of our needs and desires. During this phase, preliminary concepts will be developed for the various options, as outlined in this report. This will include such things as space allocations, appearance issues, material options available, structural considerations and mechanical and electrical systems proposed. The firm may introduce additional options as they become familiar with the Town's needs.

During this preliminary phase of their work, we expect that there will be meetings with the committee, with the Town Board and with the public. Eventually, the community will have to come to agreement on final concepts, and if or how to proceed.

5.14 Schedule

Although the final schedule cannot be determined at this time, it is the committee's wish to engage an A/E firm this year and to proceed with preliminary studies and design. Results of public meetings as outlined above will determine how fast the project moves forward. Funding considerations will also influence the rate of progress. Once the public agrees on the final plan, the A/E firm would then be directed to proceed with the preparation of final design documents. Public bidding of the work would then be scheduled, which would lead to the construction phase. An optimistic schedule would be for the start of construction during the last half of 2009.

After the public meeting presenting this report, analysis of public support by the Board and discussions with the A/E firm, a more definite schedule can be established.

Appendix A

Complete Summary of Surveys

Summary of Organizational Questionnaires

18 paper copies of survey returned out of 30 mailed/delivered; Aero Society President passed away and no one in charge now; Books and Beyond submitted complete report of their work so far on library needs; Community Christmas Sing group under the auspices of the BJ Lions; Vilas County Sheriff Niebuhr gave oral report (very pleased to be able to use the facilities); six different individuals at the DNR-Trout Lake and DNR-Woodruff headquarters likewise gave oral reports, expressing complete satisfaction with the facilities and being able to use it.

How many times per year do you use the Community Building?

Once a year (2); 19 times plus; 300+; 9 times; At least once a month; 12 times a year; Every day; 25 times approx.; 40-50 times a year; 19 plus times per year; 10 times per year; About 70; Twice a year; Host town once every 4 years; 2-3 times a year; About 150 times; 3 X week

Name the room(s) used:

Big meeting room: 12; Kitchen 5; Small meeting room 6; Combined room; Office: 1
Other: Pavilion: 1; Storage: 1; Police office: 1; Bathrooms 3; Library 1; Judge/building inspector office 1; Outside facilities 1

Are the facilities adequate for your needs?

Yes 10 + * No 7 + *

What would you suggest to improve the facility?

Everything larger; Definitely more parking; Larger freezer; Legion Room for meetings, equipment, flags & banners, records, etc., storage of rifles, meeting room to hold 20-25 persons; Office too small, storage of town records and garbage bags not as close as they should be; Electrical, septic, larger kitchen, larger meeting room w/multiple airwalls to create smaller rooms, bathrooms, the look of the building—interior is so stark, upgraded AV; Bigger bathrooms, update kitchen, update the whole building; Parking and entrances should be improved to make access to building easier for desired function, i.e. not having to walk through entire length of building to get to the library or common room; More office space, storage, conference room; greatly expanded library; See attached sheet from the Lions; Bathroom walls need patching and painting; My office needs to be cleaned & garbage picked up more frequently; Closer parking to kitchen area year round; locked cabinets in kitchen or somewhere to keep things in; Parking: icy in winter, not bright enough lights, not enough parking on flea market day; Entrance: need to be updated to look nicer and need to make 2nd entrance usable; rooms: better flooring, sound control for large room; Kitchen: needs to be cleaner; Bathrooms: need to be newer and cleaner; Garbage: needs to be picked up more frequently; Parking is a problem because our events are held on Flea Market Tuesdays, to encourage better attendance; should be parking area reserved for workers, near doors to main hall so workers can park conveniently to carry in what they are bringing to events; kitchen is adequate for our needs but should be kept cleaner; more refrigeration & freezer space helpful; commercial dishwasher desirable. We take garbage with us when we leave and dispose of ourselves; would be nice to have dumpsters available for our use; Sound system—was not working correctly when we needed it 3 yrs. ago—also outside speakers would be great— as the Musky Classic hosts some 700+ fishing people—so many are standing outside when we have our ceremonies, also some way to enclose outside pavilion on the days of bad weather (windy, rainy), bathrooms need to be updated; Replacement of all folding tables with the lighter weight version. Tables are unbearably heavy to set up and take down. We've already had one lady break a toe!
*Possibly a couple smaller meeting rooms for smaller groups to use. *A dedicated room with exercise equipment would be very well received by the community! Perhaps with 2 treadmills, 2 elliptical machines and a weight resistance unit. We've spoken with many people and not one single person disagrees with this idea. Other community centers in surrounding cities have this availability to their residents (not specifically limited to equipment mentioned above, but those are a great start). This would be a huge addition to the services that Boulder Junction could offer its residents.

