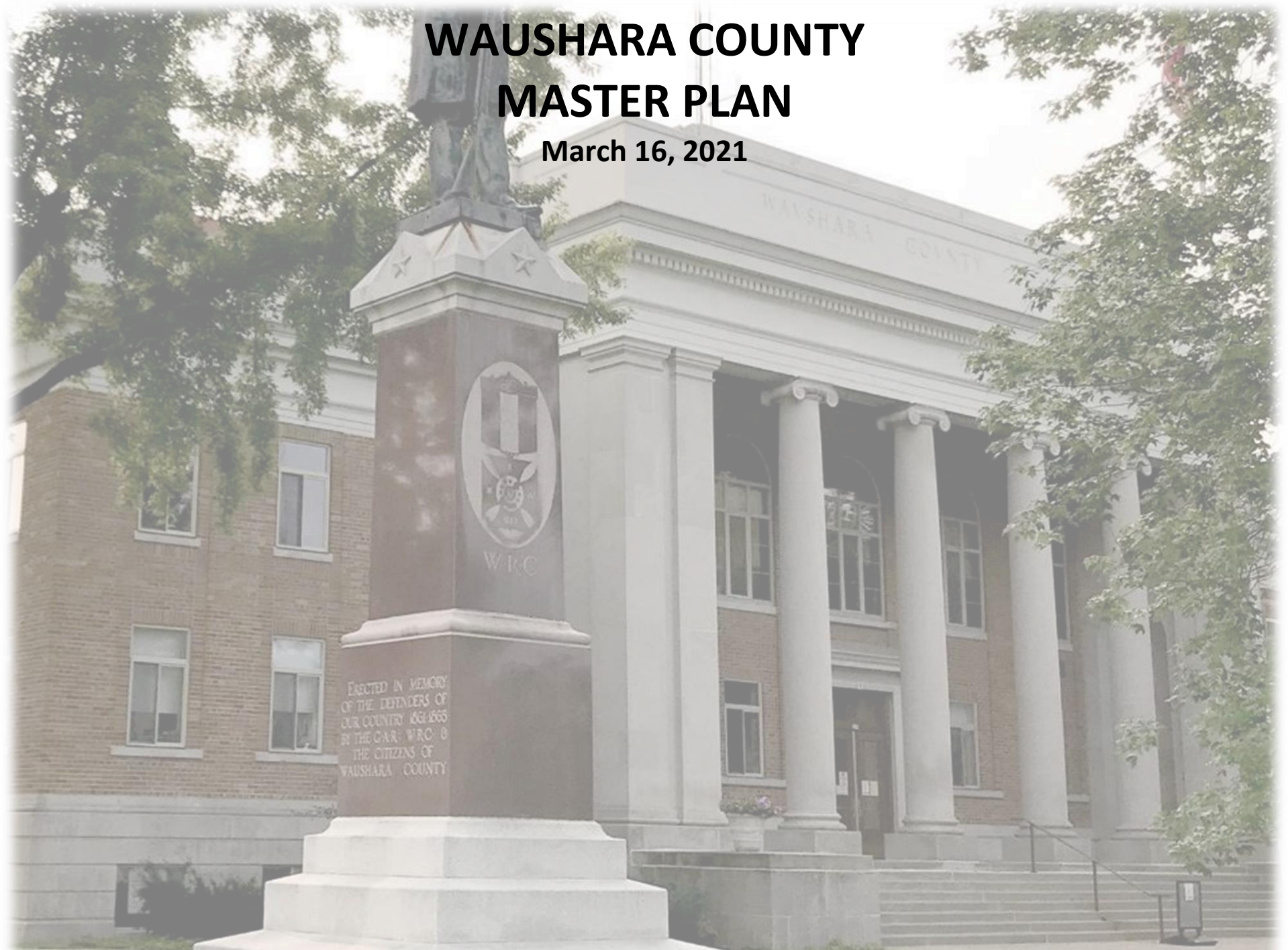


# WAUSHARA COUNTY MASTER PLAN

March 16, 2021





## TABLE OF CONTENTS

COVER PAGE .....	1
TABLE OF CONTENTS .....	2
INTRODUCTION .....	3
EXISTING CONDITIONS ASSESSMENT .....	5
ASSESSMENT BASICS .....	5
WAUSHARA COUNTY COURTHOUSE - WAUTOMA .....	8
NORTH ANNEX - WAUTOMA .....	26
SHERIFF'S DEPARTMENT & JAIL - WAUTOMA .....	35
UTILITY COMPARISON .....	39
HIGHWAY DEPARTMENT HEADQUARTERS - WAUTOMA .....	41
WAUSHARA COUNTY FAIRGROUNDS - WAUTOMA .....	45
SENIOR DINING KITCHEN - WAUTOMA .....	49
HIGHWAY DEPARTMENT SATELLITE SHOP – POY SIPPI .....	51
EMERGENCY MEDICAL SERVICES (EMS) SATELLITE STATION – POY SIPPI .....	53
SENIOR DINING CENTER – POY SIPPI .....	55
EMERGENCY MEDICAL SERVICES (EMS) STATION – WILD ROSE .....	58
SENIOR DINING CENTER – WILD ROSE .....	61
HIGHWAY DEPARTMENT SATELLITE SHOP - HANCOCK .....	63
EMERGENCY MEDICAL SERVICES STATION - HANCOCK .....	65
PROGRAM AND SPACE NEEDS ASSESSMENT .....	67
RECOMMENDATIONS .....	87
CONCEPTUAL OPTIONS .....	89
OPTION A .....	90
OPTION B .....	94
CONCLUSION .....	98



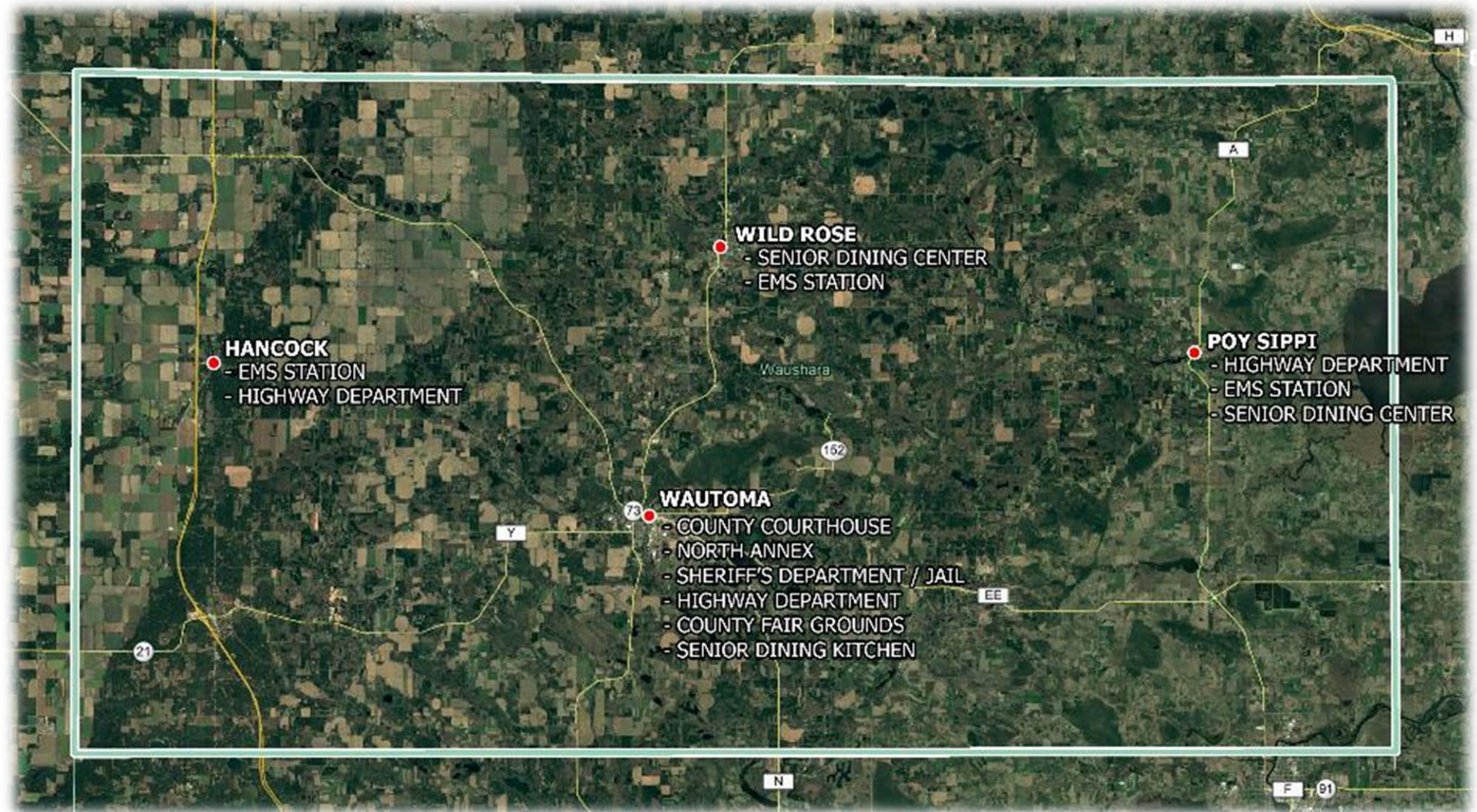
## INTRODUCTION

Waushara County engaged The Samuels Group and Venture Architects to complete facility assessments for the County as part of a master planning strategy with a goal of looking towards a 20-year need. The team has performed site visits and interviewed key staff members throughout Waushara County as directed by the County. The assessments primarily focused on the following: building site, ADA accessibility compliance, building code compliance, structural systems, building envelope condition, mechanical systems, security, and space/program needs.

Some information in this report was provided by others and may not have been verified. This Master Plan is intended to be conceptual in nature, providing a functional road map enabling the County to prioritize facility needs, projected costs and guide budgets. This report and its suggested solutions are to provide phased options for the County's review and implementation based on current needs and financial ability.



The following communities and facilities were assessed as directed by County Staff:



## EXISTING CONDITIONS ASSESSMENT

### ASSESSMENT BASICS

#### **ADA Accessibility:**

The Americans with Disabilities Act is a federal civil rights law that was passed in 1991 that prohibits discrimination against people with disabilities. Buildings that the public utilize are required to comply with the accessible design standards during any new construction projects and are recommended to remove barriers in existing facilities where feasible. ADA standards address various forms of disabilities including physical, hearing, vision, speech, and others. Fully complying with ADA standards also helps people move through the built environment who have temporary injuries or impairments that may not be considered a legal disability. Non-compliance with ADA standards can lead to costly legal action against organizations.

The ADA Assessment conducted focused primarily on the major public spaces of the facilities visited and should not be considered exhaustive. An exhaustive assessment would need to be made with each new project the County undertakes by the architectural team taking on each phase of work. Primary elements assessed for this report include accessible routes, door hardware/function/maneuvering clearances, restroom elements, protruding objects in public corridors, and accommodation for wheelchair spaces. The findings listed in this report identify some of the specific occurrences that were common throughout while not identifying every individual occurrence. For example, many of the office spaces throughout the County have furniture and similar objects that encroach on the required clearances but not exhaustively documented as they are more easily remedied when accommodations need to be made. Another example is that not every restroom is required to be accessible if other accessible restrooms are provided within certain criteria, though it is recommended to have all restrooms ADA compliant whenever possible.

#### **Building Code:**

The term “Building Code” is a general one which covers several governing building codes including the International Building Code, International Existing Building Code, International Energy Conservation Code, NFPA Life Safety Code, among others. The state of Wisconsin currently has adopted the 2015 edition of these codes. Building codes are not meant to be retroactive, only new work is required to comply with the codes.

The Building Code Assessment focused primarily on the major public spaces of each facility visited and should not be considered exhaustive. An exhaustive assessment would need to be made with each new project the County undertakes by the architectural team taking on each phase of work. Some of the primary elements assessed for this report include door hardware/maneuvering clearances, fire rated assemblies, means of egress, and plumbing fixture requirements. The findings listed in this report identify some of the specific occurrences that were common throughout while not identifying every individual occurrence.

**Structural Systems:**

Performed casual observation walkthroughs inside/outside of the buildings, and reviewed drawings of the individual buildings that were made available. The purpose of this assessment was to identify any major structural deficiencies that are present in the existing buildings. An exhaustive assessment would need to be made with each new project the County undertakes by the architectural team taking on each phase of work.

**Building Envelope Condition:**

Performed casual observation walkthroughs inside/outside of the buildings, and reviewed drawings of the individual buildings that were made available. The goal was to assess not only the condition of the existing materials to identify repairs needed, but also the energy efficiency of the building envelope. Diagrams were created which identify the existing building assemblies and compare those to a 2015 International Energy Conservation Code compliant or typical industry standard for the given type of space or building. Energy efficiency is typically measured by R-values and U-factors. When looking at R-values, the higher the number the better. When looking at U-factors, the lower the number the better.

**Mechanical Systems:**

Performed casual observation of the existing mechanical systems, reviewing maintenance records and utility bills that were made available. The goal was to identify the type of equipment present, assess the condition, likely maintenance/replacement requirements, as well as comparison to a modern facility to serve as a benchmark for the County.

**Security:**

Performed casual observations of the existing facilities and had discussions about ongoing security measures as well as desires for the future. The primary focus of security assessment was on the County Courthouse, Sheriff's Department and Jail. In recent times, courthouse security has become a tense subject as there becomes a greater need for security in portions of a courthouse, while still being a building for the people. Additional County Courthouse security measures are meant to reduce the risk, both in preventing and limiting the intensity.

**Interior Environment**

Assess the overall condition of interior finishes and fixtures by walkthroughs and discussion with County Staff. This is done to align to the Counties goal of creating more open and inviting facilities.





### **Building Site:**

Assess the building sites by walkthrough, research, and interviews with County Staff to understand the direction the County would like to move in for the future. The assessment and recommendations in this report have been made by comparison to current industry standards/codes, local municipal requirements and to address the historic nature of some of the properties. An exhaustive assessment would need to be made with each new project the County undertakes by the architectural team taking on each phase of work.

## WAUSHARA COUNTY COURTHOUSE - WAUTOMA

### 209 S. Saint Marie St, Wautoma, WI

Waushara County began construction in 1928 of a new courthouse to replace the previous building that was destroyed by fire. The new courthouse was designed by E.A. Stubenrauch out of Sheboygan, WI and the general contractor was J.P. Allen & Son. There does not appear to be any major alterations until 1977. In 1977 the County constructed an addition on the east side of the courthouse which primarily consisted of a jail and administrative offices. In 2012 the County renovated the 1977 addition from jail to additional administrative offices.

The 1928 portion of the courthouse is listed on the State and National Register of Historic Places which can be found with the reference number 82000729. The combined building that stands today is approximately 70,000 square feet over 4 levels. The existing construction assemblies includes brick/stone/plaster exterior wall finishes, bearing masonry interior and exterior walls, interior bearing concrete columns/beams, non-bearing masonry/metal stud interior walls, steel truss/bar joist roof structure, concrete rib/one-way concrete slab floor structure, plaster/gypsum/wood panel/tile wall finishes, carpet/wood/tile/VCT floor finishes, and acoustic tile/plaster/gypsum ceiling finishes. The windows of the 1929 building have been replaced with a vinyl double glazed window which is believed to be over 20 years old. Some of the older floor finishes and pipe/duct insulation are likely to contain asbestos.



#### Observation Highlights:

- There are several accessibility issues in which most can be easily corrected.
- The exterior needs additional maintenance/repairs for caulking, sealants, masonry, and waterproofing at roof to wall intersections but overall in good condition considering the age.
- The buildings HVAC system and control systems need upgrades to increase efficiency, improve comfort, and get ahead of major system failures.
- The buildings site should be addressed for security reasons, as well as for corrective historic and aesthetic reasons.
- There are layout inefficiencies with the existing Courthouse that should be corrected with renovations.
- Though there is a fair number of items that should be addressed on the Courthouse, however the 1929 portion is historically significant to the County which makes it a worth investment. The building/site should be maintained, restored where needed and potentially renovated to increase department efficiencies and meet the needs of the County.



### ADA Accessibility:

Overall, most of the primary function spaces have an accessible route by use of the 1977 main entrance and elevator that reaches all levels except the third floor. The third floor can only be accessed by stairs. The courthouse is classified as a Title II building by ADA and cannot use the 3,000 sf exception. The main entrance portico and side entrances of the 1929 building have prominent grand stairs. Furthermore, the side entrances of the 1929 building have a few additional interior steps to get to the main level of the first floor.

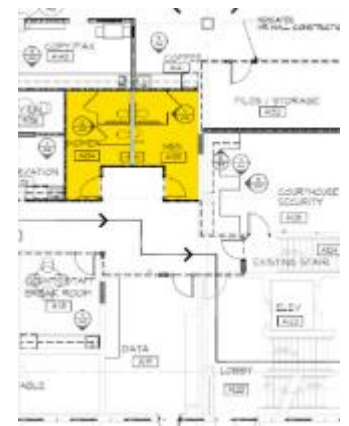
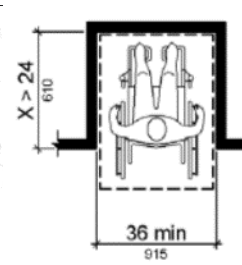
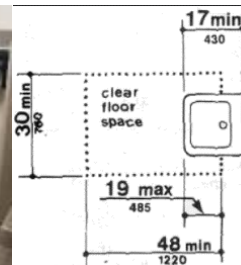
There are round twist door handles throughout the original 1929 courthouse, as well as some in the 1977 addition (typically at restrooms) which are not ADA compliant. The diagram below shows examples of ADA compliant door handles. Listed historic buildings are required to comply with ADA to the maximum extent feasible unless it destroys the historic significance of the building feature. An argument could be made that the round twist style handles in the 1929 portion of the Courthouse do in fact contribute to the overall historic nature of the building which warrants the County to further discuss this specific issue with State and National historic advisory boards.



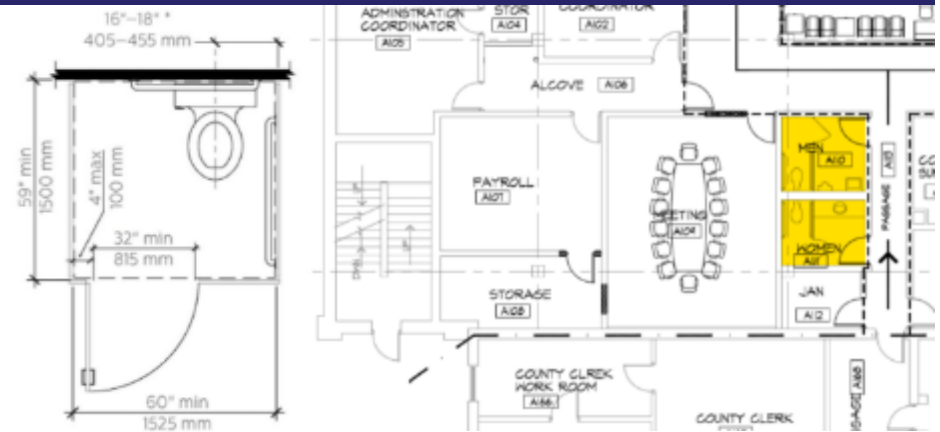
Examples of Accessible Door Hardware			
Handle	Pull	Bar	Lever

Several restroom doors exceed the 5 lbs of force that the ADA regulation set as the maximum opening force for accessible spaces. This could be easily corrected by changing the door openers to an ADA compliant model.

The paper towel dispensers in the first floor centrally located restrooms of the 1977 building interfere with the clear floor space requirement at the sink. One option to correct this is to install recessed or semi-recessed paper towel dispensers. A second option is to renovate the non-compliant restrooms from multi-user to single user restrooms which does not affect the adjacent room. This would be a viable option as the building has more restroom facilities that required by code minimums. A third option is to expand the restrooms to fully ADA compliant multi-user restrooms which would affect adjacent rooms and be more costly.



The first-floor restrooms toilet stalls shown to the right in the 1977 building do not meet the required ADA floor space clearances. The recommended solution for these restrooms would be to remove the partitions and convert the rooms into ADA compliant single user restrooms.



