



AGENDA
Building Project Committee Regular Meeting
Tuesday, July 7, 2026 – 4:00 PM
Herbert J. Tennes Government Center - Room 1019
432 E. Washington Street, West Bend, WI 53095

This meeting will stream live on [YouTube.com/washcowi](https://www.youtube.com/washcowi)

The following business will be brought before the Committee for initiation, discussion, deliberation, and possible formal action subject to the rules of the Board, which may be inspected in the office of the County Clerk.

- 1. Call to Order, Roll Call, Affidavit of Posting, A Moment of Silent Prayer, and Pledge of Allegiance**
- 2. Minutes**
 - a. Minutes of April 6, 2026
- 3. Discussion**
 - a. Exterior Improvements Update
 - b. Remodeling Project Schedule and Phasing Update
 - c. Remodeling Project Change Order Update
 - d. Exterior Signage Update
 - e. Remodeling Project Budget Update
 - f. Health and Human Services Department Space Needs Analysis Update
 - g. Health and Human Services Department Alternate Locations Update
 - h. Health and Human Services Department Schedule Update
- 4. Next Meeting Date**
 - a. **To be determined**
- 5. Adjournment**

It is possible that individual members of other governing bodies of the County government may attend the above meeting. It is possible that such attendance may constitute a meeting of any such other governing body pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2d 408 (1993). This notice is given solely to comply with the notice requirements of the open meeting law. No action will be taken by any other governmental body except by the governing body noticed in the caption above.

AFFIDAVIT OF POSTING

This agenda was posted in the office of the County Clerk on the 1st day of July 2026. Notice was sent to the West Bend Daily News, Express News, WIBD/WMBZ Radio, WTKM Radio, My Community NOW, Hartford Times Press, Kewaskum Statesman, Milwaukee Journal-Sentinel. Individuals with disabilities requiring special accommodations for attendance at the meeting should contact

the County Clerk at (262) 335-4301 at least 48 hours prior to the meeting.

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**WASHINGTON COUNTY
BUILDING PROJECT COMMITTEE**

Courthouse - Government Center
West Bend, WI

April 6, 2026
3:00 p.m.

Present: Brian Gallitz, Brian Krebs, Ken Mikulec, John Schodron, and Mike Schwab.

Also present: Chief Public Works Officer Scott Schmidt, Building and Grounds Manager Cara Herdrich, Facilities Project Manager Steve Canales, Chief of Staff Board of Supervisors Mike Neuwohner, and Legislative Clerk Kayla Kniess.

Chairperson Schodron called the meeting to order and referenced the Affidavit of Posting, followed by the Pledge of Allegiance.

MINUTES

- December 5, 2026

No corrections were made to the minutes. The minutes are approved.

DISCUSSION

PROJECT SCHEDULE AND PHASING UPDATE

Mr. Canales provided an update and answered questions regarding the project schedule and phasing status. Mr. Schmidt also answered questions regarding the status of the Government Screening Policy.

PARKING LOT UPDATE

Mr. Canales and Mr. Schmidt provided an update and answered questions regarding the status of the parking lot on the East side of the Courthouse. The final work is scheduled to begin in late April with completion expected in mid-May.

CHANGE ORDER UPDATE

Mr. Canales and Mr. Schmidt provided an update and answered questions regarding the change orders that have been requested for the project at this point. The change orders were due to unforeseen issues, such as electrical, mechanical, and fire protection system modifications.

PROJECT BUDGET UPDATE

Ms. Schmidt and Ms. Herdrich provided information and answered questions regarding the overall building project budget.

NEXT MEETING DATE

To be determined.

ADJOURNMENT

Chairperson Schodron adjourned the meeting at 3:56 p.m.

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2

Ashley A. Reichert, County Clerk



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Steve Canales, Facilities Project Manager

Date: July 7, 2026

Re: Exterior Improvements Update

POLICY QUESTION:

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

The east parking lot and the associated exterior upgrades have been completed at this time.

This work includes:

- Parking lot islands installed
- Concrete curbs and sidewalks installed
- Security bollards near buildings installed
- New light poles installed
- New asphalt installed
- Parking lot painted/striped
- North fence installed
- Landscaping – Parks cut grass for the first time on 06/29

The only outstanding item is owner installation of the new rubberized mulch, which has already been ordered and will be installed as soon as it arrives.

COSTS:

ATTACHMENTS:

RECOMMENDATION:



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Steve Canales, Facilities Project Manager

Date: July 7, 2026

Re: Project Schedule and Phasing Update

POLICY QUESTION:

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

Phase I of the interior construction has been completed. The Employee Health Clinic, Facilities Management, and the Fillmore Meeting Room (County Board Overflow Room) all moved in late April, and IT moved in May.

Phase II is well underway. This Phase includes the new County Clerk, Treasurer, and Register of Deeds offices on the 1st floor, Community Development on the 2nd Floor, along with various occupied offices that will be receiving aesthetic upgrades (paint, flooring, lighting). Drywall is almost complete throughout construction spaces, and painting has begun. Mechanical contractors continue to progress on electrical and HVAC items above ceilings.

These Phase II areas are expected to reopen in conjunction with our address change on Tuesday, September 8th. Phase III demo will then begin immediately following. Contractors will also continue our paint, flooring, and lighting upgrades in other occupied spaces throughout Phase III.

The occupied space work consists of relocating members of 10 departments (entire departments in some cases) to be able to efficiently perform all work in their spaces and then moving them back once complete. To expedite our overall timeline, we have already begun selective demo that was to occur in Phase III so that we are able to complete more of our occupied space work in conjunction with trades already on site.

COSTS:

ATTACHMENTS:

RECOMMENDATION:



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Steve Canales, Facilities Project Manager

Date: July 7, 2026

Re: Change Order Update

POLICY QUESTION:

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

Thus far in the project there have been 88 Change Orders totaling roughly \$670,000 (including construction **and** card access/security changes). Many of these changes have been due to unforeseen issues, such as electrical, mechanical, and fire protection system modifications as the contractor has completed demolition in our 60+ year old building. There have also been a handful of modifications required by building and plan inspectors, as well as a number of owner requested additions and modifications.

In addition, as mentioned in our previous meeting, environmental surveys and asbestos abatement have significantly contributed to the volume and costs associated with the Change Orders. These costs have already been accounted for at this time. All surveys have been completed, and we only have Phase III areas left to complete abatement work in.

Using the information from prior Change Orders, the team has investigated areas where similar issues are likely to occur in the final phase. This will continue to speed up responses to Requests for Information, allow time to identify solutions, and predict future Change Order volumes and any potential delays.

COSTS:

ATTACHMENTS:

RECOMMENDATION:



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Cara Herdrich, Facilities Manager

Date: July 7, 2026

Re: Exterior Signage

POLICY QUESTION:

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

As part of our Courthouse Remodel Project, exterior signage on the campus bordered by Highway 33 on the south, Rolfs Avenue to the East, and Indiana Avenue to the West will be removed and new signs placed to improve visibility and wayfinding for visitors. The new signage will be updated to reflect the Washington County logo and brand.

Signs included in this update include:

- A large back-lit monument sign at the corner of Highway 33 and Rolfs Avenue
- A smaller monument sign in front of the Herbert J. Tennes Government Center
- Four signs identifying buildings/sites: Courthouse, Sheriff's Office, County Jail, and Washington County Cemetery
- Three Visitor Parking identifiers at entrances located at Highway 33, Rolfs Avenue across from Serigraph, and Rolfs Avenue where it changes to Schmidt Road.

A competitive bid was completed in April 2026 and the project was awarded to Appleton Sign Company. Submittals have been received and a walk through was completed on June 30, 2026. The building identification signs and the visitor parking signs will be complete the first week of September with the monument signs to follow by the end of September.

COSTS:

\$102,867

ATTACHMENTS:

Final Signage Design

RECOMMENDATION:



WASHINGTON
EST **COUNTY** 1836
WISCONSIN

conceptual design package



2400 Holly Road • Neenah, WI 54956 - Tel: 920.734.1601 • Fax: 920.734.1622

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

- ADDITIONAL DESIGN FEES MAY BE APPLIED TO FINAL INVOICE IF PRODUCTION FILES CAN NOT BE PROVIDED BY CLIENT PRIOR TO PRODUCTION
- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLORES)
- FONT(S)

COLOR SCHEDULE

- COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.
- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PAINT: PMS 546S
2		PAINT: COOL GREY 9C
3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

- ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS.
- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

- PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED
 - 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

