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SIoux FALLS RAPID CITY

Summary of Space Requirements Questionnaire dated June 2013.

General notes:

1. Ability to control temperature / climate control.
2. Staff break room areas
3. Staff restrooms.
4. ADA issues throughout
5. New desks / workstations / filing systems
6. Electrical / AV / Plumbing are an issue and challenge with old building.

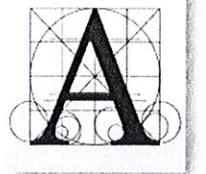
Ground Floor Occupants:

Department of Equalization: Shawna Constant

1. Staff: 9 + future
 - a. One private office, Director
 - b. Workstations: 8, need to be larger to accommodate paperwork and dual monitors.
2. Public: Need reception counter and space for up to 6 people to stand and 2 computers.
3. Growth: none, technology
4. Location: by Auditors Office, Treasures and Register of Deeds
5. Conference room: 10 shared.
6. Security: Yes secured access
7. Storage: 550 sq ft, 30ea. 4 drawer verticals
8. Current sq. ft: 2100 sq.ft
9. Misc: likes open space

Facility Manager: Milo

1. Staff: 6 + 1
 - a. One private office
 - b. One cubicle (supervisor)
 - c. 4 staff +1 future
2. Public: none
3. Growth: 1 additional staff
4. Location: not in a closet ☺
5. Conference room: 10 shared
6. Security: no
7. Storage + growth:
 - a. Detention Center 600 sq. ft.
 - b. Court House 200 sq.ft.
8. Current sq. ft:
9. Misc:
 - a. Centralize electrical and HVAC for ease of support
 - b. Need storage for product, machinery and equipment
 - c. Building management system
 - d. Need Loading dock with access to freight elevator
 - e. Need 5' opening somewhere.
 - f. Well defined Circuitry. Can't have one breaker controlling devices on 3 floors.



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Veterans Services: Al Janzen

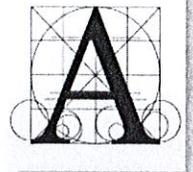
1. Staff: 2 + 1 future
 - a. Two private offices (1 future) with door between
 - b. One cubicle
2. Public: Yes, Reception area for 6-8 seats.
3. Growth: in storage of filing cabinets plus 1 staff
4. Location: Accessible
5. Conference room: 10 shared
6. Security: yes some upset clients
7. Storage + growth: Request Storage room 175 sq ft
8. Current sq. ft: 585 sq.ft.
9. Misc:
 - a. Want 2 ways out
 - b. Request new space to be approx 52' x 25' 1300 sq.ft.

Welfare Office: Sarah Peterson

1. Staff: 2 + 1 future
 - a. Two cubicles + area to meet with clients
2. Public: Yes, Reception area for 10 people (currently stand in stairway) brochures
3. Growth: Just increase in hours. Possible 1 additional staff in 10 yrs.
4. Location: Accessible; access to Deputy States Attorney
5. Conference room: 2-20 shared (training)
6. Security: yes some mental health and chemical dependency clients
7. Storage + growth: 9 + filing cabinets secured on site
8. Current sq. ft: 450 sq. ft.
9. Misc: security camera

County Health Office: Karla Moes / Karen Nygaard

- Staff: 5 + 4 future
- a. 2 offices + 2 future
 - b. 2 cubicles + 2 future
 - c. Add reception
 - d. 3 exams rooms
 - e. Play area.
2. Public: Yes, visited daily need larger waiting room to accommodate strollers / kids
 3. Growth:
 4. Location: Accessible, Could be relocated out of County building in central Watertown
 5. Conference room: Currently has small conference area. But would prefer one that is not a hallway. Dedicated for 6-9 people
 6. Security: Domestic Violence
 7. Storage + growth: All files WIC going computerized. 8 file cabinets
 8. Current sq. ft: 1760 sq. ft.
 9. Misc:
 - a. Need restrooms with changing tables
 - b. Need sinks in all exam rooms (currently only have ?)
 - c. Need temperature control for vaccine storage and backup generator



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First Floor Occupants:

Register of Deeds: Ann Rasmussen

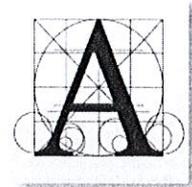
1. Staff: 4
 - a. All in one room. Need better workstations.
 - b. Average of 6 Attorneys and realtors per day. Need "public workspace".
 - c. Contracted workers. 1-3
2. Public: Yes, 3 chairs. Waiting counter. Separate area for marriage licenses.
3. Growth: staff
4. Location: secure and fire safe
5. Conference room: shared
6. Security: Yes vital records and certified papers need to be secured (locked room)
7. Storage:
 - a. 450 sq ft off site.
 - b. Really likes Brookings Co new set up. Would like something similar.
 - c. 65' lin. Feet shelving
 - d. 10 file cabinets
 - e. Lien cabinet
 - f. Micro film cabinets
 - g. Plat cabinet
 - h. Index table
 - i. Burial index shelves
8. Current sq. ft: 1500 sf. Ft.
9. Misc: security camera

County Commissioners:

1. Public space. Pews
2. Future growth would be in public seating. Need larger space
3. Prefer AV out of ceiling.
4. Teleconferencing capabilities.
5. Current phone lines are shared fax line of Co. Auditor.
6. Desk is recently new.
7. Current Sq. FT: 675 sq. ft.

