



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, MARCH 28, 2023 AT 3:30 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Four Seasons Reunification Facility Agreement Review and Discussion (pg. 2)
3. Sheriff's Office Addition / Renovation to Detention Center (pg. 7)
4. 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.



Steele County Agenda Item

Subject: Four Seasons Emergency Reunification Facility Agreement Input

Department: Emergency Management

Committee Meeting Date: .

Board Work Session Date: March 28, 2023

Consent Agenda: ☐ Yes ☐ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

Recommendation:

Requesting input from the Commissioners on the Four Seasons Reunification Facility Agreement.

Background (*Including Budget Impact*):

This agreement is between Independent School District 761 (I.S.D. 761) and Steele County for use of the Four Seasons Centre after an emergency occurs where they must reunify parents with students.

At the request of the County Administrator Scott Golberg, Emergency Management & Four Seasons would like the input from the Board on the draft four seasons reunification facility agreement language with Independent School District 761 Owatonna School District. Specifically, input if a fee is to be charged for the use of the facility or loss of revenue due to vacating or canceling a scheduled event.

Attachments:

DRAFT Four Seasons Reunification Facility Agreement

This agreement is between Independent School District 761 (I.S.D. 761) and Steele County, a Minnesota Political subdivision. Whereas I.S.D. 761 can use the facility to provide reunification services to students, staff, and parents to reunite after disaster. This agreement only applies when I.S.D. 761 requests the use of the facility and is managing the activity at the facility.

Reunification Center Facility Use Agreement

Owner:

Full Name of Owner	Steele County
Address	630 Florence Avenue Owatonna MN 55060
Name and Title Work Phone Cell Phone	Scott Golberg, Administrator 507-444-7431

School District of Owatonna:

Name	Independent School District 761 (I.S.D. 761)
Address	515 W Bridge St, Owatonna, MN 55060
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Bob Olson Director of Facilities, Infrastructure and Security 507-444-8606

Facility:

Four Seasons Centre 1525 S Cedar Avenue Owatonna MN 55060 Office 507-451-1093 24/7 Contact: Steve Schroht Cell: 507-390-4647 Sean Benz Cell: 507-363-6338
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Terms and Conditions

1. **Use of Facility:** Upon request, Steele County (Owner) will permit I.S.D. 761 to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	I.S.D. 761
Reunification Center (Operations, Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		

2. **Facility Management:** I.S.D. 761 will designate an official to manage the activities at the Facility. The Owner will designate a Facility Coordinator to coordinate with I.S.D. 761 regarding the use of the Facility by I.S.D. 761.
3. **Condition of Facility:** The Facility Coordinator and I.S.D. 761 (or designee) will jointly conduct a survey of the Facility before it is turned over to I.S.D. 761. They will use the first page of the *Reunification Center Opening/Closing Form* to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that I.S.D. 761 should not use. I.S.D. 761 will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Custodial Services** (*This paragraph applies only when the Facility is used as a reunification center.*): Upon request of I.S.D. 761 and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with I.S.D. 761.
5. **Security/Safety:** In coordination with the Facility Coordinator, I.S.D. 761, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
6. **Signage and Publicity:** I.S.D. 761 may post signs identifying the Facility as a site reunification operation in locations approved by the Facility Coordinator. I.S.D. 761 will remove such signs when I.S.D. 761 concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning I.S.D. 761 activities at the Facility without the written consent of I.S.D. 761 Designee. The Owner will refer all media questions about I.S.D. 761 activities to I.S.D. 761 Designee.
7. **Closing the Facility:** I.S.D. 761 will work cooperatively and in good faith with the Owner or Facility Coordinator to establish the date and time when I.S.D. 761 will vacate the Facility. Before I.S.D. 761 vacates the Facility, the Designee and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Reunification Center Opening/Closing Form*, to record any damage or conditions.