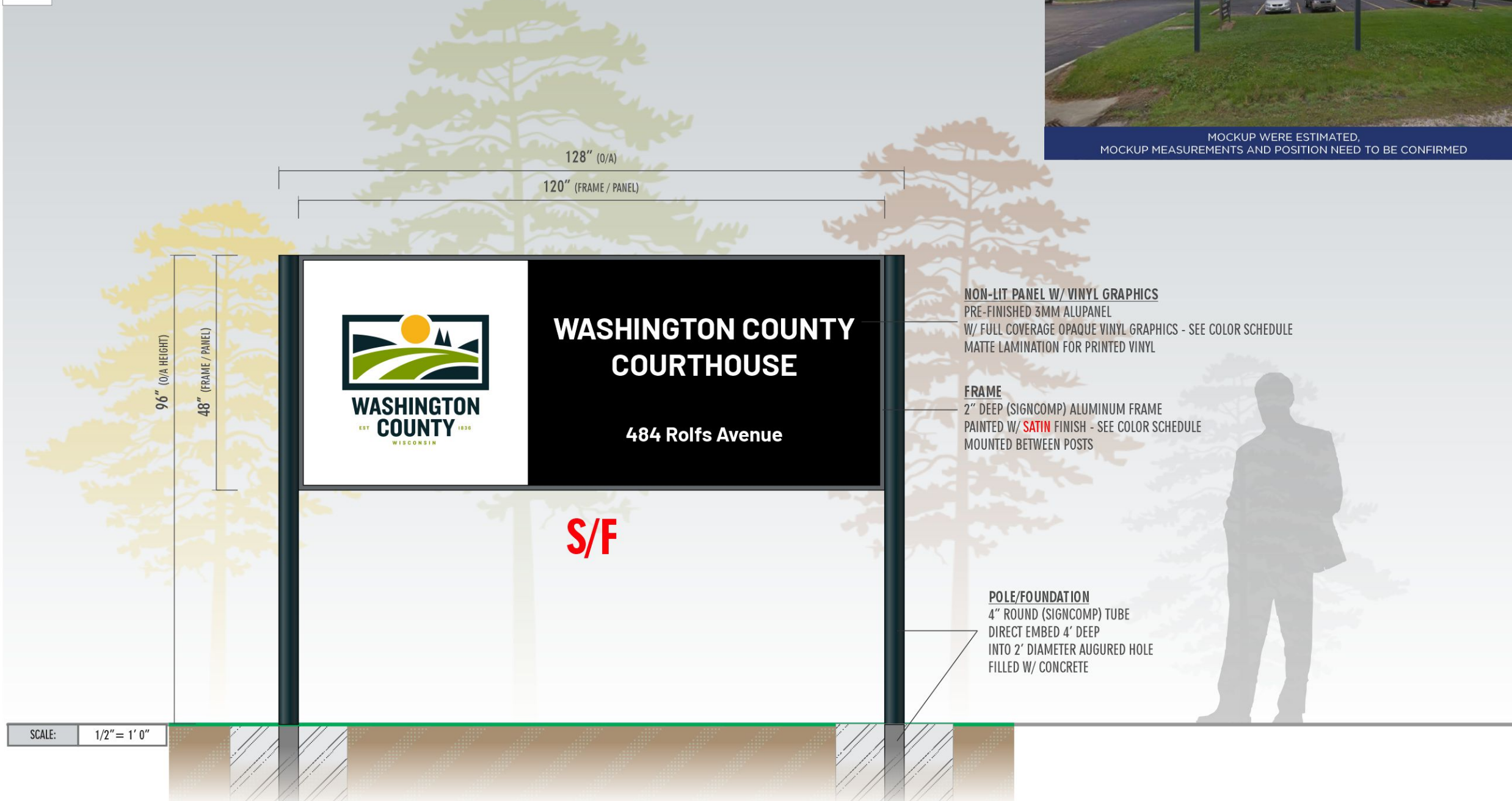
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X **DATE:**

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**



A DETAIL VIEW



A **OPT. 1** 1. MANUFACTURE AND INSTALL THE FOLLOWING: A. ONE(1) SINGLE-SIDED, NON-LIT, POST AND PANEL SIGN - "WASHINGTON COUNTY COURTHOUSE"

DISCLAIMERS: OWNERSHIP - THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. © COLORS - RENDERINGS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS OR COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU WOULD LIKE TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE. REFURBISHING - PLACING NEW COMPONENTS INTO/ATTACHED TO EXISTING SIGN(S) VOIDS THE ORIGINAL WARRANTY. APPLETON SIGN WILL ATTEMPT TO MATCH COLORS, MATERIALS AND COMPONENTS OF EXISTING SIGNS TO THE BEST OF THEIR ABILITY. ASC WILL NOT BE HELD LIABLE TO MATCH EXISTING SIGN(S) OR COMPONENTS PERFECTLY. ELECTRONIC MESSAGE CENTERS - PIXEL PITCHES OF ELECTRONIC MESSAGE CENTERS MAY NOT BE ILLUSTRATED ACCURATELY ON THIS RENDERING - REFER TO MANUFACTURER'S GUIDE FOR SAMPLE OF PIXEL PITCH. TEMPERATURE PROBES AND WIRELESS COMMUNICATION SENSORS WILL BE VISIBLE ON UNIT. NOT SHOWN ON RENDERING.

PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

- ADDITIONAL DESIGN FEES MAY BE APPLIED TO FINAL INVOICE IF PRODUCTION FILES CAN NOT BE PROVIDED BY CLIENT PRIOR TO PRODUCTION
- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLORES)
- FONT(S)

COLOR SCHEDULE

- COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.
- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PANT: PMS 546S
2		PANT: COOL GREY 9C
3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

- ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS.
- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

- PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED
 - 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING AND PROPOSAL MATCHING THE SAME DESIGN ID # SIGNATURE OF THIS DOCUMENT IS NOT REQUIRED, BUT APPROVAL OF THIS DOCUMENT WILL BE IMPLIED WITH A SIGNATURE ON THE CORRESPONDING PROPOSAL OF THE SAME DESIGN ID # AND/OR WRITTEN APPROVAL VIA EMAIL WITH THIS DESIGN ID # ATTACHED OR MENTIONED.

X _____ DATE: _____

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**



B DETAIL VIEW



SCALE: 1/2" = 1' 0"

B **OPT. 1** 1. MANUFACTURE AND INSTALL THE FOLLOWING: B. ONE(1) SINGLE-SIDED, NON-LIT, POST AND PANEL SIGN - "WASHINGTON COUNTY SHERIFF'S OFFICE"

DISCLAIMERS:

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PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

- ADDITIONAL DESIGN FEES MAY BE APPLIED TO FINAL INVOICE IF PRODUCTION FILES CAN NOT BE PROVIDED BY CLIENT PRIOR TO PRODUCTION
- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLORES)
- FONT(S)

COLOR SCHEDULE

COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.

- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PAINT: PMS 546S
2		PAINT: COOL GREY 9C
3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS.

- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED

- 120V - 277V POWER SUPPLIES USED

20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

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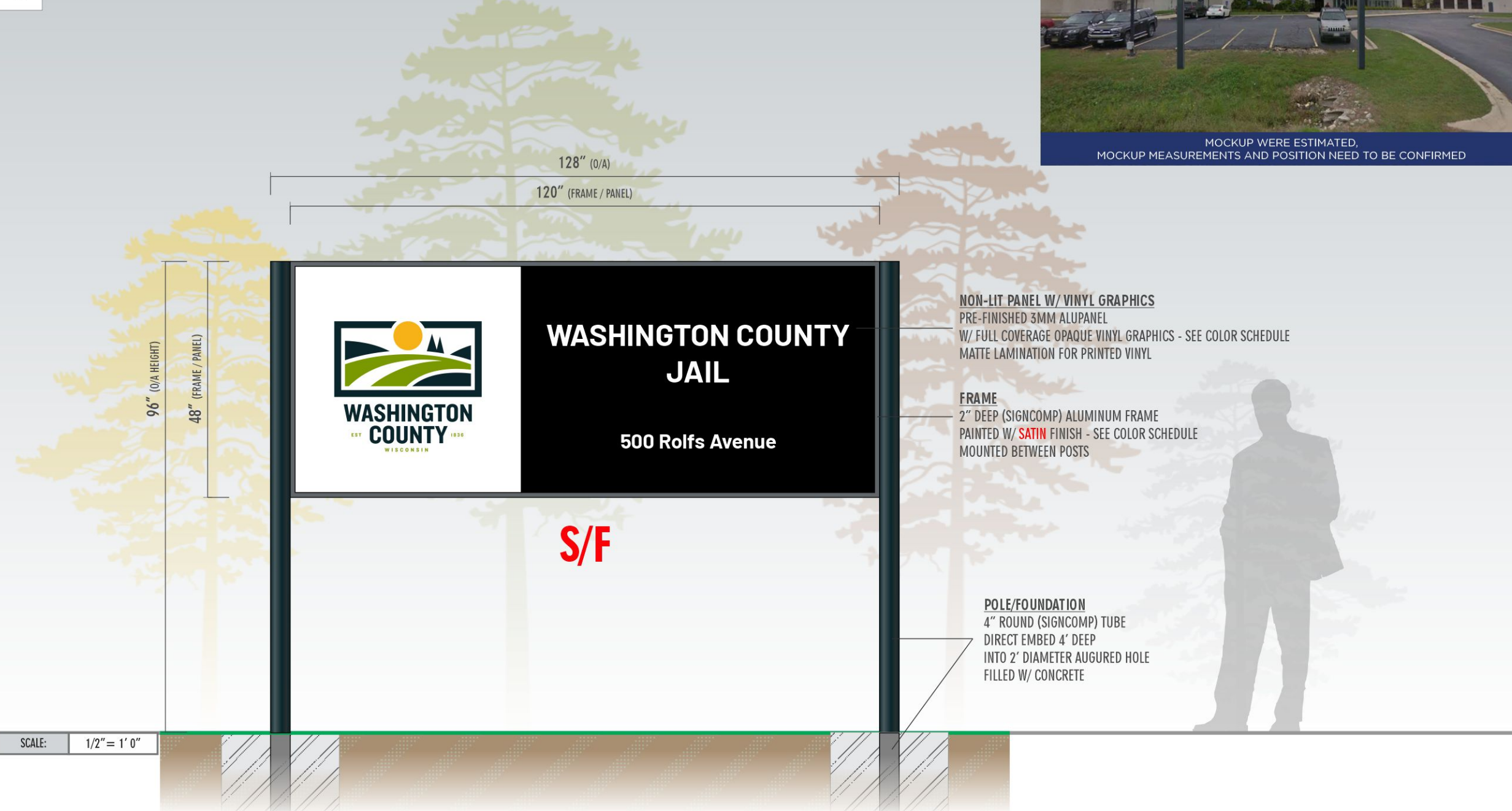
DATE:

