

Notice & Agenda

Swift County Board of Commissioners Work Session

Thursday, December 13, 2018

6:00 PM

Appleton Civic Center, 323 West Schlieman Avenue, Appleton, MN 56208

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
6:00 p.m.		Call to Order and Roll Call
6:02 p.m.		Review of Jail Study Jail Study Results
6:25 p.m.		Building Committee Recommendations Review building options recommended by Swift County building committee
6:35 p.m.		Northland Securities Finance Options
6:45 p.m.		Citizen Comments
7:00 p.m.		Adjournment

Swift County Sheriff's Office

NEW FACILITY PROGRAM

Swift County Jail

Benson, Minnesota



Alan Richardson, CCHP



Experience

- 30 years national and international experience in the correctional field
- Began career as a Correctional Officer
- State DOC and County Detention operational and administrative experience
- National Institute of Corrections (NIC) Staff member

Expertise

Corrections management, Staffing, Facility development, Training, Operational assessment, and Transition and activation.

Publications

While employed with NIC, Mr. Richardson managed the development of resource documents that include:

- Staffing Analysis Workbook for Jails: 2nd Edition
- Resource Guide for Jail Administrators
- Resource Manual for Transition to a New Jail
- Building Community Support for New Jail Construction
- Risk Management Guide for Jails
- Jail Management and Operations Guide for Sheriffs

Resident County Population

Historical Resident Population

Year	County Population	# Change	% / Year
2005	11,429		
2006	11,481	52	0.5%
2007	11,370	(111)	-1.0%
2008	11,312	(58)	-0.5%
2009	10,825	(487)	-4.3%
2010	9,753	(1,072)	-9.9%
2011	9,684	(69)	-0.7%
2012	9,611	(73)	-0.8%
2013	9,543	(68)	-0.7%
2014	9,446	(97)	-1.0%
2015	9,354	(92)	-1.0%
2016	9,262	(92)	-1.0%
2017*	9,170	(92)	-1.0%
Total Change		(2,259)	
% Change			-19.8%
Annual % Change			2.3%

Source: US Census Bureau and Minnesota State Demographic Center, May 2018.

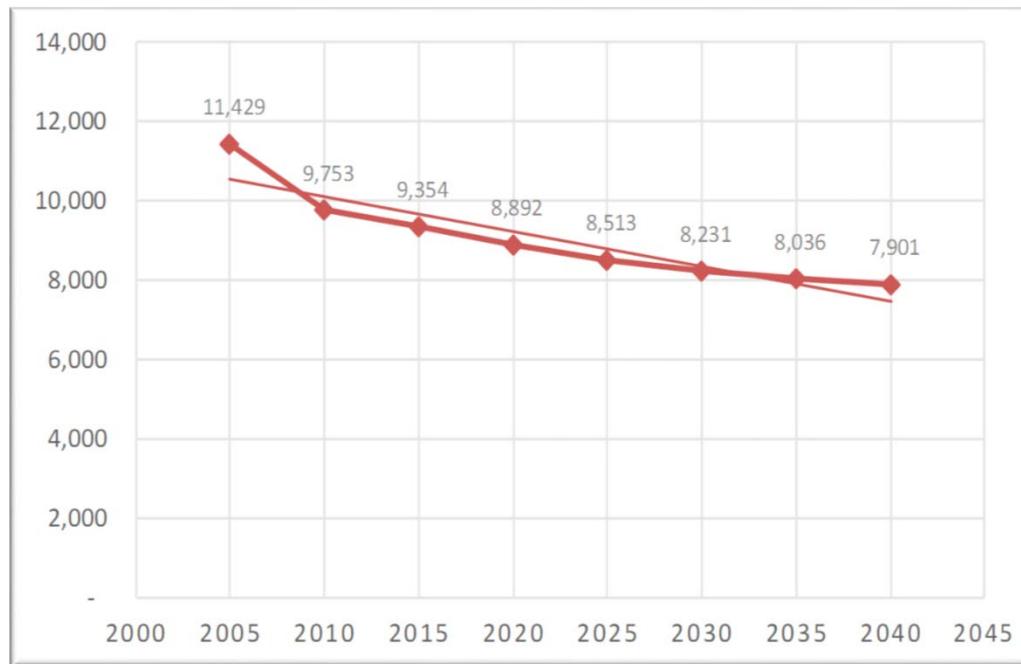
Projected Resident Population

Year	County Population	# Change	% / Year
2020	8,892		
2025	8,513	(379)	-4.3%
2030	8,231	(282)	-3.3%
2035	8,036	(195)	-2.4%
2040	7,901	(135)	-1.7%
Total Change		(991)	
% Change			-11.1%
Annual % Change			-0.6%

Source: Minnesota State Demographic Center, May 2018.

