

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
January 9, 2017

The Lake County Public Safety Building Advisory Committee met on January 9, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Tim Walburg, Kelli Wollmann, Ray Johnson, Tim Salmen, Julie Wegener, Manny de Castro, Jr., Roger Hageman, Doug Huntrods, and Dave Hare. Tim Salmen called the meeting to order.

Minutes Approved

All voting members present voted aye; minutes from December 27, 2016 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Meeting

The meeting centered around the calls that Tim W. and Manny had made to the references for both companies that submitted proposals. Tim W. indicated he called someone at the jail in Bismark, North Dakota and they said that RS Architects were okay to work with but hard to get ahold of. Tim also talked to an individual in Ashland that said that RS would show up and deal with the project and issues that arose.

Manny had talked to all the references that Shive-Hattery had given and indicated that all the references gave a good review of Shive-Hattery.

There was discussion of payment and whether the payment could be broken up into two payments and/or whether Shive-Hattery would take a lower amount. A Motion was made by Tim W. to allow Manny to enter into negotiations with Shive-Hattery regarding the above.

Future Meetings

January 23, 2017 at 7:00 p.m.

Adjourn

Meeting adjourned at approximately 7:30 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
February 6, 2017

The Lake County Public Safety Building Advisory Committee met on February 6, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Kelli Wollmann, Ray Johnson, Tim Salmen, Julie Wegener, Manny de Castro, Jr., Roger Hageman, Doug Huntrods, and Dave Hare. Shelli Gust and a representative from the Madison Daily Leader were also present. Tim Salmen called the meeting to order.

Minutes Approved

All voting members present voted aye; minutes from January 9, 2017 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Meeting

Manny reports that he spoke to Steve Davis of Shive-Hattery and that the amount quoted by them is the amount it will cost and that it can be paid in two payments.

A motion was made to Doug H. and seconded by Dave H. to present the Shive-Hattery proposal to the County Commission for their consideration. All members voted aye. The presentation to the County Commission will be made by Tim W. and Tim S. on February 21, 2017.

Future Meetings

February 27, 2017 at 7:00 p.m.

Adjourn

Meeting adjourned at approximately 7:15 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
February 27, 2017

The Lake County Public Safety Building Advisory Committee met on February 27, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present, Kelli Wollmann, Ray Johnson, Tim Salmen, Roger Hageman, Tim Walburg, Julie Wegener, Dave Hare, and representative from the Madison Daily Leader, Dave Askins was also present. Chairman, Tim Salmen called the meeting to order.

Previous meeting minutes from February 6, 2017

All voting member presented voted yes, minutes from meeting held on February 6, 2017.

Agenda Approved

All voting members said yes, agenda approved.

Meeting

Discussion held on subcommittee. Dave Hare, Tim Walburg, and Julie Wegener volunteered to be a part of the subcommittee. All members voted yes, approved.

Discussion was held on the proposal sent to the county commission. Tim made the comment that States Attorney DeCastro Jr was placed with the charge of negotiating a contract and bringing that back to the county commission for approval. It was thought this group didn't need to be involved in that discussion. If needed a meeting could be set up to discuss further issues in the contract.

Next meeting to be held on March 27, 2017 at 7:00 p.m..

Meeting adjourned at 7:10 p.m. all members voted yes.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
April 24, 2017

The Lake County Public Safety Building Advisory Committee met for its monthly meeting on April 24, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Tim Walburg, Kelli Wollmann, Ray Johnson, Tim Salmen, Julie Wegener, Manny de Castro, Jr., Dave Hare, and Doug Huntrods. Also present was Dave Askins. Tim Salmen called the meeting to order.

Minutes Approved

All voting members present voted aye; minutes from February 27, 2017 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Review and Discussion

Dave Hare gave an update on the building and indicated that there was no down-time with equipment. He also indicated that they are changing over to air conditioning at this time.

Tim Walburg gave an update on the jail and indicated that it was full all the time. He also indicated that members of Shive-Hattery came up from Sioux Falls (as they were working on a project there) and met with Tim W. and Dave H. Tim W. will be gathering information for Shive-Hattery regarding the number of jail bookings and inmates housed. Tim W. also discussed the HOPE Program.

