

APRIL 28, 2015

BARRY COUNTY
MASTER FACILITIES PLAN



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INTRODUCTION

Barry County determined that it desired to take a proactive approach in the future planning for its facilities within the County. The goals/objectives of this planning effort were to develop a long range master plan for Barry County Facilities which embodied the ideas of improved service and safety to its citizens, reduced operating cost, consolidation of non-County services, preservation of its historic facilities, and thoughtful guidance for capital expenditure planning.

The focus of this master plan was the departments currently associated with twelve (12) key facilities within Barry County:

1. Historic Barry County Courthouse
2. Courts and Law Building
3. Annex Building
4. Friend of the Court Building
5. Community Room Building
6. Jefferson St. Garage Building
7. Barry-Eaton District Health Department Building
8. Commission on Aging Building
9. Barry County Sheriff Department and Jail*
10. Barry County Transit Building
11. Barry County Animal Shelter Building
12. Vacant 40 Acres at M-79



The core component was the development of a Master Facilities Plan and Facilities Assessment Report that identified options (scope, scale and cost) in an effort to achieve a logical, feasible and cost-effective solution for implementation of the future facilities enhancements for the betterment of the County and its constituents. This included confirming space needs of the departments (architectural program), reviewing proximity to the customer base, departmental spatial interdependencies and available space.

We also analyzed the life expectancy of the facilities and the near-term and long-term repurposing of each building. As part of this effort, we identified and prioritized a series of initiatives that would be the benchmarks for a successful master facilities plan for the County.

**We have undertaken a similar effort with the Barry County Sheriff Department and Jail to develop a Master Facilities Plan and Facilities Assessment Report for its future.*

GOALS & OBJECTIVES

At the beginning of this effort, we discussed with the Steering Committee the initial MFP goals and objectives outlined for the project and worked to update and complete a list of final goals and objectives to strive for in the master planning process. Benchmarks were set for the various strategies that we developed for the project with the understanding that the final solution would attempt to meet as many of these parameters as possible. The goals and objectives were as follows:

- Unified campus plan to allow for ease of access to all citizens and efficiencies within government;
- Enhance the safety of County facilities for citizens/customers/staff;
- Reduce facilities maintenance, operational and energy costs through design and space efficiencies;
- Identify non-County programs and services to integrate with County programs and services;
- Respect and maintain the historic facilities.

During the process, we continued to review the proposed initiatives in relation to the overall goals and objectives to work to achieve a master plan that met these criteria.

MASTER FACILITIES PLAN (MFP) TEAM

The MFP team consisted of a Steering Committee appointed by the County Board of Commissioners consisting of representatives from the Community, City of Hastings, County Departments and Administration to provide oversight and insight for this project.

TowerPinkster was the master planning consultant hired to work closely with the Steering Committee to develop a strategic response for the effort. The Steering Committee consisted of the following key individuals:

- County Administration: Michael Brown (County Administrator)
- County Department Representatives: Tim Neeb (Facilities Director), David Shinavier (IT Director), Dar Leaf (Sheriff), Chief Judge William Doherty (Courts)
- City of Hastings: Jeff Mansfield (City Manager)
- Community Stakeholders: Bonnie Hildreth (President, Barry Community Foundation), Fred Jacobs (President, J-Ad Graphics) and Mark Kolanowski (President, Hastings City Bank)



PROCESS AND APPROACH

To create the comprehensive Master Facilities Plan, we tailored a four phase work plan for the County which guided the approach and development of the project. The phases were as follows and the details of each phase included the specific components outlined below:

- Phase 1: Information Gathering / Visioning
- Phase 2: Idea Generation
- Phase 3: Conceptual Options
- Phase 4: Finalize Master Facilities Plan

PHASE 1

Information Gathering / Visioning

We worked closely with County Administration and the members of the Steering Committee to learn more about the County's goals and objectives as well as the facilities and intricacies of the County planning efforts to-date. Together, we discussed and identified the issues and opportunities of this project and verified key target dates. We engaged the Building & Grounds department to undertake the facilities assessments, understand the operations, and evaluate conditions of the existing buildings. The main tasks included:

- **Assemble Existing Building Information and Data** – we gathered available data necessary to understand the existing conditions. The information included floor plans, square footage and facilities drawings of locations presently occupied by the County.
- **Project Kick-Off Meeting** – the meeting was held at the beginning of the project with County Administration and the Steering Committee to review and discuss the process and re-affirm the County's mission related to the past, present, and future goals.
- **Department Interviews & Programming** – our team met with representatives from each department that participated in the master planning effort to interview and develop the desired program square footage for the future needs of each department. The departments included the following list:



- Government Operations and Elected Officials
 - Administration
 - Building & Grounds
 - Register of Deeds
 - Treasurer
 - Drain Commissioner
 - Equalization
 - Planning & Zoning
 - Information Systems
 - County Clerk
- Court Services
 - Circuit Court
 - District Court
 - Probate / Family Court
 - Friend of the Court
- Drug Court / Community Corrections
- State of Michigan Parole/Probation
- Prosecutor's Office
- Youth Probation Services
- Sherriff Department & Jail
 - Public Spaces
 - Law Enforcement
 - Jail Intake
 - Jail Housing
 - Jail Support Services
- Health and Community Services
 - Health Department
 - Commission on Aging
 - Animal Shelter
 - MSU Extension

During these interviews, which took place in the existing department spaces, we gathered information about how the present space functions in relation to the future needs. We also inquired about suggestions to improve the functionality of the work space and discussed future trends in their specific line of work and how these trends might impact facility needs.

- **Departmental Program Reviews** – once we collected and compiled all of the program information from each department and shared this information with the Steering Committee, we again met with department heads individually to review the space tabulation program report. We made revisions and finalized the program report to use in the development of master plan options (see below for summary and Appendix for final space tabulation).
- **Existing Facility /Technology Assessment** – our team reviewed the current conditions of the existing County-owned facilities affected in the study to develop an existing facility assessment which included the grading of each facility as good, fair or poor condition. We visually reviewed and analyzed the infrastructural systems such as the exterior envelope, interior finishes, HVAC, electrical and mechanical systems, and their capacity for future growth and expansion in relation to future programming needs. We reviewed the functionality of existing spaces and space allocations as it related to current needs and looked for opportunities for future programmed spaces as well as site analysis of



the existing County-owned properties (see Appendix).

	COMPONENT	Proposed Net SF	Proposed Dept Gross SF	Existing Net SF	Existing Dept Gross SF	COMMENTS
1.000	Gov. Operations and Elected Officials	16,399	19,679	10,843	13,006	
1.100	Administration	3,829	4,595	2,215	2,420	
1.200	Buildings & Grounds	3,840	4,608	4,000	4,000	
1.300	Register of Deeds	1,942	2,330	1,050	1,440	
1.400	Treasurer	1,498	1,798	835	1,080	
1.500	Drain Commissioner	1,050	1,260	382	550	
1.600	Equalization	680	816	410	486	
1.700	Planning & Zoning	885	1,062	426	600	
1.800	Information Systems	630	756	210	585	
1.900	Clerk	2,045	2,454	1,315	1,845	
2.000	Health and Community Services	49,625	56,305	38,706	43,488	
2.100	Health Department	10,239	12,287	8,767	11,240	16,000 Gross SF w/ basement
2.200	Commission on Aging	17,546	19,301	9,990	10,783	12,800 Gross SF w/ out bldgs.
2.300	Animal Shelter	6,690	8,028	4,492	4,900	5,400 Gross SF w/ out bldg.
2.400	Transit Services	11,240	11,802	8,683	9,000	9,400 Gross SF
2.500	MSU Extension	3,910	4,888	1,839	2,630	
2.600	Library Bldg.	0	0	4,935	4,935	
3.000	Court Services	34,353	42,261	24,149	31,919	
3.100	Circuit Court w/o Clerk	4,005	5,006	3,435	4,020	
3.200	District Court	5,420	6,775	4,460	5,600	
3.300	Probate / Family Court	5,105	6,381	4,544	6,035	
3.400	Friend of Court	3,745	4,681	2,983	4,745	6,420 Gross SF w/o basement
3.500	Drug Court / Community Correction	2,235	2,794	1,463	2,070	
3.600	State Probation	2,455	3,069	1,524	2,180	
3.700	Prosecutor	2,838	3,548	1,956	2,685	
3.800	Youth Probation Services	1,750	2,188	1,175	1,735	
3.900	Support Spaces / Public Space	6,800	7,820	2,589	2,589	
4.000	Sheriff Department	43,495	50,781	20,273	23,980	
4.100	Public Spaces	1,200	1,320	630	650	
4.200	Law Enforcement	4,565	5,706	2,432	3,250	
4.300	Jail Intake	4,380	5,256	1,375	1,780	
4.400	Jail Housing	19,230	22,115	8,725	10,000	
4.500	Jail Support Services	8,520	10,224	2,735	3,500	
4.600	Support Spaces	5,600	6,160	4,376	4,800	

- **Steering Committee Review** – once the program data was collected and verified for each department, and the existing facilities were analyzed, we met with the Steering Committee to review the progress. This included sharing the comprehensive program space allocation and a “brainstorming session” to discuss the findings, possibilities and options for the facilities master plan (see Appendix for complete presentation).




Immediate Needs

- Courtroom holding security
- Clerk crowding and operations
- Annex building condition
- Public entries at historic bldgs.

Discussion

Facility Analysis

	Arch	Elect	Mech
Health Department	Good	Good	Fair
Commission on Aging	Poor	Fair	Poor
Animal Shelter	Good	Good	Fair
Transit Building	Good	Good	Fair
County Courthouse	Poor	Poor	Poor
Annex	Good	Good	Good
Courts and Law Building	Poor	Poor	Poor
Sheriff's Department	Fair	Good	Fair
Friend of Court			

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PHASE 2

Idea Generation

After the initial facilities assessment and programming information was gathered, our team began to develop potential ideas with the Steering Committee to meet the goals and objectives of the MFP as well as prioritize the goals and determine which ideas may be more appropriate to pursue. The tasks included:

- **Develop Broad-based MFP Options** – generated ideas and studied various planning options to meet project goals – three types of projects were generated:
 1. Immediate, “critical need” renovation projects;
 2. Larger capital projects to achieve future vision for the County;
 3. Non-critical items which are department or building specific.
- **Define Initial Cost Parameters** – discussed initial thoughts of the County on the potential cost parameters and capital dollars available within the current County funds.
- **Planning Charrette** – orchestrated a half-day charrette session to review the various ideas and select the most appropriate ideas to incorporate into conceptual studies. The Charrette process identified eleven (11) initiatives to develop further and non-critical items were dismissed as the larger projects and critical projects were to be the focus.

Initial Proposed Improvements

1. Renovate Community Room Building for MSU Extension Program, Community Room, & HVAC improvements for I.T. servers.
2. Vacate MSU Extension space at Courts & Law Building.
3. Renovate former MSU Extension space to move County Clerks into Courts & Law Building.
4. Improvements in Circuit Court Building 2nd floor: holding, security, & screening.
5. Modernize Annex & renovate for IT Service staff.
6. Addition/Renovation at Animal Shelter: Additional cat holding & adoption space.
7. New 20,000 S.F. Commission on Aging Building.
8. New 60,000 - 70,000 S.F. Sheriff Department & Jail, Hearing Room, Law Enforcement, Vehicle Maintenance Building.
9. New 18,000 S.F. two-story addition for Court consolidation at Courts & Law Building.
10. Improvements at Circuit Court Building: Administration Area & County Commission.
11. Sell/Lease current Friend of the Court Building.

PHASE 3

Conceptual Options

This step consisted of creating a number of conceptual options for the MFP and developing associated costs for each component to arrive at a preferred MFP solution for the County. The tasks included:

- **Define Conceptual MFP Options** – once we explored a variety of strategies and ideas, the team focused on a preferred framework for the various components of the master plan and studied a number of conceptual options for each facility. We provided initial diagrams showing department relocations and relationships between properties as well as certain site studies to explore the capacities of various facilities.
- **Public Input Forum** – met with the public in an open forum session to receive comment, insight and input from interested community members.

Public Feedback Questions and Comments:

- *Parking in downtown campus – have you studied capacity?*
- *What happens to clerk space when moved to courts and law?*
- *Need a new sheriff department – yes, but what is the cost for jail?*
- *Which has higher priority – jail or annex? What is the cost to taxpayer?*
- *How much could you sell F.O.C. building for? Saved building from Rite-Aid and would not want that to happen.*
- *Location for jail - where should it go?*
- *Why no security if admin and other services remain in our courthouse?*
- *GSF of COA and jail? (COA 12,800sf) Jail – need to determine.*
- *When can you start COA project? As soon as money.*
- *Township would give 40-60 acres to County for \$1 – If County gives Jail property to Hospital.*
- *What are the priorities? Is the order the right order?*
- *Where would Court expansion go? South or West.*
- *Consider Jail's place in plan to spur discussion with Hospital.*
- *Are there cost benefits to moving and connecting these departments?*
- *Any other building that can be new home of COA?*
- *Increase font size, microphone.*
- *Survey County for items 7-12 for priorities.*
- *Positive vote for new jail by audience member.*
- **Develop Project Costs** – created conceptual construction cost estimates for the various MFP options. The cost estimates included associated soft costs with contingencies to arrive at a total project cost for the components of the master plan options.
- **Select Preferred MFP Solution** – met with the Steering Committee to review and evaluate the conceptual design options, and obtain consensus of the most appropriate MFP strategy, see Part Five Planning Summary. We obtained approval of this solution and moved ahead to the final step.

PHASE 4

Finalize Master Facilities Plan

As the culmination of the MFP process, our team worked with the Steering Committee to finalize the strategy and components of the plan and create the report for the County to utilize to present to its constituents and the Board of Commissioners for adoption.

- **Refine/Revise MFP Solution and Cost Estimates** – met with the Steering Committee to modify and finalize solution and cost estimate.
- **Development of Draft Report** – developed and compiled the draft master plan report that includes the MFP information into a concise summary document.
- **Present MFP Report** – presented the MFP report to the Steering Committee representatives for comments and suggestions to finalize the master plan report.
- **Finalize MFP Report** – incorporated comments from Steering Committed and published report.



FACILITY SUMMARIES



The facilities were divided into three “campuses” - Downtown, North and West. The Downtown campus included the Historic Barry County Courthouse, the Courts and Law Building, the Annex Building, the Friend of the Court Building, the Community Room Building and the Jefferson St. Garage Building. The North campus included the Barry-Eaton District Health Department Building and the Commission on Aging Building. The West campus included the Barry County Sheriff Department and Jail, Barry County Transit Building and Barry County Animal Shelter Building. The Vacant 40 Acres at M-79 does not have a facility to summarize.

Included in the Appendix is the in-depth detail related to each building. The summary page includes current programmatic use descriptions and the current observed condition and evaluation of the building itself. The team identified inherent asset values for each site along with items to consider addressing to meet the goals of the plan. The final points of each summary are a list of possible proposals to address the needs of each facility.

CIRCUIT COURTHOUSE

ADDRESS

220 W. State St.
Hastings, MI 49058

SIZE

22,900 Gross S.F.

YEAR(S) BUILT

1894, Renovated 1989



CURRENT USE / PROGRAM

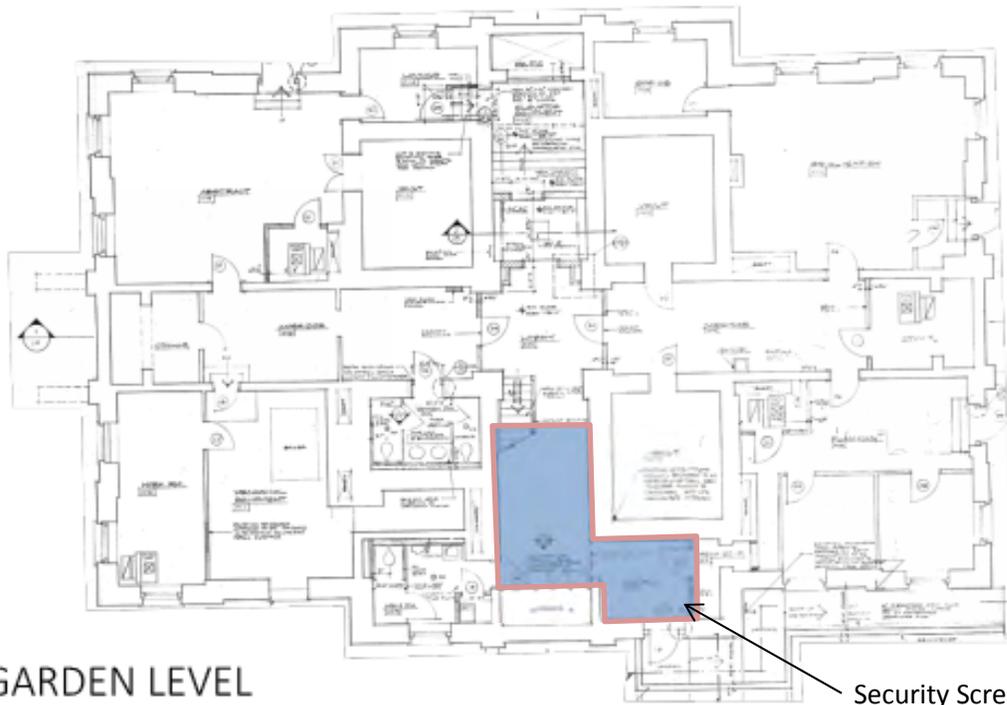
The Circuit Courthouse currently holds one courtroom and many of the offices for the County's elected county officials. The lower level is dedicated to the Planning and Zoning Department, Equalization, IT services, file storage and secure screening. The First level contains the Treasurer, Register of Deeds and County Clerk offices with the Second level entirely dedicated to the Circuit Court operations. The upper two levels are Administration, Board of Commissioner's chambers and Drain Commissioner offices. Meeting rooms are distributed throughout the building.

The Circuit Court and Clerks operations are disjointed from the additional courts and clerks located at the Courts and Law building. All other departments are able to serve the operational and public customer needs from this location.

EXISTING CONDITION

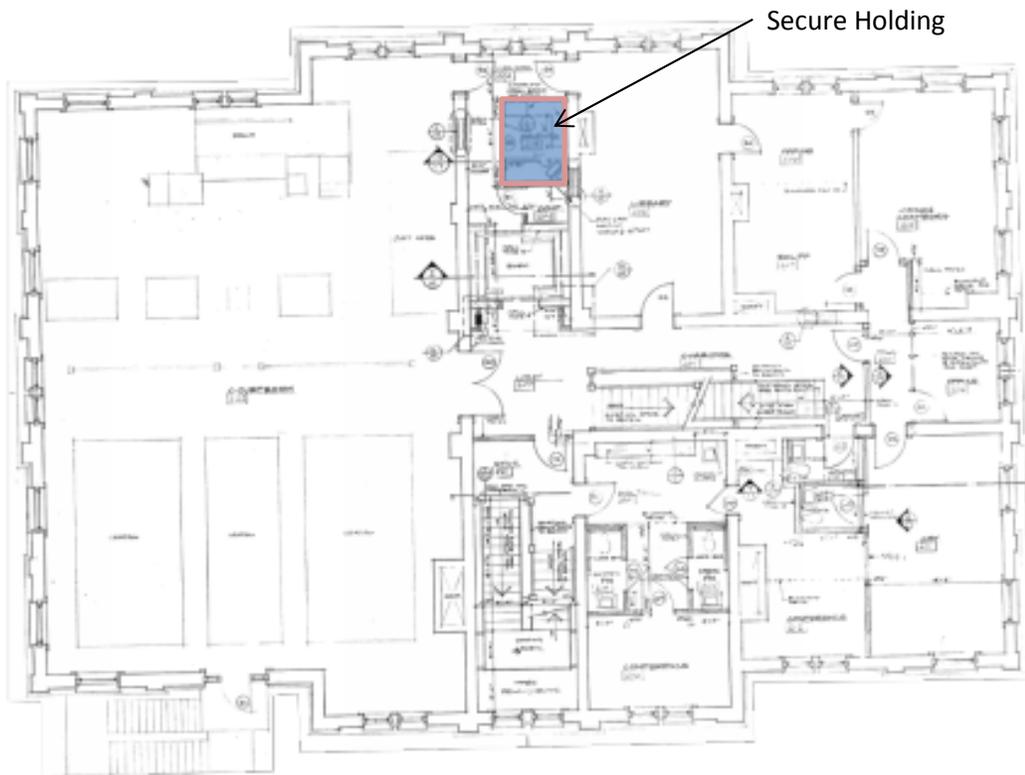
Good. Originally constructed in 1894, the five story building is constructed with load bearing masonry walls and framed with rough sawn lumber; the courthouse was renovated in 1989 adding an elevator and steel stairs and renovating the attic space into a usable mezzanine. The wood work, exterior and interior finishes are well maintained. The boilers were recently replaced (2014) while the other major systems were renovated during the 1989 renovations, yet the mechanical controls are still pneumatic. As with all buildings over 100 years of age, there are on-going maintenance items which require attention each year.





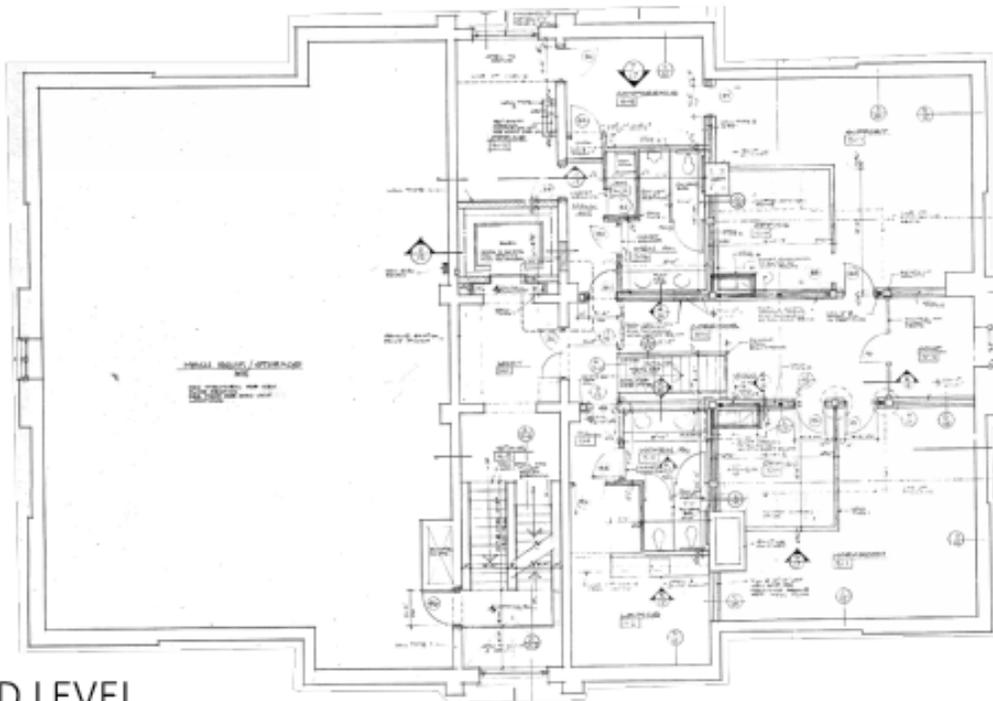
GARDEN LEVEL

Security Screening

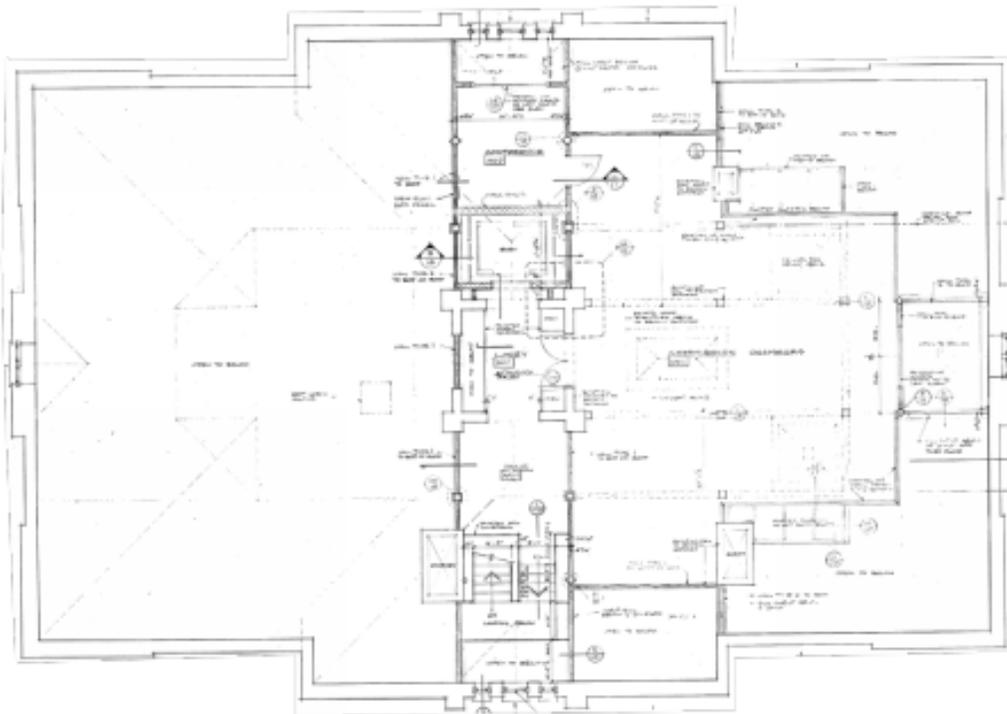


SECOND LEVEL

Secure Holding



THIRD LEVEL



MEZZANINE LEVEL

ASSET VALUES

Historic Character – Placed on the National Register of Historic Places in 1981, the courthouse is the focal point of the courthouse square and holds nostalgic value for the community. The courtroom space is a wonderful representation of the time period and should be maintained as such with a civic presence.

Brightly Lit Offices – On the garden level, first level and second level, the office spaces are bright and well lit with natural daylight.

ITEMS TO ADDRESS

Lower Level Entry – The building’s grandeur is lost when entering the building along a narrow ramp down to the garden level. The entry sequence is poorly organized for public approach and engagement.

Public Counters – The Treasurer’s offices and Register of Deed’s offices are adequate however the public counter and waiting areas are limited to a few public customers at once. This impacts the ability of Barry County to effectively serve its customers.

County Clerks – The largest spatial constraint is at the first floor at the Clerk’s operations. The department is divided across the corridor limiting effective communication within the department and the ability to “cross-train” staff. Similar to the other public counters, the counter is undersized for the number of customers being served and space dedicated to the waiting area is insufficient.

Security Screening – It is good and recommended practice to screen all parties who enter a courthouse to maintain a secure and safe facility for both employees and the public. The space is very small with limited space for queuing. Officers are not offered any view or line of sight beyond the door which limits their ability to detect and prepare for issues before they enter the building. The tight quarters also limit the ability to separate exiting parties from those queuing to enter the building.

In-Custody Holding – A single holding room is provided which precludes the ability to hold different genders or juveniles safely and securely at the same time. The space also has a door which swings into the holding room and is a safety concern because the door could act as a barricade to exit the room. The path of in-custody defendants is a recommended process improvement. Currently, defendants are escorted from an exposed vehicle (not secured) to an exterior stair to a secure door. Once inside, there is a set of stairs that go to a narrow landing in front of the public elevator. Each of these steps in the process puts both the officer and defendant at risk from safely moving the defendant to the holding cell.

Judicial Circulation – The judge’s chambers are disconnected from the courtroom with the Law Library separating the two spaces. To access the judge’s chambers one must pass through the Law Library which is on the same unsecured circulation path as the in-custody holding room. Also, the judicial chambers do not have a toilet room that can be accessed directly from the chambers or from a secure circulation path.

Attorney/Client Meeting Space – The spaces provided for an attorney to meet with a client are difficult to find, are poorly furnished and are limited to two rooms. Therefore, some of the attorney/client meetings occur in the public corridor and on the stairs which is not desired.

