

***Official Proceedings
Codington County Justice Advisory Committee
Lake Area Technical Institute, Room 430
Watertown, SD 57201
August 8, 2017***

The Codington County Justice Advisory Committee (CCJAC) met on August 8, 2017, at Lake Area Technical Institute. Attending were committee members Lee Gabel, Al Koistinen and Larry Wasland. Absent were Brad Howell, Greg Endres, Megan Olson and Troy Van Dusen. Also present were non-voting members Tom Walder and the Honorable Robert Spears. As authorized by the CCJAC charter, the Sheriff (Brad Howell) designated corrections officer Tom Walder to serve as a voting member in place of the Sheriff for this meeting. Meeting called to order by Chairman Lee Gabel at 6:10 p.m.

Agenda Approved

Motion to approve the meeting agenda was made by Wasland. Motion seconded, all in favor, agenda approved.

Minutes Approved

Motion to approve minutes of the June 27, 2017 meeting made by Koistinen. Motion seconded, all in favor, minutes approved.

Jail Study Update

Bill Garnos updated inmate population projections through 2035 based on additional jail data since the publication of his report in fall 2015 through June of this year. The ADP midpoint projection has trended higher since his last report, from 77 up to 91. See attached slides. The entire report update is available on the CCJAC webpage (<https://www.codington.org/wp-content/uploads/2017/08/UPDATED-REPORT-Through-Jun-2017.pdf>).

Assumptions for Future Planning & Needs

CCJAC reviewed planning assumptions and the major justice facility needs to be addressed. Planning Assumptions:

- The longer it takes to complete a project the more it is likely to cost due to inflation
- Therefore, funds saved in the Future Building Project Fund buys less as time goes by
- Jail projections show growth
- Jail alternatives can help manage jail population, but can't guarantee a decreased ADP
- CCJAC should focus on specific needs that the 2017 proposal sought to meet.

Despite the defeat of the 2017 proposal for a justice facility, there remains a set of justice facility needs to be addressed. These are:

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

Recommended Detailed Jail Study

Discussion was held on obtaining an objective classification study to outline the degree of various offenses that impact inmate classification (sometimes called a jail utilization study). This would be a more detailed study than the one completed in 2015 and updated as noted earlier in the minutes. Motion was made by Wasland to recommend that the Board of County Commissioners budget for, either a jail objective classification study or jail utilization study. Motion seconded by Walder. All were in favor, motion carried.

Creating a 2nd Jury Courtroom in the current courthouse

Ideas were presented as to what can be done now within the existing courthouse to deal with current space needs.

A rough floorplan showing a second jury courtroom in the present Equalization office in the courthouse was presented as a test of the available space. Pros and cons were listed. There does appear to be adequate space (approx. 2600 SF) to accommodate the needed areas. A rough estimate to remodel, including soft costs, court technology and contingency costs, would be in the range of \$600-700K. (See attached slide)

The above plan would require the relocation of the equalization office and some other county offices. Possibilities for this include:

- Moving Equalization to rented space would cost approximately \$47,500. This would separate the Equalization office from other county offices.
- Equalization could possibly be moved to the present Nurse's office, which at 1,800 square feet would be adequate; the Nurse's office would need to be moved outside the courthouse.
- Equalization could also possibly move to the current Clerk of Courts space, with Clerk of Courts being moved to the Nurse's office and the Nurse's office would need to be moved outside the courthouse.

Motion was made by Koistinen to recommend that the Board of County Commissioners pursue converting of the old community room (current Director of Equalization office) into a second jury courtroom suite, and relocating county offices within the courthouse as much as possible, suggesting that the county nurse move out into another building. Motion seconded by Wasland. All in favor, motion carried.

Other Discussion.

There was brief discussion on addressing other space needs, such as the sheriff's operations and states attorney, over time (see slides).

Gabel presented a rough timeline for completing a second jury courtroom, voting in Nov. 2018 for jail and in-custody courtroom, moving clerk of courts, court services, sheriff's operations and state's attorney, all completed by 2020 or later (see slide).

It was discussed that as much as possible of the above recommendations be financed through the regular county budget, including rent, moving costs, minor remodeling. The courtroom remodel would be from the Future Building Projects Fund(FBPF). Funding for the new jail, assuming the same costs for construction elements and using \$4.5M from FBPF, would result in a bond amount of roughly \$13-14M (see slides).