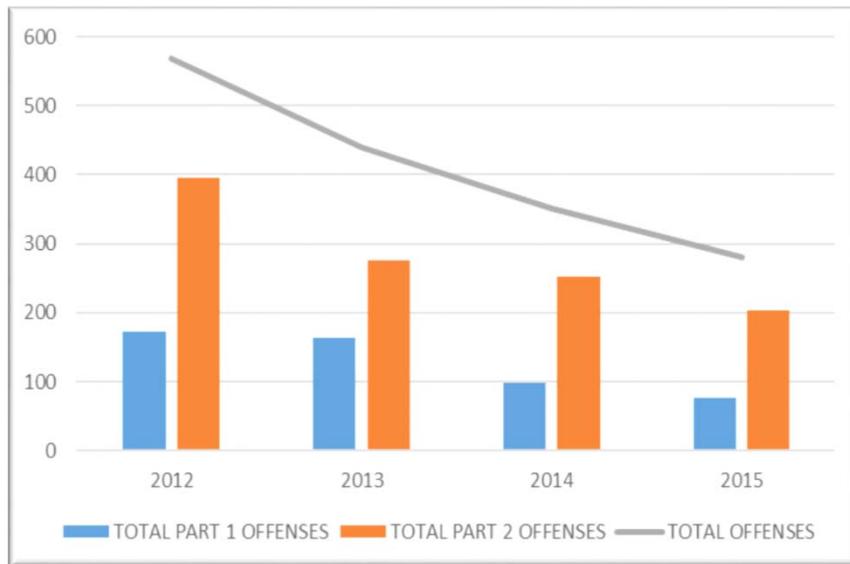
Resident County Population

Historical and Projected Resident Population

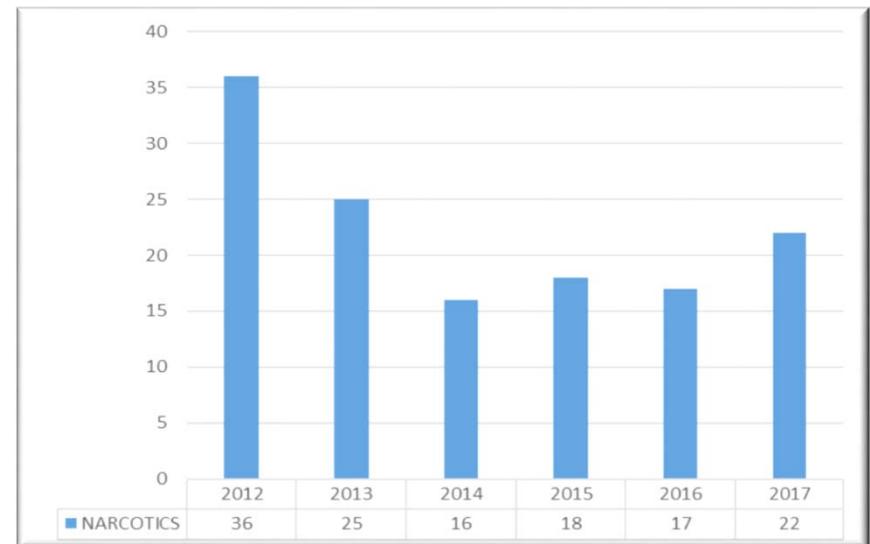


Reported Crimes

Reported Crimes

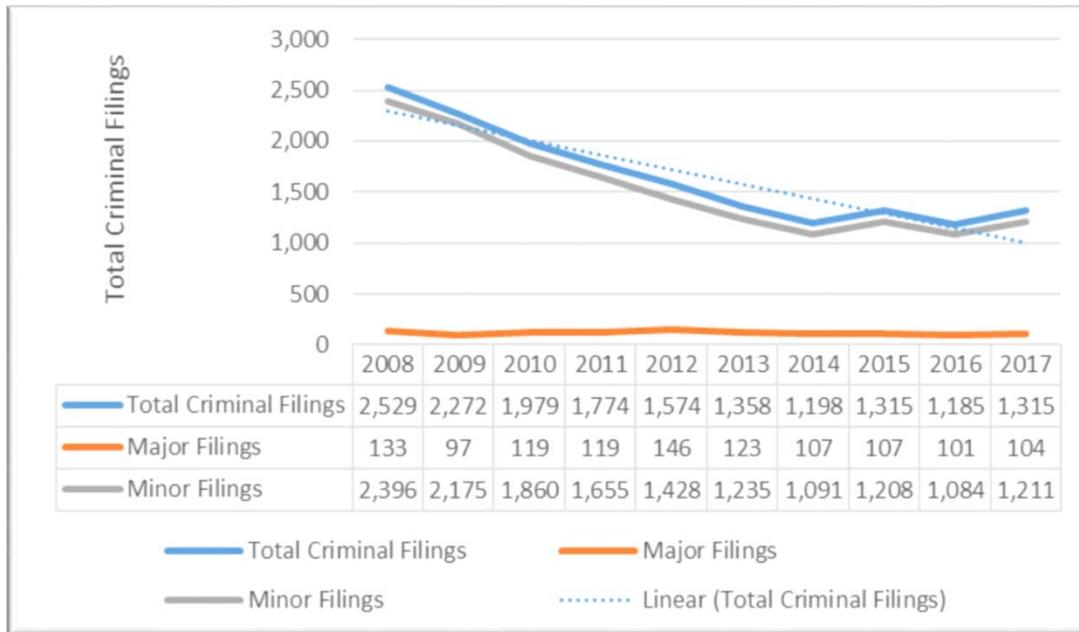


Narcotics Crimes



Court Filings

Criminal Filings



Historical Resident Population

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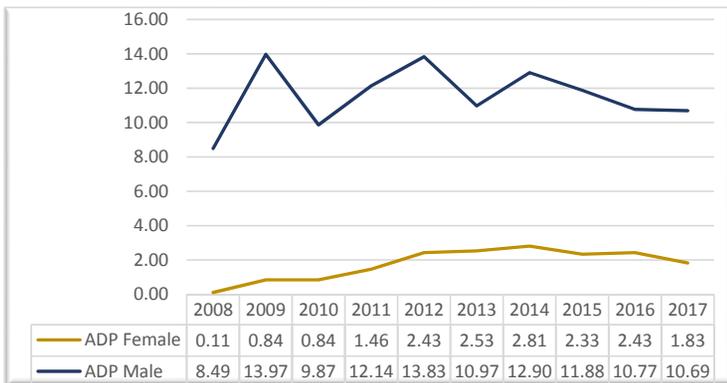
Source: US Census Bureau and Minnesota State Demographic Center, May 2018.

