LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
January 15, 2018

The Lake County Public Safety Building Advisory Committee met on January 15, 2018 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Roger Hageman, Dave Hare, Tim Salmen, Justin Meyer, Raymond Johnson, Julie Wegener, Tim Walburg, and Doug Huntrods. Members not present: Amber Peters and Kelli Wollmann. Also present was Steve Davis, Shelli Gust, Mary Askren, and Jerry Doyle. Tim Salmen called the meeting to order.

Agenda Approved
Motion Johnson, second Hare, to approve the agenda of January 15, 2018. Motion carried.

Minutes Approved
Motion Huntrods, second Johnson to approve the minutes of October 16, 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 topics covered at the October 2017 meeting, how the public safety building can continue to be used, option diagrams, potential schedule, 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
The next meeting will be held on Monday, February 5, 2018 at 7:00 p.m. in the PSB Training Room.

Adjourn
Meeting adjourned at approximately 8:30 p.m.

SHIVEHATTERY
ARCHITECTURE + ENGINEERING

PROJECT: Lake County Public Safety Center

MEETING DATE: 15 January 2018
Lake County Public Safety Center

ISSUE DAT: 18 January 2018

ATTENDING: See attached sign-in sheet

ATTACHMENTS: Items handed out at meeting:
- .pdf of 1/15/2018 Power Point

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?
- Nothing at this time

II. Review:
a. At this time the committee's general opinion was, build for Lake County's needs, 60-beds, with ability to expand to 72-beds in future.
b. 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.
- ACA (American Correctional Association) Adult Local Detention Facilities standards
- 2012 IBC (International Building Code)
- Accessibility (ADA)
- Building Utilities
- Historical Considerations

c. Geo-thermal well research: S-H talked with Roger Saathoff, well driller and Norm deWit, Associated Consulting Engineers, the design engineers for the geo-thermal system. We have been told the horizontal wells are over 25' deep and run under the PSB. We had also been told it would be possible to build a slab-on-grade structure above the horizontal wells, and it would be possible to relocate the headers, if a new structure were to be located where they occur.

III. Question to be answered; "How can the PSB be re-used?"
a. Renovate and expand for existing use to remain
b. Re-purpose/Renovate for; 911/Communications, State's Attorney and E.M. Training and build new Jail and L.E.

IV. Options Diagrams
a. #1: Expand PSB, north and east
b. #2: Expand PSB, north and west
c. #3: Build New Jail and LE on northwest corner, of courthouse square. Renovate PSB for; 911/Communications, State's Attorney and E.M. Training
d. #4: Build New Jail and LE of TBD site. Renovate PSB for; 911/Communications, State's Attorney and E.M. Training
e. #4a: Build New Jail and LE of TBD site. Renovate PSB at later date.

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- Committee noted the public has been told there are issues with PSB departments other than sheriff and jail, they hope to address also.

V. Updated Cost Opinions

Lake County Public Safety Center
Options Summary

12/26/17

Spaces	Opt. #1 (northeast exp)	Opt. #2 (northwest exp)	Opt. #3 (northwest jail)	Opt. #4 (New Jail, LE & remodel PSB)	Opt. #4 a (New Jail, LE)
Public Reception	✓	✓	✓	✓	✓
Sheriff Admin.	remodel	remodel	remodel	✓	✓
Madison P.D. Admin.	-	-	-	?	?
Jail Housing/Class.	60/72	60/72	60/72	60/72	60/72
H1	✓	✓	✓	✓	✓
H2	✓	✓	✓	✓	✓
H3	✓	✓	✓	✓	✓
H4	✓	✓	✓	✓	✓
H5 - Male	✓	✓	✓	✓	✓
H5 Female	shell	shell	shell	shell	shell
E-911 Communications	remodel	remodel	remodel	remodel	-
State's Attorney	remodel	remodel	remodel	remodel	-
Emergency Management	remodel	remodel	remodel	remodel	-
Elevator (existing PSB)	✓	✓	✓	✓	✓
Project Cost (millions)	**$12.48**	**$12.28**	**$11.49**	**$11.74**	**$10.69**

Note: These Cost Opinions are based on late 2018 bid date. If decision is not to go to a Public vote until November of 2018, bids would be late spring 2019 and these costs would need to be increased ~2.5%-3% to account for inflation.