What do you like about the Community Building?

Location: 5; Great facility for community to use and they do use and enjoy it. Helps build a great sense of belonging and community spirit. Location and pavilion; General layout; overall large amount of activities; Central location; Location, availability of library and town offices; Location and aesthetics: trees and landscaping; Location-by holding our events during Flea Markets we get many vendors and attendees who would not attend our events if they were held at our church; Location, fair amount of parking-vehicles pulling boats; Serves our needs, but some improvements would be welcome. Great location for surrounding towns–nice meeting rooms. Great Library!

What complaints do you have about the facility?

Water; None (2); Needs to be updated or replaced to meet community needs for next 20 years or so; Library is too small; Halls could be larger and more of them to allow multiple use at same time; Noise from use of the other meeting room; Toilets are kid sized; not always clean and ready for use; Dirty bathrooms; never clean for events; not big enough; storage facilities for tables and chairs; Library facility should be larger; more meeting friend(ly) room for small meetings; It has been out grown; needs face lift; See attached sheet from the Lions; I could use a slightly larger office with room for a small book case and maybe a file cabinet; Never clean; falling apart/needing repairs; need for frequent garbage pickup; Sound system, enclosure for outside pavilion and bathrooms as mentioned under what to improve; No warm water in bathrooms in winter!

Do you need storage facilities in the building?

Yes 8 + * No 7 + *

Don't need storage in the other parts of the building–just in the library

What do you need to store?

Rifles, records, flags, and banners, also Women's Auxiliary equipment, etc.; Town needs more storage to allow for organized storage of town property that can be located timely.

One screen; Files, equipment, evidence; Tables and chairs; Flags; kitchen things: coffee, plates, napkins, etc.; *Over night for raffle prize-set up-for Musky Classic, Exercise equipment

What should be included in a new or remodeled building that currently is not available?

(Left blank); Dumpster for garbage or more large cans; Larger library; Larger town office with storage; improved kitchen, more storage for tables and chairs, improved and more bathrooms; new parking lot; Power Point equipment; More storage for tables and chairs so room can be completely cleared out for use; Janitorial closet containing working vacuum and a good stock of cleaning supplies; Tables and chairs storage; changing table in women's bathroom for infants; new well; upgrade septic; Sound system; Plans for additional activities such as senior and youth groups; emergency power (generator); See attached sheet from the Lions; I'm not sure; Handicap access at entrance and brighter outdoor lights; art/history displays; more welcoming entrance; changing table in men's room; improved acoustics; energy efficient windows, repaired electric outlets; See above comments: more refrigeration, dishwasher, garbage disposal area (dumpster) *More electrical outlets around perimeter of room *Better lighting

Any other comments:

Attention to additional staff and funding. How to approach this need, janitor and maintenance need funding plan.

Summary of Town Governmental Questionnaires

When was your Comm. Bldg./Town Offices built?

Mercer: long time ago, with additions in 1987

Manitowish Waters: 1961, with additions in 1984

Arbor Vitae: 1997 (renovated from a business to Community Building 1999-2000)

Woodruff: 2007

Presque Isle: 1995, with additions in 2007

Lincoln: 1991 with 1992 15' x 12' addition

How many rooms are there?

Mercer: 10 rooms

Clerk: 11.5 x 9.5; Workroom: 9.5 x 15.5; Storage 7 x 15.5; Chairman: 14 x 15
Treasurer: 20 x 17; Meeting room: 21 x 25.5; Safe & document room: 10 x 8
Multi-use office: 12 x 15; Health & Human Services office: 14 x 14;
Food Pantry: 13 x 28

Manitowish Waters: 5 rooms

Clerk, Chairman, Treasurer, Chamber Office, Kitchen, Main hall, Storage

Arbor Vitae: 5

Main office: 28 x 20, Chairman: 14 x 11; Building Inspector: 8'6" x 14,
Other: 14'1" x 10'; Vault: 20 x 9'; Largest room: 5,200 sq. ft.