Office Layouts – The Board of Commissioners room feels unfinished and is poorly laid out for public interaction due to the entry sequence which puts one at the center of attention in the room as they enter the space. The public seating is on each side of the room and reduces the ability to view all commissioners. When the Third level offices were added they were tightly positioned within the available space and do not function well. The layout created certain inefficiencies in space utilization and effectiveness as the circulation passes through the conference rooms and the wide corridors only serve a limited number of offices. Furthermore, the space has limited access to natural daylight.

PROPOSED IMPROVEMENTS

Holding Rooms – Provide two holding rooms with appropriate security design and proper separation from the judicial and in-custody circulation.

In-Custody Entry – The area immediately outside the north entry should be renovated to permit secure entry into the building with appropriate landing spaces at the top and bottom of the stairs. In addition to the holding area, the elevator operations should be adjusted to allow the sheriff's officer to move inmates into the holding rooms without any public contact.

Judicial Circulation – Provide a secure and private path to and from the courtroom and toilet room for the judge.

Clerks – Move the clerks to the Courts and Law building to consolidate and improve operational efficiencies and provide adequate public counter space to better serve customers.

Offices – Relocate offices from the windowless and inefficient Third level space to areas on the levels below.

Consolidate Courts – Build an addition to the Courts and Law building to move the Circuit Court into the facility and improve operational efficiency. This initiative would vacate space in the Circuit Courthouse to move the Board of Commissioner's chambers from the top level to the existing courtroom space. This would make flexible space available in the upper levels of the building to reorganize and redistribute certain County operations.

Secure Screening Area – It is preferred to have a security screening process for all parties who enter a courthouse. The recommendation is to create a secure screening area by relocating the courtroom to the Courts and Law facility which will allow the general public to access the Circuit Courthouse. This solution would re-establish the original entry sequence by allowing the public to utilize the original exterior stairs to the first level, and the barrier-free access could be accomplished with a new ramp designed to be in context with the historic building.

COURTS & LAW

ADDRESS

206 W. Court St.
Hastings, MI 49058

SIZE

41,200 S.F.

YEAR(S) BUILT

1993



CURRENT USE / PROGRAM

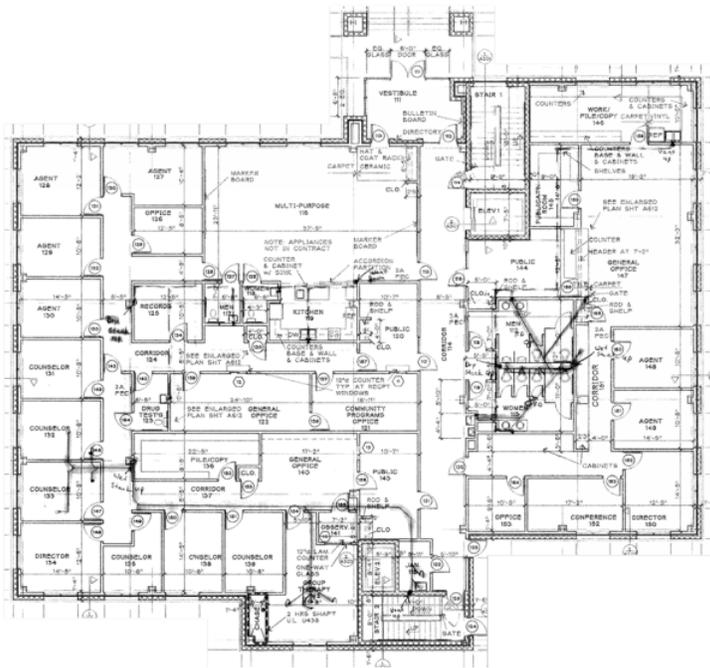
The building contains District Court and Circuit Court, Family Court and Probate and provides two courtrooms with support staff and clerk operations for these divisions. Other justice related services provided in the building include the Office of the Prosecuting Attorney, State of Michigan Parole/Probation, Juvenile Offender Family Services, Drug Court and Community Corrections. In addition to the justice programs, the MSU Extension program occupies space on the first level. The basement is used as storage and as a secure entry for in-custody defendants.

Due to the public customer access requirements of the MSU Extension, its current location in this building is not ideal because of the security screening at the main entry. All other programs are able to serve the operational and public customer needs from this location.

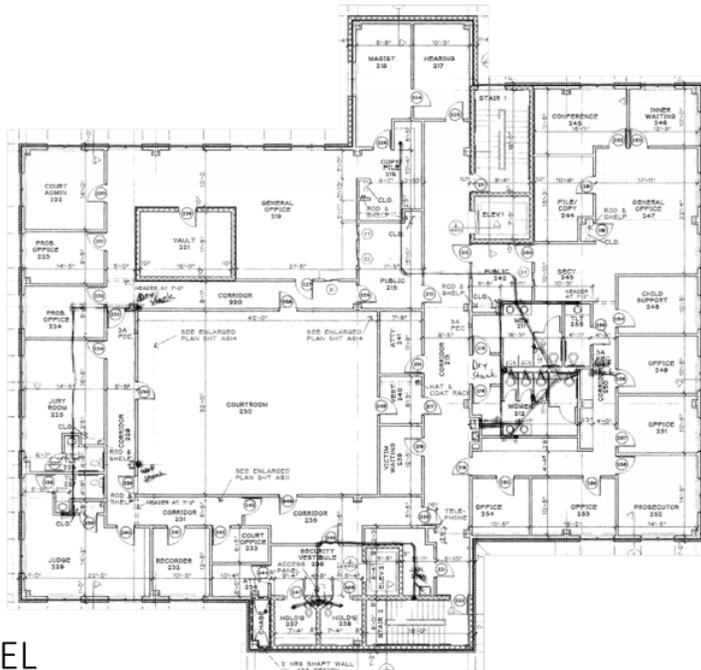
EXISTING CONDITION

Good. The building is in good condition. The one area that requires remodeling would be the interior floor finishes and wall finishes in the public spaces.



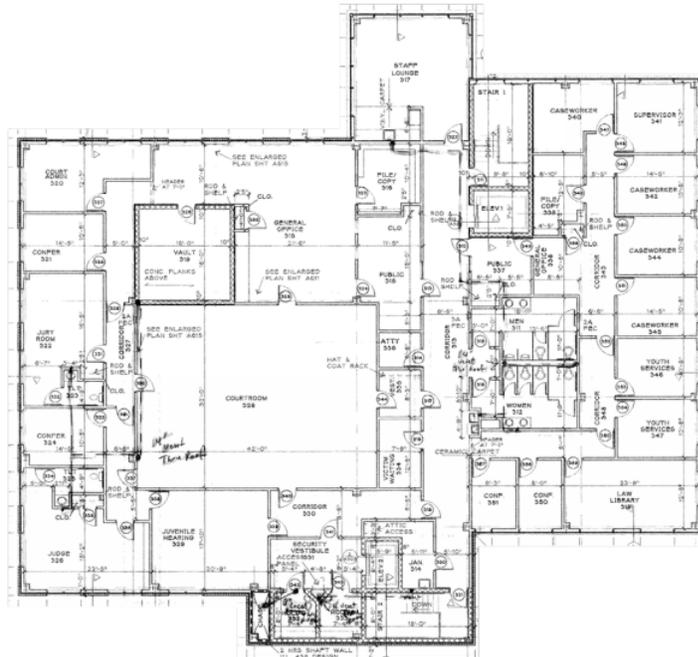


FIRST LEVEL



SECOND LEVEL





THIRD LEVEL

ASSET VALUES

The building is located in proximity to the historic courthouse (Circuit Courthouse) and supports the civic square and the related use and program for the courts. The architecture is modestly detailed on the exterior and respectful of its neighbors. Co-location of courts in one facility with a secure in-custody entry and circulation would be ideal for a successful courthouse design. This would allow the public, judicial staff and in-custody defendant circulation to be segregated from one another for security and safety reasons.

ITEMS TO ADDRESS

Security Screening – In 2014, security screening was added into the facility as it was not originally designed to accommodate the equipment, queuing or segregated exiting demands of today’s security requirements. The modifications were made by using the existing community room space which has resulted in the community room space being unusable for its intended purpose as a public gathering space.

Location of MSU Extension – The MSU Extension services are located across the hall from State of Michigan Parole/Probation services. Many of the services MSU Extension provides are for children and families and the Parole/Probation office has sex offenders and other convicted felons reporting regularly to its offices. These two populations are not ideal to be located in close proximity to each other. Also, MSU Extension previously utilized the community room space for many of its programs prior to the creation of the secure screening entry. Currently, these services are required to be off-site due to the limitation of meeting room space in the building.

Magistrate – The Magistrate’s office doubles as its hearing room. The dual use of this space is acceptable. However, the office size, layout and location are not suitable for safe and secure

proceedings.

Probation Offices – The District Court Probation staff offices should be located in proximity to each other and securely isolated from the private circulation of the courtroom and judicial staff.

Drug Testing – The Community Corrections office should have its own drug testing space.

Waiting Areas – Waiting areas for both Community Corrections and MDOC Parole/Probation are undersized for the current daily client throughput. These spaces should be reviewed to identify ways to expand the areas.

Hearing Room / Exit – The juvenile hearing room on the third level actually serves as a required means of egress during an emergency situation in the private corridor. This creates security and circulation issues for court proceedings in the hearing room.

MDOC Parole/Probation – There is a need for additional office space and a discrete and private exit when taking offenders into custody. The exterior ramp to the vehicle sally port is difficult to maneuver in good weather and dangerous to navigate in winter conditions.

PROPOSED IMPROVEMENTS

Security Screening – Improve security screening, queuing and layout by creating a dedicated area for queuing and waiting.

Community Room Reallocation – The community room has been transformed into the current security screening area, however much of the space is unused and should be reallocated for the expansion of offices as described below.

MDOC Expansion – Expand the MDOC offices into the community room and provide a discrete and private exit through the screening area for offenders remanded into custody.

Vacate MSU Extension – The MSU Extension programs are poorly located adjacent to Parole/Probation offices and with the loss of the community room function they should be relocated to a facility with better public access and gathering space. The MSU Extension office space is a prime location for the consolidation of clerk operations in the future.

Probation Officers – Co-locate the probation offices and the magistrate near one another with an adequately sized hearing room/office. Also, develop a separate circulation route for the judicial staff to maintain a secure office environment.

Drug Testing – Community Corrections currently must use the drug testing toilet facilities within the MDOC space which causes longer waits and inefficiencies in operations for both departments. It is also not advisable to have the two client populations mixing within the procedural space. Therefore, the proper space should be developed to provide separate drug testing for Community Corrections.

Ramp Improvements – Develop a new solution for the vehicle sally port ramp which does not require a short radius turn in a confined space around equipment which is also exposed to the outdoor environment. A covered ramp is recommended for the Michigan weather.

ANNEX

ADDRESS

119 S. Broadway
Hastings, MI 49058

SIZE

unknown

YEAR(S) BUILT

unknown



CURRENT USE / PROGRAM

The building was the former Sheriff's house and Jail and is currently being used as a Building & Grounds storage and shop facility. Building & Grounds is able to serve the operational and internal customer needs from this location.

EXISTING CONDITION

Poor. The structure of the building is sound with recent roof replacement and masonry tuck pointing; however it is not suitable for public access because the building does not have ADA accessibility and running water. The stairs do not meet current code and the interior condition is in a state of disrepair. Compared to the rest of the County buildings that were reviewed in this process, it is in the poorest condition and does not represent the quality level of the Barry County facilities.

ASSET VALUES

Historic Character – The building contributes to the courthouse square's urban fabric and quality of place.

Use Location – Located in the center of a majority of the County's facilities, the staff and equipment are readily available to service the other buildings.

ITEMS TO ADDRESS

Lack of Water – The building needs to have water service restored if it is going to be used by staff for any reason. The other utility systems should be addressed in the future if the building is going to continue to be used.

PROPOSED IMPROVEMENTS

Exterior Renovation – The exterior wood elements should be repaired to maintain the historic character of the facility in relation to the aesthetics of courthouse square.

Building Systems – Renovate and modernize the building systems: add running water, replace unit heaters, add air conditioning and update the lighting.

FRIEND OF THE COURT

ADDRESS

103 S. Broadway St.
Hastings, MI 49058

SIZE

10,350 Gross S.F.

YEAR(S) BUILT

Circa 1920's



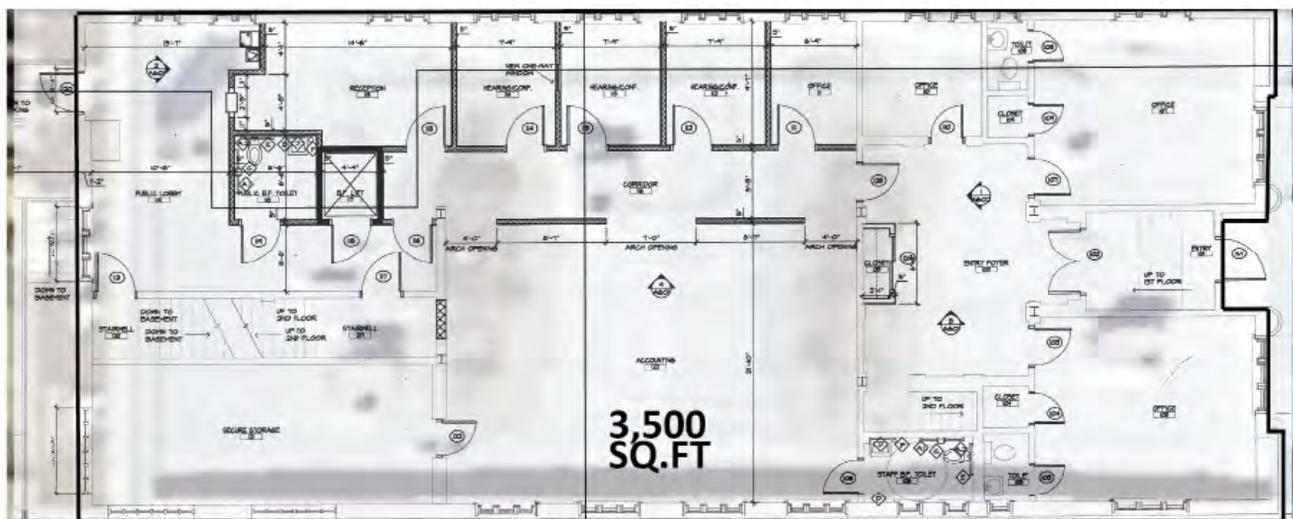
CURRENT USE / PROGRAM

The Friend of the Court is an extension of the Family Court and provides collections, enforcement and investigation services in domestic relations cases. The program utilizes files and clerks intensively and requires secure and private spaces. The public interaction is limited to the counter space with occasionally clients being escorted into the “back of house” area for meetings or interviews.

Friend of the Court would find operational efficiencies co-locating with the courts.

EXISTING CONDITION

Fair. The building (circa 1920s) is a converted municipal use building renovated in 2001 for the Friend of the Court. During the renovation the front door was relocated to the rear of the building and a lift was installed to accommodate ADA requirements. The building has a full basement accessible by the elevator and the partial upper level is balconied to overlook the open office area below. The original interior stone work is in good condition.



FIRST LEVEL



ASSET VALUES

Historic Value – The historic value of the building is a true asset for the downtown environment and sense of place; supporting the character of the historic courthouse and square.

Interior Environment – The interior space is inspiring with tall stone columns, balcony rails and ornate stairs. Full height south facing windows wash the two story space with natural daylight.

Large Offices – The private offices which ring the open space on both levels are spacious.

ITEMS TO ADDRESS

Public Waiting – The public waiting area is crowded and dysfunctional as the staff attempts to engage and supervise customers. The nature of the business conducted can become emotionally charged and the confining environment can contribute to raised tension levels. Most of the conversations are intended to be private, but it is difficult to maintain privacy due to the relatively small and open public space.

Acoustics – The acoustics of the open office space (two-story volume) is not desirable for the type of office work being conducted in the building.

Space Utilization – Due to the historic layout of the office space (both private and open offices), the offices are oversized and limit the number of offices within the building. This layout also limits the amount of staff support space and meeting space. The layout of the large conference room on the upper level is divided up with chases and door alcoves rendering the useable space much smaller than its aggregate square footage.

PROPOSED IMPROVEMENTS

Public Waiting – Improve the public waiting and entry space.

Improve Operational Efficiency – Move the Friend of the Court into the courthouse.

COMMUNITY ROOM BUILDING

ADDRESS

121 S. Church St.
Hastings, MI 49058

SIZE

4,630 Gross S.F.
(Excludes Basement)

YEAR(S) BUILT

Circa 1920's

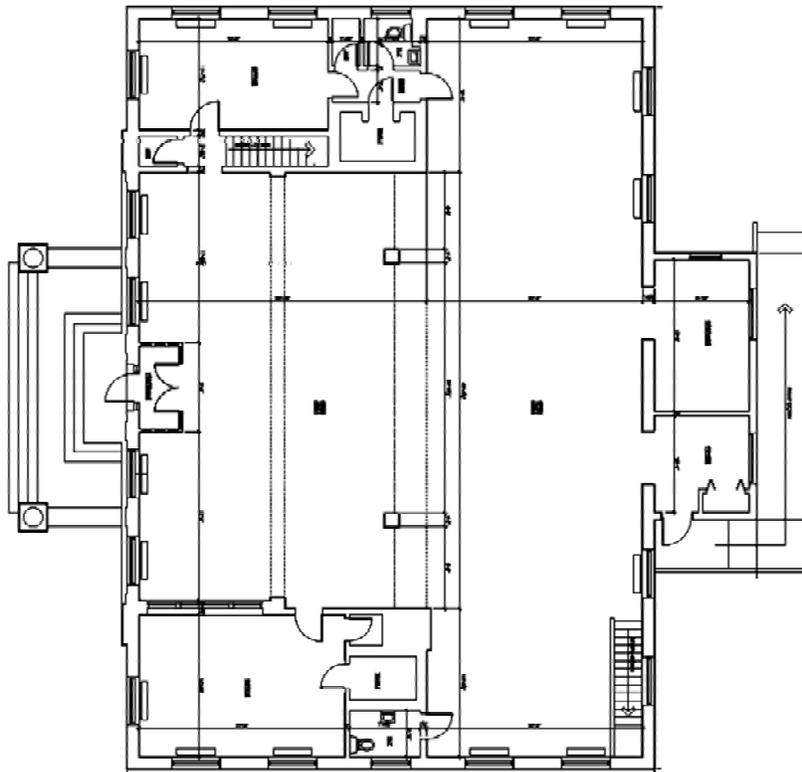


CURRENT USE / PROGRAM

The first floor of the building is used for community meetings and a portion of the lower level basement is used for IT servers.

EXISTING CONDITION

Fair. Originally built circa 1920, the building has been well maintained and is in good condition. There is an opportunity to renovate the building for certain programmatic needs and uses.



ASSET VALUES

Historic Value – The historic value of the building is a true asset for the downtown environment and sense of place; supporting the character of the historic courthouse and square.

Vacant Location – As a part of the courthouse square, the building is easily located and adjacent to other County operations. It is ideal for future County spatial needs.



ITEMS TO ADDRESS

Front Door ADA Access – The historic stone stair limits ADA accessibility to the front of the building requiring an ADA ramp at the rear of the building. The concept of providing ADA access from the front door will enhance the presence of the building on the courthouse square.

IT Server Infrastructure – The mechanical equipment and backup power capacity for the IT servers in the basement should be increased to maintain continuity of IT services.

Acoustics – The poor acoustical properties of the meeting space limit the use of the space for public meetings.

PROPOSED IMPROVEMENTS

Front Door ADA Access – Develop a plan to renovate the front stair to accommodate ADA accessibility.

Updated Community Room – Renovate the community room to improve the acoustics and upgrade the IT equipment and AV connections for presentations.

Infrastructure Improvements – Provide increased capacity for HVAC and backup power to support the IT equipment and maintain continuity of IT services.

Use – Propose a new use for the building. (the plan to left proposes a location for MSU Extension Services and IT office space – See Initiative Two).



JEFFERSON ST. GARAGE

ADDRESS

109 W Walnut St.
Hastings, MI 49058

SIZE

2,380 Gross S.F.

YEAR(S) BUILT

NA



CURRENT USE / PROGRAM

The property is used as a storage facility for non-essential County vehicles.

EXISTING CONDITION

Fair. The building is in good shape for its intended purpose.

ASSET VALUES

The existing lot is not in a prime location for public use. If other storage areas can be developed within the County, the property could be sold back to the private sector.

ITEMS TO ADDRESS

Paving and Exterior – The paving is in poor condition and the wood trim and exterior paint need to be repaired.

Access Control – If the County desires to provide card access control or other digital monitoring at this location, it should consider extending the fiber network to serve this building.

PROPOSED IMPROVEMENTS

If the intent is to keep this as a long-term property, the County should consider replacing the paving and addressing the other cosmetic items.



HEALTH DEPARTMENT

ADDRESS

330 W. Woodlawn Ave.
Hastings, MI 49058

SIZE

16,030 Gross S.F.

YEAR(S) BUILT

2002

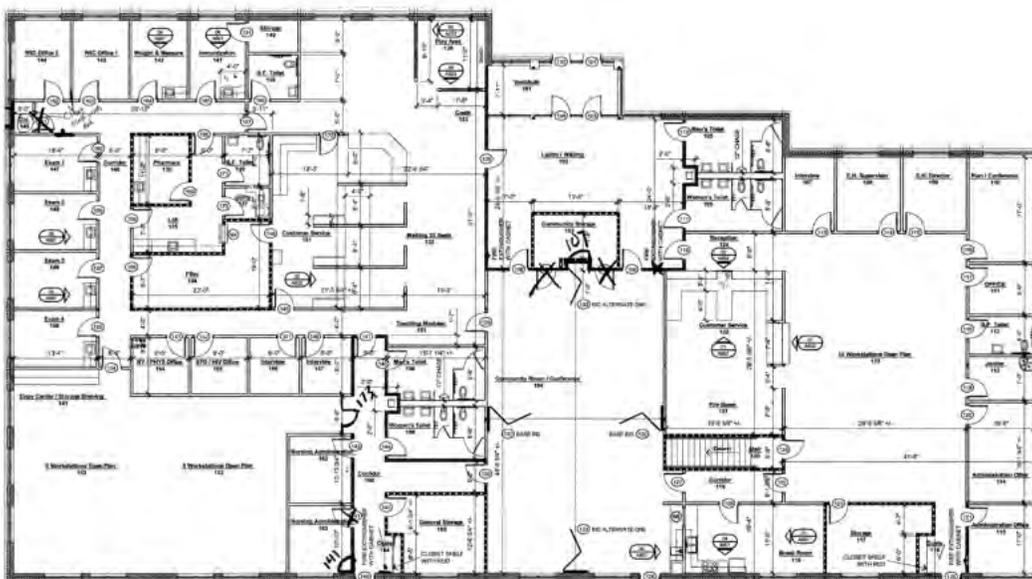


CURRENT USE / PROGRAM

Barry County and Eaton County share health department resources. The facility supports clinical services, environmental services, WIC programs and emergency preparedness services. The day-to-day health clinical services are provided in conjunction with the private medical provider, Cherry Street Health Services. The building is segregated into two major parts, clinical services and environmental services with shared spaces (meeting and staff spaces) in between the two. Both portions are organized with public spaces near the front entry with limited public access to the more private administrative area in the rear of the building.

EXISTING CONDITION

Good. The building was originally constructed in 2002. The construction type is wood framed walls with masonry veneer, wood truss shingled roof and a concrete slab on grade. Given the relative young age of the mechanical and electrical systems, the systems are in good working condition. Overall, this building is in good condition and provides its programs effectively.



ASSET VALUES

Location – Situated near the major north/south thoroughfare of N. Broadway Street, the location allows for easy access to the site. The programs do not require physical proximity to other programs or services in the County and convenience is a main asset for these programs. The facility occupies the south (rear) portion of a 6.8 acre parcel shared with the Commission on Aging. There is an area to the east of the existing building for a possible future expansion.

Cherry Street Health Services – Cherry Street Health Services pays rent for use of the space creating an additional revenue stream for the County. Cherry Street’s spatial requirements displaced other County services and programs to portions of the building which were not initially intended for those uses. The physician’s office space is located near the environmental services offices and the WIC program services are currently in converted storage rooms.

Excess Space – The health department has moved to digital file documentation and has reduced their paper file footprint. This creates vacant areas within the office space where files used to be stored though the spaces are not necessarily in the right location for repurposing.

ITEMS TO ADDRESS

Cherry Street Health Services Future – Cherry Street Health Services will be vacating the building in the near future which will vacate space to further develop the services being provided by the County and maintain the emergency preparedness.

Meeting Space – The current meeting space located in the center of the building was designed to be used specifically with the divider wall system which splits the room into two small rooms. When the rear portion of the meeting space is in use, it precludes circulation through the rear of the building. This results in the limited availability and limited size of the meeting space.

Staff Break Space – The staff has chosen to use open work stations for exercise equipment to promote healthier work environments. The existing staff break area is undersized for the number of employees which occupy the building.

PROPOSED IMPROVEMENTS

Staff Break Space – Remodel the space for improved space utilization and to expand the staff break area.

Space Utilization – Reallocate vacated work stations and file spaces to improve space utilization and work flow efficiencies.

COMMISSION ON AGING

ADDRESS

320 W. Woodlawn Ave.
Hastings, MI 49058

SIZE

10,180 Gross S.F.
(Excluding basement and outbuildings)

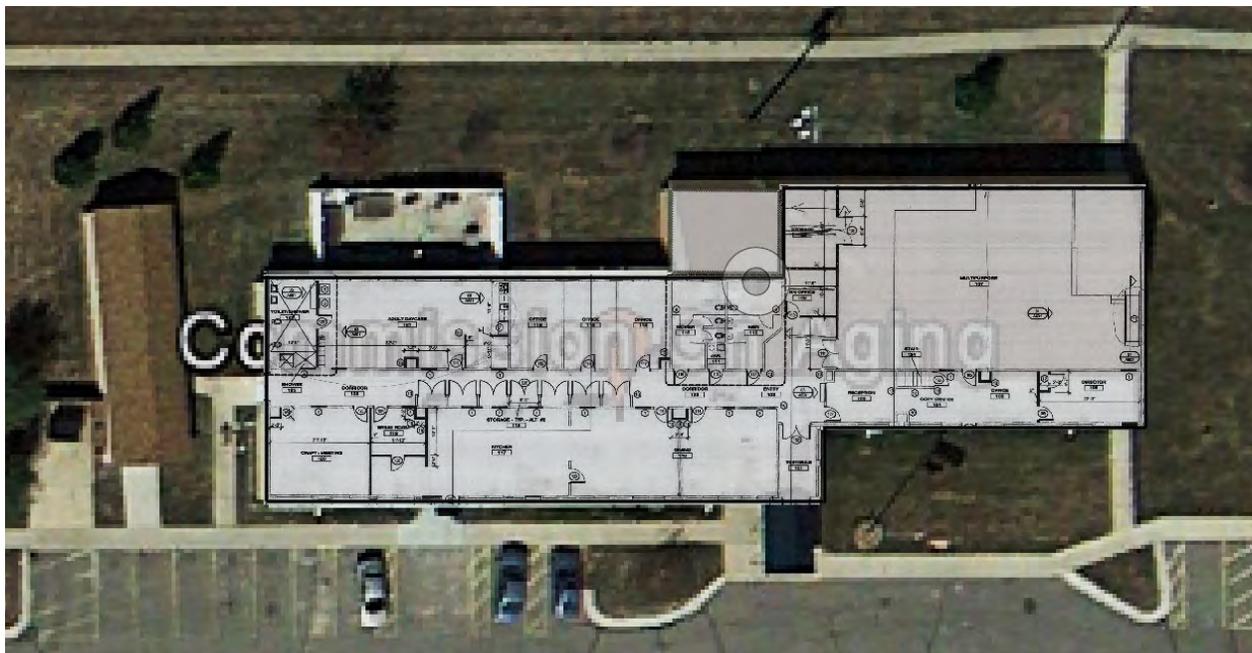
YEAR(S) BUILT

Originally unknown, Renovation 2002



CURRENT USE / PROGRAM

The facility houses the community service based program called the Commission on Aging. The programs offered are intended for older adults and caregivers such as adult day care, homecare coordination, nutrition programs and dining, meals on wheels, home maintenance assistance and medical insurance counseling. These diverse types of programs and services require a variety of spaces to meet the needs of the staff, clients, guests and storage. The program also requires a large meeting space for social and educational gathering on a regular basis. Vehicle and bulk storage are the other requirements which are currently being met through detached storage buildings (not included in the 10,000 S.F.).



