

***Official Proceedings***  
***Codington County Justice Advisory Committee***  
***Lake Area Technical Institute Room 512***  
***Watertown, SD 57201***  
***January 19, 2016***

The Codington County Justice Advisory Committee (CCJAC) met on January 19, 2016, at Lake Area Technical Institute. Present were committee members Tyler McElhany, Lee Gabel, Megan Gruman, Al Koistinen, Larry Wasland, Greg Endres and Toby Wishard. Also present were non-voting members Tom Walder and the Honorable Carmen Means (in place of the Honorable Dawn Elshere). The meeting was called to order at 6:10 p.m. by Chairman Lee Gabel.

***Agenda Approved***

Motion to approve agenda was made by Gruman; motion seconded, all in favor, agenda approved.

***Minutes from Nov. 17, 2015 Approved***

Motion by Wasland to approved the minutes; seconded; all in favor. Minutes approved.

***State of Process to Fulfill Commissioners' Instructions to the CCJAC***

Instruction #1 (review previous work) has been completed. Instruction #2 (self-analysis, recommendations for obtaining analysis) has been mostly completed through the Jail and Court consultations and through input by stakeholders; additional data will be added as it is obtained. Instruction #3 (developing criteria) is nearly done. Instruction #4 (developing options) has begun with the search of a pre-design architect and will continue with evaluation of bids and the award of a contract to an architectural firm (see attached chart).

***Concerning Instruction #2 (self-analysis and obtaining analysis):***

***County Law Library***

Gabel reviewed the attached slides and report concerning the need for and placement of a law library, as required by state law. To meet the requirement for public access, an available option is to place the county law library in the Watertown Public Library, using a public computer workstation. Gabel has done preliminary coordination with the Court, City and Library.

Judge Means said that free internet resources would probably not meet the intent of the law for a county law library. Most of the present use by the public is for family law by people representing

themselves. Access is needed for state case law, statutes, topic areas, and legal forms. A good deal of this information is available through a regular internet search but the information obtained can be questionable. A question was raised as to whether the requirement for counties to fund law libraries might change in the future; Judge Means stated that it would take an act of the state legislature to repeal the law.

Gabel stated that he had a quote for a digital law library subscription of about \$240/month. Gabel will research less expensive options. It would likely be more expensive to subscribe to hard copy updates than to subscribe to a digital library.

It was agreed by consensus that the CCJAC's involvement with the question of the county law library should consist of providing the information so far obtained to the BoCC.

### ***Update on Jail Needs Assessment***

Bill Garnos has been receiving updates from the sheriff's office and incorporating them into his jail needs assessment (updates attached to these minutes). Total bookings for the year 2015 were 3076; this is 448 more bookings in 2015 than 2014. Sheriff Wishard noted that January of 2016 is due to set records for the highest ADP for any January. Reasons for the high numbers are unclear. Judge Means stated that there are multiple pending arrests for many of the inmates in Codrington County. Previous arrests don't seem to serve as a deterrent.

### ***Concerning Instruction 3 (developing criteria):***

#### ***Justice Facility Comparison Criteria***

Chairman Gabel presented a draft chart (attached to minutes) of criteria for comparing justice facility construction options, arranged in order of priority. Committee members agreed on a refinement to criterion #6 to change the name from "construction cost" to "project cost". A motion was made by Ms. Gruman to recommend these criteria to the BoCC for adoption as the approved criteria, motion seconded. All voted in favor; the criteria will be sent to the BoCC for their approval.

### ***Concerning Instruction 4 (developing options):***

#### ***Review of Architectural Proposals***

Ten proposals (see attached slide) for architectural pre-design services were received in answer to the request for proposals (RFP) published in December 2015 (see CCJAC minutes from November 17, 2015). Copies of all ten proposals have been placed in the auditor's office for public review. The proposals are numbered and will be referred to in future meetings by number.

The committee will review the proposals, with the goal of recommending one firm to the BoCC. The committee agreed by consensus on the proposal evaluation process on the attached slide and detailed below. The evaluation process will use the five evaluation criteria from the RFP. To maintain the priority stated in the RFP, each criterion was assigned a weight. The weights, proposed by Gabel, were agreed upon by consensus (see "weight" column on the attached example proposal score sheet). As the next step, CCJAC members will review (Gabel had reviewed all ten as of this meeting) proposals according to the table on the last page of the attachments to these minutes. Score sheets will be completed by committee members within two weeks and returned to Gabel or the Auditor by February 2, 2016. Gabel

will tabulate the scoring to identify which firms to interview. Should there be a need to discuss the scoring prior to identifying which firms to interview, addition coordination (likely an additional short meeting) will be completed.

***Future Meetings of the CCJAC***

The CCJAC will meet on February 16 at Lake Area Technical Institute, 6:10 p.m. On the agenda will be appointment of officers, interview(s) of architectural firms, and updates to the committee's work.

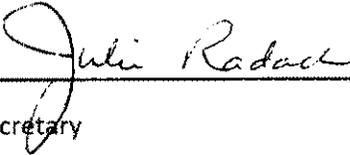
Additional interviews will be held on February 23. The county commissioners will be invited to take part in the interview sessions.

The CCJAC will additionally meet on March 8 to review the evaluations and recommend a proposal to the BoCC.

An additional two or three facility visits may be arranged by Chairman Gabel for the first half of February.

***Unfinished/New Business, Open***

No other business was presented to the committee. A motion was made by Koistinen to adjourn the meeting; motion seconded, all in favor. Meeting adjourned at 7:19 p.m.

  
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Secretary  
CCJAC

February 16, 2016

Date Approved