

**CITY OF STEVENS POINT
SPECIAL COMMON COUNCIL MEETING MINUTES**

**Community Room
933 Michigan Avenue, Stevens Point, WI**

**July 9, 2025
5:30 PM**

**OR
Zoom Teleconferencing**

1. Roll Call.

Present:

Ald. Christianson, Guthrie, Keymer, Broderick, Birr, Kneebone, Shuda, Lang, Buse.

Morrow arrived at 5:39pm.

Unexcused:

Ald. Steinmetz.

Consideration and Possible Action on the Following:

- 2. Presentation by Somerville Inc. on the preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.**

Somerville, Inc., Project Architect, Justin Marquis presented their program investigation for City Hall. Mr. Marquis PowerPoint presentation slides are attached within the minutes.

- 3. Discussion on preliminary planning and design progress for a potential new City Hall, with 1039 Ellis Street currently under consideration as a possible site.**
- 4. Adjournment.**

Adjourned at 6:07 p.m.

design matterssm



Wednesday, July 9th, 2025 | 7967

City of Stevens Point

New City Hall



project scope + goals

New City Hall | City of Stevens Point

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project scope

- facility **condition assessment** and **conceptual design** for **new city hall** for the City of Stevens Point.
- identify **opinion of probably cost** (OPC) & projected **project timeline** to help determine project feasibility.
- (2) new facility opportunities to explore:
 - 1: **reuse of existing** building located at **1039 Ellis St**
 - 2: **new construction** on site located at **1039 Ellis St**

project goals

- provide a **warm, welcoming, and efficient** building to house **all city services** currently at 1515 Strongs Ave.
- city hall is “**customer service for the community**” so the building needs to be **easily navigable** for **residents**.
- building needs to be **pleasant and effective** space for **staff**.

current facility conditions

New City Hall | City of Stevens Point

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current facility location

1515 Strongs Ave

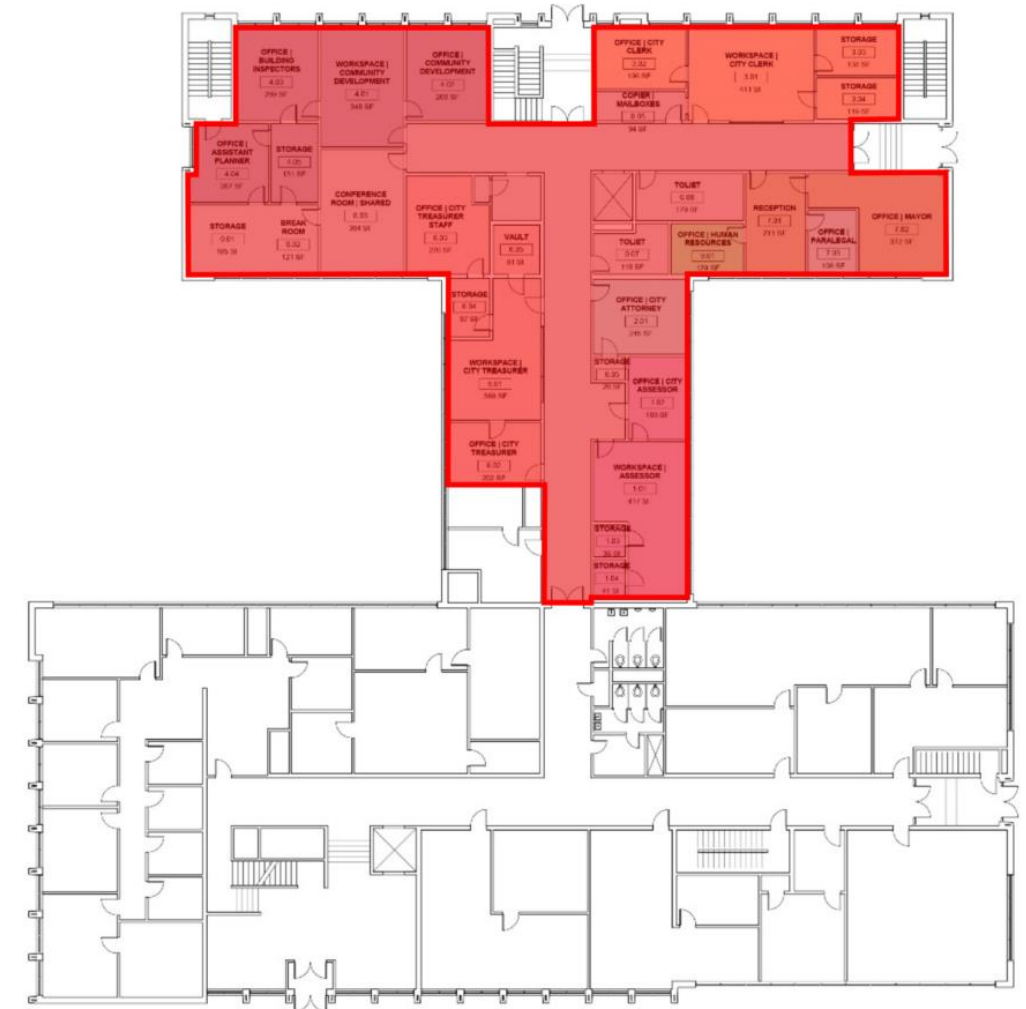
current facility space

■ current building

- shared building with other tenants
- city uses **approx. 16,400 sf.** gross of building.
 - Sharing toilets, chases, mechanical, ect.
- departments are not efficiently connected & not easily identifiable



lower floor ~ 7,600 sf



first floor ~ 8,800 sf

programming

- somerville met with Stevens Point staff over **several meetings** to **understand needs** and develop program.
- staff interviewed/consulted to develop **preliminary program** includes:
 - Mayor- Mike Wiza
 - Community Development Director – Jarod Kivela
 - City Clerk – Susan Pagel
 - Director of Public Works – Scott Beduhn
 - City Attorney – Logan Beveridge
 - Comptroller / Treasurer – Corey Ladick
 - Police Chief – Bob Kussow
 - Fire Chief – JB Moody
 - IT Manager – Lexi Van Dreel
 - HR Manager – Sandy Frasch
 - Community Media Manager – John Quirk

programming

- interviews with department heads and staff for **requested** room sizes, adjacencies, and uses while factoring in **future growth**.