EXISTING CONDITION

Poor. The 10,000 square foot facility was a former church which was converted to the current use and has had multiple additions over time. It is wood-frame construction with wood trussed shingled roof. The mechanical systems are residential-type furnaces distributed around the facility. The siting of the building causes water to shed toward the foundation and has resulted in water issues in the building. The wall construction is damaged from extended water exposure. Due to the multiple roofing systems, the roof currently has many issues water penetration and leaks.



ASSET VALUES

Location – The location of the facility is easily accessible by older citizens and is within walking distance of a nearby assisted living facility.

Available Site Area – In conjunction with the Health Department, the property has sufficient land available to build a replacement facility on the same site with adequate parking and front door access.

Vehicle Storage – The fairly new garage for vehicle storage is ideally located and can be used into the future if there is new development on site.

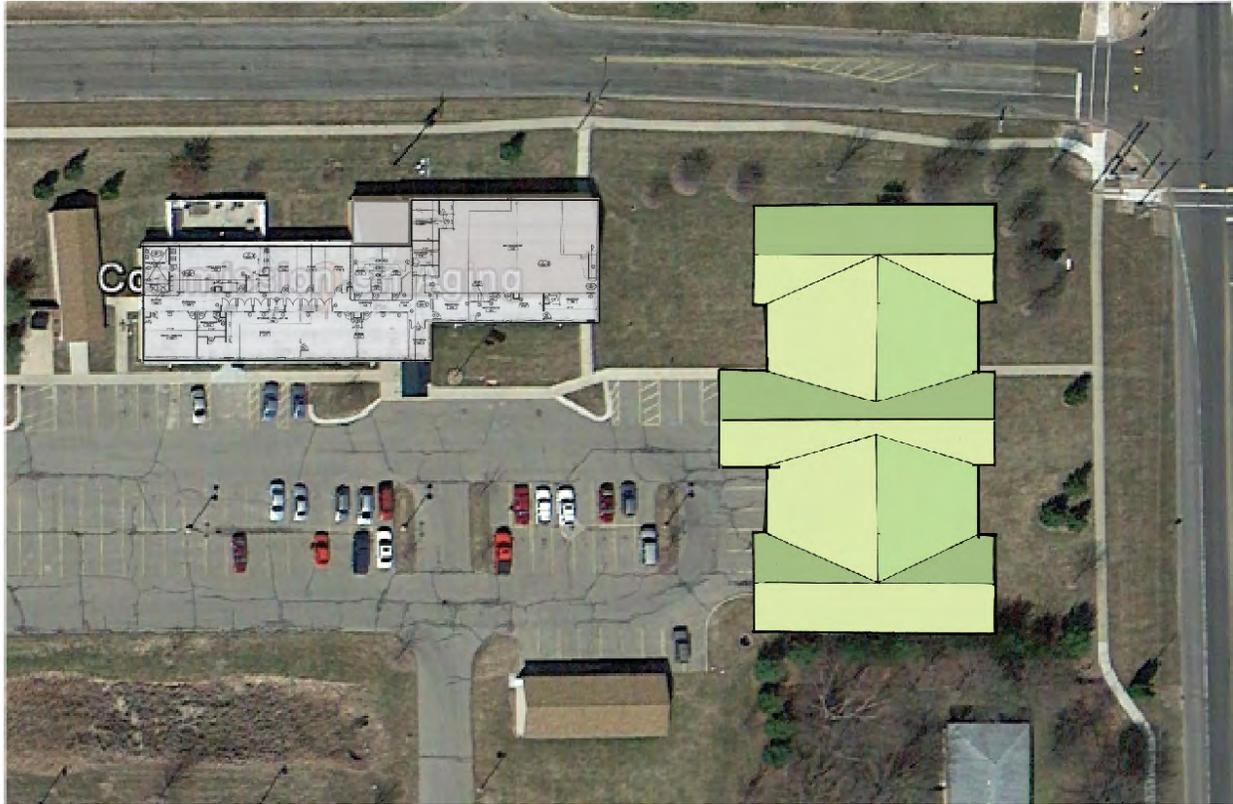


ITEMS TO ADDRESS

Useful Life – The condition of the building is beyond its useful life without major reconstruction or remediation of issues. The wood framing is deteriorating from continued water exposure.

HVAC Efficiency – A building of this size should not have residential furnaces as its HVAC system.

Adult Day Care – The adult day care program is limited only by the amount of space usable for the program. The director stated that with additional space the program would double its clientele immediately and could grow to three times its current population.



PROPOSED IMPROVEMENTS

Replace the facility with a new 20,000 S.F. facility on the same site located in the Northeast corner. The existing facility should be removed and parking capacity could be expanded. A new facility will be designed specifically for the service programs with greater energy efficiency and operational effectiveness.

ANIMAL SHELTER

ADDRESS

540 N Industrial Park Drive
Hastings, MI 49058

SIZE

4,550 Gross S.F.

YEAR(S) BUILT

1999

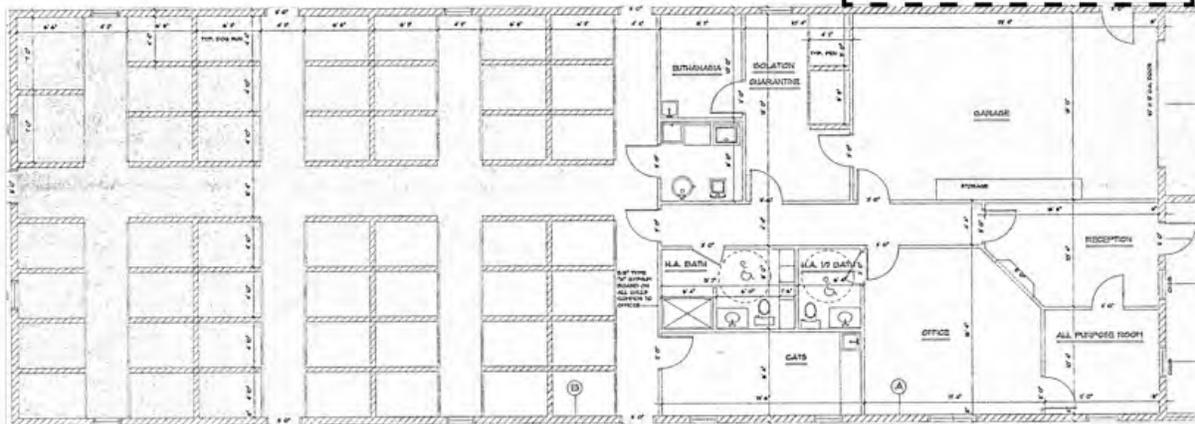
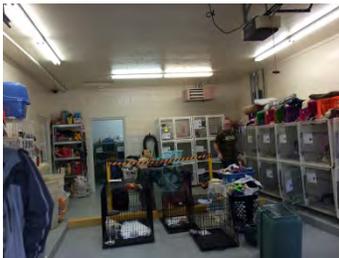


CURRENT USE / PROGRAM

The facility was specifically designed as an animal shelter in 1999, with 21 double-sided and 6 single-sided dog kennels, an isolation area, cat room, administration, support and public areas and a garage for vehicle storage and “sally port” for animal drop off. In recent years, the kennels have been converted to single-sided which has nearly doubled the kennel capacity yet the garage space often has to be used to store animals.

EXISTING CONDITION

Good. The facility is in adequate condition with recent additions and improvements to the roof.



ASSET VALUES

Location – The facility is ideally located at the edge of an industrial development, isolating noise and disturbance from any residential neighbors. Navigating to the facility is simple because its is located at the end of a dead-end street off a major east/west thoroughfare with easily identifiable landmarks.

Kennel Space – The space for dog kennels is adequate for the number of support staff provided for the operations.

ITEMS TO ADDRESS

Cat Holding – The cat space is difficult to access for potential owners and does not promote adoption.

Public Space – The reception space and lobby is not conducive for animal introduction and promotion of adoption.

Educational and Event Space – There is not a space provided for educational or adoption programs of any scale.

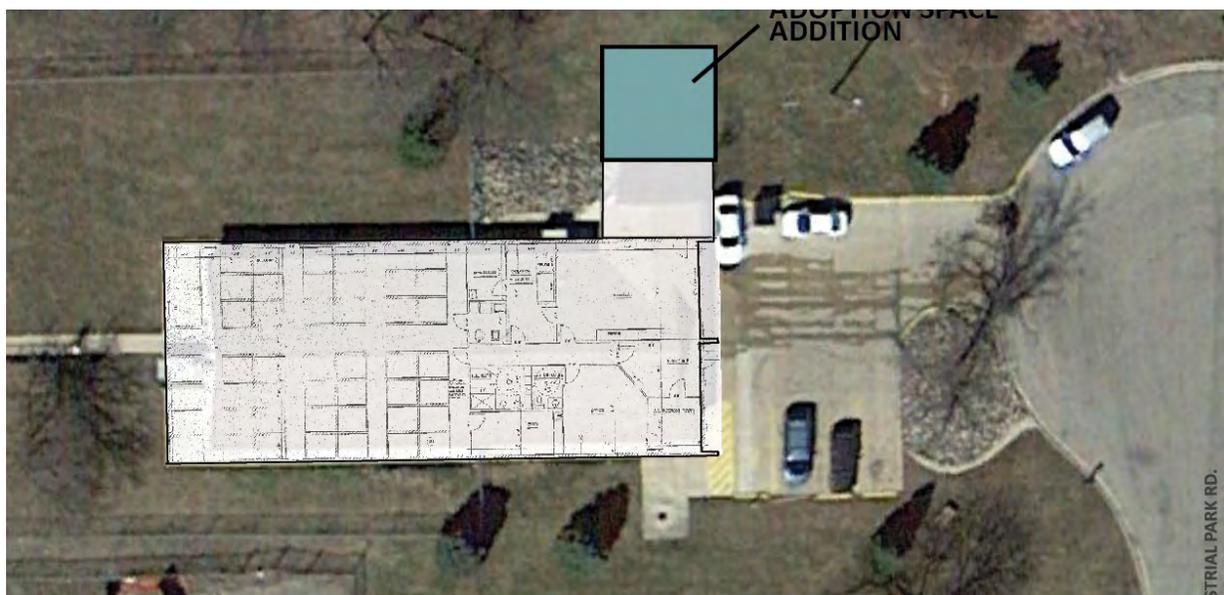
Isolation Space – The isolation space is overcrowded and programmed with other uses. Overall, the facility is poorly organized for public interaction and engagement.

PROPOSED IMPROVEMENTS

500 S.F. Addition – Provide a new garage space.

Cat Display – Convert the existing garage to increase cat holding area and provide much needed interaction and display space. The existing cat space could be used for isolation and allow utility space to expand.

Public Space – Renovate the public entry for a better public interaction and adoption program space.



TRANSIT AUTHORITY

ADDRESS

1216 W. State St.
Hastings, MI 49058

SIZE

9,800 Gross S.F.

YEAR(S) BUILT

1987

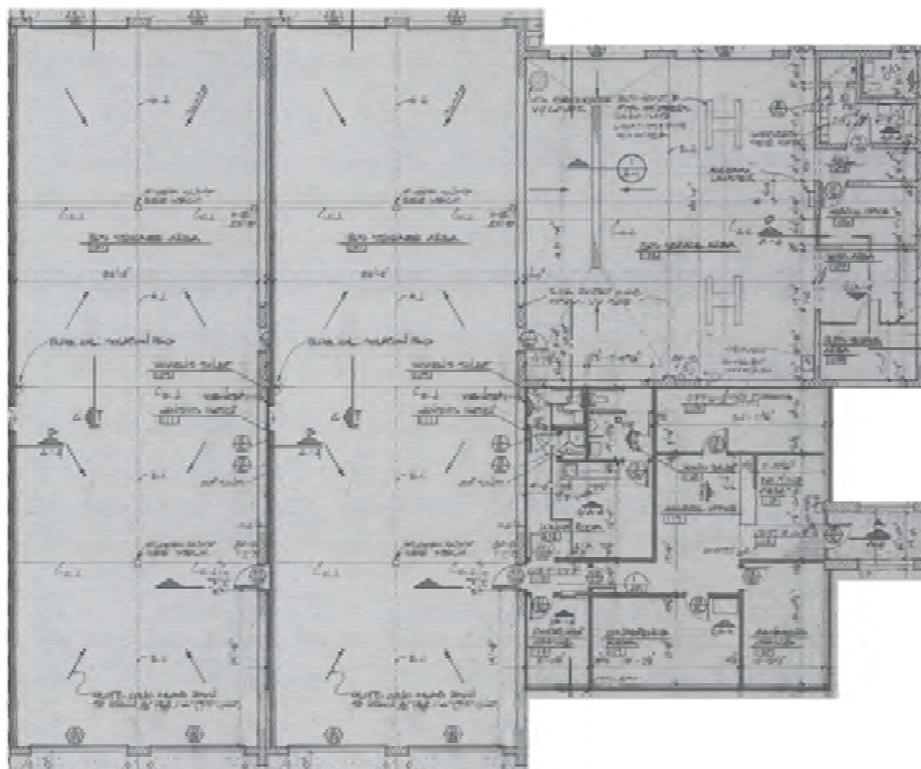


CURRENT USE / PROGRAM

The facility is host to the Transit Authority, originally constructed in 1987, with a drive through double-bay vehicle storage. In recent years, a second double-bay vehicle storage space was added to the south. In addition, the building consists of office administration, dispatch operations, driver support spaces and two maintenance bays with parts storage and an office.

EXISTING CONDITION

Good. The building is constructed with single-width load bearing masonry with standing seam metal roofing over steel joist roof structure. As a single-width masonry building the facility lacks ideal thermal insulation compared to current building and energy codes.



ASSET VALUES

Structure – The building is well built and in relatively good condition.

Location – The transit buses are capable of getting in and out of town with ease because the facility is located on the main east/west thoroughfare with a traffic signal.



ITEMS TO ADDRESS

Vehicle Storage – The current storage space has reached its maximum capacity. As more vehicles are added to the fleet, space will be required to maintain the policy of storing the vehicles inside.

Dispatch – The dispatch space is undersized for the number of dispatchers occupying the space.

Conference Room – The conference room is undersized for public authority meetings, in lieu of conducting the meeting at this facility consider holding the meetings at another location.

PROPOSED IMPROVEMENTS

Expand the dispatch office and plan for future building addition(s) as the fleet expands.

SHERIFF DEPARTMENT & JAIL

ADDRESS

1212 W. State St.
Hastings, MI 49058

SIZE

28,000 Gross S.F.

YEAR(S) BUILT

1970, Misc. Renovations



CURRENT USE / PROGRAM

The building contains the Sheriff's administration office, law enforcement offices, a 97-bed jail and a vehicle maintenance garage. Concurrent with this report is an extensive Jail Master Planning report – See Appendix.

The ideal location of a jail for premier operational efficiencies is to be attached to the court house.

EXISTING CONDITION

Poor. The building was originally built in 1970 as a County "lock up" and Sheriff's offices. The building has been added onto in multiple locations over the past 30 years, most recently to expand the kitchen storage capacity. Many of the building's systems are beyond their useful life (see Facility Assessment in Appendix for detailed list). The security system and hardware are antiquated and difficult to maintain.

ASSET VALUES

Robust Structure – One positive attribute is that the structure of the building is sound. However, the robust nature of the construction does not allow for ease of modifications or flexibility, limiting the building's potential for other uses.

Kitchen Equipment – The recently installed kitchen coolers are an asset to the Jail.

Property – The location and size of the property is an asset for future development.

ITEMS TO ADDRESS

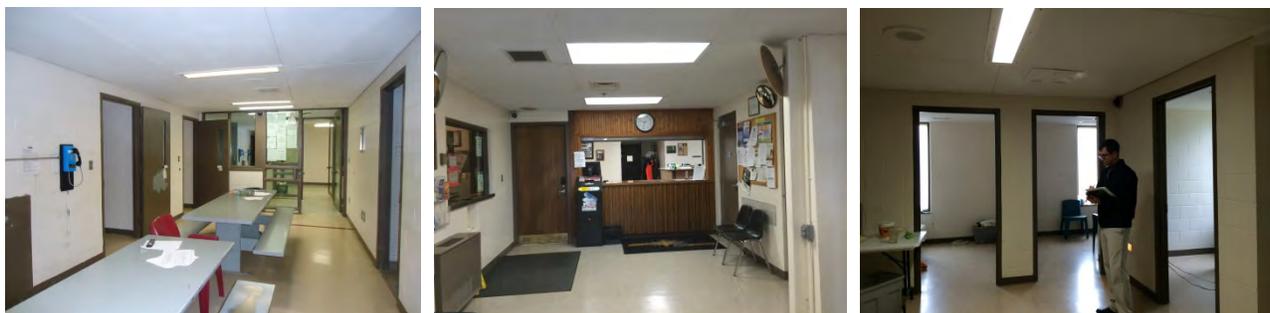
Office and Staff Space – The reporting area workstations for law enforcement are undersized and the detective office area is in the basement and located near the vehicle maintenance garage. IT servers are located in closet with limited ventilation. Staff locker and support space is undersized and crowded. There is a lack of space for both physical and educational training.

Facility Systems – The specific items are listed in the facility assessment in the Appendix. A majority of the locking hardware is locked with physical keys with limited remote control.



1 EXISTING FLOOR PLAN

Building Layout – The building’s layout impacts many critical aspects of safety and security. The configuration of cells and pods limits line of sight supervision abilities. Transporting inmates to all activities (recreation, programs, medical, visitation, etc.) within the jail requires staff resources, and inmate movement increases the risks of incidents. The single-bay vehicle sally port limits effectiveness of processing inmates in and out of the facility. The booking area does not provide adequate area for processing inmates and property storage. Housing is distributed across the distance of the facility with limited opportunities for female capacity.

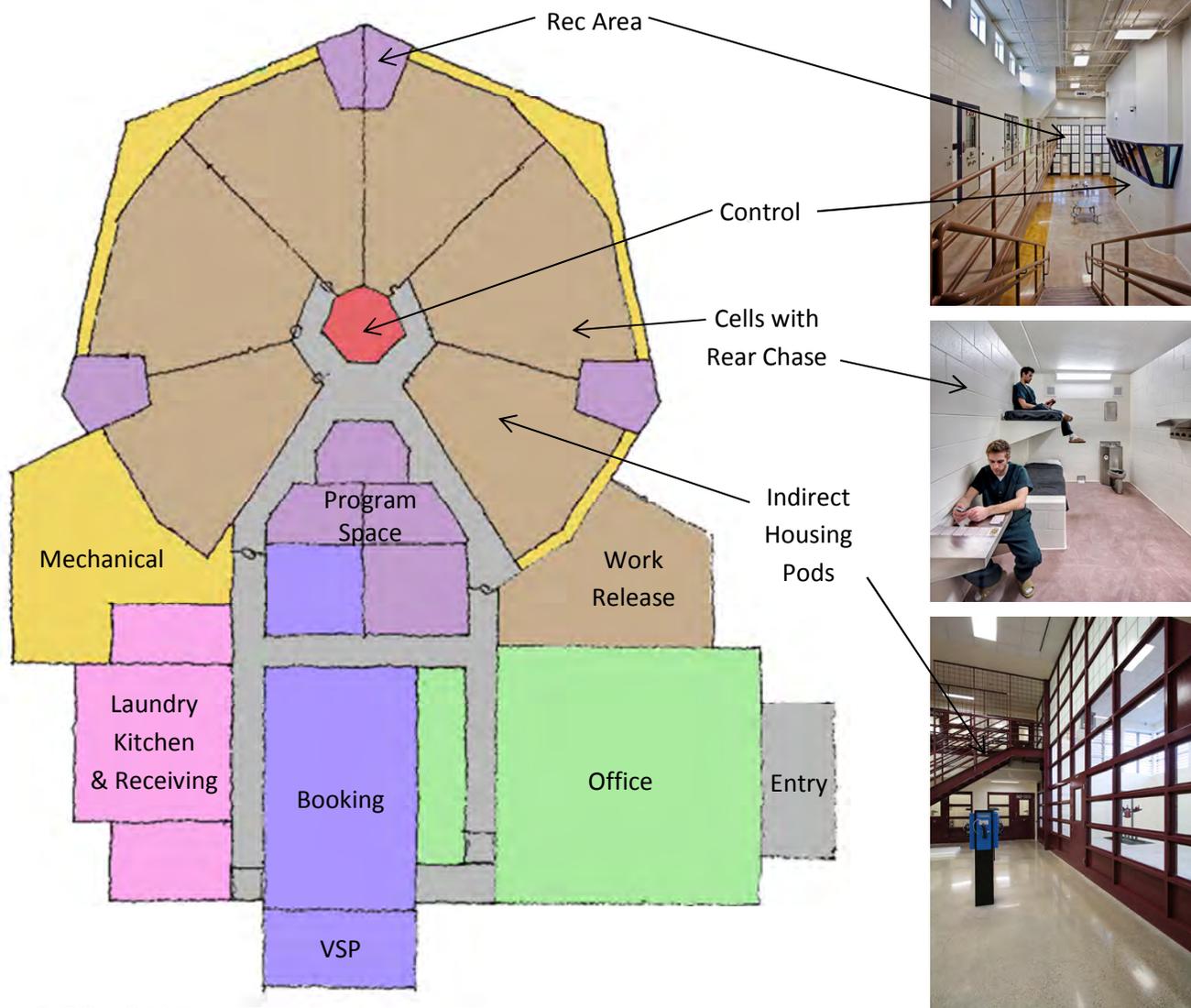


Spatial Quality – The daylight and air quality within the jail is not adequate which leads to increased stress.

Public Space – The public entry does not provide clear line of sight to the parking lot from the staff desk.

PROPOSED IMPROVEMENTS

New Facility – Replace the facility with an efficient, secure and safe facility. Employ an indirect supervision pod-type arrangement of jail cells with an attached Sheriff’s and law enforcement offices.



2 CONCEPTUAL PLAN

Vehicle Maintenance – The location of vehicle maintenance does not necessarily need to be attached or collocated with the Sheriff and Jail.

Vacant Property

ADDRESS
M-79 & Nashville Hwy.
Hastings, MI 49058

SIZE
40 Acres

YEAR(S) BUILT
na

CURRENT USE / PROGRAM
Vacant farm land



EXISTING CONDITION
The property is flat and located 4 miles southeast of Hastings.

ASSET VALUES
There are not any distinguishing factors that would preclude developing the property. It is located on an intersection which may have real estate value.

ITEMS TO ADDRESS
NA

PROPOSED IMPROVEMENTS
Through our investigation with the County regarding spatial needs, we do not recommend moving any of the proposed new facilities to this location.

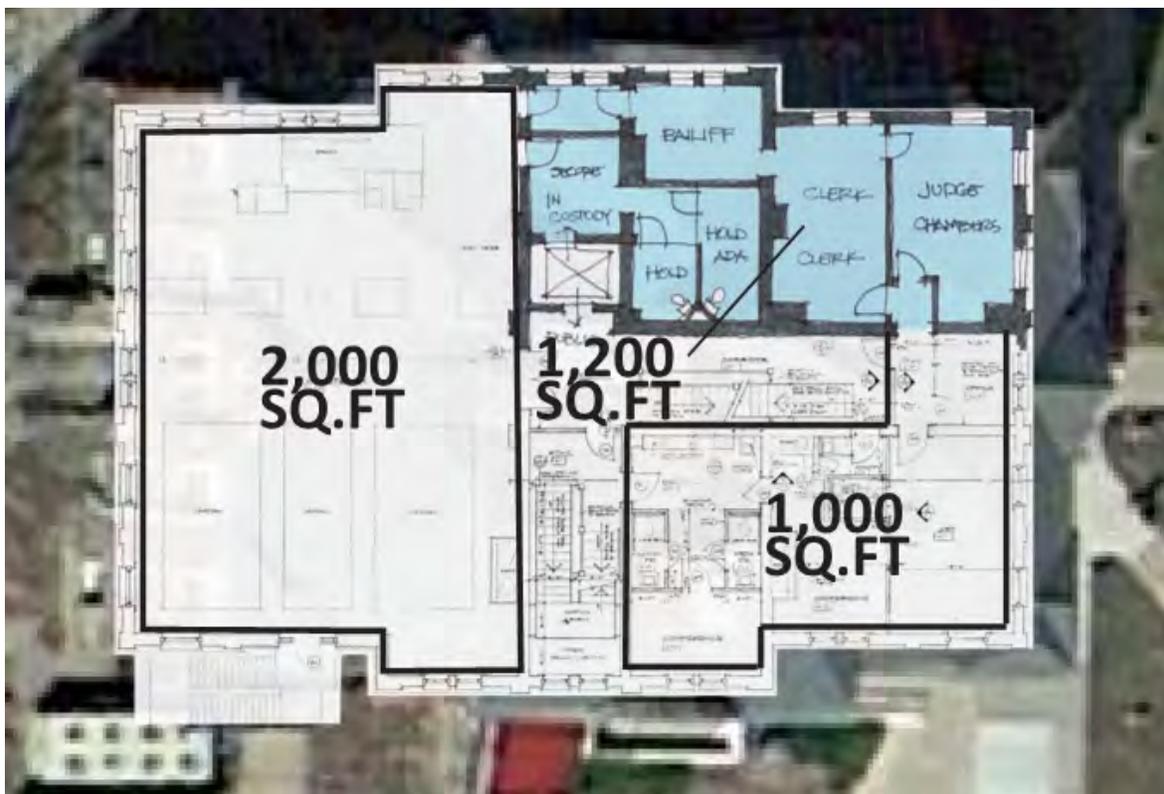
PLANNING SUMMARY

Many of the primary directives for the Master Plan were direct results of the County-wide initiatives that aim to make services safer and more accessible to residents/users/County workers and visitors in these facilities. Additionally, maximizing the use of existing buildings and respecting their historic nature leads to a long-term strategy to invest in building longevity and heritage while recognizing operational savings and reduced operating footprints. The initiatives described below seek to address approaches to create gains/impacts that achieve many of these planning goals.

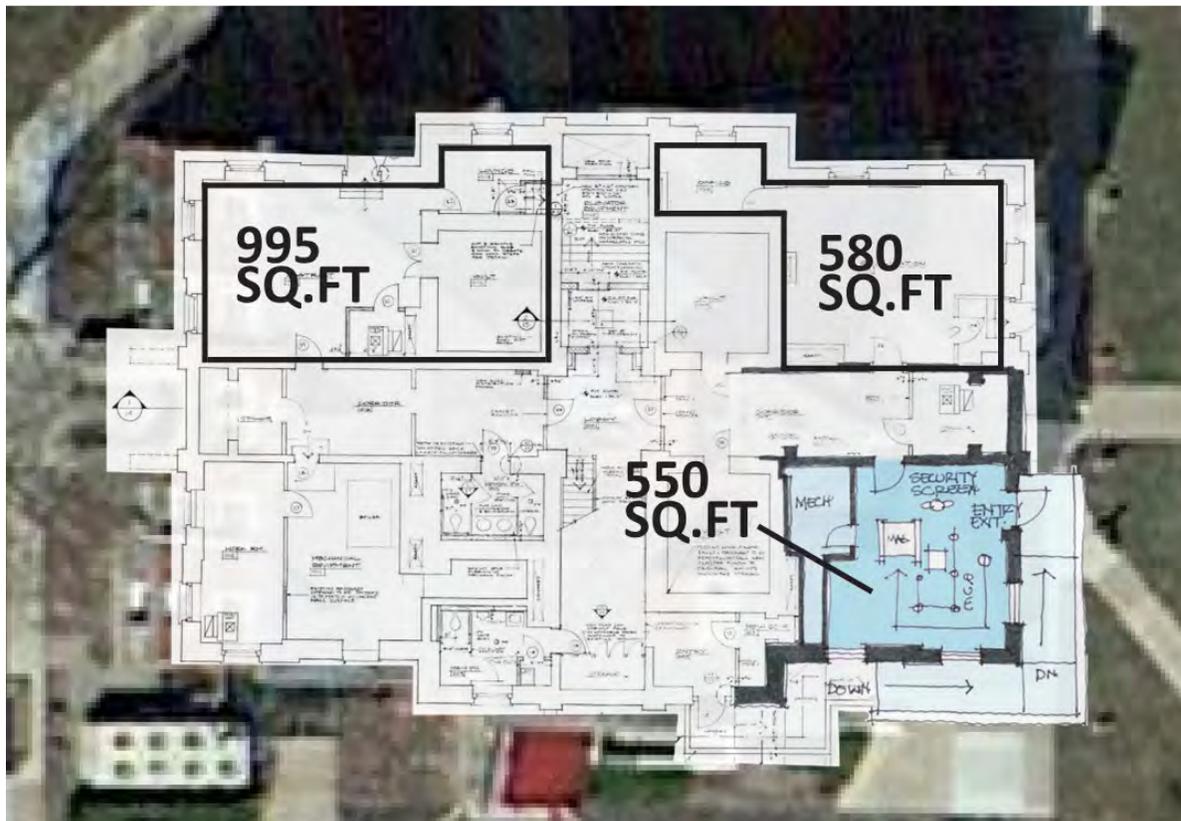
INITIATIVE ONE

Improvements in Circuit Court Building: Holding and Security Screening

These two distinct initiatives focus directly on safety and accessibility. The second floor holding area in the Circuit Court building was renovated approximately 25 years ago, but still currently lacks two distinct holding areas to house both a male and a female inmate. These renovated holding areas will be provided with toilet facilities and security camera systems. Furthermore, there still exists a location where both the Judge and a person in-custody must share the same path of travel. Renovations will provide two dedicated holding areas and a separate path to the courtroom. These will be physically separated from one another by walls and doors to eliminate the possible overlap of the two areas.



