

Official Proceedings
Codington County Justice Advisory Committee
Lake Area Technical Institute, Room 430
Watertown, SD 57201
October 10, 2017

The Codington County Justice Advisory Committee (CCJAC) met on October 10, 2017, at Lake Area Technical Institute. Attending were committee members Lee Gabel, Al Koistinen, Troy Van Dusen and Larry Wasland. Absent were Brad Howell, Greg Endres, and Megan Olson. Also absent were non-voting members Tom Walder and the Honorable Robert Spears. Meeting called to order by Chairman Lee Gabel at 6:10 p.m.

Agenda & Minutes Approved

Motion to approve the meeting agenda was made by Van Dusen. Motion seconded, all in favor, agenda approved. Motion to approve minutes of the August 8, 2017 meeting made by Wasland. Motion seconded, all in favor, minutes approved.

Jail Study Update

Gabel reported that he and Tom Walder had discussed with jail consultant, Bill Garnos, the possibility of doing an objective jail classification study. Garnos informed Gabel that he didn't believe that such a study would be very helpful. The jail staff can classify inmates efficiently, because they can become sufficiently familiar with the inmates enabling inmate classification as best the current jail facility will allow. Another idea to consider for data gathering would be the assembling of periodic "snapshots" to show the levels of criminal offense (e.g. felony, misdemeanor). Pulling the data for this is a largely manual process for the jail staff. Another possibility is a "jail utilization study" which may require a consultant.

Second Jury Courtroom Update and Action

Gabel reviewed information from the previous CCJAC meeting (see attached slides) and said that the County Commissioners have budgeted adequate funds for the project based on the following basic plan (see "2nd Jury Courtroom Option" and "Move DoE to Clerk of Courts Space" attached slides):

1. Move the county nurse's office to rented office space.
2. Remodel the nurse's office as the Clerk of Courts space.
3. Move the Department of Equalization to the current Clerk of Courts space (Also move the Maintenance Supervisor, Welfare office, Veterans' Assistance Office, and State's Attorney file room to various other spaces).
4. Remodel the space left vacant by the Department of Equalization into a jury courtroom.

The county provides office space and clerical help for the nurse's office. The state Department of Health pays for the nursing services. A space for the nurse's office is still being sought, and suggestions are welcome. Space still needs to be identified for some of the smaller offices.

The cost for the remodel project (includes courtroom, judge's chambers, jury room, attorney/client rooms, clerk of courts) including architect fees, furnishings, fixtures, technology, and contingencies is estimated at \$1,344,496 (see "Rough Remodel Estimate" attached slide). Estimated rent for the nurse's space, costs of moving, and minor remodeling costs have been included in the 2018 budget. The courtroom/clerk of courts remodel costs are budgeted from the Future Building Projects Fund.

Architectural Design Agreement

Discussion was held on an architectural design agreement, with BKV Architects, for the court space would include design of the project (architectural design, structural/mechanical/electrical design and engineering, as well as consultation on courtroom technology and built in furnishings), estimating costs, preparing construction documents and bidding packages, consultation during contract award and construction, and visits to the site during construction. BKV fees would be around \$172,000. (160,000 architect and engineering, expenses not to exceed 12,000). The State's Attorney and Mr. Morris (financial advisor from Dougherty and Associates) have reviewed at the agreement (draft attached) and saw no problems with it.


Telephone conference was held with Bruce Schwarzman of BKV Architects to answer questions. This discussion clarified that while the services under the agreement would include consultation on courtroom technology and built-in furnishings, the actual cost for the items installed or built into the courtroom is elsewhere in the estimated project cost (see "Rough Remodel Estimate" attached slide). Furnishings ("FF&E") would include jury box, judge's bench, spectator seating, jury seating, loose attorney tables, witness chairs. If the county desired assistance for procurement of other furniture related to the project, that would cost an additional \$10,000.

Mr. Schwartzman has put together a timeline (see attached). Design could start this Fall with bidding the project around February, when contractors are typically looking for work. The timeline projects about one year before occupancy of the remodeled spaces.