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**

PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED



C DETAIL VIEW



C **OPT. 1** 1. MANUFACTURE AND INSTALL THE FOLLOWING: C. ONE(1) SINGLE-SIDED, NON-LIT, POST AND PANEL SIGN - "WASHINGTON COUNTY JAIL"

DISCLAIMERS: OWNERSHIP - THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. © COLORS - RENDERINGS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS OR COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU WOULD LIKE TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE. REFURBISHING - PLACING NEW COMPONENTS INTO/ATTACHED TO EXISTING SIGN(S) VOIDS THE ORIGINAL WARRANTY. APPLETON SIGN WILL ATTEMPT TO MATCH COLORS, MATERIALS AND COMPONENTS OF EXISTING SIGNS TO THE BEST OF THEIR ABILITY. ASC WILL NOT BE HELD LIABLE TO MATCH EXISTING SIGN(S) OR COMPONENTS PERFECTLY. ELECTRONIC MESSAGE CENTERS - PIXEL PITCHES OF ELECTRONIC MESSAGE CENTERS MAY NOT BE ILLUSTRATED ACCURATELY ON THIS RENDERING - REFER TO MANUFACTURER'S GUIDE FOR SAMPLE OF PIXEL PITCH. TEMPERATURE PROBES AND WIRELESS COMMUNICATION SENSORS WILL BE VISIBLE ON UNIT. NOT SHOWN ON RENDERING.

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

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- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLOUR(S)
- FONT(S)

COLOR SCHEDULE

COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.

<input type="checkbox"/>	PRE-FINISHED MATERIALS	<input type="checkbox"/>	PAINTED MATERIALS
<input type="checkbox"/>	STANDARD VINYL	<input type="checkbox"/>	PRINTED VINYL
1		PAINT:	PMS 546S
2		PAINT:	COOL GREY 9C
3		PRINT:	TO MATCH CLIENT COLORS
4		PMS	5463C
5		PMS	377C
6		PMS	7409C
7		COLOR CALL OUT	
8		COLOR CALL OUT	

FIELD SURVEY REQUIRED?

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- ALL SIGN DETAILS
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- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

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 - 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

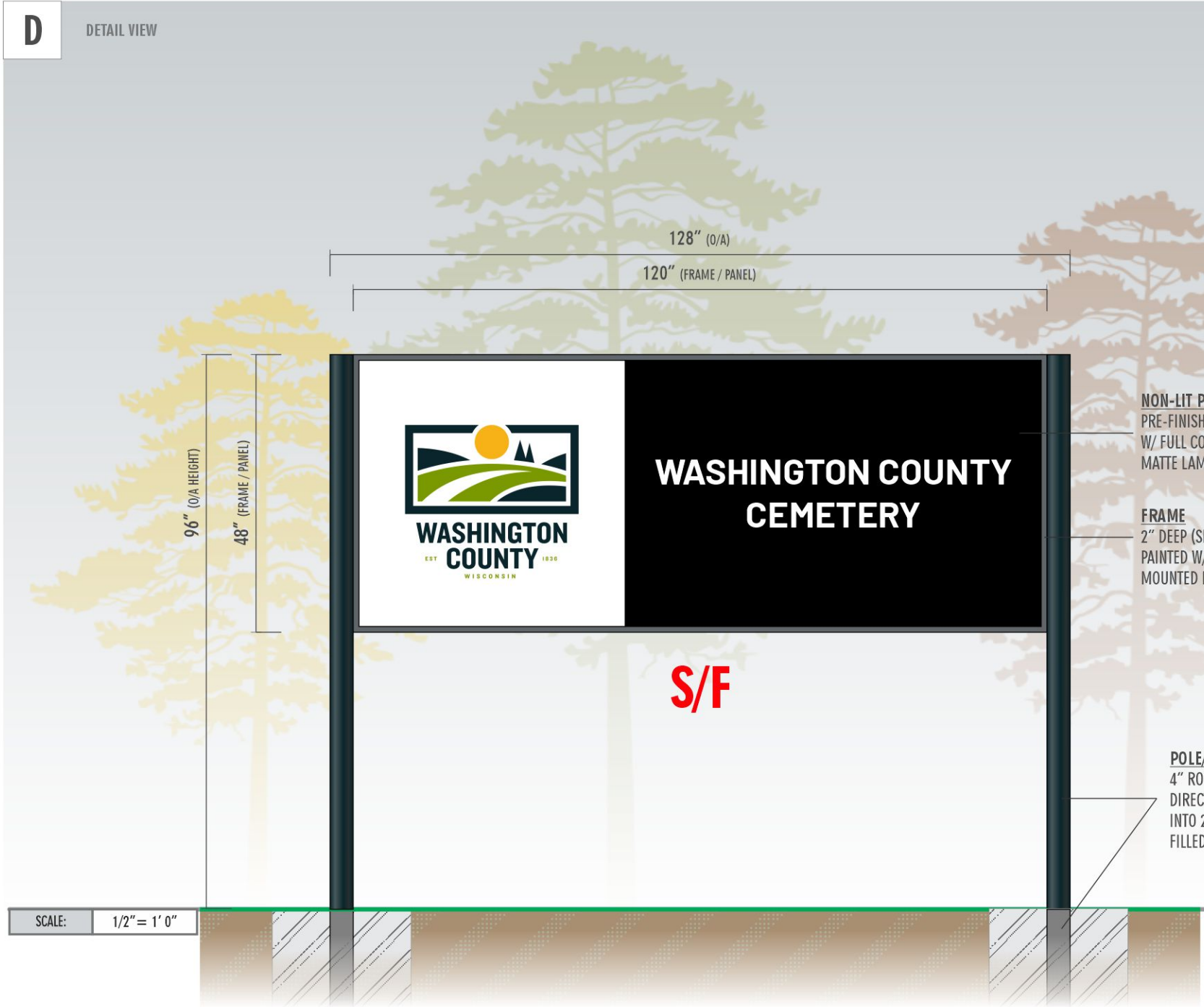
BY SIGNING THIS DOCUMENT, YOU ARE AGREEING TO ALL SPECIFICATIONS/SCOPE OF WORK DESCRIBED ON THIS DRAWING AND PROPOSAL MATCHING THE SAME DESIGN ID # SIGNATURE OF THIS DOCUMENT IS NOT REQUIRED, BUT APPROVAL OF THIS DOCUMENT WILL BE IMPLIED WITH A SIGNATURE ON THE CORRESPONDING PROPOSAL OF THE SAME DESIGN ID # AND/OR WRITTEN APPROVAL VIA EMAIL WITH THIS DESIGN ID # ATTACHED OR MENTIONED.

X _____ **DATE:** _____

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**



MOCKUP WERE ESTIMATED, MOCKUP MEASUREMENTS AND POSITION NEED TO BE CONFIRMED



D **OPT. 1** 1. MANUFACTURE AND INSTALL THE FOLLOWING: D. ONE(1) SINGLE-SIDED, NON-LIT, POST AND PANEL SIGN - "WASHINGTON COUNTY CEMETERY"

DISCLAIMERS: OWNERSHIP - THIS DOCUMENT IS OWNED BY APPLETON SIGN COMPANY. IT IS A CONCEPTUAL REPRESENTATION OF SERVICES PROVIDED BY APPLETON SIGN. CLIENT AGREES, BY RECEIPT OF THIS DESIGN, NOT TO SHARE CONCEPTS OR SPECIFICATIONS WITH ANY THIRD PARTY UNLESS PURCHASED BY PAYMENT OR GIVEN WRITTEN CONSENT. ANY VIOLATION WILL BE ENFORCED AND MAY CONSTITUTE DESIGN FEES. © **COLORS** - RENDERINGS SHOWN ON THIS DOCUMENT ARE A CONCEPTUAL REPRESENTATION OF ACTUAL COLORS USED IN THE PRODUCTION PROCESS. PAPER PRINT OUTS OR COMPUTER SCREEN VISUALS MAY NOT ACCURATELY REPRESENT THE ACTUAL COLOR LISTED DUE TO DIFFERENT CAPABILITIES. IF YOU WOULD LIKE TO SEE A SAMPLE OF THE ACTUAL COLOR BEFORE APPROVING, PLEASE REQUEST A PHYSICAL COLOR SAMPLE FROM YOUR SALES REPRESENTATIVE. **REFURBISHING** - PLACING NEW COMPONENTS INTO/ATTACHED TO EXISTING SIGN(S) VOIDS THE ORIGINAL WARRANTY. APPLETON SIGN WILL ATTEMPT TO MATCH COLORS, MATERIALS AND COMPONENTS OF EXISTING SIGNS TO THE BEST OF THEIR ABILITY. ASC WILL NOT BE HELD LIABLE TO MATCH EXISTING SIGN(S) OR COMPONENTS PERFECTLY. **ELECTRONIC MESSAGE CENTERS** - PIXEL PITCHES OF ELECTRONIC MESSAGE CENTERS MAY NOT BE ILLUSTRATED ACCURATELY ON THIS RENDERING - REFER TO MANUFACTURER'S GUIDE FOR SAMPLE OF PIXEL PITCH. TEMPERATURE PROBES AND WIRELESS COMMUNICATION SENSORS WILL BE VISIBLE ON UNIT. NOT SHOWN ON RENDERING.

PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
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DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

- ADDITIONAL DESIGN FEES MAY BE APPLIED TO FINAL INVOICE IF PRODUCTION FILES CAN NOT BE PROVIDED BY CLIENT PRIOR TO PRODUCTION
- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLOUR(S)
- FONT(S)

COLOR SCHEDULE

- COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.
- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PAINT: PMS 546S
2		PAINT: COOL GREY 9C
3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

- ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS.
- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

- PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED
 - 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS @ 10 AMP)

CLIENT APPROVAL

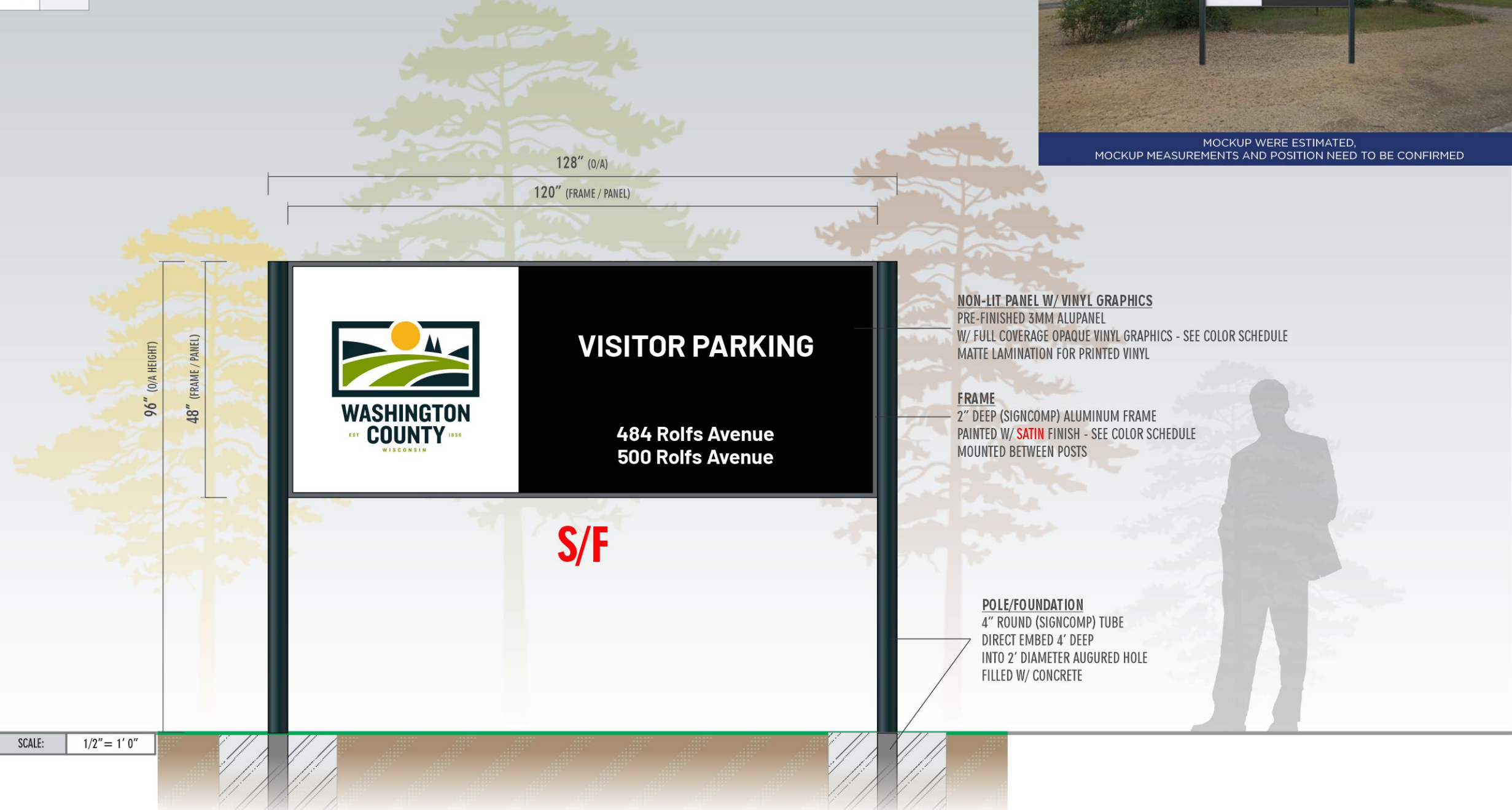
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X _____ **DATE:** _____

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**



E 1 DETAIL VIEW



NON-LIT PANEL W/ VINYL GRAPHICS
PRE-FINISHED 3MM ALUPANEL
W/ FULL COVERAGE OPAQUE VINYL GRAPHICS - SEE COLOR SCHEDULE
MATTE LAMINATION FOR PRINTED VINYL

FRAME
2" DEEP (SIGNCOMP) ALUMINUM FRAME
PAINTED W/ SATIN FINISH - SEE COLOR SCHEDULE
MOUNTED BETWEEN POSTS

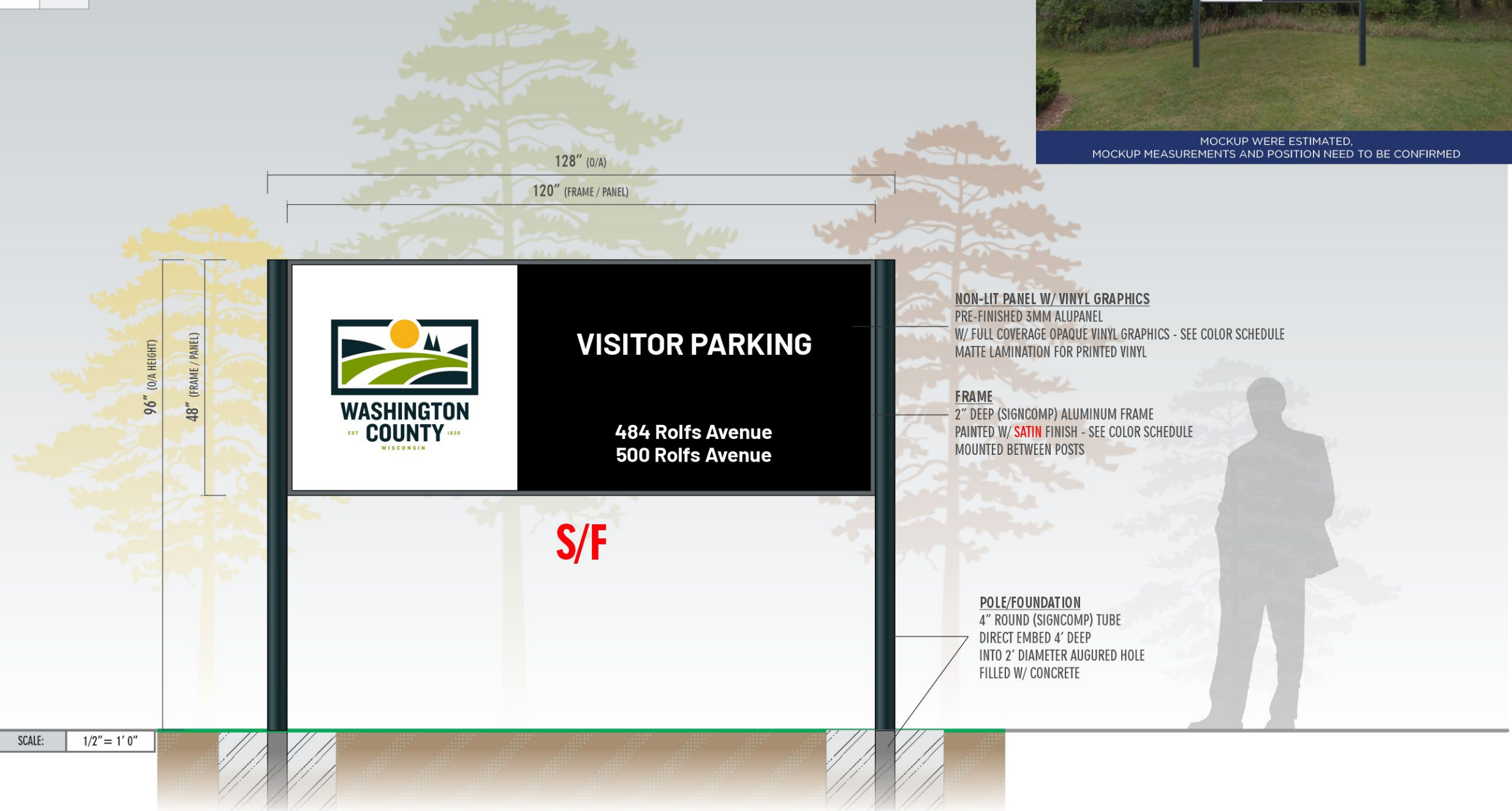
POLE/FOUNDATION
4" ROUND (SIGNCOMP) TUBE
DIRECT EMBED 4" DEEP
INTO 2" DIAMETER AUGURED HOLE
FILLED W/ CONCRETE

E OPT. 1 1. MANUFACTURE AND INSTALL THE FOLLOWING: E1. ONE(1) SINGLE-SIDED, NON-LIT POST AND PANEL SIGN - "VISITOR PARKING"