Woodruff: 10 rooms

Clerk: 10x 16; Chairman: 11 x 16; Assessor/Inspector: 11 x 16;
Supervisors' Office: 11 x 16; Treasurer: 12 x 16; Meeting room: 16 x 25
Community Room 40 x 68; Conference room: 16 x 30

Presque Isle: 5 rooms

Clerk, treasurer, chairman: 502 sq. ft.; Meeting Rooms: 500 sq. ft.
Board room + 2,280 sq. ft.; community room; Kitchen: 315 sq. ft.; Library: 4,400 sq. ft.

Lincoln:

Clerk: 24 x 14; Chairman: 15 x 17; Treasurer: 15 x 17; Board room: 12 x 12
Hall: 40 x 76; Kitchen: 24 x 15; Furnace, coats, storage: 16 x 20
Chair/table storage: 15 x 12 added later

Total square footage:

Mercer: 3,240

Manitowish Waters: 6,000

Arbor Vitae: No total sq. footage given—See largest room size above

Woodruff: 13,607 with Police Dept. (Town hall: 102' x 100', same size for Police Dept.)

Presque Isle: 13,700 sq. ft.

Capacity of Largest Room:

Mercer: 35

Manitowish Waters: 220

Arbor Vitae: (Sq. footage given only)

Woodruff: 185

Presque Isle: 2,280 sq. ft.

Lincoln: ? 60 x 40 (2,400 sq. ft.)

Are the bathrooms adequate?

Yes 6*(for office, wish there were more in the Community Center)

No 0

Is your storage adequate?

Yes 3 No 3 (Need more storage for clerk/treas.)

Do you have kitchen facilities?

Yes 1 (Dishwasher, refrig, freezer, stove), 1 (No dishwasher, refrig and stove, no freezer), 1 (Dishwasher, refrig and stove yes, no freezer) 1 (Dishwasher, refrig w/freezer, and stove), 1 (No dishwasher, refrig/freezer and stove) No 1

What type of heating do you have?

Mercer: Gas - forced air

Manitowish Waters: Natural gas

Arbor Vitae: Natural gas

Woodruff: Forced air
Presque Isle: Forced air
Lincoln: Natural gas

Air conditioning?

Yes 6 No 0

How frequently is your building used?

Mercer: Clerk's office - daily during workweek; all others - occasionally

Manitowish Waters: 3-4 times per week, more in the summer time

Woodruff: 3-4 monthly

Presque Isle: daily

Lincoln: Daily operations

What are some typical uses of your building?

Mercer: Offices, meetings and food pantry; polling place

Manitowish Waters: Club meetings, cards, sewing classes, art class, bingo, art show

Arbor Vitae: weddings, meetings, funerals, dinners

Woodruff: YS Forest Service, board meetings, Knitters/Purlers, parties

Presque Isle: Office hours, governmental meeting, club meetings, special programs, private parties, exercise groups

Lincoln: Rental part (hall) weddings, funerals, birthday-retirement parties, (\$125 day for resident, \$150 day for nonresident)

How would you improve your facility?

Mercer: More parking space; rearrange interior walls for more efficient use of space and easier heating

Manitowish Waters: Main hall is 40 x 70. It would be more useful if it were larger

Arbor Vitae: More bathrooms and parking

Woodruff: More space for community room items

Presque Isle: More storage

Lincoln: More storage for records

What do you like best about your facility?

Mercer: The variety of uses

Manitowish Waters: Its functionality

Arbor Vitae: The space

Woodruff: Filing space

Presque Isle: Library, nice big meeting room

Lincoln: Location

Who does routine janitorial/maintenance on the building?

Mercer: Our custodians are a married couple: She does the regular cleaning, and he does the heavier work and general repairs

Manitowish Waters: Contract cleaning: Every one using the building is responsible for their own clean up and garbage removal

Arbor Vitae: outside cleaning company

Woodruff: McNaughton inmates

Presque Isle: Wink Johnson

Lincoln: Every Wed. cleaning lady; shoveling and grass by crew

Is the facility adequate:

Yes 6 No 0

Other comments:

Mercer: Our library/community Center is a separate building. Our community building will hold approximately 200 people. For some parties this isn't large enough. Our library was remodeled in 1997 and has about 2,700 sq. ft. of space and we are currently working on plans to expand the library area by at least another 3,000 sq. ft.

Woodruff: I am enclosing a copy of our rental policy/rates and a contract, Call me for a tour sometime after the Feb. 19th Primary

Citizen Questionnaire

How many times per year do you use or visit the Community Building?

