

Richland County County Facilities Planning Committee

February 19, 2026

The Richland County Facilities Planning Committee convened on February 19, 2026, in person and virtually at 5:00 PM in the County Boardroom of the Richland County Courthouse.

Call To Order: Committee Chair Turk called the meeting to order at 4:00 PM.

Roll Call: Committee Chair Turk conducted roll call. Committee members present: Steve Carrow, Rod Perry, David Turk, Melvin “Bob” Frank, and Steve Williamson, and Marc Couey. Committee member(s) absent: Sandra Kramer and Marc Couey.

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

Approval Of Agenda: Motion by Perry second by Frank to approve agenda. Motion carried via voice vote and agenda declared approved.

Approval Of Minutes From The January 29, 2026 Meeting: Committee Chair Turk asked if there were any corrections or amendments to the minutes from the January 29, 2026 meeting. Hearing none, Committee Chair Turk declared the minutes from the January 29, 2026, meeting approved as presented.

Public Comment: None.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The Register Of Deeds’ Office: Register of Deeds McCoy stated the office has a sufficient amount of space. McCoy noted concerns with the doors locking on the outside and stated a doorbell placed outside of the office would be beneficial for office operations.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The Real Property Lister’s Office: Real Property Lister Lins provided a brief overview of the department’s functions and current utilization of the office space. Lins noted the office does highly focused work in which productivity is hindered by the current spatial layout. Lins also noted the following regarding the current layout:

- No barrier for unsafe interactions as the office space is wide open
- The counters are low and allow for easy access to items behind the counter
- A barrier between the public and workspaces is desired
- Lobby area could be reduced
- Would like to remain located in the same office as the County Treasurer

Supervisor Perry noted security has been a concern for all departments that have presented. Supervisor Frank asked about the impact of digitization efforts. Lins noted that items are being digitized but some physical documents need to be kept. Cory Beyer of Venture Architects noted the concerns of safety and security for all departments.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The County Treasurer’s Office: County Treasurer Mott provided a brief overview of the department’s

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functions and current utilization of the office space. County Treasurer Mott noted the following regarding the current layout:

- Current layout makes for a challenging and noisy work environment
- Would like private office(s) given the sensitive information the office handles
- Difficult to focus on tasks or when in meetings
- Current layout is disorganized
- Need a large space to complete work duties
- Vaults are not temperature controlled and do not function properly
- No technology at service counter results in inefficiencies when completing routine tasks
- Updated furniture has been beneficial
- Desire for two separate service windows at counter spaces

Supervisor Williamson asked if their offices could be relocated across the hall to a different location and County Treasurer Mott noted said that would be acceptable. Mott also noted a single location for records storage would be very beneficial. Supervisor Carrow asked if a remodel of the current space would solve the current layout problems. Mott replied by stating that the layout is simply not working nor is it cohesive enough. Supervisor Turk noted the long hallway is a challenge and Beyer noted the idea of central waiting area for multiple departments to share.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The County Clerk's And County Administrator's Office: County Clerk Kalish stated that the amount of space is sufficient, functionality could be improved with minor renovations, and work processes have been modified to accommodate current layout even though it is not always the most efficient way to complete tasks. County Clerk Kalish stated that security and safety are the biggest concerns with the office space and need to be addressed immediately. Administrator Clements noted that the HR Director does not have a private office. Administrator Clements also noted that the HR Department offices are noisy, have little to no privacy, and serve as the location for the mailroom and departmental mailboxes. Supervisor inquired about changing the locks and Beyer stated that a secured entrance to the entire facility is ideal.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The Land Conservation And Zoning Offices: Zoning Administrator/County Conservationist Cooper noted the following:

- Given there is no front-end staff, department staff cannot hear people enter office space with poses various safety concerns
- No vault space for secured storage
- Office location is isolated due to its location at the end of the hallway
- Digitization efforts are a work in progress and would like central storage location for documents
- HVAC does not work properly in offices

Beyer noted that the Land Conservation and Zoning offices are in the worst spot of the courthouse. Supervisor Perry noted the need to address wiring issues and Administrator Clements noted the need for updated wiring throughout the entirety of the building.

Discussion Of Current And Future Space Needs, Structural Soundness, And Safety For The Maintenance Department's Office: Maintenance Director Nelson noted the following:

- Need space for storage and work areas
- Safety is not a large concern

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- Progress has been made to secure various areas of the courthouse
- Furnaces have been replaced many times
- Issues with generators

Maintenance Director Nelson reviewed the various maintenance needs. Discussion followed regarding the prioritization of maintenance needs. Committee Chair Turk asked how much of the maintenance needs Nelson could complete himself. Director Nelson noted he could complete some but would need outside help for others. Director Nelson again noted the department's biggest need is a shop area to work from.

Supervisor Frank asked how safety and security needs are being qualified and what standards will be used to determine the needs. Administrator Clements noted that needs from all the meetings need to be reviewed and prioritized. Committee Chair Turk noted the county needs to look at what we can do with what we currently have.

Correspondence: None.

Adjourn: Motion by Perry second by Frank to adjourn. Motion carried via voice vote and meeting adjourned at 6:10 PM.



Derek S. Kalish
County Clerk