Historical Inmate Characteristics

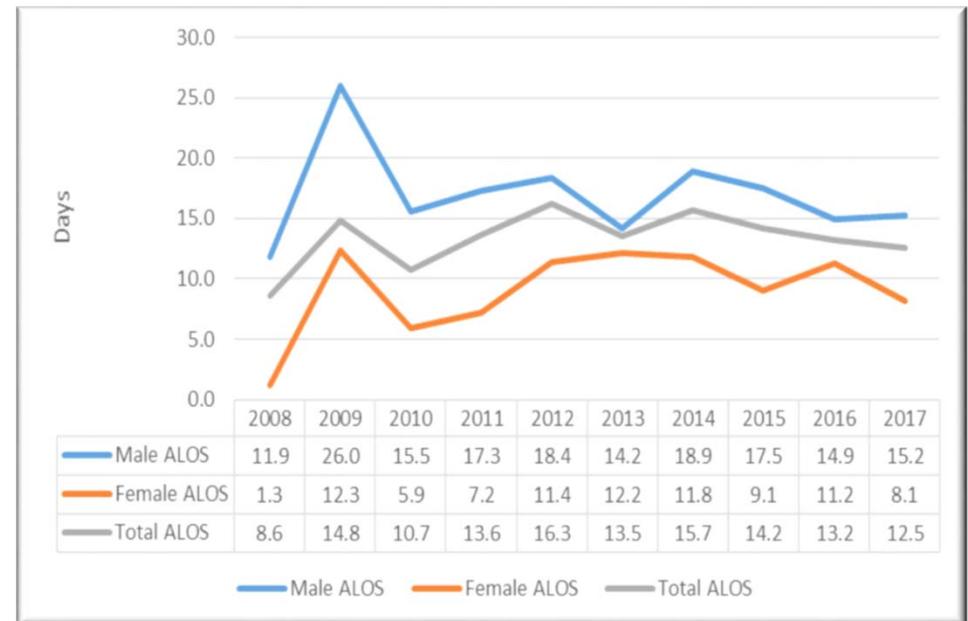
Annual Admissions



ADP by Gender



Jail Average Length of Stay



Projected Population

Projected Jail Admissions

Admissions Projections	2015	2017	2020	2025	2030	2035	2040
Swift County Population	9,354	9,170	8,892	8,513	8,231	8,036	7,901
Admissions	332	324	365	369	372	376	380
Admissions per 1,000 Pop.	1.52	1.37	1.71	1.88	2.05	2.21	2.37

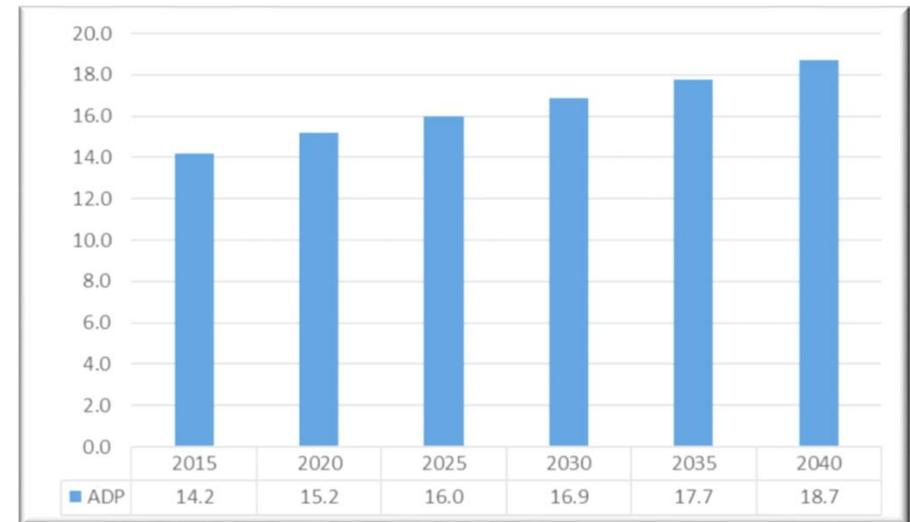
Source: Swift County Sheriff's Office, US Census Bureau, Justice Planners, July 2018

Projected Jail Adult ADP

ADP Projections	2015	2017	2020	2025	2030	2035	2040
Swift County Population	9,354	9,170	8,892	8,513	8,231	8,036	7,901
Admissions	332	324	365	369	372	376	380
ADP	14.2	12.5	15.2	16.0	16.9	17.7	18.7

Source: Swift County Sheriff's Office, US Census Bureau, Justice Planners, July 2018

Projected Average Daily Population



Peaking Factor

Historical Monthly ADP and Peaking

ADP	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	Average
January	10.7	13.2	7.2	12.6	17.0	9.8	18.6	14.7	17.7	12.7	13.4
February	10.8	12.6	8.3	10.3	15.2	7.8	14.8	12.9	16.4	10.1	11.9
March	9.1	14.0	12.4	12.6	17.0	10.9	15.4	14.0	15.7	12.0	13.3
April	9.3	19.3	14.7	12.4	11.3	15.6	12.6	9.8	16.0	12.1	13.3
May	8.9	16.4	8.8	16.9	13.8	17.7	11.7	9.1	12.1	11.9	12.7
June	10.3	14.5	11.6	13.1	18.1	14.2	14.5	14.4	9.5	10.2	13.0
July	9.6	14.8	11.1	16.1	16.4	14.4	16.9	10.9	14.3	10.0	13.4
August	4.8	16.6	12.5	15.8	20.3	15.0	18.5	15.4	13.6	12.9	14.6
September	8.0	15.9	11.5	13.0	16.3	17.2	20.5	17.3	15.5	14.6	15.0
October	7.4	13.7	10.5	12.8	18.2	10.6	17.4	18.2	10.5	16.5	13.6
November	7.9	11.5	10.4	13.6	15.9	13.2	14.4	15.7	5.8	11.3	12.0
December	6.6	15.1	9.6	13.8	15.4	15.4	13.1	18.1	11.2	15.6	13.4
Average	8.6	14.8	10.7	13.6	16.2	13.5	15.7	14.2	13.2	12.5	13.3
3 Month High	10.6	17.4	13.19	16.2	18.9	16.8	19.2	17.9	16.7	15.6	16.2
Peaking Factor	23.0%	17.8%	23.2%	19.8%	16.1%	24.9%	22.2%	25.7%	26.6%	24.6%	22.2%