Recommendation to retain architect and continue pre-design services.

Discussion on continued architectural pre-design services was held. The estimated continued services would encompass 2 new option plans, 1 on the courthouse block and 1 on the proposed auditorium parking lot site, with further development of the site plan and exterior design, this would begin schematic design, which would allow construction to begin sooner, should voters approve in Nov. 2018. These services would cost up to \$20K. Motion made by Wasland to recommend to the Board of County Commissioners that BKV Architects be retained for pre-design services; motion seconded by Koistinen. All in favor; motion carried.

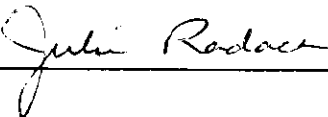
Future meeting dates

CCJAC will meet again on September 12. The October meeting will be on either the 10th or the 17th.

There will likely be three public information meetings between now and election in Nov. 2018, as well as the election lead-up meetings.

Adjournment

Motion to adjourn made by Wasland, seconded by Walder, all in favor. Meeting adjourned 7:50 p.m.



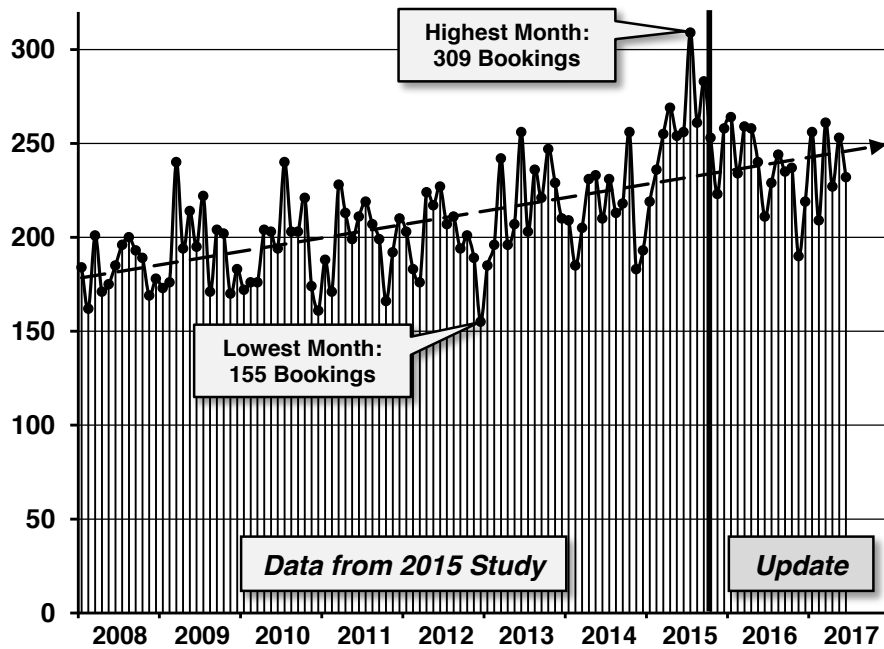
Secretary
CCJAC

_October 10th_____
Date Approved



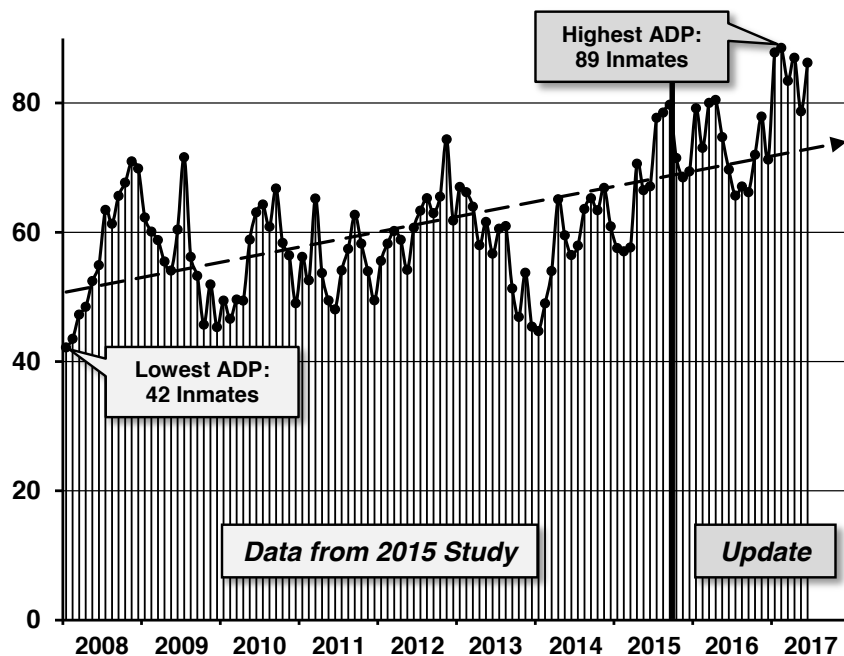
Jail Projection Update

Monthly Bookings at the Codrington County Detention Center (2008 – 2017)



Jail Projection Update

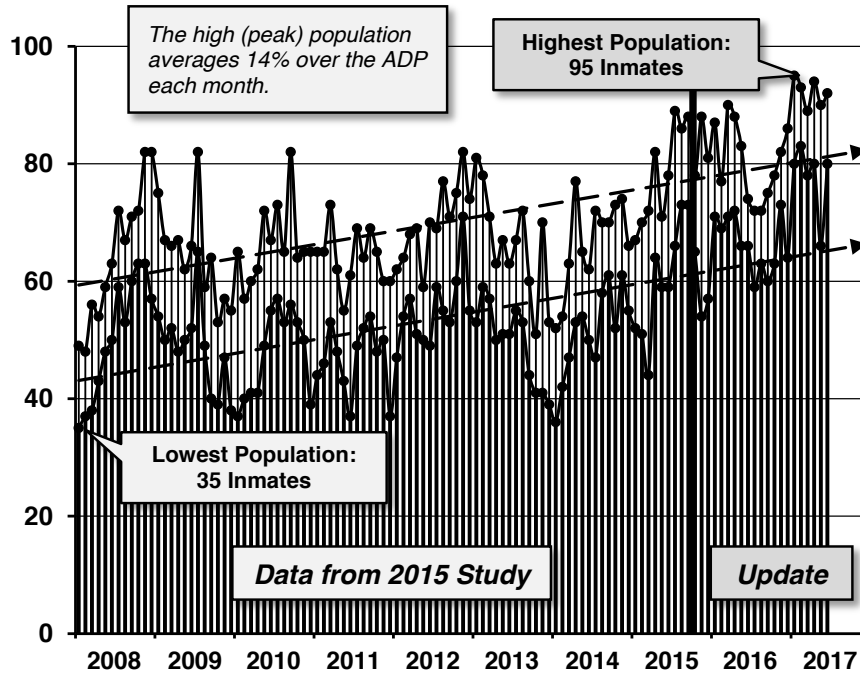
Average Daily Population (ADP) at the Codrington County Detention Center (2008 – 2017)



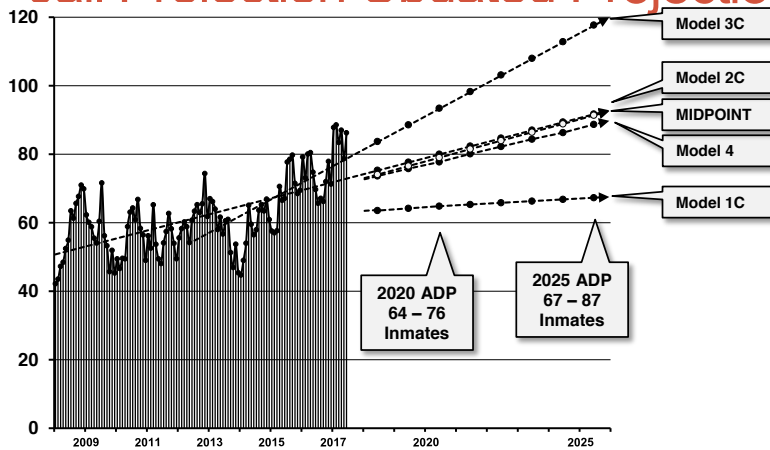


Jail Projection Update

High and Low Inmate Population Range at the Codrington County Detention Center (2008 – 2017)