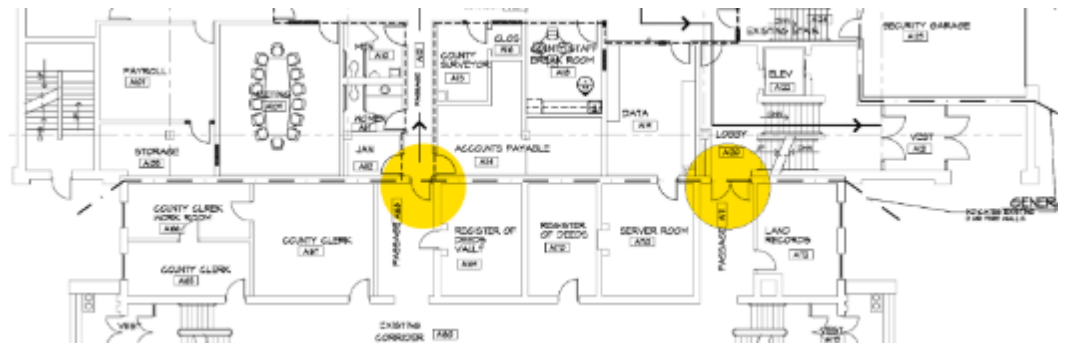
The current County Board room is a space that should be thought through regarding its accessible accommodations. The public seating area currently consists of fixed benches rather than loose chairs. Fixed benches are better from a security standpoint, but do not easily accommodate individuals who use wheelchairs. The other space which should be redesigned is the elevated seating area that the County Board works from. There is a ramp that gets you to the elevated platform, but the fixed furnishings prevent someone in a wheelchair access to the board seats beyond that. Additional accommodations are recommended.



### Building Code:

To comply with building code plumbing fixture count minimum requirements, this facility would need 22 toilets/urinals and 16 vanities split between male, female, or unisex restrooms. There are currently 29 toilets/urinals and 19 vanities split between male, female, and unisex restrooms which exceeds the minimum code requirements. There are several restrooms that do not meet all ADA requirements which have been discussed above and should be addressed while making sure to still meet the minimum fixture counts.

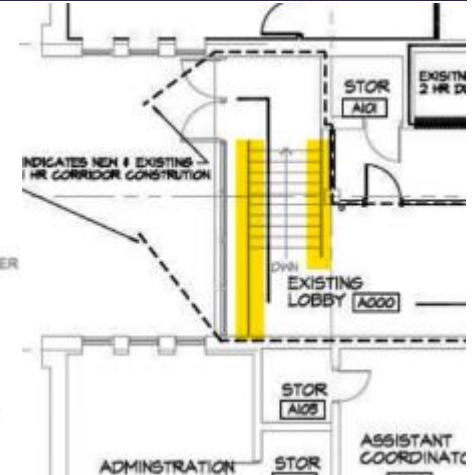
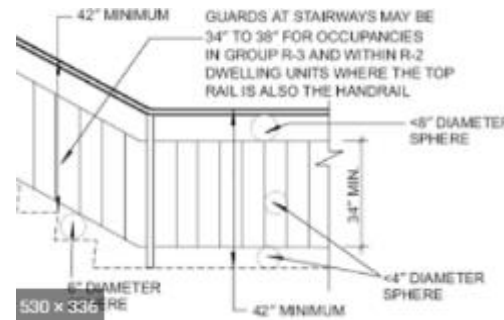
The fire doors that separate the 1929 building from the 1977 addition had wood wedges holding the doors open during the walkthrough, which is a violation of the Life Safety Code, section 19.3.6.3.10. If there was a major fire and the doors were stuck open, the fire could more easily spread from one building to another which will not only cause greater damage, but potential result in occupant injury or death. While having these doors held open is more convenient for occupants, it needs to be corrected for occupant safety. Possible solutions include changing the doors to have magnetic hold open devices or install fire shutters which would allow free open access side to side, while offering an automatic protection in the event of a fire.



The existing County Courthouse does not have a fire suppression system but does have a fire alarm annunciator system. In newly constructed courthouse facilities, it is industry standard to install a fire suppression system throughout the facility. At existing facilities such as this, it would be costly to install a full fire suppression system and requires strict attention to detail to not destroy historic appeal while performing the work. The non-combustible nature of the building construction along with proper use of fire doors and fire alarms provides a relatively good life safety protection.



Between the Administrators office and Human Services, the existing lobby stairs currently has a guardrail that does not meet the code requirements. The code requires that a 4" sphere cannot pass through between either the members of the guardrail. This guardrail however is spaced at 11" apart. One possible solution is to modify the existing guardrail by adding intermediate members to reduce the opening size. Another possible solution is to replace the guardrail with a code compliant design.



### Structural Systems:

The 1929 building and 1977 building have different but compatible structural systems and are typical for courthouse and government administrative buildings from the times they were built. The elements are described on page 8. No major obvious structural issues were found during the casual observation walk throughs. There were a few minor cracks in the 1977 buildings masonry veneer that are likely the result of minor differential movement over time which could be addressed by tuck pointing and replacement of damaged bricks.



Brick and mortar cracks in veneer likely caused by slight differential movement over time on 1977 building.



### Building Envelope:

Overall, the building envelopes of the 1929 and 1977 buildings are in good shape. The County should conduct regular cleanings of the exterior to improve aesthetics and increase the longevity of the materials. Typical of masonry veneer buildings from these periods, there are many locations that need tuck pointing where the brick or decorative stone exists. The intersections between brick and decorative stone base and cornice show signs of the mortar eroding as well as joints between individual stone panels at 90° angles. Furthermore, there are areas where the brick, decorative stone or plaster has cracked, spalled, or otherwise eroded which should also be replaced in an appropriate manor. Masonry veneer like these can allow water to enter behind and cause additional damage from within the masonry system. Water can become trapped in small gaps which can freeze in the winter, then expand and cause more cracks and spalling. Water can migrate through additional structural masonry towards the interior of the building where it can rot wood, gypsum, soften plaster and cause rust on any metal framing or other building elements. If the water vapor is trapped in the wall, mold and mildew are likely to occur.



Dentil / paint damage.



Tuck pointing needed.



Tuck pointing needed.



Intersection between brick and decorative stone architrave, mortar and brick has eroded from water.



Intersection between brick and decorative stone base where mortar is eroding from water.



Tuck pointing needed at roof parapet.





Tuck pointing, cracks and some brick repair needed at chimney.



Tuck pointing, brick, decorative stone and paint repair needed.



Tuck pointing, brick and paint repair needed.



Tuck pointing, brick repair and possible kick out flashing at roof/wall intersection needed.



Sealant/caulk repairs needed at portico decorative stone joints.



At the roof level, there are several places that need to have the waterproofing repaired which includes caulk, sealants, flashings, rubber membrane and paint. At the roof parapet, the caulk between the masonry/membrane and the decorative stone caps is completely missing in many places. Water is infiltrating in these gaps and can enter the masonry which causes additional problems. At the perimeter between the 1929 building and the 1977 building, the waterproofing should be repaired as well as there are a few locations inside the building at these locations where water infiltration has occurred.



1929/1977 building joint waterproofing repairs needed.

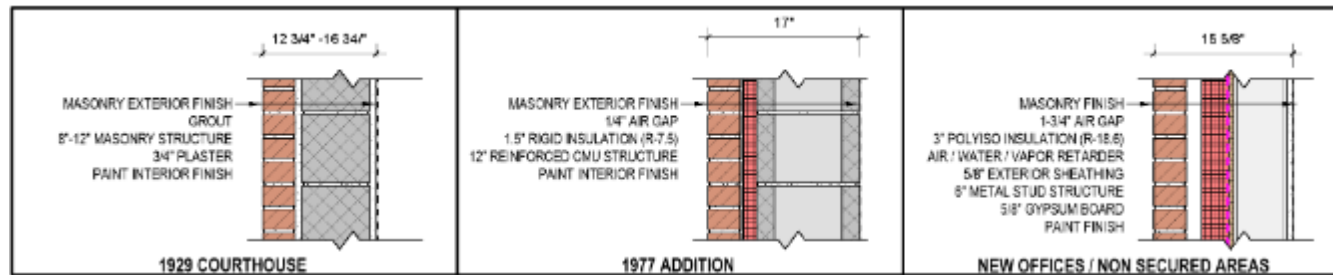


Roof parapet cap sealant and paint repair needed.

There are a few locations on the membrane roof where water ponding was evident which is likely due to the extremely low slope of the roof. It is difficult to have proper water drainage without ponding with slopes this low. The membrane roof itself appears to be in good condition currently. However, when re-roofing is needed in the future, additional tapered insulation should be installed to provide for better roof drainage.



The exterior walls of the 1929 portion of the Courthouse are typical masonry construction with no insulation, while the 1977 addition has minimal insulation. These are long lasting forms of construction, but from a performance and occupant comfort standpoint, this type of construction is problematic. The 1929 building and 1977 addition do not meet current IECC requirements in regard to wall construction energy efficiency in which a metal framed building needs a minimum of R-20.5 insulation (R-13 cavity and R-7.5 continuous) while a mass masonry building is required to have a minimum of R-13.3 continuous insulation. See the diagram and table below for assembly, R-value, and U-factor comparison between the 1929 building, 1977 addition, and a typical new construction.

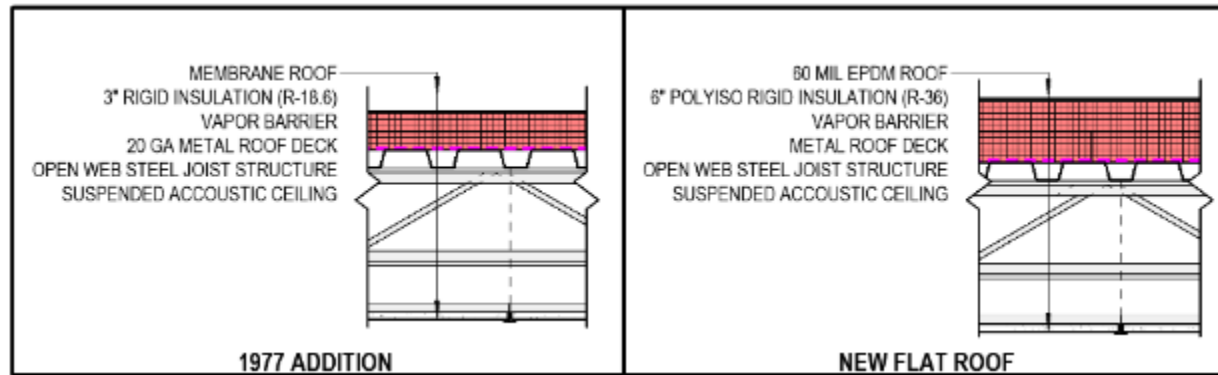


1929 Courthouse	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Grout	0.16
Concrete Block 8"	1.11
Plaster Finish	0.25
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>3.17</b>
<b>Total Assembly U-Factor</b>	<b>0.32</b>

1977 Addition	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Air Space	0.75
1.5" XPS Insulation	7.50
Concrete Block 12"	1.28
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>11.18</b>
<b>Total Assembly U-Factor</b>	<b>0.09</b>

New Construction	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Air Space	1.00
3" Polyiso Insulation	18.60
Air/Water/Vapor Retarder	0.00
5/8" Ext Sheathing	0.68
6" Air Space / 6" Metal	
Stud Framing @ 16" o.c.	2.00
5/8" Gypsum Board	0.56
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>24.50</b>
<b>Total Assembly U-Factor</b>	<b>0.04</b>

We do not have enough information to analyze the roof insulation over the 1929 Courthouse building. The original drawings show no insulation on the roof, but it is likely that any reroofing project over the years have provided some form of rigid insulation. The 1977 addition drawings show it being built with rigid insulation that likely has an R-value of approximately 18.6. The IECC requires a minimum of R-30 for new construction. For newly constructed government administration buildings, it is common to install 6" of polyisocyanurate (polyiso) insulation board rated at R-36 continuous insulation.



If reducing energy consumption is a high priority of the County, it should consider adding insulation into the existing courthouses construction. For historic masonry structures, adding insulation on the interior walls is the most likely method that would be employed. This solution would reduce overall usable square footage as the additional thickness of insulation/framing would take up space in the rooms. Additional roof insulation would not be as difficult if during the next re-roofing project. Improved energy efficiency of the structure would also likely improve the life expectancy of the existing HVAC equipment as there would be less of a strain on the units.

### Mechanical Systems:

The existing HVAC system in the courthouse is mixed primarily between boiler systems (steam & water) at the 1929 building and a forced air system at the 1977 building. There are 2 boilers and 4 air handlers. Small cabinet heaters are used at some vestibules which is typical. The Bernham boilers were replaced in 2004. The County has been fortunate that in the past 20 years there has been minimal need for major repairs or system replacement. It is believed that all the existing air handling units are from 1978. The industry typically sees boilers last for approximately 15 to 20 years, well exceeding the lifespan the industry typically sees. This could mean that the units face major failures soon and replacement should be strongly considered along with the other County projects. At the time of this writing this report, the County is undergoing semi-annual HVAC system preventative maintenance that may shed some additional light on the systems. The County should strongly consider upgrades to overall HVAC system, units, controls, and related elements.



As is common in most old large commercial buildings, it is reported that occupant comfort has been an issue. This is likely because zoning these large-scale HVAC systems can prove difficult, coupled with valve problems and broken thermostats and humidistats which have needed replacement on occasion. Facilities Staff is currently not able to monitor temperature and humidity remotely which makes it more difficult to stay ahead of issues like this. For a newly constructed building and major renovations, it is common to design a Direct Digital Control System (DDC) which Facilities Staff can monitor remotely and receive alerts to adjust without having to walk to the physical location of the issue. The Courthouse has only a partial DDC system because they are not compatible with some of the older HVAC equipment.

### **Security:**

County Courthouse Security Staff have recently installed a single point of entry at the 1977 buildings southern entrance. They have installed a body scanner as well as an x-ray machine for visitors to place items in for examination. Security Staff are reporting on average around 2,000 people going through the entrance per week. In most new courthouse construction projects, a single point of screened entry like this is common. These screening systems help safeguard all users of a courthouse. While it is true that most violent incidents in a courthouse are related to the court function, there are incidents that occur related to other administrative departments as well. The greater the security measures that are in place typically result in safer environments, however they can make the County Courthouse building feel less inviting and user friendly. It is up to the County, Sheriff's Department and Courthouse Security Staff to carefully analyze the extent of the security measures present in their facilities.

There are several departments which host public events after hours when security staff is not scheduled to be present. Security Staff have expressed concern that due to the current design and layout of the building, that visitors have access to most of the building unchecked, day or night. Security Staff would like to see a system of circulation control where users can only have access to certain areas of the building, and preferably close to the main entrance. This would likely require significant renovations within the existing building but could be more efficiently implemented with an addition.

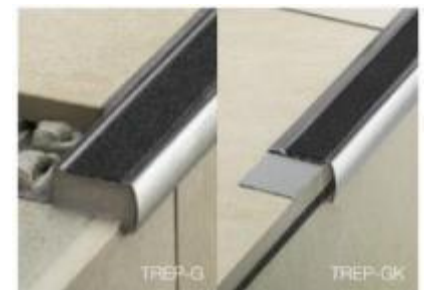
One of the other major issues the current building has is related to inmate transfer. Currently, inmates are transported in vehicles from the jail about a mile away, the deputies park the vehicle in the secured parking garage that is next to the Courthouse main entrance. Deputies then must take the inmate through the elevator/stairs in public corridors to the holding rooms near the courtrooms. In high-profile cases, vehicle transportation of inmates is a risk for interception. The secured parking garage being next to the main entrance and not otherwise protected outside is another risk. The biggest risk though is likely within the existing courthouse layout and overall amount of space that deputies must maneuver with the inmate. Being that there is no secured corridor/path for inmate transfer, the deputies are at risk of having an incident occur while in the public spaces.

Additional items that should be minimally addressed include increasing the number of security cameras, having a discrete DNA collection room located near the actual courtrooms rather than by the security office, and addressing the inmate transfer problem.

#### Interior Environment:

There were several areas around the Courthouse where additional lighting should be installed to create not only a safer environment, but also a more appealing one. Finishes throughout the building could also use an update to help accomplish the Counties goal of creating a more inviting facility.

While we were performing a walkthrough, an occupant tripped on the tile steps near the main entrance of the 1977 building. It is believed that this was due to the person wearing a mask and their glasses fogged up, causing them to not adequately see the contrast between the stair nosing and ground floor. Maintenance staff quickly placed a high contrast warning tape on the steps and at other locations to limit this hazard. We recommend looking at a more permanent solution that would include a slip-resistant nosing with high contrast color abrasive strip like the photo (right).



### Building Site:

The western exterior wall of the 1977 addition lies directly on the property line with a public sidewalk and road adjacent. Current industry standards for courthouse design leaves open spaces otherwise known as the standoff zone, between the exterior wall of the courthouse and any road/public sidewalk as a security buffer. Correcting this would require closing and acquiring part of S. Scott Street between W. Elm Street and E. Park Street to create a one-way drive road at this section. Adding a standoff zone would allow for additional green space around the courthouse which also improves the aesthetics of the facility. Special consideration is required of the County to determine if any additional security measures regarding site layout are desired which also may include bollards or add planters. See the images below to compare the existing site and what it could look like with the standoff zone.



The County has also expressed interest in opening the western side of the site so that the monumental historical portico of the Courthouse can become more inviting and visible to the public. This would be accomplished by cutting down roughly 4 existing trees close to the building on the west side. Opening this side would create a more welcoming public plaza that could serve multiple uses such as farmers markets, music, plays and other public gatherings. This open space could be further expanded to the north between the Courthouse and North Annex since the County owns the section of Park Street that is between Saint Marie Street and Scott Street. This section of road could be closed, and traffic would need to re-route an additional block.

The Yankee Soldier portion of the Civil War Monument should be corrected by rotating the soldier to face north as it is supposed to. This Civil War Monument has been around since at least the time of the previous courthouse which was destroyed by fire. Sometime after the 1929 construction of the courthouse, the base of the monument was modified, and the soldier may have been rotated at this time as well.



Prior to 1929, old courthouse



Approximately 1940's



Existing 2020

The County has expressed interest in making additional changes that will improve aesthetics, functionality, and historical nature of the Courthouse. When the 1929 Courthouse was originally constructed, it had gas lights planned to be mounted on the top surface of the portico plinths. There are no known photos of what the gas lights looked like in their original state, but a historically accurate modern LED light fixture could be installed in their place with coordination of the proper historical review board. This would restore some of the historical aesthetic as well as improve safety at night.



Original Drawings



Lamp Examples



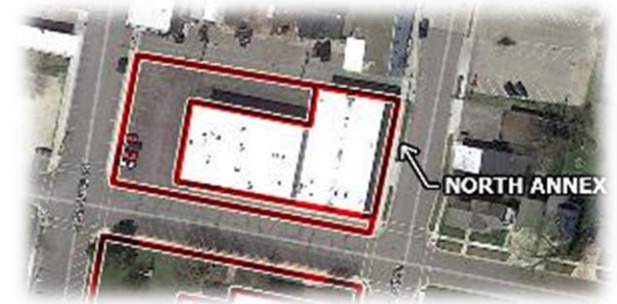
There are two semi-circular niches at the sides of the main entrance portico which originally had iron railings mounted into the stone and could be replaced. Though they are not shown on the original construction drawings, but there is evidence of their mounting and later infill. Niches like these typically housed statues, but there is not clear evidence that a statue was originally installed. The County could pursue the installation of these railings and meaningful statues at these niches, which should be coordinated with the historical review board.



## NORTH ANNEX - WAUTOMA

### 230 W. Park St, Wautoma, WI

The historical record of what Waushara County refers to as the North Annex is illusive. Based on photographic and existing building evidence, the building was likely constructed somewhere between 1938 and the early 1950's. It was originally constructed as the Waushara County Highway Department office and garage. It is not known who originally designed or built the structure. There was a major renovation done at least 25 years ago which converted the interior into what exists today, based on interviews with staff.



There is no documented historical significance to this building. The North Annex building is approximately 29,000 square feet between two floors and the mezzanine. The existing construction assemblies includes brick/concrete exterior wall finishes, bearing masonry interior and exterior walls, interior bearing concrete columns/beams, non-bearing masonry/metal stud interior walls, concrete rib roof structure, concrete slab floor structure, gypsum/tile wall finishes, carpet/tile/ floor finishes, and acoustic tile ceiling finishes. There are original wood single pane windows in portions of the storage garage, while an aluminum storefront system with double pane glass at the offices.