8. **Fee:** *I.S.D. 761 does not pay fees to use facilities as reunification centers. Both parties must initial one of the two statements below:*

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ I.S.D. 761 initials: _____

9. Reimbursement: Subject to the conditions in paragraph 10(c) below, I.S.D. 761 will reimburse the Owner for the following:
- a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the School District. Reimbursement for facility damage will be based on replacement at actual cash value. The School District, in consultation with the Owner, will select from bids from at least three reputable contractors. I.S.D. 761 is not responsible for storm damage or other damage caused by the disaster.
 - b. [Consider adding in a reimbursement if some other event has to be cancelled and fees reimbursed to another party due to I.S.D. 761's use]
 - c. The Owner will submit any request for reimbursement to I.S.D. 761 within 60 days after the occupancy of I.S.D. 761 ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
 - d. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Steele County Emergency Management is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.
10. Insurance: I.S.D. 761 shall maintain general liability insurance for bodily injury and property damage claims consistent with the Owner's liability limits pursuant to Minn. Stat. §466.04. I.S.D. 761 shall provide the Owner with a Certificate of Insurance demonstrating the general liability coverage. The Owner shall be named as an additional covered party under I.S.D. 761's general liability coverage in the event the Owner is the subject of a claim, suit, or demand for damages as a result of I.S.D. 761's negligent acts in connection with this agreement. .
11. Indemnification: I.S.D. 761 shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from I.S.D. 761 use of the Facility.
12. Term: The term of this agreement begins on the date of the last signature below and will remain in effect for 60 months thereafter. Either party may terminate this agreement with 30 days written notice to the other party.

Steele County

By (Signature)

Date

Name (Printed)