VI. Discussion

a. Moody County Commissioner Jerry Doyle, expressed Moody County's continued support for this effort and indicated Moody County would consider participating in the capitol expense for the project.
b. Elements that are included in all Options included
   i. Existing cell area to have cells removed, under-slab plumbing issues addressed and space repurposed for 911/Communications
   ii. Add an elevator at the PSB to provide accessibility for all floors.
c. 911/Communications good with relocating existing cell area, but wants to continue having an emergency back-up station in the basement as part of the expanded EM Training and Event room.
d. General opinion:
   i. Recognition that options 1 & 2 would; require city variances for street encroachments, have added phasing complexity (to keep jail operating during construction) and would come at a premium cost.
   ii. Concern about option #3 being built fully over existing well field and removing all the courthouse parking.
   iii. Since the PSB can be repurposed for expanded 911/Comm, State's Attorney and EM Training and Emergency Event Room maybe look at building jail and law enforcement off-site
e. Option #4, "greenfield" site, discussion.

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i. PSB already has secure court holding capabilities, for transport of inmates to and from court.
ii. Madison P.D. expressed some interest in exploring possibility of being part of this.
iii. Minimum 2 acres, ideally 3 or more.
iv. Site acquisition costs were not included in options #4 or #4a, at this time.
v. Site discussion:
   1. County Highway barn at Highland and 4th St SW. County owner property.
      - Land is available east of highway barn. City owes tow addional pieced adjacent to the east. Some of this property may be in a flood plain, but parking could locate here.
      - Would need to visit with adjacent property owners.
   2. Property between hospital and cometary to west of the hospital.
      - Not currently owned by county.
      - Would need to include storm detention.
      - Would have adequate room for future expansion, even beyond 72 beds if needed.
   3. Are there other sites to be considered?

f. S-H to provide operational life cycle cost analysis.
g. Now that a range of project costs has been prepared, S-H recommended county begin looking for financial advisor to assist them with financing options of a project.
h. Schedule:
   i. June 2018 would be the earliest possible vote date. Steve noted this was possible, but some felt this might be rushing things and there was talk about going to vote in November 2018. (See note above about impact to cost opinions if vote is moved back to November)
   ii. Committee would like to have cost analysis numbers and meet again in two weeks, January 29th. At that time they are prepared to make a final recommendation to the commission at their January 30th meeting. (S-H would not necessarily need to be at that meeting)
   iii. Tim would like to see some visual materials prepared, plan diagram and potential images of a new building, to have on the wall as he begins having public tours of the facility.

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	11/28/17	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.	10/17/17		Shive-Hattery
6	Existing Site ability to accommodate a new jail.	10/17/17	1/15/18	Shive-Hattery
7	Site selection, **IF** decision is to proceed with option #4	1/15/18		Owner
8	Final decision on vote date, so preparation for a Public Awareness Campaign can begin.			

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

Project #4166060

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
February 5, 2018

The Lake County Public Safety Building Advisory Committee met on February 5, 2018 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Justin Meyer, Douglas Huntrods, Wendy Kloeppner, Julie Wegener, Raymond Johnson, David Hare, Tim Salmen, Kelli Wollmann, Tim Walburg, Roger Hageman. Members not present: Amber Peters. Also present were Shelli Gust, Jerry Doyle, Troy Wellman, Marty Skroch, and Mary Askren. Tim Salmen called the meeting to order.

Agenda Approved
Motion Walburg, second Hare, to approve the agenda of February 5, 2018. Motion carried.

Minutes Approved
Motion Huntrods, second Johnson to approve the minutes of January 15, 2018. Motion carried.

Additional Information Received & Review of Shive-Hattery Needs Assessment Presentation / Options
Walburg reviewed aspects of Steve Davis's presentation, and the pros/cons of each option. Option 1 would encroach significantly into the street on both the North and East side of the existing Public Safety Building. Davis has not yet verified whether the geothermal wells go all of the way across the block, but did express concerns with building on top of the geothermal wells. It could be done, but it would be difficult, and it may not be in the best interest to do so. Salmen noted that this would be the most expensive option because of the phasing and the longer construction time.

Option 2 would take the jail to the north of the facility, staying on the south side of the sidewalk, but would take over the entire horseshoe parking area that exists there currently and would still be over the geothermal well field. Members noted this parking area leads to the main entrance of the courthouse that is used by the public, the primary area used for deliveries, and it is the only handicapped access available into the courthouse facilities at this time.