Manny updated the members on the contract review. There was some discussion about what members thought they were getting and what the contract indicates. It was decided that the contract would be disbursed to all members for review and there would be another meeting so that everyone could agree on proposed changes to the contract that would be sent to Shive-Hattery for their consideration.

Future Meetings

The next meeting will be on Tuesday, May 2, 2017 at 7:00 p.m.

Adjourn

Meeting adjourned at approximately 7:30 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
May 2, 2017

The Lake County Public Safety Building Advisory Committee met for its monthly meeting on May 2, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Kelli Wollmann, Dave Hare, Ray Johnson, Tim Salmen, Julie Wegener, Manny de Castro, Jr., Roger Hageman, Doug Huntrods. Also present was Dave Askins. Tim Salmen called the meeting to order.

Minutes Approved

All voting members present voted aye; minutes from April, 24, 2017 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Discussion of Shive-Hatterly Contract:

Members noted a few typos in the contract and had some concerns that the contract was just “cut and pasted” from another one and that sufficient time and detail had not been spent on it before it was submitted to the Committee. There were multiple other questions regarding the contract and the services that Lake County was to receive under the contract. It was agreed that Manny would contact Shive-Hatterly and see when they might be in Sioux Falls again (working on another project) and be able to come up to Madison to answer the Committee’s questions.

Future Meetings

The next meeting will be set after Manny talks to Shive-Hattery about their schedule and when they would be available to answer the Committee’s questions regarding the contract submitted by Shive-Hattery.

Adjourn

Meeting adjourned at approximately 7:32 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
May 22, 2017

The Lake County Public Safety Building Advisory Board met for its monthly meeting on May 22, 2017

At 7:00 PM in the basement of the Public Safety Building. The following members were present:

Kelli Wollmann, Dave Hare, Tim Salmen, Julie Wegener, Tim Walburg, and Roger Hageman.

Absent members: Manny de Castro Jr., Ray Johnson & Doug Huntrod

Tim Salmen called the meeting to order at 7:00 PM

Minutes Approved

All voting members present voted aye; minutes from May 2, 2014 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Discussion Items

Talked with Shive- Hattery about our contract, they will fix the typos and revise the contract so it shows the items that are included in the first phase that will take us to a vote and also what will be in the next phases. Most all of the additional services that are in the contract deal with after the vote going forward with the construction project.

Revised contract will be sent to Manny in the next couple of days, at that time Manny will send the new contract out to Advisory Committee members to look over.

Future Meeting

The next meeting will be set after the new contract has been received and reviewed by committee members.

Adjourn

Meeting adjourned at approximately 7:50 PM

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
July 24, 2017

The Lake County Public Safety Building Advisory Committee met for its monthly meeting on July 24, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Kelli Wollmann, Dave Hare, Tim Walburg, Tim Salmen, Julie Wegener, Manny de Castro, Jr., Roger Hageman, Doug Huntrods. Also present was Dave Askins. Tim Salmen called the meeting to order.

Minutes Approved

All voting members present voted aye; minutes from May 22, 2017 approved.

Agenda Approved

All voting members present voted aye; agenda approved.

Discussion of Shive-Hatterly Visit:

Tim W. passed out a new schedule plan from Shive-Hatterly after Steven Davis' visit. Tim W. explained that Steven Davis was in Lake County and met with Tim for about 2.5 hours. During the meeting Steve had a 20-page document that he and Tim paired down to meet Lake County's needs. Steve will meet with the city PD on a potential joint project. Tim W. also explained that he is working on getting financial information to Shive-Hatterly as well as inmate numbers. Shive will have drawings for Lake County to consider and they will also invite the Historical Society for any input they may have. Steve will do on and off-site studies to say that all options have been looked at in determining what is most economical. Steve will attend larger commission meetings if necessary to explain his findings.

Roger asked Tim W. about the numbers that he has to get to Shive and Tim W. indicated that he is getting numbers from Miner County and already has the numbers from Moody County. Julie mentioned that she wanted a restroom close to dispatch as well as a breakroom and a treadmill. Doug has some issues he wanted to discuss with Shive and Tim W. gave Doug the number to call to discuss those.

