Brown County
PRELIMINARY Program A
8/6/2026

August 17, 2026 (Exhibit #9)

ELECTIONS DEPT

DIRECTOR BRENDA ARP 325-646-4333

SPACE REQUIREMENT: DIRECTOR

(4) STAFF

(1) FUTURE WORK STATION

TALLEY ROOM

LARGE STORAGE FOR VOTING MACHINES 144 MACHINES

PROGRAMING AREA / SET UP

SHIPPING & RECIEVING AREA

OFFICE STORAGE SUPPLIES

BREAK / RESTROOM / JANITORAL

* SECURITY LEVEL HIGH DURING ELECTIONS MEDIUM ALL OTHER TIMES

NOTE: LOTS OF NEW RULES COMING IN FROM STATE

NEED GOOD FLOW OF EQUIPMENT FROM STORAGE → PROGRAM → FIELD → BACK TO TALLY / CERTIFY — STORAGE. THE CURRENT SPACE REQUIRES OFF SITE STORAGE WITH VERY RESTRICTED FLOW THAT ON ELECTION TIMES THE AREA FOR VOTING DOESN'T ALLOW FOR THE MOVEMENT OF EQUIPMENT DUE TO ITS ALL IN SAME SPACE.

* NEED TO CONSIDER A METHOD FOR DRIVE THRU OR CURBSIDE COVERED VOTING

* NOT GREAT DEAL PUBLIC ACCESS EXCEPT AT ELECTION TIME, BUT DOES VOTER REGISTRATION

Emergency Opps / Training

Coordinator Cliff Karnes 325-643-2828

Director/Manager Judge Tom Munson

* note looking for a multipurpose EOC/conf/ Training area. This area to seat min 30-36 people with storage adjacent, Break/coffee area, radio room. Highly Electronic. This area to be used by all departments. We require discussing with all potential users for specific requirements.
* Need easy access, close to public lobby, restrooms
* With the relative high security area.
* Due to occupancy will require multiply exits
* note Both Director and coordinator will remain at courthouse for everyday office
* Lookout in lobby some type of media area with Electronics.

TAX ASSESSOR OFFICE

Director: CHRISTINA PENTECOST 325-643-1646

Space requirements: Director office
5-6 work stations

* High security area (needs a safe)
* Director prefers "U" concept with her office able to observe all workstations
* Always concerned with staff/residents able to here (concerned with glass)
* All employees are trained to handle the different types of transactions
* Lots of open transaction storage for several years (note open records stored in courthouse basement.
* Need specialized storage for plates/forms
* Need secured space from public for transaction reconciliation
* File storage in addition to transaction records
* Discussed possibility of drive thru but the Director is not interested.
* Doesn't have problem with shared county break/restroom facilities
* Public access

TREASURER OFFICE

DIRECTOR: DAVID BECKTOLD 325-646-3023

SPACE REQUIREMENTS: OPEN WORK AREA FOR (3) PEOPLE AT THIS TIME EXPANDING TO (5) IN FUTURE

SMALL OFFICE/CONF ROOM FOR EMPLOYEE ONBOARDING

LARGE AMOUNT OF SECURE FILE STORAGE FOR HUMAN RESOURCES FILES WITH SEPERATE FILE STORGE FOR TREASURER RECORDS

OFFICE SUPPLY STORAGE

BREAK COUNTER/RESTROOM/JANITORIAL NOT DUE TO MOVE INTO COURTHOUSE COMMON AREA USE ACCEPTABLE

* HEAVY INTERACTION BETWEEN EMPLOYEES DUE TO CHECK WRITING/POSTING ETC.
* NEED TO HAVE ACCESS TO OR HAVE A SAFE
* HEAT SECURITY WOULD LIKE SOME TYPE OF BARRIER AT ENTRY. NOTE DUE TO MOVE INTO COURTHOUSE, SHERIFF'S OFFICE IS PRESENT AT ENTRY
* VERY LITTLE PUBLIC INTERACTION

Commissioners

Space requirements: 4 offices modest size
1 admin assistant office

* offices used between 15-20 hours a week just big for commissioners to meet in their office with couple people (about size of their current office occupied by two people.
* Admin assistant need file storage space and office supplies
* Break area / coffee bar
* outside access would be favorable for odd hours with receptionist to general entry.
* Low-medium security

PERMITS

Rita Thompson 325-643-1985

James Scott

Melody Smith

space requirements: work area for 3 people

note: melody smith work with indegent health and requires a work area with some privacy for the public / But she also works as a admin assistant to the commissioners. she needs a small volumn of secured file storage

note Rita & Scott work with the public on flood plain, sanitation, and signage They need two relative work stations and possible a workroom for printing signs etc. common copier for use the area, small amount of file/ plat storage, the mapping done on the computer

* this office does have cash on hand and will require some type safe and would be medium on security matrix
* no problem with shared County Break/ Restroom Facilities
* currently assists commissioners with admin out
* Lots of office supplies due to the many DIFFERENT Function

ADULT PROBATION

Director: AMBER BOSWELL 325-646-6475

space requirements: Director
(2) Admin Assistants
(9) Officer offices

* need a area for LAB/restroom/LAB storage
* High volumn of record storage requirement with 10 year retention. There is also a great deal of file storage in courthouse Basement
* medium to high security
* standard office office hours
* need staff conference area
* doesn't have issue with county Break/restroom area
* High public access
* will meet up with sheriff and discuss process on how to deal with warrants still just across the street from the courthouse

JUVENILE PROBATION

Director: TERI TIZUL 325-643-8641

Space requirements: Director
(3) officers
(1) counselor

* secured sec/receptionist
* PUBLIC restroom in LOBBY
* processing area off the LOBBY note: juvenile / officer / processing / parent, Fingerprint
* SMALL LOBBY
* STORAGE For office supplies / EQUIPMENT
* FILE STORAGE / secured
* Conference / BOARD ROOM
* High security with only secured limited access to remainder of the FACILITY Due to 24 Hour / 365 DAY access of parents / FAMILY
* no problem with common County Break / restroom note need one in LOBBY For PUBLIC
* likes electronic key access

Sheriff Vance Hall 325-646-5510

* In meeting with the sheriff his initial thought is all cameras with direct back to the sargent's station at courthouse and we come up with a method to have a real time monitor at the dispatch center for each buildings. As for all panic devices like cameras to go to courthouse.
* As for Fisk street buildings he would like a central entry where at some point a security guard could be stationed to control access, with an alarm and camera station (but could be a few years depending on the court for staffing)
* We discussed specific issues for ex when adult probation has to deal with warrants etc.
* We discussed as we get further along in the schematics we will have him and or staff to meet with the different depts and fine tune security issues

From Commissioners

600 FISK

Elections

Tax Assessor

Permitting

Indigent Health

Commissioners Offices

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Climate Controlled Storage

Meeting Room

Move Treasurer back to where the Tax Assessor is now

Move Adult Probation to Existing Elections/Treasurers building