County Auditor: Cindy Brugman

1. Staff: 4
 - a. 4 cubicles
 - b. Need temporary work space on election years.
 - c. Auditors
 - d. Mail room for building
2. Public: Yes, Need more front office space, keep public behind counter. Voting space.
3. Growth: none
4. Location: Accessible. By Treasurer, Reg. of Deeds and Director of Equalization
5. Conference room: shared
6. Security: yes
7. Storage:
 - a. Current records are kept for 4 years in office then moved to basement vault
 - b. 320 sq. feet to store Voting booths and ballot boxes.



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- c. Voting Equipment: need climate controlled space
 - d. Ballot Counter
 - e. 31 legal size vertical files
 - f. Bookcase / storage 166 ln. ft.
 - g. 785 Sq.ft storage in basement
 - h. Secure area to store drugs, guns, evidence.
8. Current sq. ft: 2070 sq. ft.
9. Misc:
- a. Current Mail room for entire building is located in this area
 - b. TV for calendar in Hall
 - c. Security cameras out front.

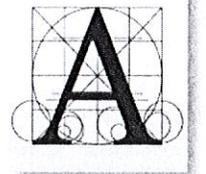
County Treasurer: Carol Maloney

- 1. Staff: 6 + 1 seasonal
 - d. Open workstations
 - e. Temporary staff during tax season
- 2. Public:
 - a. Yes, transaction windows 5 ea. Need one ADA. Space between for privacy.
 - b. Prefer seating for 7 to 10
 - c. Line can be up to 20 people
- 3. Growth:
- 4. Location: Accessible, By Auditor, Reg. of Deeds and Director of Equalization
- 5. Conference room: Shared. Up to 16 people, use Commissioners Chambers.
- 6. Security: Robbery.
- 7. Storage:
 - a. 99 sq. ft on site safe vault
 - b. 450 sq. ft off site vault
 - c. 450 sq. ft. archive
 - d. 130 sq. ft filing
 - e. AV 56 Sq.ft.
- 8. Current sq. ft: 1730 office.
- 9. Misc:
 - a. Trouble hearing clients at times.
 - b. Could benefit from Security cameras and Panic buttons.
 - c. Two exits
 - d. More space for paperwork

Court System:

States Attorney: Dawn Elshers

- 1. Staff: 7 + 4
 - a. 4 in Offices + 2 for growth
 - b. 3 in Open workstations + 2 for growth
- 2. Public:
 - a. Yes, seating for 5 +
 - b. Transaction window for Security.
- 3. Growth: 2 Attorneys and 2 staff
- 4. Location: By County Offices, Sheriff, Jail and Court System.
- 5. Conference room: 1- Dedicated for 3-5 people and 1-deidcated for 6-10 people.



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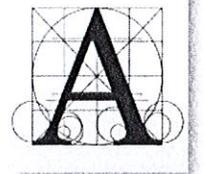
6. Security: Yes, safety, Confidentiality, Privacy
7. Storage:
 - a. Handled off site.
 - b. File /work room 20 x 21
 - c. 25 Vertical files
8. Current sq. ft: 1265
9. Misc:
 - a. Can include Victim Services to their space
 - b. More office space
 - c. Conferencing space

Victims Services: Jan Steele

1. Staff: 1
2. Public: Yes
3. Growth:
4. Location: With States Attorney
5. Conference room: yes need privacy
6. Security: Yes
7. Storage:
8. Current sq. ft: 320
9. Misc: can include State Attorney

Clerk of Courts: Connie Hartley

1. Staff: 6 +4
 - a. 1 in Offices
 - f. 5 in Open workstations + 4 for growth
2. Public:
 - a. Yes, standing for 10 -15 people. Some seating preferred. 50+ people /day.
 - b. Transaction window for Security. 4 windows.
 - c. Weddings 4-10 people for 30 min. 2-4 / week
 - d. Micro film and space to fill out protection order paper work.
3. Growth: 3 staff; always growing due to case loads.
4. Location: By County Offices, Court System, Security
5. Conference room: Dedicated for 6-9
6. Security: Yes, prefer key pads vs. locks. Secure passage way.
7. Storage:
 - a. On site 400 sq. ft
 - b. File room prefer high density filing system. 900 sq. ft.
 - c. Active and inactive
 - d. Work room
 - e. Computer room
 - f. Microfilm storage
 - g. Storage closet for items that need destroyed.
8. Current sq. ft: 1475 sq. ft.
9. Misc:
 - a. Camera to view TPO and front counter
 - b. Security glass