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PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED

E 2 DETAIL VIEW



MOCKUP WERE ESTIMATED,
MOCKUP MEASUREMENTS AND POSITION NEED TO BE CONFIRMED

DESIGN • BUILD • INSTALL • SERVICE

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

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- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLORES)
- FONT(S)

COLOR SCHEDULE

COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION

- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PAINT: PMS 546S
2		PAINT: COOL GREY 9C
3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. FINDINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS

- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED

- 120V - 277V POWER SUPPLIES USED

20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

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X _____ **DATE:** _____

CALCULATED SQUARE FOOTAGE:
NA **260339-03**

E OPT. 1

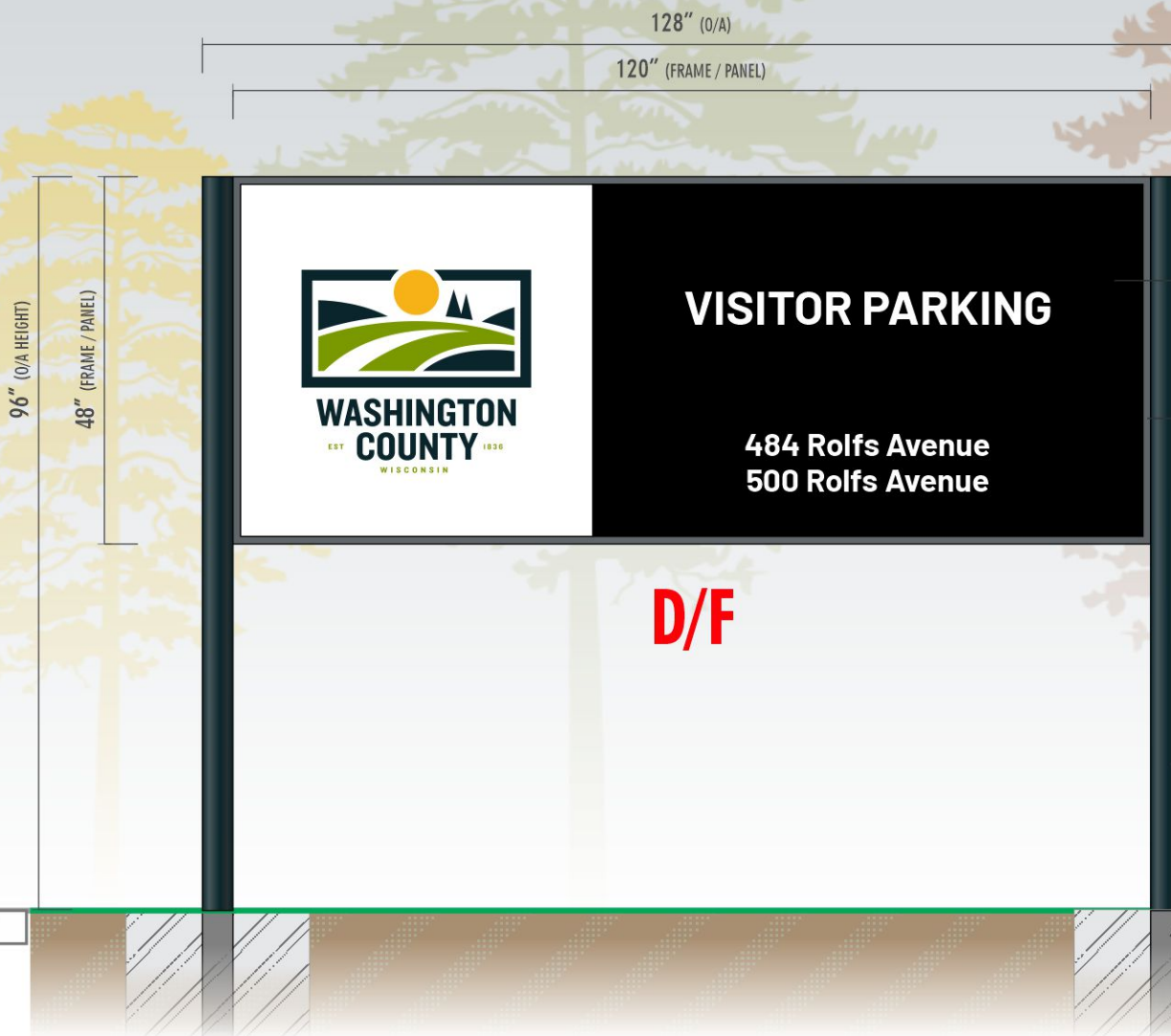
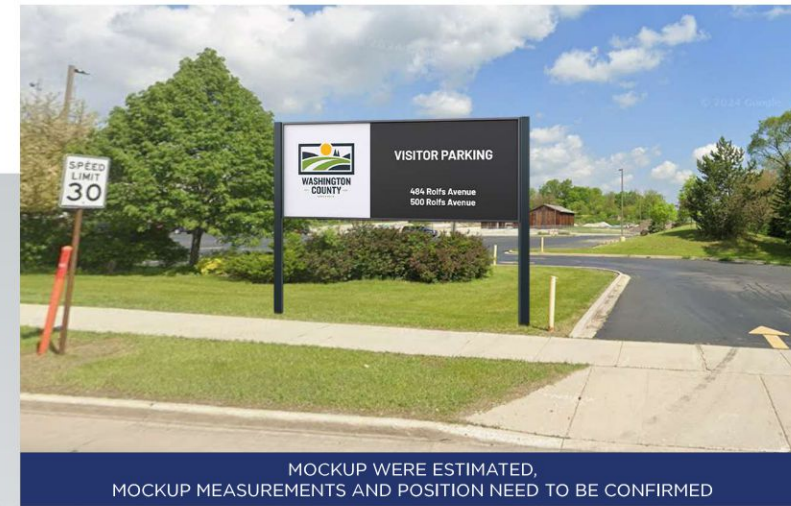
1. MANUFACTURE AND INSTALL THE FOLLOWING: E2. ONE(1) SINGLE-SIDED, NON-LIT POST AND PANEL SIGN - "VISITOR PARKING"

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PRODUCTION READY!
DETAILS ARE CONFIRMED AND APPROVED

E 3 DETAIL VIEW



NON-LIT PANEL W/ VINYL GRAPHICS
 PRE-FINISHED 3MM ALUPANEL
 W/ FULL COVERAGE OPAQUE VINYL GRAPHICS - SEE COLOR SCHEDULE
 MATTE LAMINATION FOR PRINTED VINYL

FRAME
 2" DEEP (SIGNCOMP) ALUMINUM FRAME
 PAINTED W/ SATIN FINISH - SEE COLOR SCHEDULE
 MOUNTED BETWEEN POSTS

POLE/FOUNDATION
 4" ROUND (SIGNCOMP) TUBE
 DIRECT EMBED 4' DEEP
 INTO 2' DIAMETER AUGURED HOLE
 FILLED W/ CONCRETE

SCALE: 1/2" = 1' 0"



2400 HOLLY ROAD • NEENAH, WI 54956
 920.734.1601 www.AppletonSIGN.com

DESIGN • BUILD • INSTALL • SERVICE

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

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- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLORES
- FONT(S)

COLOR SCHEDULE

COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.

- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1		PAINT: PMS 546S
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3		PRINT: TO MATCH CLIENT COLORS
4		PMS 5463C
5		PMS 377C
6		PMS 7409C
7		COLOR CALL OUT
8		COLOR CALL OUT

FIELD SURVEY REQUIRED?

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- ALL SIGN DETAILS
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- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

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- 120V - 277V POWER SUPPLIES USED

20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LMC)

CLIENT APPROVAL

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DATE:

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**

E OPT. 1

1. MANUFACTURE AND INSTALL THE FOLLOWING: E3. ONE(1) DOUBLE-SIDED, NON-LIT POST AND PANEL SIGN - "VISITOR PARKING"

DISCLAIMERS:

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PRODUCTION READY!
 DETAILS ARE CONFIRMED AND APPROVED

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

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- VECTOR LOGO
- HI-RES PHOTO(S)
- PANTONE COLOURS
- FONT(S)

COLOR SCHEDULE

- COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW. APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION.
- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1	PAIN: TO MATCH 4745C
2	PAIN: TO MATCH 377C
3	PRINT: TO MATCH CLIENT COLORS
4	PMS 5463C
5	PMS 377C
6	PMS 7409C
7	COLOR CALL OUT
8	COLOR CALL OUT

FIELD SURVEY REQUIRED?

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- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
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- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

- PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED
- 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS + 10 LAMP)

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DATE:

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**

NIGHT VIEW



G DETAIL VIEW



G **OPT. 1** 1. MANUFACTURE AND INSTALL THE FOLLOWING: G. ONE(1) DOUBLE-SIDED, LIT MONUMENT SIGN W/ STONE BASE

DISCLAIMERS:

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CONCEPTUAL ONLY!
NOT TO BE USED FOR PRODUCTION

CLIENT:	WASHINGTON COUNTY - MULTIPLE LOCATIONS
ADDRESS:	432 E WASHINGTON ST
CITY / STATE:	WEST BEND, WI
DATE:	5/16/26
SALES:	TALYN PRUSINSKI
DESIGNER:	MIKE FRASSETTO

PRODUCTION FILES REQUIRED?