Following the phone call with Mr. Schwartzman and further discussion, a motion to recommend to the County Commissioners the agreement with BKV Architects to provide architectural services for a second jury courtroom and clerk of courts space (with minor wording corrections to clearly state that the agreement includes courtroom technology consultation and to ensure that the agreement showed that expenses are "not to exceed" \$12,000) was made by Wasland and seconded. All in favor, motion carried.

Future Meeting Dates, Adjournment

CCJAC will meet again on Tuesday Nov. 7, 6:10 pm, Lake Area Technical Institute Room 430. Motion to adjourn made by Van Dusen, motion seconded, all in favor; meeting adjourned at 7:25 p.m.

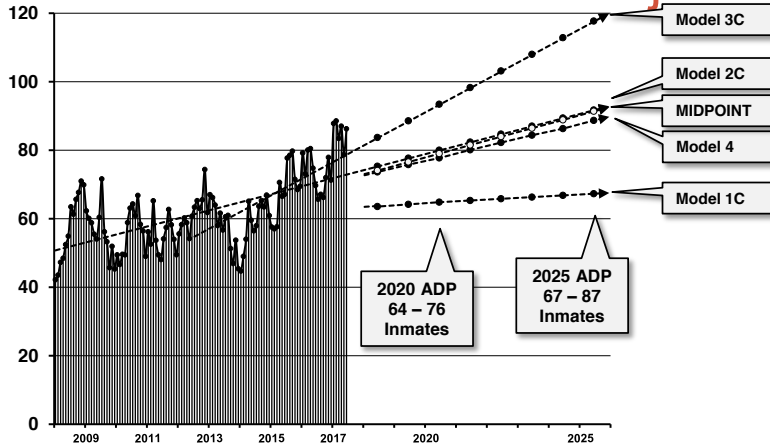


Secretary
CCJAC

November 7th, 2017
Date Approved



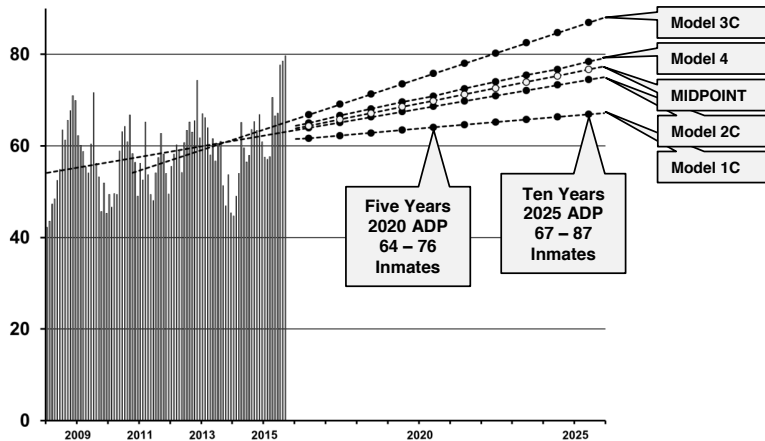
Jail Projection Updated Projection to 2025



2015 Study Forecast Year	Year	Updated Model 1C ROI	Updated Model 2C ADP Trend	Updated Model 3C 5-Yr. ADP Trend	Updated Model 4 ALOS	Updated MIDPOINT Average
1	2016	—	—	—	—	—
2	2017	—	—	—	—	—
3	2018	64	75	84	74	74
4	2019	64	78	89	76	77
5	2020	65	80	93	78	79
6	2021	65	82	98	80	82
7	2022	66	85	103	82	84
8	2023	66	87	108	84	86
9	2024	67	89	113	86	89
10	2025	67	92	118	89	91



Jail Projection Previous Projection to 2025



Forecast Year	Year	Model 1C ROI	Model 2C ADP Trend	Model 3C 5-Yr. ADP Trend	Model 4 ALOS	MIDPOINT Average
1	2016	62	64	67	65	64
2	2017	62	65	69	67	66
3	2018	63	66	71	68	67
4	2019	63	67	74	70	69
5	2020	64	69	76	71	70
6	2021	65	70	78	73	71
7	2022	65	71	80	74	73
8	2023	66	72	83	75	74
9	2024	66	73	85	77	75
10	2025	67	74	87	78	77