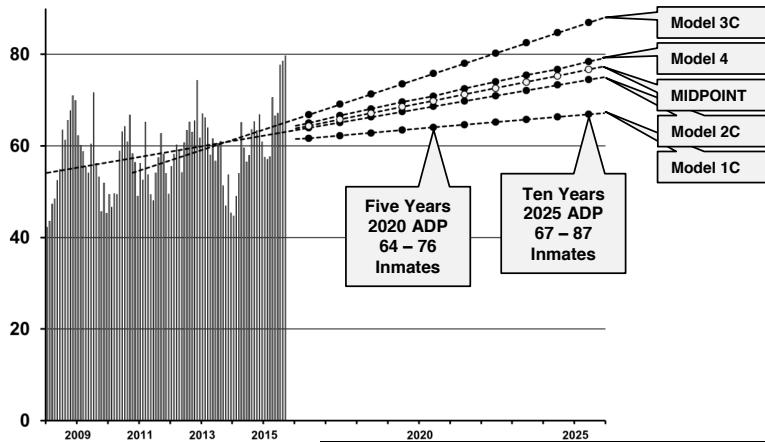
Jail Projection Updated Projection to 2025



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



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



Consultation & Assistance – Jail Data

- Jail Objective Classification Study
- Jail Utilization Study

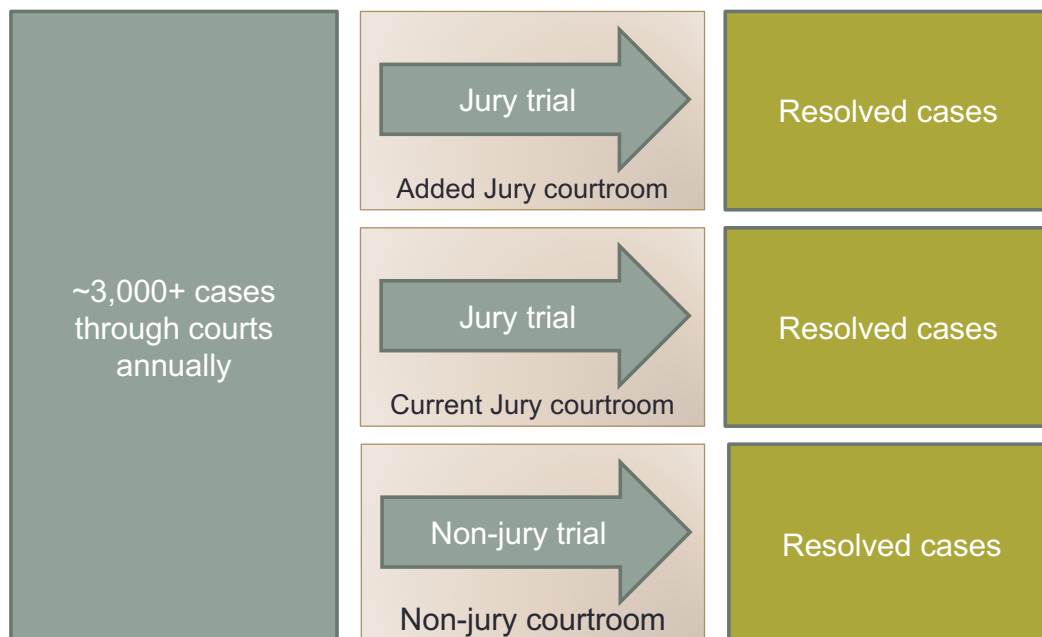


Consultation & Assistance – Architectural Pre-Design

