



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, JUNE 22, 2021 AT 3:00 PM
County Boardroom, Steele County Administration Center

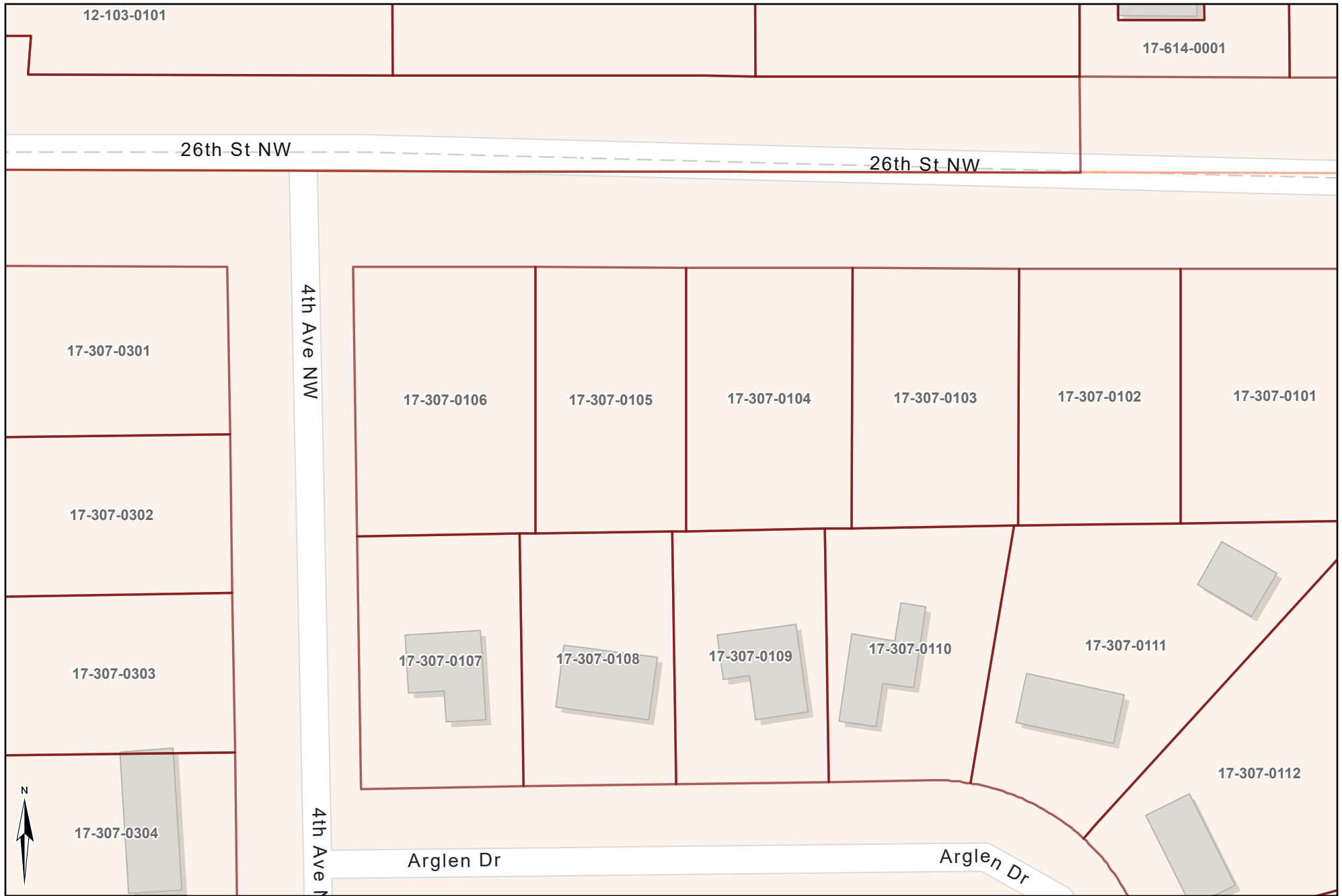
Due to the current emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, in person attendance at all meetings of the of the Steele County Board of Commissioners will be suspended till further notice in accordance with the Minnesota Statute 13D.021. Attendance to meetings by Telephone or Other Electronic means are available. Contact the Administration Center at 507-444-7400 or visit the Steele County Website at www.steele.mn.us for additional information.

Agenda

1. Call to Order
2. Agenda Approval /Additions
3. Introduction of Emergency and Risk Management Director, Kristen Sailer
4. 26th Street Lots (pg. 2)
5. Detention Center Operations
6. Master Plan/Space Study (pg. 4)
7. Preparedness Plan
8. Resolution to Recognize County Workers (pg. 27)
9. Other Business

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



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26th Street Lots

March 19, 2021



26th Street Parcels
5/18/2021

<u>Parcel</u>	<u>Lot Size (Sq Ft)</u>	<u>Land Value</u>	<u>90% of Land Value</u>
17-307-0105	10,902	\$4,700.00	\$4,230.00
17-307-0104	11,876	\$5,200.00	\$4,680.00
17-307-0103	11,745	\$5,200.00	\$4,680.00
17-307-0102	11,348	\$4,300.00	\$3,870.00
17-307-0101	13,200	\$3,600.00	\$3,240.00



Steele
County
MINNESOTA



STEELE COUNTY

MASTER PLANNING STUDY | JUNE 22, 2021



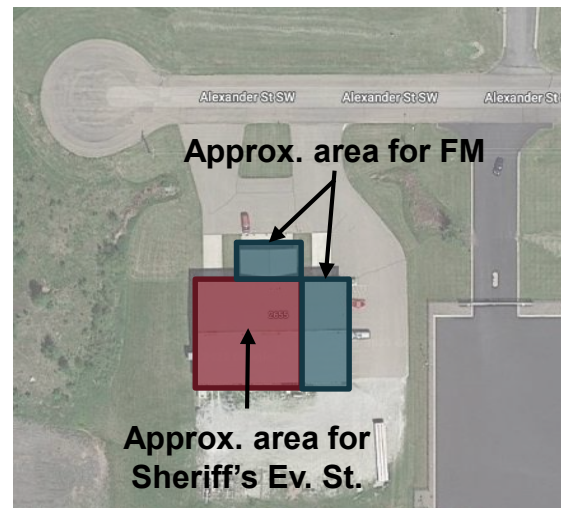
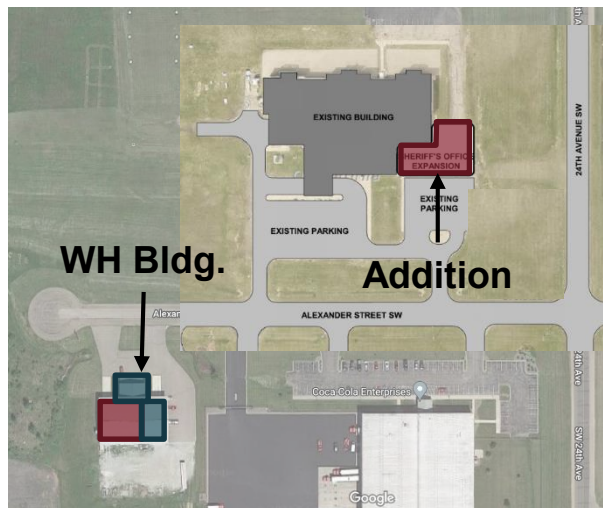
1. Review Options Matrix
2. Discuss 20 Year Plan for County
3. Next Steps:
 1. Approve Conceptual Master Plan
 2. Review Budget/Financing
 3. Approve Conceptual Master Plan and Financial Plan

Options Matrix – Sheriff's Office

OPTION 1.1a	Move Sheriff's Dept. to Detention Center Site and Build Addition. Purchase WH bldg. for FM and evidence storage across from Detention Center
OPTION 1.1b	Move Sheriff's Dept. to Detention Center Site and Build Addition (Not including FM + evidence storage)
OPTION 1.2	Move Sheriff's Dept. and FM to Detention Center Site and Build Addition
OPTION 1.3	Move Sheriff's Dept. to building across from Detention Center Site (Not including evidence storage)
OPTION 1.4	Move Sheriff's Dept. to stand alone County owned Site

Notes:

- Leasing Quonset Hut for evidence storage.
- 5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance and will require ongoing maintenance beyond the 5 year cycle.