Option 3 would take the jail to the NW corner of the campus. This would remove all of the parking for the entire courthouse, and members again discussed the challenges to removing the existing parking areas. Hare noted that the manifold for the geothermal would need to be relocated, and that prisoners are in the open for transportation to and from court. Huntrods noted that if you are looking 30 years down the road, there will be no room to expand and no room for growth. Salmen noted that you would be sitting over some geothermal no matter what was done on campus, and questioned what would happen if something went wrong. Hare stated that those geothermal lines would have to be deadened, and they would have to bore vertical wells down, because the system can't afford to lose those lines. Dave Hare does not know what the tonnage capacity of the loopfield is.

Option 4/4a – the green site. Walburg advised members that he and Meyer had been looking at possible site locations for a green site. They looked at the county highway department site, which is next to flood buyout property owned by the City of Madison. Concerns with that site included proximity to a residential neighborhood and the desire to be good neighbors, the limitations of the flood buyout property, the flood zones located on the property, and the inability to expand. They looked at a parcel of land on the bypass by the hospital, but that property owner was not interested. They looked at a couple of other areas around Madison, and determined that they would be landlocked if the county were to try and come in towards the center of Madison. They went out to the industrial park area to

see what properties were still available through the LAIC in that area. They looked at a few different lots that were still available.

Walburg attended an LAIC meeting to provide general information about the committee's activities and potential options, and to inquire about any options that may be available for land purchase through the LAIC. The LAIC board indicated that they would have an offer by the end of the week. The LAIC board subsequently communicated an offer to Walburg that they would be willing to give the County a choice of a 7.7 acre parcel or a 5.75 acre parcel for $1.00. Walburg advised members that the parcel has been platted, it has been surveyed, it has site elevation, and soil boring. Walburg did have some questions about the elevation of the property, highway access, and infrastructure/utilities, and he had done some preliminary research on those issues.

Walburg advised members he had visited with Brad Lawrence with the City of Madison, and he showed a map indicating where power transformer stations, sewer lines, and water lines are currently present. The infrastructure and utilities would need to be brought over, but are located within close proximity of the parcel. Walburg has reached out to a couple of people in the construction industry who are familiar with the area, and they opined that the site elevation that is there would be acceptable for the county's building needs, and that the dirt there may be sufficient to re-work the land. We may need to install culverts for the water and storm water to run off on one portion of the property.

Walburg has reached out to the SD DOT to inquire about what type of permits would be needed for access. The plat does show a shared access easement, 25' on either side. Meyer noted there was good median access at this location.

Walburg advised that Steve Davis has reviewed all of the new information obtained since the committee's prior meeting, and he feels this site would meet all of our needs and the needs of a joint facility, should that be desired. Salmen questioned whether we have assurances that the offer is good for as long as we need it. Walburg advised that we could negotiate a purchase agreement contingent upon a bond referendum vote. Kloeppner confirmed that this was just an oral offer.

Walburg showed an example of a layout from another county and what an off-site facility could look like.

Gust updated the committee on information received from Steve Davis after the committee's last meeting, comparing a June vote (Fall 2018 bid) vs. November vote (Spring 2019 bid). Steve Davis had advised that based on what they are currently seeing the inflation rate being, the estimates could increase 2.5% - 3%. On an $11M project, for example, that would be an additional $275K-$330K. Members discussed this briefly and the general consensus was that time needed to be taken with this project, and that a November vote was still the goal.

Salmen discussed that he was not in favor of Option 4A (off-site facility only), as there are many issues that need to be addressed with the Public Safety Building and the other departments housed in that building. Salmen stated that he was in favor of Option 4, renovation of the Public Safety Building and an off-site facility on a green site. Members were in general consensus that Option 4a was not preferable.

Walburg advised that he had reached out to Toby Morris with Dougherty and Company regarding different public financing options. This was a very general conversation, but it is something that he could assist with once we have received firmer operational numbers.

Walburg advised the group that he had received a draft of operational numbers. The operational costs were projected out to 30 years, with project costs over 20 years. If nothing is done with this facility, it will cost the county approximately $69 million dollars, with the likelihood that the facility would have to shut down in approximately 3-5 years. Walburg had a couple of questions about the FTE projections, as we have increased our staff since providing Shive Hattery with our initial staffing (due to housing of females). Walburg anticipates these numbers will be refined after they have reviewed that issue.

Member's discussed whether there could be multi-county or city participation. Meyer indicated that the City would be interested in discussing this further. Moody County representatives indicated they are willing to discuss this issue further.