#### Observation Highlights:

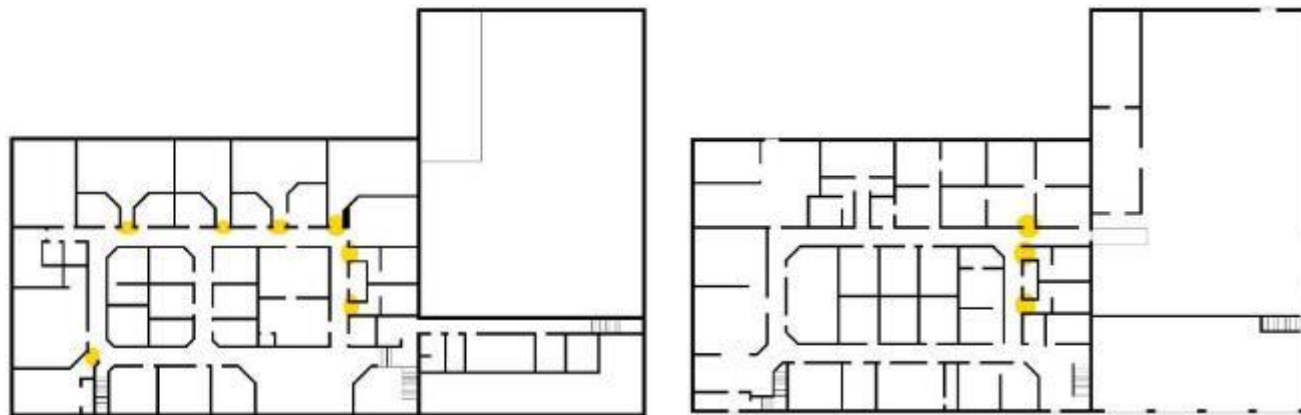
- There are several accessibility issues which easily corrected, others are much more extensive.
- The exterior needs additional maintenance/repairs for caulking, sealants, masonry, and waterproofing but overall is in fair condition.
- The buildings control systems need upgrades and HVAC units will likely need replacement soon.
- The EMS sleeping quarters and garage location is inefficient and a health hazard due to the vehicle exhaust fumes.
- The Department of Human Services is split between the main Courthouse and the North Annex which is problematic for inter-department interactions.
- There are space issues that create inefficient layout and department interactions. Creating an efficient layout within this building would likely require a complete gut along with the mechanical upgrades which will likely not be cost effective considering there will still be constraints of the existing structure to deal with.
- There are a number of issues with this building that should be addressed if the County is to continue operating within this building, but will be costly considering there is no major significance to this building. The cost to raze this structure and build new to replace its function in a matter that aligns with other project goals is likely to be a better solution.

### ADA Accessibility:

Overall, most of the primary function spaces have an accessible route by elevator that reaches all levels that the public utilizes. The EMS sleeping quarters is on a mezzanine accessed only by stairs.

Throughout the North Annex, there are accessibility issues within offices, multi-user offices, open offices, and meeting rooms that are being caused by the lack of space. These issues typically revolve around chairs, tables and cubical panels being too close to other pieces of furniture or doors to allow clear floor space to maneuver a wheelchair. Normally this would not be considered a major issue and one that could be easily corrected if the need arose. In this case however, the building does not have enough vacant space where people/furnishings could be spread out without giving up furniture that is needed for the daily activities.

There are at least 10 doors which do not have the proper maneuvering clearances between the edge of the door and walls. The ADA typically requires between 12" to 18" clearance at the side of doors depending on whether it is the push/pull side, if the door has a closer or not, and how a person approaches the door. In some cases, up to 24" is required. Bringing these doors into ADA compliance would require installing automatic door openers and push buttons with back-up power in the event of building power loss which would be a costly upgrade. The other option to correct this would be to renovate, relocate walls and doors as necessary to have proper door maneuvering clearances. This option would be even more costly and cause a great deal of disruption while work is underway. See the plan below for locations of the non-compliant doors.



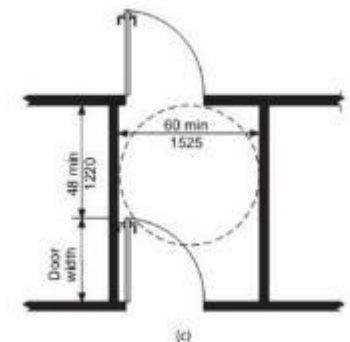
The multi-user restrooms do not have pipe covers installed. ADA section 606.2 requires exposed water supply and drainpipes under sinks to be covered to prevent a person from accidentally making contact with either a hot or cold pipe and potentially causing injury. This would be an easy fix by installing pipe covers.



The Human Services Reception counter height is 42" above the floor which works for many people, but not those in a wheelchair. ADA requires that there is at minimum a 36" long section of counter that is between 28" to 36" above the floor for public transactions. To correct this, demolition and renovation of the existing counter would be required.

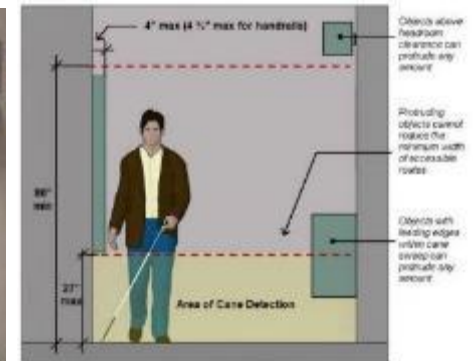


The entry vestibule doors do not provide the proper clearance required. They measure 42" between the doors versus the 48" that is required by code and ADA. The 48" distance between doors helps to ensure there is enough maneuvering clearance for a person to successfully navigate doors in sequence. In this instance, the automatic door openers that are installed do not negate the 48" requirement. Correcting this would require renovations by moving the interior wall and door further inside which would then make the reception lobby smaller which becomes another issue.





The timeclock mounted to the wall of the main corridor near the exam rooms is considered a protruding object. It sticks out further than the 4" allowed dimension and does not have any part of the object within the cane detection zone. This could be corrected by constructing a small built out element that would be detectable within the cane detection zone, which would reduce the usable width of the corridor. Another solution would be to relocate the device to another area that is not in a major corridor and complies with ADA requirements.



### Building Code:

To comply with current building code plumbing fixture count minimum requirements, this facility would need 8 toilets/urinals and 6 vanities split between male, female, or unisex restrooms. There are currently 13 toilets/urinals and 9 vanities split between male, female, and unisex restrooms which exceeds the minimum code requirements.

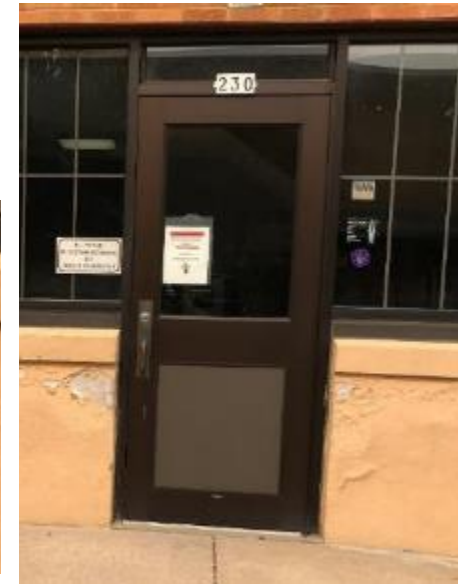
The North Annex does not have a fire suppression system but does have a fire alarm annunciator system. In newly constructed courthouse facilities, it is industry standard to install a fire suppression system throughout in a government facility of this nature. At existing facilities such as this, it would be costly to install a full fire suppression system. The non-combustible nature of the building construction provides a relatively good life safety protection.

### Structural Systems:

There did not appear to be any significant structural problems during the walkthrough. There were a few cracks in the concrete base, but not uncommon for a building that is over 70 years old.

### Building Envelope:

The concrete base has been painted a tan color which needs to be repaired. The paint not only improves the aesthetics of the bare concrete but gives the porous concrete an additional layer of waterproofing or water repellent depending on the paint used.



The membrane roof is believed to have been installed about 12-15 years ago and overall appears to be in good condition. There are several places where the caulk, sealant and termination bars should be replaced or repaired depending on the particular situation. Many caulks and sealants last for between 5 to 10 years depending on the formula and it is evident that repairs to these are necessary as they are failing now and should be part of a regular maintenance schedule.



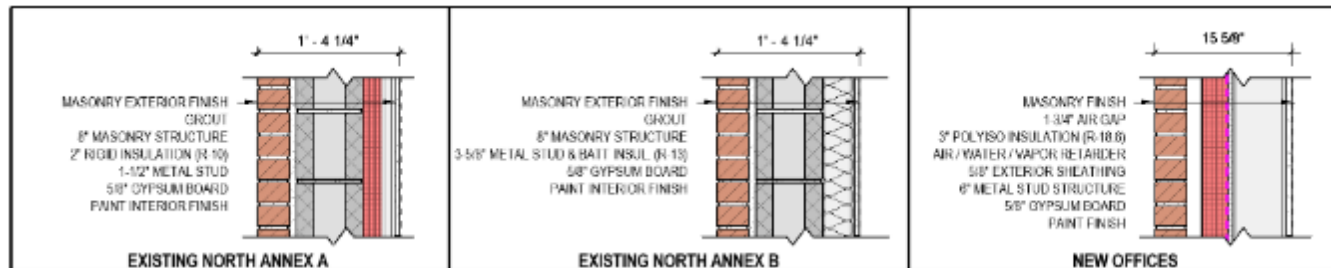
The brick and mortar are showing significant signs of erosion near the top of the parapet wall where there is little to no overhang or drip edges installed. These areas need to be tuck pointed, repair to any spalling bricks as needed to stop further damage and to make sure water does not continue to enter the wall assembly.



At the east wall near the large garage door, there is need for tuck pointing and brick repair. This appears to have been caused by previous signs or overhangs that were removed and then the masonry was not repaired. These should be repaired to limit further damage and make sure water does not continue to enter the wall assembly.



Since no construction drawings were available from the original construction or the renovation, we are forced to make an educated guess as to the make-up of the wall assembly. The exterior walls are bearing masonry walls with brick, grout, and concrete block. It was not common to include rigid insulation in masonry walls until the 1970's. During the renovation between 20 and 30 years ago, there appears to be metal studs that line the interior side of the masonry. Without putting holes into the walls, we cannot be certain if any insulation exists or the exact make-up of the wall assembly. The diagrams below show examples of how some masonry buildings have been renovated to include insulation as well as compare to a typical new building assembly. It is important to note that the assembly insulation values are based on "effective thermal resistance". This means that if you analyze the wall assembly at the center of insulation, you might have material rated at R-13. However, if you consider that at every 16" on center and at the top and bottom of the framing there are metal studs which are a highly effective heat conductor, you reduce your overall insulation ability by roughly 66% for actual performance. This "effective thermal resistance" analysis shows why it is so important to have continuous insulation.





EXISTING NORTH ANNEX A	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Grout	0.16
Concrete Block 8"	1.11
2" XPS Insulation	10.00
1.5" Metal Stud @ 16" o.c.	0.45
5/8" Gypsum Board	0.56
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>13.93</b>
<b>Total Assembly U-Factor</b>	<b>0.07</b>

EXISTING NORTH ANNEX B	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Grout	0.16
Concrete Block 8"	1.11
3.625" Metal Stud @ 16" o.c.w/ Batt Insul.	4.34
5/8" Gypsum Board	0.56
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>7.82</b>
<b>Total Assembly U-Factor</b>	<b>0.13</b>

NEW CONSTRUCTION	
Material	R-Value
Exterior Air Film	0.17
Clay Brick 4"	0.80
Air Space	1.00
3" Polyiso Insulation	18.60
Air/Water/Vapor Retarder	0.00
5/8" Ext Sheathing	0.68
6" Air Space / 6" Metal Stud Framing @ 16" o.c.	2.00
5/8" Gypsum Board	0.56
Interior Air Film	0.68
<b>Total Assembly R-Value</b>	<b>24.50</b>
<b>Total Assembly U-Factor</b>	<b>0.04</b>

We did not perform an analysis of the roof insulation values since there is not enough information to work off without performing selective demolition. We can say that in newly constructed government administration buildings, there would likely be 6" of polyisocyanurate (polyiso) insulation board continuous insulation for on the roof for an R-value of 36.

### Mechanical Systems:

The heating side of the HVAC system is a mix between a Burnham boiler (1989) and 8 air handling units (7 for the second floor, 1 for the first floor). Cooling is provided by 8 condensers (15 tons each) that are primarily located on the rooftop. It is believed that both air handlers are well over 20 years old and have had only minor maintenance over their lifespan. The average life expectancy of air handler units is about 15 years so it is quite possible that the existing units are near the end of their lives and will need to be replaced soon. The condensers are mostly just under 30 years old according to their 1992 install tags. The life expectancy of these types of condensers is typically about 15 years as well which means they could all need replacement soon. There are two water heaters, one from 1988 and one from 2013.

Other issues within the North Annex are typical of older large commercial buildings which is ability to control temperature and making it as comfortable as possible for the occupants. In addition to that, maintenance staff has reported that there have been many pinhole leaks in plumbing lines that need regular repairs.



**Interior Environment:**

Finishes throughout the building could use an update to help accomplish the Counties goal of creating more inviting facilities if the County plans to keep this building.

**Security:**

There are only a few cameras throughout the building, primarily near transaction counters. If an incident were to occur in the building, a deputy from the main Courthouse would have to rush across the road to assist. Discussions of staffing a deputy in the North Annex occurred, but that would be costly and not practical.

**Building Site:**

Some of the issues expressed were mainly aesthetic issues around views of neighboring buildings. As mentioned with the Courthouse section, the road between the North Annex and Courthouse could be closed to create more connection between the two sites as the County owns that property.

## SHERIFF'S DEPARTMENT & JAIL - WAUTOMA

430 E. Division St, Wautoma, WI

Waushara County built their new Sheriff's Department & Jail in 1998. The architecture firm was Cravillion Architects Inc out of Wautoma. The building is approximately 67,000 square feet over 3 levels. The existing construction assemblies includes concrete block exterior wall finish, bearing masonry interior and exterior walls, interior bearing concrete columns/beams, non-bearing masonry/metal stud interior walls, steel truss/bar joist roof structure, concrete rib/one-way concrete slab floor structure, gypsum/tile wall finishes, carpet/tile floor finishes, and acoustic tile/detention tile/textured ceiling finishes.



### Observation Highlights:

- The roof perimeter should have overhangs, gutters and downspouts added where possible to control water runoff from the roof.
- Upgrades to the mechanical systems should be considered.
- Addition of a padded safety cell for the Jail should be a high priority.
- Repair/replace defective interior floor finishes to mitigate trip hazards.
- Additions and renovations are needed and discussed in the space program portion of this report.

### ADA Accessibility:

There were no major accessibility issues discovered during the walkthrough of this facility.

### Building Code:

There were no major building code issues discovered during the walkthrough of this facility.

### Structural Systems:

The only structural issued that was found during the walkthrough was the eastern wall of the sally port garage where there has been some separation between the two walls. There is some damage to a few concrete blocks at that location as well. This is likely caused by a small amount of differential movement or possibly the corner steel/grout reinforcement was not installed properly. Repair of the concrete block and tuck pointing would be the first step to prevent any water infiltration issues. If the condition worsens, steel angle/anchor reinforcing may be needed on the inside corner of the wall as well.



### Building Envelope:

This facility has a mixture of metal roofing, black rubber roof and a ballasted roof. It is not immediately known as to the original reason to have three different types of roof finishes. In modern facilities, it is very rare to use a ballasted roof anymore due to the risk of high winds blowing the rocks around and creating projectiles that cause damage to people and property. The roof finishes are all believed to be original to the building which would put them just under 30 years old but do seem to be in good condition overall. Metal roofs typically last 40-70 years. Rubber roofs typically last 20-40 years depending on quality installed. Ballasted roofs typically last 40 years because the rocks give the rubber roof below a degree of protection.



There were a few locations around the exterior where there is little to no roof overhang, and no gutter/downspout where you could see water running down the exterior face of the building. There does not appear to be much damage yet, but this is how it starts. Like the 1929 Courthouse where there is spalling and mortar erosion, the 1998 buildings concrete block and mortar will have the same issues over time if not addressed now. Water could start to enter at the joints between the doors/windows and masonry which would cause damage to interior finishes. The base of the concrete block wall to concrete foundation is also a critical location where water could start to enter the interior of the building and damage interior finishes. Overtime, water dripping on the ground will erode and damage concrete slabs, asphalt or grass which causes depressions and quickens the failure of those ground materials. The addition of gutters and downspouts is necessary to properly direct water away from these areas. It would be better yet if there were roof overhangs added but would require additional cost. On the bottom right image, notice the difference between the base of the wall on the left where there is an overhang but no gutter/downspout; compared to the right where there is an overhang, gutter, and downspout. The right side will hold up much better overtime than the area to the left where damage is inevitable.





### Mechanical Systems:

There have been reports of higher humidity levels in the summer which likely means there is not enough air flow, or the chillers are not functioning properly. The chiller is believed to have been replaced about 8 years ago and they typically last up to 30 years for water cooled units, and up to 20 years for air cooled units.

During our walkthrough, it appeared that the translucent film on the cellblock windows was delaminating from the glass at the intersection of glazing and sash. The fact that they are delaminating in the same locations leads us to believe this is due to condensation building up on the interior side of the glass at these detention grade windows. Condensation can damage the paint and eventually rust the steel window frames. To confirm if this is the reason, further observation throughout the year should be performed to monitor for condensation buildup which will likely occur when it is cold outside. Solutions to this range from adjusting the airflow against the windows at these locations, to replacement of the higher performing double-glazed detention grade window with a true translucent layer of glazing.

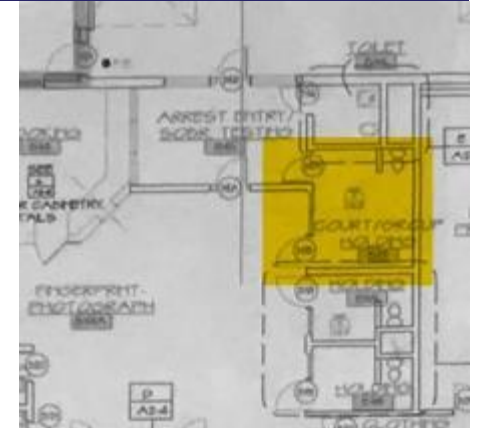


Recently there was a power outage which caused the facility to run off on the emergency generator for an extended period. Once the outage was reported to Facilities staff, it was discovered that the generator was low on diesel fuel. If the report came much later, the entire facility could have been without power which could have been a dangerous situation. The County should evaluate systems which can report power outages, fluctuations, and generator usage so problems like this do not repeat.

### Security:

The security issues that exist at this facility are less about this facility itself and rather mostly with the transfer of inmates apart from the safety cell and power outage reporting as described elsewhere in this report. As discussed in the Courthouse security analysis, the existing method of transferring inmates carries a great deal of risk that you do not see in newly designed facilities. Newly designed facilities typically have a Courts building connected to the Sheriff's Department & Jail with their own secure corridors and elevators where only inmate and security staff can go between Jail and Court. This is something the County should strongly consider in their future.

Currently, the Jail does not have a padded safety cell but does have a layout that could easily incorporate one. The room shown to the right that is called Court/Group Holding is ideal to be converted to a padded safety cell because of the dual doors from the main Booking area and the Arrest Entry. When individuals are under the influence of substances or other issues, which make them particularly dangerous to themselves or others, having a padded safety cell easily accessible is one of the best existing methods to diffuse the situation. The padding is installed on all walls, floors, ceilings, backs of doors or other hard objects. The rooms typically do not have a regular toilet, rather a flushable drain as an additional method to reduce injuries. See the images below for an example of a padded safety cell.



#### Interior Environment:

Some interior finishes within the Sheriff's Department office area are showing wear and need repair or replacement. There are carpet tiles with corners bending up as the adhesive has failed or fibers are pulling apart in places. There are also several places where ceramic tiles have cracked, and the grout is cracked or popping out. These floor finish problems can be considered trip hazards and should be remedied before injuries occur.

#### Building Site:

There were no major site related issues with the existing facility during our walkthrough. Site related issues that were discussed are related to inmate transfer discussed elsewhere in this report and covered in the program and space needs analysis.