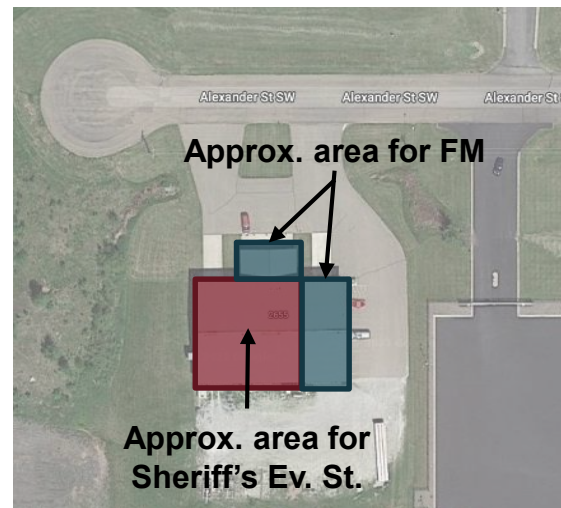
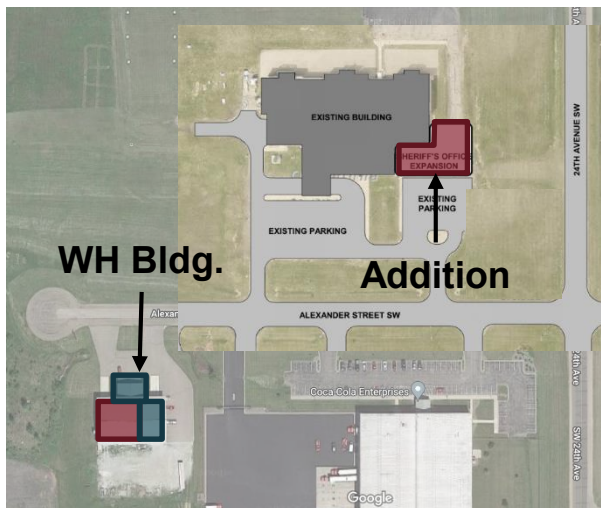
STEELE COUNTY MASTER PLANNING

Options Matrix – Facilities/Fleet Maint.

OPTION 2.1	Move Facilities Maintenance Shop and Evidence Storage to purchased Warehouse property south of Detention Center.
OPTION 2.2	Build Facilities Maintenance Shop and Evidence Storage at Admin. Site
OPTION 2.3	Build Facilities Maintenance Shop and Evidence Storage at Highway or Jail site

Notes:

- Includes space for evidence storage (close to Sheriff if Option 1a is executed).
- Good fit for Facilities Maintenance Shop and fleet storage in an existing structure that is relatively new and in good condition.



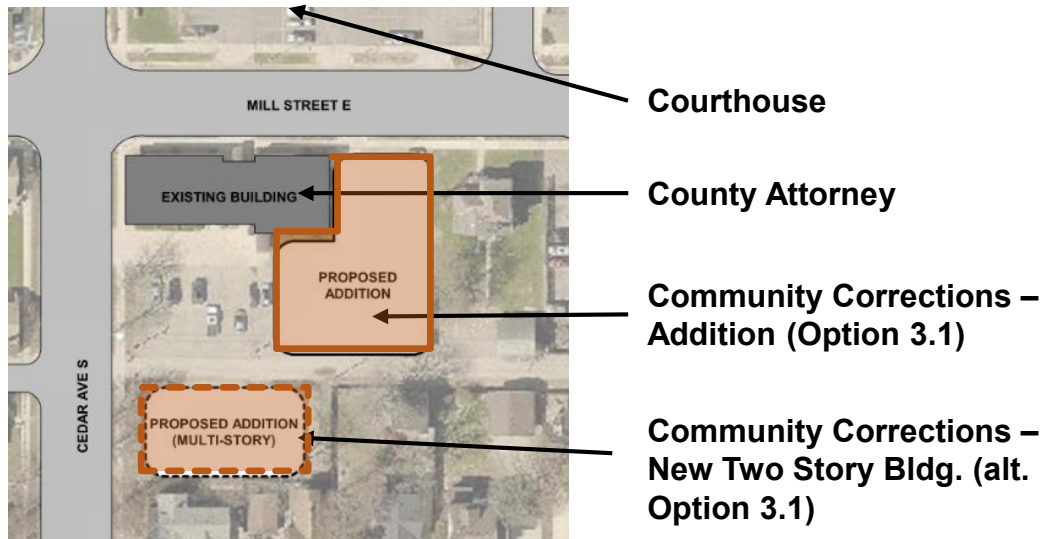


Options Matrix – Community Corrections

OPTION 3.1	Move Community Corrections to New Construction at Attorney Site
OPTION 3.2a	Move Community Corrections to Highway Shop upper level shelled space.
OPTION 3.2b	Move Engineering to upper level shelled space and Community Corrections to main level
OPTION 3.3	Keep Community Corrections at current site, renovate, and continue leasing space.
OPTION 3.4	Keep Community Corrections at current site, purchase building, and renovate.

Notes:

- Lack of parking on existing site.
- Could expand if County purchased existing building but there is an excess of space not needed and a lack of open site space (19,000 sf leftover space, land locked, would need to demolish some portion of building for parking).
- Leasing current space, purchase price of property is approx. \$1,500,000.
- Deferred maintenance of current space
- Current site note in ideal location (adjacent or closer to Courthouse).
- Current site zoned industrial, not a good fit for any other County departments.





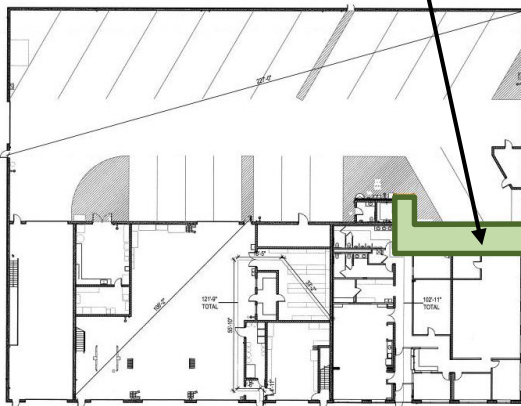
Options Matrix – Misc. (Highway Mezz. + UMN Extension + short term Admin. Bldg.)

OPTION 4.1	Move UMN Extensions to Fairgrounds
OPTION 5.1	Move Planning and Zoning, Veteran Services and GIS to Highway upper level shelled space.
OPTION 5.2	Renovate Highway upper level shelled space for OTHER: Sheriff's defensive tactics (2,000 sf), EOC/EM (approx. 2,000 sf), 911/Dispatch (4,000 sf).
OPTION 6.1	Minimally Renovate Lower Level and Main Level of Admin. Bldg. (service counters, mothers rooms, etc.)