Future Meetings

Tim S. said that it sounded like Tim W. needs to get the numbers to Shive and then we will hear from Shive, so there is no reason to set another meeting right now.

Adjourn

Meeting adjourned at approximately 7:30 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
October 16, 2017

The Lake County Public Safety Building Advisory Committee met on October 16, 2017 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Kelli Wollmann, Dave Hare, Tim Salmen, Amber Peters, Justin Meyers, Raymond Johnson, Julie Wegener, Tim Walburg, and Doug Huntrods. Members not present: Roger Hageman. Also present was Steve Davis, Shelli Gust, Mary Askren, Troy Wellmann, Marty Skroch, Rick Veldkamp, and Carla Bruning. Tim Salmen called the meeting to order.

Agenda Approved

Motion Hare, second Wollmann, to approve the agenda of October 16, 2017. Motion carried.

Agenda Approved

Motion Huntrods, second Johnson to approve the minutes of July 24, 2017. Motion carried.

Steve Davis, Shive Hattery Architectural Services Update and Presentation

Steve Davis with Shive Hattery gave a presentation to committee members about the work they have completed so far. Generally, topics included public comments received to date, review of inmate data and projections; review of program and space list for each department/office; existing facility assessment; historical considerations; scheduling; and other items. A detailed outline of the presentation and discussion is contained in the meeting notes completed by Steve Davis, which are attached to and hereby incorporated as a part of these minutes.

Future Meeting

Future meetings will be scheduled as needed.

Adjourn

Meeting adjourned at approximately 8:45 p.m.

PROJECT: Lake County Public Safety Center

MEETING DATE: 16 October 2017
Lake County Public Safety Center

ISSUE DATE: 18 October 2017

ATTENDING: See attached sign-in sheet

ATTACHMENTS: Items handed out at meeting:

- 8/13/16 South Dakota map of county housing and 9/6/17 Inmate population projection.
- 9/7/17 Space List Summary Sheet
- Existing Facility Assessment – Draft
- 10/13/17 Initial Project Cost estimates

A meeting was held with the Lake County Public Safety Building Committee on the above date. The following day this same information was presented to the full Lake County Commission. This documents our understanding of the items discussed and the agreements or decisions reached, during those meetings.

Discussion

- I. New Information – What’s Being Heard on the streets?
 - No negatives, just curiosity about “how it’s going”
 - Sheriff Walburg discussed his recent tour of the Burleigh/Morton County jail in Bismarck North Dakota, and their use of podular jail design. Steve noted that the concept for large and small county jails are the same, minimize (inmate) movement and maximize (officers) visibility (to inmate areas). This is best accomplished in a podular design.
- II. Review of Inmate Data and Projections:
 - a. Bed projections include 3 factors:
 - ADP (Average Daily Population) Actual number of inmates expected.
 - Classification Factor. Extra beds required to provide separation of inmates, according to gender and risk. For Lake County we’ve included 10% Classification Factor.
 - Peaking Factor. Extra beds to account for large arrests; drug busts, events, etc. For Lake County we’ve included 10% Peaking Factor.
 - b. Bed projections for 20-years:
 - Lake County only: ~ 62-beds
 - Lake, Moody and Minor Counties: ~ 72-beds
 - c. At this time the committee’s general opinion was, build for Lake County’s needs, 62-beds, with ability to expand in future.
- III. Review of Program and Space List for each department/office: Note, this looked at all departments that are in the PSB and/or part of the law enforcement system.
 - a. Sheriff’s Offices
 - b. Jail
 - c. 911/Communications