Holding Area Concept



Security Screening Concept

Security screening will be improved by relocating the Equalization Department to the Main level, and providing a new ramp to a larger security screening on the Garden level, with a dedicated path of travel away from the main stair and elevator. This will simplify access through security by creating a ramp and entry that flows in a logical manner from the southern approach to the building. This will also create an arrival space properly sized to handle the function of entry screening and exiting through a secure space. By separating out the security function and containing it within a dedicated space, entry can be more closely monitored and security screening better defined. This will eliminate the potential for unmonitored entry occurring, and will put the security staff position in a desirable location for monitoring incoming and outgoing visitors. This initiative will require only minimal interior alterations to the space, as this existing suite is currently defined, and the Garden level door is in place. The only exterior modifications will be the removal of the existing ramp and construction of a new ramp. This work will enhance the exterior views of the historic courthouse by removing some of the visual clutter and confusion created by the original entry stair and current ramping sequence.

INITIATIVE TWO

Renovate Community Room Building (Former Hastings Library) for MSU Extension, Community Room and County Information Technology division

By moving the MSU Extension programs out of the Courts & Law building, the County will be able to allow the MSU Extension programs to provide offerings and courses in a building which does not include probation offices or in-custody prisoners. This level of safety is seen as a significant positive step and will be enhanced by bringing the Community Room into this building as well. By having these programs accessible, and without a need for security screening, the public will feel welcomed and more apt to seek out these programs. The former Library building encompasses approximately 5,000 sf on the main floor level, and fits nicely with the programmatic offering proposed for this concept.



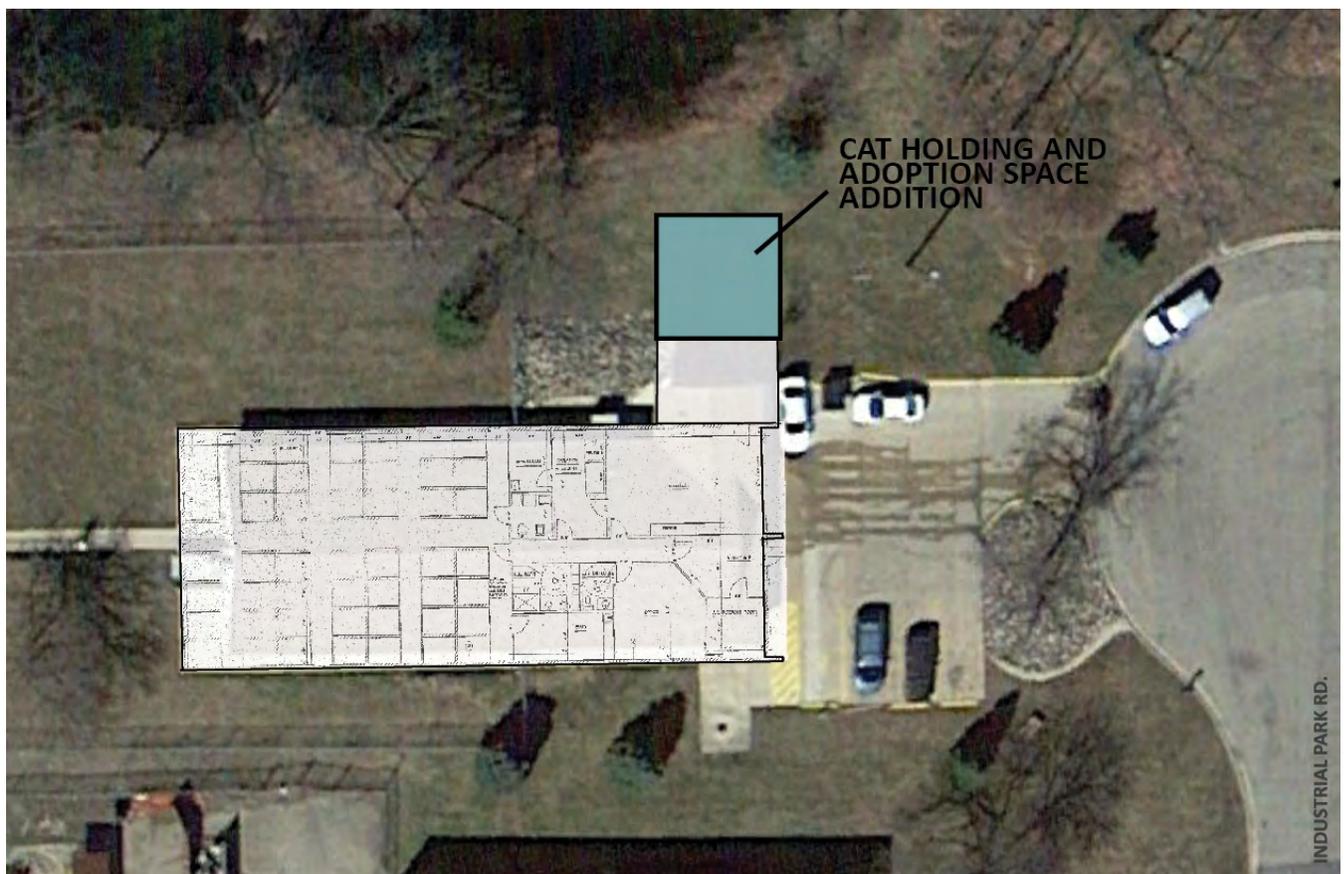
Another benefit of this relocation is that the former Hastings Library building has been vacant while awaiting a suitable purpose for rehabilitation. Lastly, the existing IT server units for the County are currently housed in the lower level of the building and by bringing IT staff to this location, it maximizes efficiency in accessing equipment, while also negating a need to renovate their current location in the Annex. The open environment of the interior will work well to create some enclosed spaces while still utilizing furniture and modular wall systems to minimize the overall impact to the historic interior, and retaining the character of the building both inside and out. Existing enclosed spaces will be utilized for conferencing areas and enclosed office functions.

INITIATIVE THREE

Addition and Renovation to the Animal Shelter

Currently, the display of cats in the adoption area has been overshadowed by reshuffling of the space necessary for the holding of animals and back of house functions. Additionally the holding area for incoming animals, some of which are stressed and dangerous, has been repurposed for cat display and holding. By simply creating a small addition and redistributing how space is allocated within the current building, there should be the ability to handle all incoming animals more safely. This addition should also allow the display of more cats in the adoption area in a more pleasant and inviting environment. This modest addition of approximately 600 sf can be constructed with a wood frame, slab on grade construction to keep the solution cost effective and efficient.

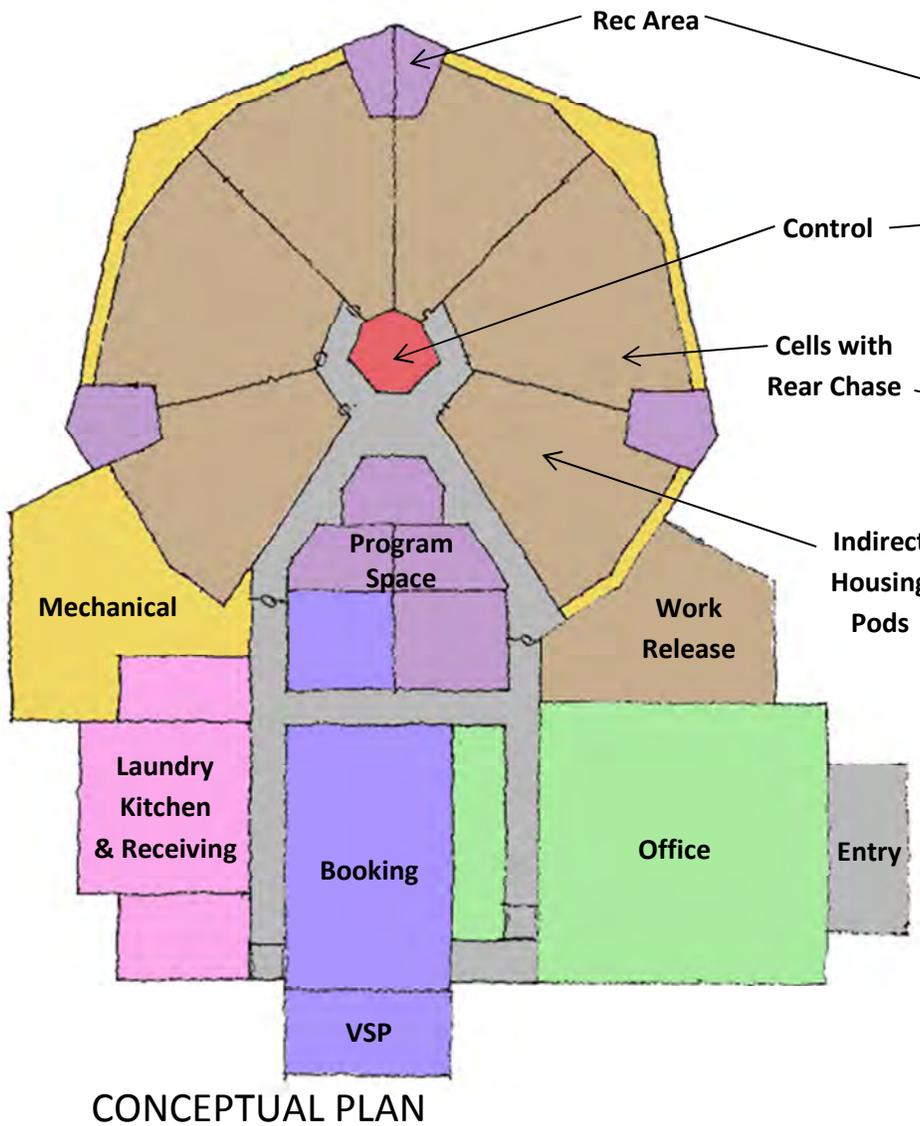
This initiative will lead to healthier, less stressed animals being made more available for viewing and adoption. The increased access to this function through a more public location in the building, and the removal of crossover that now occurs between parking and holding areas for incoming animals should improve operational efficiency and promotion of animal adoption.



INITIATIVE FOUR

New Sheriff Department and Jail

Replace the facility with an efficient, secure and safe facility. Employ an indirect supervision pod-type arrangement of jail cells with an attached Sheriff's and law enforcement offices.



INITIATIVE FIVE

Construct New Commission on Aging Building

The existing Commission on Aging building was built originally for a different purpose and over the years has been added onto and renovated to address specific concerns. At this time, due to a series of deficiencies in the physical nature of the building, including improper drainage and functional obsolescence, the building has suffered deterioration to its structure and foundation.

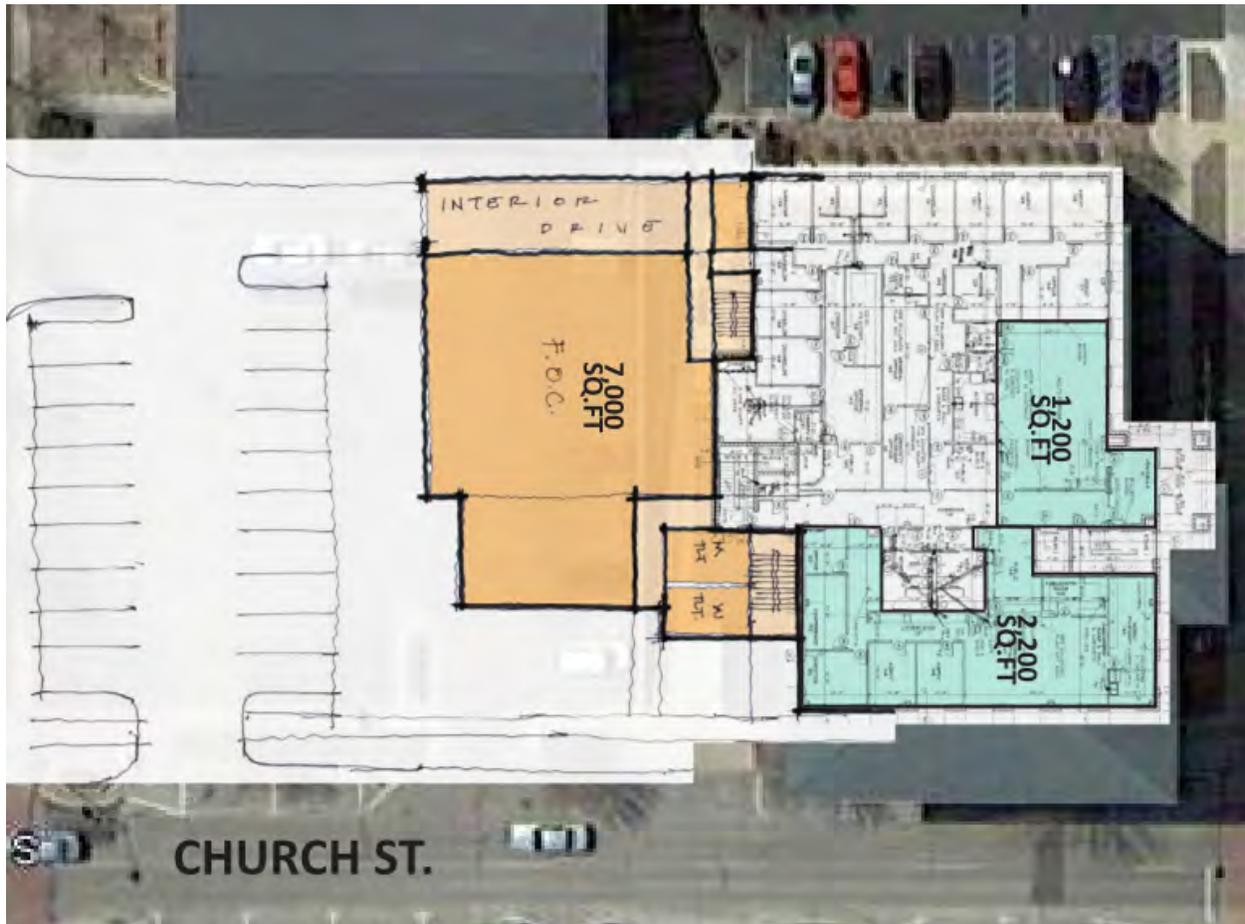
It is recommended that a new facility be constructed adjacent to the existing Commission on Aging. This new building would allow for an expansion of programmatic offerings to the public as well as improvements to allow for universal design considerations, making access for all easier to users. The adult daycare area would expand from one room to three, and serve 30 adults compared to the 9 adults served currently. The dining area would expand accordingly to seat 50 persons as well. Activity and crafts spaces, which are currently squeezed into small and irregular shaped rooms, would be provided with three times the capacity of the current areas. The staff break areas and a workshop space, which currently do not exist in the current facility, will be provided. Lastly, the large meeting space and group activity room will be expanded, so that the increased seating count for larger functions can be accommodated in the new facility.



This new 20,000 sf building will be a single story and have amenities which fit the neighborhood character of the site. Materials would likely consist of masonry and asphalt shingle roofing to continue the residential aesthetic of the current setting. It is envisioned that the facilities would continue to utilize the existing parking area and that parking could be expanded to the north once the current Commission on Aging building is demolished.

INITIATIVE SIX

Court Consolidation at Courts & Law Building



FIRST LEVEL

A two-story addition with a lower level secured parking area is proposed adjacent to the existing Courts & Law building to provide an increased level of safety and security as well as to realize efficiencies of having all County Court functions under one roof. This addition would entail relocating all the clerks to the Courts & Law building on the first level, and would move the Circuit Court into a second level adjacent to the existing Courts on that level. The first level would have expanded and enhanced security screening, and with the courts consolidated to one location, would be the only County facility other than the Jail to require security screening.



SECOND LEVEL

On the second level, this strategy would allow a connector corridor to keep the courtrooms adjacent to one another. A further benefit is that the existing secure holding area and elevator could be repurposed in the plan and enlarged, saving cost significantly. The location of judge's chambers and support staff areas would be a natural extension of the current layout and would simply extend around the perimeter of the building to gain access to natural daylighting. Also, two larger hearing/magistrate rooms would be incorporated near the large public corridor on the second floor to allow for easy access and separation of public and private spaces.

The expanded lower level holding area would be an enhancement, allowing for the Sheriff vehicles (vans) to negotiate down a new ramp to the lower level. Currently the sharp turning radius does not allow for this to happen. The ramp would be enclosed from the elements and would be operable year round. This would comprise approximately 20,000sf of new area. Along with this work, the existing clerks in the historic Courthouse could be moved into the space vacated by MSU Extension on the first level which would consolidate all the clerk services to one location.

FINANCING STRATEGY

The proposed project costs for the potential six initiatives are as follows:

Initiative One:	Circuit Court Building Improvements	\$300,000*
Initiative Two:	Renovate Community Room Building	\$700,000*
Initiative Three:	Animal Shelter Addition/Renovation	\$115,000*
Initiative Four:	New Sheriff Department and Jail	\$24.95 M*
Initiative Five:	New Commission on Aging	\$ 4.55 M*
Initiative Six:	Courts & Law Expansion	\$6.21 M*

**The project costs defined in these totals do not include any yearly escalation costs as the timeframe for moving forward with the projects was not able to be determined at this time.*

PROCESS

Our team worked with the Steering Committee and the County Administration to determine a conceptual financial plan to guide the development of a cost-effective and implementable Master Facilities Plan. Specifically, the administrative team and the County's Bond Counsel reviewed the potential costs of the MFP initiatives and developed a financing strategy to allow us to create a logical solution for future implementation.

RECOMMENDATION - PHASE ONE

The financing recommendation for the County to move forward with the first three initiatives (which total approximately \$1.2 million) is to execute these efforts utilizing existing capital from funds on-hand (net assets in excess of the minimum funding level in 100% Tax Payment fund or net assets available in the Building Rehabilitation fund).

The County has a policy that guides the use and funding levels of the 100% Tax Payment fund. The policy requires that the County maintain a minimum amount to allow the County Treasurer to fund each year's delinquent real property taxes without having to resort to borrowing money. To the extent that the balance exceeds the minimum funding level required, the funds in excess may be used for one-time non-reoccurring capital expenditures or improvements upon a two-thirds majority vote of the Board of Commissioners. Currently net assets in excess of the minimum required funding level in the 100% Tax Payment fund are \$2.0 million.

The County also maintains a Building Rehabilitation fund for the express purpose of repairing, renovating and maintaining its buildings, parking lots and grounds. Unlike the 100% Tax Payment fund, the Building Rehabilitation fund does not require a minimum funding level, however it has been established for the specific purpose of funding capital expenses. Staff has provided schedules identifying approximately \$1.4 million in anticipated expenditures over the next ten years and the fund has net assets of \$2.2 million.

RECOMMENDATION - PHASE TWO

The financing recommendation for the County to move forward with the three larger projects (initiatives four, five and six) is to pursue municipal bonding backed by voter approved millage. The three projects total almost \$36 million and require an estimated average millage rate of just over 1 mill (1.0653 mills) over 25 years. It is the Steering Committee's recommendation, to the extent possible, to seek approval as a single ballot issue.

OPTIONAL CONSIDERATION

The County Board may want to consider, before it commits the discretionary resources available, the success of completing initiatives four, five and six (with emphasis on initiative four). If the County is able to construct a new Sheriff Department and Jail, the resources necessary from the Building Rehabilitation fund will be significantly reduced and can be used for other projects. However, if the County has to maintain and operate the existing aged facility into the foreseeable future, the resources required from the Building Rehabilitation fund will be significantly more.

SCHEDULE

The recommendation for a millage election target date is the May 2016 election or at the latest the November 2016 election. This will allow the community to understand the proposal and have time to become comfortable with the millage package before heading to the polls.

**Architectural Space Program -
Barry County Facilities Master Plan**

	DIVISION / DEPARTMENT	PERSONS or UNITS / AREA	NO. OF AREAS	SPACE STANDARD	NET SQ.FT.	EXISTING NET SQ.FT.	COMMENTS
4.000 Sheriff Department							
4.100 Public Spaces							
4.101	Lobby	15	1	30 SF/ area	450	300	
4.102	Entry	1	1	200 SF/ area	200	90	
4.103	Reception Counter	1	1	200 SF/ area	100	40	
4.104	Video Visitation	15	1	30 SF/ area	450	200	current visitation is through glass
4.105				SF/ area		0	
4.106				SF/ area		0	
Sub Total Net Area (NSF):					1200	630	
Department Grossing Factor @ 10% :					120	20	3.2%
Total Department Gross Square Footage (DGSF):					1320	650	<i>estimated</i>

4.200 Law Enforcement							
4.201	Sheriff's Office	1	1	250 SF/ area	250	190	enclosed office with 6 person conf. table
4.202	Under Sheriff's Office	1	1	180 SF/ area	180	100	enclosed office with table
4.203	Sargent's Office	2	1	120 SF/ area	240	200	enclosed office with 2 stations
4.204	Administrative Assistant	1	1	120 SF/ area	120	70	enclosed office
4.205	Clerical Staff	2	1	80 SF/ area	160	100	open work stations
4.206	Storage	1	1	200 SF/ area	200	85	
4.207	Conference Room	1	1	300 SF/ area	300	115	seating for 12-16
4.208	Interview Room	1	2	200 SF/ area	400	42	seating for 6 to 8
4.209	Men's Locker room	45	1	25 SF/ area	1125	340	
4.210	Women's Locker room	20	1	25 SF/ area	500	90	
4.211	Detectives Office	4	1	100 SF/ area	400	300	enclosed office with 4 workstations
4.212	Staff Toilet	1	2	90 SF/ area	180	0	
4.213	Training Room / Conference Rm.	80	1	20 SF/ area	1600	800	flexible furnishing with storage
4.214	Armory	1	1	100 SF/ area	100		
4.215				SF/ area		0	
Sub Total Net Area (NSF):					5755	2432	
Department Grossing Factor @ 25% :					1439	818	33.6%
Total Department Gross Square Footage (DGSF):					7194	3250	<i>estimated</i>

4.300 Jail Intake							
4.301	Vehicle Sally port	2	1	600 SF/ area	1200	700	two vehicles pull through
4.302	Secure Sally port	1	1	80 SF/ area	80	0	
4.303	Booking / Processing	1	1	500 SF/ area	500	320	two work stations
4.304	Open seating booking	10	1	25 SF/ area	250	0	
4.305	Detox / Holding	1	4	80 SF/ area	320	120	
4.306	Holding Cell	16	2	25 SF/ area	800	115	
4.307	Property Processing	1	1	300 SF/ area	300	0	change in/out of jail uniforms - near exit vestibule
4.308	Property Storage	1	1	400 SF/ area	400	120	adjacent to property processing
4.309	Staff toilet	1	2	90 SF/ area	180	0	
4.310	Breathalyzer	1	1	50 SF/ area	50	0	area off from vehicle sallyport
4.311	Release vestibule	1	1	80 SF/ area	80	0	
4.312	Sargent's Office	1	1	120 SF/ area	120	0	enclosed office
4.313	Intake Clerk	1	1	100 SF/ area	100		open workstation in booking area
4.314				SF/ area		0	
4.315				SF/ area		0	
Sub Total Net Area (NSF):					4380	1375	
Department Grossing Factor @ 20% :					876	405	29.5%
Total Department Gross Square Footage (DGSF):					5256	1780	<i>estimated</i>

4.400 Jail Housing							
4.401	_ Max Holding (22 Inmates x one pod)					1760	
4.402	Cells	1	11	72 SF/ area	792		
4.403	Day room	22	1	20 SF/ area	440		
4.404	Day room Dbl Bunk Add	1	11	40 SF/ area	440		
4.405	Shower / Toilet Area	1	1	150 SF/ area	150		
4.406	Secure Vestibule	1	1	80 SF/ area	80		
4.407	Outdoor Recreation	1	1	300 SF/ area	300		
4.408	Video Visitation	1	1	40 SF/ area	40		
4.409							
4.410	_ Women's Holding (22 Inmates x one pod)					475	
4.411	Cells	1	11	72 SF/ area	792		
4.412	Day room	22	1	20 SF/ area	440		
4.413	Day room Dbl Bunk Add	1	11	40 SF/ area	440		
4.414	Shower / Toilet Area	1	1	150 SF/ area	150		
4.415	Secure Vestibule	1	1	80 SF/ area	80		
4.416	Outdoor Recreation	1	1	300 SF/ area	300		
4.417	Video Visitation	1	1	40 SF/ area	40		
4.418							

**Architectural Space Program -
Barry County Facilities Master Plan**

	DIVISION / DEPARTMENT	PERSONS or UNITS / AREA	NO. OF AREAS	SPACE STANDARD	NET SQ.FT.	EXISTING NET SQ.FT.	COMMENTS
4.000 Sheriff Department							
4.419	Medium Holding (22 Inmates x two pods)					2800	
4.420	Cells	2	11	72 SF/ area	1584		
4.421	Day room	22	2	20 SF/ area	880		
4.422	Day room Dbl Bunk Add	2	11	40 SF/ area	880		
4.423	Shower / Toilet Area	1	2	150 SF/ area	300		
4.424	Secure Vestibule	1	2	80 SF/ area	160		
4.425	Outdoor Recreation	1	2	600 SF/ area	1200		
4.426	Video Visitation	1	2	40 SF/ area	80		
4.427				SF/ area	0		
4.428	Min Holding (30 Inmates x two pods)					1040	
4.429	Cells	2	15	72 SF/ area	2160		
4.430	Day room	30	2	20 SF/ area	1200		
4.431	Day room Dbl Bunk Add	2	15	40 SF/ area	1200		
4.432	Shower / Toilet Area	1	2	150 SF/ area	300		
4.433	Secure Vestibule	1	2	80 SF/ area	160		
4.434	Outdoor Recreation	1	2	600 SF/ area	1200		
4.435	Video Visitation	1	2	40 SF/ area	80		
4.436				SF/ area	0		
4.437	Dorm Holding (32 Inmates x one pod)					2500	
4.438	Sleeping Space	1	32	52 SF/ area	1664		
4.439	Day room	32	1	20 SF/ area	640		
4.440	Day room Dbl Bunk Add	1	16	40 SF/ area	640		
4.441	Shower / Toilet Area	1	1	150 SF/ area	150		
4.442	Secure Vestibule	1	1	80 SF/ area	80		
4.443	Outdoor Recreation	1	1	300 SF/ area	300		
4.444	Video Visitation	1	2	40 SF/ area	80		
4.445							
4.446	Central Control	1	1	600 SF/ area	600	150	two officer station
4.447				SF/ area	0		
4.448				SF/ area	0		
Sub Total Net Area (NSF):					20022	8725	
Department Grossing Factor @ 15% :					3003	1275	14.6%
Total Department Gross Square Footage (DGSF):					23025	10000	<i>estimated</i>
4.500 Jail Support Services							
4.501	Jail Administrator	1	1	200 SF/ area	200	300	enclosed office
4.502	Sargent's office	2	1	120 SF/ area	240		enclosed office with 2 workstations
4.503	Medical Area	1	1	800 SF/ area	800	125	holding area, office, supplies
4.504	Kitchen Prep	1	1	800 SF/ area	800	430	cooking and plating
4.505	Kitchen Storage	1	1	800 SF/ area	800	460	Dry, refrigerator, freezer
4.506	Kitchen Clean Up	1	1	800 SF/ area	800	180	Dishwasher and cart storage
4.507	Kitchen support spaces	1	1	400 SF/ area	400		Office and toilets
4.508	Receiving / trash	1	1	1000 SF/ area	1000		secure area for inmate workers
4.509	Laundry	1	1	800 SF/ area	800	80	3 w/d and storage area
4.510	Program Space	1	3	600 SF/ area	1800	1160	classrooms
4.511	Program Offices	4	1	100 SF/ area	400		space for program providers
4.512	Staff Break room	16	1	30 SF/ area	480		
4.513				SF/ area	0		
4.514				SF/ area	0		
Sub Total Net Area (NSF):					8520	2735	
Department Grossing Factor @ 20% :					1704	765	28.0%
Total Department Gross Square Footage (DGSF):					10224	3500	<i>estimated</i>
4.600 Support Spaces							
4.601	Vehicle Maintenance	1	1	2000 SF/ area	2000	1776	3 bays with work benches
4.602	Vehicle Maintenance Parts	1	1	1000 SF/ area	1000	600	
4.603	Vehicle Maintenance Support	1	1	600 SF/ area	600		Office and staff toilet
4.604	Department storage	1	1	2000 SF/ area	2000	2000	
4.605				SF/ area	0		
Sub Total Net Area (NSF):					5600	4376	
Department Grossing Factor @ 10% :					560	424	9.7%
Total Department Gross Square Footage (DGSF):					6160	4800	<i>estimated</i>
Total 4.000 Sheriff's Department (DGSF):					53179	23980	
Building Grossing Factor @ 30% :					15954	5620	Mechanical, Electrical and wall thickness
Total Building Gross Square Footage for Department (BGSF):					69133	29600	

Facility Assessment - Courthouse

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Public entrance sign is temporary.	Provide permanent entry signage.			X	
	AC unit is exposed at main entry.	Provide screening (aesthetic only).				X
	Limestone above north entry is damaged.	Repair is possible.			X	
	Second floor hollow metal door frames need painting.	Paint frames.			X	
	Minimum number of damaged or dirty ceiling tiles.	Replace ceiling tiles as required.			X	
	Second floor toilet rooms' finishes are in poor condition.	Renovate toilet rooms.			X	
	Third floor toilet rooms are in poor condition.	Renovate toilet rooms.			X	
	3rd floor toilet rooms are in poor condition.	Renovate toilet rooms.			X	
	Third floor and Mezzanine hand railing does not meet code.	Replace handrail.	X	X		
	Mezzanine roof leak in Commission Chambers at clock tower flashing and siding.	Repair roof.		X		
MECH	The air handling units are nearing the end of their useful life .	Recommend pursuing replacement options.			X	
	Ventilation effectiveness is poor.	Recommend pursuing replacement options.			X	
	The heating boilers are new in 2014.					
	Heating pumps are approximately 25yrs old .	Replace heating pumps.			X	
	The air-cooled chiller was installed in 1989 and is at the end of its useful life.	Recommend pursuing replacement options.			X	
	Domestic water heater in basement is new.					