Jail Study Update

- After discussion with Bill Garnos
 - Objective Classification Study doesn't seem necessary.
 - Suggested pulling serves general snapshots ourselves.
 - Working
- Could also look at Jail Utilization Study
 - May require consultant
 - Abbreviated "DIY" version may offer some insight



Assumptions for Future Planning

- More time = More cost
- More time = Saved \$ buys less
- Jail projections show growth
- Jail alternatives can help manage jail population, but still can't guarantee a decreased ADP
- Should focus on specific needs that we tried to meet with 2017 proposal



Needs we need to address

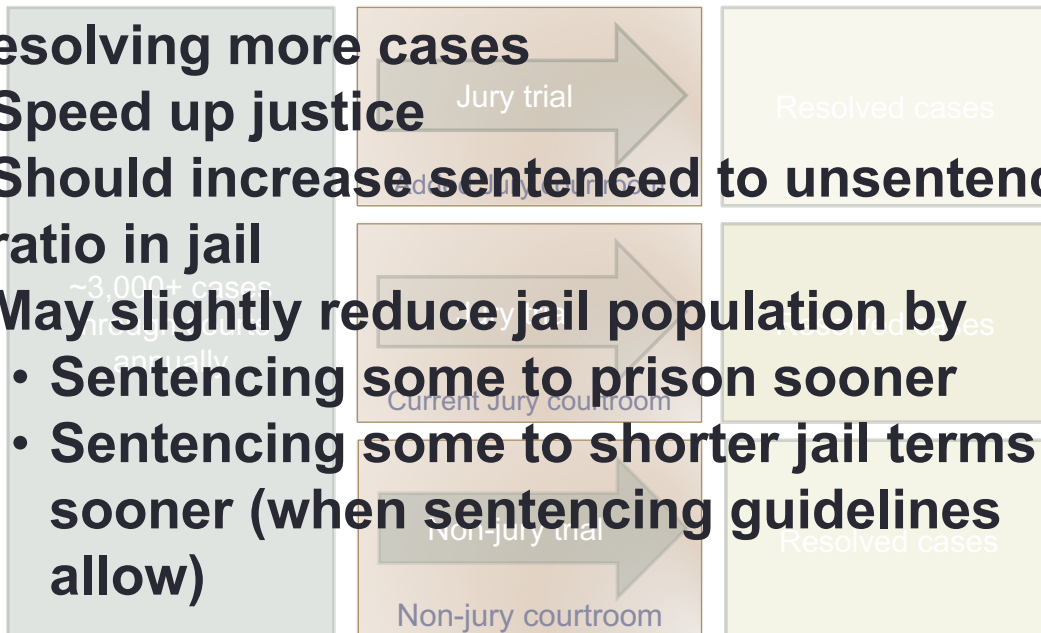
- Jail space
- 2nd Jury Courtroom suite
- 3rd Courtroom
- Clerk of Courts
- Sheriff's Ops
- State's Attorney
- Court services



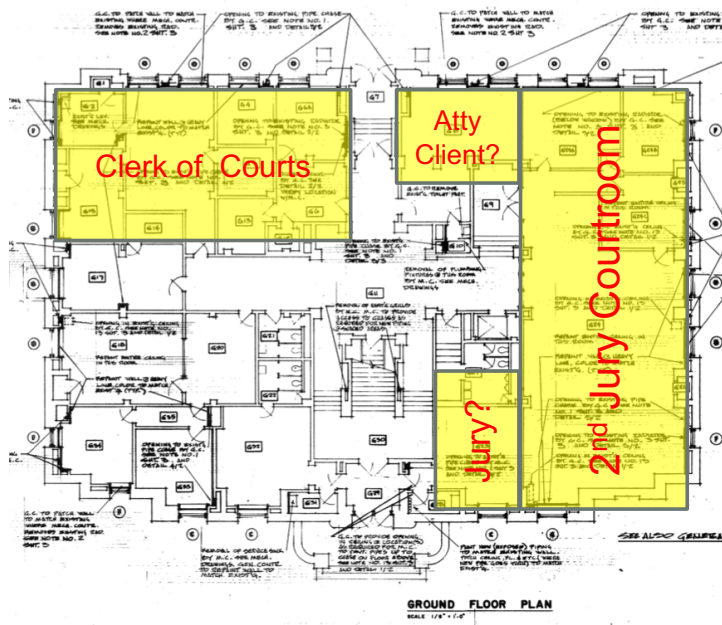
Importance of 2nd Jury Courtroom

Resolving more cases

- Speed up justice
- Should increase sentenced to unsentenced ratio in jail
- May slightly reduce jail population by
 - Sentencing some to prison sooner
 - Sentencing some to shorter jail terms sooner (when sentencing guidelines allow)



