

*Space Needs Decisions/
Timeline*

Brookings County

Space Needs Studies

- 1993
- 1994 (Review of Previous Studies)
- 1995
- 1997
- 1998
- 1999
- 2007 – TSP Study Completed

Remodeling Projects to Alleviate Courthouse Space Needs

- Relocated Law Library and turned into offices for Court Administration- 3rd Floor.
- Interior Office Construction- Court Service Offices – 2nd Floor.
- 3rd Floor Remodeling- 2 Judges Chambers, Court Reporter Office, Secure Hallway.

Courthouse Offices Relocated

- Equalization –Relocated to Dakota Abstract Building (2002) & Relocated to 1921 Building (2004).
- Commission Chambers- Relocated to 1921 Building (2004).

Other Steps Taken by the County to Alleviate Courthouse Space Needs

- Reduced basement storage by 50% - non-required county records.
- Document imaging in ROD (2004).
- Document imaging other county records (2004).
- Invested in Electronic Law Library (less space requirements).

Status of Current Space Needs Study

- **December 2006-** court presentation on additional space needs.
- **January 2007-** county hired TSP and began another space needs study for administrative offices.
- **Summer 2007-** expanded space needs study to more closely estimate costs for options.
- **October 2007-** decision by commission to proceed with construction of a new building for county administrative offices.
- **December 2007-** TSP presented on location options for new building.

Joint Meetings on Space Needs

- The County participated in joint meetings with the City of Brookings on February 27, November 27, and January 29 (2008).
 - Discussion included county and city space needs, as well as the possibility of co-locating administrative offices.
 - Both groups agreed to meet again within 4-6 weeks of the last meeting that was held, to continue discussion on space needs.

Results of 2007 Space Needs Study (Total State & County)

SUMMARY

Department	Existing Space	Total Increases	Total Area Required
Treasurer	1,515	250	1,765
Auditor	1,224	200	1,424
Commission/HR/IT	1,734	600	2,334
Register of Deeds	1,140	300	1,440
Vet Services	357	600	957
Judicial	6,585	4,640	11,225
Planning/Zoning	1,262	150	1,412
Equalization	2,253	0	2,253
State's Attorney	1,690	700	2,390
Emerg. Mgmt.	982	150	1,132
Extension	9,968	0	9,968
Weed & Pest	448	0	448
Postage Room (1)	154	0	154
Break Room (2)	200	0	200
Garage (3)	1,600	0	1,600
TOTALS	31,112	7,590	38,702

Needs Summary Courthouse Offices

- **Judicial**
 - Current: 6,585
 - Projected Needs Increase: 4,640
 - Total: 11,225
- **County** (courthouse offices)
 - Current: 4,834
 - Projected Needs Increase: 1,800
 - Total: 6,634
- **Courthouse**
 - Size: 11,516
 - County Occupies 42%
 - Auditor, Commission/HR, Treasurer, Veterans/Welfare, Register of Deeds

Summary of County Space Needs (2007 Study)

- Total Space Requirements for County Administrative Offices- 10 year projection.
 - 18,629 square feet.
 - Includes future space projections and 30% for non-programmable space.
 - Includes Courthouse Offices (Auditor, Treasurer, ROD, Commission/HR, Veterans Welfare), States Attorney, Equalization, Board Room, GIS, and Planning & Zoning.
 - Excludes Emergency Management (1,132), Extension (9,968), Weed (448), Highway (?), Law Enforcement (?).

Options Considered- following 2007 Space Needs Study

- **Addition to the Courthouse**
 - 18,740 sf- preliminary cost estimate of \$4,143,414.
- **New Building on Courthouse Grounds**
 - 20,074 sf- preliminary cost estimate of \$4,195,466.
- **1921 Building** (remodel and reuse)
 - 14,421 sf (27,720 total with existing rental space) – preliminary cost estimate of \$354,420 (doesn't include purchase price of building).
- **1st Bank & Trust Building** (remodel and reuse)
 - 19,736 sf – preliminary cost estimate of \$537,806- \$1,026,272 (doesn't include purchase price of building).

Two Options Pursued (August 2007)

- New Building on the Courthouse Grounds.
- Adaptive Reuse of the 1921 Building.

Expanded Cost Study on Two Options (October 2007)

- **1921 Building Costs**

- Construction:
\$864,290 (first floor remodel only – 23,040 sf)
- Project Costs:
\$102,500
- Purchase Building:
\$3,432,000 (given in a proposal by McCarthy for 1/1/08 purchase)
- Total Cost: \$4,398,780

- **New Building Option**

- Construction:
\$3,687,980
- Project Costs:
\$283,500
- Total Cost:
\$3,971,480

Current Status- Where we Are

- Due to the cost comparison, the board decided on October 30, 2007 to pursue constructing a new building for county administrative offices.

The board discussed space needs and the various options for the location of the administrative offices of Brookings County. Motion by Santema, seconded by Negstad to build a new building for the Brookings County Administrative Offices with the cost, size and location to be determined. Roll Call Vote: Falken "Aye," Larson "Nay," Negstad "Aye," Santema "Aye," Klavetter "Aye." Motion Carried.

Location Presentation

- TSP presented on December 28, 2007 the two placement options:
 - North of the Courthouse
 - South of the Courthouse

In addition, TSP presented a Green Option for County Administrative Offices (outside of the request of the commission).