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- c. TV of Calendar in hall
- d. Micro film viewing
- e. Secure room for evidence and exhibits
- f. Better phone system
- g. Back / secure passage to Court Services
- h. Library / resource area
- i. Place to hold weddings

Judges' Chambers

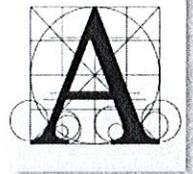
1. Staff:
 - a. 3 offices approx 300 sq ft each
 - b. 1 visiting judge
2. Public: reception area, vestibule type
3. Growth:
4. Location: Adjacency to courtrooms and building exits
5. Conference room: in individual offices
6. Security: Yes, secure corridors, restricted access, video security
7. Storage: in individual offices
8. Current sq. ft:
9. Misc:
 - a. Secure restrooms
 - b. Back secure access to others

Judicial Staff (2 court reporters, law clerks)

1. Staff: 7
 - a. 7 offices approx 170 sq ft each 13 x 13
2. Public: reception area, vestibule type
3. Growth:
4. Location: Adjacency to courtrooms and building exits
5. Conference room:
6. Security: Yes, secure corridors, restricted access, video security
7. Storage: in individual offices
8. Current sq. ft:
9. Misc:
 - a. Secure restrooms

Court Services Officers (CSO)

1. Staff: 7
 - a. 5 offices (150 sq.ft)
 - b. 2 cubicles
2. Public: Yes waiting area, controlled access
3. Growth:
4. Location: By County Offices, Court System, Security
5. Conference room: dedicated
6. Security: Yes, secure corridors, controlled access, video security
7. Storage:
 - a. Work room
 - b. Secure Active and inactive storage



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8. Current sq. ft:
9. Misc:
 - a. Library resource area
 - b. Secure restroom for staff and collecting UA specimens.

Public areas:

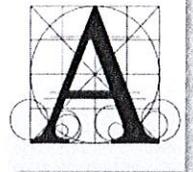
1. Public:
 - a. Yes 150 + per week need space for public.
 - b. Check Point security
 - c. Restrooms
 - d. Signage
 - e. Accessible / visual / audible
 - f. Information area, directions, brochures etc.
 - g. Vending
2. Conference rooms:
 - a. 6 ea. 10 x 10 (Attorney/ client meetings; witness segregation/ prep)
 - b. 2 ea. 12 x 12
 - c. Court Service meeting space 10 + people
3. Staff meeting / Training / lounge
 - a. Secure area
 - b. Accommodate min. 20 people
 - c. Kitchen

Courtrooms: (See check list supplied in meeting minutes)

1. 1 Larger courtroom approx 40' x 50' jury capable
 - i. Spectator seating for 100
2. 2 ea. approx 25' x 45' jury capable
 - i. Spectator seating for 60
3. 1 non-jury court room 20' x 30' (Grand jury use, and ITV and ceremonial)
4. Entrance vestibule for sound control
5. Press Accommodations
6. Evidence / Exhibit storage
7. Law Enforcement waiting area
8. Prisoner seating
9. Prisoner Holding areas
10. Litigant separation space
11. Jury assembly area
12. Jury deliberation area
 - a. Separate restroom
 - b. Kitchenette

Law Library

1. Security: Restricted access
2. Desk and one computer.



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County Jail and Sheriff and Emergency Management

Emergency Management: Jim Sutton

1. Staff: 2 in offices
2. Public: No just visitors approx. 10 per week.
3. Growth: none foreseen
4. Location: Windows to observe weather. Like being with Sheriffs and Detention Center as all need back up power.
5. Conference room:
 - a. Shared up to 20 (training)
 - b. Dedicated Emergency management in basement.
 - c. Radio Communications room
 - d. Back up to 911.
6. Security: yes nice benefit.
7. Storage :
 - a. 3 ea. Vertical files
 - b. 7 ea lateral files
 - c. 4 bookcases
8. Current sq. ft: 1400 sq. ft.
9. Misc:
 - a. Backup power and Communications
 - b. Don't want to be by others that need public access.

Sheriff: Toby Wishard

1. Staff: 13 + 5
 - a. 10 in offices + 3
 - b. 3 cubicles + 2
2. Public:
 - a. Yes Waiting room with separate report rooms off side.
 - b. Transaction window 2
3. Growth: yes
4. Location: Proximity to Court House and jail.
5. Conference room:
 - a. Shared up to 40 (training)
 - b. Shared for 10-12
 - c. Security: yes Bullet proof glass preferred.
6. Storage :
 - a. 21 ea. Vertical files
 - b. 14 ea lateral files
 - c. 20 boxes on shelves
 - d. 8 boxes on floor
7. Current sq. ft:
8. Misc:
 - a. Backup power and Communications
 - b. Security cameras outside building.
 - c. Jail needs loading doc
 - d. AV room
 - e. Break room
 - f. Additional restrooms.

