

**Official Proceedings**  
**Codington County Justice Advisory Committee**  
**Lake Area Technical Institute, Room 430**  
**Watertown SD 57201**  
**August 8, 2016**

The Codington County Justice Advisory Committee (CCJAC) met on August 8, 2016 at Lake Area Technical Institute. Attending were committee members Megan Gruman, Al Koistinen, Greg Endres, Lee Gabel, Larry Wasland, Toby Wishard and Tyler McElhany. Also present were non-voting members Tom Walder and the Honorable Robert Spears. Meeting was called to order at 6:13 p.m. by Chairman Lee Gabel.

***Agenda Approved***

Motion by Koistinen to approve the agenda for the meeting; motion seconded. All voted in favor, agenda approved.

***Minutes Approved***

Minutes from June 21, 2016 were presented. Motion by McElhany to approve, motion seconded, all in favor; minutes approved.

***Discussion and feedback from public presentation of June 28, 2016***

The main questions that were presented to the committee and architects during the public presentation have been posted to the website, along with answers. Approximately 40-50 people attended the presentation. The committee felt that having a moderator, who isn't a member of CCJAC, was helpful and this practice will be continued.

***Discussion of updated site and concept plans***

Possible construction sites have been narrowed to four, with multiple options at some sites (slides are attached to these minutes). Highlights of each site plan are listed below. The slides also provide a checklist showing whether each site meets (or does not meet) certain goals (based on criteria approved by county commissioners in early 2016). Bruce Schwartzman from BKV Group emphasized that the conceptual planning at this point is a broad-brush view rather than detailed architectural blueprints.

**Site 1: City Auditorium Block (2 options)**

Notes: The site is 3 acres. The site is in the central business district and in proximity to the courthouse. The auditorium and parking area are City owned. Assessed value for the half of the block which is occupied by private residences is about \$390,000. The purchase cost of the city-owned property needs to be determined.

- Option A: 25,000 SF in the auditorium which is enough space to operate the sheriff's offices. Jail operations and jail housing would be in a structure added to the north. Jail housing would be one-story with a mezzanine, with room for expansion in the future. Jail operations would be in a two-story building; the second floor could include a full-service secured hearing room allowing in-custody hearings and saving staff time from moving the inmates. Sheriff Wishard clarified that most of the appearances at this time are required to be in the courtroom. Judge Spears also felt this room might not be highly utilized. Consideration will be given to reducing the size of the room to more of a meeting room.
- Option B: In addition to the jail and sheriff spaces, moving all the additional judicial functions to the auditorium block (States Attorney, Clerk of Courts, etc.) to become more of a Justice Center. This would require the center building to be three stories: Offices, administration and lobby on first floor, court services and SA on the second floor, courtrooms on the third floor.

### **Site 2: County Highway Shop off of Highway 20**

Notes: 14 acres with adequate room for expansion. County-owned. 1.9 miles from the existing courthouse. An in-custody courtroom is included in the plan (see slide). Jail and sheriff's operations would be moved to the new site, with the current courthouse remodeled as shown in the slides.

### **Site 3: West Highway 212**

Would need to be annexed into the city, which is a minor issue. The Dept. of Transportation would require a traffic analysis which would take approximately 2 months and cost \$10-15K. In the option shown, Jail and sheriff's operations would be moved to the new site, with an in-custody courtroom.

### **Site 4: Courthouse Block (3 remaining options)**

Notes: 3 acres. All parking space will be lost to construction.

- Option A: County offices would move into the "Midland Building", with all court services and courtrooms being located in the current courthouse. The existing jail would be demolished to allow a new jail to be constructed. A 2-story sheriff's operations building would be constructed, with a section of the new building being built first allowing for the movement of inmates into that building while the jail facility is being built. A secured entrance into the building would be established through the main public entrance.
- Option B: Not using the Midland building, but moving county offices into remodeled jail/sheriff building. 17000 SF of space is required. Basically only the shell of the building would be kept, giving modest savings. Construction would require four phases. Provides some expansion capability. Allen Brinkman, jail specialist, noted that this plan would require increased staffing due to "stacking", which would add to operational costs.
- Option C: Remodel the jail/sheriff space to house sheriff's operations. A new two-story addition would be built to the west of the courthouse. The jail will need to go on 2<sup>nd</sup> level, dictating the footprint of the building on the 1<sup>st</sup> level and giving some inefficiency. County governing offices stay in the courthouse. Uses existing courtroom, builds another secure jury courtroom.

- Option D (REMOVED): This option called for demolishing the existing jail/sheriff building and building a new court services and sheriff's operations wing on the west side, with a new jail. County offices would remain in courthouse. This option was determined to not be viable due to the required relocation of inmates for an extended period during construction. There is inadequate jail cell space in this part of the state and the cost would be prohibitive.

### ***Operational impacts; Construction timelines; Preliminary estimates***

Operational impacts and costs will begin to be investigated by BKV Group now that the options have narrowed. Staffing needs will depend on the need to transport inmates, jail configuration. A first broad look estimates 19 total jail staff currently. A 72-bed facility is estimated to require 23 staff, and 120 beds (one level) at 34 and 120 beds (multi-level) at 39. ACA guidelines recommend 1 staff to 32 inmates;

Mr. Schwartzman stated that it takes roughly 12 months from the start of a project until construction documents are complete. The schedule does not identify the multiple steps required on some of the sites which utilize existing buildings.

BKV recommended that a soil boring test be done at all viable sites to determine foundation requirements; the tests are \$6-7K each and should test to a depth of 25 feet.

Preliminary estimates include a 10% to 15% design and construction contingency and factoring for inflation. Projected construction costs for a 2019 completion date ranged from \$29 million for option 1A to \$34 million for option 4B. Added to this will be property costs if land/buildings must be purchased.

### ***Future Meeting Dates***

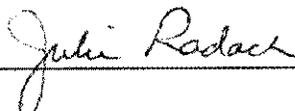
An additional meeting date of August 25, 2016 was added. BKV will have additional operational information and refined estimate numbers at that time. A public presentation is scheduled for September 8.

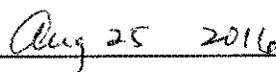
Additional future dates include October 11 and November 14 for CCJAC meetings, and December 6 and January 24 for public presentations.

### ***Unfinished Business/New Business***

No unfinished or new business was presented.

Motion was made by Ms. Gruman to adjourn the meeting; motion was seconded and all were in favor. Meeting adjourned at 9:22 p.m.

  
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Secretary  
CCJAC

  
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Date Approved