Notes:

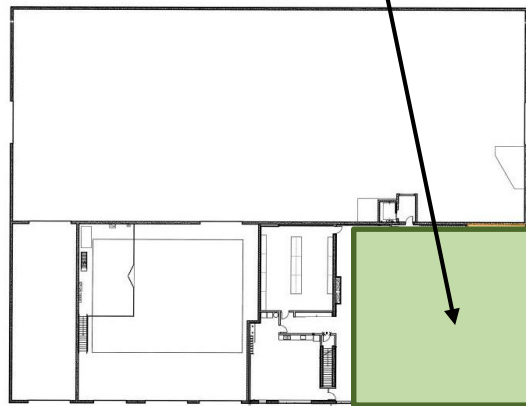
- Extension moving to Fairgrounds is relatively simple and could be done at any time to free up space in Annex.
- Not a lot of obvious solutions for using the Highway shelled space but offers flexibility and could continue to serve Sheriff's for training or potentially space for Emergency Mgmt.
- If FM in Options 2.1-2.3 happens, space in the LL of Admin. Bldg. frees up creating space for growth.

Modify entry and access to
elevator and add parking



HIGHWAY SHOP - MAIN LEVEL FLOOR PLAN

5,000 sf of usable space



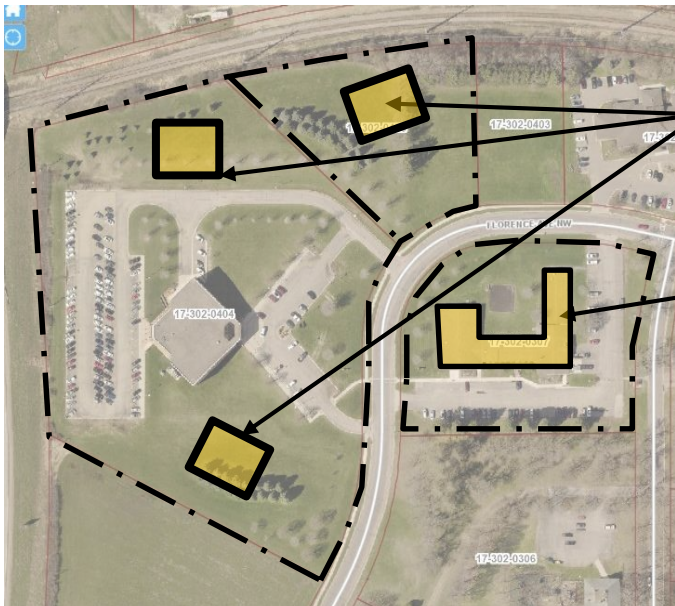
HIGHWAY SHOP - UPPER LEVEL FLOOR PLAN

Options Matrix – Public Health

OPTION 7.1	Build a stand alone building for Public Health
OPTION 7.2a	Renovate Annex for Public Health
OPTION 7.2b	Renovate Annex for Public Health and Community Corrections
OPTION 7.3	Build a stand alone building for Public Health and Community Corrections

Notes:

- There is \$1,750,000 in deferred maintenance costs at Annex (leak in basement, roof, etc.).
- Is there a commitment to continue investing in the Annex facility?
- Although square footage needs work out, need to consider pairing of PH and CC (not ideal)



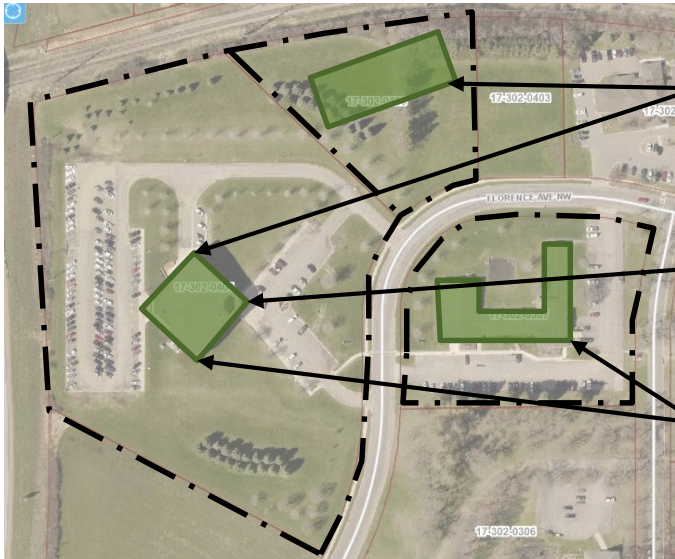
Build stand alone bldg. on one of three properties for PH (Options 7.1 and 7.3)

Renovate Annex (Options 7.2a and 7.2b)



STEELE COUNTY MASTER PLANNING Options Matrix – Administration Bldg. + Misc.

OPTION 8.1	Renovate Admin. Bldg. to accommodate long-term growth projections (including deferred maintenance)
OPTION 9.1	Renovate Admin. Bldg. to accommodate PH (11,500 sf), including deferred maintenance, move MN Prairie (14,500 sf) to Annex, renovate Annex for MN Prairie, including deferred maintenance.
OPTION 10.1	Renovate Admin. Bldg. for PH (including deferred maintenance) and vacate all departments except MN Prairie to new facility on Admin property, property to NW or demolished Annex.



New Admin. bldg. and
renovate Admin for PH and
MN Prairie (Option 10.1)

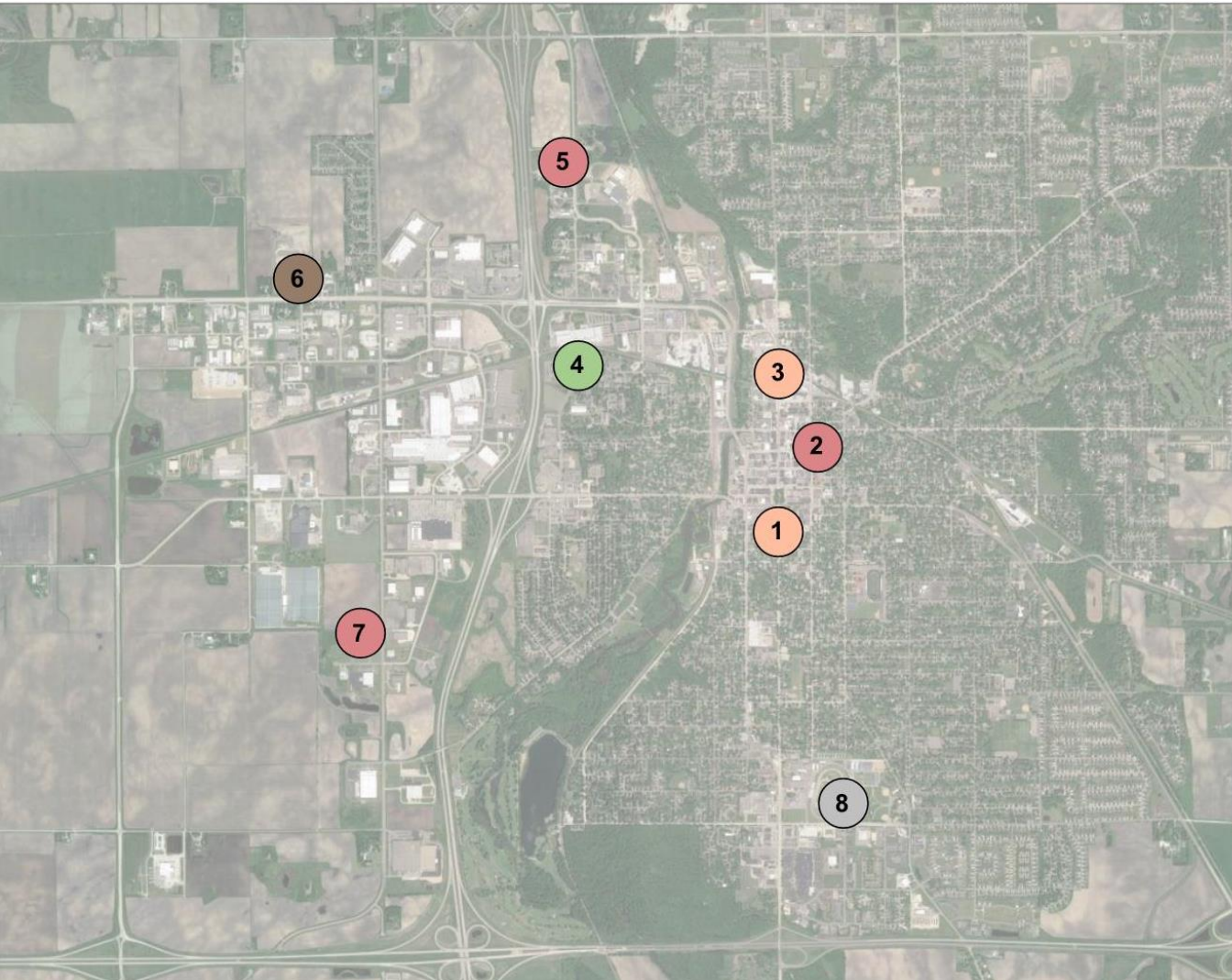
Renovate Admin. Bldg.
(Option 8.1)