Facility Assessment - Courthouse

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ELEC	The fire alarm system is 25 years old and reaching the end of its useful life. It does not have full coverage and does not meet code.	Replace fire alarm system with new.	X	X		
	Some of the rooms appear to be under lit due to the use of historic light fixtures.	Look at LED options to increase light levels.			X	
	All façade lighting is metal halide.	Replace with LED type light fixtures.			X	
	Emergency lighting is all bug eye type.	Consider providing an emergency generator and tying lights and any other items important to maintain power during and outage.			X	
	There are no lighting controls.	Provide lighting controls throughout.			X	
TECH	Tech closets are not a secure dedicated space	Relocate all network equipment to secure, dedicated rooms or locking racks		X		
	Existing cable is cat 5 & 5e and is not installed following BICSI guidelines	Recable building with cat 6 cable following industry best practices			X	
	Some network and phone equipment does not have UPS backup	Install UPS units		X		
	Wireless network has limited coverage	Expand wireless to cover entire building		X		
	File servers are not in a purpose built server facility	Relocate servers to either a new server room or external data center		X		
	Access control of doors is not available	Provide access control for exterior doors			X	

Facility Assessment - Law and Courts Building

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Trees block signage on the building entry.	Trim trees.		X		
	Garage door needs painting.	Paint door.		X		
	Ceramic tile floor is cracked in entry and main corridors of each floor.	Replace ceramic tile.			X	
	Ceramic tile floor and carpet are in poor condition at the MSU extension.	Replace ceramic tile and carpet.			X	
	Men's and women's toilet room ceramic tile floor is cracked and countertops are damaged.	Replace ceramic tile and countertops.			X	
	Toilet room countertop is damaged at Judge's room.	Replace countertops.			X	
	Second floor Courtroom ceiling tiles are sagging and falling out.	Replace ceiling grid and tile. (Safety issue)	X	X		
	Drywall cracked in second floor Courtroom.	Repair drywall.			X	
	Northern corridor ceiling tile and grid in the Prosecutor's area is in poor condition.	Replace ceiling grid and tile. (Safety issue)			X	
	Second floor General Office carpet is in poor condition.	Replace carpet.			X	
	Third floor Courtroom ceiling tiles are sagging.	Replace ceiling grid and tile. (Safety issue)	X	X		
	Wood doors are in poor condition.	Repair, refinish and replace large kick plates.				X
	Damage wall below window sill in Conference room 350.	Repair drywall.			X	
	Damage south wall at Law Library.	Repair drywall.			X	

Facility Assessment - Law and Courts Building

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
MECH	1994 Heat Pump System.	Recommend pursuing replacement options.			X	
	Two Boilers & Fluid Cooler.	Recommend pursuing replacement options, based on age.			X	
	Ventilation AHU with Condensing Unit.	Recommend pursuing replacement options.			X	
	Novar Control System.	Recommend pursuing replacement options.			X	
	Cooling required in IT closet.	Add Cooling.		X		
ELECT	Basement is all T12, the rest of the building is linear T8.	Replace all T12 lighting. Consider replacing T8 at the same time.			X	
	There are no lighting controls.	Provide lighting controls to meet code.	X		X	
	The fire alarm system is 25 years old.	The system should be replaced as parts become obsolete.				X
TECH	Some tech closets are not a secure dedicated space	Relocate all network equipment to secure, dedicated rooms or locking racks		X		
	Some network and phone equipment does not have UPS backup	Install UPS units		X		
	Wireless network has limited coverage	Expand wireless to cover entire building		X		
	File servers are not in a purpose built server facility	Relocate servers to either a new server room or external data center		X		
	IP security cameras are on separate systems	Migrate cameras to a single centralized NVR				
	Access control of doors is not available	Provide access control for exterior doors using a central controller				X

Facility Assessment - Annex

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Gutters are in poor condition; caused water damage to north wall.	Replace gutters and repair north wall.		X		
	Building signage at entries is missing or in poor condition.	Provide new building signage at entries.		X		
	Front wood steps and porch, including soffit, are in poor condition.	Repair or replace steps, porch and soffit.			X	
	Rear entry wood ramp and porch are in poor condition.	Repair or replace ramp and porch.			X	
	Exterior railings need painting.	Paint railings.		X		
	Windows are single pane and may be original.	Replace windows with energy efficient units.			X	
	Interior finishes are in poor condition.	Replace all flooring, ceilings and paint the interior.		X		
	Second floor is not accessible.	Provide elevator.	X	X		
	Stairs and railing do not meet code.	Modify original staircase to meet code.	X	X		
	Toilet rooms do not meet barrier-free code / ADA compliance.	Remodel toilet rooms to meet code.	X	X		
	Drinking fountain does not meet barrier-free code / ADA compliance.	Replace drinking fountain.	X	X		
	Some doors are in poor condition and hardware does not meet barrier-free.	Replace doors and hardware.	X	X		
	Wall is damaged at rear entry.	Repair wall		X		
Paneling damage throughout the building.	Remove paneling and install gypsum board and finish.		X			

Facility Assessment - Annex

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
MECH	No ventilation - operable windows.	Provide ventilation means to meet Code.	X	X		
	Heating source from Courthouse.					
	Domestic water is disconnected.	Completely replace domestic water		X		
	Domestic water heater abandoned.	System and toilet rooms.				
	Toilet rooms are not useable.					
ELEC	There is no fire alarm system.	Install a new fire alarm system.	X	X		
	Branch panels are full and one is an old fused plug style panel.	Replace panels and provide meter for the building.			X	
	The lighting is a mix of incandescent and T12 fluorescent.	Replace with LED type lighting.			X	
	There is only one emergency bug eye style fixture.	Install emergency lighting to meet code. This should be done as part of the lighting renovation.	X			
	There are no lighting controls.	Provide lighting controls as part of lighting replacement.			X	
TECH	No UPS unit for network and phone	Install UPS unit		X		
	No security cameras	Install IP security camers using central NVR			X	
	No wireless network	Install wireless for staff and visitors			X	
	Access control of doors is not available	Provide access control for exterior doors using a central controller			X	

Facility Assessment - Friend of the Court

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Windows are in poor condition.	Replace windows.			X	
	Entrance steps are in poor condition.	Replace concrete steps.			X	
	Asphalt is breaking up at drain locations.	Provide concrete surround at drains.		X		
	Carpet is in poor condition.	Replace carpet.			X	
	Toilet room needs ADA compliant signage.	Provide signage.	X	X		
	South-east Office has a leak in the ceiling.	Repair leak and replace damaged ceiling.		X		
	Marker board is damaged in Meeting room.	Replace marker board.			X	
	Meeting room has a leak in the ceiling.	Repair leak and replace damaged ceiling.		X		
MECH	Heating water boiler with perimeter radiant heat.	Plan for replacement; pursue options, based on age.				X
	Five (5) furnaces serving the main level.	Plan for replacement; pursue options, based on age.				X
	Three (3) RTU's serving the upper level.	Plan for replacement; pursue options, based on age.				X
	Leaks in C.I sanitary.	Repair / Replace piping.		X		
ELEC	The exterior lights are all metal halide.	Replace with LED type.			X	
	Emergency lighting is all bug eye type lights.	Replace with internal battery type. An option for emergency generator should be looked at.			X	
	There are no lighting controls.	Provide lighting controls to meet code.	X			X

Facility Assessment - Friend of the Court

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
TECH	Tech closet is not a secure dedicated space	Install fully enclosed and locked rack		X		
	No UPS unit for network and phone	Install UPS unit		X		
	IP security cameras are on separate systems	Migrate cameras to a single centralized NVR			X	
	Wireless network has limited coverage	Expand wireless to cover entire building		X		
	Access control is installed with local	Consolidate to a centralized system			X	

Facility Assessment - Library

	Description	Recommendation	Code	Duration		
				Immediate	2-5 yrs	5-10 yrs
ARCH	No building signage.	Provide building signage.		X		
	Ramp is in poor condition.	Repair and paint ramp.		X		
	Exterior door at the ramp is in poor condition.	Replace door, frame and hardware.		X		
	Roof will need to be replaced.	Replace roof.			X	
	Broken window in the basement.	Replace or repair window.		X		
MECH	Two old rooftop units; cooling only.	Replace RTUs.		X		
	Steam boiler in basement, radiators located throughout the building.	Recommend pursuing replacement options.			X	
	Ventilation is provided through the RTU's.					
	I.T. room in basement; in need of appropriate air conditioning.	Provide appropriate cooling.		X		
	Toilet rooms need to be replaced.	Update remodel toilet rooms.			X	
ELEC	There is no fire alarm system.	Install a new fire alarm system.	X	X		
	There are two services to the building.	Combine into one larger service.			X	
	Some of the wiring is original cloth type wiring.	Replace original wiring.			X	
	There are no lighting controls.	Provide lighting controls to meet code.	X		X	
	Exterior lights are all metal halide.	Replace with LED type.			X	

Facility Assessment - Library

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
TECH	Some tech closets are not secure dedicated spaces	Relocate all network equipment to secure, dedicated rooms or locking racks		X		
	Some network and phone equipment does not have UPS backup	Install UPS units		X		
	File servers are not in a purpose built server facility	Relocate servers to either a new server room or external data center		X		
	Facility houses servers but lacks generator	Provide generator		X		
	IP security cameras are on separate systems	Migrate cameras to a single centralized NVR			X	
	Access control of doors is not available	Provide access control for exterior doors			X	

Facility Assessment - Jefferson St. Garage

	Description	Recommendation	Code	Duration		
				Immediate	2-5 yrs	5-10 yrs
ARCH	Wood trim at doors and windows is in poor condition.	Replace damage wood and paint.		X		
	Asphalt drive is in poor condition.	Replace drive.			X	
	Partition wall has hole in it.	Repair wall.			X	
MECH	Water service is shut off.	Evaluate need for water service.		X		
	One gas-fired unit heater.	Remove abandoned equipment.		X		
	Shut off gas 10yrs ago.	Evaluate need for gas service.		X		
ELEC	All lighting is incandescent.	Replace with LED type.			X	
TECH	No county IT services are provided to Health Department	Investigate offering county IT services to site		X		
	Access control of doors is not available	Provide access control for exterior doors using a central controller			X	

Facility Assessment - Health Department

	Description	Recommendation	Code	Duration		
				Immediate	2-5 yrs	5-10 yrs
ARCH	Exterior entry light in canopy in not rated for exterior application and steel is rusted.	Replace light.		X		
	Weeds growing in gutters.	Clean gutters.		X		
	Ceiling tiles are sagging and have water damage.	Replace ceiling tiles (safety issue).	X	X		
MECH	Water cooled heat pump system installed throughout is in good condition.	Good Condition.				X
	Standard efficiency boiler is in good condition.	Good Condition.				X
	Cooling tower is connected via plate heat exchanger, good condition.	Good Condition.				X
	Make-up air / ventilation system was improved 2 yrs ago.	Good Condition.				X
	Control system is in fair condition and should be considered for replacement.	Recommend pursuing replacement.			X	
ELEC	Exterior lighting is all metal halide.	Replace with LED type.			X	
	Interior lighting is all T8. Most fixtures are 4-lamp parabolic.	Replace with LED type.				X
	There are no lighting controls.	Provide lighting controls to meet code.				X
TECH	No county IT services are provided to Health Department	Investigate offering county IT services to HD		X		
	No WAN connection to county	Add a connection to faciliate the delivery of IT services		X		

Facility Assessment - Commission on Aging

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Roofs are leaking.	Replace roof.		X		
	Water runs into the north and south sides of the building. Water in basement, the water is then pumped to the lawn via a sump.	Re-grade the site and provide dry well/leaking basin. Provide a French drain around building.		X		
	Windows are in poor condition.	Provide new windows.		X		
	Sidewalk has heaved in many locations. Exterior west exit door will not open in the winter.	Replace sidewalks.	X	X		
	Entry walk is a trip hazard.	Walk needs to be redesigned and replaced.		X		
	East sidewalk is a hazard due to it's slope.	Replace sidewalks.		X		
	Leak in Office.	Repair leak and replace damaged ceiling.		X		
	Leak in Craft/Meeting room.	Repair leak and replace damaged ceiling.		X		
	Noise is an issue in the Multi-purpose room.	Add acoustical treatment to the ceiling and walls.		X		
	Termite damage has been discovered.	Repair and replace sill plates and walls as required.		X		
	Toilet room door swings into corridor.	Door needs to swing into the room or be reset back from the corridor.	X	X		

Facility Assessment - Commission on Aging

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
MECH	Combination of RTU's and Furnaces in fair condition. The equipment is fair but operation is poor.	Recommend replacement.			X	
	Building ventilation effectiveness is poor.	Recommend replacement.		X		
	Sanitary system is in poor condition and problematic; requires repair / replacement of sections.	Recommend replacement.		X		
	Restrooms are in poor condition and need to be replaced.	Recommend replacement.		X		
	Site drainage condition floods basement.	Recommend performing site work.		X		
ELEC	Exterior lights are all metal halide type.	Replace with LED type.			X	
	Interior lighting is all T8. Most fixtures are 4-lamp parabolic.	Replace with LED type.				X
	There are no lighting controls.	Provide lighting controls to meet code.				X
	Emergency lighting is all bug eye type lights.	Replace with internal battery type. An option for emergency generator should be looked at.			X	
TECH	No WAN connection to county	Add a connection to facilitate the delivery of IT services			X	
	File servers are not in a purpose built server facility	Relocate servers to either a new server room or external data center		X		
	County only provides e-mail services	Investigate offering additional county IT services to HD		X		
	Access control of doors is not available	Provide access control for exterior doors			X	

Facility Assessment - Sheriff Department

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Asphalt is in poor condition.	Replace parking lots and drives.		X		
	Drainage is poor.	Re-grade parking lot to avoid standing water.		X		
	Drains are in poor condition.	Provide concrete surrounds.		X		
	Windows are original and in poor condition.	Replace windows.			X	
	Exterior doors and frames rusted.	Replace doors and frames.		X		
	Roof is 14 years old.	Replace roof.				X
	Storage shed and garage wood door frames are in poor condition.	Replace frame and paint frame and door.		X		
	Terrazzo flooring needs refinishing.	Strip and seal terrazzo.		X		
	Minimum security shower is in poor condition.	Shower stall should be remodeled.	X	X		
	Meeting room, offices and exercise rooms located in basement do not meet barrier-free code / ADA compliances.	Provide an elevator.	X	X		
	Staff toilet /locker rooms do not meet barrier-free code or ADA compliance.	Remodel toilet/locker rooms to meet barrier-free code / ADA compliance.	X	X		
	Drinking fountains do not meet barrier-free code / ADA compliances.	Provide new drinking fountains.	X	X		
	Casework is in poor condition.	Provide new casework.	X		X	
	Carpet and VCT is in poor condition.	Replace carpet and VCT.		X		
	Sealed/painted concrete floors are in poor condition.	Refinish concrete floors.		X		
	Doors, frames, and window frames are in poor condition.	Paint doors and frames. Add kick plates to doors.		X		
	Several light fixture lenses are broken.	Replace lenses.		X		
Shower floor tile is in poor condition.	Replace tile.		X			

Facility Assessment - Sheriff Department

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
	Shower metal shelf and towel hook rusted.	Replace metal shelf and towel hooks.		X		
	Barrier Free shower stall does not meet current code.	Remodel toilet rooms to meet barrier-free code / ADA compliance.	X	X		
MECH	New RTU serving East, South, and West wings; replaced three existing.	Recommend pursuing replacement options.			X	
	Seven (7) AHU's within facility with high utility costs.	Recommend replacement.		X		
	Pneumatic control system needs to be replaced.	Recommend replacement.		X		
	VAV boxes in poor condition.	Recommend replacement.		X		
	2013 Boiler replacement.	Recommend pump/piping replacement.		X		
	2008 Chiller replacement.	Recommend pump/piping replacement.		X		
	2009 Air compressor replacement.					
	Training Room / Locker room HVAC eqp failure.	Recommend replacement.		X		
	Server room HVAC is deficient.	Recommend replacement.		X		
	60 psi domestic water pumps are excessive and damaging equipment.	Recommend replacement.		X		
	2008 Domestic Water Heater.					X

Facility Assessment - Sheriff Department

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ELEC	The electrical service is 45 years old and at the end of its useful life.	Provide new service including all new distribution.			X	
	All branch panels are old and at capacity.	Replace all branch panels.			X	
	Receptacles and branch circuits are having issues tripping and grounding.	Replace all branch wiring.			X	
	Site lighting is all metal halide and appears to be under lit.	Replace with LED type.		X		
	The interior lighting is a mix of linear fluorescent and compact fluorescent. Some	Replace lighting through out building.			X	
	There are no lighting controls.	Provide lighting controls to meet code.	X		X	
	The paging system is old and at the end of its useful life.	Replace entire system.			X	
	The fire alarm system does not have any coverage in the older part of the building and lacking smoke detections in the prison area.	Replace entire system.	X	X		
TECH	Tech closets are not a secure dedicated space	Relocate all network equipment to secure, dedicatred rooms or locking racks		X		
	Existing cable is cat 5 & 5e and is not installed following BICSI guidelines	Recable budiling with cat 6 cable following industry best practices			X	
	Some network and phone equipment does	Install UPS units		X		
	Wireless network has limited coverage	Expand wireless to cover entire building		X		
	File servers are not in a purpose built server facility	Relocate servers to either a new server room or external data center		X		
	2 of 6 WAN fiber strands are bad	Inspect and repair damaged fibers		X		
	Existing security cameras are low resolution	Install IP security cameras using central NVR			X	
	Access control is installed using local controller	Consolidate to a centralized system			X	

Facility Assessment - Transit

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ARCH	Roof/gutter leak at East cmu wall caused damage and wall is in poor condition.	Repair and/or replace wall.			X	
	Passage door and walk at garage freezes.	Provide canopy. (Safety and exiting issue)	X	X		
	Blue accent tile is de-laminating.	Replace tiles.		X		
	Damaged garage door panels.	Replace panels.		X		
	Pipe bollards are rusted.	Replace bollards.			X	
	Water damaged ceiling tiles.	Replace ceiling tiles.		X		
	Wall is damaged at drinking fountain.	Repair drywall and provide a backsplash.		X		
	Wash bay wall is peeling from moisture.	Provide a sealant/epoxy product.		X		
	Passage door into the garage from the interior is rusted.	Replace door and frame.		X		
MECH	Original furnace / condensing unit serving office area nearing the end of its useful life.	Recommend pursuing replacement options.			X	
	Radiant tube heaters in garage area are in good condition.	Good condition.				X
	Garage ventilation fans are in good condition	Good condition.				X
	Domestic water appears adequate and fair condition for its use.	Good condition.				X

Facility Assessment - Transit

				Duration		
	Description	Recommendation	Code	Immediate	2-5 yrs	5-10 yrs
ELEC	All exterior lighting is metal halide.	Replace with LED type.			X	
TECH	WAN connection is wireless link	Upgrade to fiber for greater speed and security			X	
	Tech closet is not a secure dedicated space	Install fully enclosed and locked rack		X		
	No wireless network	Install wireless for staff and visitors		X		
	Access control of doors is not available	Provide access control for exterior doors			X	

Facility Assessment - Animal Shelter

	Description	Recommendation	Code	Duration		
				Immediate	2-5 yrs	5-10 yrs
ARCH	Lack of storage is a problem. Garage used for cats.	Provide additional storage/square footage.		X		
	Noise is an issue.	Provide acoustical product on the ceilings and upper walls.			X	
	Moisture is a problem in the kennels.	Provide epoxy product on floors and lower part of walls.		X		
	Steel doors in poor condition.	Replace doors and frames.			X	
MECH	Grade mounted RTU serving the office / clinic area is in fair condition nearing the end of its useful life.	Recommend pursuing replacement option.			X	
	Exhaust system and grade mounted make-up air serves the kennel area. Equipment is in Unit heater conditions the garage space.	Recommend pursuing replacement option.			X	
						X
ELEC	The electrical panel is full.	Add a sub panel and feed from existing.				X
	All exterior lighting is metal halide.	Replace with LED type.			X	
	Emergency lighting is all bug eye type.	Replace with internal battery type.				X
	There is no fire alarm system.	Provide a fire alarm system.				X
TECH	WAN connection is 20 mbps wireless link	Upgrade to fiber for greater speed and security			X	
	Tech closet is not a secure dedicated space	Install fully enclosed and locked rack		X		
	Existing security cameras are low resolution analog cameras	Install IP security cameras using central NVR			X	
	No wireless network	Install wireless for staff and visitors			X	
	Access control is installed using system from Sheriff's Office	Consolidate to a centralized system			X	

Barry County Facilities Master Plan Meeting #1 – 9.23.2014



TowerPinkster
ARCHITECTS | ENGINEERS

Agenda

- Introductions
- Process
- Structure
- Schedule
- Goals / Vision
- Wrap-Up



Introductions

Eric Hackman, AIA, NCARB, LEED AP
Project Manager / Programmer

Bjorn Green, ASSOC. AIA
Planner

Jason Novotny, AIA, CPTED, LEED AP
Design Architect

Adam Doublestein, PE, LEED AP
Mechanical Engineer

Lentz Becraft, PE, LEED AP
Electrical Engineer

Barb Vader, AIA
Architect

Alex Ellingsen
Senior Technology Designer





Process

Phase 1: Information Gathering/Visioning Kick-off

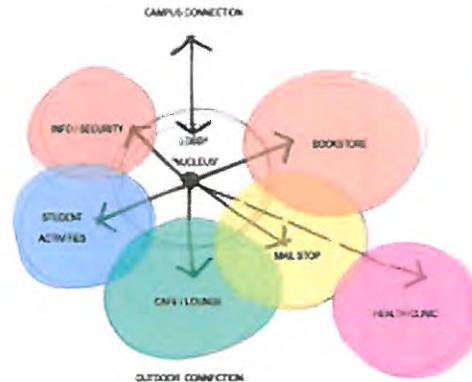
- Assemble Existing Information/Data
- Department Interviews & Programming
(Collect Space Utilization Information)
- Departmental Program Reviews
- Facility / Technology Assessment
- Steering Committee Work Sessions

Mission Statement

Barry County protects its citizens' right to a healthy, safe and prosperous community through responsible county leadership.

Core Values

Honesty and integrity is our foundation.
 Respect for each other is our commitment.
 Responsibility is our operating standard.
 Communication is our connection to the community and to each other.
 Professionalism is our daily practice.
 Collaboration is our strength.
 Accountability is our promise.
 Effectiveness is our resolve.
 Trust is our reward.



