

Richland County Campus Reconfiguration Committee

Date Posted: April 25, 2025

NOTICE OF MEETING

Please be advised that the Richland County Campus Reconfiguration Committee will convene on Wednesday, April 30, 2025 at 6:00 PM in the Richland County Board Room of the Courthouse located at 181 West Seminary Street, Richland Center, WI 53581.

Information for attending the meeting virtually (if available) can be found at the following link:

<https://administrator.co.richland.wi.us/minutes/campus-reconfiguration-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or mis@co.richland.wi.us (email)

AGENDA

1. Call To Order
2. Roll Call
3. Verification Of Open Meetings Law Compliance
4. Approval Of Agenda
5. Approval Of Minutes From April 9, 2025
6. Public Comment
7. Reports
 - A. UW Campus Status Update
 - B. Venture Architects Updates
 - C. Update On Assessment Of Specialized Items In Campus Buildings
8. Discussion & Possible Action: Approval Of Proposal From Venture Architects For Additional County Facility Assessments
9. Discussion & Possible Action: Review Of Space Needs Assessment And Next Steps
10. Closed Session: The Chair May Entertain A Motion To Enter Closed Session Pursuant To Wis. Stat, Sec 19.85(1)(E) Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session – Potential Future Uses Of Campus Buildings
11. Return To Open Session
12. Possible Action On Items From Closed Session
13. Discussion & Possible Action: Set Future Meeting Date(s)
14. Correspondence
15. Future Agenda Items
16. Adjourn

A quorum may be present from other Committees, Boards, or Commissions. No committee, board or commission will exercise any responsibilities, authority or duties except for the Richland County Campus Reconfiguration Committee.

Derek S. Kalish
County Clerk

Richland County

Campus Reconfiguration Standing Committee

April 9, 2025

The Richland County Campus Reconfiguration Standing Committee convened on April 9, 2025 in person and virtually at 6:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Chair Turk called the meeting to order at 6:00 PM.

Roll Call: Deputy Clerk Hege conducted roll call. Committee members present: Steve Carrow, Gary Manning, Ingrid Glasbrenner, David Turk, Melvin “Bob” Frank, and Steve Williamson. Committee member(s) absent: None.

Verification Of Open Meetings Law Compliance: Deputy Clerk Hege confirmed the meeting had been properly noticed.

Approval Of Agenda: Motion by Manning, second by Frank to approve the agenda. Motion carried and the agenda was approved.

Approval Of Minutes From March 18, 2025 Meeting: Chair Turk asked if there were any corrections to the minutes from the March 18, 2025 meeting. Hearing none, Chair Turk declared the minutes from the March 18, 2025 meeting approved as published.

Public Comment: None

Reports:

A. UW Campus Status Update: Chair Turk reported that the Brewer Public Library staff had been removing books and furniture from the former campus library. Interim County Administrator Kalish briefly reported that the UW Richland Alumni Association had been coordinating with County Maintenance Manager, Randall Nelson to remove their items from the former campus site.

C. Update on Assessment Of Specialized Items In Campus Buildings: Chair Turk called on Mr. Richard Lowe to present his assessments of the pianos located in the former campus buildings. Extensive discussion ensued. Discussion on other individuals to reach out to in regards to other specialized items ensued.

B. Venture Architects Updates. Chair Turk reported that there was a staffing change at Venture Architects and the point of contact had changed, but that Venture Architects continues to look at the space needs for the county as a whole. Brief discussion ensued.

Discussion & Possible Action: MOU Between Richland School District And Richland County For Use Of Gym At Campus: Chair Turk presented the proposed MOU to the committee. Extensive discussion ensued. Chair Turk entertained a motion to recommend the adoption of the MOU pending approval from the school district. Motion by Carrow, second by Glasbrenner to adopt the MOU pending approval from the school district. Motion carried and the MOU was forwarded on to the Richland School District.

Discussion & Possible Action: Use Of Campus Facilities By Richland County Sheriff’s Department For Training Purposes: Interim County Administrator Kalish gave a brief background on the direction

Richland County Campus Reconfiguration Standing Committee

that was given to the Administration team in the past regarding requests to use the buildings on the former campus site. Discussion ensued. Chief Deputy Wallace joined via WebEx and restated the request from the Sheriff's Department. Extensive discussion ensued. Interim Administrator Kalish asked the committee for direction on how to handle requests going forward. Consensus was gained from the committee for the Administrator to create a building use request form available to County departments and that the gym would not be included on the request form.

Discussion & Possible Action: Set Future Meeting Date(s): Consensus from the committee was gained to set the next meeting to Wednesday April 30, 2025 at 6:00 P.M.

Correspondence: None.

Future Agenda Items: None.

Adjourn: Chair Turk entertained a motion to adjourn. Motion by Manning, second by Carrow to adjourn. Motion carried and meeting adjourned at 6:54 PM.

