

## Meeting Minutes

Project: **Codington County Jail**

Subject: Owner Review Meeting

Date: Tuesday, January 07, 2025 | 1:00 PM – 3:00 PM

Location: Teams

### Attendees:

- Lee Gabel, Codington County
- Brad Howell, Codington County Sheriff
- Matt Blackwelder, Codington County Jail
- Craig Beebe, Beckenhauer Construction
- Bill Barritt, Beckenhauer Construction
- Tyler Klatt, Tegra Group
- Dick Strassburg, Tegra Group
- Andrew Eitreim, Architecture Incorporated
- Mitch Aldinger, Architecture Incorporated
- Jon Young, HDR
- David Bostwick, HDR
- Lily Johnston, HDR
- Colin DeJong, Aason Engineering
- Brandi Hanten, City of Watertown
- Lucas Ammann, City of Watertown

### 1. Site Design

- a. Two options were presented at the previous meeting and site Assessment #2 was the preferred option.
- b. Public Parking / Public Access on the south side.
- c. Staff Parking on the northeast
- d. Work release and Arrestees access on the west side.
- e. Discussion with DOT
  - i. Access on the west side would have to utilize the site access adjacent the neighboring property. This would require an access easement from the neighboring property.
  - ii. Review with DOT to confirm that the access shown on the west side is acceptable to DOT.
- f. Perimeter road provides emergency vehicle access.
- g. Comments from the City of Watertown
  - i. Minimize the amount of drive along the east side access easement. This may potentially become a public street in the future.
  - ii. Confirm pavement / surfacing to meet City standards. 75,000 lb vehicle load.
  - iii. Access at SE corner would not need to be constructed to meet City street standards.
  - iv. 'Lot 1' (Discount Seeds) and 'Lot 4' are annexed into the City.
- h. Zoning
  - i. Site is Zone 'A1'.
  - ii. Allows Public and Quasi Public Institutions or Services – Need to go to the Board of Adjustment for Conditional Use.

1. Next deadline is January 20<sup>th</sup> for a February 6<sup>th</sup> meeting.
2. February 3<sup>rd</sup> for a February 20<sup>th</sup> meeting.

iii. Brandi will share the revised site plan with the Building Official and Fire Marshall.

- i. Easiest option for utilities would be to tap into the services along Highway 212.
  - i. Sanitary sewer is a 15" so this should not be an issue.

## 2. Overall Relationship Diagram

- a. Overall diagram was adjusted to provide visibility down the main north-south corridor from Central Control.

## 3. Housing Pod A – Male

- a. **3 Different configurations of Male Housing Beds.**
  - i. 24 Single Cells
  - ii. 48 Beds in 4-Person Cells
  - iii. 16 Beds in Dormitory
  - iv. 16 Beds for future expansion (4-person cells)
    1. Base Bid would include the shell.
    2. Fit-out could be bid as an Alternate.
- b. Staff post has good sightlines into all of the housing units and the exercise area.
- c. Video Court / Counseling Rooms are along the corridor connecting to the rest of the facility.
- d. Intent is to meet ACA guidelines for physical plant.
- e. 4-Person Housing Units
  - i. Single-Occupancy Cells
  - ii. Front Chase
  - iii. 70 SF per cell - following the ACA Standards.
    1. Allows for confinement for more than 10 hours.
  - iv. Tiered with 4 cells down and 4 cells on a mezzanine.
  - v. Natural light is required per ACA.
    1. Skylights or Clerestory windows in the dayroom or windows in the cells.
      - a. Preference is the clerestory or windows directly into cells.
  - vi. Sliders vs Swing Doors
    1. Cost Consideration
    2. Sliders can be remotely closed from the Staff Post.
    3. Can be a combination of the two.
    4. Sliders may be utilized on a small number of cells.
    5. Slider door opening width is 30"
- f. 24-Bed Units with 4-Person Cells
  - i. Front Chase
  - ii. 2 bunks on the floor and two on the wall.
  - iii. Writing surface is accommodated with a 4-person table.

- iv. Modesty screening around the toilet.
- v. Complies with the SF requirements of ACA.
  - 1. ACA Requires 100 SF of unencumbered space. 170 SF total per 4-person cells.
- g. Work Release
  - i. Separation of Work Release from the rest of the General Population.
    - 1. Could have up to 48 beds assigned to Work Release.
- h. Mechanical space would be above the 16-bed shell unit as that unit is a single floor.
- i. 3% of beds need to be ADA Accessible.
  - i. (2) 4-Person cells
  - ii. (1) Single-occupancy cell
  - iii. Dormitory will also be accessible.