- 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



Importance of 2nd Jury Courtroom

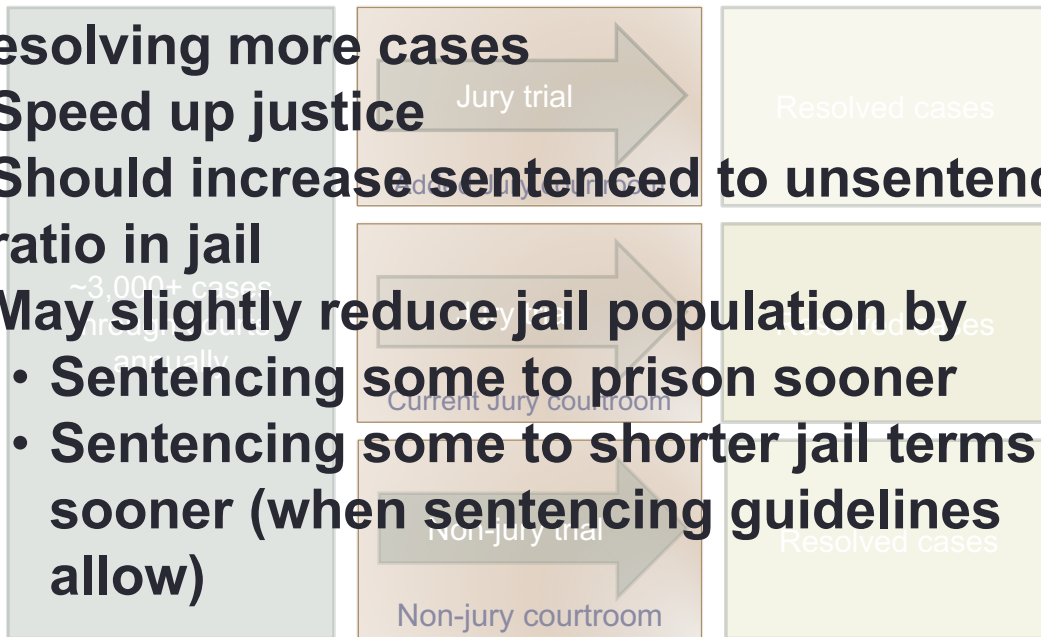




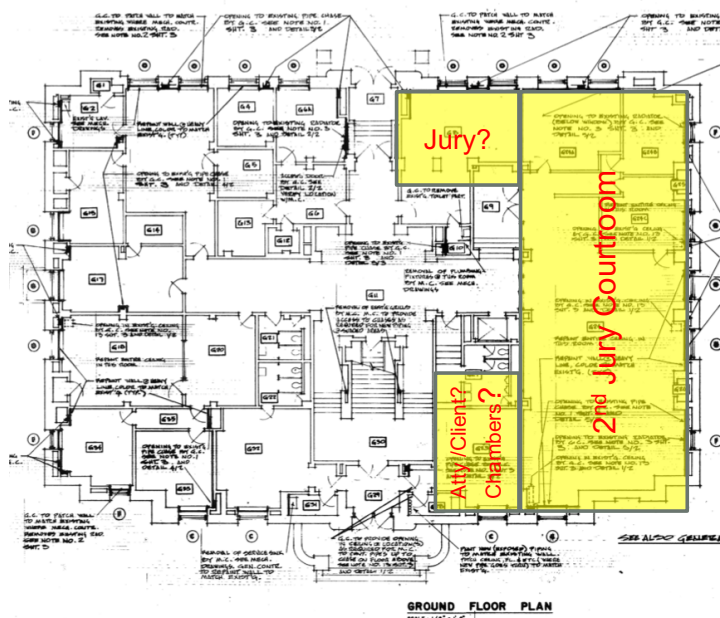
Importance of 2nd Jury Courtroom

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)



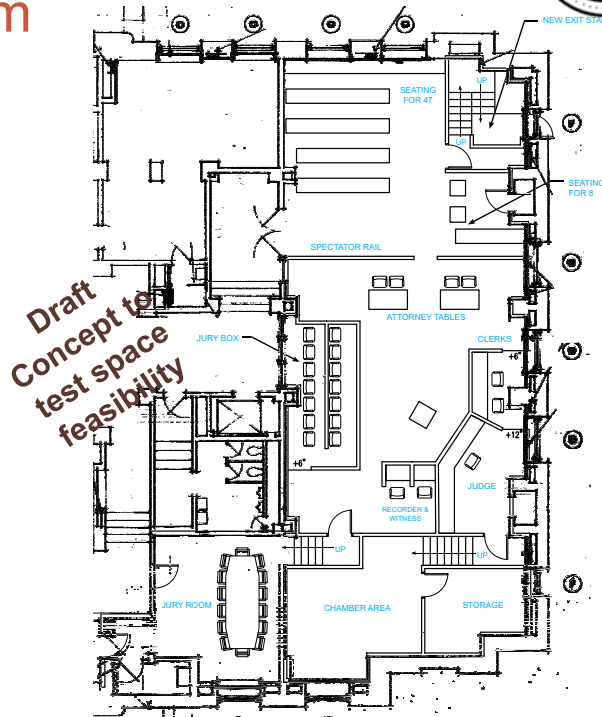
2nd Jury Courtroom Option Old Community Room