Respectfully submitted by,



Myranda H. Hege
Deputy County Clerk

Richland County Campus Reconfiguration Committee

Agenda Item Cover

Agenda Item Name: Approval of Proposal from Venture Architects for Additional County Facilities Assessment

Department	Administrator's office	Presented By:	Tricia Clements
Date of Meeting:	April 30, 2025	Action Needed:	Vote
Disclosure:	Open Session	Authority:	County Rules
Date submitted:	April 24, 2025	Referred by:	Tricia Clements
Action needed by no later than (date)		Resolution	

Recommendation and/or action language: Approval to engage with Venture Architects to complete a facility assessment for Symons Center, Pine Valley Facility and the Ambulance Building.

Background: To gather a full understanding of the quality of the Richland County Facilities, a facility assessment will need to be completed on Pine Valley, Symons Center, and the Ambulance garage as they have yet to be done. Venture Architects has provided a quote of \$31,000 to complete the three assessments. This will provide the county information on the current structural state of these county buildings.


Attachments and References: Venture Architects quote dated April 24, 2025.

Financial Review: Total cost is \$31,000

(please check one)

<input type="checkbox"/>	In adopted budget	Fund Number	
<input type="checkbox"/>	Apportionment needed	Requested Fund Number	
X	Other funding Source	ARPA funds	
<input type="checkbox"/>	No financial impact		

Department Head


Administrator, Tricia Clements



April 24, 2025

Derek Kalish
County Clerk
Richland County
181 W. Seminary Street
Richland Center, Wisconsin 53581

Re: Richland County Facilities Assessment – Additional Services

Dear: Derek

Thank you for requesting Venture Architectural Studios to assist you in the Richland County Facilities Assessment. The following is the basis of our project understanding.

Project Scope:

- The purpose of this Additional Service Request is to assess three more buildings/facilities:
 - **Pine Valley Facility**
 - **Symons Center**
 - **Ambulance Building**

Scope of Services:

- Venture should provide complete building assessment and masterplan for Richland County:
 - Evaluation and assessment of existing structural, electrical, mechanical, safety & security, and HVAC conditions and recommendations for required maintenance, improvements, repairs, and replacement.
 - Identification of deficiencies in subject facilities, code/licensing compliance, safety issues, inefficient use of space, and space limitations.
 - Recommendation for operational efficiencies through facility improvements, remodeling or new construction.
 - Overall space needs evaluation and recommendations for optimization. Recommendation shall include property needs.
 - Recommended implementation schedule for improvements and optimizations.
 - Cost estimates for recommendations.
 - All meetings with employees and stakeholders required for study.
 - Renderings and display materials to convey messages to employees, the County Board, and the public.
 - Other items to meet goals & objectives, as determined with consultant.

Schedule:

- We anticipate the scope of these facilities will take ten (10) weeks upon signing of proposal.

April 24, 2025
Richland County Facilities Assessment



Page 2 of 2

Proposed Fee:

Our proposed fixed fee is **Thirty-One Thousand Dollars \$31,000.**

Reimbursable expenses **Included** in fee:

Transportation (car rental or mileage)

Lodging (if necessary)

Meals

Printing (if required)

Reimbursable expenses Not Included in fee (cost indicated is for budgeting):

Handling and Postage (if required)	\$1,000
Survey (if required)	\$25,000
Geotechnical (if required)	\$20,000
Total	\$46,000

Trusting that this proposal is accepted, we look forward to working with you on this exciting project!

Sincerely,

Venture Architects:

Accepted By:

Cory Beyer, AIA
Principal | Vice President

Richland County

RESOLUTION NO. 25 - XX

Resolution Approving Proposal From Venture Architects For Additional County Facility Assessments.

WHEREAS Venture Architects has completed a county facilities assessment and space needs analysis for several buildings owned by Richland County, and

WHEREAS a facilities assessment study will provide information regarding the current structural state of county-owned buildings to help guide future facility use decisions, and

WHEREAS the Executive & Finance Standing Committee has carefully considered acceptance of proposal from Venture Architects to complete the additional facilities assessment study for Richland County, and

WHEREAS the Executive & Finance Standing Committee is now presenting this Resolution to the County Board for its consideration.

NOW THEREFORE BE IT RESOLVED that the Richland County Board of Supervisors accepts the facilities assessment study proposal submitted by Venture Architects at a cost not to exceed \$40,000, and

BE IT FURTHER RESOLOVED the facilities assessment will be funded from Fund 93, and

BE IT FURTHER RESOLVED that this Resolution shall be effective immediately upon its passage and publication.

VOTE ON FOREGOING RESOLUTION

RESOLUTION OFFERED BY THE CAMPUS
RECONFIGURATION COMMITTEE
(28 APRIL 2025)

AYES_____ NOES_____

RESOLUTION _____

FOR AGAINST

DEREK S. KALISH
COUNTY CLERK

DATED: MAY 20, 2025

INGRID GLASBRENNER
STEVE CARROW
GARY MANNING
BOB FRANK
DAVID TURK
STEVE WILLIAMSON