Title

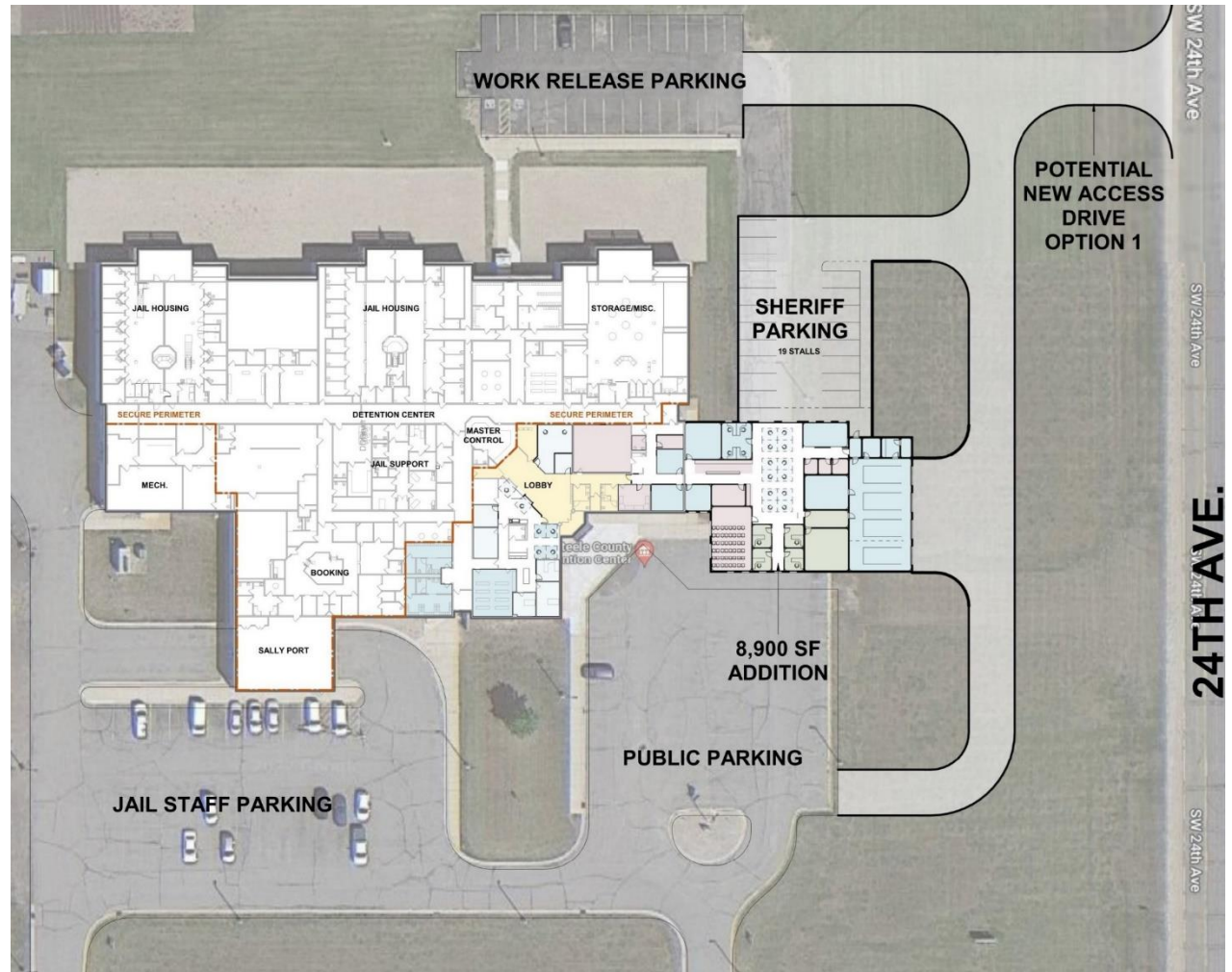
I.S.D. 761

By (Signature)

Date

Name (Printed)

Title



STEELE COUNTY

BOARD WORK SESSION UPDATE | MARCH 28, 2023



Mission Statement

Driven to deliver quality services in a respectful and fiscally responsible way.

Vision Statement

First in Service. First in Stewardship.
The County of choice...today and tomorrow.



Agenda

- **History of Sheriff's Office Proposed Addition and Funding**
- **Pressing Issues**
- **Operating Efficiencies and Savings**
- **Sheriff Addition and Renovation**
- **Proposed Timeline**
- **Recommendation**



History of Sheriff's Office Proposed Addition

1. February 2020

Board Work Session – Master planning process commences

2. September 2020

Board Work Session – Update on departmental feedback/interviews and space existing space utilization

3. November 2020

Board Work Session – Update on initial space needs program

4. December 2020

Board Work Session – Update on options/recommendations

5. June 2021

Board Work Session – Options matrix discussion and review of conceptual master plan

6. September 2021

Approval of the conceptual Master Plan for future new construction and building renovations

7. September 2022

Authorization to purchase 2655 Alexander Street SW, Owatonna for a facilities shop/Sheriff's evidence storage/emergency trailer storage

8. October 2022

Approval of schematic design for the Sheriff's Department addition to the Detention Center.



American Rescue Plan Act (ARPA) Funds History

- In 2021 the County was made aware of ARPA funds being distributed to governments over a two year period.
 - \$7.1 million received.
- Initial discussions were to use the money on Community Corrections and Public Health.
- Current ongoing discussions regarding MNPrairie and Public Health efficiencies.

Pressing Issues

- Major space constraints at Law Enforcement Center by all occupying agencies.
- Location of Sheriff's Office not ideal for operations.
- Deferred maintenance and improvements needed at the Law Enforcement Center.
 - \$591,000 in capital outlay costs budgeted in 2024-2026.



Operating Efficiencies and Savings

Staff Efficiencies

A. Cross training the records departments. (DC and Sheriff)

- i. Possibly reduce staff by 1 FTE through attrition
- ii. Better customer service during regular business hours

B. Possible assistance for the Detention Center Staff

- i. Nights at the detention Center are lean on staff, Sheriff deputies could possibly respond if near the office

C. Maintenance & Janitorial

- i. Possibly reduce janitorial staff by 1 FTE through attrition
- ii. Reduce Snow removal and Lawn mowing operations

D. Time savings with the Sheriff's department

- i. Campus Setting, defined by Detention Center, Sheriff's Office, Alexander Building
 - Better EMS Coordination with the EMS department
 - Booking procedure time reduce, don't have to drive 30+ minutes to and back for booking and reports
 - All storage is on same campus, again savings in drive time.



Team Building

A. Cross training the Sheriff's Office (Detention Staff/Sheriff Staff)

- i. Training with all Sheriff's Office Employees
 - CPR
 - Defensive Tactics
 - Taser

B. Recreate a positive atmosphere within the entire Sheriff's Office, including Detention Staff

- i. Team Meetings
 - Sheriff continues to work with all staff to look for new efficiencies in the entire department