2nd Jury Courtroom Option Old Community Room



- **Pro**
 - Plenty of Space
 - Some good Courtroom features
 - May be big enough to partition
 - Possibly usable adjacent spaces
- **Con**
 - “Split“ levels in adjacent spaces
 - One entrance
 - Requires relocating county offices



Codrington Courtroom Layout
Scale: 1/8" = 1'0"
2017-09-08

BKV
GROUP

Rough Remodel Estimate



- About 2,600 SF remodel, includes courtroom, chamber and deliberation area
- **Cost**
 - Remodeling = \$400,000
 - Soft Cost = \$150,000 (architectural / engineering fees and furniture)
 - Court Technology = \$30,000 to \$60,000 (AV, exhibit presentation)
 - Miscellaneous Cost / Owner Contingency = \$50,000
- **=\$600,000 to \$700,000**



Options to relocate county offices

- **Move DoE out of current space**
 - Find space in Courthouse
 - Must move other office(s) from courthouse to make space for DoE
- **Move DoE to rented office space**
- **Move most county offices to extension center**
- **Buy building**
- **Build new building**



Move DoE to rented space

- **Step 1 Move DoE to rented office space**
 - Cost ~\$24,500 rent, fiber optic \$20,000, move \$3,000 = ~\$47,500
- **Step 2 renovate courtroom**
 - Cost ~\$600K to \$700K
- **Pros**
 - Minimize “shuffle”
- **Cons**
 - Separates DoE from other county offices
 - Fiber optic re-route cost



Move DoE to current Nurse's Space

- **Step 1 Move County Nurse to rented office space**
 - Cost ~\$24,500 rent
- **Step 2 Move DoE to current Nurse space**
 - Cost ~\$10,000
- **Step 3 renovate courtroom**
 - Cost ~\$600K to \$700K

- **Pros**
 - minimize cost,
 - keep DoE in Courthouse
- **Cons**
 - Nurse needs to move



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**
 - Cost ~\$
- **Step 3 Move DoE to current CoC space**
 - Cost ~\$
- **Step 4 renovate courtroom**
 - Cost ~\$600K to \$700K

- **Pros**
 - minimize cost,
 - keep DoE in Courthouse "county floor"
 - Could be long-term solution for CoC
- **Cons**
 - More shuffle



Clerk of Courts Space Options

- Relocate county offices to make space (as in previous slide)
- Waiting until jail in custody courtroom is built would allow use of more 2nd floor space



Sheriff's Ops Space Options

- Once new jail is built:
 - Expand into current jail space
 - Add new sheriff's office over jail admin/booking (as proposed in 2017 plan) when funds are available



State's Attorney Space Options

- Relocating victims' services would allow expansion of current space



Court Services Space Options

- Waiting until jail in custody courtroom is built would allow use of more 2nd floor space



Master Planning Possibility



Rough Concept for Discussion



Financing

- **Budget to provide space for relocation of county offices**
 - Rent
 - Move
 - Minor remodel
- **Fund Courtroom remodel from Future Bldg Projects Fund**



Financing

- **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	\$(4,500,000)
Rough Bond Amount	\$13,189,000



Public Awareness

- **Begin engaging sooner than later**
- **Media**
- **Public Information Meetings**
- **Community Organizations**
- **Other Ideas?**



Public Awareness

Public Information Meetings

- **In progress reviews**
 - Late Summer / Early Fall, 2017
 - Spring, 2018
 - Summer, 2018
- **Election lead up meetings,**
 - Fall 2018



Future CCJAC Meetings

- **CCJAC Meetings**
 - Sep 12th,
 - Oct 17th, (10th alternate)
- **Public Information Meetings**