## UTILITY COMPARISON

It is important to consider utility usage and costs when analyzing the efficiency of a building's systems. We have collated the available gas, electric, sewer & water utility bills from the Waushara County Courthouse, North Annex and Sheriff's Department and Jail. For the purposes of this comparison, we have analyzed both the individual buildings, as well as combining the three separate Waushara County facilities as seen below. The Sheriff's Department & Jail has the highest overall utility costs, most likely because the building is occupied and used on a 24-hour basis rather than during normal business hours. When you compare the Courthouse with the North Annex, the Courthouse has slightly higher utility costs primarily due to the overall higher volume of space, assumed lack of insulation in the 1929 buildings exterior walls, and older mechanical systems.

WAUSHARA COUNTY BUILDINGS											
BUILDING	BREAKDOWN	BUILDING SF		GAS		ELECTRIC		SEWER & WATER		TOTAL UTILITIES	
		%	SF	\$	\$/SF	\$	\$/SF	\$	\$/SF	\$	\$/SF
COURTHOUSE	TOTAL	100.00%	69,265	\$ 25,500.49	\$ 0.37	\$ 58,249.54	\$ 0.84	\$ 9,717.96	\$ 0.14	\$ 93,469.20	\$ 1.35
	COURTHOUSE	67.33%	46636.125	\$ 17,169.48		\$ 39,219.42		\$ 6,543.10		\$ 62,932.00	
	CHILD SUPPORT	2.06%	1426.859	\$ 525.31		\$ 1,199.94		\$ 200.19		\$ 1,925.44	
	EMG. GOVT	0.18%	124.677	\$ 45.90		\$ 104.85		\$ 17.49		\$ 168.24	
	SHERIFF 1ST FL	3.67%	2542.0255	\$ 935.87		\$ 2,137.76		\$ 356.65		\$ 3,430.28	
	HUMAN SVS 1ST FL	22.10%	15307.565	\$ 5,635.61		\$ 12,873.15		\$ 2,147.67		\$ 20,656.43	
	HUMAN SERVICES LL	2.87%	1987.9055	\$ 731.86		\$ 1,671.76		\$ 278.91		\$ 2,682.53	
	ADRC	1.79%	1239.8435	\$ 456.46		\$ 1,042.67		\$ 173.95		\$ 1,673.08	
N. ANNEX	TOTAL	100.00%	28,933	\$ 9,060.60	\$ 0.31	\$ 17,454.18	\$ 0.60	\$ 3,099.47	\$ 0.11	\$ 29,615.17	\$ 1.02
	COURTHOUSE	11.80%	3,414.09	\$ 1,069.15		\$ 2,059.59		\$ 365.74		\$ 3,494.48	
	VETS	2.26%	653.8858	\$ 204.77		\$ 394.46		\$ 70.05		\$ 669.28	
	HEALTH DEPT	12.13%	3509.5729	\$ 1,099.05		\$ 2,117.19		\$ 375.97		\$ 3,592.21	
	EMS	23.45%	6784.7885	\$ 2,124.71		\$ 4,093.01		\$ 726.83		\$ 6,944.54	
	EMG. GOVT	10.56%	3055.3248	\$ 956.80		\$ 1,843.16		\$ 327.30		\$ 3,127.26	
	HUMAN SERVICES	39.80%	11515.334	\$ 3,606.12		\$ 6,946.76		\$ 1,233.59		\$ 11,786.47	
SHERIFF'S DEPARTMENT & JAIL	TOTAL	100.00%	66,747	\$ 47,051.15	\$ 0.70	\$ 103,144.02	\$ 1.55	\$ 66,438.66	\$ 1.00	\$ 216,636.08	\$ 3.25
	JAIL	70.10%	46,789.65	\$ 32,982.86		\$ 72,303.96		\$ 46,573.50		\$ 151,860.31	
	SHERIFF	25.99%	17347.545	\$ 12,228.59		\$ 26,807.13		\$ 17,267.41		\$ 56,303.13	
	EMG. GOVT	0.24%	160.1928	\$ 112.92		\$ 247.55		\$ 159.45		\$ 519.92	
	COURTHOUSE	3.67%	2449.6149	\$ 1,726.78		\$ 3,785.39		\$ 2,438.30		\$ 7,950.46	

We have compared the overall utility usage of the Waushara County (Courthouse, North Annex and Sheriff's Department & Jail) to a nearby counties government center. The reason for selecting this particular county facility for comparison is that it is the adjacent county so climate is similar, utility rates should be similar, the counties themselves are similar size and needs, and facility is a relatively new construction compared to Waushara County. The adjacent county government center was completed in 2010 and achieved LEED silver certification. The adjacent county government center also has nearly the same government department functions as would exist if you combined the Waushara County Courthouse, North Annex and Sheriff's Department & Jail all into a single building.

COUNTY BUILDING COMPARISON													
BUILDING	BUILDING SF	GAS		ELECTRIC		SEWER & WATER		TOTAL UTILITIES		BUILDING EMPLOYEES		COUNTY RESIDENTS	
	SF	\$	\$/SF	\$	\$/SF	\$	\$/SF	\$	\$/SF	#	TOTAL \$/#	#	TOTAL \$/#
ADJACENT COUNTY	159,796	\$ 4,910.68	\$ 0.03	\$ 146,582.05	\$ 0.92	\$ 65,935.54	\$ 0.41	\$ 217,428.27	\$ 1.36	150	\$ 1,449.52	18,918	\$ 11.49
WAUSHARA COUNTY	164,945	\$ 81,612.24	\$ 0.49	\$ 178,847.74	\$ 1.08	\$ 79,256.09	\$ 0.48	\$ 339,716.07	\$ 2.06	245	\$ 1,386.60	24,263	\$ 14.00
DIFFERENCE	5,149	\$ 76,701.56	\$ 0.46	\$ 32,265.69	\$ 0.17	\$ 13,320.55	\$ 0.07	\$ 122,287.80	\$ 0.70	95	\$ (62.93)	5,345	\$ 2.51

Key points to notice on the table above are that the two facilities are similar square footages, Waushara County uses significantly more gas than the adjacent county, electrical costs are relatively similar, sewer and water are relatively similar, Waushara County has many more employees than the adjacent county, and Waushara County has somewhat higher overall county residents. The higher gas usage by Waushara County points to two primary things: the type of HVAC systems and overall energy efficiency of the buildings wall and roof assemblies. Waushara County has primarily gas fire air handlers and boilers for heating while the adjacent county primarily uses a geothermal heat pump and heat recovery system that use earths energy and electricity. Geothermal heat pump systems typically last much longer and require minimal maintenance compared to air handling units, condensers, and boilers but do cost more upfront. Waushara County's Courthouse and North Annex have wall assemblies that likely are at best around R-11, while the adjacent counties wall assemblies are around R-21. Since we do not know the exact roof insulation composition of the Waushara County Courthouse and North Annex, it is difficult to say if there is a significant difference there however the adjacent counties roof has an average of R-36 continuous insulation. Overall, the adjacent counties government center is more energy efficient and costs less to operate than Waushara County's buildings.

The reason for analyzing building employees and county residents is related to the function and people usage versus the condition of the buildings themselves. Building occupants primarily use more electricity for lights, computers, and similar devices while they use sewer & water in restroom and cleaning usage. The buildings heating & cooling systems typically use more gas and electricity.



## HIGHWAY DEPARTMENT HEADQUARTERS - WAUTOMA

1001 East Main Street, Wautoma, WI

Waushara County built the Highway Department Headquarters new in 1975. The design/build firm was Midstate Metal Building Systems out of Kingston. The main headquarters building is approximately 36,500 square feet. There are a few other outlying buildings on the property that are typically storage buildings. The existing construction assemblies include metal panel/masonry exterior finishes, rigid frame steel buildings (pre-engineered metal)/wood post and beam exterior walls, interior masonry/steel and wood columns/beam bearing, non-bearing wood stud/masonry interior walls, steel/wood roof structure, concrete slab floor structure, gypsum/tile wall finishes, carpet/tile floor finishes, and acoustic tile ceiling finishes.



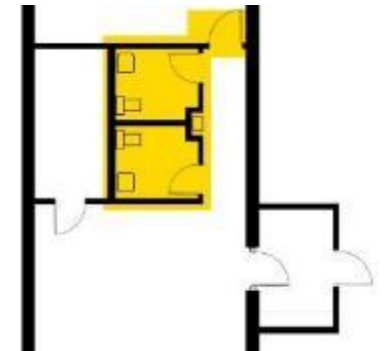
### Observation Highlights:

- There are a few accessibility issues with the existing headquarters building that should be addressed.
- There are building envelope issues that need to be addressed to prevent further damage to structure and interior finishes. Some of these issues have also been found to exist at other Highway Department facilities as well.
- The open-air storage building needs immediate structural repair with the damage to the column.
- Additions and renovations are needed and discussed in the space program portion of this report.

### ADA Accessibility:

The restrooms at the headquarters are not fully accessible as they are about 5" too narrow each to allow for the proper wheelchair turning circles and other floor clearances required in a restroom. If these restrooms were to be brought up to ADA standards, it would likely require expanding into the storage room behind the restrooms or widening them up to get the proper width. Each of these options would cause significant disruption to the existing office space.

The other accessibility issue is the door maneuvering clearance at the existing conference room door. It should have 12" of clearance at the handle side. Since the hallway is 63" wide, shifting the hinge side of the door closer to the exterior wall would allow enough space for a 36" door to have the proper clearances.



### Building Code:

During the walkthrough, there was equipment parked in front of one of the main storage buildings exit doors. This piece of equipment should be moved to allow clear use of this exit door in the event of an emergency which would require a 48" x 60" clear space in front of the door, as well as a 44" clear path to the door.



### Structural Systems:

There were no major structural issues in the headquarters building itself. The eastern open air storage building needs immediate repair as a vehicle impacted one of the structural wood laminated columns, which snapped just above the base. There were two temporary wood timbers and braces holding up the roof. This needs to be replaced before winter comes and introduces additional snow loads on the temporary columns as they do not have fixed bases and are not of equal strength to the laminated wood column. In this instance, the vehicle also sheared off the steel and concrete filled bollard which is supposed to serve as a warning and barrier for the structural column. Due to the large nature of the vehicles that the Highway Department operates, the County may want to consider installing new bollards which are more robust and visually obvious to protect their buildings from damage which could result in injury or death to people as well.

There are significant signs of moisture issues at the perimeter of the cold storage areas which are discussed in more detail in the building envelope portion of this report. These water and moisture issues can eventually cause damaging rust to the base connections for the steel structure which will shorten the lifespan of the structure that needs to be addressed.



### Building Envelope:

A commonly found issue at this facility which is common with other older, un-heated or semi-heated storage buildings is water and thermal issues at the base of the wall. There are signs of rust along the base of many of the interior walls where the metal panel is installed over the concrete wainscot. Concrete on its own is a porous material and will allow water to pass through. This condition is especially bad at areas where there are little to no overhangs, gutters, or downspouts to direct water away from the building. Concrete is also not a very good insulator and will allow cold through the wall which can then produce frost on the interior surface when met with warmer air. Staff has reported that frost is frequently seen on the interior metal panel and metal doors in the storage area. All these water and thermal issues are made worse by the fact that there is salt present in the storage garage because of the nature of the work the Highway Department conducts. On the bottom image, notice the difference between the base of the wall on the left where there is no overhang, gutter, or downspout; compared to the right side where there are gutters and downspouts. The right side will hold up much better overtime than the area to the left where additional damage is inevitable. Increasing the thermal insulation of the building, adding overhangs/gutters/downspouts, or removing the metal panel from the interior should be considered to improve the performance and limit additional damage.



### **Mechanical Systems:**

Overall, the mechanical systems at the existing facility seem to service the department well. One issue that was discussed is the need for additional electrical receptacles at the open aired storage building on the east side of the property. The reason for this is the department would like to park the snowplow trucks there before they are dispatched. During the winter, it is often necessary to plug the engine block heaters in to get the vehicles running but there is little to no receptacles available currently. Maintenance staff is required to move the vehicles into the service bays to warm the trucks up before they can be dispatched. This is not an efficient use of staff time and would be greatly improved by correcting the receptacle issue.

### **Security:**

There were no major security code issues discovered or discussed during the walkthrough of this facility.

### **Interior Environment:**

The interior of the Administrative Office is mostly original to the building. The finishes should be modernized to create a better environment for employees and to meet the Counties goal of creating more open and inviting facilities.

There are areas where mold and mildew are present on the building's insulation. These areas of mold and mildew should be cleaned, or insulation replaced where possible even though they are in excess of 15 feet above the floor and in storage areas.

### **Building Site:**

There is need for additions to existing buildings as well as new buildings to be constructed on this site to meet the department's needs. To have enough room for these future needs and to make sure it can be done efficiently, the Highway Department has expressed interest in purchasing the property that is between the Parks & Rec building on Townline Road. This property is listed as 22.46 acres according to the Waushara County GIS maps.

The fuel pump monitoring system needs replacement as it is no longer supported and makes for an inefficient way to track fuel usage. See the space and program assessment for additional information on this and other site related topics.





## WAUSHARA COUNTY FAIRGROUNDS - WAUTOMA

513 South Fair Street, Wautoma, WI

The Waushara County Fairgrounds consists of a little over 34 acres with multiple buildings ranging from small storage sheds to large events barns. Many of the buildings are typical wood post frame construction with metal siding/roofing. Some buildings are rigid steel frame structures with metal siding/roofing. Other buildings are block construction with wood roof structures and metal roofing. Buildings range from over 100 to 2 years old.

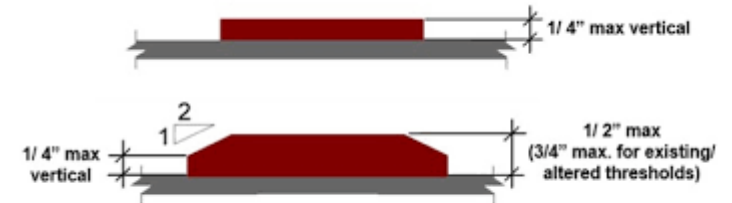
### Observation Highlights:

- Many of the buildings have the similar accessibility issues that should be corrected.
- The Horse Barn needs structural repair and/or replacement.
- Staff has discussed the need for a storm shelter in Wautoma and this site is a good candidate for that structure.



### ADA Accessibility:

At most of the events barns and storage buildings, there were threshold issues at regular swing doors and large garage doors. See the diagram to the right which shows the maximum allowed thresholds or change in elevations for these locations. Thresholds, which have steeper verticals are difficult for persons in wheelchairs to wheel over and become potential trip hazards for anyone who is not fully aware of the height difference. Staff had tried to paint yellow warning lines at many of these locations. Also, at these locations, the concrete or asphalt paving that leads up to the doors has sunk. These pavements could be removed and replaced to create the proper threshold heights. At some locations, the integral metal thresholds for swing doors may need to be replaced as well if they do not comply with the ADA rules.



At several locations, door maneuvering clearances are an issue as well. Some due to the way the doors are mounted and not having the 12"-18" side clearance, some due to objects being stored too close to the doors. Solutions vary from simply moving the stored equipment, switching a door hinge side, to requiring adjacent walls be moved depending on the specific situation.



At the restroom building, there are a few issues that need to be addressed. The vanities are missing pipe covers and the mirrors are at the wrong mounting height. Pipe cover requirements are a simple installation. The ADA requires the bottom of the mirror to be no more than 40" above the floor. The mirrors on site were 50" above the floor.



The Secretary's Office has a service counter that does not have an accessible portion for transactions. This should be renovated to include at minimum a 36" long section of counter that is 30" above the finished floor.

### Building Code:

There were no major security code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

At the Racehorse Barn, many of the structural wood columns are showing signs of rot at the base where they are in contact with the dirt floor. Without protection, wood columns can easily rot at the intersection of the ground because of the wet and dry cycles they experience frequently. There are many products and methods used in modern wood post frame construction which keep the base of the wood columns above ground to increase lifespan. It is possible to make a corrective fix for the existing posts which includes products like Perma-Column concrete footings and helical piers. In addition to column rot, the rafters are sagging due to the large overhangs and there are stress cracks at several interior beams and other structural members. Due to the cost associated with the structural repairs, this may be justification for replacement of the Racehorse Barn if the County decides it is their preferred path.



Existing columns.



Concrete column footing repair and galvanized steel helical pier examples.

**Building Envelope:**

There were no major building envelope issues discovered or discussed during the walkthrough of this site.

**Mechanical Systems:**

There were no major mechanical system issues discovered or discussed during the walkthrough of this site.

**Security:**

There were no major security code issues discovered or discussed during the walkthrough of this facility.

**Interior Environment:**

There were no major interior issues discovered or discussed during the walkthrough of this facility that are separate from the accessibility or structural items discussed.

**Building Site:**

The County has had discussions in the past about constructing a new storm shelter within the County and they determined that the Waushara County Fairgrounds would serve as a good location for that structure due to ample parking and proximity to campgrounds and trailer parks. These storm shelters are typically designed for multiple uses like a community center, concessions, and other functions which a fairground would provide. The County has also expressed in doing an addition of a community center to the Senior Dining Kitchen that is located near the Sheriff's Department and it could also double as a storm shelter. The County should consider which location they prefer the storm shelter to be located at if only one project location is financially feasible.

There are many locations around the fairgrounds that could have pavement repairs/upgrades that would better serve the buildings and site in general. Some of the pavement upgrades are discussed in the ADA accessibility section of this report.



## SENIOR DINING KITCHEN - WAUTOMA

422 East Division Street, Wautoma, WI

Waushara County constructed a new kitchen facility for the Senior Dining program a few years ago. This facility prepares and delivers over 45,000 meals per year to seniors throughout Waushara County. With the Baby Boomer generation increasing in age, it is believed that the need for this program will be increasing over the next 10 to 15 years. The approximately 2,300 square foot building is wood framed, with vinyl siding and asphalt shingles. Interior finishes are quarry tile, ceramic tile, painted gypsum, and acoustic ceiling tiles.



### Observation Highlights:

- Overall, the staff is happy with the facility and there are few issues.
- County should reevaluate the community center addition that was originally planned and determine if a storm shelter is needed at this location.

### ADA Accessibility:

There were no major accessibility issues discovered or discussed during the walkthrough of this facility.

### Building Code:

There were no major security code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of this facility.

### Building Envelope:

There were no major building envelope issues discovered or discussed during the walkthrough of this site.

### Mechanical Systems:

There were no major mechanical system issues discovered or discussed during the walkthrough of this site.

### Security:

There were no major security code issues discovered or discussed during the walkthrough of this facility.

### Interior Environment:

The delivery driver workstation could be relocated to improve flow. Additional dry storage would be desired to improve safety and efficiency during peak demand of the kitchen.



### Building Site:

There were no major site issues discovered or discussed during the walkthrough of this facility. Staff would like to see the addition of the community center at this location as previously planned. This community center could double as a storm shelter which was originally proposed at the County Fair Grounds as well. This additional function is likely to require additional parking on the site to accommodate.

## HIGHWAY DEPARTMENT SATELLITE SHOP – POY SIPPI

### N4101 State Road 49, Poy Sippi, WI

The main Highway Department Storage Building here was constructed in 1972. It was designed by Rolf Killingstad & Associates Ltd out of Madison, WI. The approximately 5,600 square foot main building is a rigid steel frame structure, with concrete wainscot, metal panel walls and a metal panel roof. There are other outlying wood structure storage sheds on the property that were not assessed in detail.



#### Observation Highlights:

- There are mechanical and building envelope issues that are resulting in excess moisture in the storage building.
- Staff would like to have 2 additional bays for increased needs at this side of the County.

#### ADA Accessibility:

There were no major accessibility issues discovered or discussed during the walkthrough of this facility.

#### Building Code:

There were no major security code issues discovered or discussed during the walkthrough of this facility.

#### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of this facility.

#### Building Envelope:

Staff has reported that the main storage building experiences excessive moisture issues in winter to the point of ponding occurring on the concrete slab. There is concern that overtime this excessive moisture will cause additional deterioration of the equipment that is stored in the garages. The moisture issue is likely caused by two things, building envelope and mechanical systems. There is likely no vapor barrier under the concrete slab which can allow water vapor to enter the room from below. Also, the existing insulation is aluminum foil faced which is a vapor barrier that does not allow water vapor to pass through and dry. It is possible to remove the existing insulation and replace with new insulation that has a vapor, semi-permeable facing which would allow some level of drying to occur, but very likely will not solve the problem entirely.

