

**Official Proceedings
Codington County Justice Advisory Committee
Lake Area Technical Institute, Room 430
Watertown SD 57201
August 25, 2016**

The Codington County Justice Advisory Committee (CCJAC) met on August 25, 2016 at Lake Area Technical Institute. Attending were committee members Lee Gabel, Al Koistinen, Larry Wasland, Toby Wishard, Greg Endres and Tyler McElhany. Also present were non-voting members Tom Walder and the Honorable Robert Spears. BKV Architects was represented by Bruce Schwartzman, DuWayne Jones, and Aaron Johnson. Meeting was called to order at 6:18 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 August 8, 2016 were presented. Motion by Wasland to approve, motion seconded, all in favor; minutes approved.

Discussion of Updated Site and Concept Plans

An option "B" will be added to option 2, the County Highway Department site (on SD Highway 20), and to option 3, the US Highway 212 site in order compare the operational impact of building only a sheriff/jail facility (now options 2A and 3A) to building a full justice facility with sheriff/jail/courts (new options 2B and 3B). In a full justice facility, the courtrooms would be located above the jail to provide the most secure and efficient movement of inmates. In options 2B and 3B, the current courthouse would remain largely as it is and would house county offices and possibly other governmental entities. (Conceptual plans for each option are attached to the minutes from August 8th, 2016)

• **Operational impacts and costs:**

BKV Group has compiled an initial draft operational cost analysis. Operational cost includes increased staffing, increased utilities, staff movement between sites, vehicle mileage costs. The goal of BKV's analysis is to estimate 20 years of each option's operational cost above what the county is paying currently in operational costs.

Travel between justice sites. The architects discussed with the committee and others present assumptions about the frequency of movement of court personnel, inmates and other county and state employees if a jail weren't co-located with the courthouse (options 2A and 3A). A rough estimate was assumed of five inmate jury trials a year, lasting two days, requiring 2-3 correctional officers for supervision. Options 2A and 3A would require a number of times per week where probation officers would have to move to a detached jail facility. Estimates made for the State's Attorney movement were

546 trips per year. Total movement time was estimated at 40 minutes per trip for option 2A, 50 minutes per trip for option 3A, at roughly \$100 per hour.

One level vs two level jail. Whether the jail facility is one level or two levels would also have an operational impact. A one-level jail provides an advantage of staff members being able to act as “floaters” to fill in where needed and when needed. A two-level jail will require an additional 24/7 post for the intake area (a total of five FTE totaling \$370K per year when figuring a salary of \$50K per employee per year, \$74K when including benefits). The only two options with a two-story jail are 4B and 4C.

Utilities and upkeep. Estimated utility costs will be included in the operational analysis. The county is currently paying \$2.03 per square foot for utilities. The amount of new building area for each option will be estimated at the same rate. Maintenance cost and facility upkeep cost wasn’t available for Codrington County at the time of this estimate, but runs roughly \$.48 per square foot for similar facilities elsewhere.

BKV will continue to refine the operational analysis numbers. Bruce Schwartzman noted that the costs as listed on the table (attached) show the INCREASE in the amounts from what the cost is currently. The numbers will be modified to reflect inflation.

- **Preliminary Draft of Cost Estimates**

Preliminary construction estimates were presented (see attached slides). Mr. Schwartzman stressed that these are “large view” estimates and are based on historical data and recent construction costs per square foot. The spaces are identified individually because there are different price points for different facilities (e.g. the jail area with special requirements vs. office area vs. garage area). Estimates include a 12% design and construction contingency for the plans requiring remodeling of existing buildings, and 10% contingency for all new construction. Inflation is figured at 4.5% per year, for a total of 9% for a two-year build time. Purchase price of any land or acquired buildings is estimated. The figure for “soft costs” includes testing of steel, testing of welds, printing of bid documents, advertising, attorney fees, architect and engineering fees, furniture, fixtures and equipment, construction management; these costs usually range from 20-25% of project costs (currently being figured at 22%). It was noted that currently only options 2 and 3 provide area for on-site parking.

One of the considerations for each site is the cost for moving inmates during construction and is figured for a 20-month construction timeline. Some of the sites require additional time, noted as “building phasing impact”. “Site development costs” include grading, retaining walls, and other preparation of the site.

At some point, BKV will make a recommendation on what they feel is the best option for the county. Once the construction and operational numbers are filled out a bit more, a bond analysis will need to be obtained. This analysis can include options in phasing the project to show the differences. Phasing the project will likely cost more in the long run.

A hypothetical construction timeline (attached) was given by BKV, assuming a final public meeting on January 24, 2017 and a vote to approve funding in the first half of 2017. The following project phases were noted: design/review/bidding in 2017-2018; groundbreaking in spring 2019; 20-month construction period; completion in late 2020. The process could be fast-tracked if a vote was held earlier

(perhaps March 2017) which would lower project costs slightly. The amount of savings will be calculated.