2 Once or twice a year 1 About 3 or 4 times a year

6 Once a month 3 Two or three times a month

17 Once a week on average 1 Daily

5 Other (Please comment) Exercise class MWF; Several times a year; 3 or 4 times a week (2); Many times every week.

Common purposes for coming to the Community Building: (Check all that apply.)

26 Town business; 27 Library; Say hi to Lois;

24 Civic, club or town meetings 16 Other public meetings

11 Private gatherings; 7 Other (Please comment) Exercise (3), Chamber, meetings; Restrooms (2); All children's parties, etc.

Are the facilities adequate for your needs?

10 + * Yes 21 No;

*But that doesn't mean they shouldn't be improved

Rate how the current Community Building serves the needs of the town:

No + 1 Adequate as is 24 Needs cosmetic update

29 Needs more library space; 25 Inadequate for future

What would you suggest to improve the facility? (Consider parking,

location, entrances, rooms, kitchen, equipment, bathrooms, cleanup, garbage, etc.) Larger entrance, storage room for tables & chairs, exercise equipment; Library expansion, parking expansion; Town government, library & bathroom facilities are inadequate, need expansion & updating; All of the above; Larger parking lot, updated kitchen facilities, larger bathrooms; Better kitchen, paved parking area, bathrooms, exterior lighting improved, private offices-town personnel, janitor service; More parking, orient "front" entrance more toward parking, bathrooms need to be enlarged, need more regular emptying of garbage; Most needed is library space & more parking, bathrooms need to be updated, I think the concept Steve discussed with the addition of a wing at the other end & enhanced entrance is great!; I would hate to see us locked into putting money into this building and/or the Granary for the next 20 years; This building needs adequate town offices, a vault for records, a larger kitchen, adequate plumbing and bathrooms, energy efficiency, a larger library with room for future expansion, some small meeting rooms; More rooms & reading space; More parking, bigger entrances-inside maintenance, maybe update things as needed-what we don't need is to loose a restaurant in town, to loose the tax revenue, and jobs; Improve maintenance of building, kitchen needs updating, entrance to building is in bad shape, need new carpeting or at least clean it; More stalls in omen's bathroom, more storage for books & tables (Flea Market), better lighting (voting); Storage, bathrooms, cleanup-DO NOT have DIRTY BROOMS & MOP SINK in same;-Redesign for better traffic flow to outdoor facilities e.g., flea market, picnic area-redesigned town offices for flexibility and privacy and update for storage, computer, & other operation needs; Multiple use, smaller meeting/work rooms-improve the cost efficiency of the center's operation-keep all core services in center (including library); More storage, bathrooms-much needed additional space for library-keep library in or adjacent to Community Building; Bathrooms definitely need improvement; Most needed is a larger library w/more storage, bathrooms need upgrading-hot water for washing hands & many other things-storage, storage, storage all over; Expansion of overall structure by adding on wing, complete upgrade of interior: I do not favor putting the library in the Granary Bldg-we need to be part of the Community Bldg.; Facility is run down-flooring in entrance-bathrooms haven't functioned well for years, parking is a problem for any event where more than a few people are present, flea market day is a nightmare; Starting on the outside-the grounds, paving, landscaping is a laugh. Looks like a Farmer's barnyard, adjacent town garage, etc., is an eyesore. Why does BJ have to put up with such a ridiculous gov. center? You can brag about the low taxes but look at what we are getting-Let's enter the modern world. Same holds with the building. Its condition fits right in with the outside shambles. No maintenance. Everything on the cheap; Larger library, more counter space in kitchen, more convenient area for washing dishes & cleanup-metal sink unit is unhandy; Additional library & clerk space. More secure storage. Beautify grounds. New septic system. Clean & maintain building; Start from scratch! Don't remodel or make do. This is a remarkable town and growing

in tourism like I've never seen! The library needs to move into the 21st century. A reading/ laptop area with comfy chairs and a fireplace (gas); a video area for kids/groups/ organizations—a theater type so presentations by civic and town meetings can be adequate. A clean floor for exercise, for dining. Cleaning service—daily; More—much more storage for everyone's needs, including library.

What do you like about the Community Building?