2nd Jury Courtroom Option



Move DoE to Clerk of Courts Space



- **Step 1 Move County Nurse to rented office space**
 - Cost ~\$24,500 rent
- **Step 2 Move CoC to current Nurse space (after remodel of space)**
 - Cost ~\$417K to \$451K (includes all fees)
- **Step 3 Move DoE to current CoC space (also need to move Vet assistance, File room, Maint Supervisor & Welfare)**
 - Cost ~\$6K?
- **Step 4 renovate courtroom**
 - Cost ~\$837K to \$894K (includes all fees)
- **Pros**
 - minimize longer term cost,
 - keep DoE in Courthouse “county floor”
 - Could be long-term solution for CoC
- **Cons**
 - More shuffle – need to find space for several offices



Rough Remodel Estimate

- Includes courtroom, chamber, jury room, attorney client rooms & Clerk of Courts

Item	Cost
Equalization Courtroom	\$572,000
Clerk of Court	\$339,360
Design & Construction Contingency	\$91,136
Owner's Contingency	\$80,000
FF&E	\$40,000
Technology	\$50,000
➔ A&E	\$160,000
➔ Expenses	\$12,000
Estimated Total	\$1,344,496



Architectural Design Agreement for Courts

- Services
 - Design Documents
 - Estimate Cost of Project
 - Construction Documents
 - Assist in obtaining bids and awarding contracts
 - Administer Construction Contract
 - Advise/Consult during construction
 - Evaluate & Certify Construction (14 visits planned)
 - Courtroom technology assistance
- \$160K + ≤\$12,000 for reimbursable expenses = \$172K
- Furniture procurement assistance \$10K (courtroom “built-ins” included in \$160K)



Consultation & Assistance – Architectural Pre-Design

- Planning Options:
 - Jail with small courtroom (no sheriff's ops)
 - Split facility – minimal & hard (based on Garnos' jail data the increase bed needs are based on felony's which will require jail bed space)
 - Look at addition to the existing jail on the north side – this is not a long term option, it does not allow for any future expansion. It also continues to utilize existing jail areas that do not meet ACA standards.
- Anticipated Additional Planning Tasks:
 - Further Develop 2 plan options, 1 at the courthouse and 1 at the proposed parking lot site: \$4,000
 - Plan Refinements based on Committee Input: \$2,400
 - Further development of the Site Plan and Exterior Design: \$4,000
 - Estimated plan revisions and data development for meetings: \$2,400
 - Meetings – assume 6 committee meetings on site: \$5,500
- Total = \$18,300 plus \$1,700 for reimbursable expenses= \$20K



Financing 2nd Courtroom Project

- **Budget to provide space for relocation of county offices**
 - Rent - Budgeted for 2018
 - Move - Budgeted for 2018 (rough)
 - Minor remodel - Budgeted for 2018 (rough)
- **Fund Courtroom/CoC remodel from Future Bldg Projects Fund**
 - Budgeted for 2018



Financing the Jail

- **Funding Jail**

- **Assuming FBPF doesn't grow**
- **Assuming same costs for construction elements**

New 120 bed Jail	\$10,800,000
Site Work (less demolition & soil correction)	\$500,000
New Emergency Generator	\$300,000
Contingency & Escalation	\$1,800,000
Soft Cost	\$3,500,000
Property Acquisition	\$725,000
Bond Advisor & Counsel Cost	\$46,000
Bond Rating	\$18,000
Total Project Cost	\$17,689,000
From Future Building Projects Fund	\$(4,355,504)
Rough Bond Amount	\$13,533,496

Codington County Courthouse Remodeling

October 10, 2017

Project Number