- ADDITIONAL DESIGN FEES MAY BE APPLIED TO FINAL INVOICE IF PRODUCTION FILES CAN NOT BE PROVIDED BY CLIENT PRIOR TO PRODUCTION
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- HI-RES PHOTO(S)
- PANTONE COLOURS
- FONT(S)

COLOR SCHEDULE

- COLORS LISTED BELOW HAVE BEEN SELECTED BY DESIGNER FOR CLIENT REVIEW APPROVAL OF COLORS REQUIRED BY CLIENT PRIOR TO PRODUCTION
- PRE-FINISHED MATERIALS
- PAINTED MATERIALS
- STANDARD VINYL
- PRINTED VINYL

1	PAINT: TO MATCH 4745C
2	PAINT: TO MATCH 377C
3	PRINT: TO MATCH CLIENT COLORS
4	PMS 5463C OUT
5	PMS 377C OUT
6	PMS 7409C OUT
7	COLOR CALL OUT
8	COLOR CALL OUT

FIELD SURVEY REQUIRED?

- ANY PRICE ASSOCIATED WITH THIS DESIGN CAN NOT BE GUARANTEED. THINGS DURING A FIELD SURVEY MAY IMPACT ESTIMATED TIME/MATERIALS
- ALL SIGN DETAILS
- ON SITE COLOR MATCH
- AVAILABLE AREA
- ELECTRICAL EXISTING
- FACE DETAILS
- BEHIND WALL ACCESS
- POLE DETAILS
- TRUCK ACCESS
- OTHER: ADDITIONAL SURVEY DETAILS HERE

ELECTRICAL REQUIREMENTS

- PROPOSED SIGN IS INTERNALLY ILLUMINATED - POWER TO SIGN IS REQUIRED
- 120V - 277V POWER SUPPLIES USED
- 20 TOTAL AMP DRAW OF SIGN (10 CABINETS - 10 AMP)

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DATE:

CALCULATED SQUARE FOOTAGE: **NA** **260339-03**

NIGHT VIEW



H DETAIL VIEW



H **OPT. 1** **1. MANUFACTURE AND INSTALL THE FOLLOWING: H. ONE(1) SINGLE-SIDED, LIT MONUMENT SIGN W/ STONE BASE**

DISCLAIMERS:

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CONCEPTUAL ONLY!
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PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Cara Herdrich, Facilities Manager

Date: July 7, 2026

Re: Project Budget Update

POLICY QUESTION:

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

The Courthouse Remodel Project Budget includes design, construction, furniture, IT cabling, card access, signage, and generator replacement. In addition, there are miscellaneous expenses for things like supplies and permits that will be funded from this budget.

Funding is a mix of borrowed funds, interest, and County sales tax revenue. County sales tax revenue is reallocated Capital Improvement Projects Facilities and IT had previously planned that rolled into or overlapped with the remodel project.

Below is a summary of the funding, spend, projected spend remaining, and the contingency funds that remain.

Total Funding	\$ 8,066,501
Spend to Date	\$ 7,265,643
Remaining Projects	\$ 616,330
Remaining Contingency	\$ 281,652

COSTS:

ATTACHMENTS:

RECOMMENDATION:



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee

From: Scott M. Schmidt, PE, PLS Chief Public Works Officer

Date: July 7, 2026

Re: Health and Human Services Building Space Needs Analysis

POLICY QUESTION:

Comments on the draft space needs analysis

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

Phase I of the potential new Health and Human Services Building project focuses on establishing a clear and comprehensive understanding of the County's Health and Human Services functional, spatial, and operational needs before moving into full design. During this phase, the selected architectural and engineering firm PRA met with all departments that will occupy the new facility, including Human Services, the Health Department, the Aging and Disability Resource Center, and Veterans Services. These meetings documented current and projected staffing, service delivery practices, client volumes, space requirements, security considerations, and the specialized needs of areas such as exam rooms, clinical services, and shared program spaces. Additional sessions with HHS staff as well as Facilities and Information Technology staff will ensure that building systems, technology infrastructure, equipment constraints, and operational expectations are fully incorporated.

The architect will also evaluate potential building sites on the government campus east of the Herbert J. Tennes Government Center. This evaluation will include analysis of site layout, vehicle and pedestrian circulation, parking capacity, client access patterns, and the logistical requirements associated with emergency response and service referrals. The assessment will also consider known site constraints, including the contaminated soil area and associated deed restrictions. Using the information gathered, the architect will develop conceptual building layouts, site plans, program adjacencies, and preliminary construction cost estimates. These concept plans are intended to help the County establish a clear vision for an efficient, client-centered facility that supports modern service delivery while planning for long-term growth. At the conclusion of the phase, the consultant will provide the County with concept plans, space utilization summaries, site recommendations, cost projections, and a formal presentation of findings.



PUBLIC WORKS
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Chief Public Works Officer

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West Bend, WI 53090
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As planning progressed, the Medical Examiner's Office and the morgue were removed from the scope of the project. The Medical Examiner's Office will remain within the Sheriff's Office to preserve continuity and operational alignment between the two functions. The County will continue utilizing the existing morgue facilities located at the former Samaritan Home, which remain suitable for current and future needs.

The final Phase I deliverables and presentation are expected to be completed in August, 2026, but that could be delayed due to other options being reviewed.

Attached to this report is the draft HHS Space Program Needs Analysis and draft HHS Spatial Diagram. The Space Program Needs Analysis identifies space needed not only for current needs but will try to identify future space requirements. The Spatial Diagram depicts the various departments, divisions, and amenities that should be in close proximity. Health and Human Services staff have reviewed both documents and provided comments; however, those comments have not yet been incorporated into the drafts.

COSTS:

Previously approved **\$460,000** for phase 1 Architectural and Environmental services

ATTACHMENTS:

Draft HHS Space Program Needs Analysis
Draft HHS Spatial Diagram

RECOMMENDATION:



PLUNKETT RAYSICH
ARCHITECTS, LLP

SPACE PROGRAM

PROJECT: Washington County Health & Human Services Bldg
 PRA PROJECT NUMBER: 250002-01
 DATE: 5/27/2026

REVISED:
6/19/2026

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
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Aging and Disability Resource Center (ADRC)						
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Director office (Tammy)	1			150	150	
Supervisor office (Alissa & Amanda)	2			120	240	
Benefit Specialists	4			120	480	need privacy
Caregiver Support	2			120	240	
I&A Specialists	6			60	360	
Nutrition, Health & Wellness Services	1			60	60	
Future cubicle space	5			60	300	3-5 potential positions
Work Room	1			100	100	copier, supplies,
Resource room	1			120	120	printed materials
General dept storage	1			300	300	
Break room/kitchenette	1			40	40	
Consult room	4			120	480	
Consult room (walk-ins)	2			120	240	
Conf room	1			800	800	Shared w/ bldg, space for 50 - 100 people
Training/wellness room	1			500	500	10-30 people w/ tables & chairs, shared space for a

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Admin/Reception	0			0	0	shared reception
Grant Admin Finance	0			0	0	In Finance/Admin space
Accounting Specialist	0			0	0	In Finance/Admin space
Toilet	1			0	0	
					4,410	Programmed Area (SF)
					15%	Department Grossing Factor
					5,070	Department Total Area (SF)

Health Department						
Office Health Director (Kim)	1			150	150	
Office (Hollie)	1			120	120	
WIC Director	1			150	150	
WIC Intake Office	1			120	120	
WIC Offices	4			120	480	private, infant scale
Maternal Child Health	1			120	120	
Clinic room	1			120	120	exam table, sink, scale
Health Dept 1150 (Playroom)	1	725	725	400	400	noted 200 during mtg (seems small)
Health Dept Storage 1120	1	300	300	300	300	
Table & chair storage	1			400	400	
WIC Storage/Giving closet	1			250	250	larger than current, want to store emergency prep
Enviro Health Lab & Work Area	1	115	115	250	250	well water testing, fridge & freezer for immunizati
Work Room	1			100	100	copier, could be shared
Break room/kitchenette	1			40	40	
Waiting room	1			150	150	shared w/ building or separate
Meeting room (small)	1			120	120	4 people, could be outside dept & shared

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Coalition meeting room	1			2000	2000	space for 50-100 ppl, shared w/ building
Room (Small)	2	60	120	0	0	
Room (Medium)	24	100	2,400	0	0	
Room (Large)	7	150	1,050	0	0	
WIC Clinic 1111	1	525	525	0	0	
Reception 1102	1	200	200	0	0	
					5,270	
			15%		15%	
			Department Total Area (SF)		6,060	

Facilities/Building Storage & Support Spaces						
Boiler, Generator & Elec Room	1	3,455	3,455	3500	3500	
Dept Storage Cages	1	2,425	2,425	2400	2400	
Utility room	1			100	100	washer & dryer for staff use
Receiving/Loading Dock	1	1,030	1,030	1000	1000	Confirm size & function
Room (Small)	1	60	60	0	0	
Room (Medium)	3	100	300	0	0	
Health Dept Waiting Room 1145	1	1,000	1,000	0	0	
					7,000	
			15%		15%	
			Department Total Area (SF)		8,050	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Human Services Department Contractor						
Room (Small)	6	150	900		0	
Room (Medium)	2	250	500		0	
Room (Large)	2	500	1,000		0	
UW Extension 1030	1	750	750		0	
Future Needs TBD	1			2900	2900	Current space is ~2,895 SF
					2,900	Programmed Area (SF)
			15%		15%	Department Grossing Factor
					3,340	Department Total Area (SF)