Location (8), all in one space for meeting rooms, exercise class, library, town office; It is a great place for events & meetings; All facilities in one building; Too small? Convenient location; Everything together-not a library across the street; I like the big room; The library (with hopeful improvements); Overall it is fairly adequate for current use, but it is old and needs expansion and improvements, location next to parks, etc., is great! Accessible-convenient; Sizes of both meeting rooms; Library & town offices in same building; It's what we need; "One stop shopping," it's the heart of the community-and helps build "community"; Compact-town offices, meeting room and library are close together; It serves the needs of the community, even though inadequate; All town functions in one place; Seems adequate; —; Meeting place for town, library; A roof over our head and a place to sit. compared to most gov. facilities, what is there to like? Place to have get-togethers, meetings, special interest classes/lectures, exercise, socialization & library & town offices under one roof; I like that we have something.

What complaints do you have about the facility?

Cleanliness of floors & windows, flies indoors present after horse weekend, need screens on doors/windows, dead flies in ceiling lights for years; Needs clean up & maintenance; See other side; Needs really good air conditioning, needs really good PA system! Need more separate meeting rooms w/better insulation, present situation is too noisy; Needs to be updated-improved; Septic & water & see other side (Most needed is library space & more parking, bathrooms need to be updated, I think the concept Steve discussed with the addition of a wing at the other end & enhanced entrance is great!); Weird layout-long hall; No real complaints; Crowded library, event parking is limited, town offices cramped; Energy inefficient, restrooms are horrible; None (2); General cleanliness of building-when you see other community buildings, ours looks shabby!!; Too small; Women's bathroom needs updating & expansion, library is cramped, town offices have no privacy or comfortable area for waiting, signage for events & services needs to be improved; Too small-not enough storage room; Library needs more room: books & computers; See comments on other side; Space & overall run down conditions; External lighting poor, deteriorating entrance, poor bathrooms; Not dirty—filthy. Lighting inadequate—Bathrooms 50 yrs. behind times—no ventilation. Windows shot, shades shot—carpet a disgrace. Entrance's a laugh—doors not painted. Floor in hall falling apart—on & on & on. Needs maintenance—floor, ceilings, could be cleaner; No private office for Board members & chairman; It is filthy. Sewage bubbled up through the kitchen floor as we dined last winter and wasn't addressed for weeks!!! Nor were floors washed! The very floors we lie on to exercise the next day.

What should be included in a new or remodeled building that currently is not available?

Larger storage area for tables, chairs, TV, etc.; Storage/meeting rooms; See other side; Air conditioning & PA system noted above; Janitor service; More leisurely reading space, with chairs, couches, etc.; More parking, more library space, garden area (landscaped); Facilities with good seating and acoustics for art and music events! Ability to move walls for both large and small events!; I am completely against any thought of using the Granary in any capacity; Can't think of anything; Jeff should have his own office-separate-for privacy!! More meeting rooms to accommodate different groups; Town offices need privacy-waiting area in town offices; Basement & elevator for storage & events; Add multiple small office/meeting/work rooms, make building as green and aesthetic as possible, enlarge library; A good maintenance program, better sound barriers; See above: library needs more room: books and computers; Bigger library, better bathrooms, more storage for town offices, library, tables & chairs, front entrance people actually use; More space; —; Needs to be larger, library office for librarian that isn't also a storage closet, quiet area needed in library, wireless area needs 3X the space; Let your committee and architect recommend to Board—Then do it! Now—not in 5 yrs. Make us taxpayers proud—Not ashamed. Senior Center or room; See other side for comments; the library storage and racks need to expand.

Please rate the following items:

Lighting/Electrical Options 8 Adequate 16 Need Improvement

Sound and Acoustic Options 7 Adequate 21 Need Improvement

Heating/Cooling 15 Adequate 7 Need Improvement

Water Supply 7 + ? Adequate 14 Need Improvement Freezes in winter; low pressure

Drinking Fountain 7 + ? Adequate 15 Need Improvement

Bathrooms 3 + ? Adequate 26 Need Improvement

Garbage Provisions 7 Adequate 15+ ? Need Improvement None

Kitchen 10 Adequate 14 Need Improvement *Remove mop

Stove 11 Adequate 10 Need Improvement

Refrigerator/Freezer 8 Adequate 15 Need Improvement

Cleanup Area 7 Adequate 16 Need Improvement

Cleanup Equipment 7 Adequate 14 Need Improvement

Communications Systems 8 Adequate 12 Need Improvement (Phone, Internet, Wireless, PA)

Safety Issues ? + 4 Adequate 17+ ? Need Improvement *Hole in floor & leak in roof; outside lighting

Any other comments:

(Written in margins of above list) Never use kitchen, stove, or refrig/freezer; See separate sheet from Tait; Not enough personal knowledge to rate the list of items; Wireless need more room; Not knowledgeable about some items on list; ??cleanup area seems to be part of the kitchen?. Maintenance: needs improvement; "It is cheaper to go vertical than horizontal:" Upper level–Town offices, meeting rooms. Main level–library & 1 or 2 large community rooms, lower level–storage and exposed area for senior center with windows and separate entrance.