- **Option Ranking and Scoring Based on Criteria**

Lee Gabel presented a preliminary draft of an option evaluation matrix (attached). It listed the approved (January, 2016) criteria with the appropriate BKV nomenclature listed next to each criterion. Discussion was held regarding weighting of the different criteria. Criteria weights are to multiplied by each option's rating for each criterion. This is to ensure that each option's score reflects the relative importance of the various criteria. At the start of the discussion, top priority criteria were weighted "3". Priority 2 criteria were weighted "2" and priority 3 criteria were weighted "1." Discussion included ~~With~~ input by members of the public, BKV and committee members. There was no clear consensus. ~~it was agreed by consent~~ By the end of the discussion, there was a proposal to raise the weight of the "project cost" criterion from 2 to 2.5 and the weight of the "location" criterion from 1 to 1.5. These suggestions are noted in the attached draft matrix. The criteria weights will be ~~presented~~ discussed further ~~and~~ to include discussion with the Board of County Commissioners.

Recommendation of Soil Borings to the County Commissioners

BKV will talk to structural engineers to get recommendations for where borings should be done, and also to the local building department to ask if there have been problems with previous construction projects. Motion was made by Al Koistinen to present BKV's recommendation for soil borings of one or two sites to the Board of County Commissioners. Motion seconded. All in favor, motion carried.

Public Awareness and Upcoming Public Presentations

A public presentation is scheduled for Sept. 8, 2016 at 6:30 P.M at LATI, room 514. BKV will present the various sites and options that are being explored, the evaluation matrix to include operational cost comparisons. Gabel will present videos about the process that the CCJAC is going through, and cost estimation and possibly some other videos. There is time planned for questions from the public.

The December 6 public meeting will present project costs and tax impact. On January 24, 2017, a summary of the project and the architect's recommendation will be presented to the public.

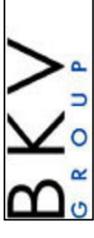
Future Meeting Dates

Upcoming meetings of the CCJAC are scheduled for October 11 and November 14.

Motion to adjourn was made by McElhany, motion seconded, all in favor. Meeting adjourned 9:18 p.m.

Secretary
CCJAC

Date Approved



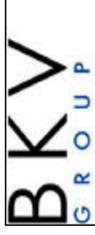
Codington County Justice Facilities Study

Preliminary Yearly Operational Analysis

	1A	1B	2	3	4A	4B	4C
Staff Movement							
Staff Time Impact	0	0	\$537,600	\$672,000	0	0	0
Vehicle Cost							
Jail Staff Movement							
Two Story Impact	0	0	0	0	0	\$371,250	\$371,250
1 additional post = 5 CO							
Utilities	\$154,385.70	\$181,253.11	\$160,687.80	\$160,687.80	\$187,614.00	\$138,778.50	\$144,480.00
Maintenance	\$35,288.16	\$41,429.28	\$36,728.64	\$36,728.63	\$42,883.20	\$31,720.80	\$33,024.00
Facility Upkeep	\$29,406.80	\$34,524.40	\$30,607.20	\$30,607.20	\$35,736.00	\$26,434.00	\$27,520.00
Total	\$219,080.66	\$257,206.79	\$765,623.64	\$900,023.63	\$266,233.20	\$568,183.30	\$576,274.00

INITIAL DRAFT

25-Aug-16



Codington County Justice Facilities Study

Preliminary Draft Cost Estimate Review

Site Concept 1A: Auditorium Site			
	Area	Cost / SF	Estimated Total
Jail	34,694	\$300	\$10,408,200
Sheriff's Operations (Remodeling of Auditorium)	15,623	\$145	\$2,265,335
Estimated Auditorium Upgrades Required			\$1,200,000
LEC Garage	4,356	\$120	\$522,720
Remodeled Courthouse	2,083	\$135	\$281,205
New Court Services Area	16,208	\$255	\$4,133,040
New Courthouse Secured Entry	5,637	\$270	\$1,521,990
	78,601	Sub Total	\$20,332,490
Emergency Generator			\$250,000
Site Development Cost			\$500,000
		Sub Total	\$21,082,490
12% Design & Construction Contingency			\$2,529,899
Total Estimated Construction Cost in 2017			\$23,612,389
Estimated Construction Inflation to Construct in 2019			\$2,125,115
Total Estimated Construction Cost in 2019			\$25,737,504
Property Purchase (anticipate trade or minimal purchase cost)			\$0
Estimated Soft Cost			\$5,147,501
Total Estimated Project Cost			\$30,885,005

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Site Concept 1B: Auditorium Site