**Mechanical Systems:**

The solution to the excessive moisture problem at this facility has the best chance of being corrected with a mechanical system upgrade. Additional HVAC equipment is needed to produce enough heat and air movement to get the moisture levels down and prevent ponding on the slab. There are previous quotes for this scope of work in the past for approximately \$35,000 that the County should consider.

**Security:**

There were no major security code issues discovered or discussed during the walkthrough of this facility.

**Interior Environment:**

The excessive moisture issue described in the Building Envelope and Mechanical Systems section of this report cover the interior concerns at this facility.

**Building Site:**

There were no major site issues discovered or discussed during the walkthrough of this facility. Staff would like to see the addition of 2 more storage bays on this site. Due to site constraints, it may need to be a separate building unless some of the existing wooden storage buildings can be demolished or relocated.



## EMERGENCY MEDICAL SERVICES (EMS) SATELLITE STATION – POY SIPPI

N4386 State Road 49, Poy Sippi, WI

In Poy Sippi, EMS is leasing space from a local multi-tenant office building. In this leased space, EMS has their staff quarters on the upper floor. EMS does not have their garage immediately adjacent to the staff quarters, but rather in leased space from the Poy Sippi Fire Department for their ambulance. EMS uses approximately 1,400 square feet in the office building and approximately 420 square feet of the fire departments garage for ambulance storage.



### Observation Highlights:

- Leasing two separate buildings to house staff quarters and ambulance separately is problematic and should be corrected.

### ADA Accessibility:

At the staff quarters located in the office building, there is one set of interior stairs to the upstairs, one set of exterior egress stairs and no elevator. With no elevator, the upper floor where EMS is located cannot be considered ADA accessible.

The door leading into the ambulance garage has a twist knob handle and is not considered accessible. The nature of the work that EMS must do could make for the argument that this employee used space is not required to be accessible. However, it is common to have tours or visits from other officials at these spaces which then may need the upgraded accommodations.

### Building Code:

There were no major security code issues discovered or discussed during the walkthrough of these facilities.

### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of these facilities.

### Building Envelope:

There were no major building envelope issues discovered or discussed during the walkthrough of these facilities.

### Mechanical Systems:

There were no major mechanical system issues discovered or discussed during the walkthrough of these facilities.

### Security:

There were no major security code issues discovered or discussed during the walkthrough of this facility.

### Interior Environment:

There were no major interior issues discovered or discussed during the walkthrough of these facilities.

### Building Site:

The fact that the staff quarters and garage are in separate buildings separated by approximately 270 feet is problematic. When EMS staff is dispatched, they must go down the interior stairs, across the first parking lot, down some concrete stairs, across the church's grass yard, across the road, through the Poy Sippi Fire Departments parking lot, through a door that opens in the wrong direction for this approach, and onto a paver landing that is sinking. Additional maintenance is required at all these different elements, which is normally not required when the staff quarters and ambulance garage are connected at the same level at the same location. There are multiple opportunities for slips and falls during winter especially going across the parking lots and down the exterior stairs. See the picture sequence below which depicts the route that EMS staff must take each time they are dispatched.



The County should strongly consider using a single building that can house the staff quarters and ambulance garage. There may be existing buildings within Poy Sippi that could be converted to meet the needs of EMS. The County could also consider purchasing property in the surrounding area and renovate or construct a new satellite facility like they have done in Hancock or Wild Rose effectively.

## SENIOR DINING CENTER – POY SIPPI

W2306 Prospect Street, Poy Sippi, WI

The Department of Aging rents space from the First Lutheran Church's House Next Door in Poy Sippi. The Senior Dining Center is in the lower level of the building. The building was originally a raised ranch residence which has been converted for the current use. The Senior Dining center utilized approximately 1,120 square feet from the lower level of this residence.

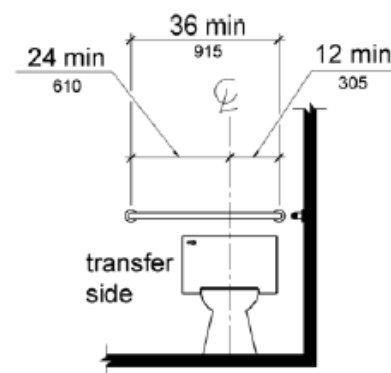
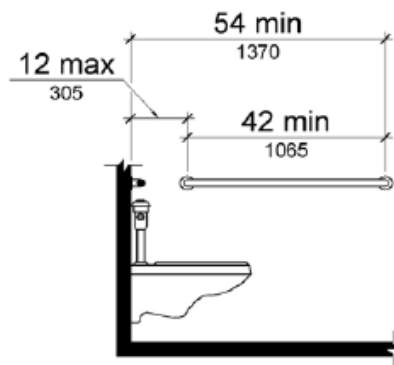


### Observation Highlights:

- This rented space has some accessibility, building code and programmatic function related issues that should be addressed.
- The County should consider another location that is larger and has the proper amenities to serve this need.

### ADA Accessibility:

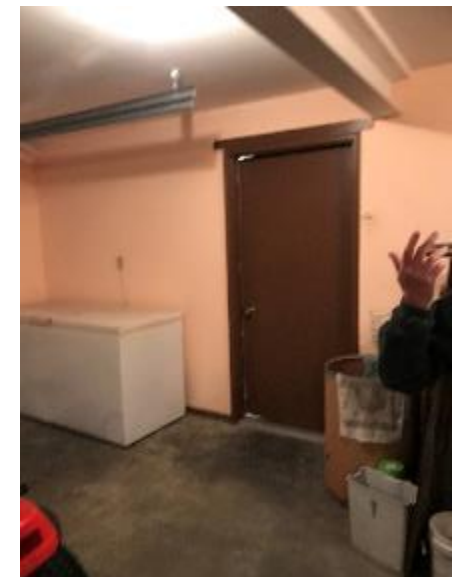
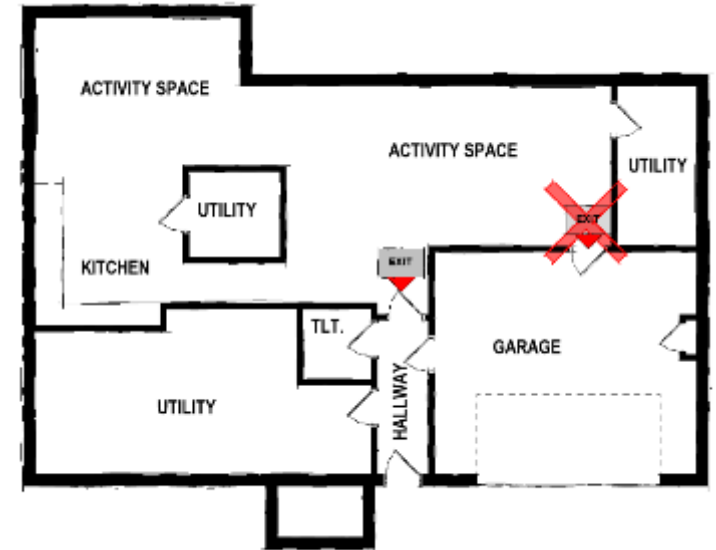
The lower-level restroom that serves the Senior Dining Center is not fully accessible. The sink needs pipe covers to prevent accidental contact with hot/cold pipes. The grab bars that are currently installed also need to be corrected. There is a toiletries shelf that is hanging which prevents the back grab bar from being properly used. Also, the back grab bar is supposed to be 36" long, and the side grab bar should be 42" long to meet ADA standards. The side grab bar was installed at a slant because it would have interfered with the already installed back grab bar, as well as the semi-recessed toilet paper dispenser. The overall dimensions of the room are also smaller than what is required for the layout to be considered fully accessible, so an expansion of the restroom is recommended. These items should be corrected if the Senior Dining Center is to remain at this location.





### Building Code:

The exiting plan for this building should be corrected. During the walkthrough, we discovered two exit signs in the lower level. One exit sign leads out the hallway to the outside and the other exit sign is a door which leads into the garage. The exit sign that leads into the garage was not an illuminated sign as required, the garage had no egress lights and was being used as storage with no obvious direction where to go from there. There was a door to an electrical panel and then a door that leads from the garage to the hallway which is part of the main egress path but there was no illuminated exit sign guiding you to that door. If there was a fire and great deal of smoke to hinder visibility, it would be very difficult for people to figure out the route under duress. If this space is posted to 49 or fewer occupants, only one exit path is required. The door that separates the hallway from the activity space would also benefit from a glass lite which would not only offer additional natural light but would further emphasize the exit path beyond. See the plan diagram to the right as well as photos below of the space.





**Structural Systems:**

There were no major structural issues discovered or discussed during the walkthrough of these facilities.

**Building Envelope:**

There were no major building envelope issues discovered or discussed during the walkthrough of these facilities.

**Mechanical Systems:**

There were no major mechanical system issues discovered or discussed during the walkthrough of these facilities.

**Security:**

There were no major security code issues discovered or discussed during the walkthrough of this facility.

**Interior Environment:**

To meet facility needs, there should be a 3-compartment sink in the kitchen, but the existing space will not accommodate it effectively. Being that this is in the basement of a residence, there is little to no natural light in the activity spaces. The space available at this location is less than needed for this Senior Dining Center.

**Building Site:**

There were no major site related issues discovered or discussed during the walkthrough of this facility.

## EMERGENCY MEDICAL SERVICES (EMS) STATION – WILD ROSE

625 Colligan Ave, Wild Rose, WI

Waushara County renovated an existing residential property to be used for EMS in 2018. The house was remodeled for the staff quarters, existing garage demolished, and a new larger ambulance garage constructed with a drive thru set up. The staff quarters are approximately 1,550 square feet finished and has 1,550 square feet of unfinished basement. The 2-bay ambulance garage is approximately 1,150 square feet. The structures are wood framed, vinyl sided and have asphalt shingles. The ambulance garage has a metal panel interior finish on the walls and ceiling.



### Observation Highlights:

- There are some minor accessibility issues that could be addressed.
- Foundation needs some repairs/maintenance to prevent any new damage.
- Other minor renovations and maintenance should be considered.

### ADA Accessibility:

The threshold of the rear door is typical residential that has greater than ¼" vertical height difference between the concrete ramp and the threshold, so it cannot be considered accessible. The guardrail that is installed does not meet full requirements as there is no edge protection at the base. This could be resolved by welding a steel plate near the base of the railing.



### Building Code:

There were no major building code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

The concrete block foundation walls have some large stress cracks in them which is likely from the old garage. The cracks in the walls did not appear to be repaired after the County acquired and converted the building. It is believed that these cracks should not get worse from a structural standpoint. However, they should be monitored to confirm there is not additional cracking.

### Building Envelope:

The cracks in the foundation are likely more of a building envelope and water infiltration issue than a structural one. There are cracks visible on both the interior and exterior of the concrete block foundation and should be tuck pointed and waterproofed. Exterior waterproofing is recommended as it is best to stop the water before it ever has a chance to penetrate the wall but does require a much greater effort. It is possible to remove ground surfaces around the perimeter of the building to expose about 2 feet of wall, install exterior waterproofing just at that area, then regrade to have proper water drainage.



**Mechanical Systems:**

The ambulance garage does not have an exhaust system and it would be beneficial to have one installed for the summer. A second option to deal with the heat buildup could be large diameter, high velocity, low speed circular fans. These fans would help move large amounts of air around the space, but do not have the ability to pull the air out of the space.

**Security:**

There were no major security code issues discovered or discussed during the walkthrough of this facility.

**Interior Environment:**

There appears to be some minor renovations underway that have yet to be completed.

**Building Site:**

The County may want to consider an enclosed walkway that extends from the staff quarters to the ambulance garage so the path does not need to be shoveled in the winter.



## SENIOR DINING CENTER – WILD ROSE

500 Wisconsin Street, Wild Rose, WI

The Senior Dining Center is part of the Wild Rose Community Center attached to the Patterson Memorial Library. The Senior Dining Center can utilize approximately 1,700 square feet. The building is a wood frame structure with brick, vinyl siding and asphalt shingles.



### Observation Highlights:

- Center could use more storage space than currently available.

### ADA Accessibility:

There were no major accessibility issues discovered or discussed during the walkthrough of this facility.

### Building Code:

There were no major building code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of this facility.

### Building Envelope:

There were no major building envelope issues discovered or discussed during the walkthrough of this facility.

### Mechanical Systems:

There were no major mechanical issues discovered or discussed during the walkthrough of this facility.

### Security:

There were no major security issues discovered or discussed during the walkthrough of this facility.

### Interior Environment:

The activity spaces host a large variety of events and there is not enough storage space to move all the existing tables/chairs out of the main spaces. An addition adjacent to the mechanical room could accommodate this additional storage.



### Building Site:

There were no major site issues discovered or discussed during the walkthrough of this facility.

## HIGHWAY DEPARTMENT SATELLITE SHOP - HANCOCK

227 W North Lake Street, Hancock, WI

The main storage building at this Highway Department site was constructed in 1984. It was designed by Clifford Osen from OSP Architects, Oshkosh, WI. It was constructed as a 4-bay, rigid steel frame with metal panel walls and roof. In 2002, an additional 2 bays were added onto the building by Omni Associates of Appleton, WI.



### Observation Highlights:

- An additional 2 bays are needed at this site.

### ADA Accessibility:

There were no major accessibility issues discovered or discussed during the walkthrough of this facility.

### Building Code:

There were no major building code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of this facility.

### Building Envelope:

There were no major building envelope issues discovered or discussed during the walkthrough of this facility.

### Mechanical Systems:

There were no major mechanical issues discovered or discussed during the walkthrough of this facility.

### Security:

There were no major security issues discovered or discussed during the walkthrough of this facility.

### Interior Environment:

There were no major interior issues discovered or discussed during the walkthrough of this facility.



#### **Building Site:**

An additional 2 bay garage is needed by staff at this site. It may need to be a standalone building if there is not enough room for the addition to be located on the east side of the existing building.



## EMERGENCY MEDICAL SERVICES STATION - HANCOCK

227 W North Lake Street, Hancock, WI

This EMS Station was built in 2015. It was designed by Rutter Architects from Wautoma, WI. It is a wood framed building with vinyl siding, asphalt shingle roof, carpet/ceramic tile floors, gypsum, and fiberglass reinforced panel wall/ceiling finishes.

### Observation Highlights:

- Additional storage is desired as there is no basement and outdoor unit is not secure.

### ADA Accessibility:

There were no major accessibility issues discovered or discussed during the walkthrough of this facility.

### Building Code:

There were no major building code issues discovered or discussed during the walkthrough of this facility.

### Structural Systems:

There were no major structural issues discovered or discussed during the walkthrough of this facility.

### Building Envelope:

There were no major building envelope issues discovered or discussed during the walkthrough of this facility.

### Mechanical Systems:

There were no major mechanical issues discovered or discussed during the walkthrough of this facility.

### Security:

There were no major security issues discovered or discussed during the walkthrough of this facility.

### Interior Environment:

There were no major interior issues discovered or discussed during the walkthrough of this facility.





### **Building Site:**

The plastic storage unit is not highly secure and does not have enough space for equipment needed. Installation of a proper storage shed at minimum or a small storage building addition should be considered.



## PROGRAM AND SPACE NEEDS ASSESSMENT

### **Overview:**

The Program and Space Needs Assessment portion of the Study identifies the Departmental operational and space needs of the County's 27 Departments and translates those needs into physical recommendations to meet those needs. Recommendations represent 20-year solutions to meeting those needs, which could be completed in a phased approach over several years if required.

### **Sections of this portion of the Study include:**

**Existing Building Floor Plans** – Floor plans for the Courthouse and the North Annex

**Operational Assessment / Department Needs** – Overview of the County's Department Needs

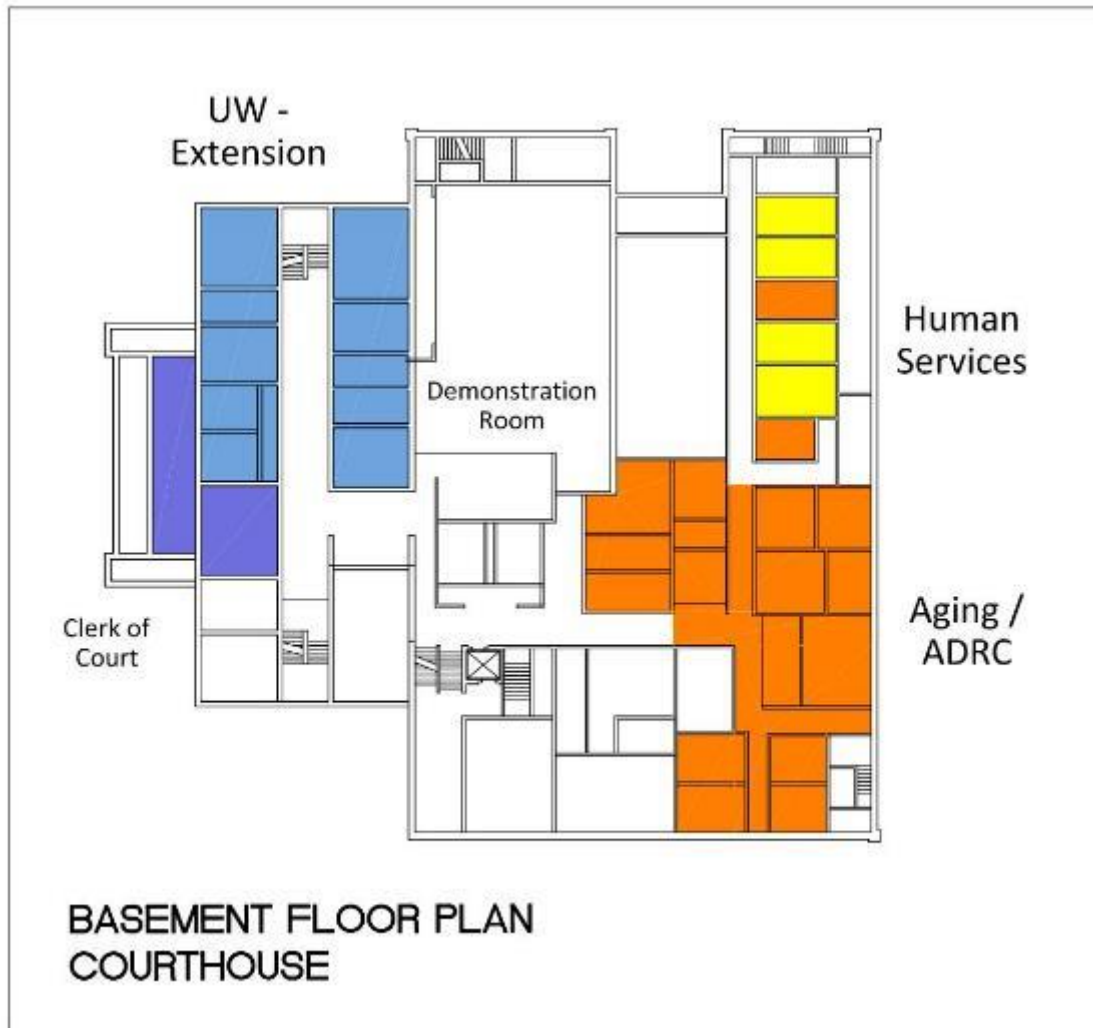
**Space Program** – 20-year Department Space Needs Program

