
VILLAGE BOARD MEETING**From:**

Chad Pelishek, Village Manager

VILLAGE OF HARRISON**Meeting Date:**

12/16/2025

Title: Village Hall: Expansion Plans and Cost Estimate

Recommended Action:

Motion to authorize staff to obtain proposal from McMahon to finalize the design process and create biddable plans for the renovation of the existing Village Hall Board Room into additional office space for Village Hall operations and Calumet County Sheriff's Dept staff.

Background and Additional Information:

The Village Board had previously approved having McMahon work with staff to develop an expansion of the Village Hall offices into the boardroom area of the building. Those plans and cost estimate is attached.

The Village Manager is recommending putting the renovation of the former Station 70 on hold for a few years and allowing the Police Operations to continue at Village Hall. The reason for the change is customer service, because old Station 70 will not have any 1) front-counter staff and residents will still need come to Village Hall to find an officer, 2) also having the police in Village provides added security and 3) ease of working on projects and management. The recommendation would be to keep Station 70 and find a tenant in case the future necessitates the expansion into police operations.

Current changes to Village Hall to accommodate Calumet County Sheriff's Dept (CCSD) staff:

The Village is making changes to the accommodations for the CCSD to provide additional office space. The current space that CCSD utilizes across from the Kitchen will become the Patrol Sergeants office with the office furniture being request in a different agenda item and the voting storage room at the end of the hallway is proposed to become the patrol officers report writing space. These changes will be implemented by January 1, 2026.

The facility plan that was previously completed recommended lockable evidence storage. To accommodate this, the proposal would be to convert the old Men's Restroom in DPW to lockable storage evidence and convert the old women's restroom to a unisex restroom.

Table 13 – Sheriff Department Space Needs Summary

Program	Size			Quantity	Total Sq. Ft.	Notes
	Length	x	Width = Sq. Ft.			
Town Hall						
Department Spaces						
Staff Toilet Room	10	x	10	100	1	100
Safe Space in entry vestibule	10	x	10	100	1	100
Family or soft interview room	12	x	12	144	1	144
Supervising officer Office	10	x	15	150	2	300
Open workstations in a work area	20	x	30	600	1	600
Unisex Locker Room	20	x	15	300	1	300
Break Room	12	x	8	96	1	96
Intake/Processing	12	x	12	144	1	144
Evidence Storage	10	x	15	150	1	150
Holding facilities	10	x	10	100	1	100
Hard Interview	10	x	10	100	1	100
Vehicle Storage/Speed board	20	x	20	400	5	2000
Sally Port	10	x	20	200	0	0
Impound	10	x	20	200	0	0
Kennel (Dept K9)	6	x	6	36	2	72
Secure Records Storage	20	x	12	240	1	240
Resume/Report/Officers Room	30	x	35	1050	0	0
Shelter in Place	30	x	40	1200	0	0
IT	10	x	10	100	1	100
Narcotics storage	10	x	10	100	0	0
MFD- copy, print	10	x	8	80	1	80
Conference Room	10	x	18	180	1	180
Work Area	10	x	15	150	0	0
Walk up counter/window	10		15	150	1	150
Office Supply Space	5	x	10	50	1	50
Armory	10	x	10	100	1	100

In the new plan for the boardroom renovation, there will be additional office space that will not need to be utilized by current operations and some of these spaces can be dedicated to CCSD for interview rooms.

Once the additional garage bays are completed in DPW, the Operations Manager said he will be able to dedicate four spaces for the squad cars to park inside.

The renovation of Village Hall was in the budget for 2027. Staff is recommending completion of the plans and drawings to get updated costs estimates and then potentially use fund balance to fund the improvements.

Budget Impact:

Staff will bring a McMahon contact back to January for consideration by the Board.

Attachments:

Plan Set and Cost Estimate