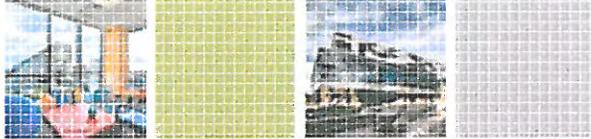


Process

Phase 1: Information Gathering/Visioning Kick-off

- JAIL STUDY
 1. Administration and Public
 2. Visitation
 3. Intake/Release
 4. Staff Support
 5. Security Operations
 6. Programs and Services
 7. Health Services
 8. Housing
 9. Inmate Transportation
 10. Food Service
 11. Laundry
 12. Warehouse/Commissary
 13. Maintenance





Structure

Board of Commissioners

Steering Committee

Stakeholders

**Public /
Community**



Schedule

		<u>Complete</u>
• Phase One – Information Gathering	9 wks	Nov 7
• Interviews / Building Tours		
• Phase Two – Idea Generation	9 wks	Dec 23
• Charrettes and Public Engagement		
• Phase Three – Conceptual Options	7 wks	Feb 10
• Building details and cost estimates		
• Phase Four – Finalization	6 wks	Mar 25
• Culminate findings		
• Publish Report	*	Mar 31



Schedule

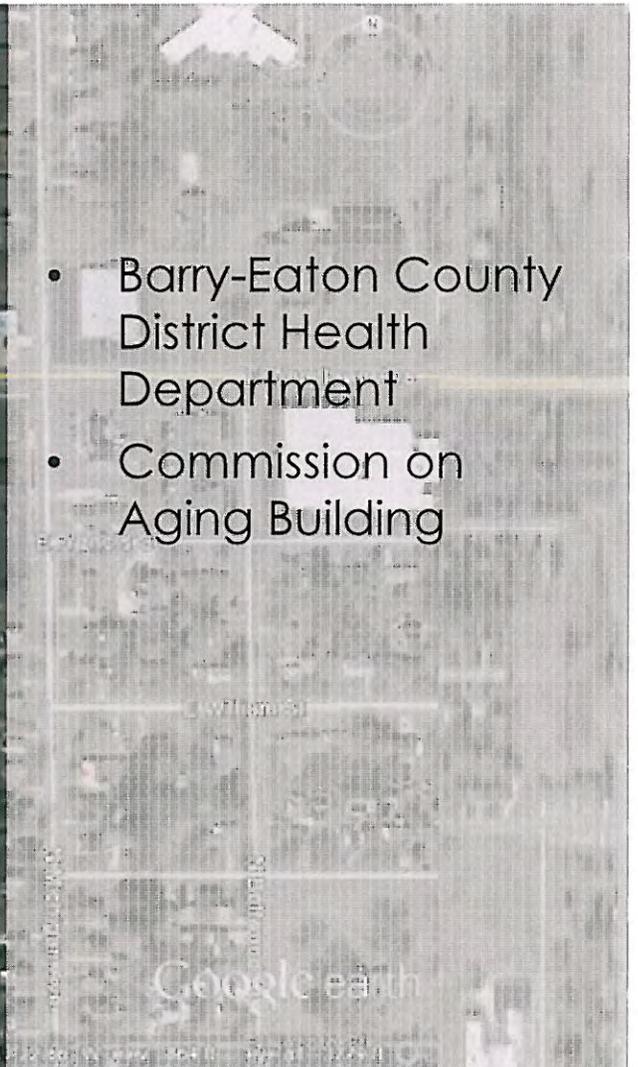
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| | | <u>Complete</u>
Nov 7 |
| • Phase One – Information Gathering | 9 weeks | |
| • Gathering information | Sept. 8 – 26 | |
| • Facility tours | Oct. 10 & 14 | |
| • Departmental programming interviews | Oct. 10 – 17 | |
| • Spatial tabulation reviews | Oct. 27 – Nov. 4 | |
| • Steering committee review of information | Nov. 4 – 7 | |

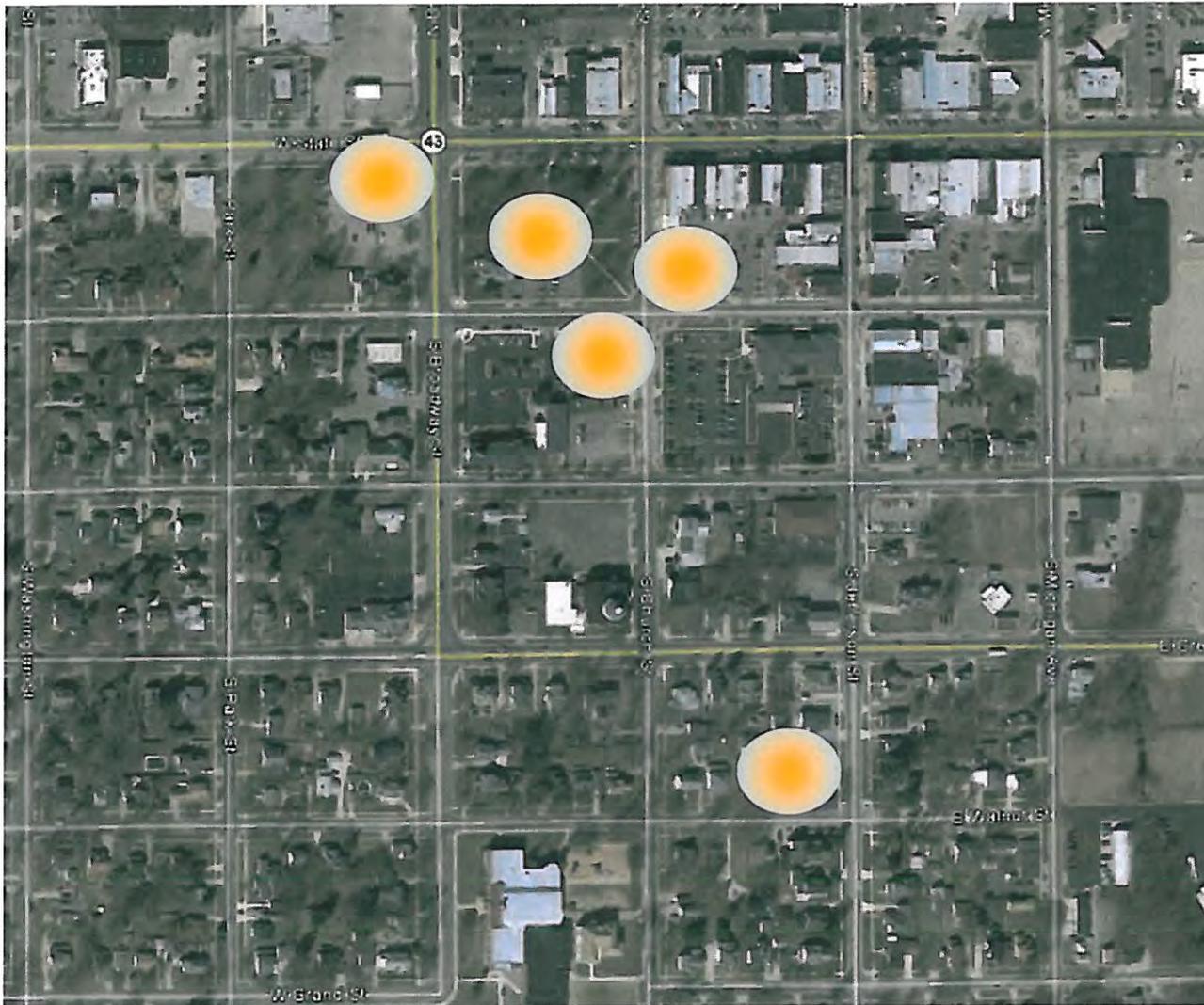


- Building Locations

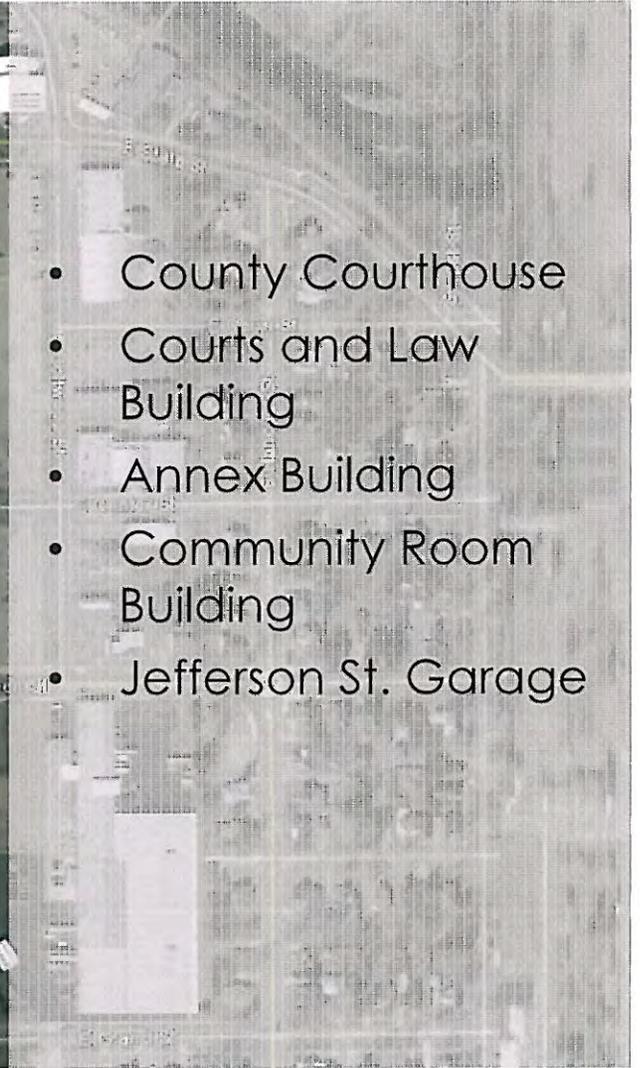


- Barry-Eaton County District Health Department
- Commission on Aging Building



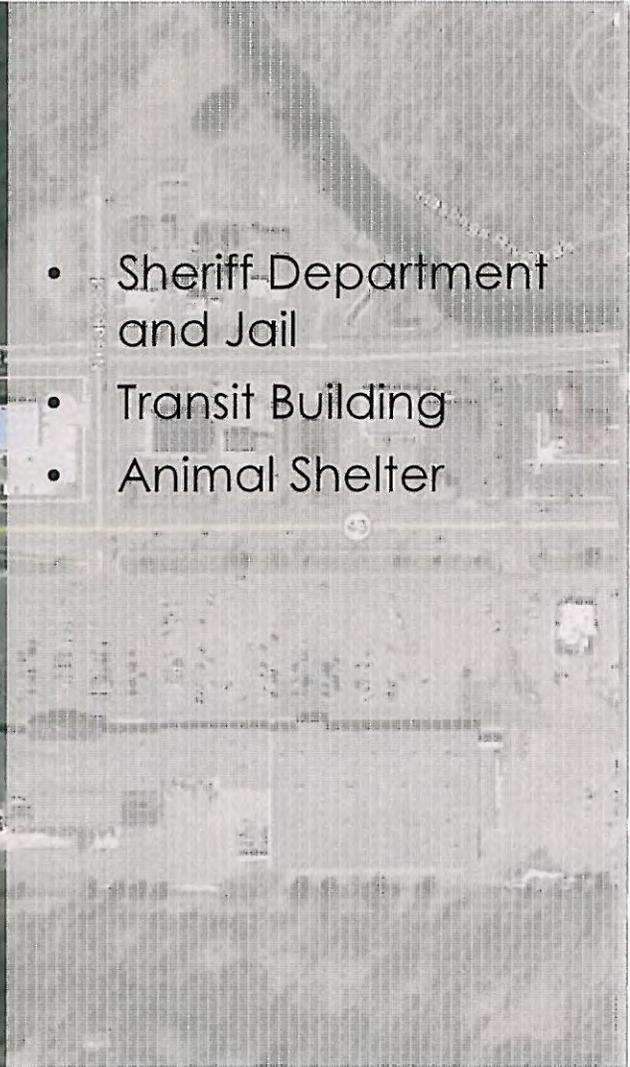


- County Courthouse
- Courts and Law Building
- Annex Building
- Community Room Building
- Jefferson St. Garage





- Sheriff Department and Jail
- Transit Building
- Animal Shelter



Vision and Goals

- —
- —
- —
- —
- —
- —
- —



Wrap-Up

Barry County Facilities Master Plan Meeting #2 – 9.30.2014



TowerPinkster
ARCHITECTS | ENGINEERS

Agenda

- Introductions
- Process
- Structure
- Schedule
- Preparation
- Concerns / Questions
- Wrap-Up



Introductions

Eric Hackman, AIA, NCARB, LEED AP
Project Manager / Programmer

Bjorn Green, ASSOC. AIA
Planner

Jason Novotny, AIA, CPTED, LEED AP
Design Architect

Adam Doublestein, PE, LEED AP
Mechanical Engineer

Lentz Becraft, PE, LEED AP
Electrical Engineer

Barb Vader, AIA
Architect

Alex Ellingsen
Senior Technology Designer





Process

Facilities Master Plan - Purpose

- Enhance citizen access to County programs
- Enhance the safety of County facilities
- Reduce facility maintenance costs
- Identify non-County programs and services that could be integrated with the County
- Maintain the existing historic presence and heritage within the County facilities





Process

Four Phases:

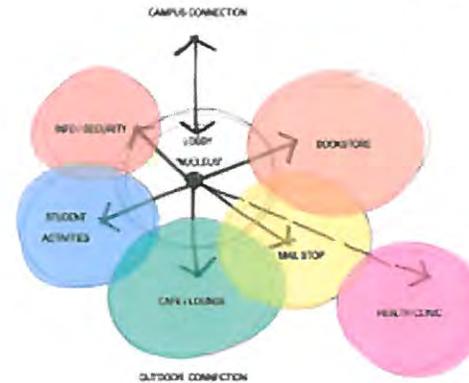




Process

Phase 1: Information Gathering/Visioning Kick-off

- Assemble Existing Information/Data
- Department Interviews & Programming
(Collect Space Utilization Information)
- Departmental Program Reviews
- Facility / Technology Assessment
- Steering Committee Work Sessions





Phase 1: Information Gathering/Visioning Kick-off

- JAIL STUDY
 1. Administration and Public
 2. Visitation
 3. Intake/Release
 4. Staff Support
 5. Security Operations
 6. Programs and Services
 7. Health Services
 8. Housing
 9. Inmate Transportation
 10. Food Service
 11. Laundry
 12. Warehouse/Commissary
 13. Maintenance

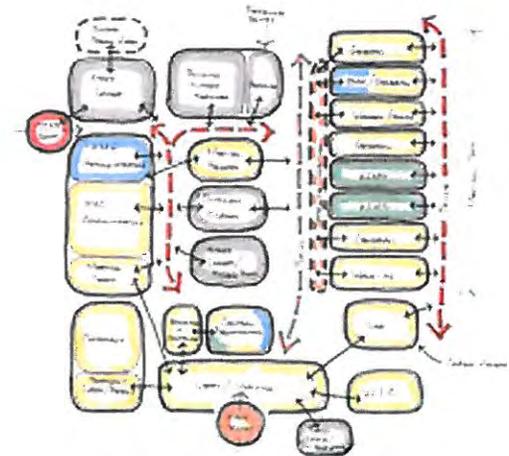
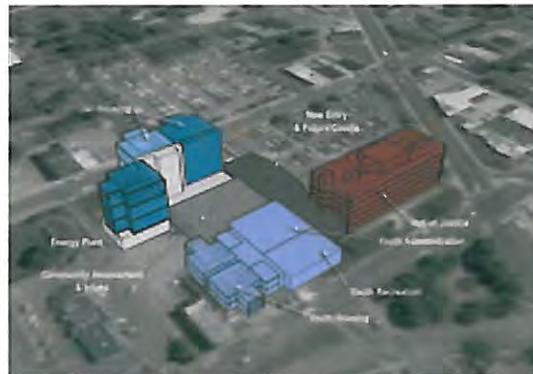
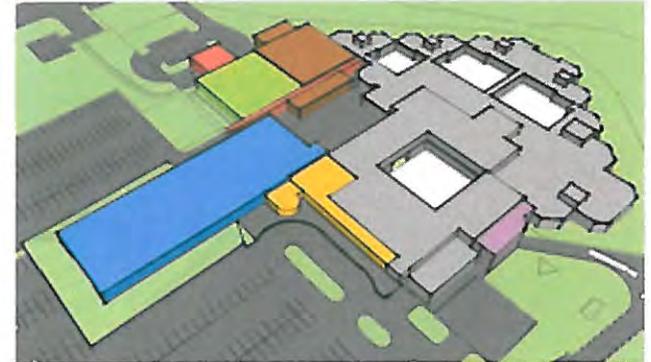




Process

Phase 3: Conceptual Options

- Define Conceptual FMP Options
- Develop Project Costs
- Steering Committee Work Session
- Select Preferred FMP Solution





Structure

Board of Commissioners

Steering Committee

Stakeholders

**Public /
Community**



Structure

Steering Committee

- Jeff Mansfield
- Bonnie Hildreth
- Fred Jacobs
- Mark Kolanowski
- David Shinaver
- Tim Neeb
- Dar Leaf
- Bill Doherty
- Michael Brown



Schedule

		<u>Complete</u>
• Phase One – Information Gathering	9 wks	Nov 7
• Interviews / Building Tours		
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Schedule

- | | | |
|--|------------------|--------------------------|
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Nov 7 |
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| • Departmental programming interviews | Oct. 10 – 17 | |
| • Spatial tabulation reviews | Oct. 29 – Oct 31 | |
| • Steering committee review of information | Nov. 7 | |



Schedule

Oct. 10th – 9:30 to 5:00

- Health Department
- Commission on Aging
- Animal Shelter
- Transit
- Adult Probation

Oct. 14th – 7:00 to 12:00

- Jail
- Sheriff

Oct. 13th – 7:00 to 5:00

- County Administration
- Treasurer
- Register of Deeds
- County Clerk
- Drain Commission
- Planning & Zoning
- Land Information & IT
- Equalization
- MSU Extension

Oct. 17th – 7:00 to 5:00

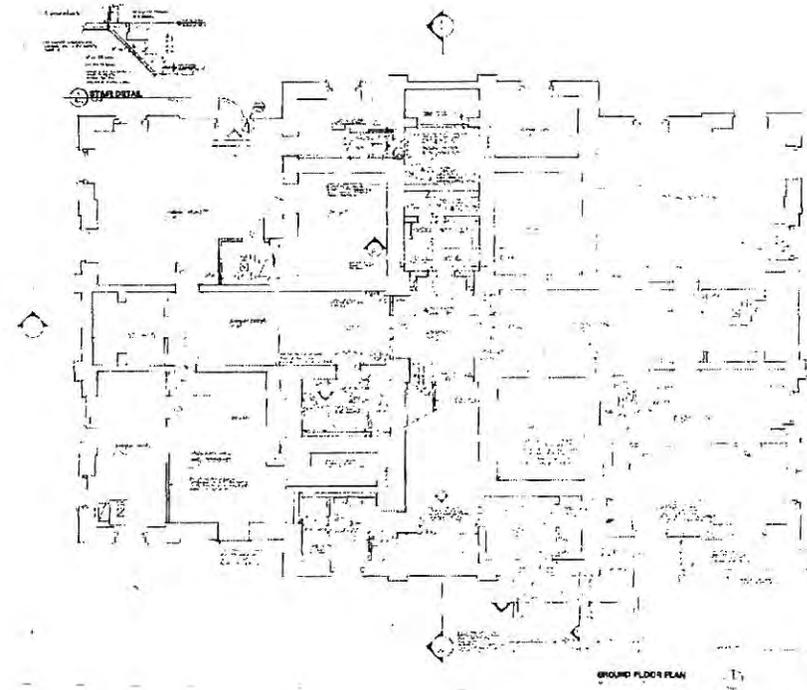
- Building and Grounds
- Friend of the Court
- Prosecuting Attorney
- Court Clerks
 - Circuit
 - District
 - Probate
- Court Judiciary

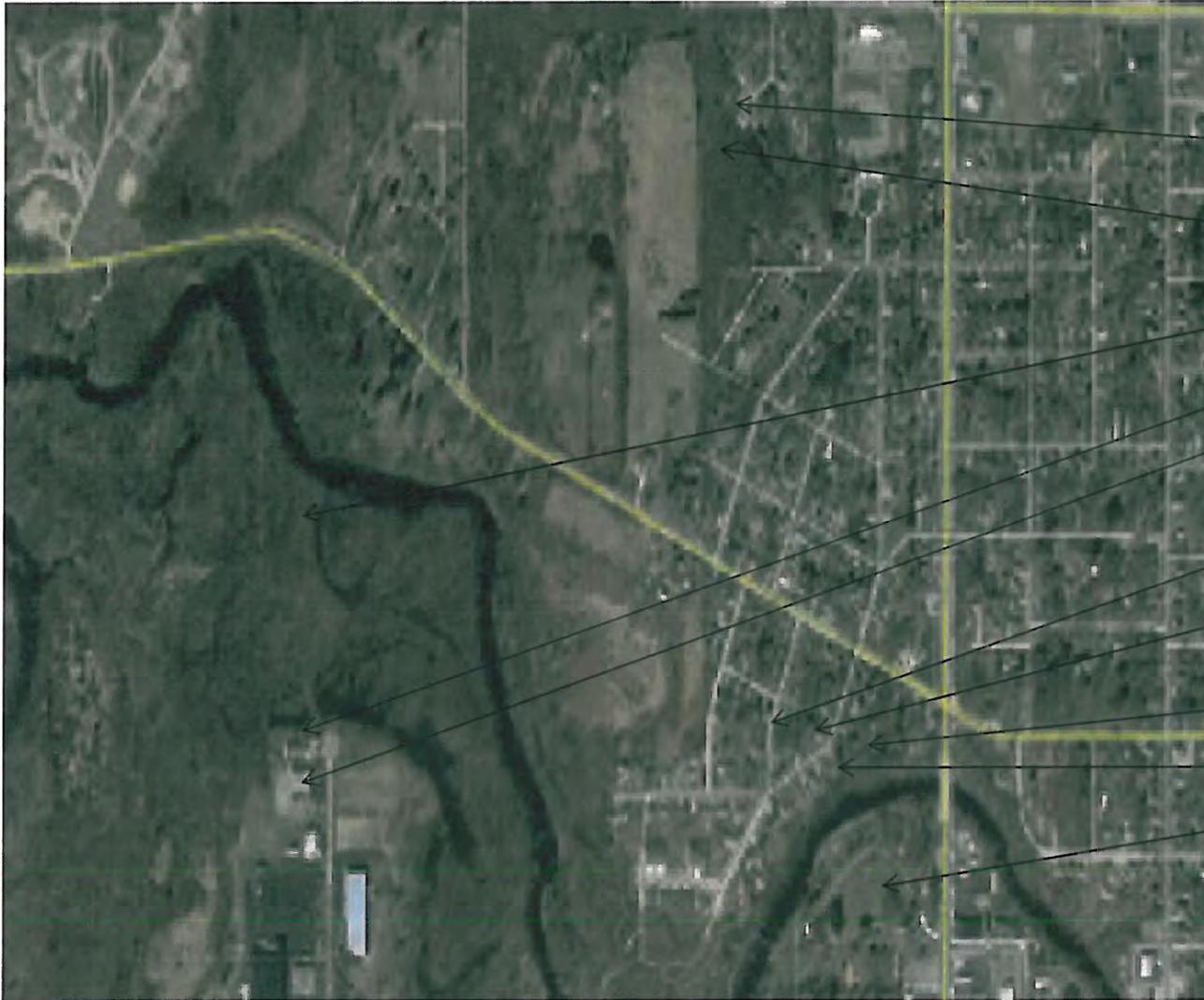


Preparation

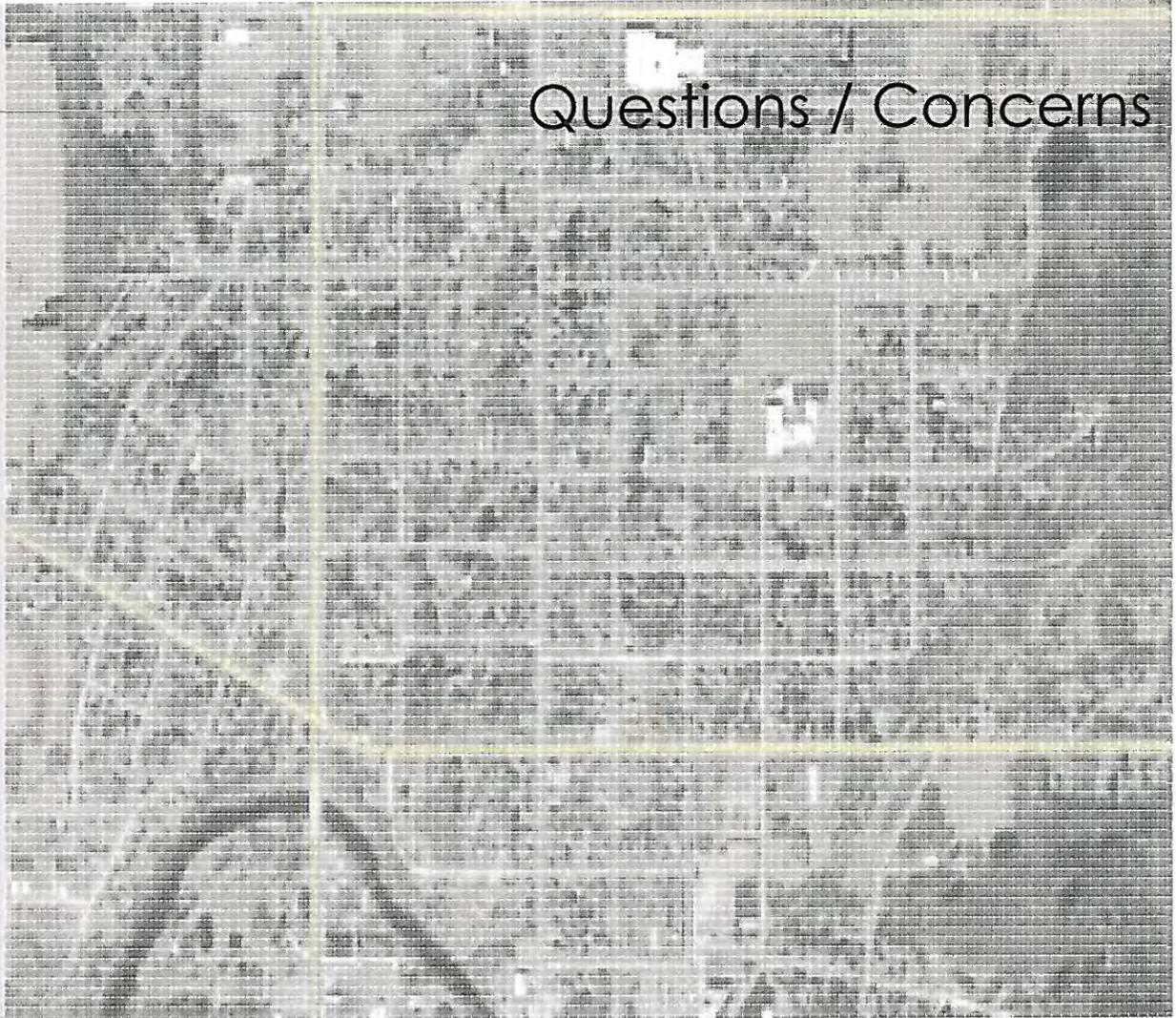
Preparation and Agenda:

- Number and location of staff
- Types of work space
- Type and number of gathering spaces
- Use of existing spaces and frequency
- Spaces needed which don't exist
- Types of clients/customers and the type of interface (across a counter or in office)
- Privacy and security separations
- Inter-departmental relationships
- Technology requirements
- Amount and types of storage





- Commission on Aging Building
- Barry-Eaton County District Health Department
- Animal Shelter
- Transit Building
- Sheriff Department and Jail
- Friend of Court
- County Courthouse and Annex
- Community Room Building
- Courts and Law Building
- Jefferson St. Garage



Questions / Concerns

Purpose

- Enhance citizen access to County programs
- Enhance the safety of County facilities
- Reduce facility maintenance costs
- Identify non-County programs and services that could be integrated with the County
- Maintain the existing historic presence and heritage within the County facilities

An aerial photograph of a city grid, showing streets and buildings. The text "Wrap-Up" is overlaid in the center in a large, bold, black font. The image has a grainy, high-contrast appearance, typical of a photocopy or a low-resolution scan.

Wrap-Up

INSITES

When Appropriate – Consider Non-County Building / Properties if Opportunities Exist

City of Hastings – Has Comp. Communication Plan – Review

Core of City – Reinvestment

Explore / Enhance Court Consolidation Direction

Collaborative Environment – Airport Example

Support Historic Facilities

Reinvigorate the Community Room and Annex

Security – How Obtrusive is it?

Uniform Amount of Security

Don't Forget Deferred Maintenance

Security Upgrades – Holding Cell Circuit Court

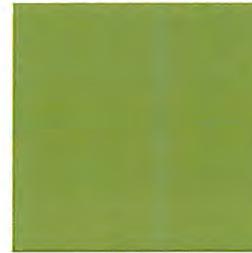
Long Term Jail Solution – Prime Properties

City of Hastings – Considering EM Services Building Consolidation at the Fire Station Site

Building Not Conducive for Technology

Broader Availability

BARRY COUNTY
MASTER FACILITIES PLAN
PUBLIC INPUT SESSION | 12.15.2014



TowerPinkster
ARCHITECTS | ENGINEERS



AGENDA

- OVERVIEW
- PROCESS
- FACILITIES ASSESSMENT
- PROGRAM SUMMARY
- PROPOSED MASTER FACILITIES PLAN (MFP)
- PUBLIC INPUT



OVERVIEW

- COUNTY GOALS

Unified campus plan allows for ease of access to all citizens and efficiencies within government

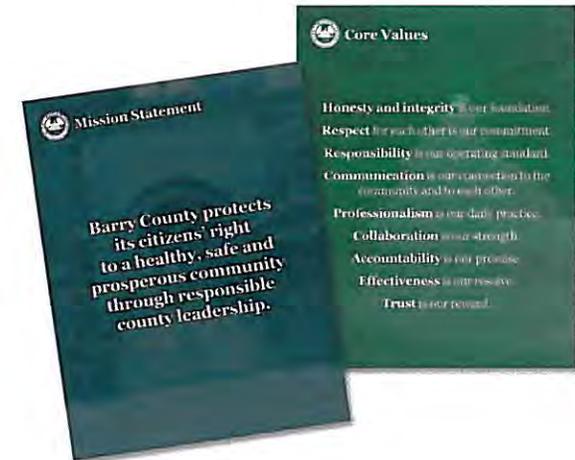
Bring Community assets together to promote educational opportunities

Provide a safe & welcoming environment

Support operations & accessibility of information to all through a world class I.T. system

- MASTER FACILITIES PLAN OBJECTIVES

Create a Master Facilities Plan to guide future County facility enhancements



"Barry County protects its citizens' right to a healthy, safe and prosperous community through responsible County leadership."