**Recommendations** – Recommendations to meet the County's Department Needs

## EXISTING BUILDING FLOOR PLANS

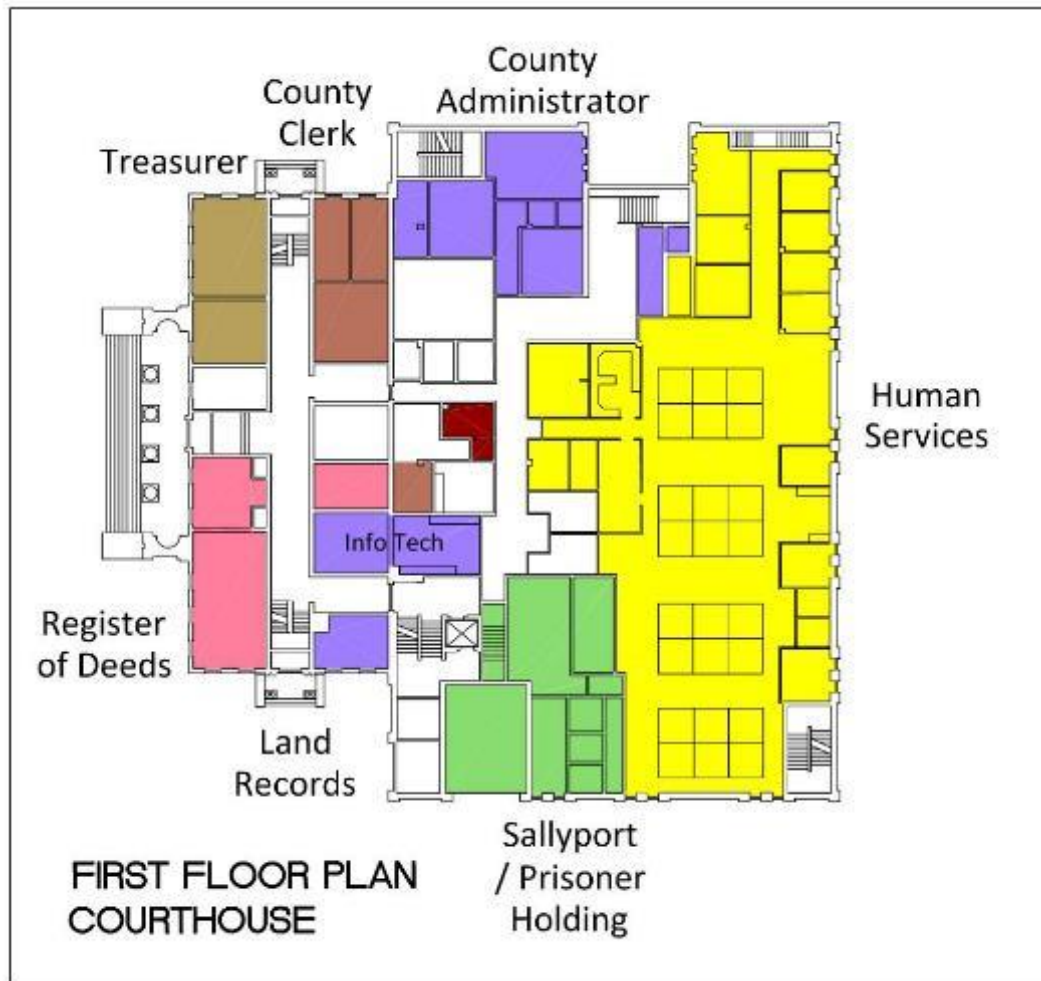
### Courthouse – Basement Floor Plan

22,340 square feet



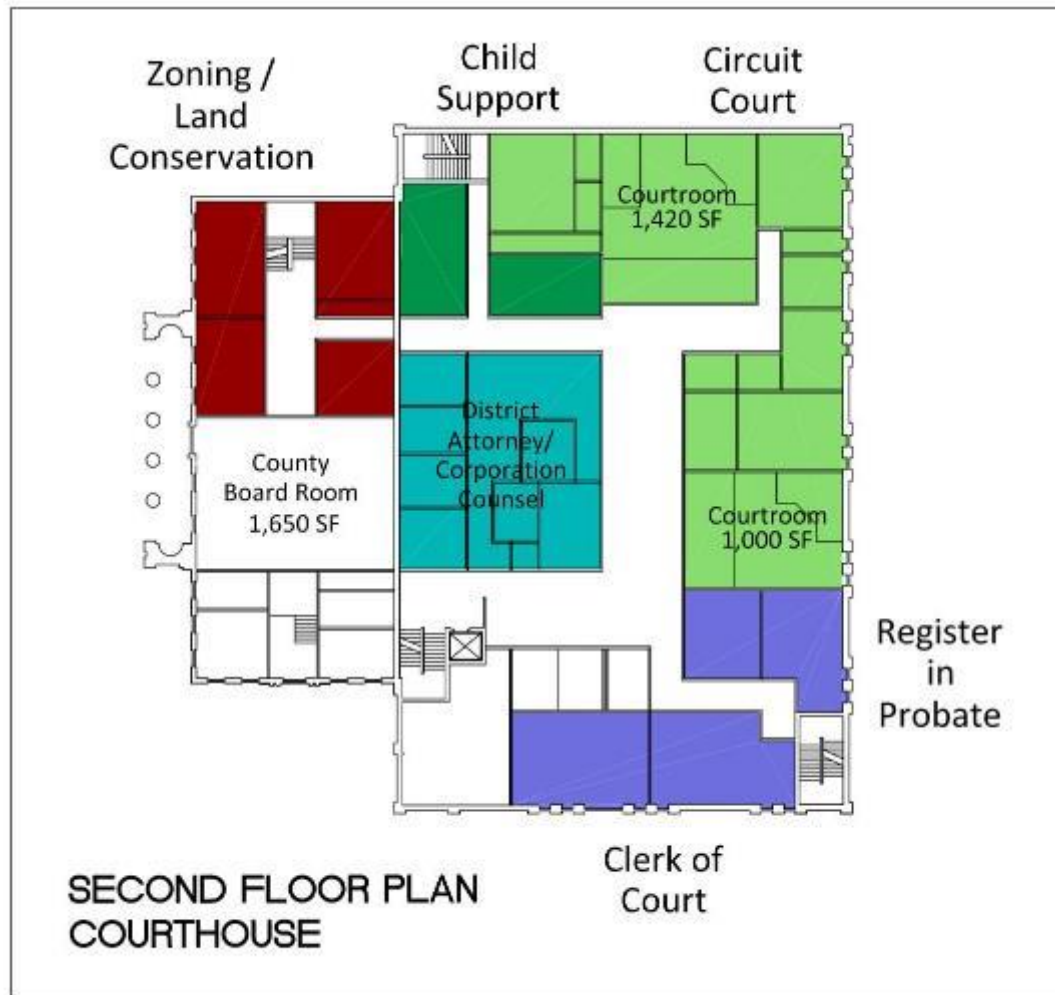


**Courthouse – First Floor Plan**  
**22,350 square feet**

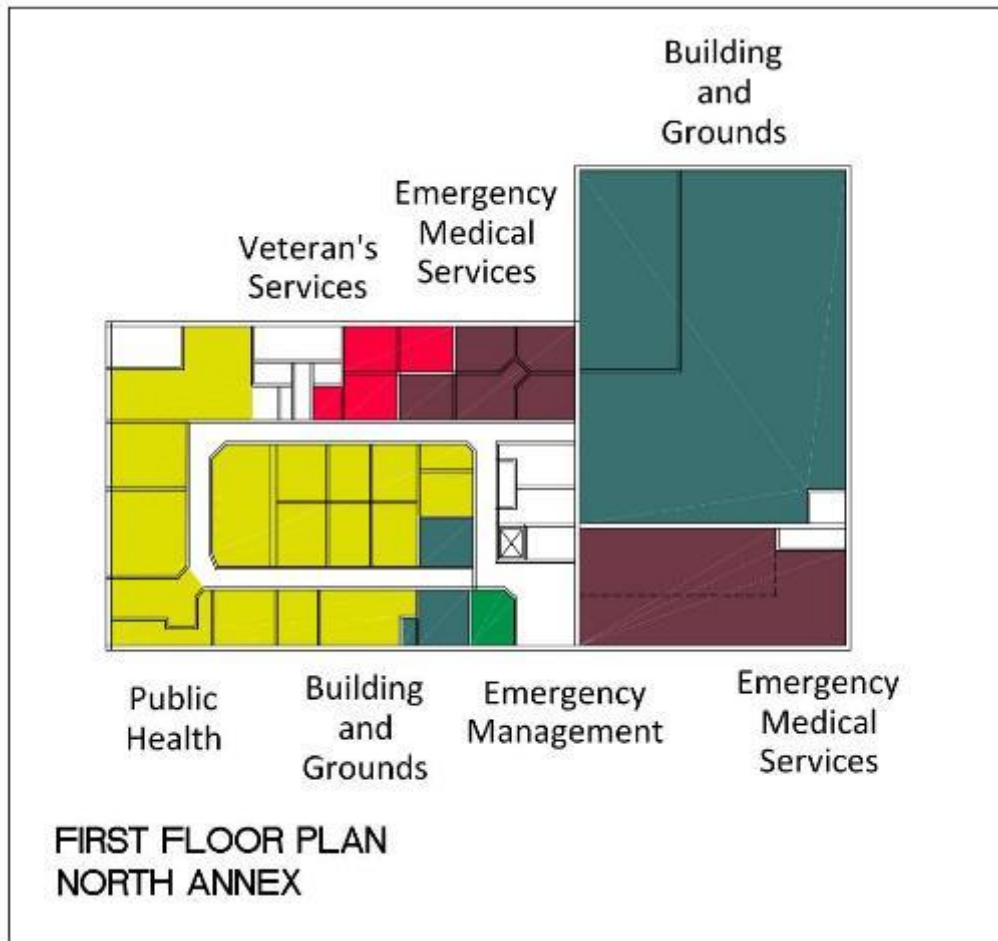


**Courthouse – Second Floor Plan (Third Floor Not Shown)**

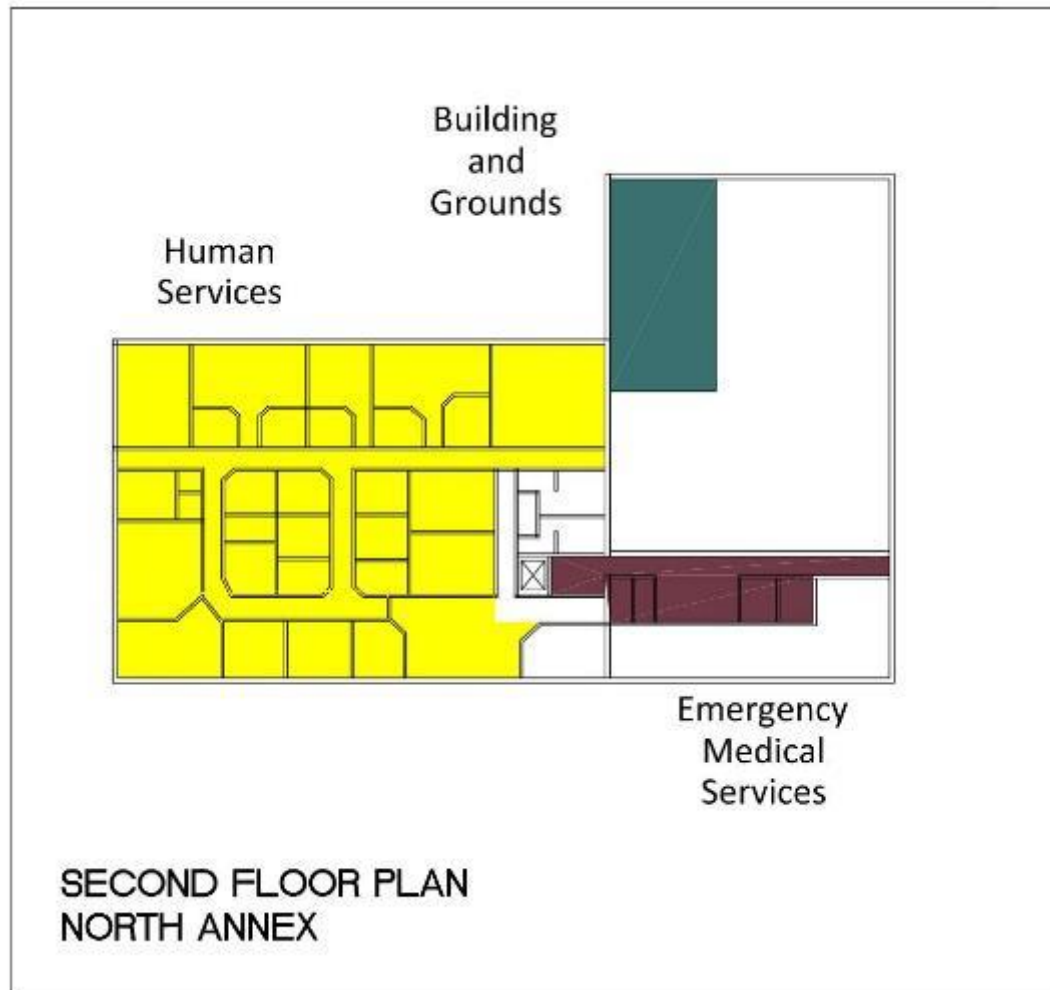
**22,730 square feet**



**North Annex – First Floor Plan**  
**17,630 square feet**



**North Annex - Second Floor Plan**  
**11,430 square feet**





## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### OVERVIEW OF THE COUNTY'S DEPARTMENT NEEDS

#### Major Needs Include:

**Courthouse Security** – While the County has incorporated security at the single south entrance to the Courthouse, there are two additional security concerns that need to be addressed, including movement of prisoners through the public spaces to and from Court and security at the individual Department service counters.

**Second Judgeship** – Subject to State Legislative approval and funding, Waushara County is in line to receive a second circuit court judgeship in August 2022. There are currently two juried courtrooms with associated jury assembly rooms in the Courthouse. However, neither courtroom meets the square foot standards for a juried courtroom as outlined in the State of Wisconsin SCR 68. Likewise, there is no space for the additional court staff that will come with the new judgeship position.

**Human Services** – The Human Services Department is located in the two campus buildings: the Courthouse and the North Annex. While functioning, this separation does affect efficient daily operations and the movement of staff between the two buildings. Additionally, the two locations can be confusing for service users.

**General Government Organization** – the General Government Departments, including the Treasurer, Register of Deeds, County Clerk, and County Administration Department are in separate suites in the Courthouse. While these Departments do function independently of each other there is an opportunity to reorganize them into a shared area that can address staffing issues caused by vacations and staff illness, as well as staff efficiency.

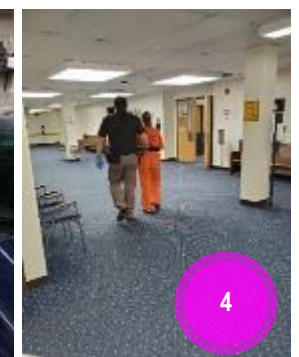
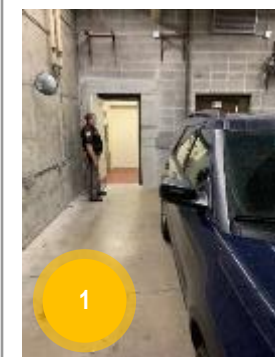
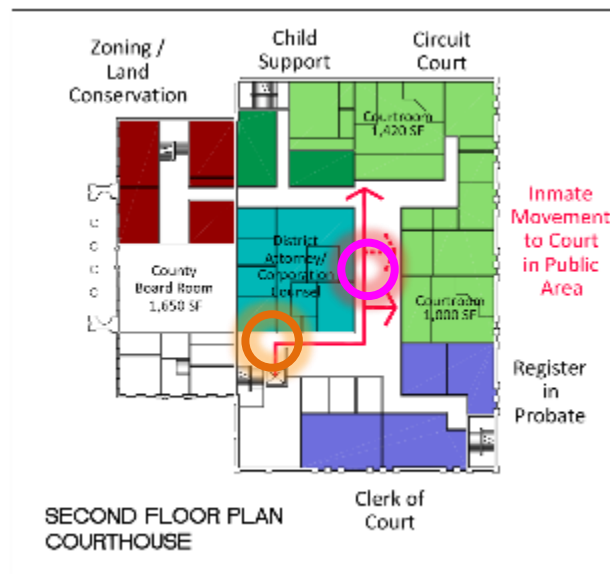
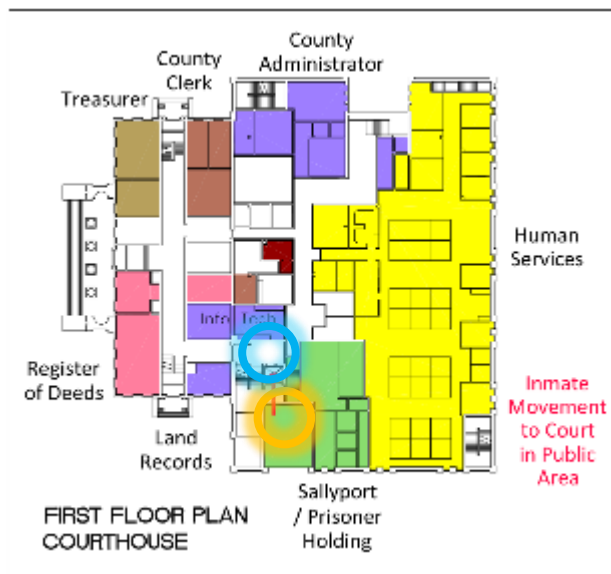
**Conference and Meeting Rooms** – The only general use conference rooms and meetings rooms include the Demonstration Room, a small conference room (both in the basement), a conference room near the County Administrator's Office, the County Board Room, and the former jury room (both on the second floor). There is a need for more and larger conference and meeting rooms for department and public use.

**Other Department Needs** – Refer to the following pages that further describe these needs, including the needs for Law Enforcement, Highway Department, Aging / ADRC, and Emergency Medical Services (EMS).

## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### JUDICIAL NEEDS

**Prisoner Movement** – Currently prisoners traveling between the Jail and the Courtrooms travel in a vehicle that drives into a secure garage or sally port on the south side of the Courthouse. From there, they are escorted out into the new main public lobby (where the metal detector is located) and take the only elevator in the building up to the second floor where the two courtrooms are located. Once out of the elevator, they are then escorted through the public waiting area to one of the conference rooms prior to being in the courtroom. It can often happen that before and after a trial, the prisoner can potentially come into direct contact with the victim and their friends and family in the public waiting area. The State of Wisconsin SCR 68 recommends that Counties create a sectioning system that creates 3 types of areas or tiers of security (staff, prisoners, and the public) in a courthouse that limits direct interaction between courts staff, the prisoner, and the public to only the well of the courtroom.



## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### JUDICIAL NEEDS

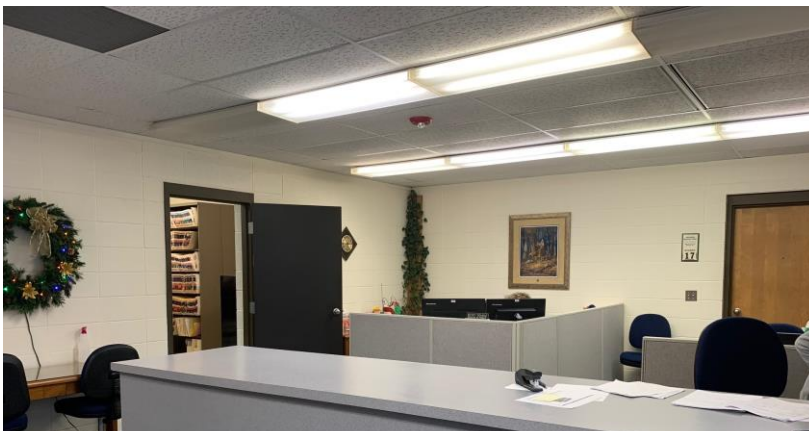
**Courtrooms Do Not Meet State Standards** – The State of Wisconsin SCR 68 recommends that a juried courtroom be 2,000 square foot in size but had agreed to approve courtrooms in the 1,700 to 1,800 square foot range. The two existing courtrooms are 1,450 and 1,000 square foot respectively, a smaller than the 1,700 to 1,800 square foot standard. COVID-19 has had a profound impact on the judicial system, especially with respect to juried cases. Only recently, are Counties allowing juried cases to come before the judge. Counties are having to be creative in how they can provide social distancing in the courtrooms, with minimal to no public viewing in the courtroom. This is impacting the size of new courtrooms and the need for additional conference rooms where the public can remotely observe the court proceedings.



## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### JUDICIAL NEEDS

**Department Space Needs** – With the arrival of a second judgeship in 2022, there is no room in the Courthouse for the new court staff, including the Court Reporter, Court Clerk, and additional Clerk of Court staff.





## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### LAW ENFORCEMENT NEEDS

**Sheriff Training / Staff Vehicle Storage / Emergency Operations Center (EOC)** – Currently, Sheriff training happens in a small room in the basement of the Law Enforcement Center and the Emergency Operations Center is the Demonstration Room in the basement of the Courthouse. Neither is adequate for its function. Additionally, both functions involve participation by outside agencies. To get to the basement Training Room, participants must go through the secure Sheriff’s staff area. To get to the Demonstration Room, participants must go to the basement. A new facility would solve this need by providing a room accessible directly from the outside and include public toilets and adequate storage areas.