Source: Swift County Sheriff's Office, Justice Planners, July 2018

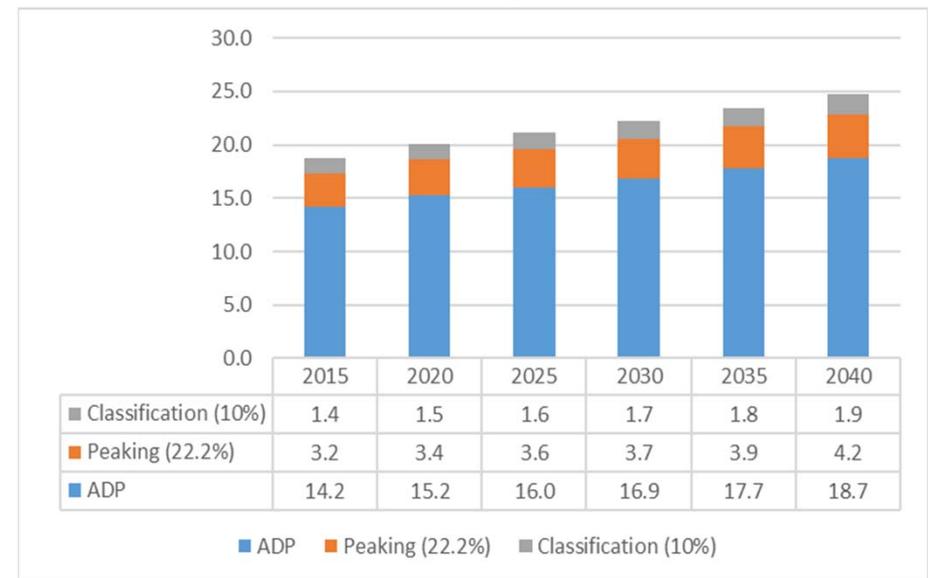
Projected Bed Needs

Projected Adult Bedspace Need

Bedspace Projections	2010	2015	2020	2025	2030	2035	2040
ADP	10.7	14.2	15.2	16.0	16.9	17.7	18.7
Peaking (22.2%)	2.4	3.2	3.4	3.6	3.7	3.9	4.2
Classification (10%)	1.1	1.4	1.5	1.6	1.7	1.8	1.9
Bedspaces Needed	14.2	18.8	20.1	21.2	22.3	23.5	24.7

Source: Swift County Sheriff's Office, Justice Planners, July 2018

Projected Bedspace Needs



Projected Housing Needs

Projected Bedspaces by Housing Type

Swift County Jail New Facility Space Summary			
HOUSING		Total Beds:	30
Male Housing	<u>Unit Capacity</u>	<u>No. of Units</u>	<u>Total Capacity</u>
Minimum Custody Dorm	6	1	6
Med/ Max Cells	12	1	12
Total Rated Male Beds		2	18
Segregation & Special Needs	4	1	4
Total Non-rated Male Beds		1	4
Female Housing	<u>Unit Capacity</u>	<u>No. of Units</u>	<u>Total Capacity</u>
Cells	6	1	6
Total Non-rated Female Beds		1	6
Segregation & Special Needs	2	1	2
Total Non-rated Female Beds		1	2

Source: Justice Planners, July 2018

Square Footage Estimates

Swift County Jail					
30-BED FACILITY SPACE SUMMARY					
		Net Square Feet (SF)	Current Spaces	Difference	
1.000	VISITATION	356.00	140.00	(216.00)	
1.100	Visitation Areas	356.00			
2.000	SECURITY ADMINISTRATION	334.00	200.00	(134.00)	
2.100	Central Control	334.00			
3.000	STAFF FACILITIES	895.00	-	(895.00)	
3.100	Staff Facilities	895.00			
4.000	BOOKING AND RELEASE	1,467.00	551.00	(916.00)	
4.100	Inmate Processing	1,467.00			
5.000	VIDEO COURT	260.00	-	(260.00)	
5.100	Video Court	260.00			
6.000	HEALTH SERVICES	695.00	-	(695.00)	
6.100	Health Administration	220.00			
6.200	Exam/Treatment Area	475.00			
7.000	PROGRAM SERVICES	180.00	219.00	39.00	
7.100	Programs	180.00			
8.000	HOUSING	Rated Beds: 24	4,977.00	1,233.00	(3,744.00)
8.100	Housing Control		348.00		
8.200	Male Dormitory		844.00		
8.300	Medium - Maximum Housing		2,853.00		
8.400	Detox / Special Needs - Male		581.00		
9.500	Detox / Special Needs - Female		351.00		
9.000	FOOD SERVICE	406.00	61.00	(345.00)	
9.100	Kitchen	406.00			
10.000	LAUNDRY	435.00	125.00	(310.00)	
10.100	Laundry	435.00			
NSF Totals		10,005.00	2,529.00	(7,476.00)	
Net to Usable SF Factor		1.40	1.38		
Usable Square Footage Total		14,007.00	3,494.00	(10,513.00)	
Spaces not in current program:		(1,850.00)			