PROCESS

• PLANNING APPROACH

Phase 1: Information Gathering

- Assemble existing Information/Data
- Departmental Interviews & Programming
- Departmental Program Reviews
- Facility/Technology Assessment
- Steering Committee Work Sessions

Phase 2: Idea Generation

- Develop Broad-based MFP options
- Initial Cost Parameters
- Planning Charrettes
- Engage Community
- Steering Committee Work Sessions
- Steering Committee recommendations
- BOC Decision Point

Phase 3: Conceptual Options

- Define Conceptual MFP options
- Develop Project Costs
- Steering Committee Work Session
- Select Preferred MFP Solution

Phase 4: Finalize Master Facilities Plan

- Refine MFP Solution
- Revise Project Costs
- Develop Draft Report
- Present to Steering Committee
- Finalize and Present Final Report

BARRY COUNTY
MASTER FACILITIES PLAN
FACILITIES ASSESSMENT



FACILITIES ASSESSMENT



DOWNTOWN CAMPUS

- A. Friend of the Court
- B. Circuit Court
- C. Annex
- D. Courts & Law
- E. Community Room Building



FACILITIES ASSESSMENT



FRIEND OF THE COURT

Condition: Fair

Program Uses: Friend of the Court

Notes:

- ADA & Public Entry Through Rear of Building
- Open Office Area Acoustical Challenges
- Not Connected to Courts - Justic Center Bisected by Broadway (M-37)
- Former Lobby Space Underutilized
- Underutilized Office & Basement Space





FACILITIES ASSESSMENT



CIRCUIT COURT

Condition: Good

Program Uses: I.T., Equalization & Planning, Register of Deeds, Treasurer, County Clerk, Circuit Court, Drain Commissioner, Administration, Board Chambers

Notes:

- Nostalgic Value of Historical Courthouse
- Security Screening Sequence & Space
- Entry Sequence poorly organized for Public Engagement
- Board of Commissioners Room
- In-Custody Circulation / Holding Security Issues
- Lack of Attorney/Client Meeting Space
- Limited space for County Clerks - separated by a corridor
- Inefficient Office Layouts





FACILITIES ASSESSMENT



ANNEX

Condition: Poor

Program Uses: Building & Grounds

Notes:

- Lacks Running Water
- Interior not Suitable for Public Interactions
- Limited Layout
- ADA Compliance





FACILITIES ASSESSMENT

COURTS & LAW BUILDING

Condition: Good

Program Uses: Storage, In-Custody Sallyport, State of Michigan Probation & Parole, Community Corrections, MSU Extension Program, Prosecuting Attorney, District Court, Probate Court, Family Services

Notes:

- MSU Extension Program location not suitable for adjacent department
- Magistrate Hearing Room
- Community Room underused due to security screening
- Entry sequence and queing for security is insufficient
- District Court Probation department seems





FACILITIES ASSESSMENT



COMMUNITY ROOM BUILDING

Condition: Good

Program Uses: Vacant / I.T. Hub in Basement

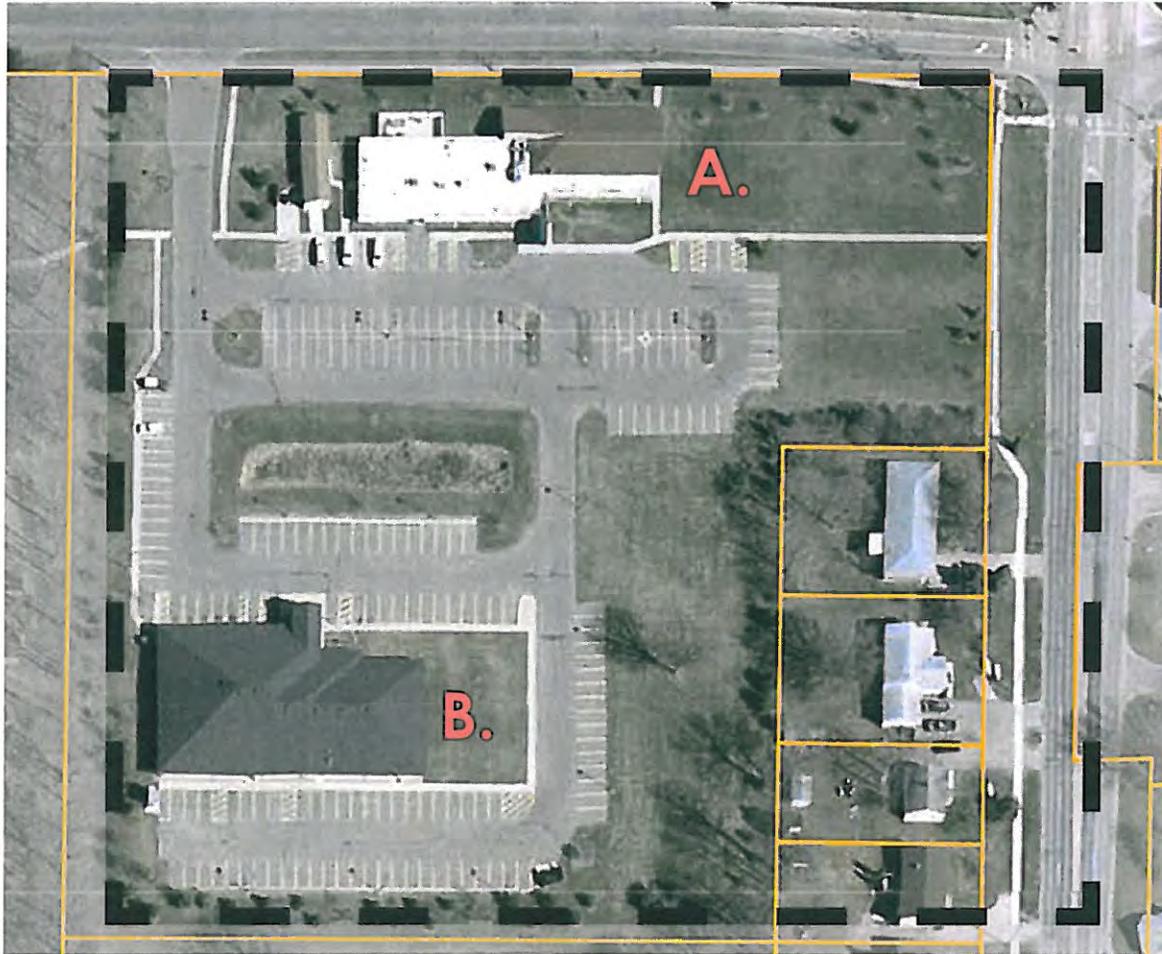
Notes:

- Acoustic deficiencies for presentations
- Mechanical & Electrical upgrades required for I.T. / server space
- Vacant space available
- ADA Entry through the rear





FACILITIES ASSESSMENT



NORTH CAMPUS

- A. Commission on Aging
- B. Health Department



FACILITIES ASSESSMENT



COMMISSION ON AGING

Condition: Poor

Program Uses: Commission on Aging & Adult Programs

Notes:

- Condition of the Building is beyond its useful life without major reconstruction or remediation
- Ideal location for Clientele
- Demand for Programs require additional space





FACILITIES ASSESSMENT



HEALTH DEPARTMENT

Condition: Good

Program Uses: Health Department & Cherry Street Health Services

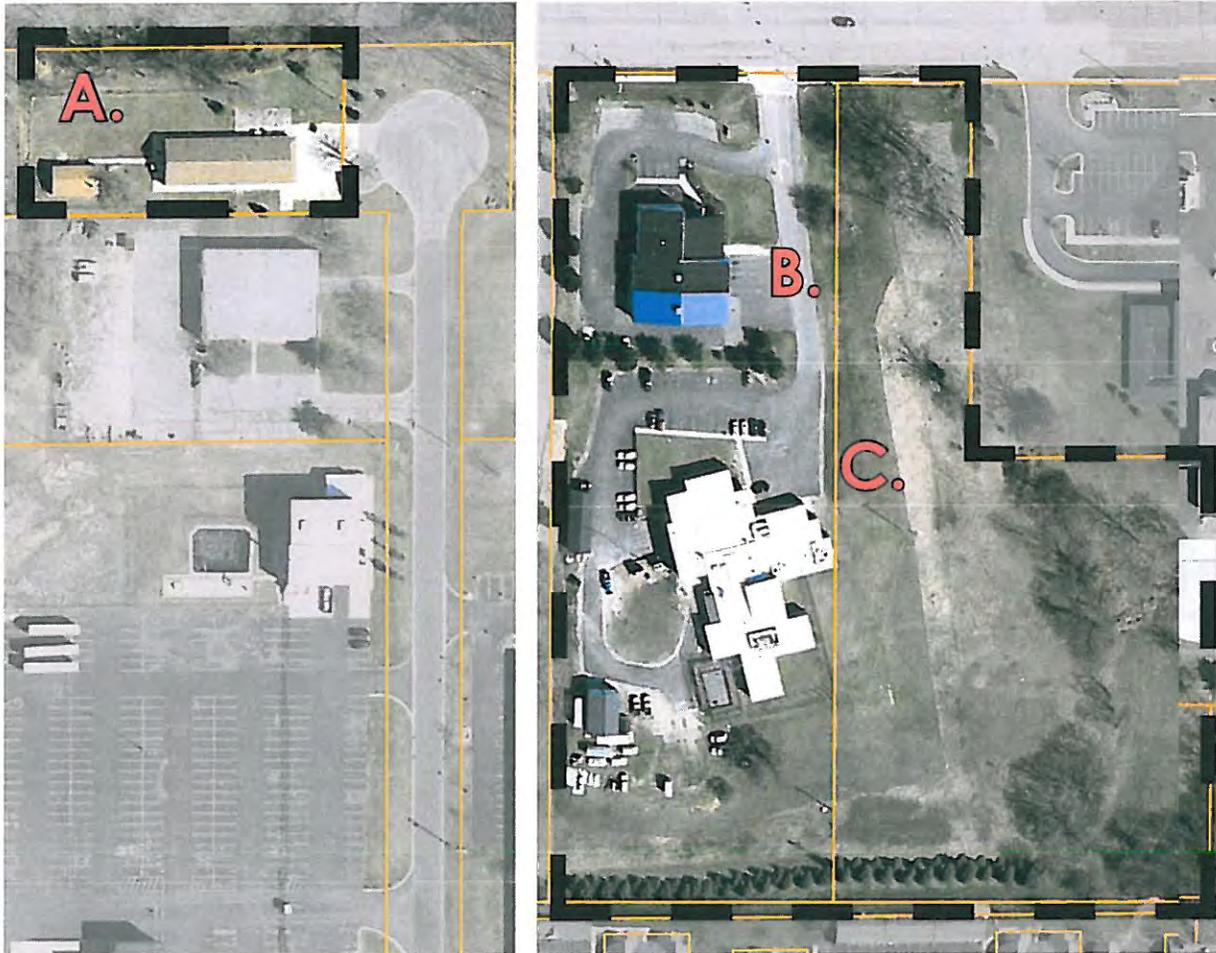
Notes:

- Building is in good condition with spatial flexibility
- Cherry Street Health Services currently uses clinical space in a short term agreement
- Conference room layout reduces spatial utilization





FACILITIES ASSESSMENT



WEST CAMPUS

- A. Animal Shelter
- B. Transit Authority
- C. Sheriff Department & Jail



FACILITIES ASSESSMENT



ANIMAL SHELTER

Condition: Good

Program Uses: Animal Shelter

Notes:

- Lacking Adoption & Interaction Space
- Cat holding room is inaccessible and inadequate for typical number of cats
- Poorly organized for Public Engagement





FACILITIES ASSESSMENT



TRANSIT AUTHORITY

Condition: Good

Program Uses: Transit

Notes:

- Building in Good condition
- Dispatch space undersized
- Repair Bays used for overnight storage





FACILITIES ASSESSMENT



SHERIFF DEPARTMENT & JAIL

Condition: Poor

Program Uses: Sheriff Department & County Jail

Notes:

- Building has outlived it's useful life
- Office space undersized & outdated
- Poor energy efficiency
- Poor air quality
- Inefficient circulation & insufficient staff support areas
- Sight lines to inmates hindered by current layout
- Lacking adequate program space
- Inefficient Intake sequence and space





PROGRAM SUMMARY

	COMPONENT	Proposed NSF	Proposed DGSF	Existing NSF	Existing DGSF	COMMENTS	
1.000	Gov. Operations and Elected Officials	16,399	19,679	10,843	13,006		
1.100	Administration	3,829	4,595	2,215	2,420		
1.200	Buildings & Grounds	3,840	4,608	4,000	4,000		
1.300	Register of Deeds	1,942	2,330	1,050	1,440		
1.400	Treasurer	1,498	1,798	835	1,080		
1.500	Drain Commissioner	1,050	1,260	382	550		
1.600	Equalization	680	816	410	486		
1.700	Planning & Zoning	885	1,062	426	600		
1.800	Information Systems	630	756	210	585		
1.900	Clerk	2,045	2,454	1,315	1,845		
2.000	Health and Community Services	49,625	56,305	38,706	43,488		
2.100	Health Department	10,239	12,287	8,767	11,240	16,000 Gross SF w/ basement	
2.200	Commission on Aging	17,546	19,301	9,990	10,783	12,800 Gross SF w/ out bldgs.	
2.300	Animal Shelter	6,690	8,028	4,492	4,900	5,400 Gross SF w/ out bldg.	
2.400	Transit Services	11,240	11,802	8,683	9,000	9,400 Gross SF	
2.500	MSU Extension	3,910	4,888	1,839	2,630		
2.600	Library Bldg.	0	0	4,935	4,935		
2.700	0	0	0				
2.800	0	0	0				
2.900	0	0	0				
3.000	Court Services	34,353	42,261	24,149	31,919		
3.100	Circuit Court w/o Clerk	4,005	5,006	3,435	4,020		
3.200	District Court	5,420	6,775	4,480	5,860		
3.300	Probate / Family Court	5,105	6,381	4,544	6,035		
3.400	Friend of Court	3,745	4,681	2,983	4,745	6,420 Gross SF w/o basement	
3.500	Drug Court / Community Correction	2,235	2,794	1,463	2,070		
3.600	State Probation	2,455	3,069	1,524	2,180		
3.700	Prosecutor	2,838	3,548	1,956	2,685		
3.800	Youth Probation Services	1,750	2,188	1,175	1,735		
3.900	Support Spaces / Public Space	6,800	7,820	2,589	2,589		
4.000	Sheriff Department	43,495	50,781	20,273	23,980		
4.100	Public Spaces	1,200	1,320	630	650		
4.200	Law Enforcement	4,565	5,706	2,432	3,250		
4.300	Jail Intake	4,380	5,256	1,375	1,780		
4.400	Jail Housing	19,230	22,115	8,725	10,000		
4.500	Jail Support Services	8,520	10,224	2,735	3,500		
4.600	Support Spaces	5,600	6,160	4,376	4,800		
BUILDING TOTALS:		143,872	169,026	93,971	112,393		0.0%

- Departmental Interview
- Spatial Needs Assessment
Ideal V. Existing
- Departmental Relationships

BARRY COUNTY
MASTER FACILITIES PLAN
PROPOSED SEQUENCE OF IMPROVEMENTS



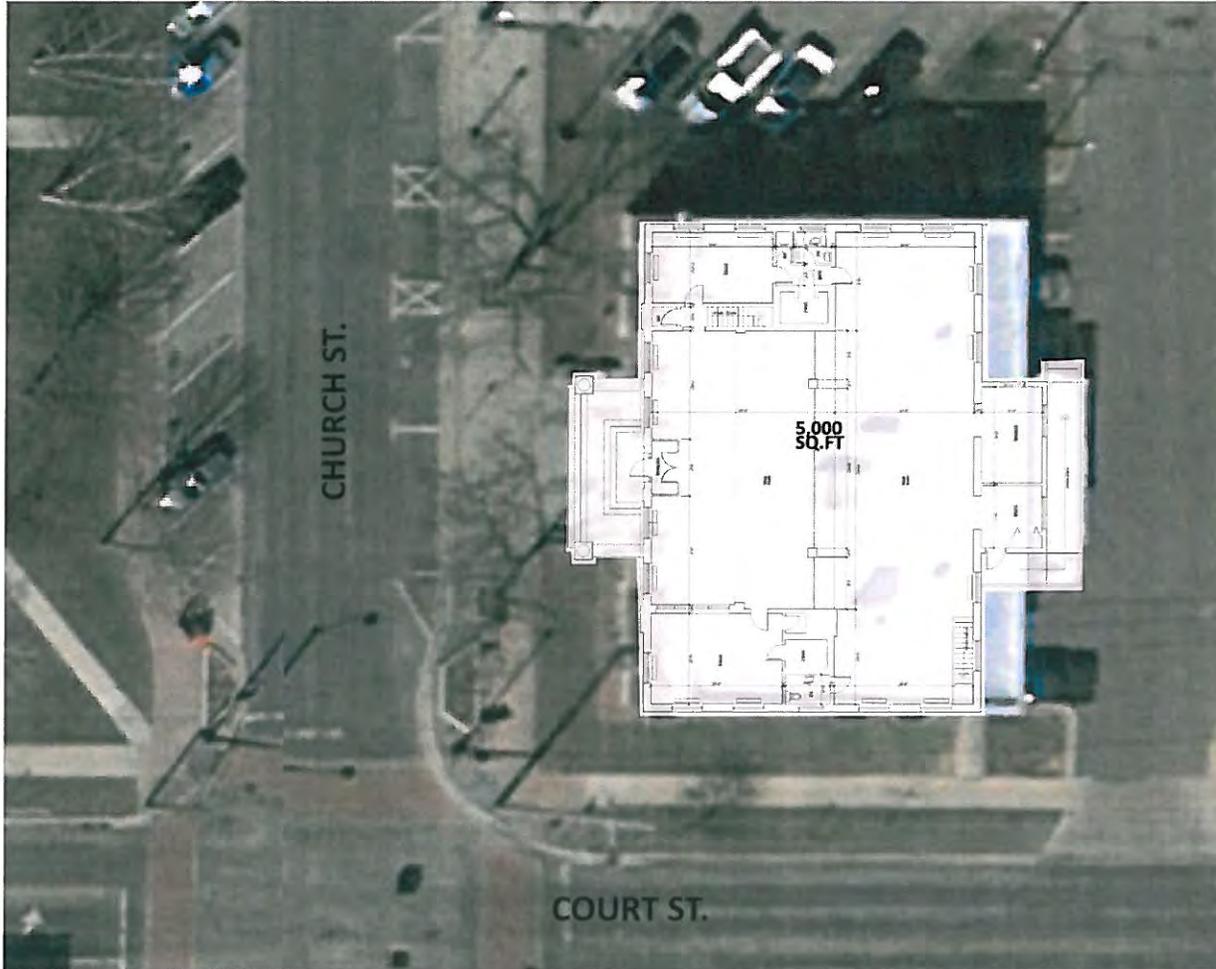
MASTER FACILITIES PLAN

PROPOSED SEQUENCE OF IMPROVEMENTS

1. Renovate Community Room Building for MSU Extension Program, Community Room, & HVAC improvements for I.T. Servers
2. Vacate MSU Extension Space at Courts & Law Building
3. Renovate Former MSU Extension Space to Move County Clerks into Courts & Law Building
4. Improvements in Circuit Court Building 2nd Floor: Holding, Security, & Screening
5. Modernize Annex & Renovate for IT Service Staff
6. Addition/Renovation for Animal Shelter: Additional Cat Holding & Adoption Space
7. New 20,000 S.F. Commission on Aging Building
8. New 60,000 - 70,000 S.F. Sheriff Department & Jail, Hearing Room, Law Enforcement, Vehicle Maintenance Building
9. 18,000 S.F. Two Story Addition for Court Consolidation at Courts & Law Building
10. Improvements at Circuit Court Building: Administration Area & County Commission
11. Sell/Lease current Friends of the Court Building



MASTER FACILITIES PLAN



INITIATIVE 1

Community Room Building

- Renovate Former Library Building
- Move MSU Extension Program to increase public accessibility
- Community Room: Large Volume Available
- I.T. Servers in Basement



MASTER FACILITIES PLAN



INITIATIVE 2 & 3

Courts & Law: First Floor

- Vacate MSU Extension Program Space
- Move County Clerks into Renovated former MSU Extension Space
- Improve Security space & sequencing



MASTER FACILITIES PLAN



INITIATIVE 4

Circuit Court: Second Floor

- Improve Screening Sequence
- Maintain Historic Presence
- Improve Holding area



MASTER FACILITIES PLAN



INITIATIVE 5

Annex Building

- Renovate & Modernize Annex Building
- Balance Space Utilization
- Move I.T. Services - Improve service and operations
- Building & Grounds - centrally located to serve nearby buildings



MASTER FACILITIES PLAN



INITIATIVE 6

Animal Shelter

- 500 S.F. Addition
- Renovation of Existing Public Space
- Additional Cat Display, Holding, & Adoption Space



MASTER FACILITIES PLAN



INITIATIVE 7

Commission on Aging

- Site provides good access to community
- Reconstruct new 20,000 S.F. Building on existing site
- Meet growing demand for Adult Day Care services



MASTER FACILITIES PLAN



INITIATIVE 8

Sheriff Department & Jail

- New 60,000 - 70,000 S.F. Sheriff Department, Jail, Hearing Room, Law Enforcement & Vehicle Maintenance Building



MASTER FACILITIES PLAN



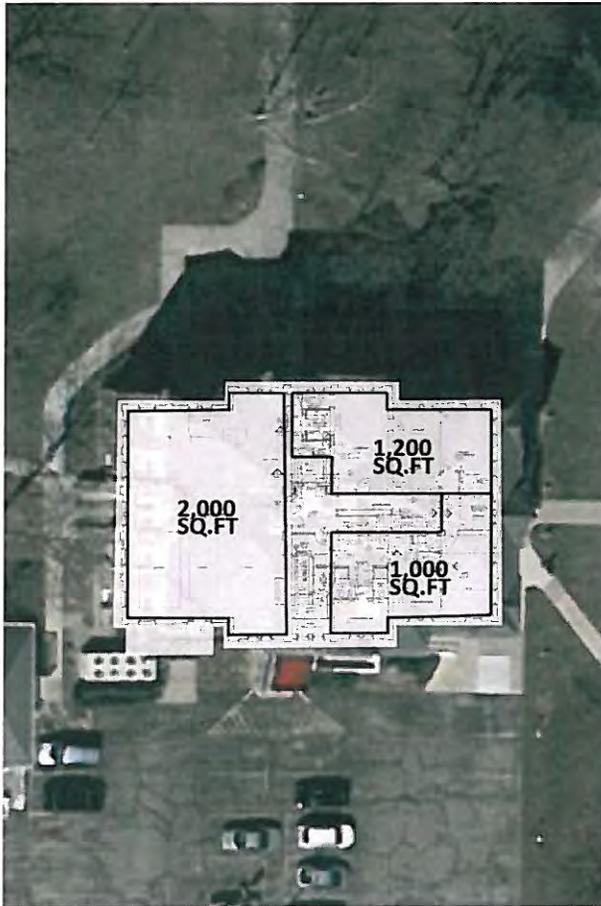
INITIATIVE 9

Courts & Law Building: Lower Level, First & Second Floors

- Improve In-Custody entry sequence
- Converts historic building to Administrative & Community Use
- Addition of 18,000 S.F.
Court Consolidation to a single location



MASTER FACILITIES PLAN



Second Floor



Third Floor

INITIATIVE 10

Circuit Court: Second & Third Floors

- Modernization and renovation of office layouts for county department
- Move County Commission Chambers to large assembly space
- Remove Security Screening Equipment



MASTER FACILITIES PLAN



First Floor



Second Floor

INITIATIVE 11

Friend of the Court Building

- Sell or Lease current Friend of the Court Building



MASTER FACILITIES PLAN: QUESTIONS & DISCUSSION

PROPOSED SEQUENCE OF IMPROVEMENTS

1. Renovate Community Room Building for MSU Extension Program, Community Room, & HVAC improvements for I.T. Servers
2. Vacate MSU Extension Space at Courts & Law Building
3. Renovate Former MSU Extension Space to Move County Clerks into Courts & Law Building
4. Improvements in Circuit Court Building 2nd Floor: Holding, Security, & Screening
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11. Sell/Lease current Friends of the Court Building



NEXT STEPS

- PRESENT DRAFT TO BOARD OF COMMISSIONERS - DECEMBER 23RD, 2014
- DEVELOP BUDGETS & GREATER DETAIL FOR EACH INITIATIVE
- PREPARE FINAL DRAFT FOR REVIEW
- FINAL PRESENTATION TO BOARD OF COMMISSIONERS

APRIL 28, 2015

BARRY COUNTY
JAIL FACILITY REPORT



PART I: EXISTING CONDITIONS SUMMARY

ADDRESS

1212 W. State St.
Hastings, MI 49058

SIZE

25,600 Gross S.F.
With 2,400 SF exterior recreation area

YEAR(S) BUILT

1970, Misc. Renovations



CURRENT USE / PROGRAM

The building contains the Sheriff's administration office, law enforcement offices, a 97-bed jail and a vehicle maintenance garage.

EXISTING CONDITION

Poor. The building was originally built in 1970 as a County "lock up" and Sheriff's offices. The building has been added onto in multiple locations over the past 30 years, most recently to expand the kitchen storage capacity. Many of the building's systems are beyond their useful life (see Facility Assessment in Appendix for detailed list). The security system and hardware are antiquated and difficult to maintain.

ASSET VALUES

Robust Structure – One positive attribute is that the structure of the building is sound. However, the robust nature of the construction does not allow for easy modifications or flexibility, which limits the building's potential for other uses.

Kitchen Equipment – The most recently installed kitchen coolers are an asset to the Jail and could be considered for a new location or sale.

Property – The location and size of the property is an asset for future development.

ITEMS TO ADDRESS

Office and Staff Space – The reporting area workstations for law enforcement are undersized and the detective office area is in the basement and located near the vehicle maintenance garage. IT servers are located in a closet with limited ventilation. Staff locker and support space is undersized and crowded. There is a lack of space for both physical and educational training.

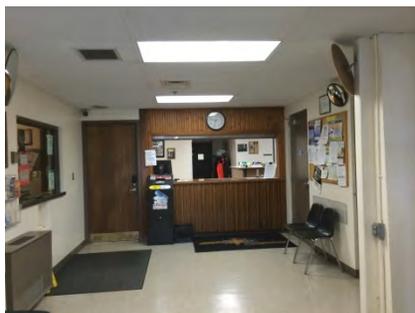
Facility Systems – The specific items are listed in the facility assessment in the Appendix. A majority of the locking hardware is locked with physical keys with limited remote control.





1 EXISTING FLOOR PLAN

Building Layout – The building’s layout impacts many critical aspects of safety and security. The configuration of cells and pods limits line of sight supervision abilities. Transporting inmates to all activities (recreation, programs, medical, visitation, etc.) within the jail requires staff resources and inmate movement increases the risks of incidents. The single-bay vehicle sally port limits effectiveness of processing inmates in and out of the facility. The booking area does not provide adequate area for processing inmates and property storage. Housing is distributed across the distance of the facility with limited opportunities for female capacity.