C. Wellness Room

- i. Space for all County staff to use



Focus is on the County

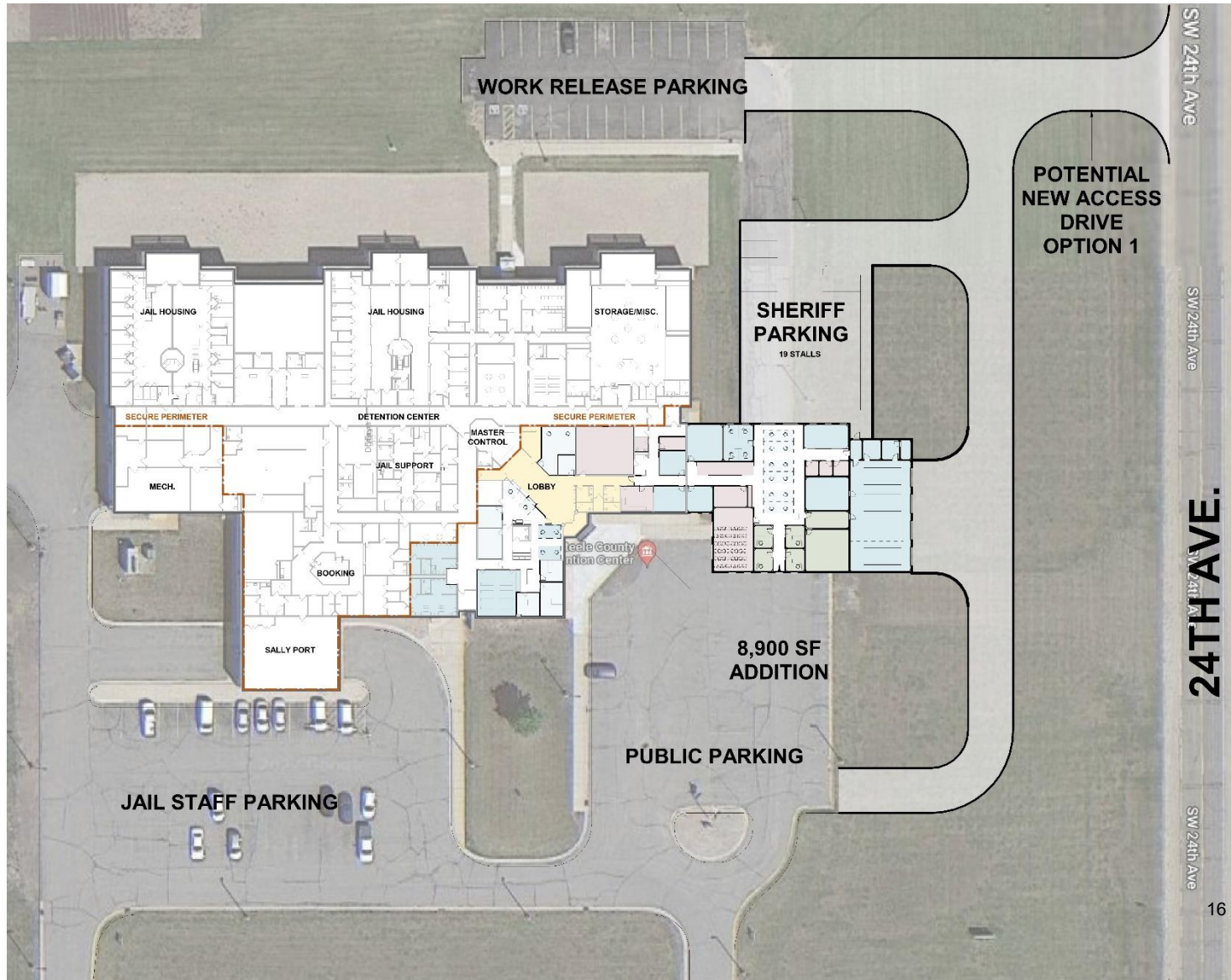
- I. Proximity to major highways
- II. Reduces high speed travel within city limits

Reduced Maintenance Costs & Recognize Future Savings

- I. Several deferred maintenance items outstanding at current LEC.
- II. Frees up cash that would otherwise be used for LEC upgrades.
- III. Resets the maintenance cycle.
- IV. Recognize future savings from operations to be used for future capital projects



Sheriff Addition and Renovation

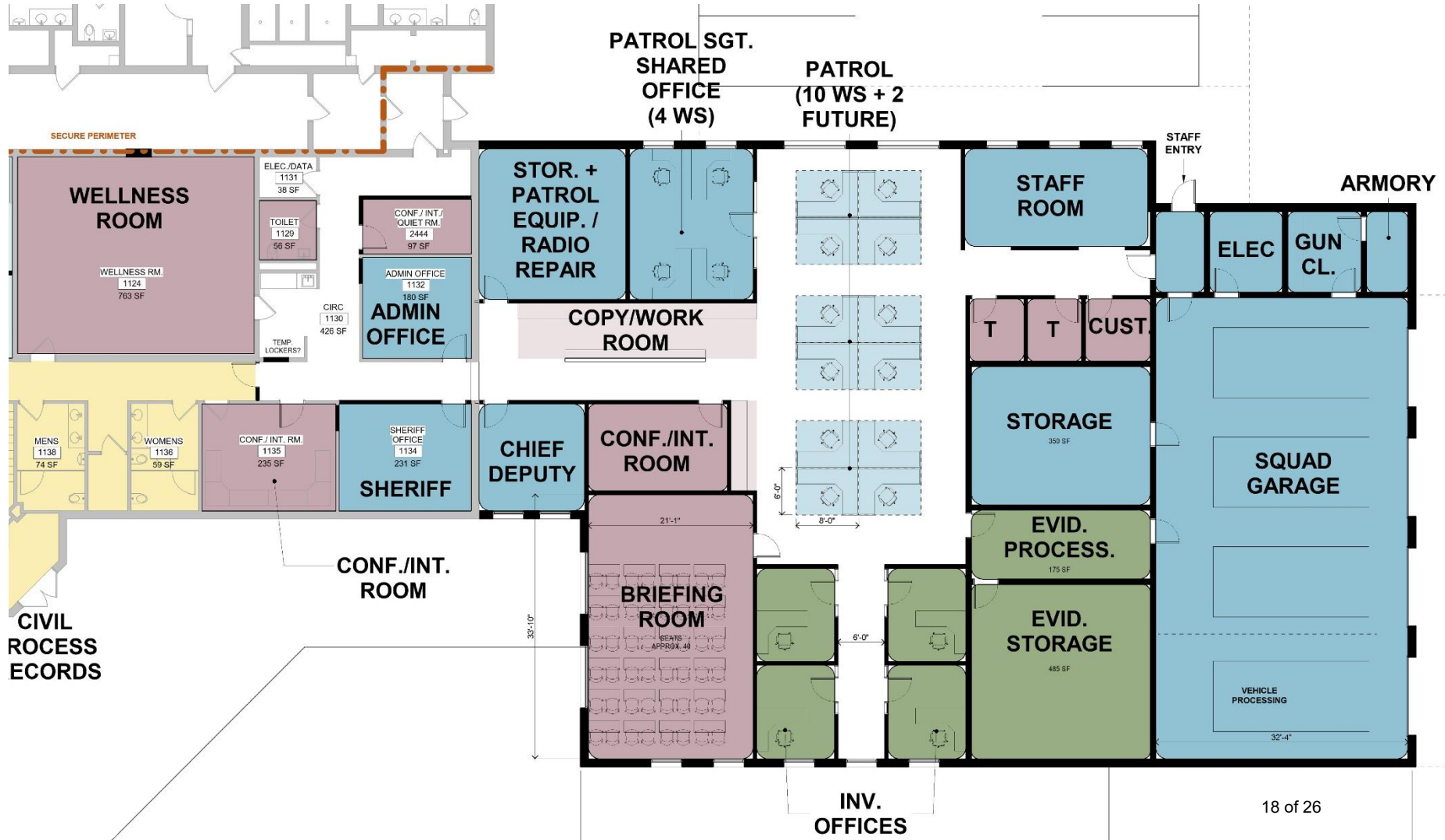


Sheriff Addition and Renovation





Sheriff Addition and Renovation





STEELE COUNTY BUILDING COMMITTEE UPDATE Sheriff Addition and Renovation





Sheriff Office Briefing Room

- I. Provides space for Sheriff and Detention Center, but is also vital for major events or emergencies:
 - Public service announcements
 - Updates for Public Health emergency
 - Evaluations
 - Search and rescue operations
 - Natural disaster response

Sheriff Addition and Renovation

PROJECT BUDGET

	ORIGINAL BUDGET (11/01/2022)	SD BUDGET (03/03/2023)
<u>CONSTRUCTION</u>		
Sheriff Addition and Renovation		
Site Development	Incl. \$	600,000
4,500 SF Renovation	Incl. \$	540,000
8,900 SF Addition	Incl. \$	2,850,000
SUBTOTAL CONSTRUCTION COSTS	\$ 4,400,000	\$ 3,990,000
<u>FEES, TESTING, MISC. PROJECT COSTS</u>		
Architectural Fees	\$ 330,000	\$ 303,860
Reimbursable Expenses	\$ 12,000	\$ 12,000
Site Surveys	\$ 6,000	\$ 6,000
Geotechnical	\$ 12,000	\$ 12,000
Plan Review/Inspection Fee	\$ 37,000	\$ 37,000
Special Structural Inspections	\$ 15,400	\$ 15,400
Commissioning	\$ 30,000	\$ 30,000
Project Contingency	\$ 456,496	\$ 392,636
SUBTOTAL PROJECT COSTS - (FEES, TESTING)	\$ 898,896	\$ 808,896
<u>FURNITURE & EQUIPMENT / TECHNOLOGY COSTS</u>		
Furniture Allowance	\$ 264,000	\$ 264,000
Low Voltage Allowance	\$ 88,000	\$ 88,000
Tech Allowance	\$ 88,000	\$ 88,000
Furnishing Consultant Fees	\$ 7,040	\$ 7,040
Technology Consultant Fees	\$ 17,600	\$ 17,600
FFE Contingency	\$ 46,464	\$ 46,464
SUBTOTAL PROJECT COSTS - (FFE + T)	\$ 511,104	\$ 511,104
SUBTOTAL CONSTRUCTION COST	\$ 4,400,000	\$ 3,990,000
SUBTOTAL PROJECT COSTS - (FEES, TESTING, MISC.)	\$ 898,896	\$ 808,896
SUBTOTAL PROJECT COSTS - (FFE/T)	\$ 511,104	\$ 511,104
TOTAL PROJECT COST	\$ 5,810,000	\$ 5,310,000

Budget Overview:

- 8,900 SF of new construction and 4,500 SF of light renovation.
- All new construction (as opposed to an addition/renovation) would be \$5,100,000 (\$7,500,000 project cost)



STEELE COUNTY
BUILDING COMMITTEE UPDATE

Sheriff Addition and Renovation

Estimated Budget Impact – Law Enforcement Center

Description	2024 (No Changes)	2024 – Rent LEC Space	2025 – Building Addition	2026 – Building Addition
Personnel Costs	\$ 350,000	\$ 175,000	\$ 180,000	\$ 185,000
Operating Costs	273,000	7,000	40,000	42,000
Rent to City	-	130,000	-	-
Capital Outlay Cost/(Savings)	200,000	(100,000)	(128,000)	(67,500)
Total Budget	823,000	212,000	92,000	159,500
City Paid Portion	(411,500)	-	-	-
County Cost	\$ 411,500	\$ 212,000	\$ 92,000	\$ 159,500



Sheriff Addition and Renovation

Net Cash Requirement for Sheriff Addition

Description	Cost/(Revenue)
Estimated cost of construction	\$ 5,310,000
Buyout from City of Owatonna (net book value)	(1,000,000)
Net Cash	\$ 4,310,000

Funding Sources

- Funding currently available with American Rescue Plan Act (ARPA) funds.
 - Provides a concrete plan for funds that must be spend by December 31, 2026.
- County reserves that were planned for the Sheriff addition could be re-allocated to the Annex project.
 - Using savings from Sheriff operations to fund future projects.

Description	Cost/ (Revenue)
American Rescue Plan Act (ARPA) funds received	\$ (7,100,000)
Funds allocated for Community Corrections building addition	2,650,000
Remaining ARPA funds	<u>\$ (4,450,000)</u>



Next Steps

1. Approve the Proposal from Wold
 - Design Development
 - Construction Documents
 - Bidding & Procurement
 - Construction Administration
2. Design Development Phase
 - March 2023 – May 2023
3. Contract Documents Phase
 - May 2023 – July 2023
4. Bidding & Contract Award
 - August 2023
5. Construction
 - September 2023 – July 2023



Staff Recommendation

To approve the proposal from Wold in the amount of \$299,250 for the Sheriff's office Addition and Renovation to the Detention Center. This proposal includes Design Development, Contract Documents, Bidding Administration, and Construction Administration.