Source: Justice Planners, July 2018



New Facility Program

Questions



Swift County Facilities Master Plan

County Board Workshop



Agenda

1. Guiding Principles
2. Deficiencies & Program Needs
3. Building Committee Recommendation
4. Design Discussion – Site and Exterior
5. Estimated Costs



Guiding Principles

1. Modernize aging infrastructure
2. Respect historic buildings and recent investments while considering projections
3. Consider community-wide needs
4. Balance safety/security with customer access
5. Improve customer service and staff collaboration
6. Improve staff and building efficiencies (both space and infrastructure)
7. Provide adequate confidential meeting spaces
8. Maintain all existing services
9. Facilitate planned operational changes while providing flexibility for future changes





Deficiencies & Program Needs

Existing Program Deficiencies

Law Enforcement Center:

- » Evidence storage is limited and not weather-tight leading to damage.
- » Deputies need better workstations in the patrol area.
- » Jail's average daily population of 15 exceeds its capacity of 9, leading to the consistent practice of housing out 6-10 inmates/day at up to \$60/day.

6W Corrections:

- » Right-sized offices and Urine Analysis toilet are needed.
- » Current location has safety and security risks



Existing Program Deficiencies

County Attorney/Restorative Practices:

- » Additional conference space is needed.
- » Break room is desired.
- » RP needs ability to meet in an office
- » Need improved public access to toilets to keep staff safe



Existing Program Deficiencies

Human Services:

- » Current lack of seven private offices and expected growth of four positions results in need for eleven additional offices.
- » Small interview rooms are needed near the lobby
- » A large conference room is needed
- » Storage and shredding space is needed
- » Reception should have privacy (HIPPA) and security





Program Summary / Projections

	<u>Existing Program</u>	<u>Program Need</u>
Departmental Summary		
LEC		
Sheriff's Office USF Needed	2070 s.f.	5210 s.f.
* Sheriff's Jail USF Needed	3494 s.f.	14007 s.f.
6W Community Corrections USF Needed	398 s.f.	699 s.f.
Subtotal	<u>5962 s.f.</u>	<u>19916 s.f.</u>
<i>* Space Summary from Justice Planners, Inc.</i>		
County Attorney		
County Attorney USF Needed	1883 s.f.	2405 s.f.
Restorative Justice USF Needed	101 s.f.	168 s.f.
Subtotal	<u>1984 s.f.</u>	<u>2573 s.f.</u>
Human Services		
Human Services USF Needed	6950 s.f.	10555 s.f.
Total USF	14896 s.f.	33044 s.f.
	x 1.15	x 1.15
Total Building SF	17130 sf	38000 sf





Building Committee Recommendation

Replace LEC/Jail with a 38,000 SF addition that includes space for LEC/Jail, Human Services, County Attorney/Restorative Justice, and 6W. Develop the site and design in such a way to provide adequate parking and maintain prominence of Historic Courthouse.

- » Consolidates County/ Customer Services
- » View of Courthouse intact
- » Flexible for future
- » Increased safety and security for all, with existing courthouse

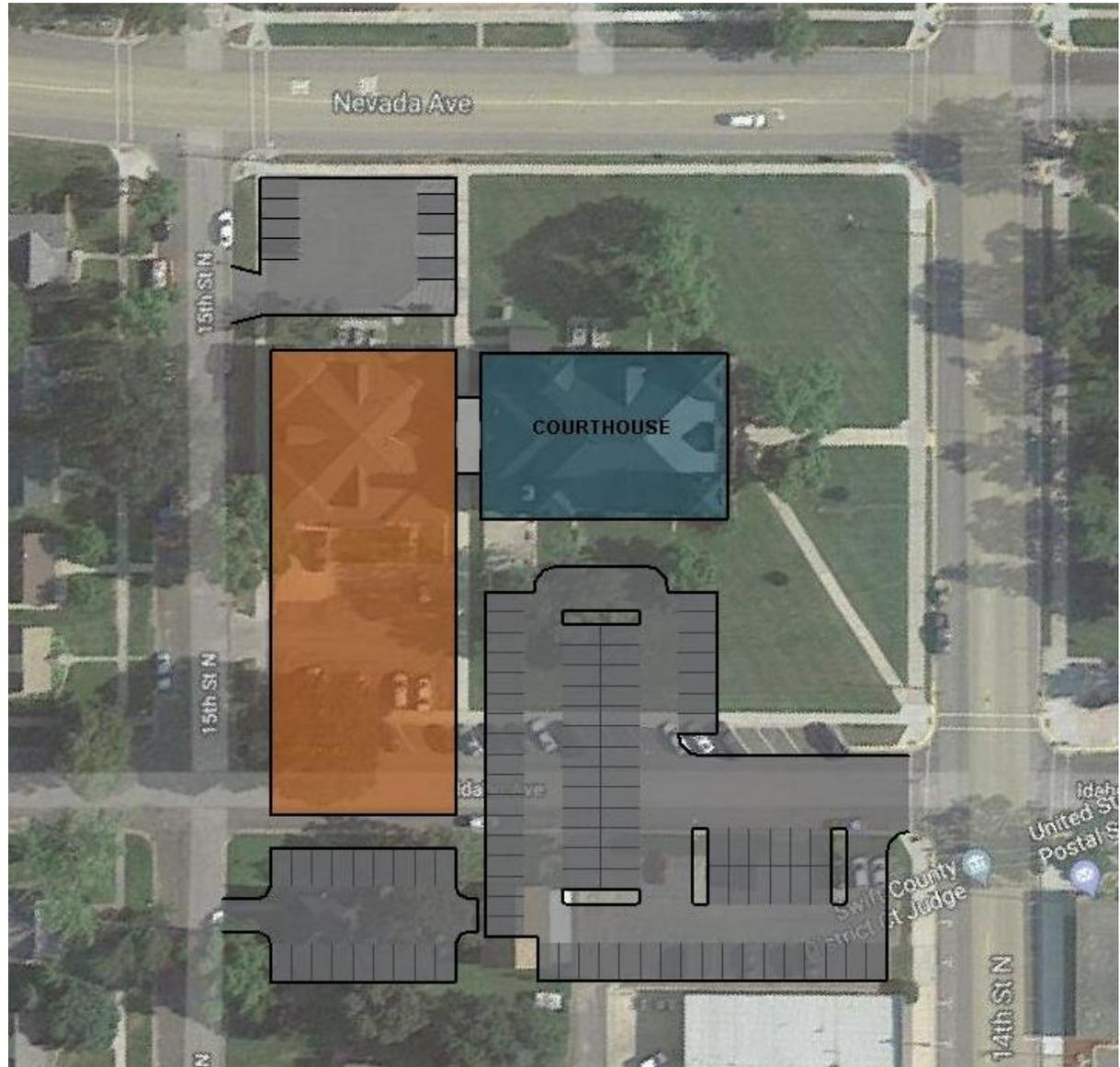




Design Discussion – Site and Exterior

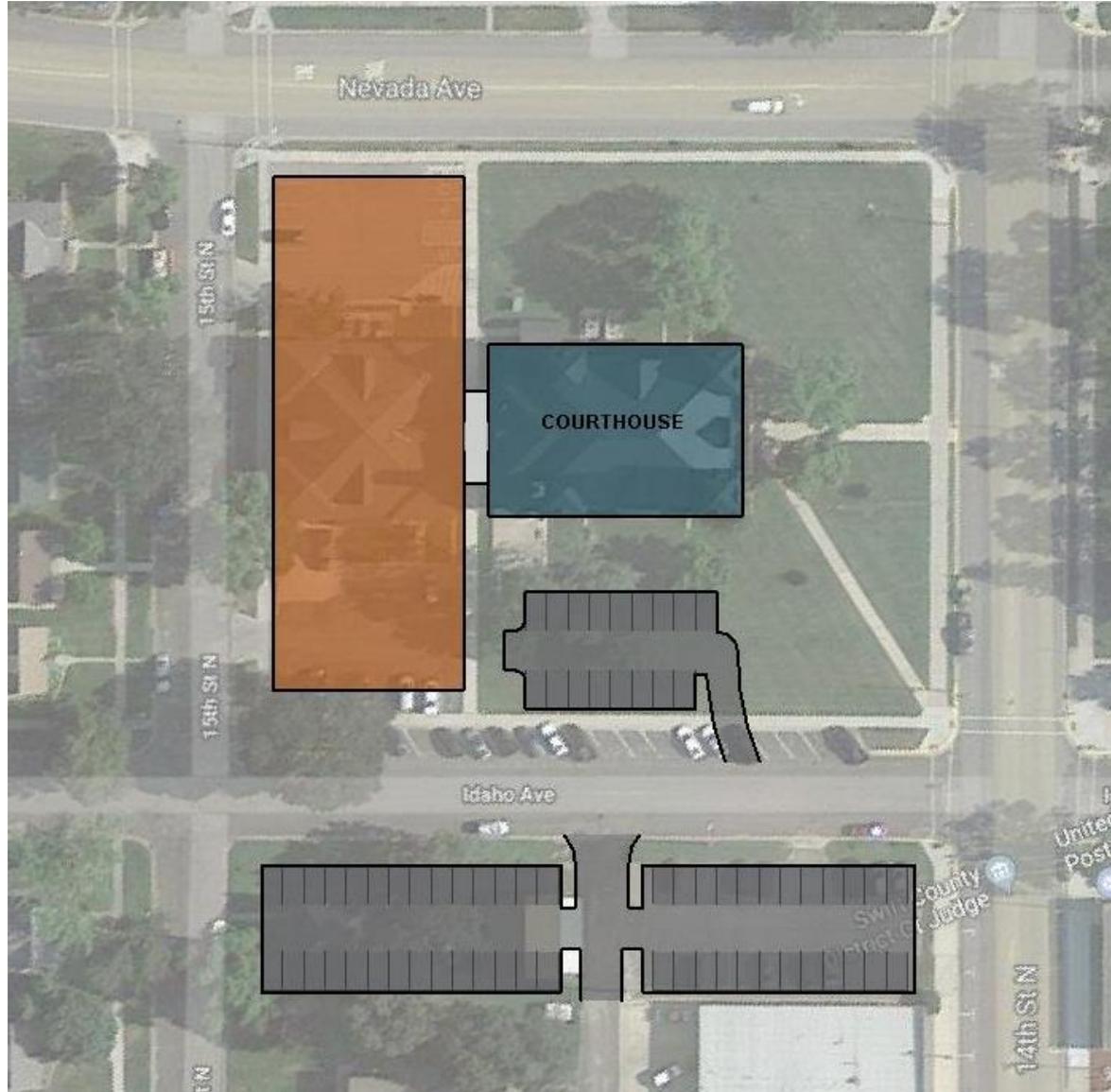


Potential Site Plan



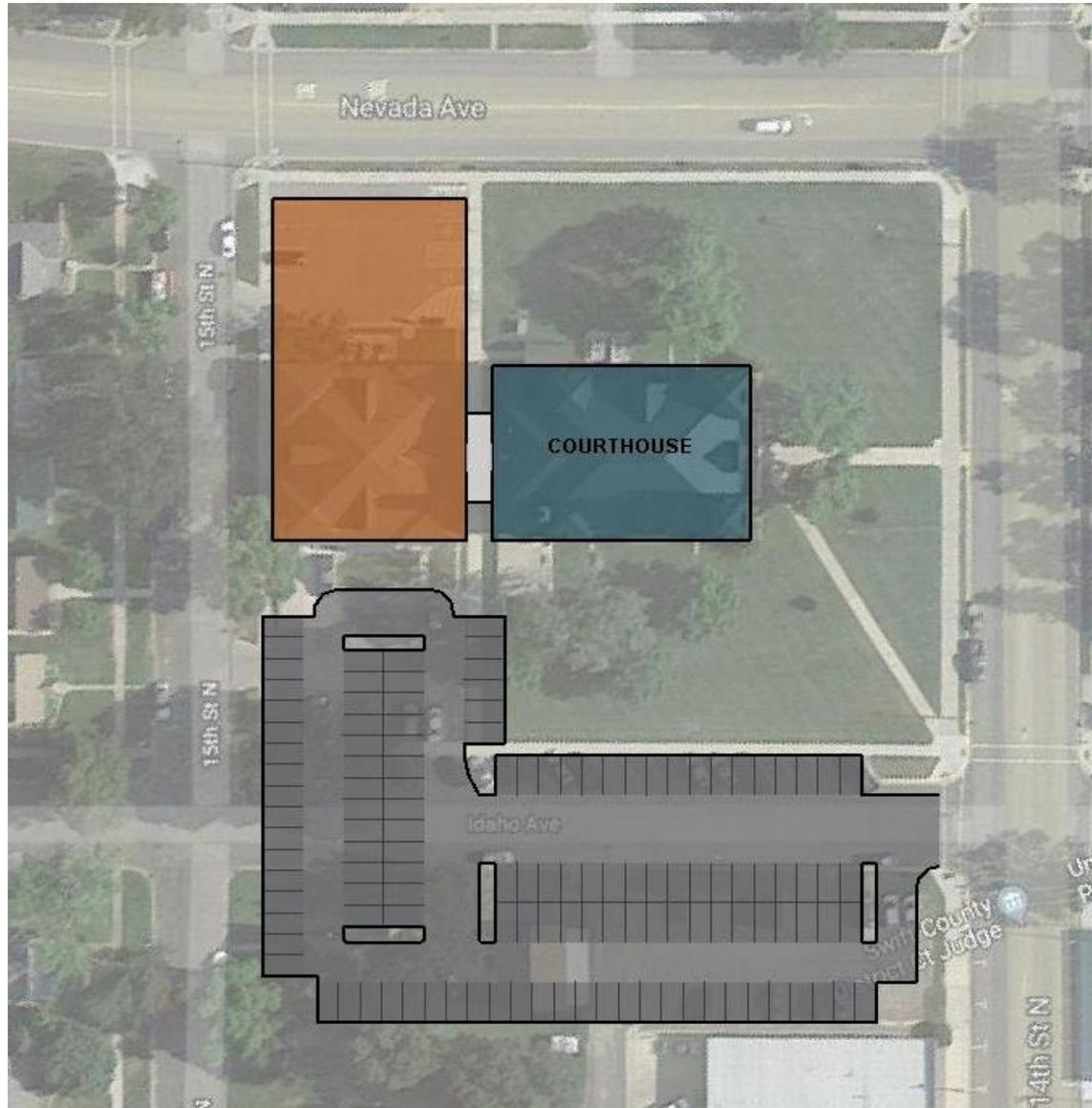


Potential Site Plan





Potential Site Plan





Potential Site Plan





Exterior Case Studies



Houston County



Kanabec County



Lake County



Mille Lacs County



Pipestone County



Pope County



Todd County



American Swedish Institute



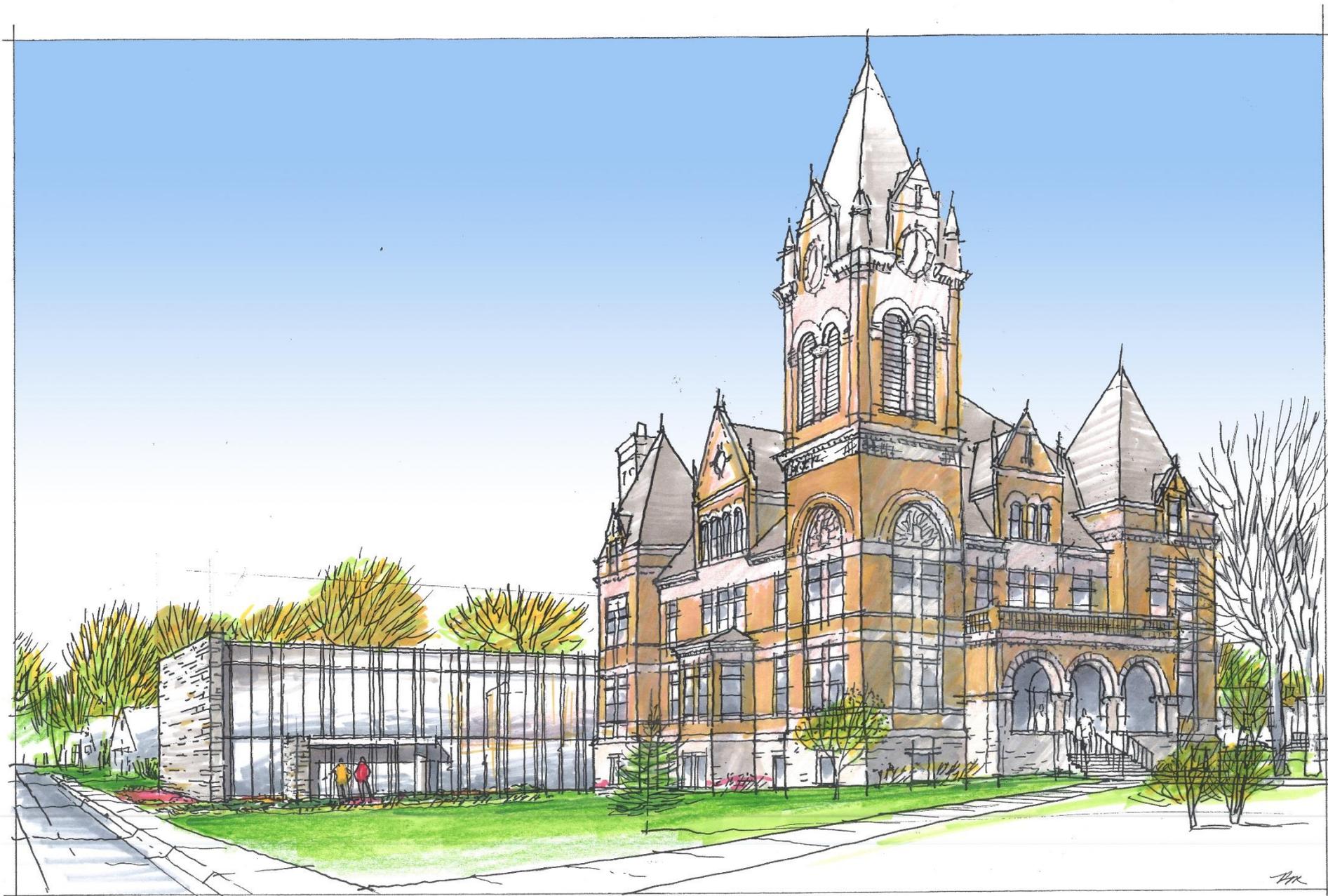
Exterior Concepts



THK



MR





Estimated Costs



Budget Estimates

Construction Cost Estimates

Jail (16,100 sf x \$400/sf)	\$ 6,440,000
LEC (5,400 sf x \$300/sf)	\$ 1,620,000
6W (850 sf x \$300/sf)	\$ 255,000
County Attorney, Rest. Justice (3,000 sf x \$275/sf)	\$ 825,000
Human Services (12,200 sf x \$275/sf)	\$ 3,355,000
Jail/LEC Demolition	\$ 150,000
Parking Lot Development	\$ 380,000

Construction Cost Subtotal \$13,025,000

Miscellaneous Project Costs

Temporary Housing, Officing, and Moving	\$ 500,000
Fixtures, Furnishings & Equipment	\$ 1,050,000
Fees, Permitting, Testing	\$ 1,600,000
Contingency	\$ 1,300,000

Project Cost Estimate* \$ 17,475,000

* Note: All costs are FY 2019 and would need to be increased by 4-5% annually to account for inflation.



Swift County, Minnesota
Proposed 2019 Financing Scenarios
Justice Center / Human Services Projects
(interest rates based upon the 10/29/18 bond market)

Scenario: Issuance of 30-Year General Obligation Jail Bonds & Lease Revenue Bonds
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	Justice Center Project	Human Services Project	Total
	General Obligation Jail Bonds (AAA Credit Enhanced/AA-Underlying) 30 Yr. Term	Lease Revenue Bonds (A+ rated) 30 Yr. Term	
DEBT SERVICE			
Net Project Amount	\$ 11,708,250	\$ 5,766,750	\$ 17,475,000
Add Costs of Issuance and Rounding	\$ 231,750	\$ 158,250	\$ 390,000
Bond Amount	\$ 11,940,000	\$ 5,925,000	\$ 17,865,000
Bond term (Years)	29	29	29
Avg. Interest Rate	4.02%	4.15%	
Total Net Debt Service	\$ 20,740,088	\$ 10,453,213	\$ 31,193,300
Avg. Annual Debt Service	\$ 715,175	\$ 360,456	\$ 1,075,631
105% Statutory Annual Debt Service	\$ 750,934	\$ 378,478	\$ 1,129,413

TAX LEVY REVENUE			
Annual Tax Levy Required	\$ 750,934	\$ 378,478	\$ 1,129,413
Tax Impact Information			
Net Tax Capacity Value (Pay 2017)	\$ 25,009,911	\$ 25,009,911	\$ 25,009,911
Estimated Net Tax Rate Increase	3.0025%	1.5133%	4.5159%
Market Value of Residential Property			
75,000	\$ 13.51	\$ 6.81	\$ 20.32
100,000	\$ 21.55	\$ 10.86	\$ 32.41
150,000	\$ 37.91	\$ 19.11	\$ 57.02
200,000	\$ 54.27	\$ 27.35	\$ 81.63
300,000	\$ 87.00	\$ 43.85	\$ 130.85
Mkt Value of Commercial-Industrial Property			
100,000	\$ 45.04	\$ 22.70	\$ 67.74
250,000	\$ 127.61	\$ 64.32	\$ 191.92
500,000	\$ 277.74	\$ 139.98	\$ 417.72
750,000	\$ 427.86	\$ 215.65	\$ 643.51
Mkt Value of Non-Homestead Agricultural Property*			
\$ per Acre: 5,000	\$ 1.50	\$ 0.76	\$ 2.26
\$ per Acre: 6,000	\$ 1.80	\$ 0.91	\$ 2.71
\$ per Acre: 7,000	\$ 2.10	\$ 1.06	\$ 3.16
\$ per Acre: 8,000	\$ 2.40	\$ 1.21	\$ 3.61

* Tax impact for Agricultural Homestead land up to \$1,940,000 is half of Non-Homestead amount.