Spatial Quality – The daylight and air quality within the jail is not adequate which leads to increased stress.

Public Space – The public entry does not provide clear line of sight to the parking lot from the staff desk.



PART II: DETAIL OF EXISTING CONDITIONS



ADMINISTRATION

Jail administration offices are located within the secure perimeter of the jail and supported by the attached Sheriff's and law enforcement offices. The administrative office is only accessible through the all purpose room and is shared with clerical staff. The shared space limits the ability of the Jail Administrator to have confidential conversations with officers. It does provide visual security to the second control station. These office functions could be located outside the secure perimeter.

VEHICLE SALLYPORT

A single vehicle sally port (VSP) enters from the south (rear), both approach and exiting (back out) are hindered by the coolers / freezers serving the kitchen. The VSP is equipped with a security vestibule prior to entering the facility. The VSP also doubles as a wash-bay and leaks to the vehicle maintenance and mechanical areas below. The overhead door height limits the types of vehicles which can access the VSP.

INTAKE / RELEASE

The original kitchen adjacent to the VSP has been repurposed as a receiving / booking area. The area has a single holding cell. The area is not manned full time and does not permit secure sight lines to any other areas other than the holding cell within. There is not an option for open seating booking processes. Inmate property storage is remote from the processing area and is not centralized into a single location. The dedicated property storage space is in such need that portions of the VSP are used for property storage.

The secure corridor between control and intake provides access to the two detox cells, the video arraignment room, the professional visitation room and a small laundry room.

HOUSING

Near the Intake / Release area are the original 1970 holding cells which are used for max and tank holding. These cells have steel bars with a guard walk around the perimeter; noise disturbance can be an issue in this type of cell arrangement. The arrangement also lacks



dayroom space and is difficult to supervise without walking in front of the cells. Daylight is provided by clerestory windows above the guard walks.

Expanded corridors extend in both the south and east directions from the original plan. To the east, the low security cells, dormitories and work release housing are cumbersome to access as they are part of the multiple additions built onto the jail facility over time. These cells are monitored by camera and the officer patrols. Only two of the four units receive natural daylight from skylights above. The work release pod has its own entry vestibule from the exterior. The pod was originally constructed with cells, but the cell doors have since been removed to allow the pod to operate as a dormitory.

To the south, three eight-cell pods radiate axially from the second control center. The second control center has direct line of sight into two of the pods' dayrooms, both with secure vestibule entries. The third dayroom requires vision through a fully glazed door and does not have a secure vestibule. In all three cases, the supervision into the cells requires an officer to enter the dayroom and approach each cell to peer through the small window in the door.

The cells with windows to the exterior have damaged security screening, yellowed and/or hazy glazing and leak a large amount of air making the building less energy efficient. All of these issues reduce the quality of daylight provided into the spaces.

VISITATION

The visitation booths are located adjacent to the lobby. Currently, inmates are escorted to visitation booths to visit with their visitors using a glass divider. The scheduling of visits is by last name for particular days of the week. This approach to visitation requires staff to retrieve inmates from multiple units in the jail to accommodate requested visits.

STAFF SUPPORT

All staff support areas such as locker rooms, training and entry are a part of the law enforcement portion of the building. These spaces are undersized for the overall staff size of the Sheriff's department.

SECURITY OPERATIONS

All of the cell doors are key operated except for the security vestibules which have remote control command. The vintage 1970 portion of the jail still uses steel bars. Because of the multiple small additions, the facility utilizes two control rooms, one at the front intake area and the other at the three pods located to the south. The intake area is not manned on a regular basis and the front control center is not active during the night.



PROGRAM SERVICES

The staff has made the most of the large multi-purpose space to conduct inmate programs. However, the space does not effectively support the intended programs for the desired outcomes. Inmates must be escorted and supervised to this space which makes these programs very labor intensive to operate. A recreation area is accessible beyond the south addition though a security vestibule and limited to weekly use.

HEALTH SERVICES

A small area in the southern addition is allocated for medical services. The services are very limited and most of the medical issues are sent off-site to the nearby hospital.

TRANSPORTATION

On average, 7 to 8 inmates are transported to the courthouse each day with as many as 17 on certain occasions.

FOOD SERVICES

The food services are undersized for effective and efficient preparation of food. Cold storage is adequately sized and was the most recent addition while the dry storage area is undersized. Securing the kitchen in its current layout is not possible.

LAUNDRY SERVICES

The space is too small for larger units, back-up units and folding and storage space. Residential washer units are used with commercial grade dryers. The space is landlocked by other spaces which requires venting up through the roof which can be problematic.

WAREHOUSE / COMMISSARY

The warehouse and commissary spaces are not adequate and there is limited available space around the facility.

MAINTENANCE / HOUSE KEEPING

The maintenance and housekeeping spaces are combined in the basement area with vehicle maintenance, and only a small janitor's closet is on the main floor. This situation makes efficient and effective maintenance of the facility difficult.



PART III: EXISTING OPERATIONAL DETAIL



POPULATION

The building is rated for 97 inmates by MDOC and has reached maximum capacity multiple times in the past ten years. Rural counties with small jail populations in Michigan see larger swings in their jail populations by percentages (inmates per total beds). Jail management experts advise jail administrators to maintain a 10% empty bed count to provide the flexibility to operate the jail safely. This factor should be increased when considering a smaller jail with larger population swings by percent. A reasonable “full count” for Barry County jail is 83 to 85 inmates.

Female incarceration rates have increased across the state of Michigan and Barry County is not an exception. Jails designed prior to 1990 are ill-equipped to handle this growing population. The Barry County jail is only capable of holding 6 female inmates without dramatically shuffling the housing configuration. With only a single unit for females, it results in an inability to classify the female population which compounds the difficulties faced by the jail staff in operating a safe facility.

ENERGY

The current facility consumes an average of 5,050,000 kBTU per year (3,420,000 gas and 1,630,000 electric) in energy from combined electricity and gas utilities (based on 2014 data). This calculates to approximately 197.27 kBTUs / SF / YR at an annual cost of \$133,000. As a comparison, a typical office building with average energy efficiency consumes approximately 100 kBTUs / SF / YR. Since a jail operates 24 hours a day / 7 days a week / 365 days a year, we would expect a jail facility to operate at a higher kBTUs than a typical office building. However, a few recent examples of newer jail facilities operating in the 100 kBTUs range including the Midland County Jail (TowerPinkster) suggest that a jail facility to strive for this energy target.

LABOR RESOURCES

The facility is staffed with three full-time officers per shift. The shifts are covered by two teams which are split into 12-hour shifts. Transportation, training and backfill coverage is staffed by



part-time officers. The jail administrator is supported by two daytime sergeants and a single full-time and part-time clerical staff member.

Effectively, the jail operates with four officers and a transport officer during the day shift and three officers during the night shift. During the day, inmates may be required to be moved around the jail and transported off-site. If an incident were to occur during that time, the jail officers have support from the law enforcement officers within the facility as necessary. Inmates are in their cells for the night shift and the jail officers are supported by the law enforcement officers from their posts outside the facility in their vehicles.

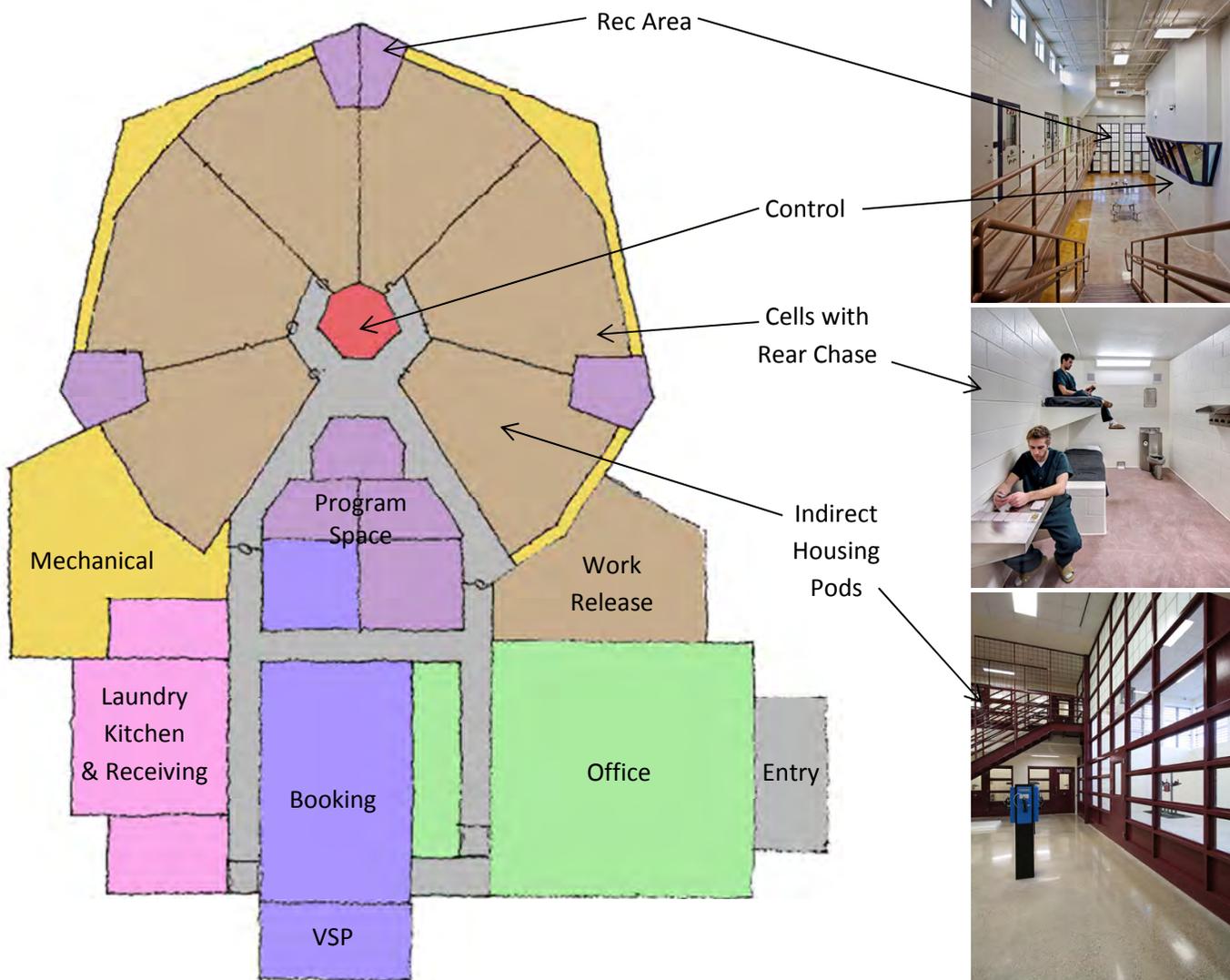
Considering the amount of inmate movement and the constraints of the spatial layout of the jail, the efficiency with which the minimal jail staff operates the facility should be commended.

POST ORDER SCENARIO EXAMPLE: Consider the following example of requirements which can occur simultaneously within the facility with 4 officers on-site operating the jail. Also, inmates are required to appear in court which dictates that the transport officer be off-site. Here is the scenario: An inmate is required to appear for video arraignment (officer 1). Visitation or recreation is occurring which requires inmates to be escorted to the activity and then supervised during the activity (officer 2). Control and indirect supervision is maintained for the south pods from the second security control station (officer 3). Supervision rounds required for the inmates who are not located in the south pods requires another officer to walk the units (officer 4). An unpredictable event, such as the Hasting Police arriving with an in-custody person will require a jail officer to process the booking intake (officer 5 - not available). In addition, this assumes there is not an incident requiring immediate response action by an officer to maintain the security and safety of inmates and staff.



INITIATIVE FOUR NEW FACILITY

A proposed new 60,000 square foot facility would house the Sheriff's administration, law enforcement and 150-bed inmate jail. The vehicle fleet services could be located in a new detached 14,500 square foot facility (spatial program attached). The jail would meet the needs of Barry County well into the future, increasing citizens' access to the Sheriff's department and providing secure and safe inmate housing. The conceptual spatial layout below is mindful of energy efficiency, staffing/operations and maintenance costs which are the greatest portions of lifecycle cost of a jail facility.



SPATIAL ORGANIZATION

Building Zoning

By zoning the building into four areas (intake, housing, utility services and office/public), the initial concept allows the facility to maintain clear lines of security and access for the different types of services. Connecting the intake directly to the housing reduces circulation lengths and provides optimal security for the higher risk areas. This organizational approach divides the public side from the jail operations side of the building and helps to delineate public access from service and security access.

Intake / Booking / Release

The vehicle sally port shall be a pass through allowing for multiple vehicles to be parked in the space at one time. This approach decreases the risk of collisions and provides the greatest flexibility and efficiency for transport operations. The booking officer area should have clear line of sight to a secure pedestrian vestibule(s). As inmates are processed into the jail, the circulation paths should not cross with those inmates being released and/or those inmates being transported. This approach minimizes the opportunities for operational errors and the potential introduction of contraband into the facility.

All of the required support spaces for the booking process shall be located adjacent to the booking area and arranged in the proper order to process the inmate. The property storage area shall be two-sided, one for the dress-in process and the other for the release process. Both of those areas shall be directly adjacent to the corridor(s) leading to the housing area.

Housing

Based on the current and estimated projected population recommendations (*previous reports not included*), TowerPinkster recommends an indirect supervision podular model. This allows for the greatest inmate-to-officer ratio while maximizing line of sight to and into the cells. Each pod consists of cells (varying in number for classification purposes), a toilet and shower area, a video visitation area and “outdoor” recreation space organized around a dayroom space. Ideally, this arrangement limits the required inmate movement to other services because most are located inside the pods. A central control station is located at the core of the radial pod layout which provides viewing angles into each pod that are conducive for direct vision across the dayroom space and into the glazed cell fronts. The cells are arranged on two levels allowing for greater surface area on the “circumference” of the visual field and create two-story volumes for both the dayroom and the recreation area.

The “outdoor” recreation area shall have a high screened opening providing natural light and ventilation with glazed operable overhead doors which can be closed during inclement



weather. By providing the required natural daylight through the recreation area, windows to the exterior are not required in the cells. This solution reduces elements in the cells for inmates to tamper with or damage. This design also creates supervision, maintenance and energy efficiency advantages. The toilet located on the rear wall of the cell allows the front of the cell to be glazed and improves line of sight into each cell. With the toilet on the rear wall, a mechanical service chase is provided reducing the frequency that maintenance staff is required to enter the secure area with tools. The chase also provides a thermal break between the exterior environment and the occupied space which results in lower heating and cooling loads.

Work release housing does not require the same level of direct line of sight supervision and therefore can be located away from the control room unlike the other housing pods. It should also have access from the exterior and be segregated from all internal inmate movement to reduce the introduction of contraband.

Utility Services

The kitchen, laundry, trash and utility areas require exterior wall access for deliveries and ventilation. The design of these areas shall consider the flow of materials in and out of the facility to maximize security and efficiency. The area should be arranged such that it minimizes travel times to and from the housing and creates clear line of sight supervision by other officers moving throughout the facility. Consideration for future expansion should be given to these areas as they are typically expensive to move and/or expand if land locked by other spaces or each other. Ideally, this area is on the service side of the facility and located away from the public entry and line of sight.

Public Entry / Sheriff Offices

The public entry into the facility should have an architectural design that makes it easily identifiable to reduce the potential of the public “wandering” into private or secure areas of the site. From the staff positions inside the facility, the design of the entry shall provide a clear line of sight to the approaching sidewalk for incident assessment observation. The office environment shall be separated from the secure environment by a secure pedestrian vestibule. The arrangement of the office space design shall consider differing levels of public to private to secure spaces and be planned accordingly.

The facility shall be equipped with modern access control hardware and software reducing the need and frequent use of keys. We recommend an IP camera security system for the greatest flexibility and expandability.



The limiting factor of this overall design approach to the jail is the ability to expand and increase population in the future due to the fact that the control center is located in the center of the occupied secure area. Any future housing capacity expansion would dramatically increase the staff resources to maintain the same level of supervision for those inmates. A valid approach for providing capacity for future expansion and population growth is to allow a portion of the cells on the upper level to be unfurnished, not equipped and unoccupied until they are needed. This strategy for future growth is a comparably small investment in the original capital expenditure and would potentially save on future operational costs related to additional staffing requirements.

STAFFING EFFICIENCY

The current jail is operating with a marginal number of officers. Some of the risk is a function of the spatial layout. It is not advisable to operate the proposed layout with current staffing levels however the current layout maximizes officer effectiveness. The proposed layout comparatively reduces the inherent staffing risks by consolidating the supervision to a central control and by reducing the amount of inmate movement for visitation and recreation. In the POST ORDER SCENARIO EXAMPLE above, officers 2 and 4 are available to provide supervision and response with the proposed layout.

ENERGY EFFICIENCY

Our experience from previous jail and institutional projects informs us that we could predict a new highly efficient sheriff's office and jail facility could target a consumption rate of roughly 100 kBTUs / SF / YR by employing high efficiency building strategies such as LED lighting, geothermal energy source, triple glazed windows, high R-value envelope systems, ozone laundry systems and energy recovery HVAC systems. Maintaining current energy costs equates to a 50,500 SF (97% larger than existing) building at current energy rates and fees. The proposed program size of a 74,500 SF building projects an estimated increase in the current energy cost data by approximately 47% per year (2014 data) and provides an additional 197% more space than the current facility.*

**These estimates assume the facility's energy operation policies, for example thermostat settings, will remain the same.*

Case Study: Midland County Jail – Designed by TowerPinkster

The 250-bed 107,000 SF facility was designed in 2009 and completed 2011. (SF includes 3,500 SF of fully conditioned maintenance out-building). It utilizes a geothermal energy source, high R-value envelope systems, ozone laundry systems and energy recovery HVAC systems; over the same comparable time period (2014) it operated at a 105kBTU / SF / YR consumption rate. By adding LED lighting and triple glazed windows to the design, the 100 kBTUs / SF / YR target is achievable for a new Barry County Facility.



ESTIMATED COSTS

The proposed two structures of the 60,000 square foot Sheriff's administration, law enforcement and 150-bed inmate jail, and the detached 14,500 square foot vehicle fleet services building (see attached spatial program) are estimated between \$23.5 and \$24.0 million total project cost (Q1-2015). The estimated costs include construction cost, professional services fees, transitioning and moving costs and fixture, furnishing and equipment costs. The estimated total project costs do not include land acquisition and annual escalation costs.



**Architectural Space Program -
Barry County - Sheriff's Department**

	DIVISION / DEPARTMENT	PERSONS or UNITS / AREA	NO. OF AREAS	SPACE STANDARD	NET SQ.FT.	COMMENTS
4.000 Sheriff Office						
4.100 Public Spaces						
4.101	Lobby	15	1	30 SF/ area	450	
4.102	Entry	1	1	200 SF/ area	200	
4.103	Reception Counter	1	1	200 SF/ area	100	
4.104	Video Visitation	15	1	30 SF/ area	450	current visitation is through glass
4.105				SF/ area	0	
4.106				SF/ area	0	
Sub Total Net Area (NSF):					1200	
Department Grossing Factor @ 10% :					120	
Total Department Gross Square Footage (DGSF):					1320	

4.200 Law Enforcement						
4.201	Sheriff's Office	1	1	180 SF/ area	180	enclosed office with attached to confernece room
4.202	Under Sheriff's Office	1	1	120 SF/ area	120	enclosed office with table
4.203	Sargent's / Lt. Office	1	2	120 SF/ area	240	enclosed office with 2 stations
4.204	Administrative Assistant	1	1	120 SF/ area	120	enclosed office
4.205	Clerical Staff	2	1	80 SF/ area	160	open work stations
4.206	Storage	1	1	200 SF/ area	200	
4.207	Conference Room	1	1	300 SF/ area	300	seating for 12-16
4.208	Interview Room	1	2	100 SF/ area	200	seating for 4
4.209	Men's Locker room	45	1	25 SF/ area	1125	with showers and toilets
4.210	Women's Locker room	20	1	30 SF/ area	600	with showers and toilets
4.211	Detectives Office	4	1	100 SF/ area	400	enclosed office with 4 workstations
4.212	Staff Toilet	1	2	300 SF/ area	600	wide stalls for utility belt handling
4.213	Training Room / Conference Rm	80	1	20 SF/ area	1600	flexible furnishing with storage with divider and near toilets
4.214	Armory	1	0	100 SF/ area	0	
4.215	Small Conference Room	1	1	120 SF/ area	120	attahced to Sheriff's office
4.216	Interview Observation	1	1	100 SF/ area	100	one way mirrored between interview rooms
4.217	Finger print processing	1	1	100 SF/ area	100	counter full length
4.218	Evidence Holding	1	1	400 SF/ area	400	bio hazard ventalation, static free enviornment, with workstation space, location near detective office
4.219	Reporting Space	1	6	40 SF/ area	240	6 workstations for officers without desks to do reports
4.220	Juvenile Holding	1	1	120 SF/ area	120	temporary holding room
4.221				SF/ area	0	
Sub Total Net Area (NSF):					6925	
Department Grossing Factor @ 25% :					1731	
Total Department Gross Square Footage (DGSF):					8656	

4.300 Jail Intake						
4.301	Vehicle Sally port	2	1	600 SF/ area	1200	two vehicles pull through
4.302	Secure Sally port	1	1	80 SF/ area	80	
4.303	Booking / Processing	1	1	500 SF/ area	500	two work stations
4.304	Open seating booking	10	1	25 SF/ area	250	
4.305	Detox / Holding	1	4	80 SF/ area	320	
4.306	Holding Cell	16	2	25 SF/ area	800	
4.307	Property Processing	1	1	300 SF/ area	300	change in/out of jail uniforms - near exit vestibule
4.308	Property Storage	1	1	400 SF/ area	400	adjacent to property processing
4.309	Staff toilet	1	2	90 SF/ area	180	
4.310	Breathalyzer	1	1	50 SF/ area	50	area off from vehicle sallyport
4.311	Release vestibule	1	1	80 SF/ area	80	
4.312	Bonding window	1	1	80 SF/ area	80	
4.313	SOR space	1	1	80 SF/ area	80	
4.314	Interview room	1	1	80 SF/ area	80	
4.315				SF/ area	0	
Sub Total Net Area (NSF):					4400	
Department Grossing Factor @ 20% :					880	
Total Department Gross Square Footage (DGSF):					5280	

**Architectural Space Program -
Barry County - Sheriff's Department**

	DIVISION / DEPARTMENT	PERSONS or UNITS / AREA	NO. OF AREAS	SPACE STANDARD	NET SQ.FT.	COMMENTS
4.000 Sheriff Office						
4.400 Jail Housing 150 BEDS (7 pods)						
4.401	_ Max Holding (20 inmates x one pod)					with sub dayroom for Admin Seg.
4.402	Cells	1	10	72 SF/ area	720	
4.403	Day room	20	1	20 SF/ area	400	
4.404	Day room Dbl Bunk Add	1	8	40 SF/ area	320	
4.405	Shower / Toilet Area	1	1	150 SF/ area	150	
4.406	Secure Vestibule	1	1	10 SF/ area	10	
4.407	Outdoor Recreation	1	1	300 SF/ area	300	
4.408	Video Visitation	1	2	40 SF/ area	80	
4.409						
4.410	_ Women's Holding (30 Inmates x one pods)					with sub day room to create separation
4.411	Cells	1	15	72 SF/ area	1080	
4.412	Day room	30	1	20 SF/ area	600	
4.413	Day room Dbl Bunk Add	1	15	40 SF/ area	600	
4.414	Shower / Toilet Area	1	1	150 SF/ area	150	
4.415	Secure Vestibule	1	1	80 SF/ area	80	
4.416	Outdoor Recreation	1	1	300 SF/ area	300	
4.417	Video Visitation	1	2	40 SF/ area	80	
4.418						
4.419	_ Medium Holding (20 Inmates x one pods)					
4.420	Cells	1	10	72 SF/ area	720	
4.421	Day room	20	1	20 SF/ area	400	
4.422	Day room Dbl Bunk Add	1	10	40 SF/ area	400	
4.423	Shower / Toilet Area	1	1	150 SF/ area	150	
4.424	Secure Vestibule	1	1	80 SF/ area	80	
4.425	Outdoor Recreation	1	1	600 SF/ area	600	
4.426	Video Visitation	1	1	40 SF/ area	40	
4.427				SF/ area	0	
4.428	_ Min Holding (20 Inmates x one pods)					
4.429	Cells	1	10	72 SF/ area	720	
4.430	Day room	20	1	20 SF/ area	400	
4.431	Day room Dbl Bunk Add	1	10	40 SF/ area	400	
4.432	Shower / Toilet Area	1	1	150 SF/ area	150	
4.433	Secure Vestibule	1	1	80 SF/ area	80	
4.434	Outdoor Recreation	1	1	600 SF/ area	600	
4.435	Video Visitation	2	1	40 SF/ area	80	
4.436				SF/ area	0	
4.437	_ Dorm Holding (20 Inmates x three pods)					one dorm for work release
4.438	Sleeping Space	3	20	52 SF/ area	3120	
4.439	Day room	20	3	20 SF/ area	1200	
4.440	Day room Dbl Bunk Add	3	16	40 SF/ area	1920	
4.441	Shower / Toilet Area	1	3	150 SF/ area	450	
4.442	Secure Vestibule	1	3	80 SF/ area	240	
4.443	Outdoor Recreation	1	3	300 SF/ area	900	
4.444	Video Visitation	2	3	40 SF/ area	240	
4.445						
4.446	Central Control	1	1	600 SF/ area	600	two officer station
4.447				SF/ area	0	
4.448				SF/ area	0	
Sub Total Net Area (NSF):					18360	
Department Grossing Factor @ 15% :					2754	
Total Department Gross Square Footage (DGSF):					21114	

**Architectural Space Program -
Barry County - Sheriff's Department**

	DIVISION / DEPARTMENT	PERSONS or UNITS / AREA	NO. OF AREAS	SPACE STANDARD	NET SQ.FT.	COMMENTS
4.000 Sheriff Office						
4.500 Jail Support Services						
4.501	Jail Administrator	1	1	200 SF/ area	200	enclosed office
4.502	Sargent's office	2	1	120 SF/ area	240	enclosed office with 2 workstations
4.503	Medical Area	1	1	800 SF/ area	800	holding area, office, supplies
4.504	Kitchen Prep	1	1	800 SF/ area	800	cooking and plating
4.505	Kitchen Storage	1	1	800 SF/ area	800	Dry, refrigerator, freezer
4.506	Kitchen Clean Up	1	1	800 SF/ area	800	Dishwasher and cart storage
4.507	Kitchen support spaces	1	1	400 SF/ area	400	Office and toilets
4.508	Receiving / trash	1	1	1000 SF/ area	1000	secure area for inmate workers
4.509	Laundry	1	1	800 SF/ area	800	3 w/d and storage area
4.510	Program Space	1	3	600 SF/ area	1800	classrooms
4.511	Program Offices	4	1	100 SF/ area	400	space for program providers
4.512	Staff Break room	16	1	30 SF/ area	480	
4.513	Administrative assist. Office	1	1	100 SF/ area	100	near Jail Admin office
4.514				SF/ area	0	
Sub Total Net Area (NSF):					8620	
Department Grossing Factor @ 20% :					1724	
Total Department Gross Square Footage (DGSF):					10344	

4.600 Support Spaces						
4.601	Vehicle Maintenance	1	1	2000 SF/ area	2000	3 bays with work benches
4.602	Vehicle Maintenance Parts	1	1	1000 SF/ area	1000	
4.603	Vehicle Maintenance Support	1	1	600 SF/ area	600	Office and staff toilet
4.604	Department storage	1	1	2000 SF/ area	2000	
4.605	Vehicle Storage	12	1	350 SF/ area	4200	Heated space for storage
Sub Total Net Area (NSF):					9800	
Department Grossing Factor @ 10% :					980	
Total Department Gross Square Footage (DGSF):					10780	

Total 4.000 Sheriff's Department (DGSF):					57494	
Building Grossing Factor @ 30% :					17248	Mechanical, Electrical and wall thickness
Total Building Gross Square Footage for Department (BGSF):					74743	