First Floor Shared Space						
Break Room	1	650	650	300	300	
Public Toilet room - Men	1	150	150	600	600	two multi-stall restrooms
Public Toilet room - Women	1	150	150	600	600	two multi-stall restrooms
Toilet room w/ adult changing	1		0	120	120	
Waiting Area	1		0	2000	2000	for multiple depts, sized for 83 people
Office Support	2			60	120	does not need to be offices
Reception (2 people)	1			150	150	
BH Reception (2 people)	1			150	150	
Work area	2			100	200	for both general reception and BH reception
Data (Utility)	1	110	110		0	
EVS (Utility)	1	80	80		0	
Mechanical	1				0	
					4,240	Programmed Area (SF)
			15%		15%	Department Grossing Factor

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Department Total Area (SF)					4,880	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
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Behavioral Services

Division Manager Office (Doug)	1			150	150	
Compliance Coordinator office (Tiffani)	1			120	120	

Acute Care Services (ACS)

Supervisor Office (Jon)	1			120	120	
Asst Supervisor Office (Melissa)	1			120	120	
ACS Office/Cubicles	6			60	360	
Huddle space (8 people, open)	1			250	250	
Sallyport room (soundproof)	1			100	100	
Staff toilet room	1			70	70	need because of 24/7 operation
Break room	1			100	100	need because of 24/7 operation
Consult room (for families)	2			120	240	space for 4 people in each, front of building
CRU Office	0			0	0	
Pool	0			0	0	

Community Treatment Services (CTS)

Supervisor Office (Anthony)	1			120	120	
Psychiatrist Office	1			120	120	
Case Manager Offices (shared)	9			60	540	cubicles
MH Techs	2			60	120	cubicles
Registered Nurses	2			60	120	adjacent to med room
IPS - Easter Seals (shared space)	3			60	180	cubicles
Med pick-up (nurses on either side)	1	115		120	120	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Toilet	1			70	70	for drug testing - provide water shut-off
Exam rooms (nurses)	2			120	240	
Consult room	8			120	960	Shared w/ other depts
Kitchen w/ washer and dryer	1	142		200	200	for staff and training
Art Therapy room	1			300	300	room adjacent to training kitchen, storage too
Peer Support	0			0	0	
Shower	0	80	0		0	

Lifespan Outpatient Services

Supervisor Office (Kristi)	1			120	120	
Asst Supervisor Office (Cindy)	1			120	120	
Psychiatrist/APNP Offices	3			120	360	
Telehealth room	1			100	100	for 1-2 visitors
Registered Nurse	1			120	120	
Medical assistant	1			120	120	
SUD Team/Case Managers	2			120	240	
Therapists	4			120	480	
PCIT w/ timeout backup	2			150	300	Timeout min of 16 SF
Observation room	2			120	240	Space for 3 ppl & equipment
Spravato room	1			240	240	how many people at once?
Med room	2			120	240	with intake and workspace between rooms - * needs more discussion
Exam rooms	4			120	480	
Consult room	1			120	120	for 4-5 ppl

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
APNPs	0			0	0	
IT	0			0	0	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Youth Services						
Supervisor Office (Sarah)	1			120	120	
Asst Supervisor Office (Cindy & Alex)	2			120	240	
CLTS Lead	1			120	120	
CLTS Case Managers (hybrid)	20			60	1200	cubicles
FCT Therapists (4)	4			60	240	can be shared offices or priate cubicles
FCT shared space	1			120	120	needs technology
Wellpoint YCCS (contracted)	5			60	300	hoteling space only
Sirona YCCS (contracted)	5			60	300	dedicated hoteling space
Multipurpose room (10-12 ppl)	1			200	200	divide into 2 spaces - shared space
Consult rooms	2			120	240	shared w/ building?
Family Service Coordinator (moving to I	0			0	0	
Reception	1	110	110	0	0	
Records/Work	1	575	575	0	0	
Billing Interview	1	110	110	0	0	
Computer	1	110	110	0	0	
Mail Alcove	1	50	50	0	0	
Copy	1	55	55	0	0	
Conference (Small)	1	165	165	0	0	
Conference (Medium)	1	220	220	0	0	
Conference (Large)	1	340	340	0	0	
Group	2	140	280	0	0	
Student	1	80	80	0	0	
Play Therapy	1	95	95	0	0	
Medical Exam	1	110	110	0	0	
A/V	1	65	65	0	0	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Toilet	3	40	120	0	0	
Toilet - Men	1	100	100	0	0	
Toilet - Women	1	110	110	0	0	
Utility	2	40	80	0	0	
Support	1	2,130	2,130	0	0	
					11,080	
					15%	
					12,740	

Reception and Billing						
Diversion and Treatment Court Program	1			120	120	maybe closer to Lifespan
Office Manager (Leigh)	1			120	120	
Medical Records office	2			120	240	
Billing Supervisor (Anita)	1			120	120	
Billing (Angela & Jill)	1			120	120	does not need to be office
Billing (Kate)	1			120	120	does not need to be office
Medical Records storage	1	345	345	250	250	can be smaller than existing
Private assessment/consult room	2			120	240	for Open Access
Consult room	1			120	120	billing and medical records to share
Training/meeting room	1			200	200	for staff onboarding, up to 5 ppl - can be shared w
Assistant Director	0			0	0	Included in Admin section
Long-term medical records stor	1			0	0	not within dept, maybe cage area
Storage rooms	0			0	0	*Need storage space

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Toilet	0	45	0	0	0	
Utility	0	30	0	0	0	
Office	0	110	0	0	0	
Conference/Testing	0	220	0	0	0	
Interview	0	110	0	0	0	
Reception	0	85	0	0	0	
Waiting	0	200	0	0	0	
Childs Waiting/Play	0	335	0	0	0	
					1,650	
			15%		15%	
					1,900	

Pharmacy						
Pharmacy	1			750	750	4 workstations, fridges, need sink
IT Closet	1			50	50	
Med Room	0			0	0	
Nurse Office	0			0	0	
Interview	2	110	220	0	0	
Public Education	1	110	110	0	0	
Intake Assistant	1	100	100	0	0	
Storage	1			0	0	
					800	
			15%		15%	
					920	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Second Floor Shared Space						
Break Room	1	475	475	300	300	
Outdoor deck	1			300	300	staff amenity
Public Toilet room - Men	1	150	150	600	600	two multi-stall restrooms
Public Toilet room - Women	1	150	150	600	600	two multi-stall restrooms
Conf room (medium)	4		0	200	800	staff only, for 8-10 ppl
Staff Toilet room			0	0	0	
Data (Utility)	1	110	110	0	0	
EVS (Utility)	1	80	80	0	0	
Mechanical	1		0	0	0	
Conf room (small)	0		0	120	0	staff only, for 4-5 ppl
					2,600	Programmed Area (SF)
			15%		15%	Department Grossing Factor
					2,990	Department Total Area (SF)

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Child Protective Services						
Children & Families Manager (Coral)	1			150	150	
Supervisor/Lead Office	5			120	600	Lead office is future
Workers & Interns	27			60	1620	cubicles, need lots of file storage at each
Sirona Employee (Jen)	1			60	60	cubicles
Family Room	1			300	300	
Observation (large)	2			200	400	larger than current, audio & visual needs
Observation (small)	2			150	300	
Control	2			100	200	two people in each
Storage (for observation rooms)	1			100	100	toys, art supplies, shelving
Work area	1			100	100	forms, copier, half the size as extg
General dept storage	2			200	400	car seats, backpacks, laundry, drives
Break area/kitchenette	1			40	40	for staff use
Meeting room	1			250	250	space for 10-12 people, shared
Training room	1			700	700	like 3005 (686 SF) shared
Intake (shared consult type rm)	2			120	240	can be on first floor
Shared bathroom	1			100	100	with tub and shower (1st floor)
Kitchenette (shared w/ CTS?)	1			100	100	for training (sink, fridge, microwave, air fryer)
Consult room	6			120	720	4 scheduled clients & 2 walk-ins
Visitation/consult room	1			120	120	on first floor, shared with other depts
* need to revisit this with other consult rooms depends on design						
Office	9	110	990	0	0	
Conference (Medium)	2	150	300	0	0	
Conference (Large)	1	270	270	0	0	
A/V	1	70	70	0	0	
Programmed Area (SF)					6,500	
Department Grossing Factor			15%		15%	

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Department Total Area (SF)					7,480	

Veteran Services

Veterans Service Officer	1			150	150	
Vaterans Service Specialist	2			120	240	
Conference (Guitar for Veterans)	1			250	250	flexible for different groups
Storage	1			120	120	accessed frequently
Break area/kitchenette	1			40	40	work area, break room could be shared
Consult room	1			120	120	for children waiting
Call Center	0			0	0	
Drop Off	0			0	0	

Programmed Area (SF)					920
Department Grossing Factor	15%				15%
Department Total Area (SF)					1,060

Economic Support

Manager Office (Renaee)	1			150	150	
Adult Services Supervisor (Stacey)	1			120	120	
Economic Support Staff (15)	9			120	1080	2 cubicles in each room
Family Services Supervisor (Annie)	1			120	120	
Lead office	2			120	240	
Consult room	1			120	120	shared w/ building near lobby, need phone & comm
Work Area	1			100	100	copier, label maker
Conf Room	1			350	350	space for 20 person meetings - shared

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Utility	1	40	40	0	0	
Toilet	2	40	80	0	0	
Conference	1	165	165	0	0	
Work Area	2	250	500	0	0	
Storage	1	40	40	0	0	
Programmed Area (SF)					2,280	
Department Grossing Factor			15%		15%	
Department Total Area (SF)					2,620	