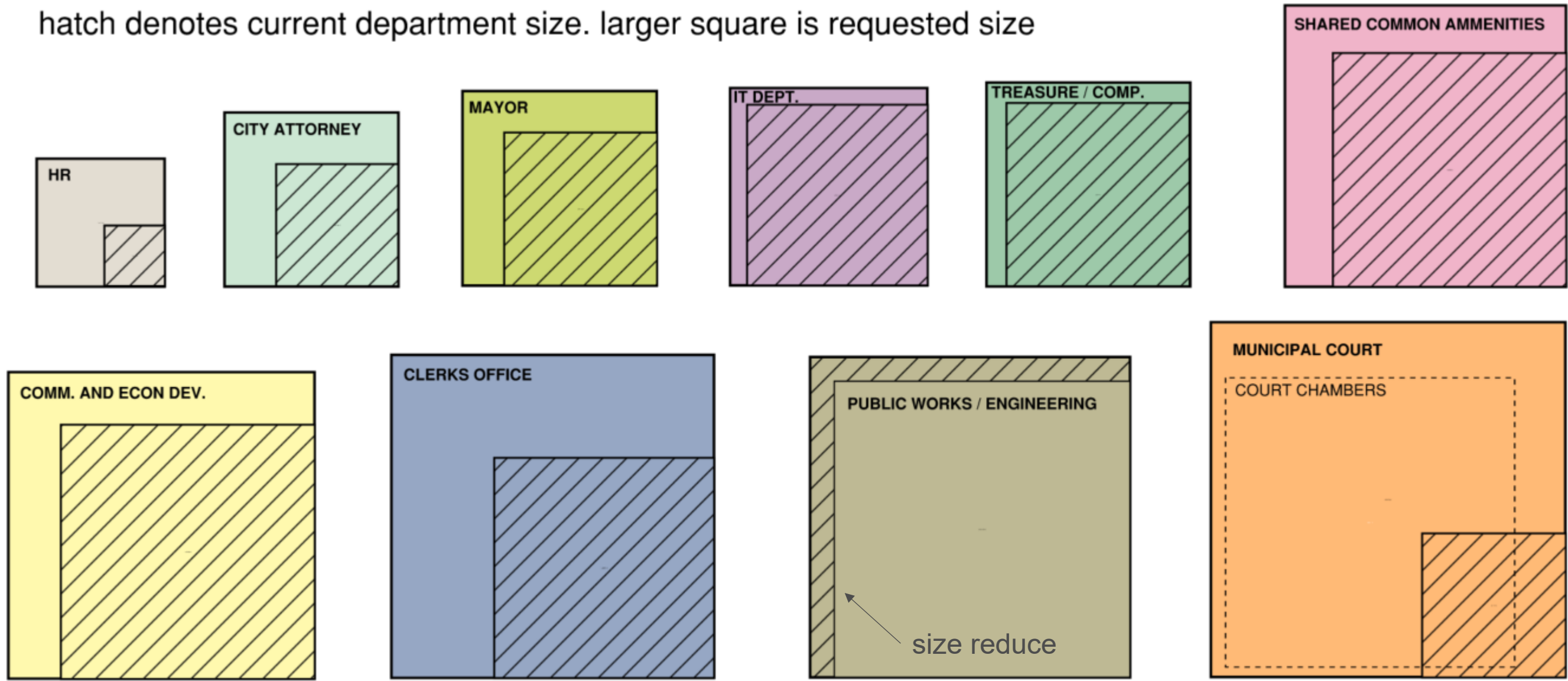
Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments
CITY ATTORNEY							
Need for sound attenuation for private conversations for offices, door bottom/seals							
Dept Head Office		1	320	16 x 20	320		Meetings in office 5-6 people, table for layout of documents
Office		1	120	10 x 12	120		Paralegal
Office (Future)		1	120	10 x 12	120		Assistant Attorney, part time (30 hours per week)
Meeting		1	192	12 x 16	192		10-12 people, litigants, attorneys (minimal use, will use office for primary meetings)
Storage		1	16	4 x 4	16		Hardcopies of documents, minimal equipment
Net Subtotal					768		Net Square Footage
net-to-gross factor					1.55	1,190	Department Gross Square Footage
DGSF-to-gross area factor					1.13	1,345	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.
CLERK'S OFFICE							
On same floor as Treasurer and Community Development. Need separate service lines that do not interfere with each other							
Dept Head Office		1	320	16 x 20	320		Ability to see counter from desk
Work Area		2	255	15 x 17	510		Layout for elections, need counters. Shared area with work stations is ok.
Public Counter		1	36	3 x 12	36		Need area for computer and printer
ADA Counter		1	36	3 x 12	36		Standing countert - Seated counter would be additional, would like a computer and printer at counter
Workstation		2	120	10 x 12	240		Layout for elections, need extra desk space
LTE		1	128	8 x 16	128		Data entry - 2 computers
Voting Room		1	336	14 x 24	336		30-40 people, two doors (in and out), will be used for voting, voting machine testing, training, absentee voting, and mac
Secure Storage (adjacent to voting room)		1	672	24 x 28	672		Storage for (33) Carts - 4'x3' & (12) Tabulator Machines - 3'x3' and election supplies storage
Mail Room w/ drop area for deliveries		1	180	10 x 18	180		Door between clerk office and mail room, badge access, copier for batch printing, storage for paper supplies, flat mail
scanner area w/ computer & scanner		1	32	4 x 8	32		in close proximity to both desks
Storage Area		1	128	8 x 16	128		
Library (humidity controlled)		1	384	24 x 16	384		Permanently kept books/documents/contracts - shelves, filing cabinets, (1) table/desk, computer and a few chairs.
Net Subtotal					3,002		Net Square Footage
net-to-gross factor					1.55	4,653	Department Gross Square Footage

programming

current departments

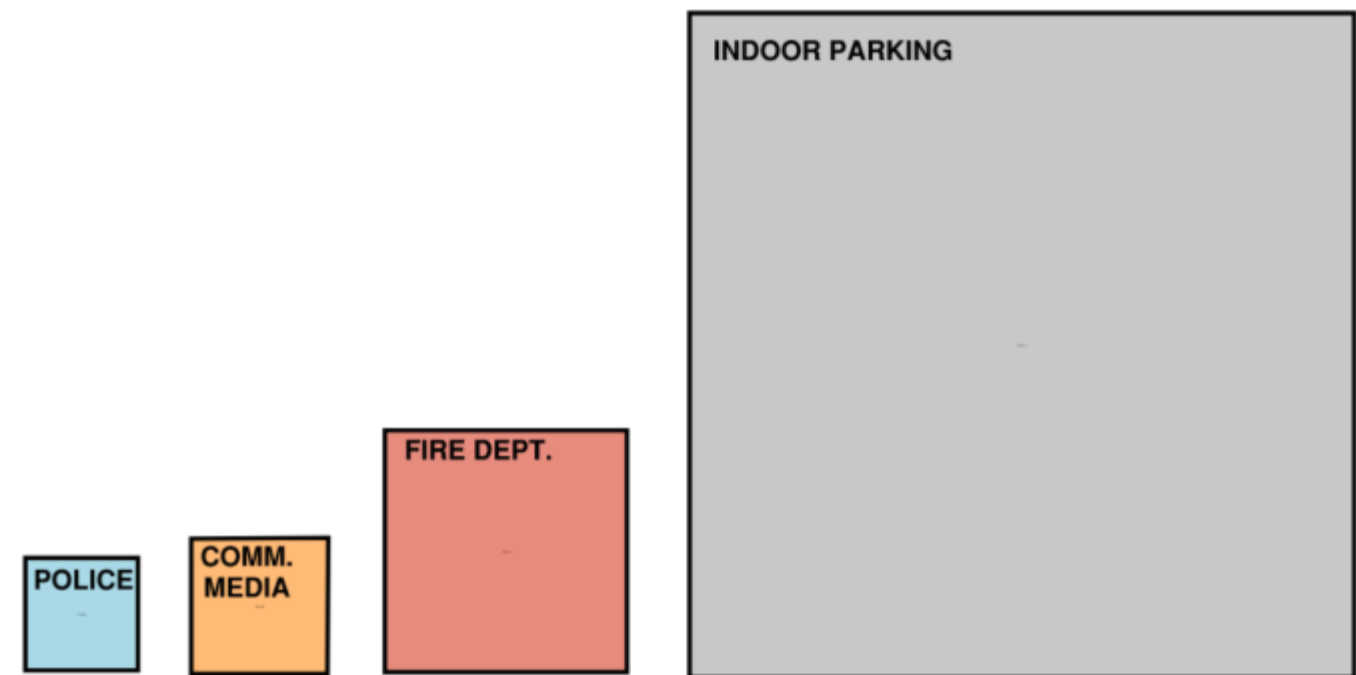
- all but (1) department requested **more space** than current

hatch denotes current department size. larger square is requested size



programming new departments

- (4) new departments are requested to be included in new space that are **not housed in current facility**.



programming

total departments

current departments

- mayor's office
- city clerk
- city attorney
- treasurer / comptroller
- community & econ. development
- public works / engineering
- municipal court
- HR / IT / support spaces

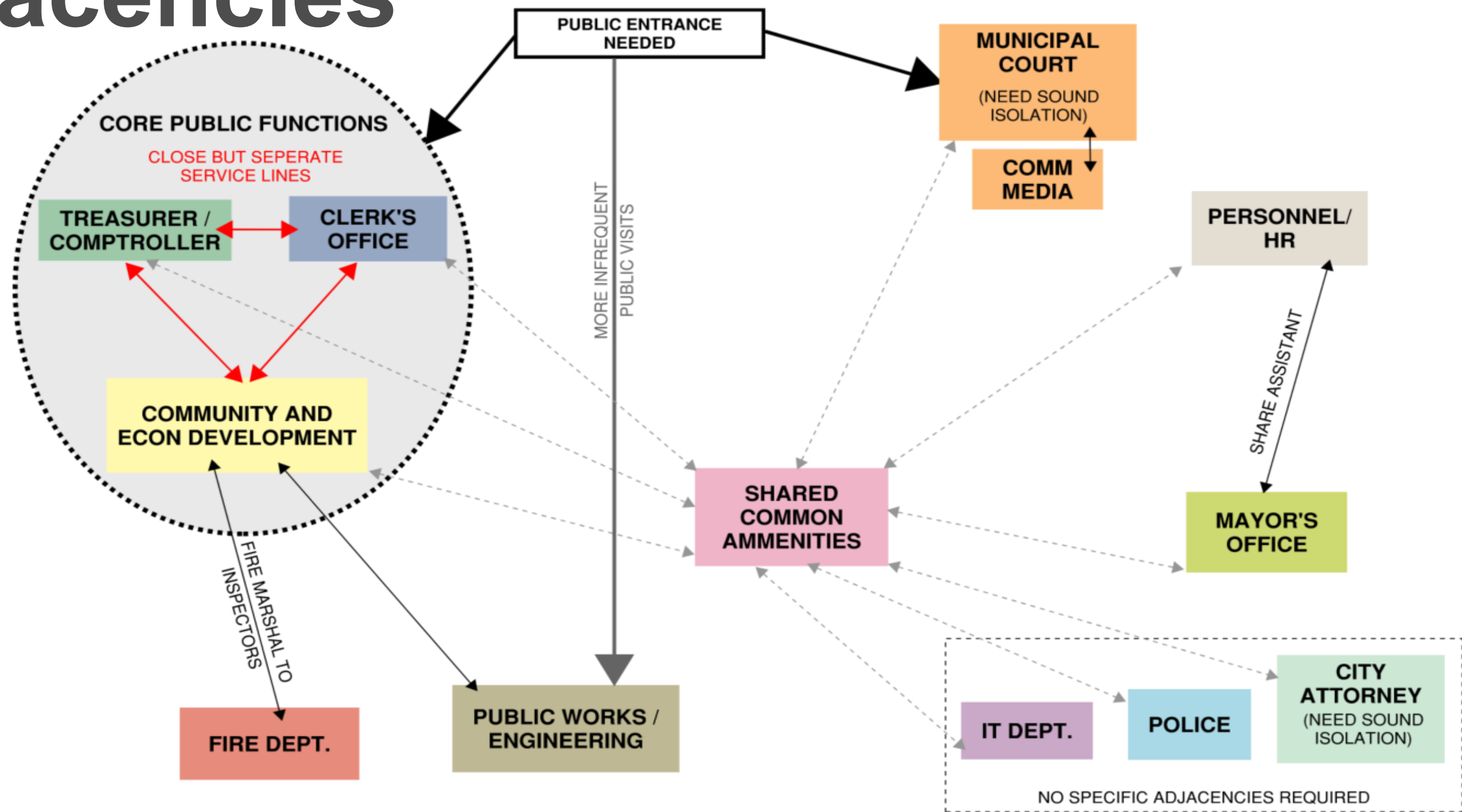
new spaces/departments

- **council chamber & community media** (apart of municipal court)
- **indoor parking**
- **fire department**
- **police department** (workstation)

programming area breakdown

- **requested** square footage breakdown
 - ~**27,300** of **net** square footage for **departments**
 - 1.55 net-to-gross factor used (typical for office buildings)
 - ~**41,900 gross** square footage for **spaces**
 - 1.13 area factor (mechanical, stairs, toilets, etc.)
 - ~**46,900 total** square footage for **building**
- **current** square footage breakdown
 - ~**16,400 gross** square footage for **spaces**

programming adjacencies

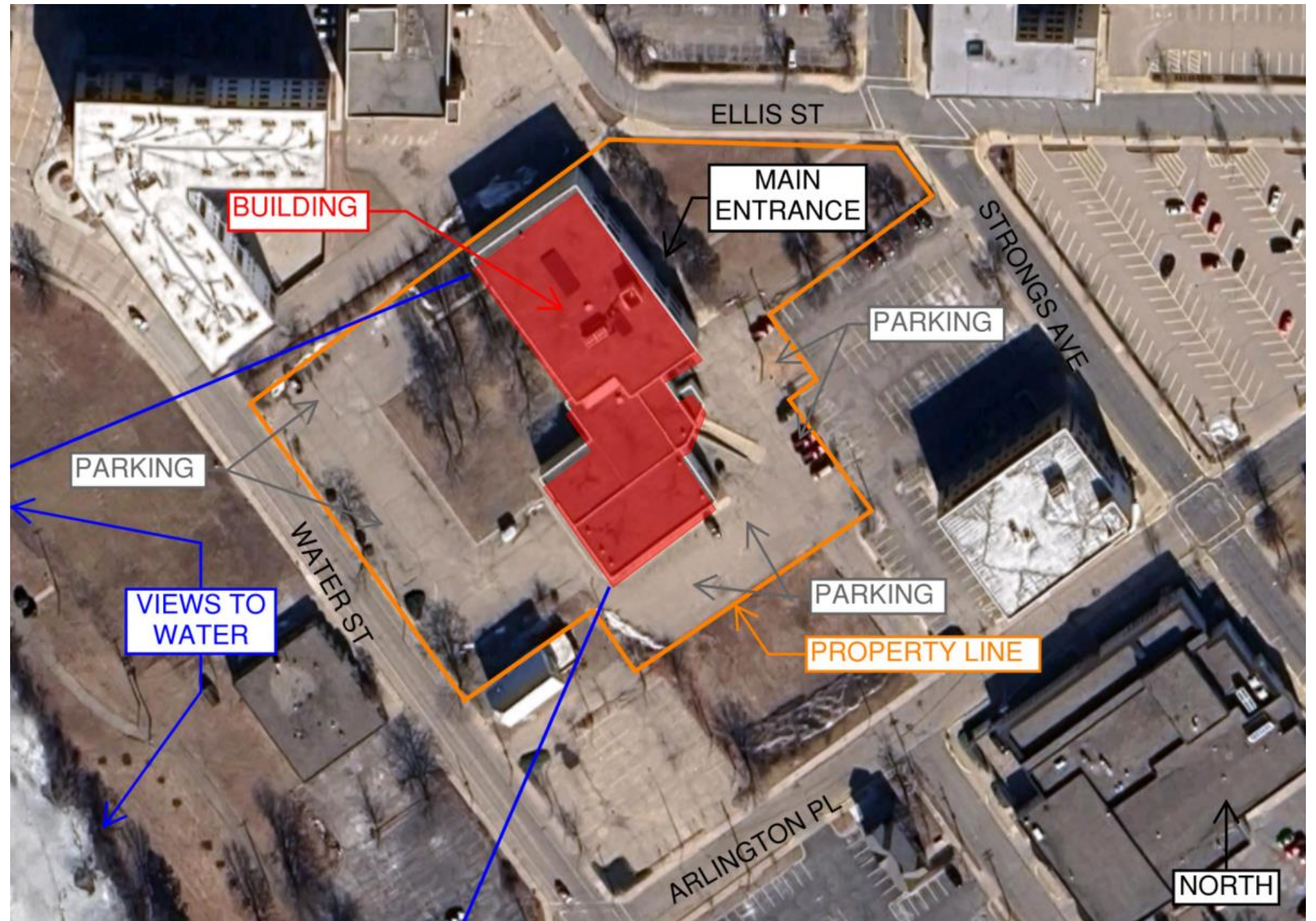






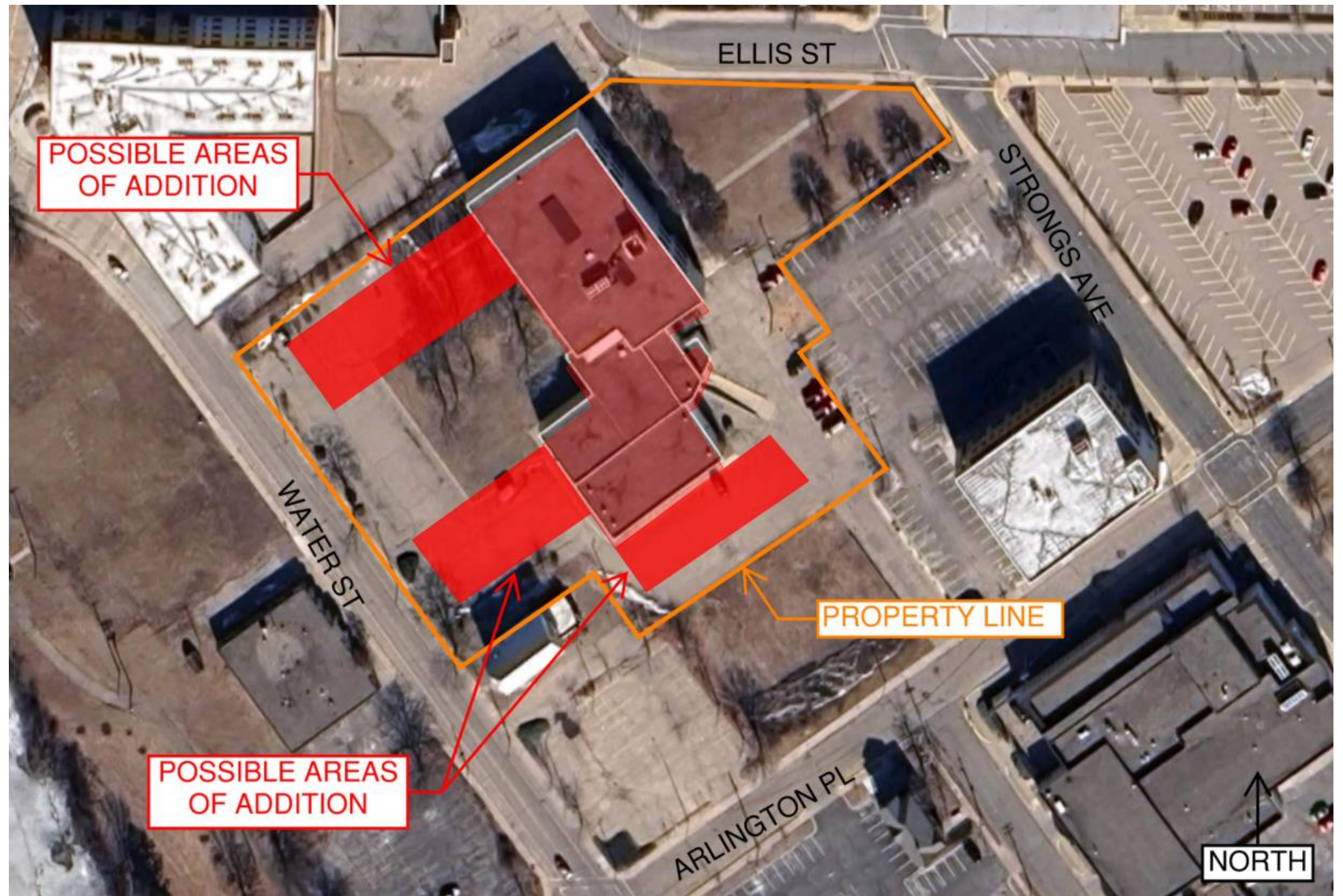
proposed facility

- Existing facility located **1039 ellis st**
- **(3) floors** with total of approx. **57,800 sf**
- somerville currently performing evaluation of building systems



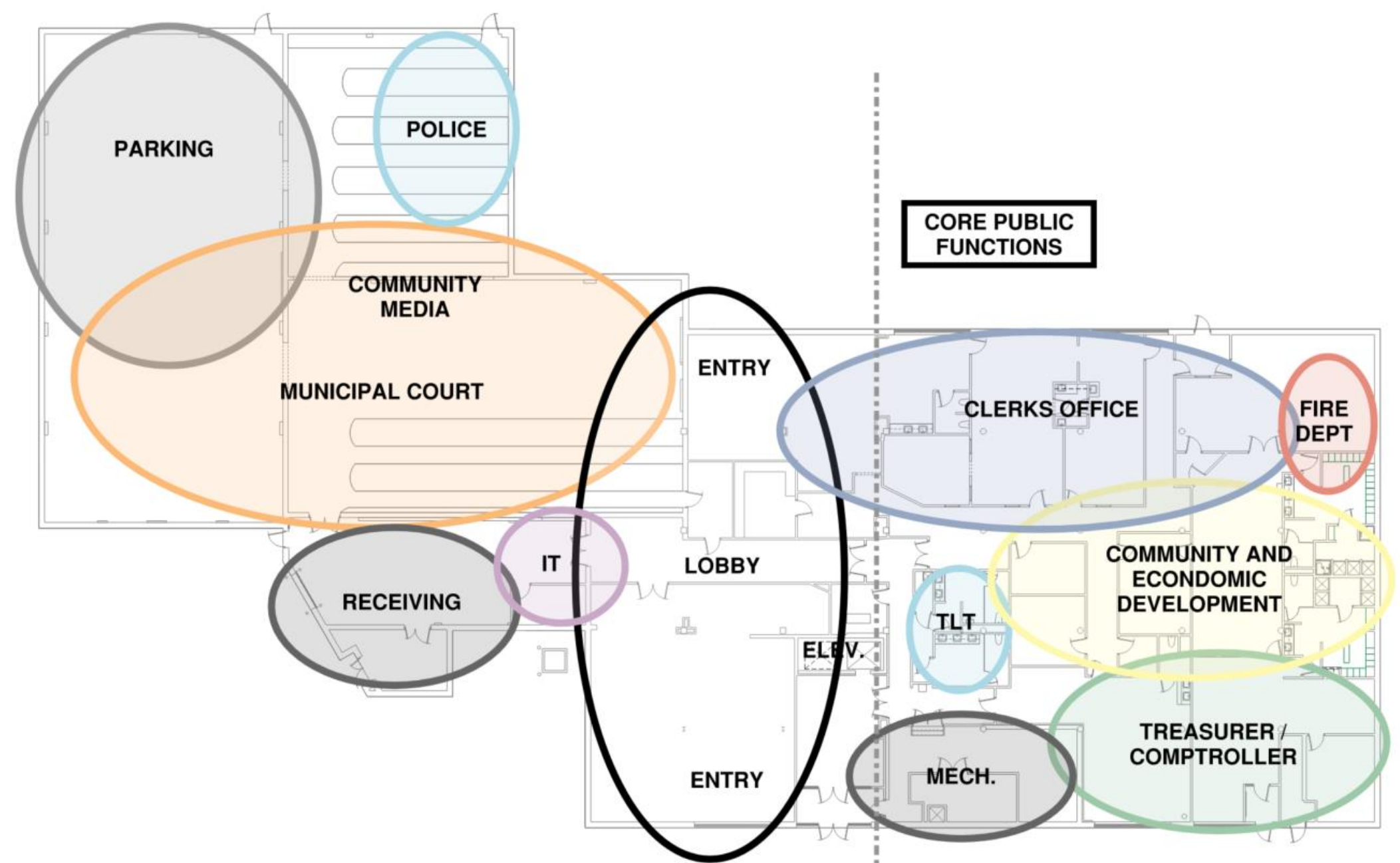
proposed facility

- Building affords multiple locations for future expansion



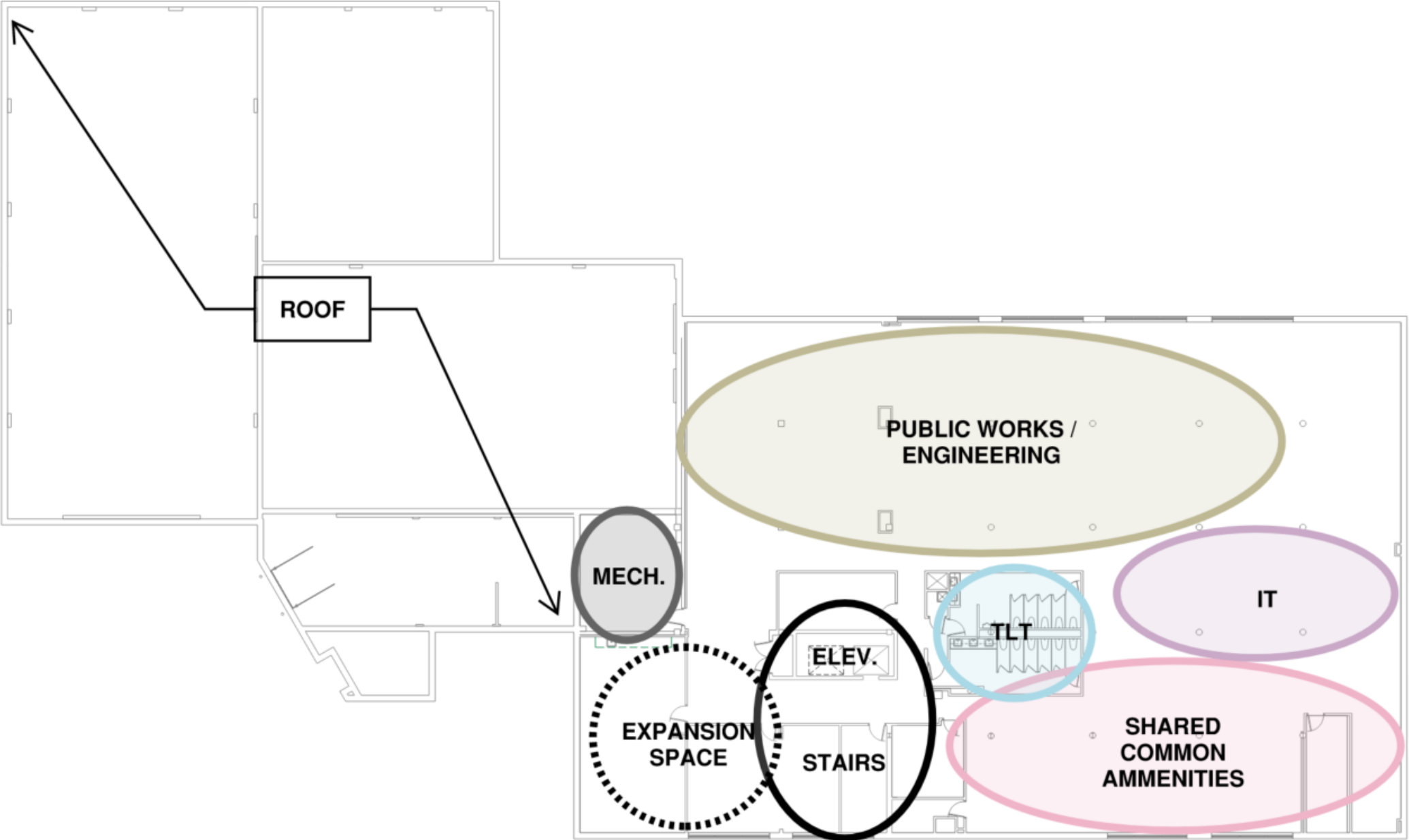
conceptual bubble diagram

first floor



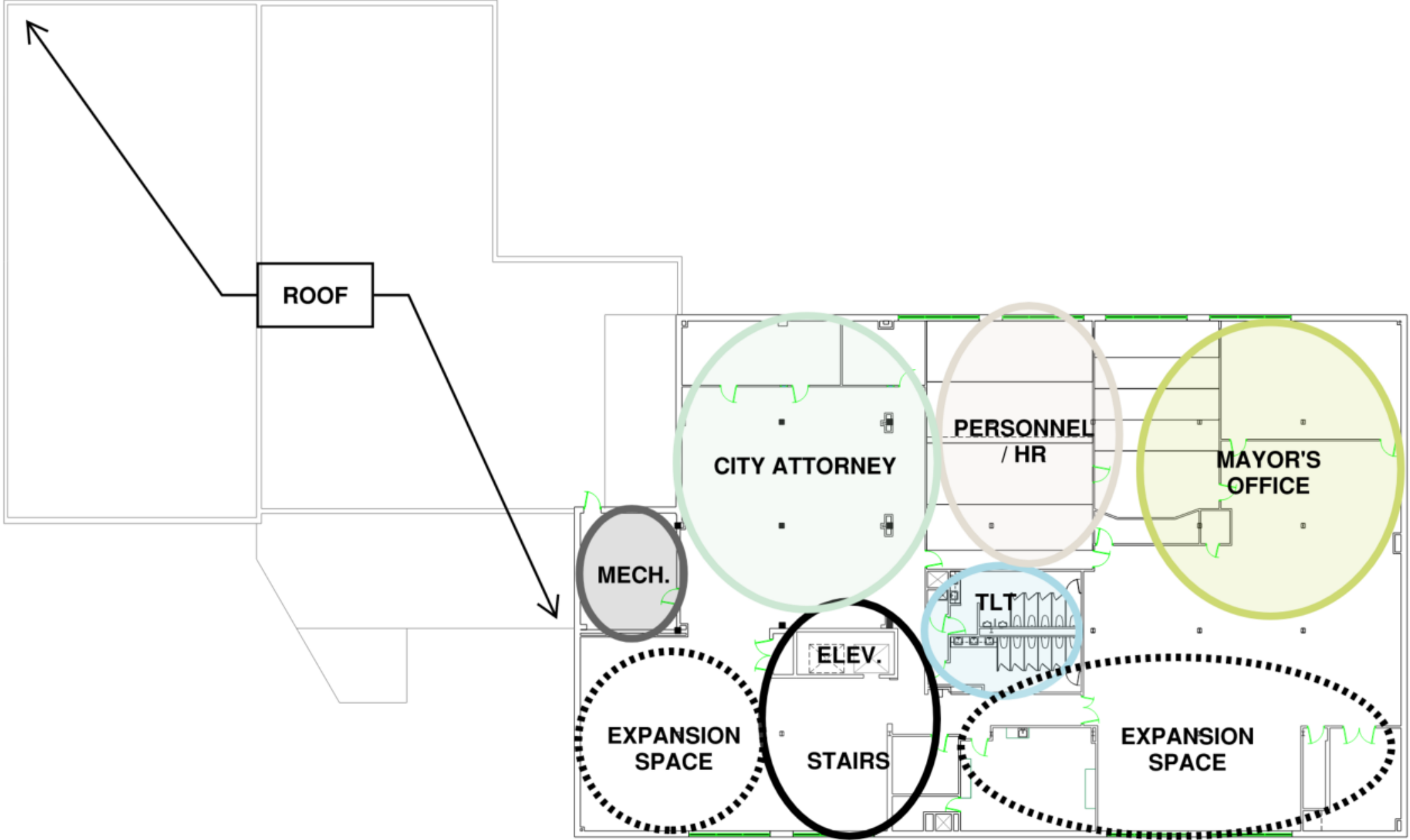
conceptual bubble diagram

second floor



conceptual bubble diagram

second floor



Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision	Author
CITY ATTORNEY									
Need for sound attenuation for private conversations for offices, door bottom/seals									
Dept Head Office		1	320	16 x 20	320		Meetings in office 5-6 people, table for layout of documents		
Office		1	120	10 x 12	120		Paralegal		
Office (Future)		1	120	10 x 12	120		Assistant Attorney, part time (30 hours per week)		
Meeting		1	192	12 x 16	192		10-12 people, litigants, attorneys (minimal use, will use office for primary meetings)		
Storage		1	16	4 x 4	16		Hardcopies of documents, minimal equipment		
Net Subtotal					768		Net Square Footage		
			net-to-gross factor	1.55	1,190		Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	1,345		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
CLERK'S OFFICE									
On same floor as Treasurer and Community Development to share staff.									
Dept Head Office		1	320	16 x 20	320				
Work Area		2	255	15 x 17	510		Layout for elections, need counters. Shared area with work stations is ok.		
Public Counter		1	36	3 x 12	36		Need area for computer and printer		
ADA Counter		1	36	3 x 12	36		Registrations, permits, etc. Need seat for elderly or other needs		
Workstation		2	64	8 x 8	128		Flex employees, elections, etc.		
LTE		1	128	8 x 16	128		Data entry		
Voting Room		1	280	14 x 20	280		15 -20 people, two doors (in and out), see existing conference room for size		
Secure Storage (adjacent to voting room)		1	672	24 x 28	672		Voting Machines (3'x3' - 12 carts, tabulator machines), Servicing, future space savings if downsizing equipment		
Mail Room w/ drop area for deliveries		1	180	10 x 18	180		Door between clerk office and mail room, badge access, copier for batch printing, storage for paper supplies, flat mail slots 4" each		
Net Subtotal					2,290		Net Square Footage		
			net-to-gross factor	1.55	3,550		Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	4,011		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
MUNICIPAL COURT									
Sound attenuation, door seals, etc.									
Judge's Office		1	320	16 x 20	320		Partition off workstation space for clerk		
Workstation (future)		1	64	8 x 8	64				
Court /Council Chambers		1	2400	40 x 60	2,400		75 People Capacity, elevated bench (with door behind into court office), 11 council members, mayor, clerk, dept heads		
Closed Meeting		1	384	16 x 24	384		15 people, juvenile sessions, off main court room		
"The Vault" - climate controlled storage		1	384	24 x 16	384		Conditioned space for document rentnetion. No specialty equipment required, but humidity control needed.		
Storage		1	64	8 x 8	64		Files, supplies		
Net Subtotal					3,616		Net Square Footage		
			net-to-gross factor	1.55	5,605		Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	6,333		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
COMMUNITY AND ECONOMIC DEVELOPMENT / INSPECTION									

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
Inspection close to Fire Marshals, close to entrance/exit for staff / public								
Dept Head Office		1	320	16 x 20	320		Jarod	
Office		8	120	10 x 12	960		Assessors, Assistant Assessor, Inspectors,	
Office (Future)		3	120	10 x 12	360			
Workstation		2	64	8 x 8	128		Grouped w/ front reception area	
Workstation (future)		2	64	8 x 8	128		Interns, future	
Meeting		1	192	12 x 16	192		10-12 People	
Commons Space		1	192	12 x 16	192		Cabinets, layout space for large tables, two printers (full size style), folding machine, laminating machine, table space for coffee - review location with overall c	
Storage		1	64	8 x 8	64			
Long Term Storage		1	400	20 x 20	400			
Vehicle Storage		1	0	x	0		6-7 vehicles, currently outdoor parking	
Net Subtotal					2,744		Net Square Footage	
			net-to-gross factor	1.55	4,253		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	4,806		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
COMMUNITY MEDIA								
Adjacent to council chambers								
Equipment Storage		1	64	8 x 8	64		For electronics, media storage of video systems for meetings.	
Net Subtotal					64		Net Square Footage	
			net-to-gross factor	1.55	99		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	112		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
COMPTROLLER								
Notes about department								
Dept Head Office		1	320	16 x 20	320			
Office		2	120	10 x 12	240			
Workstation		2	64	8 x 8	128			
Meeting		1	192	12 x 16	192			
Storage		1	64	8 x 8	64			
Net Subtotal					944		Net Square Footage	
			net-to-gross factor	1.55	1,463		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	1,653		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
IT Dept								
Notes about department								
Office		2	120	10 x 12	240		Secure spaces	
Workstation		2	64	8 x 8	128		Future employees	
Commons Space		1	192	12 x 16	192		Equipment work area, repair, counters/tables	
Equipment Storage		1	400	20 x 20	400			
Climate Controlled Server Room		1	120	10 x 12	120		wifi, VOIP, network core	
Net Subtotal					1,080		Net Square Footage	