#### 4. Blocking Diagram of Sheriff's Office

- a. Front of House – Lobby / Training Room / Records / Sheriff Admin.
- b. Back of House – Garage / Maintenance / Staff / Evidence
  - i. Evidence is adjacent the Staff Entrance
  - ii. Deliveries – Connected to Kitchen / Dock / Mechanical
- c. Secure perimeter between the Sheriff's Office and Jail.
- d. Potential to move Garage / Maintenance as a separate structure on the site.
  - i. Confirm if there is a cost benefit to the project.
  - ii. What does the County need in the facility? Needs to be kept 'simple' to make it actually be a savings.
  - iii. County provided direction to not pursue at this time.

#### 5. Staffing

- a. 3 Minimum Staff Positions
- b. Fixed Post at Central Control
- c. Fixed Post at Men's Housing
- d. Rover – Handles Bookings

#### 6. Schedule

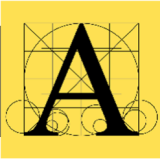
- a. Schematic Design: November – January
  - i. Initial Cost Estimate
- b. Design Development: February – March
- c. Construction Documents April – July
  - i. Bid Package #1: May
  - ii. Bid Package #2 July

#### 7. Upcoming Schedule

- a. Schematic Design Meetings
  - i. January 21, 1:00 PM (In-person)
- b. Design Development Meetings
  - i. February 4, 1:00 PM
  - ii. February 18, 1:00 PM

- iii. March 4, 1:00 PM
- iv. **Week of March 24 – TBD (In-Person)**
- v. April 1, 1:00 PM





<b>SCHEMATIC DESIGN</b>	
Date	Meeting / Submittal
1/7/25	Owner Review Meeting
1/14/25	Design Team Coordination
1/21/25	In-Person Owner Review Meeting
1/28/25	Design Team Coordination
<b>1/31/25</b>	<b>100% SCHEMATIC DESIGN SUBMITTAL</b>

<b>DESIGN DEVELOPMENT</b>	
Date	Meeting / Submittal
2/4/25	Owner Review Meeting
2/11/25	Design Team Coordination
2/18/25	Owner Review Meeting
2/25/25	Design Team Coordination
3/4/25	Owner Review Meeting / Budget Review
3/11/25	Design Team Coordination
Week of 3/24/25	In-Person Owner Review Meeting
3/25/25	Design Team Coordination
<b>3/28/25</b>	<b>100% DESIGN DEVELOPMENT SUBMITTAL</b>

<b>CONSTRUCTION DOCUMENTS</b>	
Date	Meeting / Submittal
4/1/25	Owner Review Meeting
4/8/25	Design Team Coordination
4/22/25	Owner Review Meeting
4/29/25	Design Team Coordination
5/13/25	Owner Review Meeting
<b>5/16/25</b>	<b>BID PACKAGE #1 COMPLETE</b>
5/20/25	Design Team Coordination
6/3/235	Owner Review Meeting
TBD - 6/3/25	BID PACKAGE #1 BIDS RECEIVED
6/10/25	Design Team Coordination
6/17/25	Owner Review Meeting / Initial GMP Review
6/24/25	Owner Review Meeting
<b>6/30/25</b>	<b>MOBILIZATION</b>
<b>7/7/25</b>	<b>CONSTRUCTION COMMENCES</b>
7/1/25	Design Team Coordination
7/15/25	Owner Review Meeting
7/22/25	Design Team Coordination
<b>8/1/25</b>	<b>BID PACKAGE #2 COMPLETE</b>
TBD - 8/26/25	BID PACKAGE #2 BIDS RECEIVED
9/23/25	Final GMP Review

PEOPLE / RESOURCES  
ELEMENTAL / ORGANIC

ASSEMBLE / CONSTRUCT  
LAYERED / ADDITIVE

CIRC. / TRANSPORTATION  
LINEAR/DISTANCE

CORE / LEGACY  
SPINE / BACKBONE

# Schematic Design Review

# Codington County Jail

Watertown, South Dakota

January 7, 2025



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## Agenda

1. Site Plan
2. Overall Relationship Diagram
3. Housing Pod A – Male
  - a. Sightlines
  - b. Bed Distribution
  - c. Circulation/Separation of Work Release
  - d. ACA Standards followed
    - i. 70 SF single-occupancy cells (allows confinement for 10+ hours)
    - ii. SF for 4-person cells 25 SF of unencumbered space
    - iii. Natural light strategies
    - iv. ADA
  - e. Sliders vs Swing doors
4. Blocking Diagram of Sheriff's Office Components
5. Schedule Review

