

Brookings County Jail Expansion Committee
March 19, 2018

A meeting of the Brookings County Jail Expansion Committee was held on Monday, March 19, 2018 at 1:00 p.m. in the Brookings City & County Government Center. Present: Stephne Miller, Larry Jensen, Abigail Howard, Martin Stanwick, Bart Sweebe, Scott Sebring, Marty Kloster and Stacy Steffensen. Bruce Schwartzman, Partner in Charge with BKV Group, was also present.

Chairperson Miller called the meeting to order and a quorum was established. Motion by Jensen, seconded by Sweebe to approve the agenda as presented. Motion carried.

The Agenda items that BKV presented to the Committee were:

- Draft materials to be submitted to Historic Preservation Commission in response to February 8th meeting (distributed)
 - Schedule and Task (distributed)
 - Jail Tour Dates
 - Construction Manager vs General Contractor
 - Site Survey
 - Current Floor Plan Layout and Flow
 - Exterior Design – concerns and process
1. The revised draft materials for submission to the Historic Preservation Commission were distributed and reviewed.
 - a. The additional items as requested in the February 8, 2018 HPC meeting were identified and reviewed. Some minor refinements were discussed.
 - b. The areal plan that shows adjacent building heights will be modified to show the properties to the east.
 - c. Schwartzman asked if he should include set-back information in the presentation to the Historic Preservation Commission on surrounding properties. He was directed to ask Brookings City Clerk Shari Thornes if that information was necessary.
 - d. The Sheriff's staff will be preparing the additional information on inmate projections.
 2. The draft schedule was distributed for review
 - a. It was noted that this schedule assumes submitting the requested items to the Historic Preservation Commission on March 23, 2018 for the April 12, 2018 meeting. The Jail Expansion Committee stated that it is more important to work through the exterior design at this point than resubmit to the HPC. The schedule will be revised based on this requested change.
 - b. The jail tours were noted as occurring in mid-April but the Jail Committee stated that could occur after the next meeting with the HPC.
 - c. BKV will review the schedule for the next meeting
 3. The Committee was presented with a draft presentation of additional information requested by the Brookings Historic Preservation Commission. Kloster asked if it is necessary to leave the 24/7 program at the current site if the jail were to move off-site. The consensus of the Committee was that it should be left at the current site to allow for easier access for those having to participate in the program.

4. Sheriff Stanwick said he believes they need to have a number of exterior design options to bring to the County Commission before it goes back to the Historic Preservation Commission. Schwartzman said that isn't typically how the design process works. Stanwick said that this is not a typical Historic Preservation Commission. While this might not be the standard design process on past projects having design workshops and open houses early in the process has been important.
5. The Committee discussed what needs to be done to move forward. Schwartzman suggested that BKV provide several exterior design options to present to the Committee. He said they will incorporate any ideas the Committee comes up with and then hold a public open house to show the designs and take public comment. Schwartzman said final approval of the design lies with the Brookings County Commission.
6. The Committee also discussed parking concerns that have been raised in the area of the proposed expansion. BKV provided a map showing current parking and the number of spots available. The map will be modified to show additional "future" parking at the city / county government center. Based on the Committees direction BKV will include that information for clarity in the next Historic Preservation Commission submission.
7. Schwartzman said the Committee should also start thinking about whether they would like to use a construction manager versus a general contractor for the project. Data was sent to the Committee by BKV on January 22, 2018 that provides an overview on this topic.
8. A survey of existing topography, utilities and horizontal datum will be needed as the project proceeds. BKV has obtained 4 proposals for comparison that were sent to the Committee. Schwartzman stated at the next meeting he would ask that the Committee approve one of the proposals so the survey work can be completed.
9. Schwartzman stated that in addition to the survey, geotechnical / soil boring will need to be completed in the future. Proposals will be provided for that as well.
10. There have been a number of reviews and refinements of the proposed jail floor plan. BKV reviewed the layout and flow of the current plan. Copies were provided to the committee.
11. Steffensen said she will work with Schwartzman to schedule the next meeting.

Miller declared the meeting adjourned at 3:49 PM.

Submitted by Stacy Steffensen