Appendix B

List of Suggested Needs for Town Clerk/Treasurer

- The conference table should be moved out, but made readily accessible nearby, such as in a small office in the immediate vicinity.
- The Clerk needs a large (fireproof) vault room for secure storage of records, voting machines and materials; shelves in vault need to be very sturdy and sized correctly for boxes. Although a minimize size of 80 s.f. would be acceptable, at least 240 s.f. seems more realistic. The Clerk/Treasurer needs more routine file space in the office for easy access to required materials.
- Adequate space both for current and future needs for computer equipment, copier(s) is essential.
- The Clerk/Treasurer needs adequate counter space for public contact, including a lower section for wheelchair access or those who need to sit down to conduct business. There should also be an appropriate chair available.
- Glass windows at the counter to serve public and provide privacy and security for office staff is necessary.
- There should be locked access to office area.
- A second computer/desk station in the office would be available in anticipation of future needs.
- There should be flexible cubicle dividers, which would improve the working environment of the office.
- A window into the hallway would to allow staff to view visitors to the building.
- There should be two doors to the office, one for the public, and the other for the staff.
- The office floor plan needs to be flexible in case the Clerk/Treasurer position is separated into two positions

Appendix C

List of Suggested Needs for the Library

- We need to stay attached to the community building.
- Additional storage is critical! It is needed for books, processing supplies, story hour supplies, cleaning supplies, program/food supplies, extra brochures/ handouts, equipment not in use (extras), used books, Friends' supplies and more.
- About 4,200 s.f., the size of the Presque Isle library, would be sufficient.
- We need more space for the checkout desk to accommodate processing, while being accessible to serve patron needs.
- The Friends of the Library need space inside the library for brochures, signs, information and a small book sale area, such as currently found out in the hallway.
- We need multiple Merlin "OPAC" stations, one up front and one back in the stacks.
- The Director/Assistant office, with a window, should be facing people coming into the library (not with backs to patrons). There should be storage with doors so clutter is not visible. File cabinets, size 9' x 16', need to be placed more conveniently. We don't need three desks as we currently have in the office.
- Improved, more secure DVD storage and checkout facilities are needed.
- There should be adequate counter area for staff work (~10-12' work surface/ storage).
- The used book sale storage should be convenient to the location of the Flea Market.
- There should be two large bulletin board areas to post information.
- The copier needs to be in a better location with counter space nearby.
- We need to keep quiet/dry areas separate from noisy/wet areas – room for children to be children and room for coffee and chit/chat.
- There needs to be a quiet area for reading/laptop users – one large area or multiple smaller areas throughout library.
- We need handicap accessible aisles/corners/computer and reading area.
- A coffee area for patrons to have a cup of coffee or water, perhaps with a water dispenser is desirable.
- Higher ceilings would make the space feel more open.
- We should use windows for natural light.
- We should consider arranging our stacks at an angle, such as at Presque Isle.
- A space in the library for a "living room", i.e. a space where patrons can sit and read, maybe with a gas fireplace, comfy chairs, and artwork on the walls – the community's living room is desirable. We should consider a curved window area or bay windows for an attractive reading area.
- The collection for older adults, e.g. large print books, books on tape/CD; playaways, needs to be up front so it's convenient for those who can't walk far.
- Two areas to hang up coats, hats, one for adults and one for children would be useful.
- We need at least five public access computers for adults plus one in the children's area. Space for patrons who bring in laptops, both inside and outside the library is necessary. Computer stations should be wide enough for patrons to spread out some paper/books.
- A small group meeting area in library, not part of the reading area, in addition to the small meeting room in the community center, is necessary. It needs to be soundproofed or away from quiet areas.
- It would be helpful to have at least one family/unisex bathroom for "urgent" needs and for staff to use.
- A staff/volunteer break room with small fridge, small sink, microwave, counter and cupboard space for storing supplies, small table and chairs, bulletin board for staff information, news, announcements, coat rack for staff is needed. It should be located near the library bathroom for convenience.
- The children's area should have storytelling space and child size furniture.
- We should consider step platforms for the children's area, as well as an outside door by children's area.
- We need a bigger children's area, somewhat near front desk so they can be monitored.
- We should also keep the teens in mind; they want/need their own space, too.