**Sheriff Garage** – The Sheriff has two garage needs. The first is a Sheriff’s staff vehicle / vehicle impound garage (noted above) that would be the lower level of the Training / Staff Vehicle Storage / Emergency Operations Center (EOC) addition built above. The second is a heated secure evidence garage that would include evidence storage, office, toilet, and storage.

**Sheriff Communication / Tower Site Updates** – Recommendation for several improvements related to updates for various communication tower sites.





## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### SOCIAL SERVICE NEEDS

**Human Services is in Two Locations** – As previously noted, the Human Services Department is divided into two locations which means that both staff and service users must potentially travel between the two locations.

**Need for More Conference Rooms** – In the Human Services Department, clients and staff will often meet in the staff member's office which can be deep in the Department. This creates numerous HIPPA violations and overall security problems. There is a need for conference rooms just off the public waiting area where clients and staff can meet without being deep in the Department.

**Public Health Needs** – The Public Health Department is moving more towards a hybrid service model where staff still meet clients in their offices, but also visit clients out in the community. There is also a need for more conference rooms of varying sizes just off the public waiting area where clients and staff can meet without being deep in the Department.



## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### GENERAL GOVERNMENT NEEDS

**Concern for Counter Security** – For many General Government Departments, there is no physical barrier between the public and staff at the service counter. While infrequent, there are times where inappropriate situations (verbal and physical) do occur over the open service counter between the public and staff. There is a need to provide a physical separation between the public and staff at these counters.

**Need for More Conference Rooms** – In the Courthouse, there are only a few general use conference rooms. More are needed for both staff and public use.

**Opportunity for Shared Support Spaces** – Currently the General Government Departments are in separate suites. With a reorganization, there can be greater opportunity for greater Department efficiency, and shared support areas / staff.

### Selective Department Space Needs:

**County Administrator** – Conference room, more security

**Treasurer** – Larger waiting area, more security, conference room

**County Clerk** – Larger waiting area, more security, relocation of Finance to County Administration

**Register of Deeds** – Reorganization of vault, more security, combine the two areas into one area

**Surveyor** – More space

**Information technology** – More security

## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### EMERGENCY MEDICAL SERVICES (EMS) NEEDS

**Wautoma Satellite Station** – The Wautoma satellite station, currently located in the North Annex, has several needs and concerns. If the North Annex is considered for abandonment, then this station will need to be replaced with a new location in the Wautoma area. There are other concerns in the North Annex, including vehicle exhaust from the first-floor garage going up to the sleeping rooms on the second floor.

**Poy Sippi Satellite Station** – The current satellite station is divided into two locations. The sleeping area is on the upper floor of a rented multi-tenant office building and the vehicle garage is in leased space of the Poy Sippi Fire Department, with a distance of approximately 270 feet. Both should be in a single location.

**Wild Rose Satellite Station** – The existing building needs miscellaneous repairs.

**Hancock Satellite Station** – The existing building needs additional storage space.

## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### HIGHWAY DEPARTMENT NEEDS

#### Wautoma Site

Office / Conference Area is Inadequate – The current staff areas are too small to meet staff needs. The conference room is not large enough for certain regional meetings. The toilets are not ADA accessible.

Need for more Indoor Vehicle Storage – Vehicles currently stored outside need to be stored indoors.

Need for dedicated Truck Washing Bay – A separate truck washing bay is needed to not take up valuable existing vehicle storage area.

Recycling Area is inadequate – The current recycling area is taking up valuable vehicle storage area and should be in its own building.

Need for more Yard Storage – More yard storage is needed to meet operational needs. The County is considering the purchase of property to the west of the Department that will allow for better and expanded yard use.

#### Poy Sippi Site

Need for more Indoor Vehicle Storage – Vehicles currently stored outside need to be stored indoors.

Exhaust System – There is a need for an exhaust system to address excessive moisture problems inside the Vehicle Storage Building

#### Hancock Site

Need for more Indoor Vehicle Storage – Vehicles currently stored outside need to be stored indoors.



## OPERATIONAL ASSESSMENT / DEPARTMENT NEEDS

### AGING / ADRC NEEDS

**Courthouse Site** – The Department is growing and needs additional office space. There are security issues with the public able to access the entire Department. There is need for a larger general-purpose conference room.

**Senior Dining Kitchen Site** – There is a need for a Community Center addition to the existing Kitchen and storage space in the Kitchen.

**Poy Sippi Dining Site** – There is a need to replace the current rented space with a new and larger facility.

**Vehicle Garage** – In the near future there is a need for a new heated garage to house the 7 Home Delivery Meal Vans and the 3 Transport Vans. While a specific location for this Garage has not been identified, two possible locations include the Law Enforcement Center site and the Highway Department site.

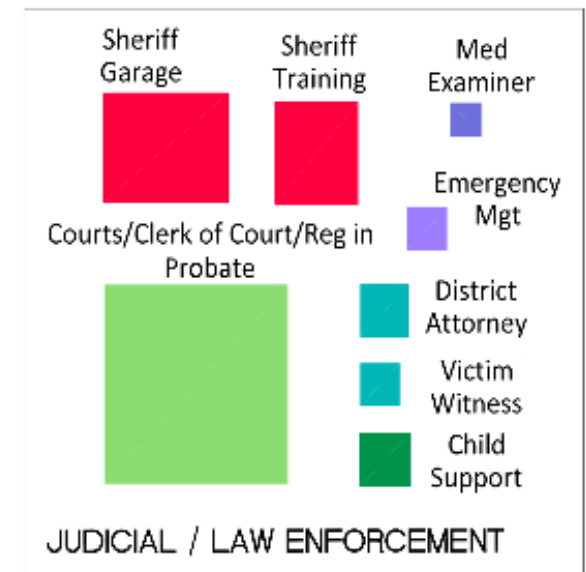
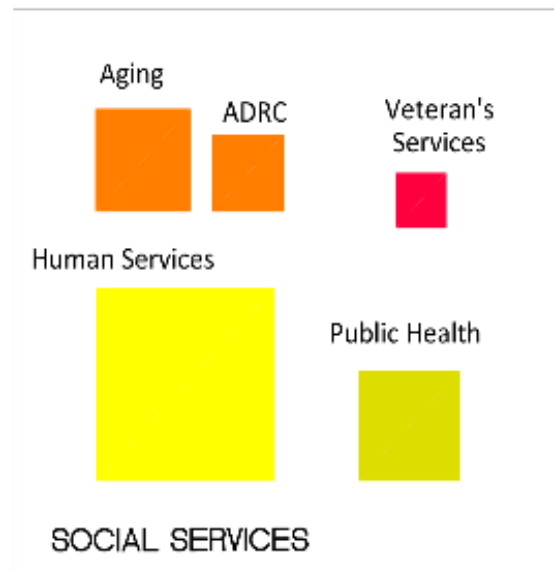
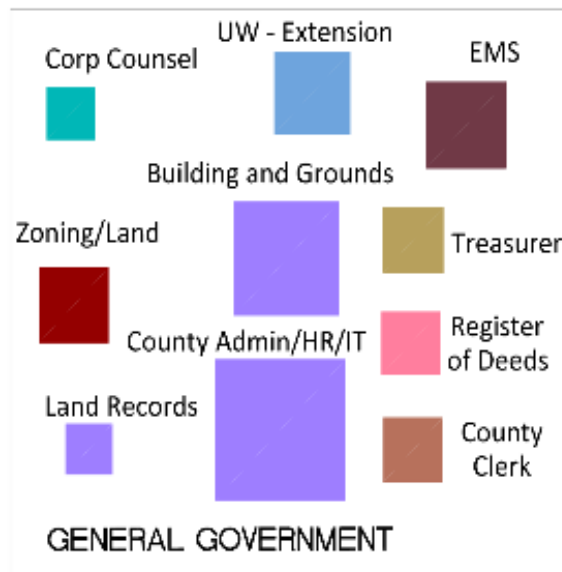


## SPACE PROGRAM

### OVERVIEW OF COUNTY DEPARTMENTS

The Waushara County Departments, while located in various buildings and locations, can be organized into three functional groups to improve functionality and efficiency. In either new construction or remodeled construction, these groups should be followed. They are illustrated in the three diagrams shown below. Each box graphically represents the recommended square footage for each department, in either new or remodeled construction.

To develop the Space Program, our Team completed the following tasks: initial questionnaire to understand each Department's needs, on-site review of existing spaces, one on-site meeting to develop a first draft space program, and a final review of each Department Space Program with Department leadership.



## SPACE PROGRAM SUMMARY

DEPARTMENT DIVISION	RECOMMENDED BGSF	DEPARTMENT DIVISION	RECOMMENDED BGSF
<b>AGING, DEPARTMENT OF</b>		<b>HUMAN SERVICES</b>	
Aging, Department of	3,223	Human Services - North Annex	0
Aging & Disability Resource Center (ADRC)	4,691	Human Services - Courthouse	19,879
<b>CHILD SUPPORT</b>	1,890	<b>MEDICAL EXAMINER</b>	624
<b>CLERK OF COURT</b>		<b>PARKS DEPARTMENT</b>	4,860
Clerk of Court	3,527	<b>PUBLIC HEALTH</b>	6,480
Circuit Court	17,499	<b>REGISTER OF DEEDS</b>	2,211
Register in Probate	0	<b>SHERIFF'S OFFICE</b>	
<b>CORPORATION COUNSEL</b>		Administration	26,814
Corporation Counsel	1,434	Jail / Law Enforcement Center	0
District Attorney	2,683	<b>SURVEYOR</b>	675
Victim Witness	979	<b>TREASURER</b>	2,447
<b>COUNTY ADMINISTRATOR</b>		<b>UW-EXTENSION</b>	3,628
Buildings and Ground	6,936	<b>VETERANS' SERVICES</b>	0
County Administrator	10,436	<b>ZONING &amp; LAND CONSERVATION</b>	2,353
Emergency Management	979	<b>CONFERENCE ROOMS / SHARED SPACES</b>	9,518
Human Resources	0	<b>LOBBY / SUPPORT SPACES</b>	3,004
Information Systems	0		
Land Records	1,350		
<b>COUNTY CLERK</b>	3,814		
<b>EMERGENCY MEDICAL SERVICES (EMS)</b>	3,939		
<b>HIGHWAY DEPARTMENT</b>			
Highway Department	2,801		
Solid Waste	0		
		<b>TOTAL RECOMMENDED BGSF</b>	<b>148,674</b>



## SPACE PROGRAM SUMMARY

### OPTIONAL BUILDING SPACE PROGRAMS

COURTS ADDITION		HUMAN SERVICES BUILDING		SHERIFF TRAINING AND EOC ADDITION					
SPACE	BGSF	SPACE	BGSF	SPACE	DNSF	x DGF	x DGSF	x BSF	= BGSF
Lobby / Public	3,000	Lobby / Public	3,000	<b>FIRST FLOOR</b>	3,480	1.35	4,698	1.25	<b>5,873</b>
Clerk of Court	3,527	Aging, Department of	3,223	Training Room					
Circuit Court	17,499	ADRC	4,691	Office					
District Attorney	2,683	Human Services	19,879	Support					
Victim Witness	979	Public Health	6,480	Emergency Management	580	1.35	783	1.25	<b>979</b>
Child Support	1,890	Veterans' Services	1,239	<b>SUB TOTAL</b>					<b>6,851</b>
Support	1,000	Support	<u>1,000</u>	<b>BASEMENT FLOOR</b>					<b>6,851</b>
Connector to Jail	<u>1,000</u>								
<b>Total BGSF</b>	<b>31,578</b>	<b>Total BGSF</b>	<b>39,512</b>					<b>Total BGSF</b>	<b>13,702</b>
				<b>EVIDENCE GARAGE</b>	7,410	1.00	7,410	1.10	<b>8,151</b>
								<b>Total BGSF</b>	<b>8,151</b>

## SPACE PROGRAM SUMMARY

### OPTIONAL BUILDING SPACE PROGRAMS

#### GENERAL GOVERNMENT, HUMAN SERVICES, PUBLIC HEALTH, AGING / ADRC, AND VETERAN'S SERVICES BUILDING

DEPARTMENT DIVISION	RECOMMENDED BGSF	
<b>GENERAL GOVERNMENT</b>		
Lobby / Public	3,000	
Corporation Counsel	1,434	
County Administrator	10,436	
Human Resources	0	Included in County Administrator
Information Systems	0	Included in County Administrator
County Clerk	3,814	
Emergency Medical Services	600	
Register of Deeds	2,211	
Surveyor	675	
Treasurer	2,447	
UW-Extension	3,628	
Zoning & Land Conservation	2,353	
Conference Rooms / Shared Spaces	7,614	
<b>HEALTH DEPARTMENT</b>		
Aging	3,223	
ADRC	4,691	
Human Services	19,879	
Public Health	6,480	
Veterans' Services	1,239	
Support	1,000	
<b>TOTAL RECOMMENDED BGSF</b>	<b>74,724</b>	

## RECOMMENDATIONS

As a basis for the development of options to address Department space needs, the Study has identified and is recommending two options to address the following **HIGH- LEVEL NEEDS**:

**Second Judgeship** – Pending State Legislative approval, Waushara County is expected to receive a second judgeship by August 2022. While there are currently two juried courtrooms in the existing Courthouse, neither meets the State of Wisconsin SCR 68 space standards for juried courtrooms. In addition, there is not adequate space in the existing Courthouse for the additional staff that will come with the new judgeship.

**Courthouse Security** – Security concerns fall into two categories: The lack of 3 tiers of security in the existing Courthouse between judicial staff, the public, and prisoners, and a lack of security at many of the individual Department service counters.

**North Annex Abandonment** – As the Study is recommending the abandonment of the North Annex because of age, physical condition, and lack of functionality, the Departments currently located in the building will need to be relocated to either a new building and/or remodeled construction. The Departments include Human Services, Public Health, Veteran’s Services, Emergency Medical Services, and Building and Grounds.

**Human Services Consolidation** – Consolidate the two separate Human Service areas into a single Departmental reorganized location, by either remodeled or new construction.

**General Government Reorganization** – With new Options being considered, there is an opportunity to reorganize a number of General Government Departments to create greater efficiency, better service to users, and potential space savings.

**Conference / Meeting Rooms** – With increasing collaboration between Departments in-person virtual meetings, there is a growing need for more general-purpose conference /meeting rooms.

**Specific Department Space Needs** – Several Departments need additional space and upgrades.

**Sheriff Training / Staff Vehicle Garage / Emergency Operations Center** - Several improvements including a new Sheriff Training / Staff Vehicle Garage / Emergency Operations Center addition and a free-standing heated Evidence Storage Garage.



### **Emergency Medical Services (EMS)**

If the North Annex is considered for abandonment, then this station will need to be replaced with a new location in the Wautoma area.

Poy Sippi Satellite Station needs to be replaced with a facility that houses both sleeping areas and vehicle storage in one facility location.

Wild Rose Satellite Station needs miscellaneous repairs.

Hancock Satellite Station needs additional storage space.

### **Highway Department**

**Wautoma Site** - Several improvements including an office / conference room addition, more indoor vehicle storage, dedicated truck wash bay, separate Recycling Building, and more yard storage. Because of the physical condition of the existing Highway Garage and its cost to make it functional for the next 20 plus years, the County should consider its replacement with a new modern Garage. The existing metal building's steel structure and panel siding have experienced significant degradation due to the road salt and melting snow making its way into the building.

**Poy Sippi Site** - More Indoor Vehicle Storage and an exhaust system inside the Vehicle Storage Building.

**Hancock Site** – More indoor Vehicle Storage.

### **Aging / ADRC**

The Department is growing and needs additional office space that will also provide for a secure lobby and a larger general purpose conference room.

New Community Center at the Law Enforcement Center site and more storage space in the Kitchen.

Replace the current rented space with a new and larger facility at the Poy Sippi Senior Dining Center.

Vehicle Garage for Home Delivery Meal Vans and Transport Vans.

## CONCEPTUAL OPTIONS

The Samuels Group / Venture Architects has internally created several options and discussed a number of those options with Waushara County Buildings Renovation Committee. The scope of work and location of the work varied from small renovation projects at the courthouse, all the way up to an entirely new facility to house all County Departments built at a green site within Wautoma. Ultimately the Buildings Renovation Committee along with The Samuels Group / Venture Architects have narrowed down to two separate options to meet the Counties needs described in the previous sections. The two options are named Option A and Option B and below is a summary for those options.

**Option A** – This consists of projects in Wautoma, Hancock and Poy Sippi. This is generally considered a two-campus option for the main County Government Departments as they are split between the existing Wautoma Downtown Campus and the Wautoma Law Enforcement Center with renovations, additions, and entirely new buildings. There would be the replacement of the existing Highway Department Headquarters, as well as additional vehicle storage added to the existing Highway buildings in Hancock and Poy Sippi. Additionally, in Poy Sippi is proposed a new Satellite EMS Station combined with Community Dining Center.

**Option B** – This consists of projects in Wautoma, Hancock and in Poy Sippi. This is generally considered a single-campus option as all the main County Government Departments relocated to or remain at the Law Enforcement Center at the end of the project though renovations, additions, and new buildings. The existing historic Courthouse would be used/sold for other purposes than County Government. There would be the replacement of the existing Highway Department Headquarters, as well as additional vehicle storage added to the existing Highway buildings in Hancock and Poy Sippi. Additionally, in Poy Sippi is proposed a new Satellite EMS Station combined with Community Dining Center. The scope of the Highway Department projects and Poy Sippi EMS / Senior Dining are the same as Option A.

## OPTION A

**New Poy Sippi EMS Satellite Station** – A new Satellite Station will be built at a location to be determined.

**New Poy Sippi Senior Dining Center** – A new Satellite Building will be built at a location to be determined.

**New Courts Building** – A new Courts Building will be constructed at the Law Enforcement Center Campus. This includes a new secure entrance / lobby, courtrooms and associated spaces, Clerk of Court, District Attorney, Victim Witness, and Register in Probate.

**Aging / ADRC / Community Dining** – These Department are also constructed as part of the new Courts Building. The design of the new Building has the flexibility for these Departments to be either in the secure Building perimeter or out of the secure Building perimeter.

**New Sheriff's Evidence Storage Garage** – This will be a heated evidence storage garage for large evidence items.

**New Law Enforcement Center Addition** - The addition to the existing Law Enforcement Center includes a new Sheriff Training/Emergency Operations Center and Staff Vehicle Garage.

**New Wautoma EMS Satellite Station** – A new Satellite Station is built at the Law Enforcement Center site.

**New Building and Grounds Building** – A new Building and Grounds Building with a work room, vehicle storage, and material storage is built at the Law Enforcement Center site.

**Human Services and Public Health** – These Departments move into the remodeled existing Courthouse space vacated by the relocation of the Courts and associated Departments and space in the newly constructed Courthouse addition.

**General Government Departments** – The General Government Departments relocate into the remodeled existing Courthouse and newly constructed Courthouse addition. Selected Departments receive secure counters. Remodeling includes repair work to existing building exterior and upgrades to mechanical systems.

The preliminary budget for Option A work above is \$42,000,000.

**Wautoma Campus Highway Department Headquarters**– Construction of a new 60,000 sq. ft. Highway Garage including vehicle storage, vehicle repair bays, vehicle wash bay, sign shop, staff offices and conference room.