Renovate Admin. and
Annex (Option 9.1)

Notes:

- There is \$1,750,000 in deferred maintenance costs at Annex (leak in basement, roof, etc.).
- Is there a commitment to continue investing in the Annex facility?
- There is \$1,300,000 in deferred maintenance costs at Admin. Bldg.

County Map – Existing Locations



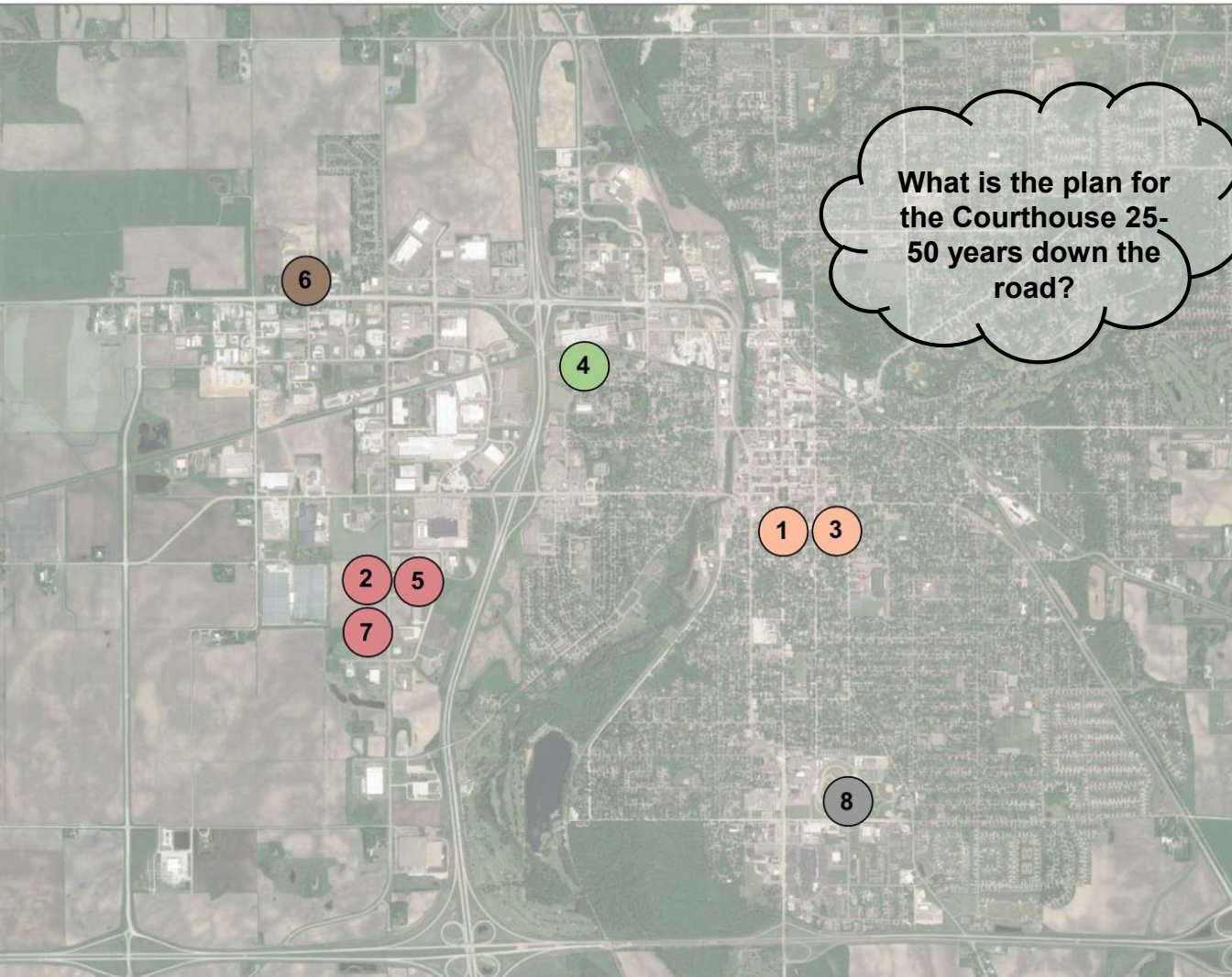
COUNTY FACILITIES AND GEOGRAPHIC LOCATION

- 1 Courthouse:**
Courts, County Attorney (across street)
- 2 LEC:**
Sheriff's Department, Dispatch
- 3 Community Corrections**
Community Corrections (leasing space)
- 4 County Administration**
Admin. Building: Administration, Assessor, Auditor, Facilities, GIS, HR, IT, MN Prairie, Planning and Zoning, Recorder, Treasurer, Veteran Services

Annex Building: Public Health, Extensions
- 5 Sheriff's Department Evidence Storage**
Leasing Quonset Hut
- 6 Highway Department**
Available space in mezzanine
- 7 Detention Center**
Jail
- 8 County Fairgrounds**



County Map – Master Plan (Consolidated)



COUNTY FACILITIES AND GEOGRAPHIC LOCATION

- 1 Courthouse:**
Courts, County Attorney (across street)
- 2 LEC:**
Sheriff's Department
- 3 Community Corrections**
Community Corrections
- 4 County Administration**
Admin. Campus: Administration, Assessor, Auditor, GIS, HR, IT, MN Prairie, Planning and Zoning, Public Health, Recorder, Treasurer, Veteran Services
- 5 Sheriff's Department Evidence Storage**
Warehouse south of Jail w/ Facilities
- 6 Highway Department**
Available space in mezzanine
- 7 Detention Center**
Jail
- 8 County Fairgrounds**
Extensions



Questions/Discussion...

Next Steps:

1. Approve Conceptual Master Plan
2. Review Budget/Financing
3. Approve Conceptual Master Plan and Financial Plan



STEELE COUNTY MASTER PLANNING

Historic Cost Analysis – Government Office Buildings

Facility (year)	Facility Size	Const. Cost	Cost/ SF	Cost w/ Inflation (2021)	Cost w/ Inflation (2025)
Dodge County (2014) <i>Addition & Renovation</i>	21,500	\$4,650,000	\$215	\$275	\$325
Rice County GSB (2019) <i>Addition</i>	20,000	\$6,000,000	\$250	\$271	\$325
<i>Renovation</i>	30,000	\$2,200,000	\$75	\$80	\$95
Redwood County (2008) <i>Addition & Renovation</i>	22,500	\$2,500,000	\$110	\$190	\$220
Yellow Medicine <i>Renovation w/ no mech.</i>	8,600	\$585,000	\$70	\$100	\$120
Yellow Medicine Courts (2016) <i>New Construction</i>	23,500	\$5,100,000	\$217	\$265	\$315

Note: Inflation assumed at 4.2% per year.



Goals and Objectives

- To provide customer-service friendly spaces that ensure the public has easy access to county services.
 - **Forward-facing**, more consolidated service delivery
 - Consolidated service groupings for **improved efficiency**
 - Potential Administrative/Land Records model (as elected positions become appointed – Auditor, Treasurer)?
 - Potential efficiencies in aligning justice related services (Sheriff's, Jail, Courts, County Attorney, Community Corrections)?
- To create efficient, cohesive and comfortable work environments that support the needs of county staff.
 - Increase **flexibility** to accommodate remote-working protocols
 - Increase **range of space types** (open, collaborative vs. private, focused) to improve work environment for differing personality types
 - Consolidated service groupings to **promote collaboration**
- Long-term remote working protocols – What services can be moved online?



Goals and Objectives

- To assess options for locating Community Corrections and the Sheriff's Office in current/modified county-owned space.
- To implement long-term security protocols that ensure the safety of the public and staff.
 - Creating **clear separation** between public and staff zones within facilities.
 - Implementation of **security** technologies and new **protocols** to provide a better safety net.
 - Consolidated service groupings to decrease risk and **promote safer environment**



Space Standards:

The following are suggested Space Standards based on job classification:

Administrator Office	225 sq. ft. to 250 sq. ft. (20' x 12')
Department Head Office	150 sq. ft. to 180 sq. ft. (15' x 12')
Supervisor Office	150 sq. ft. (15' x 10')
Professional Office	120 sq. ft. (12' x 10')
Regular Administrative	7'x6' work station
Technical/ Engineering	8'x6' work station
Flexible/ Intern/ Seasonal	6'x6' workstation
Small Meeting Room	150 sq. ft. (3-4 people)
Medium Meeting Room	250 sq. ft. (5-8 people)
Large Meeting Room	500 sq. ft. (10-15 people)
Training Room	1,500 sq. ft. to 2,000 sq. ft. (50-90 people)

Storage and Work Areas Sized as needed

* In general, existing office and workstation sizes are maintained if no major space adjustments are proposed.



STEELE COUNTY

2021 MASTER PLAN

OPTIONS MATRIX

DRAFT: JUNE 22, 2021

OVERVIEW:

The Options Matrix was developed over the course of the last year and a half. Wold Architects and Engineers was hired to develop a master plan that considered how county services currently utilize county owned or leased space and how services and operations could be delivered more efficiently. Additionally, the master plan explored what space needs currently exist or are projected within the next 20 years based factors such as population growth, shifting demographics, or changes in the departments' service delivery.

The process that led to this Options Matrix was based on multiple meetings with the Core Planning Group starting on March 12, 2020, consisting of two County Board of Commissioners (Jim Abbe and Greg Krueger) and representatives from several county departments. Additionally, representatives from each of the following departments participated in a detailed space needs survey questionnaire and interview: Administration/HR, Auditor, Assessor, Attorney, Community Corrections, GIS, Highway, IT, Facilities/Fleet Maintenance, MN Prairie, Planning and Zoning, Public Health, Recorder, Sheriff's Department (incl. Detention Center), Treasurer, UMN Extension, Veteran Services, and 911 (Dispatch). Based on the information from the surveys, interviews and follow up meetings with each of the departments heads, the information was vetted through the Core Planning Group and a Space Needs Program was established that looked at the current space utilization, current space needs, and future space needs 20 years from now (2040). The Core Planning Group established a set of space standards for the county (office size, workstation size, and conference room size). Using the space standards, the space needs program was developed and filtered through the Core Planning Group over the course of five meetings.

The County Board of Commissioner generated feedback at four meetings/work sessions throughout the course of the master planning process. Additionally, several Core Planning Group members toured an external county facility to gain a different perspective on county operations as it relates to space use. Over the course of the last six months, a list of priorities and options that could meet at least one of the three Goals/Objectives (listed below) were developed.

GOALS AND OBJECTIVES DEVELOPED BY THE CORE PLANNING GROUP:

1. To provide customer-service friendly spaces that ensure the public has easy access to county services.
 - Forward-facing, more consolidated service delivery
 - Consolidated service groupings for improved efficiency
 - Potential Administrative/Land Records model (as elected positions become appointed – Auditor, Treasurer)?
 - Potential efficiencies in aligning justice related services (Sheriff's, Jail, Courts, County Attorney, Community Corrections)?
2. To create efficient, cohesive and comfortable work environments that support the needs of county staff.
 - Increase flexibility to accommodate remote-working protocols
 - Increase range of space types (open, collaborative vs. private, focused) to improve work environment for differing personality types
 - Consolidated service groupings to promote collaboration
3. Long-term remote working protocols – What services can be moved online?

SUMMARY OF THE OPTIONS MATRIX:

The following Options Matrix documents nearly all of the potential options explored along with several parameters such as cost, pros, and cons to help judge each option individually. The information is meant to be broad and provide a brief snap shot of each of the options. If there is interest in one or more of the options, it is recommended that the county pursue a more detailed design process to hone in on cost and scope.



POTENTIAL OPTIONS

RECOMMENDED PRIORITY	OPTION	DESCRIPTION	COST SUMMARY	LOCATION	SIZE	PROS	CONS	NOTES
I	OPTION 1.1a	Move Sheriff's Dept. to Detention Center Site and Build Addition. Purchase WH bldg. for FM and Sh. Ev. St. across from Detention Center	\$5.5 million* (for addition), \$6.5 million* (includes Option 2.1 - purchasing WH bldg for FM and Sh. Ev. St.), (cost could be reduced if existing LEC is sold and deferred maintenance is avoided)	Detention Center / Warehouse south of Detention Center	12,200 sf (24,000 sf with WH bldg.)	Ideal location next to Detention. Frees up space for Dispatch to expand. Room to expand (consolidate justice center campus in 20-40 years? Consolidates evidence storage to County owned site close to Sheriff. Warehouse is a good fit for FM/evidence storage.		5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance
I	OPTION 1.1b	Move Sheriff's Dept. to Detention Center Site and Build Addition (Not including FM + evidence storage)	\$5.5 million* (cost could be reduced if existing LEC is sold and deferred maintenance is avoided)	Detention Center	12,200 sf	Ideal location next to Detention. Frees up space for Dispatch to expand.		Evidence Storage at Maintenance Garage. 5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance
I	OPTION 1.2	Move Sheriff's Dept. and FM to Detention Center Site and Build Addition	\$6.8 million* (cost could be reduced if existing LEC is sold and deferred maintenance is avoided)	Detention Center	12,200 sf + 9,600 sf + 2,500 sf = 24,300 sf	Ideal location next to Detention. Frees up space for Dispatch to expand. Room to expand (consolidate justice center campus in 20-40 years? Consolidates evidence storage to County owned site close to Sheriff.		5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance
I	OPTION 1.3	Move Sheriff's Dept. to building across from Detention Center Site (Not including evidence storage)	\$3.0 million renovation (converting warehouse to office) + \$1,000,000 (2,000 sf storm shelter addition per bldg code) + \$850,000 purchase + \$400,000 site development = \$5.3 million*	Across street from Detention Center	12,000 sf + 2,000 sf = 14,000 sf	Ideal location next to Detention. Frees up space for Dispatch to expand.	Lots of work/cost to upgrade structure and systems, not an ideal layout for Sheriff's operations. Land locked. (Wetland to the south, ditch to the west). Addition likely required for storm shelter (per MN Bldg Code requirements)	Evidence Storage at Maintenance Garage. 5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance
I	OPTION 1.4	Move Sheriff's Dept. to stand alone County owned Site	\$7.0 million*	Undetermined	12,200 sf	Flexibility and potential growth space.	Site development costs are unknown.	Evidence Storage at Maintenance Garage. 5 year CIP for existing LEC requires \$1.3 million dollars in deferred maintenance
I	OPTION 2.1	Move Facilities Maintenance Shop and Evidence Storage to purchased Warehouse property south of Detention Center.	\$850,000 (estimated purchase price of WH bldg.) + \$150,000 (move in allowance) = \$1,000,000	Across street from Detention Center	2,500 sf (FM), 9,600 sf (Sheriff's Evidence) = 12,100 sf	Consolidates evidence storage to County owned site close to Sheriff. Warehouse is a good fit for FM/evidence storage..		
I	OPTION 2.2	Build Facilities Maintenance Shop and Evidence Storage at Admin. Site	\$450,000 (FM) + \$850,000 (Sh. Ev.) + \$200,000 (site) = \$1,500,000	Admin./Annex	2,500 sf (FM), 9,600 sf (Sheriff's Evidence) = 12,100 sf	Centralized location, have space, Jake R. can still be officed out of admin. bldg. FM staff would be close to Admin.		Need space to expand for expected 15 vehicles in the future. Assumes \$140/sf for FM and \$60/sf for Evidence Storage. Could fit on parcel NE of Admin. Bldg.
I	OPTION 2.3	Build Facilities Maintenance Shop and Evidence Storage at Highway or Jail site	\$450,000 (FM) + \$850,000 (Sh. Ev.) + \$200,000 (site) = \$1,500,000	Highway or Detention Center	2,500 sf (FM), 9,600 sf (Sheriff's Evidence) = 12,100 sf		More remote location. If Jake R. moves too then far from Admin. and if he stays, far from staff.	



POTENTIAL OPTIONS

RECOMMENDED PRIORITY	OPTION	DESCRIPTION	COST SUMMARY	LOCATION	SIZE	PROS	CONS	NOTES
II	OPTION 3.1	Move Community Corrections to New Construction at Attorney Site	\$2.65 million	Attorney's Office	6,000 sf	Ideal location for clientele next to Courthouse		
II	OPTION 3.2a	Move Community Corrections to Highway Shop upper level shelled space.	\$1.65 million renovation*	Highway	5,000 sf	Uses the unused shelled space at Highway	Area is 1,000 sf less than target for growth. Less desirable location for workflow and clientele.	Assumes extending parking lot for new entry (20 stalls), security upgrades for accessing elevator, build out of shelled space.
II	OPTION 3.2b	Move Engineering to upper level shelled space and Community Corrections to main level	\$2.0 million renovation*	Highway	1,000 sf (ML Mtg Rm), 2,800 sf (ML CC Office), 2,200 sf (UL Eng.)	Uses the unused shelled space at Highway. Give CC clientele easy access without needing to use elevator.	Overall SF need for CC is 6,000 sf and would require splitting the department with some offices on the ML and some on the UL. There is a need to renovate or modify the ML for CC (interview rooms) which adds cost.	Assumes extending parking lot for new entry (20 stalls), renovation/modification of ML for CC, build out of shelled space on UL. Is there an issue with lockers for Hwy on UL separated from toilets on ML?
II	OPTION 3.3	Keep Community Corrections at current site, renovate, and continue leasing space.	\$975,000 renovation*	Community Corrections	6,000 sf		Lack of parking, continue leasing space	\$6,000/month, \$72,600/year. Lease has been extended to April, 2023.
II	OPTION 3.4	Keep Community Corrections at current site, purchase building, and renovate.	\$975,000 renovation + \$1,500,000** purchase = \$2.475 Million (+ deferred maintenance and site development)	Community Corrections	6,000 sf	County owned space.	Lack of parking, 19,000 sf leftover space. Land locked. Need to demolish some buildings for parking (or part of the building)	Will need HVAC upgrades and other deferred maintenance (aging infrastructure), and site work for parking. 25,000 sf mostly warehouse space. Remaining 19,000 sf. Propane distribution facility to north. Train tracks to south. Building occupies 90% of property. No room to add parking (could demo portion of building for parking). Zoned industrial. Sheriff's needs 12,200 sf but it is not feasible for them to utilize the existing space (security, operations, public service).
II	OPTION 4.1	Move UMN Extensions to Fairgrounds	\$100,000	Fairgrounds	11,500 sf	Frees up space (7,000 sf) for Public Health and Facilities to grow		Assumes \$50/sf for 4,000 sf. More work is required to vet this cost. There is \$1,750,000 in deferred maintenance costs at Annex (leak in basement, roof, etc.).



POTENTIAL OPTIONS

RECOMMENDED PRIORITY	OPTION	DESCRIPTION	COST SUMMARY	LOCATION	SIZE	PROS	CONS	NOTES
FLEX	OPTION 5.1	Move Planning and Zoning, Veteran Services and GIS to Highway upper level shelled space.	\$1.4 million renovation*	Highway	3,300 sf of 5,000 sf	Frees up lower level of GSB for growth/elections storage/ EM Office	Not ideal for Veteran Services clientele. Scatters county offices/services to another location for the public, and separates workflow connections between these offices and other Admin. Center offices.	Assumes extending parking lot for new entry (20 stalls), security upgrades for accessing elevator, build out of shelled space. Develops side door for public entry.
FLEX	OPTION 5.2	Renovate Highway upper level shelled space for OTHER: Sheriff's defensive tactics (2,000 sf), EOC/EM (approx. 2,000 sf), 911/Dispatch (4,000 sf).	Varies from \$500,000 to \$3 million	Highway	2,000 sf of 5,000 sf	Utilizes county space for a needed function.		Assumes extending parking lot for new entry (20 stalls), security upgrades for accessing elevator, build out of shelled space.
FLEX	OPTION 6.1	Minimally Renovate Lower Level and Main Level of Admin. Bldg. (service counters, mothers rooms, etc.)	\$350,000	Admin. Bldg.		Can pick and choose pieces of this project and do whenever over the course of the next years.		
III	OPTION 7.1	Build a stand alone building for Public Health	\$3.9 million*	Undetermined (Space on the property NE of Admin or on Admin property)	11,500 sf	Frees up Annex to either be used by another entity or demolished.		
III	OPTION 7.2a	Renovate Annex for Public Health	\$2.7 million renovation + \$1.8 million DF = \$4.5 million*	Annex	17,700 sf	Frees up space for other county entity.	Requires reinvesting in Annex. Newly invested space going unused potentially.	Security upgrades required in earlier phases. Contingent on Option 4.1. There is \$1,750,000 in deferred maintenance costs at Annex (leak in basement, roof, etc.).
III	OPTION 7.2b	Renovate Annex for Public Health and Community Corrections	\$4.2 million renovation + \$1.75 million DF = \$5.95 million*	Annex	17,700 sf	Places CC in a county owned facility.	Requires reinvesting in Annex. Not an ideal pairing.	Security upgrades for PH required in earlier phases. Contingent on Option 4.1. There is \$1,750,000 in deferred maintenance costs at Annex (leak in basement, roof, etc.).
III	OPTION 7.3	Build a stand alone building for Public Health and Community Corrections	\$6.0 million*	Undetermined (Space on the property NE of Admin or on Admin property)	18,000 sf	Frees up Annex to either be used by another entity or demolished. Less costly than renovating Annex.		



POTENTIAL OPTIONS

RECOMMENDED PRIORITY	OPTION	DESCRIPTION	COST SUMMARY	LOCATION	SIZE	PROS	CONS	NOTES
III	OPTION 8.1	Renovate Admin. Bldg. to accommodate long-term growth projections (including deferred maintenance)	\$4.7 million renovation (\$175/sf) + \$1.27 million DF + \$250,000 furn. allowance = \$6.24 million*	Admin. Bldg.	20,000 sf (out of 50,000 sf) renovated		MN Prairie will be spread out on different levels.	
III	OPTION 9.1	Renovate Admin. Bldg. to accommodate PH (11,500 sf), including deferred maintenance, move MN Prairie (14,500 sf) to Annex, renovate Annex for MN Prairie, including deferred maintenance.	\$2.7 million PH renovation (\$175/sf) + \$1.27 million Admin Bldg DF + \$3.4 million MNP renovation (\$175/sf) + \$1.75 million Annex Bldg DF = \$9.1 million*	Admin. Bldg. / Annex	11,500 sf (out of 50,000 sf) renovated at Admin, 14,500 sf (out of 33,300 sf) renovated at Annex.		Requires reinvesting in Annex. Costly.	
III	OPTION 10.1	Renovate Admin. Bldg. for PH (including deferred maintenance) and vacate all departments except MN Prairie to new facility on Admin property, property to NW or demolished Annex.	\$2.7 million PH renovation (\$175/sf) + \$1.27 million Admin Bldg DF + \$10.1 million for new admin building = \$14.1 million*	Admin. Bldg.	11,500 sf (out of 50,000 sf) renovated at Admin, 30,000 sf new admin building.	Could find efficiencies in combining MN Prairie and PH. Good pairing.	MN Prairie will be spread out on different levels. Cost.	

Construction Cost Assumptions:

- Long-term construction cost inflation is normally about double the consumer price index (CPI).
- Average long-term nonresidential building inflation (excluding recession years) is 4.2%.
- When looking at construction costs over a 30 year period (including all recession years), average construction inflation is 3.5%.
- In times of rapid construction spending growth averages around 8%, which we saw initially after the great recession.
- Construction inflation has averaged 4.2% for the last 4 years.
- Compared to this time last year, construction costs have increased by only 2.5% in Minneapolis and was 1.7% nationally.
- We have seen some reduction in cost as contractors are looking to fill in for next year.

Sources: RS Means, Mortenson, Turner, Construction Analytics

General Notes:

All costs are Project Costs. This matrix is intended to help visualize all possible options and how they relate. Additional information is provided in the presentation/report.

All costs assume a mid point of construction in 2025 and need to be adjusted by 4.2% inflation rate if moved up or back in time.

*Costs are approximates to help provide a comparison but if there is interest in the option, additional information will be required to establish a more accurate budgetary cost.

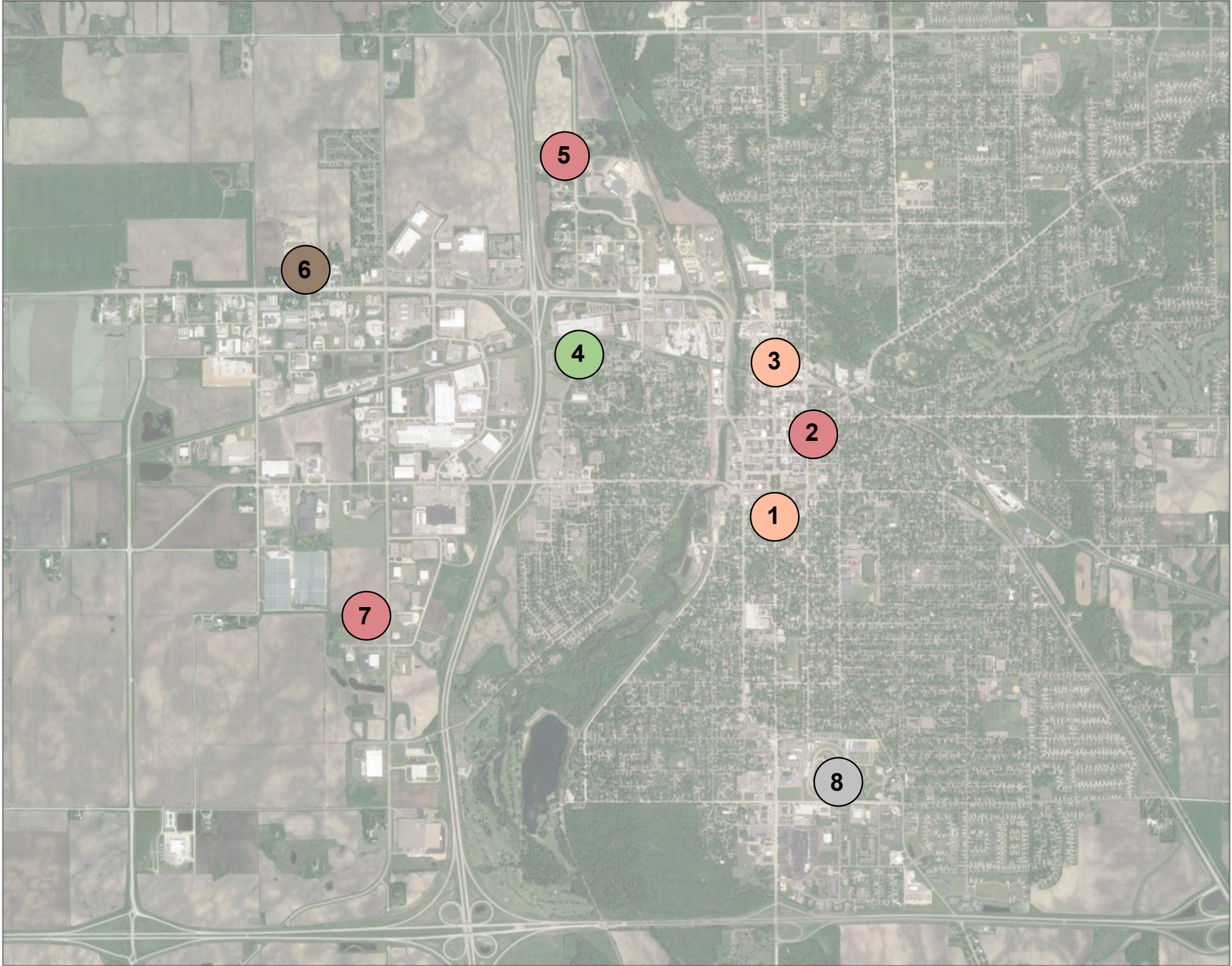
**Asking price for Corrections Building was \$1.3 million in 2011 (\$1.5 assumes some inflation).



MISC. OPTIONS CONSIDERED

PRIORITY	OPTION	DESCRIPTION	COST SUMMARY	LOCATION	SIZE	PROS	CONS	NOTES
I	OPTION	Renovate Public Health for Security	\$200,000 renovation*	Annex	N/A		Would likely mean continuing investment in Annex	
II	OPTION	Move Public Health to Highway Mezz.	\$1.0 million renovation*	Highway	5,000 sf	Frees up Annex	Need 11,500 sf. Location is remote and not easily accessible for clientele.	
I	OPTION	Move Facilities Maintenance Shop to Highway Mezz.	\$750,000*	Highway	2,500 sf	Utilizes County owned space	More remote location, not feasible for maintenance garage to be on the second floor	Only uses about half of Mezz. space

County Map - Existing Locations

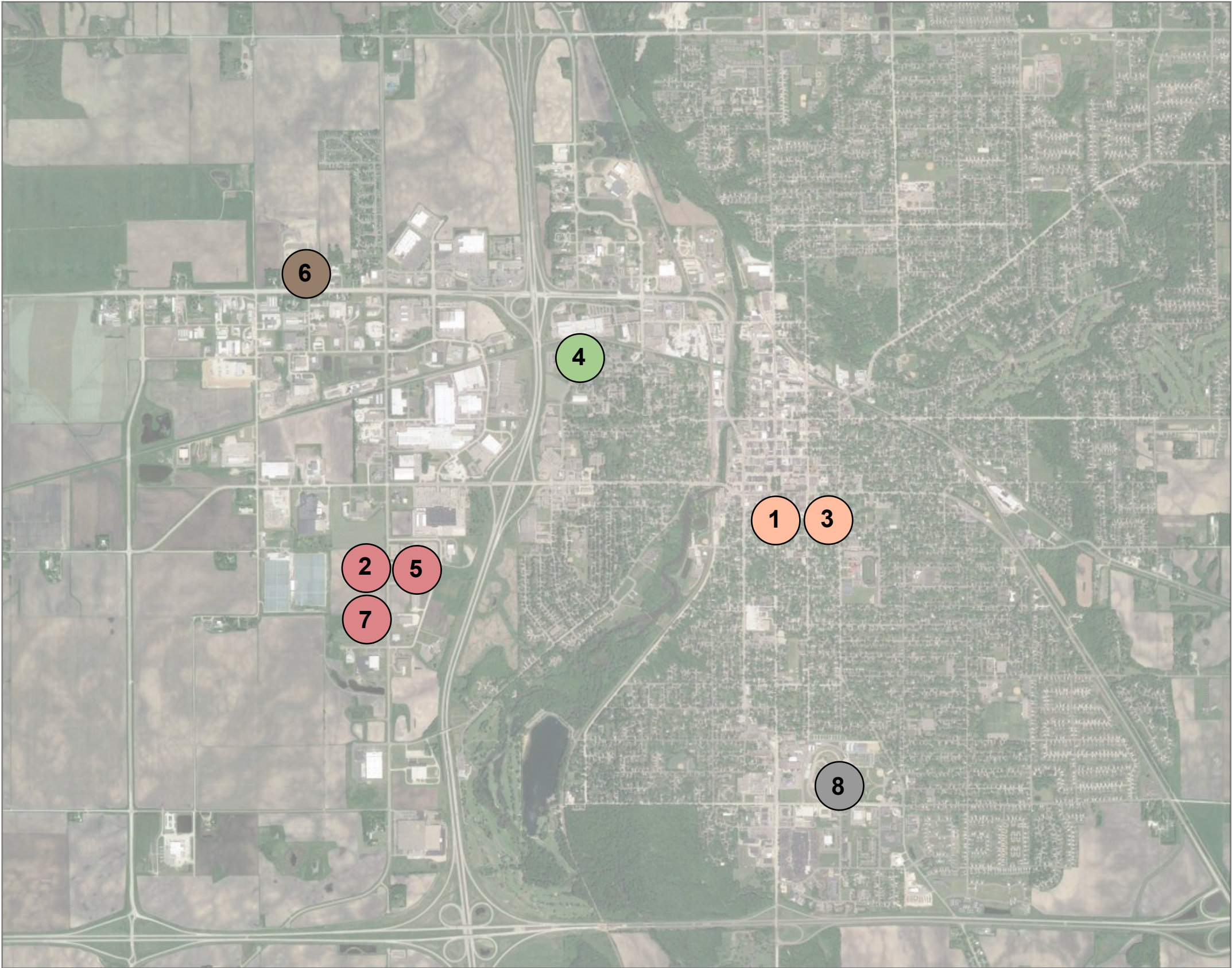


COUNTY FACILITIES AND GEOGRAPHIC LOCATION

- 1 Courthouse:**
Courts, County Attorney (across street)
- 2 LEC:**
Sheriff's Department, Dispatch
- 3 Community Corrections**
Community Corrections (leasing space)
- 4 County Administration**
Admin. Building: Administration, Assessor, Auditor, Facilities, GIS, HR, IT, MN Prairie, Planning and Zoning, Recorder, Treasurer, Veteran Services

Annex Building: Public Health, Extensions
- 5 Sheriff's Department Evidence Storage**
Leasing Quonset Hut
- 6 Highway Department**
Available space in mezzanine
- 7 Detention Center**
Jail
- 8 County Fairgrounds**

County Map – Master Plan (Consolidated)



COUNTY FACILITIES AND GEOGRAPHIC LOCATION

- 1 Courthouse:**
Courts, County Attorney (across street)
- 2 LEC:**
Sheriff's Department
- 3 Community Corrections**
Community Corrections
- 4 County Administration**
Admin. Campus: Administration, Assessor, Auditor, GIS, HR, IT, MN Prairie, Planning and Zoning, Public Health, Recorder, Treasurer, Veteran Services
- 5 Sheriff's Department Evidence Storage**
Warehouse south of Jail w/ Facilities
- 6 Highway Department**
Available space in mezzanine
- 7 Detention Center**
Jail
- 8 County Fairgrounds**
Extensions

Resolution

To Recognize County Workers

Commending the commitment and dedication to public service excellence of county staff during the COVID-19 pandemic by proclaiming a day to honor them.

WHEREAS, county employees serve as the cornerstone of their communities, dedicating their time, skills, and expertise for the benefit of their neighbors; and

WHEREAS, the work of county employees is essential and often in person, whether that's vaccine administration by a public health nurse, processing voter registrations and ballots in the Auditor's Office, or other services; and

WHEREAS, the COVID-19 pandemic disrupted county service delivery and program administration, creating uncertainty for employees and citizens on accessing essential services; and

WHEREAS, showing exemplary leadership by taking personal risks, assuming new duties and responsibilities, or innovating new modes of service delivery, county employees continued providing vital community services in 2020 and into 2021; and

WHEREAS, through their dedication to county work and commitment to public service, county employees are keeping counties open and their communities safer, healthier, and productive; now, therefore;

BE IT RESOLVED THAT, the Steele County Commissioners do hereby proclaim June 25, 2021 as a day for special recognition of county workers.

Approved this ____ day of ____, 2021

Steele County Board of Commissioners:

SEAL:

Commissioner James Brady, Chair

Date

Commissioner John Glynn, Vice-Chair

Date

Commissioner Rick Gnemi

Date

Steele County Auditor

Date

Commissioner James Abbe

Date

Commissioner Greg Krueger

Date