Recommendation to County Commission

Gust advised the committee that this was on the County Commission's agenda for February 6th, and that the Commission will be looking for the committee to recommend which option the committee feels is in the best interest of the County to pursue and move forward with in order to resolve the building systems, structural, security, and spacing needs of the departments housed within the Public Safety Building. It will then be up to the Commission to determine whether to move forward with the committee's recommendation, move forward with a different option, or not move forward at all. Members engaged in additional brief discussion, primarily focused on the pros and cons of Option #4.

Motion Hare, second Huntrods to recommend to the County Commission to move forward with exploring Option #4, new jail and law enforcement facility on an off-site location and renovation of the existing Public Safety Building. Motion carried.

Motion Huntrods, second Johnson, that the Commission move forward with pursuing the 7.7 acre parcel, Tract 1 Berthers 2nd Addition, as a potential off-site location. Motion carried.

Future Activities of the Public Safety Building Advisory Committee

Gust advised the committee that the main scope of the committee's work – to analyze, research, review, and recommend options for resolving the building systems, structural, security, and spacing needs of the departments housed within the Public Safety Building – was substantially complete. Gust further advised that the resolution creating this committee allows that scope to be expanded by the Commission, who may refer specific questions or issue further instructions to the committee at its discretion. Gust advised that she anticipates the Commission will direct the committee and additional county staff to continue to gather information and offer recommendations to the Commission relevant to the option they choose to move forward with in the following areas: site analysis, public finance options, potential cooperation with other entities, election and ballot language issues, and most importantly a public awareness and education campaign. The committee will want to continue to be in the loop on the discussion and progression in these areas, as it cannot effectively participate in a public awareness and education campaign without having an understanding of those other issues.

Future Meetings

Future meetings will be driven by the direction of the Commission and progression of the project as it moves forward. Gust will consult with Walburg and Salmen as issues arise and schedule meetings as needed.

Adjourn
Meeting adjourned at approximately 8:30 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
May 22, 2018

The Lake County Public Safety Building Advisory Committee met on May 22, 2018 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Dave Hare, Julie Wegener, Kelli Wollmann, Roger Hageman, Justin Meyer, Tim Walburg. Members not present: Wendy Kloeppner, Tim Salmen, Raymond Johnson. Also present were Shelli Gust, Troy Wellman, Mary Askren, Marshall Dennert, Bob Thill, and April Denholm. Dave Hare called the meeting to order.

Agenda Approved
Motion Hageman, second Wegener, to approve the agenda of May 22, 2018. Motion carried.

Minutes Approved
Motion Walburg, second Hageman to approve the minutes of February 5, 2018. Motion carried.

Public Comments
Shelli Gust advised members that "Public Comments" would be a regular part of agenda from this point forward, due to a change in state law that is set to take effect on 7/1/18. The County Commission will likely be reviewing and adopting guidelines that can be followed by all county boards and committees subject to the open meetings law so that the law is applied consistently.

Dave Hare re: Update on Heating and Cooling Systems / Water Damage
Hare reported that the pipes immediately above his desk had burst, causing approximately 150-200 gallons of water to spill out from the ceiling into his office, the training room, the hallway, and a little into the evidence vault and an office rented by the State of South Dakota. It did some damage to ceiling tiles and documents, and the computer and radios are still in the process of being dried out but appear as if they may still be functional. This is the second time something like this has happened since he has started working for the County. These pipes run through our heating and cooling systems and are believed to be original to the building. The pipes are beyond being able to be patched – patching would not provide confidence that the same issue wouldn't happen again, and we were lucky that it didn't affect any of the equipment in the dispatch center. A special meeting was held by the County Commission, and the Commission has authorized the piping to be replaced.

Tim Walburg and Justin Meyer re: Update on Progress and Additional Information
Walburg reported on the Statement of Probable Cost that had been received by Shive-Hattery and pointed out a couple of areas that still needed to be adjusted on the statement. Walburg also addressed the Program Space List provided by Shive-Hattery, and there were a couple of areas that still needed to be adjusted on that as well. Walburg briefly mentioned the Professional Services Agreement and the additional funding that had been requested by Shive-Hattery for additional services for Phase III. Walburg and Meyer reported that they had been working with Toby Morris with Dougherty and Company, who had also been in contact with Steve Davis of Shive-Hattery, and Toby should have almost all of the information he needs.