- Currently Madison is under 2012 IBC. If/when they adopt 2015 IBC, there is a requirement that 911/Communication Centers be able to withstand and EF5 tornado. This is something that probably needs to be considered.
 - d. State's Attorney
 - e. Madison P.D. (?)
 - Chief Meyer noted that if the sheriff's office remains in the PSB, there wouldn't be a need to accommodate Madison P.D. If the final solution recommends a new law enforcement/jail facility away for the PSB, the city may be interested in discussing the possibility of a joint law enforcement, city/county facility.
- IV. Existing Facility Assessment: In general the current PSB is a structurally sound facility, and should be considered to be reused, in some capacity, moving forward.
- a. ACA (American Correctional Association) Adult Local Detention Facilities standards
 - South Dakota does not have jail standards. When working in states that don't have jail standards, Shive-Hattery uses ACA standards. Use of minimum m ACA can provide counties added liability protection by meeting recognized minimum standards.
 - The current jail is operating as a 24-bed capacity facility. When evaluated, based on ACA standards the current facility capacity would be 11. the best
 - b. 2012 IBC (International Building Code) Jails are classified as an I3 facility, with some specific requirements, including:
 - A smoke evacuation system, which the current facility does not have.
 - An automatic sprinkler system, which the current facility does not have.
 - c. Accessibility (ADA)
 - The PSB currently is not ADA accessible. Any reuse, of the PSB would require accessibility provisions, including and elevator.
 - d. Building Utilities
 - The existing HVAC is past its useful life:
 - Is only operating at 50% capacity at best.
 - Is not able to address humidity concerns.
 - Has had ruptured pipes resulting in mold conditions.
 - e. Any renovation of the PSB should include replacement of the existing HAVC system.
 - f. Historical Considerations
 - Any expansion or renovation needs to be done with sensitivity to the historical nature of the current courthouse.
- V. Project Cost estimates, based on program information
- a. Nine options were presented including 60-72 beds, all new facility, new law enforcement / jail facility with remodel of PSB and expansion remodel of PSB. Project prices ranged from \$8.23M - \$11.62M.
 - Discussed project Cost including "hard" costs for construction and "soft" costs; FF&E (furniture fixtures and equipment), professional fees and contingencies (design and construction.)
 - b. Committee's first choice is to look at option of expanding onsite. If that's not feasibly possible, then look at remote law enforcement/jail facility and re-use PSB for other departments.
 - Altering East First Street or Lee Avenue is not an option. (this will limit space for growth)
 - Need to confirm that building over existing well field is not an option.
- VI. Schedule
- County plans would be to put a final solution to a public vote, for funding.



- The soonest this would be is June 2018. Steve noted that successful Public Awareness Campaign typically require a minimum of 3-4 months. Based on a June vote date, it should be possible to complete the study in time.

VII. Other Items

- Operations Analysis. Once current five year operating data is received Shive-Hattery can begin that analysis.
- Committee asked about the “Do-Nothing” cost. (If county had to begin housing inmates in other counties) Steve noted Shive-Hattery typically provides that information and in many case that becomes one of the most eye-opening price of information for public awareness of the need.
- Committee asked at what point it’s advisable to bring in a financing entity. Steve noted that could be at any time, and the sooner the better. A clear understanding of the county’s ability to fund a project is critical component of a Public Awareness Campaign.
- Possibility to repurpose current jail housing, for another use?
 - Current cells are non-bearing precast modules. Shive-Hattery to do further investigation into possibility of removing cells, to allow for repair of under slab plumbing and repurpose space for another use.

The chart below shows variables that come up and decisions that need to be made. Shaded areas indicate completed tasks while unshaded areas have action still required. Some variables impact scope and/or schedule, others do not.

#	Topic	Date Initiated	Date Closed	Action Required and by Whom?
1	P.D. – Does not appear at present they will be part of project, but go ahead and program space for them and final decision can be made later, as to their involvement.	7/10/17		Owner decision at some point
2	What is extent of geo-thermal well field?	7/10/17	7/12/17	Owner to provide
3	5 Years operational data for sheriff office and jail.	7/10/17		Owner to provide
4	Will need any ADP (Average Daily Population) data available to begin looking at 20-30 year projections.	7/13/17	8/20/17	Owner to provide
5	Operational Cost Analysis. (Can begin once item #3 is complete)	10/17/17		Shive-Hattery
6	Existing Site ability to accommodate a new jail.	10/17/17		Shive-Hattery

This documents our understanding of the items discussed and the agreements or decisions reached. Please contact our office on or before, 20 October 2017, with any omissions or discrepancies.

Steve W. Davis, AIA
Shive-Hattery

cc: Those in Attendance
File

