

# Richland County County Facilities Planning Committee

Date Posted: December 31, 2025

## NOTICE OF MEETING

Please be advised that the Richland County Facilities Planning Committee will convene on Tuesday, January 6, 2026, at 5:00 PM in the Richland County Boardroom 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/ad-hoc-county-facilities-planning-committee/>

If you have any trouble accessing the meeting, please contact MIS Support at 608-649-4371 (phone) or [mis@co.richland.wi.us](mailto: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. Public Comment
6. Discussion & Possible Action: Election Of Committee Chair
7. Discussion & Possible Action: Election Of Committee Vice-Chair
8. Discussion & Possible Action: Review Of Committee Function, Expectations, And County Facilities Plan Creation Timeline
9. Discussion & Possible Action: Set Future Meeting Date(s)
10. Correspondence
11. Future Agenda Items
12. Adjourn

PLEASE NOTE: That upon reasonable notice, a minimum of 24 hours in advance, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service contact Tricia Clements, County Administrator at 181 W. Seminary St., Richland Center, WI 53581 or call 608-647-2197.

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 County Facilities Planning Committee.

Derek S. Kalish, County Clerk

The County Facilities Planning Committee was created in December of 2025 with the goal of creating a 20-year plan for county facilities. This plan will take into consideration the space needs, safety needs, structural needs and maintenance needs of all buildings of the county. Each Department Head will provide an overview of their department's space needs, safety needs and structural needs. There will be a separate overview provided of the maintenance/infrastructure needs of each building. Venture Architects will be in attendance to provide input.

**Space needs:** Space needs are defined as the amount and type of physical space required to effectively support its staffing levels, operational functions, equipment, public service responsibilities, and regulatory obligations, while allowing for efficient workflow, accessibility, and reasonable future growth.

**Safety needs:** Safety needs are defined as the physical, procedural, and environmental measures required to protect employees and visitors from injury, illness, security threats, and emergencies, while ensuring regulatory compliance, operational continuity, and a safe, healthy working environment.

**Structural needs:** The structural needs are the permanent building elements required to safely support occupancy, operations, equipment, and building systems, while meeting life-safety codes, accessibility standards, and long-term durability and adaptability objectives.

**Maintenance needs:** Internal systems within the buildings, including electrical wiring, plumbing, elevators, HVAC, fire protection, and communication networks.

The end goal is to create 20-year facilities plan which encompasses all buildings, including future construction plans. This plan will provide guidance to the county administrator in prioritization of facility needs.

Here is an overview of the county's current debt as of December 31, 2025. The county has \$24,300,000 in debt services. Our max debt capacity is \$98,873,365.

Refunding Bonds (Debt Consolidation) - \$690,000 - Matures 3-1-2027

Promissory Notes (Capital Improvement Projects) - \$1,545,000 – Matures 3-1-2028

Pine Valley Construction Bonds - \$7,320,000 – Matures 3-1-2035

Pine Valley Construction Bonds - \$6,645,000 – Matures 9-1-2038

Capital Improvement Bonds (Radio Tower) - \$8,100,000 – Matures 9-1-2038

Proposed schedule:

January 6, 2026 – Kickoff meeting.

January 22, 2026 – Jail and Sheriff's office overview

January 29, 2026 – Courthouse 2<sup>nd</sup> floor departments and Judge's chambers.

February 19, 2026 – Courthouse 1<sup>st</sup> floor and 3<sup>rd</sup> floor departments

February 26, 2026 – Community Services Building departments and Symons

March 19, 2026 – Ambulance, Highway and Pine Valley buildings

March 26, 2026 – Creation of master plan

April 2, 2026 – Finalization of master plan

5:00 pm start time. Each meeting will be a maximum of two hours.

Documents will be saved to the Committee Folder labeled County Facilities Planning Committee. If there are additional documents requested, please let me know prior to the meeting.

# Richland County County Facilities Planning Committee

## Needs Assessment Discussion Notes

Department: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

### **Space Needs**

### **Safety Needs**

### **Structural Needs**

Needs Priority Ranking: Please rank the needs in order from least to most important (1 is most and 3 is least).

Space Needs

Safety Needs

Structural Needs

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Ambulance Service Building

Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Courthouse      Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Community Services Building

Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Highway Building      Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Pine Valley Community Village      Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

- 1: \_\_\_\_\_
- 2: \_\_\_\_\_
- 3: \_\_\_\_\_
- 4: \_\_\_\_\_
- 5: \_\_\_\_\_

Richland County  
County Facilities Planning Committee

Needs Assessment Discussion Notes

Maintenance Needs: Symons Recreation Complex

Meeting Date: \_\_\_\_\_

Needs Priority Ranking: Please rank the building maintenance needs in order from least to most important (1 is most and 5 is least).

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

# Richland County County Facilities Planning Committee

## Needs Assessment Discussion Notes

County Technology Needs (All County Departments)      Meeting Date: \_\_\_\_\_

### **Courthouse**

### **Community Services Building**

### **Ambulance Service Building**

### **Symons**

### **Highway**

### **Pine Valley Community Village**

Needs Priority Ranking: Please rank the county technology needs in order from least to most important (1 is most and 6 is least).

Courthouse

Community Services Building

Ambulance Service Building

Symons

Highway

Pine Valley Community Village