Mike Bates re: Construction Manager at Risk
Bates reported that he is a citizen of Lake County who is currently retired, but has previously worked with Henry Carlson Construction. Bates discussed value engineering and his experience with projects that have used a construction manager at risk. Bates recommended speaking to officials with the Madison Central School District about their high school gym/renovation projects and the Madison

Regional Hospital about their new hospital project. Construction managers at risk provide you with a guaranteed maximum price before the project starts. There is a superintendent on-site that runs the subcontractors and the safety meetings. There is a project manager in the office that makes weekly or bi-weekly visits. It is a team approach to getting project done. Bates discussed schematic design, design development, and construction documents. Members agreed that Bates and Walburg should work on drafting a Request for Proposal that could potentially be approved by the Commission. Members agreed to meet again on 6/5/18 to review the RFP draft, discuss this further, and potentially make a recommendation to the Commission at their meeting on 6/7/18.

Future Meetings
The next meeting will be on 6/5/18 at 7:00 p.m.

Adjourn
Motion Walburg, second Wollmann to adjourn at approximately 8:20 p.m.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE
June 5, 2018

The Lake County Public Safety Building Advisory Committee met on June 5, 2018 at 7:00 p.m. in the basement of the Public Safety Building. The following members were present: Julie Wegener, Kody Keefer, Kelli Wollmann, Tim Salmen, Roger Hageman, Ray Johnson, Wendy Kloeppner, Dave Hare, and Tim Walburg. Members not present: Justin Meyer. Also present were Shelli Gust, Mike Bates, Mary Askren, and April Denholm. Tim Salmen called the meeting to order.

Agenda Approved
Motion Kloeppner, second Hageman, to approve the agenda of June 5, 2018. Motion carried.

Minutes Approved
Motion Walburg, second Kloeppner to approve the minutes of May 22, 2018. Motion carried.

Public Comments
There were no public comments.

Dave Hare re: Update on Heating and Cooling Systems / Water Damage
Hare reported that additional damage was discovered to the chiller unit itself, beyond repair. Hare had been working with Rick Barger to obtain a quote for a new unit and installation. This new chiller would be a 20 ton unit. The condenser unit would remain on the roof, but there would be another unit downstairs in the boiler room. Fresh water would not be introduced into this new chiller; it could be changed from heat to cool much easier. This would be a highly efficient unit, hopefully lasting another 20-30 years. This new unit would be utilized in any renovations.

Tim Walburg and Justin Meyer re: Update on the Project, Request for Proposals, Construction Manager at Risk
Members reviewed a draft of the Request for Proposals for a Construction Manager at Risk. This is a tight timeline, but that is something that could be discussed with those that submit a proposal. Mike Bates discussed the differences between the programming phase, the schematic design phase, the design development phase, the bid packages, and the proposed construction phase. The proposal will be published on the county's website, advertised in the paper for two weeks, and also submitted to a website that advertises these types of proposals. The selection criteria were also discussed.

Recommendation to County Commission
Motion Hare, second Kloeppner to recommend that the County Commission advertise for Requests for Proposals for a Construction Manager at Risk.

Future Meetings
The next meeting will be determined at a later date, as the need arises.

Adjourn
Motion to adjourn. Motion carried.

LAKE COUNTY PUBLIC SAFETY BUILDING ADVISORY COMMITTEE

Aug 27, 2018

The Lake County Public Building Advisory Committee met on Aug 27, 2018 at 7:00 PM in the basement of the Public Safety Building. The following members were present: Roger Hageman, Kelli Wollmann,

David Hare, Tim Salmen, Kody Keefer, Ray Johnson, Julie Wagener and Tim Walburg. Also present were

Mary Askren, Bobbi Janke, Dave Derry and Jerry Framm.

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

Agenda Approved

Motion Keefer, second Hageman to approve the agenda of Aug 27, 2018. Motion carried.

Minutes Approved

Motion Hageman, second Johnson to approve the minutes of June 5, 2018. Motion carried.

Public Comments

There were no public comments.

Tim W introduced Dave Derry and Jerry Framm from Henry Carlson Construction.

Dave Derry from Henry Carlson Construction discussed how and why the budget changed from what Shive Hattery had come up with to what they have projected. He also talked about what information we want to talk about at our Public Forum.

The committee set up the following dates for the public forum / open house

Sept. 19, 2018 at 5:30 PM

Oct . 23, 2018 at 7:00 PM

The Committee discussed what iformation we want in the tri fold hand outs and where we want to

distribute them in the community.

Next Meeting Sept. 5, 2018 at 6:00 PM

Adjourn

Motion Hageman, second Walburg at 8:30 PM