	Area	Cost / SF	Estimated Total
Jail	34,694	\$300	\$10,408,200
Sheriff's Operations (Remodeling of Auditorium)	15,623	\$145	\$2,265,335
Estimated Auditorium Upgrades Required			\$1,200,000
LEC Garage	4,356	\$120	\$522,720
Complete New Court Services	29,638	\$255	\$7,557,690
	84,311	Sub Total	\$21,953,945
Emergency Generator			\$250,000
Site Development Cost			\$500,000
		Sub Total	\$22,703,945
		12% Design & Construction Contingency	\$2,724,473
		Total Estimated Construction Cost in 2017	\$25,428,418
Estimated Construction Inflation to Construct in 2019			\$2,288,558
		Total Estimated Construction Cost in 2019	\$27,716,976
Property Purchase (anticipate trade or minimal purchase cost)			\$0
Estimated Soft Cost			\$5,543,395
Total Estimated Project Cost			\$33,260,371

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Site Concept 2: County Highway Department

	Area	Cost / SF	Estimated Total
Jail	34,694	\$300	\$10,408,200
Sheriff's Operations	15,623	\$230	\$3,593,290
LEC Garage	4,356	\$120	\$522,720
Remodeled Courthouse	2,083	\$135	\$281,205
New Court Services Area	16,208	\$255	\$4,133,040
Existing Building Demolition			\$30,000
New Courthouse Secured Entry	5637	\$270	\$1,521,990
Emergency Generator		Sub Total	\$20,490,445
Site Development Cost	78,601		\$250,000
			\$600,000
		Sub Total	\$21,340,445
		10% Design & Construction Contingency	\$2,134,045
		Total Estimated Construction Cost in 2017	\$23,474,490
Estimated Construction Inflation to Construct in 2019			\$2,112,704
Estimated Soft Cost			\$25,587,194
Total Estimated Project Cost			\$5,117,439
			\$32,817,336

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Site Concept 3: West 212

	Area	Cost / SF	Estimated Total
Jail	34,694	\$300	\$10,408,200
Sheriff's Operations	15,623	\$230	\$3,593,290
LEC Garage	4,356	\$120	\$522,720
Remodeled Courthouse	2,083	\$135	\$281,205
New Court Services Area	16,208	\$255	\$4,133,040
New Courthouse Secured Entry	5637	\$270	\$1,521,990
	78,601	Sub Total	\$20,460,445
Emergency Generator			\$250,000
Site Development Cost			\$800,000
		Sub Total	\$21,510,445
		10% Design & Construction Contingency	\$2,151,045
		Total Estimated Construction Cost in 2017	\$23,661,490
		Estimated Construction Inflation to Construct in 2019	\$2,129,534
		Total Estimated Construction Cost in 2019	\$25,791,024
		Estimated Soft Cost	\$5,158,205
		Total Estimated Project Cost	\$33,078,762

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Site Concept 4A: Existing jail demolished, existing courthouse for courts services, Gov move to Midland, new jail and courts area built

	Area	Cost / SF	Estimated Total
Jail	37,240	\$300	\$11,172,000
Sheriff's Operations	11,032	\$230	\$2,537,360
LEC Garage	4,356	\$120	\$522,720
New Court Services Area	4,656	\$255	\$1,187,280
Existing Courthouse Remodeling	19,857	\$135	\$2,680,695
Estimated Remodeling Cost for the Midland Building	17,000	\$100	\$1,700,000
Estimated Midland Building Upgrades Requirements			\$1,000,000
New Courthouse Secured Entry	6556	\$270	\$1,770,120
Jail Demolition			\$100,000
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Emergency Generator	94,141	Sub Total	\$22,670,175
Site Development Cost			\$250,000
			\$600,000
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		Sub Total	\$23,520,175
		12% Design & Construction Contingency	\$2,822,421
		Total Estimated Construction Cost in 2017	\$26,342,596
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Estimated Construction Inflation to Construct in 2019			\$2,370,834
		Total Estimated Construction Cost in 2019	\$28,713,430
Property Purchase			\$900,000
Estimated Soft Cost			\$5,742,686
Total Estimated Project Cost			\$35,356,116

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Site Concept 4B: Existing jail remodeled for Gov Services, existing courthouse for courts services, new jail, sheriff operations and courts area built

