

Architecture Incorporated

SIOUX FALLS

RAPID CITY

Codington County Facility Study

Watertown, South Dakota

Architecture Incorporated Project No: 2500

Study Kick-Off Meeting with Department Heads and Court Representatives

June 5, 2013

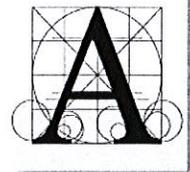
1:00-5:00 p.m.

Present:

George Heller, County Commissioner
Brenda Hanten, County Commissioner
Myran Johnson, County Commissioner
Cindy Brugman, County Auditor
Carol Maloney, County Treasurer
Jan Steele, Victim's Assistant
Milo Ford, Facility Manager
Shawna Constant, Director of Equalization
Ann Rasmussen, Register of Deeds
Al Janzen, Veteran's Service officer
Toby Wishard, Sheriff
Tom Walder, Chief Correctional Officer
Sarah Petersen, Welfare Director
Karla Moes, County Nurse
Terry Satterlee, Human Resources Director
Judge Bob Timm, Third Circuit Court
Joe, Court Administrator
Gary Moen, Chief
Connie Bartley, Clerk of Courts
Chad Nelson, States Attorney Offices
Pat McCann, Deputy State's Attorney
Mark Aspaas, Architecture Incorporated
Kelli Mitzel, Architecture Incorporated
Elizabeth Squyer, Architecture Incorporated

Items Discussed:

1. Introductions were made.
2. Mark Aspaas provided an overview of the Study Process. The Study will be complete in three months.
3. County Department Heads and Court Staff were asked to provide a statement about the needs of their space.
 - a. Karla Moes, County Nurse
 - i. Four nurses, two clerks, Dietician comes in once a month.
 - ii. Existing space adequate for the department.
 - b. Carol Maloney, County Treasurer
 - i. Six staff

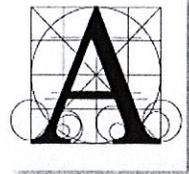


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- ii. Lobby set-up is good for customer waiting.
 - iii. Five workstations currently.
 - iv. Electrical outlets needed every two feet.
 - v. Treasurer's Office utilizes storage in the Basement and Vault.
- c. George Heller, County Commissioner
 - i. He expressed the need for the Department Heads and Court Staff to look down the road for space needs.
- d. Brenda Hanten, County Commissioner,
 - i. Also expressed the need to look down the road in the planning process.
- e. Al Janzen, Veteran Services
 - i. Two Staff.
 - ii. Expects County to combine Veteran's Services.
 - iii. Anticipates larger space is needed.
- f. Judge Timm
 - i. County has grown by 5,000 since 1987.
 - ii. Four staff is expected in the future.
 - iii. Three jury courtrooms are needed.
 - iv. Recently passed Senate Bill 70 will add need for Drug Court and Veteran's Court.
 - v. ADA Accessibility, Security and Space Issues are needs of the Court System.
 - vi. Noise in the atrium is problematic for the Court System - i.e. wedding attendance noise.
 - vii. See attachment from Judge Timm on space needs
- g. Joel, Court Administrator
 - i. 15 FTE currently, expects 20 FTE in two years.
- h. Gary Moen, Chief
 - i. Senate Bill 70 will have impact.
 - ii. Drug Court needs to be operational in one year.
- i. Connie Bartley, Clerk of Courts
 - i. The existing Clerk of Court space is full now and they are expecting new employees.
- j. Shawna Constant, Director of Equalization
 - i. Nine employees
 - ii. Space is meets their needs.
 - iii. Larger desk space is needed.

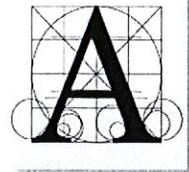


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- iv. More file space is needed.
- v. They have a large conference table in the space which is used often for office work.
- k. Cindy Brugman, County Auditor
 - i. Four staff currently
 - ii. Front and back office total approximate 2800 SF.
 - iii. Front office is crowded - desk area in front office is crowded.
 - iv. Early voting is set-up in the hallway and gets tight.
 - v. Climate control for equipment is important.
 - vi. Has a shared vault.
 - vii. Has a toilet room with step-up.
- l. Ann Rasmussen, Register of Deeds
 - i. Front area is crowded.
 - ii. Four employees including Ann.
 - iii. May need more staff.
 - iv. Could use less space if layout were efficient.
 - v. Storage of books.
 - vi. Would like more space for public to access records.
- m. Sheriff Toby Wishard
 - i. 35 Staff with detention center and sheriff's department.
 - ii. Population of jail remains steady.
 - iii. Sheriff has classification issues and more predicted with Senate Bill 70.
 - iv. 24/7 program is currently operating on "band-aid" approach - they have 100 people on the program.
 - v. Record space is inadequate.
- n. Chad Nelson, State's Attorney Office
 - i. Four prosecutors and four support staff.
 - ii. Attorneys are doubled up in office and that does not work well.
 - iii. Security is an issue in the SA Office as there is only one way in and out.
 - iv. The SA Office has a proposal to add a wall to separate staff from visitors - \$20,000.00
- o. Pat McCann, Deputy State's Attorney
 - i. Victim Assistant (Jan) needs better space.
 - ii. Privacy for meetings is needed.



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- p. Sarah Petersen, Welfare Director
 - i. Two employees, although Sarah is often by herself.
 - ii. The space is very tight from the counter to the door.
 - iii. Privacy issues are present.
 - iv. Security is an issue.
 - v. Climate control is an issue.
 - vi. Storage is adequate.
 - q. Milo Ford, Facility Manager
 - i. Storage is lacking.
 - ii. Technology accommodations are important.
 - iii. Hub Rooms are needed as a vertical route for communications wiring.
 - iv. Security is needed.
 - v. ADA accommodations are deficient.
 - vi. Renovations should consider smart energy use.
4. Architecture Incorporated asks each entity to fill-out a Space Needs Questionnaire. This will be sent electronically. The questionnaire was reviewed.
5. After the group meeting, Mark Aspaas reviewed the Jail Space with the Sheriff, Kelli Mitzel reviewed County Office Space with Department Heads and Liz Squyer reviewed the Court Systems Space Needs.

Respectfully submitted:

Elizabeth Squyer, AIA