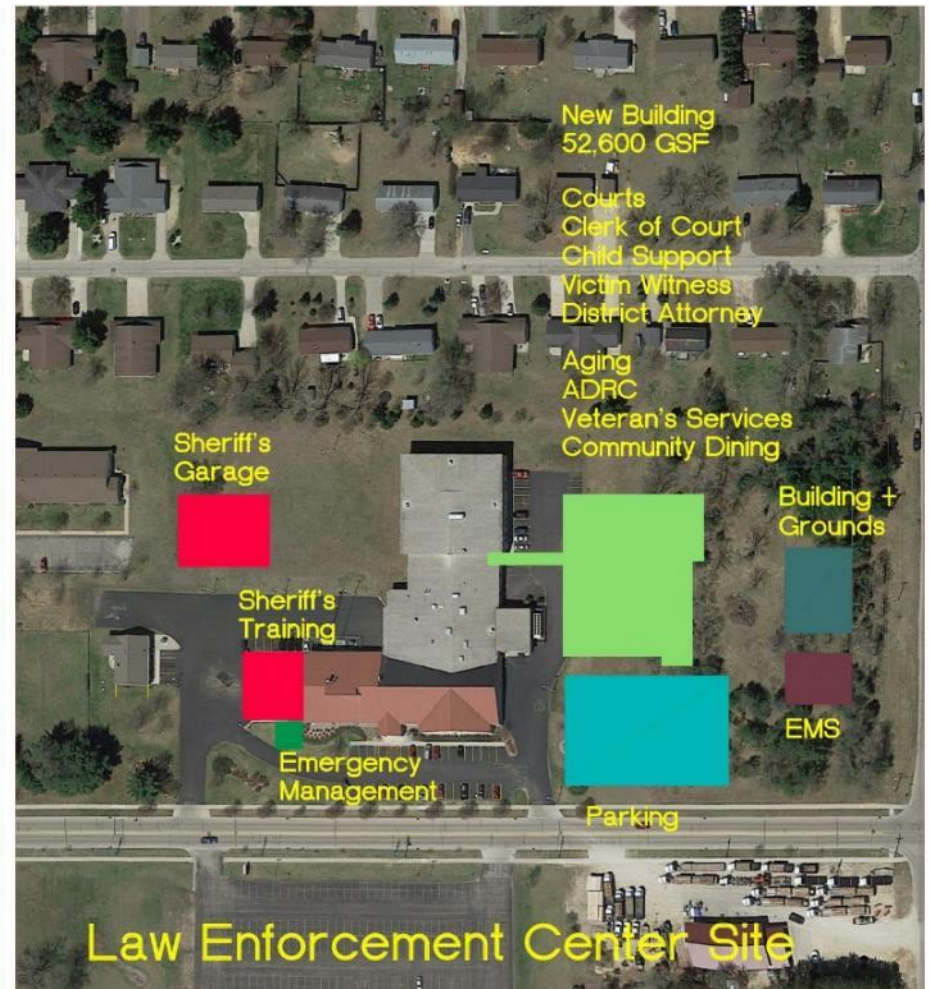
**Poy Sippi Highway Department Campus** – Construction of additional vehicle bays and new exhaust system for the existing vehicle garage.

**Hancock Highway Department Campus** – Construction of additional vehicle bays

The preliminary budget for Highway work is \$16,000,000. The total Option A preliminary budget is \$58,000,000 when combined and is expected to take approximately 36 months to complete.

## Option A – Two-Campuses, Downtown Campus and Law Enforcement Center Diagrams

Overall having a Two-Campus solution is not as efficient for day-to-day County operations compared to a single campus solution. This option retains the existing Courthouse as part of County Government operations. Keeping the historic Courthouse will require significant renovations and there should be a more robust maintenance program established to take care of the existing envelope if the building is to last for another 100 years. Historic buildings typically require more ongoing maintenance to their exteriors than modern ones but if the buildings are truly important to the County, it can be worth the effort.





**Option A Projects** – Diagrammatic plans of the new addition to and remodeling of the existing Courthouse.



Option A will require project phasing to properly complete the project. This means the new buildings and additions would need to be constructed at the Law Enforcement Center Site before departments can move into it from the existing Courthouse. It is quite possible additional phases will be required within the existing Courthouse itself due to the scale of renovations needed which will affect day to day operations. This disruption can be minimized with careful planning and coordination between the project team.

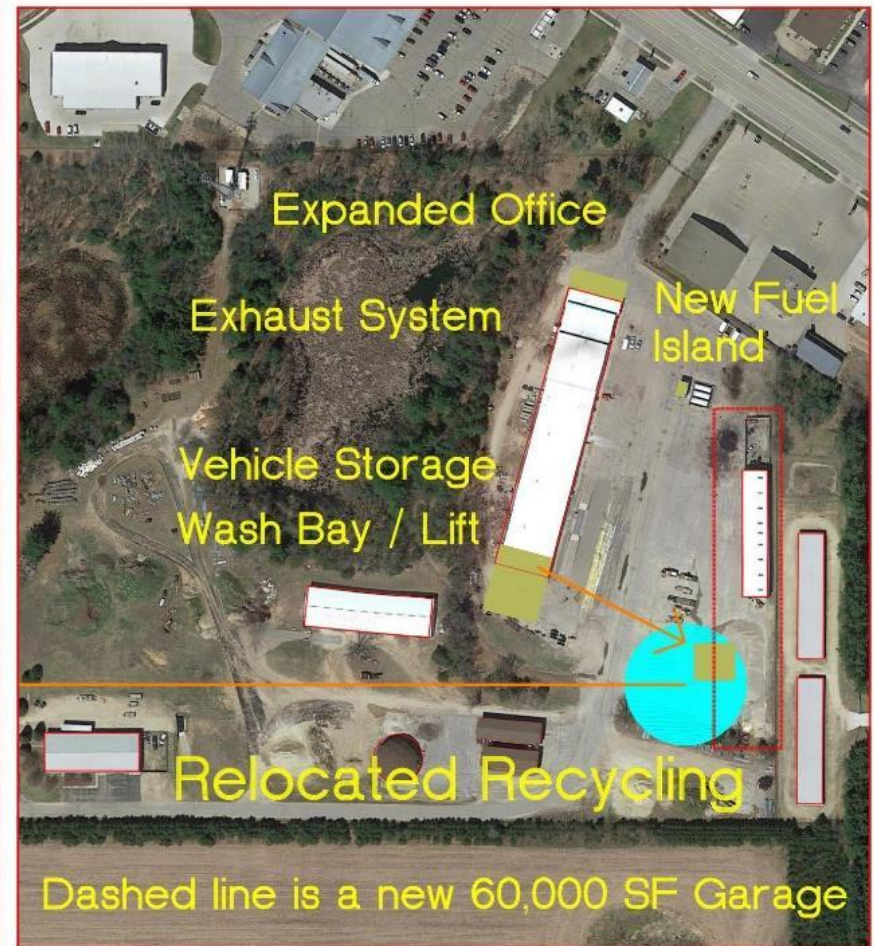


## Option A Projects – Highway Department Projects

**Wautoma Campus** – Construction of a new 60,000 sq. ft. Highway Garage including vehicle storage, vehicle repair bays, vehicle wash bay, sign shop, staff offices and conference room. Further planning on the location and potential land acquisition would need to be determined.

**Poy Sippi Campus** – Construction of additional vehicle bays and new exhaust system for the existing vehicle garage.

**Hancock Campus** – Construction of additional vehicle bays

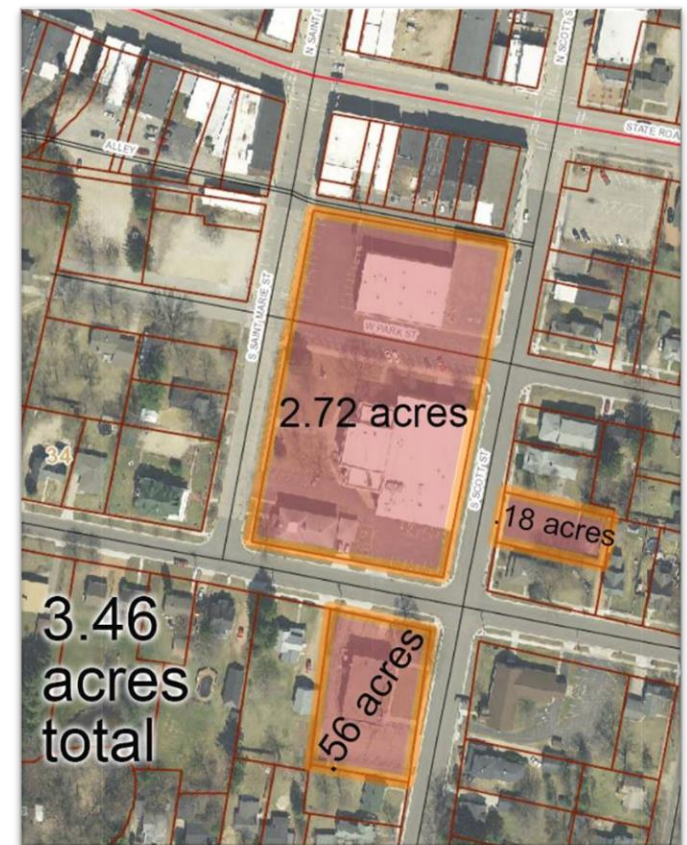




## OPTION B

### Option B Projects – One-Campus Property Size Comparison

Below are two diagrams that show the existing Downtown Campus and Law Enforcement Center Campus. The existing Downtown Campus is only 3.46 acres combined, while there is 9.06 acres at the Law Enforcement Center Campus. While options were created and evaluated a single campus in the downtown, it is not a practical solution as it would require a significant amount of property acquisition of the nearby homes or business to work properly when you factor in the space needed for the additional buildings and parking needs. Ultimately, this is why the Law Enforcement Center Campus makes the most sense for a One-Campus solution for Option B.



## Option B Projects -

**New Poy Sippi EMS Satellite Station** – A new Satellite Station will be built at a location to be determined.

**New Poy Sippi Senior Dining Center** – A new Satellite Building will be built at a location to be determined.

**New County Government Building** – A new County Government Building will be constructed at the Law Enforcement Center Campus. This includes a new secure entrance / lobby, Courts, Clerk of Court, Child Support, Victim Witness, District Attorney, Aging, ADRC, Veterans Services, Administrator, Corp Counsel, County Clerk, Register of Deeds, Surveyor, Treasurer, UW Extension, Zoning & Land, Human Services, Public Health, EMS, Community Dining, Shared Conference and Community Spaces.

**New Sheriff's Evidence Storage Garage** – This will be a heated evidence storage garage for large evidence items.

**New Law Enforcement Center Addition** - The addition to the existing Law Enforcement Center includes a new Sheriff Training/Emergency Operations Center and Staff Vehicle Garage.

**New Wautoma EMS Satellite Station** – A new Satellite Station is built at the Law Enforcement Center site.

**New Building and Grounds Building** – A new Building and Grounds Building with a work room, vehicle storage, and material storage is built at the Law Enforcement Center site.

The preliminary budget for the Option B work above is \$47,000,000.

**Wautoma Campus Highway Department Headquarters**– Construction of a new 60,000 sq. ft. Highway Garage including vehicle storage, vehicle repair bays, vehicle wash bay, sign shop, staff offices and conference room.

**Poy Sippi Highway Department Campus** – Construction of additional vehicle bays and new exhaust system for the existing vehicle garage.

**Hancock Highway Department Campus** – Construction of additional vehicle bays

The preliminary budget for the Highway Department work above is \$16,000,000. The total Option B preliminary budget is \$63,000,000 when combined and is expected to take approximately 30 months to complete.



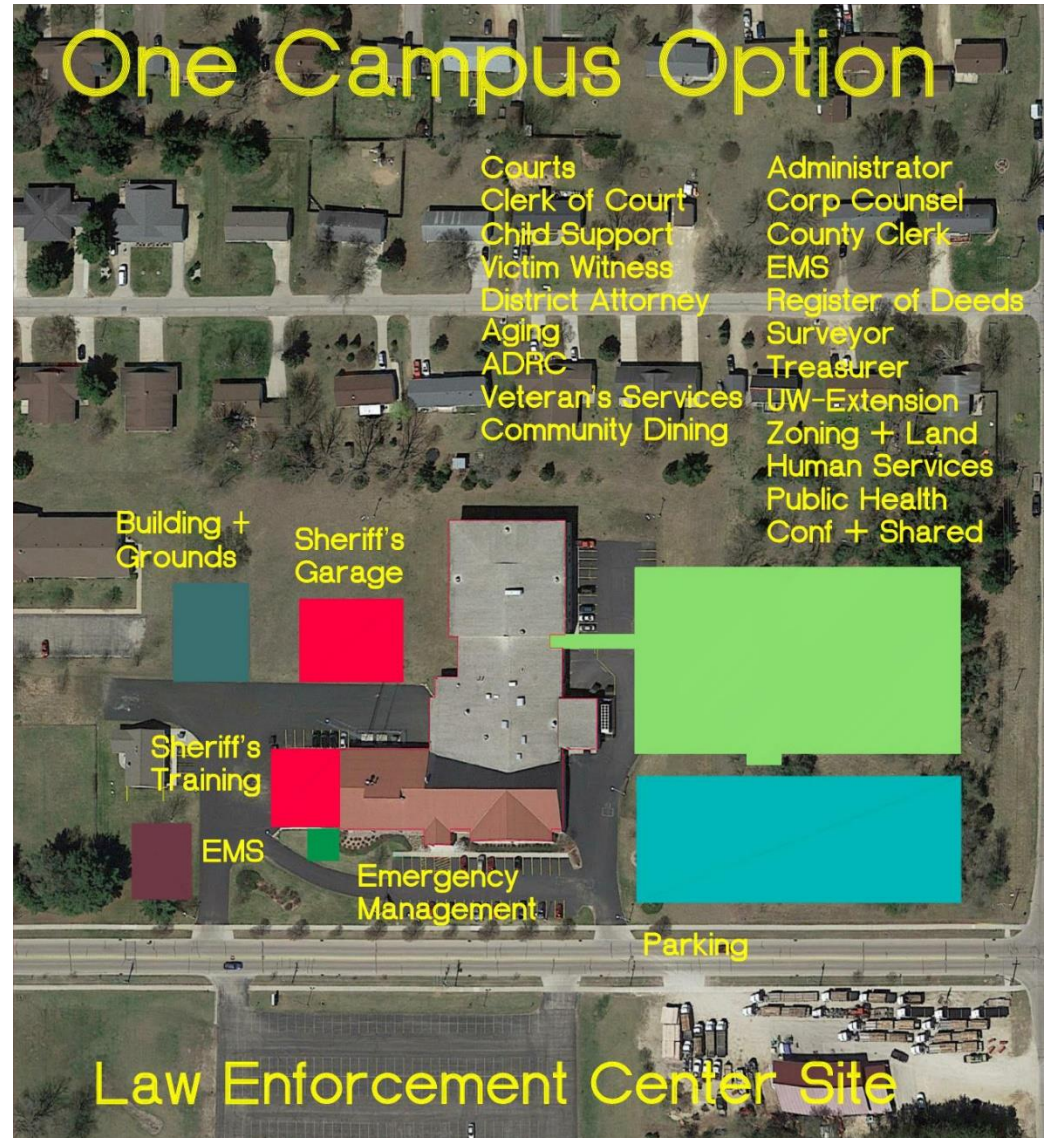
## Option B Projects – One-Campus, Law Enforcement Center Site Diagram

Overall, having a single campus is going to be more efficient for day-to-day operations for the County than being split between two campuses. The Law Enforcement Center Site has sufficient land to house all the primary County Government Functions at one location.

The future of the existing downtown Courthouse site needs to be strongly considered if this option is selected. Adaptive Reuse of the historic Courthouse could include many uses such as sale to for-profit companies to convert it into an office building, use by non-profit groups for a community center, arts, museum or even to a mixed-use group where both offices and community-based functions share the building. Some have expressed concerns that if the building does not have a planned purpose, it could sit vacant and deteriorate at a rapid rate and become a nuisance for the County.

It is also possible to demolish the existing building in its entirety or partially as well to both limit future blight and then introduce the possibility of a completely new function for the site. Some have expressed interest in keeping the main stone portico as a pavilion or monument of sorts that is part of a community park. Some have discussed complete demolition and redevelopment of the property for commercial or residential purposes. If the

It is important to have community involvement to make sure the historic Courthouse and site finds a proper use if this option is to be selected.



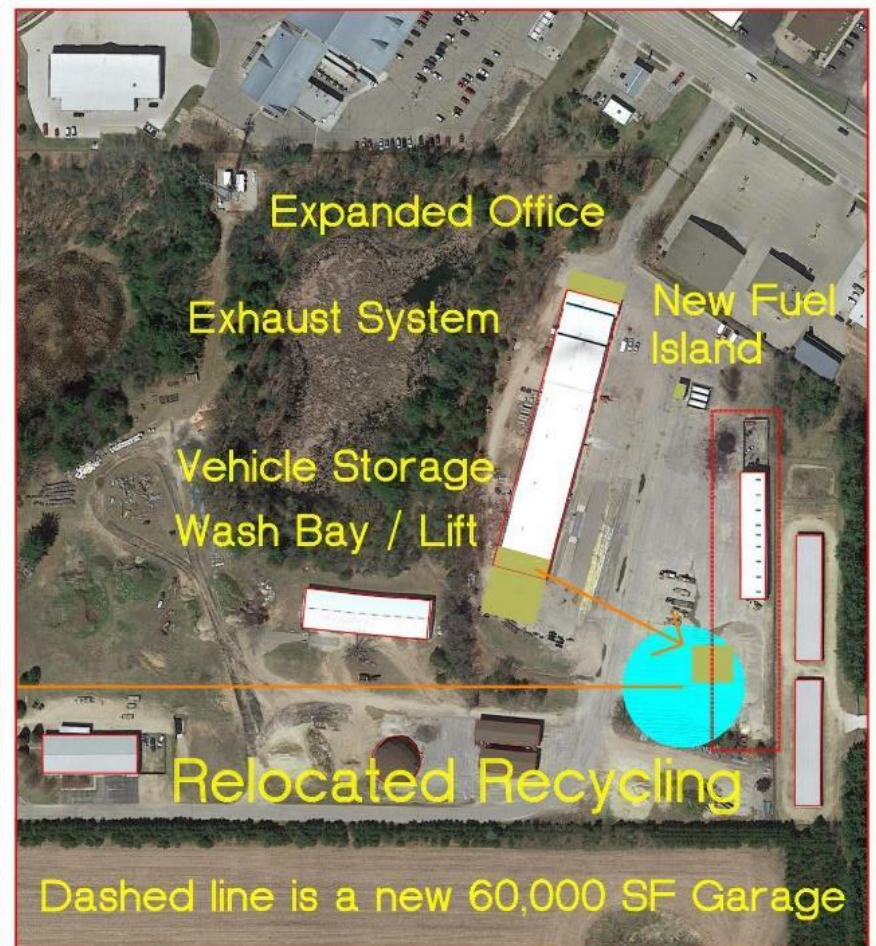


## Option B Projects – Highway Department Projects

**Wautoma Campus** – Construction of a new 60,000 sq. ft. Highway Garage including vehicle storage, vehicle repair bays, vehicle wash bay, sign shop, staff offices and conference room. Further planning on the location and potential land acquisition would need to be determined.

**Poy Sippi Campus** – Construction of additional vehicle bays and new exhaust system for the existing vehicle garage.

**Hancock Campus** – Construction of additional vehicle bays





## CONCLUSION

After meetings with Waushara County staff and walkthroughs of various buildings throughout the County, it is apparent that there are a great many needs for the Counties facilities and departments. These needs range anywhere from small maintenance projects to large additions for the Judicial system for example. Many of the recommendations you see throughout this report are related to safety, building code/accessibility, building envelope efficiency/longevity, mechanical system efficiency/longevity, department efficiency as well as departments staffing or programmatic needs now and into the future.

In the present, safety of County staff and visitors needs to be taken very seriously. All too often we hear about incidents at government facilities that may have been prevented with proactive measures. The safety issues range from trip hazards to screened and secured entrances to buildings to prevent violent incidents. The building code/accessibility review identified many issues that should be corrected in coordination with many of the larger projects. The building envelope issues should be addressed to reduce energy consumption, prevent material degradation, and improve overall aesthetics in some cases. The mechanical systems should be a top priority for the County to invest in while coordinating with the larger projects as well so that reductions can be realized in energy consumption, operating expenses and the time maintenance staff dedicates to mechanical related issues.

The primary drivers behind the new concepts are based on safety, department efficiency, staffing and programming needs. These needs along with the constraints and opportunities of the existing facilities dictate the new solutions. While there can be many different solutions to these problems, we believe the solutions presented here will meet the Counties needs now and into the future while being affordable for the taxpayers. These improvements and projects presented here will improve the daily lives staff through a more efficient layout, increased functionality, and safer environments. When the facilities make the departments more efficient, the County residents and visitors ultimately benefit as well. County residents will also benefit from the projects by the introduction of additional community spaces and overall improvements throughout the County.

For the County to choose between Option A or Option B, it is really a question as to what is the future of the existing historic Courthouse? If the County believes the building should remain as a function of the County Government, then there is a significant amount of work needed now and in the future to make sure it functions as best it can for a nearly 100-year-old building. If the County wants to keep the historic Courthouse, then Option A is the basis for the Master Plan. If the County believes it is too much effort now and in the future to maintain the existing Courthouse and wants a single efficient campus, then Option B is the basis for the Master Plan. However, there will still need to be a discussion as to what is done with the existing historic Courthouse.