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision	Author
net-to-gross factor					1.55	1,674	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	1,892	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
FIRE DEPARTMENT									
Adjacent to Community Development / Inspectors									
Office		2	168	12 x 14	336		Fire Marshal, Deputy Marshal, Space for meeting with 2-3 people		
Office		1	168	12 x 14	168		Future office, could use as meeting space for time being		
Storage		1	64	8 x 8	64				
Net Subtotal					568	Net Square Footage			
net-to-gross factor					1.55	880	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	995	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
MAYOR'S OFFICE									
Adjacent to HR									
Mayor's Office		1	520	20 x 26	520				
Office		1	120	10 x 12	120		Mayor's Assistant - open to HR for shared assistant		
Office		1	120	10 x 12	120		Spare Office		
Meeting		1	192	12 x 16	192		6-8 People		
Reception Area		1	252	14 x 18	252		2-3 People Waiting		
Storage		1	64	8 x 8	64				
Net Subtotal					1,268	Net Square Footage			
net-to-gross factor					1.55	1,965	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	2,221	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
PERSONNEL / HUMAN RESOURCES									
Shared assistant with Mayor, need to be adjacent, meetings with up to 50 people occur in council chambers									
Department Head		1	320	16 x 20	320				
Office		1	120	10 x 12	120				
Meeting (shared with Mayor)		0	192	12 x 16	0		6-8 People (training would be at larger facility)		
Storage (convert to future office)		1	120	10 x 12	120		staffing records for all employees		
Net Subtotal					560	Net Square Footage			
net-to-gross factor					1.55	868	Department Gross Square Footage		
DGSF-to-gross area factor					1.13	981	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		
POLICE DEPARTMENT									
Notes about department									
Office		1	120	10 x 12	120		(2) work stations, access to report system		
Car Park		0	64	8 x 8	0		Space for vehicle(s) in garage		

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
Net Subtotal					120	Net Square Footage		
			net-to-gross factor	1.55	186	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	210	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

PUBLIC WORKS / ENGINEERING								
Able to be on second floor, 4 visits weekly from public, access to entrance/exit for staff, work with community development most and GIS.								
Department Head		1	320	16 x 20	320			
Large Office		3	168	12 x 14	504		Larger office w/ 2 chairs for internal meetings.	
Office		5	120	10 x 12	600			
Office / workstations		1	120	10 x 12	120		Interns, near commons	
Office (future)		1	120	10 x 12	120			
Reception		1	252	14 x 18	252		Copier, Service Counter, space for 1-2 people waiting,	
Layout / Commons Space		1	252	14 x 18	252		Plotters, printers, table space for layout of documents	
Meeting		1	192	12 x 16	192		8-10 People, 4x a week used, Monday huddle plus additional team meetings, 45 -60mins. Space could be larger if needed.	
Storage (some equipment in garage)		1	200	10 x 20	200		Traffic camera equipment, survey equipment, safety equipment, etc.	
Vehicle Storage		1	0	x	0		6 Vehicles	
Net Subtotal					2,560	Net Square Footage		
			net-to-gross factor	1.55	3,968	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	4,484	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

TREASURY								
Adjacent to Clerk's office and Community Development to share staff.								
Dept Head Office		1	320	16 x 20	320			
Office		2	120	10 x 12	240		Deputy Comptroller, Senior Accountant	
Workstations		2	64	8 x 8	128		Near reception counter	
Office (Future)		1	120	10 x 12	120		Would be used immediately for tax season, focused work area	
Reception Counter (ADA)		1	48	4 x 12	48		Need space for computers to process payments for permits, licenses, etc.	
Document Processing Workstation		1	64	8 x 8	64		High capacity scanning	
Meeting		0	0	0 x 0	0		Shared use with common meeting spaces, used intermittently	
Storage		1	144	12 x 12	144		Office supply, records, city apparel, safe	
ATM Alcove		1	16	4 x 4	16		Near office, public lobby	
Night Dropbox		1	1	1 x 1	1		Exterior wall, located near public entrance	
Net Subtotal					1,081	Net Square Footage		
			net-to-gross factor	1.55	1,676	Department Gross Square Footage		
			DGSF-to-gross area factor	1.13	1,893	Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.		

SHARED COMMON SPACES								
Adjacent to Clerk's office and Community Development to share staff.								
Main Reception - Shared w/ all departments, cross staff at		1	480	20 x 24	480		Add tech, kiosks, small workstations for permits/applications (counter with computer, papers, etc.).	
City Hall Office Supplies		1	192	12 x 16	192			
Fitness room		1	192	12 x 16	192		Confirm equipment needs	
Fitness Shower/Toilet		1	80	8 x 10	80			

Room/Space Name	Number of Occupants	Number of Rooms	Room Size	Room Dimensions	Total Area of Rooms (s.f.)	Shared	Comments	Revision Author
PT Room		1	120	10 x 12	120			
Wall Space for Informational Materials		1	0	0 x 0	0		review lineal feet required	
Huddle Rooms		1	120	10 x 12	120		(4) People Huddle Area	
Wellness Room		2	80	8 x 10	160		Nursing mothers, injections, sink, open for future refig.	
Break Room		1	0	24 x 36	864		For all departments, (2) micro, (2) ref, vending, coffee makers, variety of seating	
Large Conference		1	0	14 x 18	252		11 People currently	
Net Subtotal					2,460		Net Square Footage	
			net-to-gross factor	1.40	3,444		Department Gross Square Footage	
			DGSF-to-gross area factor	1.13	3,892		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
SUPPORT SPACES								
Loading Dock/Receiving		1	600	- x -	600			
Mechanical		1	3000	- x -	3,000			
Electrical		1	500	- x -	500			
Plumbing / Fire Protection		1	288	12 x 24	288			
Toilet Rooms		4	300	- x -	1,200			
ADA / Staff Toilets		4	80	8 x 10	320			
Net Subtotal					5,908		Net Square Footage	
			net-to-gross factor	1.40	8,271		Lower Level Gross Square Footage	
			DGSF-to-gross area factor	1.13	9,346		Grand Total - Gross-up factor accounts for stairs, mechanical shafts, etc.	
					44,175		Total Building Square Footage	