# SITE ASSESSMENT - 2

## ZONING SUMMARY

CURRENT ZONING DESIGNATION	A1 - AGRICULTURAL DISTRICT
BUILDING USE	PUBLIC AND QUASI-PUBLIC INSTITUTIONS OR SERVICES

## SITE RESTRICTIONS

MAXIMUM HEIGHT	35 FT
FRONT YARD	30 FT
SIDE YARD	25 FT
REAR YARD	40 FT

## BUILDING

### PARKING CALCULATIONS

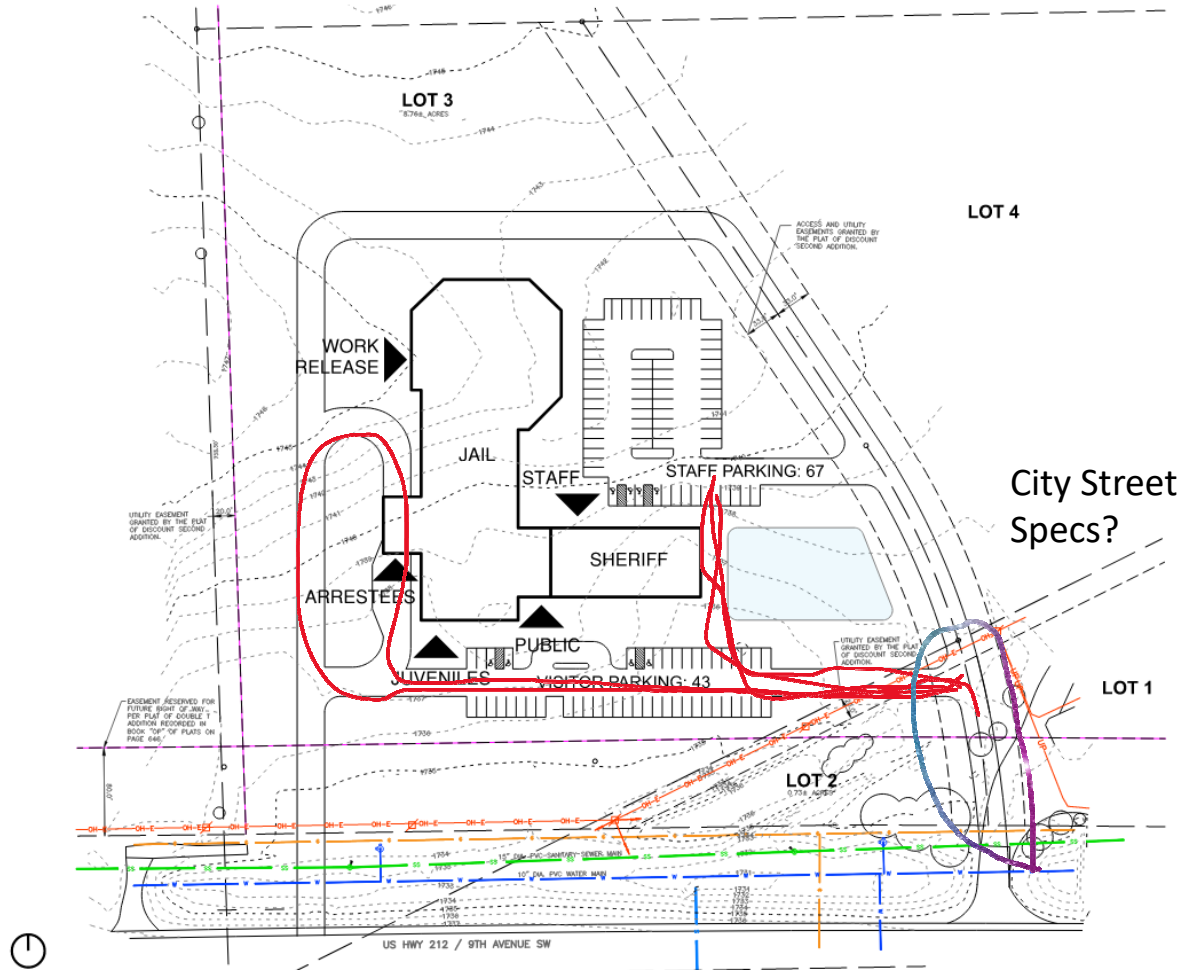
JAIL BUILDING SF	37 445 SF
SHERIFF'S LAW ENFORCEMENT BUILDING SF	12 296 SF
TOTAL BUILDINGS SF	49 741 SF

## PARKING

### PROPOSED PARKING

PROPOSED STAFF PARKING	67
PROPOSED VISITOR PARKING	43
PROPOSED ACCESSIBLE PARKING	8
TOTAL PARKING	118

- LOT LINES
- SETBACK LINES
- STORMWATER DETENTION POND
- UNDERGROUND SANITARY SEWER
- UNDERGROUND STORM SEWER
- UNDERGROUND POWER LINE
- OVERHEAD TRANSMISSION LINE
- UNDERGROUND GASS LINE
- UNDERGROUND WATER LINE



225 WEST WACKER  
SUITE 2750  
CHICAGO, IL 60606



# Relationship Diagram – Sheriff's Office