Appendix D

List of Suggested Needs for Meeting Rooms/Hall, Kitchen, Bathrooms and Exterior

Meeting Rooms and Hall:

- The hall needs to be attractive so people will want to hold events such as weddings, reunions and business meetings here.
- The hall needs adequate storage space, perhaps in a centralized room for cleaning supplies and equipment, slop sink, PA system, cable TV, Internet hardware. If there is a basement, some or all of this equipment might be stored there.
- It is important to have adequate soundproofing between bays in the hall, which are separated by sliding doors. Improved acoustics are also needed, especially if we host musical events.
- We need to carpet one meeting room and/or one bay of the hall to help deaden sound, and to make a more formal, more intimate atmosphere.
- We should consider a stage or raised dais in the hall for speakers and possible future performances.
- There should be adequate, attractive coat racks in the hall.
- We should consider a closet, at least 160 s.f. for racks of chairs and tables. It could perhaps flank the stage/dais.
- Flooring in hall should be attractive, high volume, low maintenance.
- We need to add one more bay to the hall about the size of the current carpeted bay to provide sufficient accommodation for our largest groups. The current hall, when open, can provide space for 150 at a sit down dinner; an additional section would accommodate up to 200 people.
- Our current PA system is expandable, allowing the addition of more features and power.
- We need improved lighting, especially at the voting site.
- We may need a place to hang the display of a reproduction model of the Jack Vilas 1911 Curtiss Flying Boat aircraft. This model has a 9-foot wingspan and requires a high ceiling, such as in an atrium design.
- The American Legion Post 451 requires a storage area with ease of access, for parade and memorial presentation equipment.

Kitchen:

- If we have an island, we should be sure there is adequate circulation around it.
- We need a serving kitchen, rather than a full kitchen.
- Adequate outlets to handle multiple, high voltage cookers is essential.
- A freezer, refrigerator, about 50 SF in combined size, such as a side-by-side refrigerator/freezer, unplugged in winter to save costs is necessary.
- We need a lot of counter tops.
- A small commercial dishwasher for clean up is needed.
- We should have the ability to close off the kitchen so clean up/cooking noises cannot be heard in the hall.
- We may not need three tubs as in the current kitchen set up, but a deeper sink should be considered. The present sink is not easy to use for cleaning.
- There should be a separate storage area for mops and brooms, not in the kitchen.
- We need an icemaker.
- The kitchen needs two large microwave ovens.
- We need a commercial stove with 8 burners.
- Current counter/pass through is a good width, but we need more space between back and front counters.
- The kitchen should continue to be sited off the hall.

Bathrooms:

- We need adequate bathrooms to accommodate large functions.
- For easy cleaning, toilets, sink and vanities should be hung from the wall.
- Flooring should be seamless for ease of cleaning and to avoid maintenance, e.g. resealing grout seams.
- We should consider a “family restroom” or children’s sized toilets.
- We need changing tables in both bathrooms.
- Proper lighting is essential.
- We should use materials that are resistant to graffiti.
- A chair by the changing tables in both bathrooms should be provided.

- We should be sure the entry door is positioned so that no one can see bathroom users.
- Three regular/two handicapped stalls should be sufficient in the women's bathroom.
- Bathrooms should be available 24 hours a day. The rest of building should be capable of being locked off from this bathroom area.
- We should consider an eyewash station in the janitor's room as a safety measure.

Exterior of Building:

- The first impression of the Community Center is important. Therefore, the signage, Town information, event information and the like should be easy to read and aesthetically pleasing.
- We need an attractive Northwoods look with low maintenance, e.g. vinyl and stone face vs. wood façade.
- There should be an overall layout of site to encompass all buildings.
- We need an attractive, appealing entrance, so people will know where to enter.
- We should continue to have an outside pavilion with close access to kitchen and bathroom facilities. It should have lighting and electrical access; include outdoor grills.
- Landscaping is critical to overall appearance, design, people and parking flow.
- We should consider a Michigan snow load for roof.
- There should be an entrance with a covered drop off area.
- There should be limited parking available near the kitchen entrance.
- Expansion of the building by adding a wing would provide visual balance as well as necessary space.