	Area	Cost / SF	Estimated Total
Jail	34,694	\$300	\$10,408,200
Sheriff's Operations	16,717	\$230	\$3,844,910
LEC Garage	4,354	\$120	\$522,480
New Court Services Area	4,689	\$255	\$1,195,695
Existing Courthouse Remodeling	11,384	\$135	\$1,536,840
Existing Jail to Gov't Services Remodeling	17,000	\$170	\$2,890,000
New Courthouse Secured Entry	5631	\$270	\$1,520,370
Emergency Generator	88,838	Sub Total	\$20,398,125
Site Development Cost			\$250,000
			\$400,000
		Sub Total	\$21,048,125
		12% Design & Construction Contingency	\$2,525,775
		Total Estimated Construction Cost in 2017	\$23,573,900
Estimated Construction Inflation to Construct in 2019			\$2,121,651
		Total Estimated Construction Cost in 2019	\$25,695,551
Estimated Soft Cost			\$5,139,110
Total Estimated Project Cost			\$32,956,312

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Site Concept 4C: Existing jail remodeled for Sheriffs Operations, existing courthouse remains a mix of courts and gov services, new jail and courts area built

	Area	Cost / SF	Estimated Total
Jail	38,154	\$300	\$11,446,200
LEC Garage	4,440	\$120	\$532,800
New Court Services Area	15,131	\$255	\$3,858,405
Existing Courthouse Remodeling	2,083	\$135	\$281,205
New Courthouse Secured Entry	8454	\$270	\$2,282,580
New Sheriffs Operations Area	2621	\$230	\$602,830
Existing Jail to Sheriffs Operations Remodeling	14,052	\$165	\$2,318,580
	84,935	Sub Total	\$21,322,600
Emergency Generator			\$250,000
Site Development Cost			\$400,000
		Sub Total	\$21,972,600
		12% Design & Construction Contingency	\$2,636,712
		Total Estimated Construction Cost in 2017	\$24,609,312
		Estimated Construction Inflation to Construct in 2019	\$2,214,838
		Total Estimated Construction Cost in 2019	\$26,824,150
		Estimated Soft Cost	\$5,364,830
		Total Estimated Project Cost	\$34,403,818

Codington County, SD

Justice Facility Basic Construction Option Comparison Criteria

Approved January 26, 2016

			Option Number									
Priority	What	BKV NOMENCLATURE	1a.	1b.	2	2b.	3	3b.	4a	4b.	4c.	
Must do	Minimum Size, Required Type of Space & features based on 20-year projections	1. MEETS 20 YEAR PROGRAM REQUIREMENTS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Expandability Strategy?	2. EXPANDABILITY	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
	Must preserve North façade, rotunda	3. PRESERVE HISTORIC FACADE AND ROTUNDA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
1	Operational Cost	4. OPERATIONAL COST- WEIGHT 3	3	3	3	3	3	3	3	3	3	
		Considerations:										
		Court connected to jail										
		10. JAIL OPS ON ONE LEVEL										
		11. COURT OPS ON ONE LEVEL										
	RATING		8	8	6	8	6	8	6	2	2	
	SCORE		24	24	18	24	18	24	18	6	6	
	Efficiency of Design for safe Effective ops	5. DESIGN EFFICIENCY - WEIGHT 3	3	3	3	3	3	3	3	3	3	3
		Considerations:										
		12. ON-SITE PARKING										
RATING			6	8	6	8	6	8	8	6	6	
SCORE		18	24	18	24	18	24	24	18	18		
Ease of Expandability	2. EXPANDABILITY - WEIGHT 3	3	3	3	3	3	3	3	3	3	3	
	RATING		4	4	8	8	8	8	2	2	2	
	SCORE		12	12	24	24	24	24	6	6	6	
2	Project Cost	6. PROJECT COST - WEIGHT 2 2.5	2	2	2	2	2	2	2	2	2	
		Considerations:	#####	33,260,371	#####		33,078,762		35,356,116	32,956,312	34,403,818	
		14. COUNTY OWNED										
		15. PHASING IMPACT										
		RATING		8	6	6	6	6	6	2	6	4
	SCORE		16	12	12	12	12	12	4	12	8	
Mid-term Adaptability for tech, policy change	7. MIDTERM ADAPTABILITY WEIGHT 2	2	2	2	2	2	2	2	2	2	2	
	RATING		6	6	8	8	8	8	4	4	4	
	SCORE		12	12	16	16	16	16	8	8	8	
3	Aesthetic	8. AESTHETICS - WEIGHT 1	1	1	1	1	1	1	1	1	1	
		RATING		6	6	8	8	8	8	4	4	4
		SCORE		6	6	8	8	8	8	4	4	4
	Location. How much county/court business stays downtown?	9. REMAINS DOWNTOWN - WEIGHT 1.5	1	1	1	1	1	1	1	1	1	
		RATING		8	8	4	4	4	4	8	8	8
OTHER CONSIDERATIONS	13. USES EXISTING BLDGS - WEIGHT 0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	
	RATING		8	8	8	8	8	8	4	4	4	
	SCORE		4	4	4	4	4	4	2	2	2	
TOTALS			100	102	104	116	104	116	74	64	60	
Rank												

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