Medical Records						
Records	1	340	340	0	0	in reception & billing section
Programmed Area (SF)					0	
Department Grossing Factor			15%		15%	
Department Total Area (SF)					0	

Admin & Finance						
Chief HHS Officer (Julie)	1			180	180	
Executive Assistant (Natalie)	1			120	120	adjacent to Chief HHS Officer
Asst Human Services Dir (Sandy)	1			150	150	
HSD Financial Specialist	1			120	120	
ADRC Financial Specialist	1			120	120	
Programmed Area (SF)					690	
Department Grossing Factor			15%		15%	
Department Total Area (SF)					790	

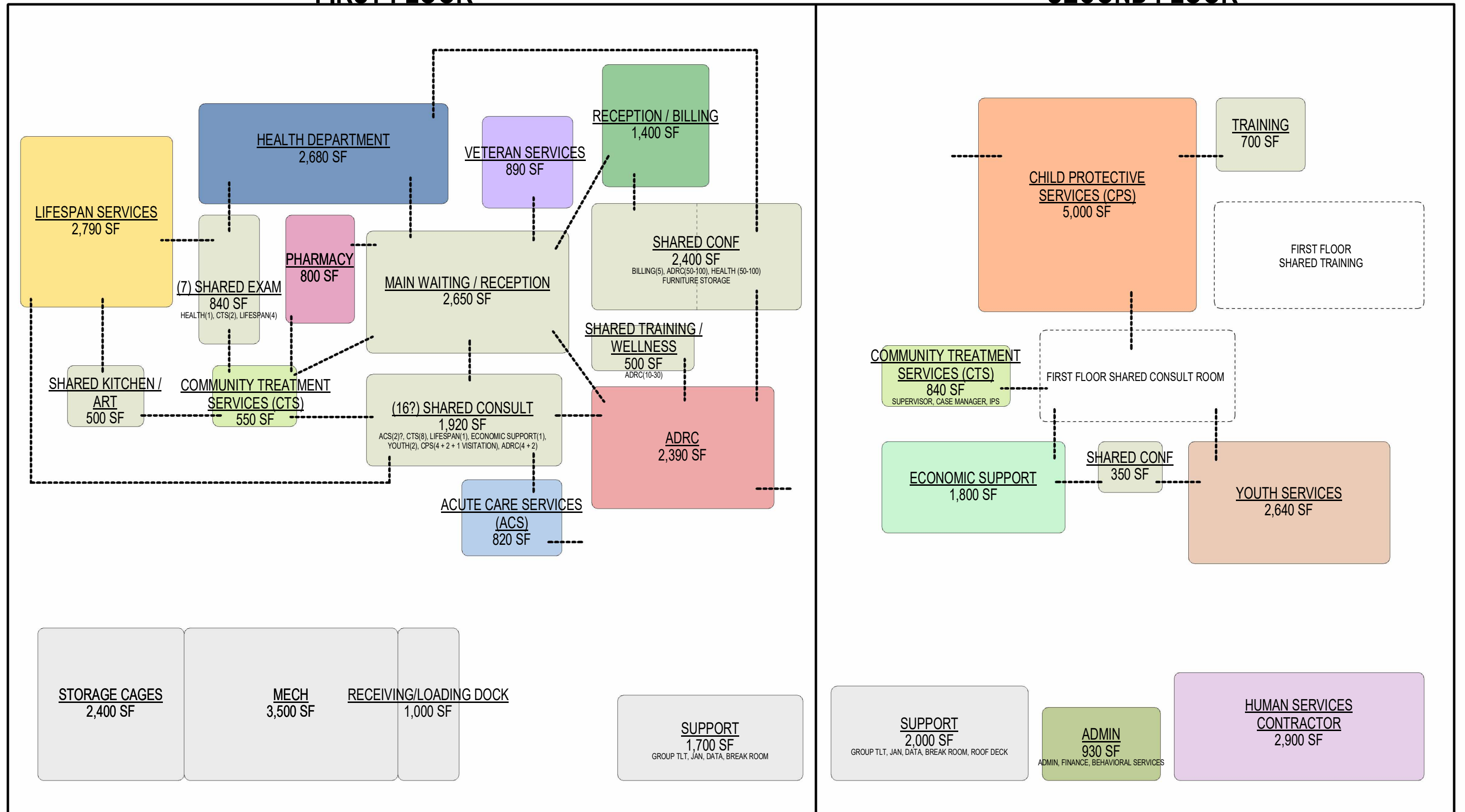
SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
Medical Examiner						
Office (4 + 1 future)	5		0	60	300	
Future Pathology office	1			150	150	
Director Office (Debbie)	1		0	150	150	
Staff Shower / Toilet (morgue)	1		0	150	150	8 full height lockers
Staff toilet (office area)	1			60	60	
Evidence Handling/ Admit	1		0	100	100	2 lockers and small table, near garage area
Private Meeting Room	1		0	200	200	4-6 family members + staff
Autopsy Room (future)	1		0	320	320	build shell now, 2 stations
Tissue storage (future)	1			150	150	shelving, not refrigerated
Storage (Dry)	1		0	120	120	body bags, PPE
Storage (Refrigerated/Freezer)	1		0	30	30	200 small specimen bags
Cooler	1		0	80	80	8-10 decedents
Freezer (future)	1		0	120	120	2-3 decedents, includes pull space
Janitor closet	1		0	80	80	separate from rest of building
Garage access	1		0	500	500	drive-thru access and potential parking?
Break area/kitchenette	1		0	40	40	
Huddle room	1		0	60	60	printer
Long-term storage	1		0	50	50	could be in dry storage
Staff training	1		0	0	0	shared with building
IT room/closet	1		0	50	50	
Donation recovery suite	1		0	120	120	hoping to furnish w/ grant money
					2,830	Programmed Area (SF)
			15%		15%	Department Grossing Factor
					3,250	Department Total Area (SF)

SPACE	ROOM QTY	EXTG AREA (SF)	EXTG TOTAL AREA (SF)	NEW AREA (SF)	NEW TOTAL AREA (SF)	COMMENTS
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Total Programmed Floor Area (SF)					61,150	
Building Grossing Factor			15%		15%	
Total Program Floor Area (SF)					70,320	

FIRST FLOOR

SECOND FLOOR



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PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

900 Lang Street
West Bend, WI 53090
(262) 335-4435
FAX (262) 335-4439

To: Building Committee
From: Scott M. Schmidt, PE, PLS Chief Public Works Officer
Date: July 7, 2026
Re: Health and Human Services Building Alternate Locations Analysis

POLICY QUESTION:

Comments on Alternate Locations Analysis

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

Staff is concurrently evaluating additional alternatives to constructing a new building to ensure that the County fully considers all feasible options for meeting long-term Health and Human Services (HHS) space needs. In parallel with the formal space needs assessment, staff has initiated a review of development-based solutions by issuing a Request for Inquiry to determine whether there is private-sector interest in a potential public-private partnership. This approach would explore the creation of a mixed-use facility that could incorporate HHS functions alongside commercial or residential components, should such a model prove advantageous and financially feasible for the County. This mixed-use location could be located east of the Herbert J. Tennes Government Center.

Consideration is also being taken to explore a public-non-profit partnership. This approach would look at creating a facility that integrates HHS operations with those of closely aligned nonprofit organizations. This location could be located east of the Herbert J. Tennes Government Center or off-site at a location within Washington County.

Staff is also assessing the viability of utilizing an existing off-campus building as an alternative to new construction. This evaluation will determine whether any available facility can be effectively remodeled to accommodate the full range of HHS operations while meeting programmatic, security, accessibility, and cost criteria.

The findings of these reviews will be presented to the committee as they are completed, ensuring that decision-makers have a comprehensive understanding of all available paths forward.

COSTS:

ATTACHMENTS:

RECOMMENDATION:



PUBLIC WORKS
Scott M. Schmidt, PE, PLS,
Chief Public Works Officer

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To: Building Committee
From: Scott M. Schmidt, PE, PLS Chief Public Works Officer
Date: July 7, 2026
Re: Health and Human Services Building Schedule Update

POLICY QUESTION:

Comments on schedule

STRATEGIC PRIORITY/RESULT ACHIEVED:

Well-Governed and Administered County
Economic Growth and Vitality
Safe and Secure Community

DISCUSSION:

The current schedule for the Health and Human Services Building project—Needs Assessment completion by August 7, 2026; Design from August 2026 through December 2026; Construction beginning April 2027; Substantial Completion by December 1, 2028; and Occupancy by December 31, 2028—will likely be delayed. This adjustment is necessary to fully evaluate several alternatives to new construction that staff is reviewing in parallel with the space needs assessment.

Staff has initiated exploration of additional options, including:

- A potential public–private partnership through a Request for Inquiry to determine interest in a mixed-use development incorporating HHS functions. The RFI is due July 29th, 2026, so time will be needed to review the RFI's. Should we get multiple responses, we may perform interviews. If those interviews show promise, we may create a Request for Proposals (RFP) to obtain further details and cost estimates.
- A public–nonprofit partnership that would co-locate HHS operations with aligned nonprofit organizations either on the government campus or at an off-site location within Washington County.
- The viability of utilizing and remodeling an existing off-campus building to meet HHS operational, programmatic, and security needs.

These evaluations are underway to ensure the County has complete information before committing to a final path forward. Findings will be presented to the committee as they are completed, and the overall project schedule will be revised accordingly to reflect the time required for proper vetting.

COSTS:

ATTACHMENTS:

RECOMMENDATION: