

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

#8

Date: 11/30/2016

Weekly Agenda Date: 12/06/2016

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz/ Todd Wieck

**WORDING FOR AGENDA ITEM:**

LEC Jail Kitchen planning has formulated a logical event process identified to expand the footprint required for Kitchen and Sheriff operations. This would be a stand alone project.

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

The eventual closure of the Prairie Hills facility necessitates the relocation of the Kitchen and food services preparation currently conducted there. Project planning and design have formulated a logical event process flow to expand into areas at the LEC required for the additional food storage and operations. Sensitive drawings are complete and to be provided for Board review.

This project identified as a "stand alone project" would be required to relocate kitchen operations, and food storage. Project costs would not be associated to, or fall within an LEC Jail Expansion Project which is an entirely separate project. This area could include space for; relocation of the current public/ inmate detention services, and a conference room. The current LEC first floor conference room in conjunction with this would be relocated to provide for the kitchen food service cooler, freezer, and dry goods areas. The location allows food service goods to be entered into the facility via east Sally Port, stored, and then transported to kitchen preparation utilizing the existing elevator to second floor access. This process allows functions to take place securely, out of sight, and back of house. Adjustments and relocations are designed for planned improvements upon food preparation and delivery, existing facility Sheriff operations, and daily public service functions.

**BACKGROUND:**

The scheduled closure of the aged Prairie Hills facility demonstrates that Woodbury County is engaging in long-term planning and being responsible, sound, and prudent fiscal stewards of tax dollars as it relates to utility costs and extensive repair expenses.

Kitchen food preparation service replacement has been identified and to be relocated into the Law Enforcement Center.

A food service agreement negotiated with CBM Managed Food Service will provide new kitchen equipment, and for on-site meal preparation. The initial costs of new kitchen equipment would be amortized over the term of the ten year contract. Plans have been drafted for Board review which indicate associated changes to accommodate the relocation.

**FINANCIAL IMPACT:**

Estimated Cost - \$225,000 (Estimate based on Sq. Ft.)

Funding is currently available within the 2017 CIP. Partial CIP item reallocation as follows:

2017 CIP #C1-17 (Trosper Hoyt Tuckpointing) \$250,000

Partial reallocation of funds-

Reallocate to new CIP Line Items #B-11 (\$75,000 Kitchen) and #B-12 (\$150,000 Sheriff Administration)

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

Information only

**ACTION REQUIRED / PROPOSED MOTION:**

Information Only



# Woodbury County Sheriff's Office

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30 Nov 2016

Re: Woodbury County LEC Optimization Plan

Dear Woodbury County Board of Supervisors and Constituents,

Woodbury County is successfully moving forward with plans for a jail expansion to offset the closure of the Prairie Hill Jail Annex. In finding the space to add to the current jail's footprint, relocating identified functions of the Sheriff's Office has become a priority.

With the closing of Prairie Hill, the food service for the jail needs to be relocated back to the kitchen in the existing jail. When the jail was built in 1987, the kitchen was designed to provide service for 90 inmates. The jail capacity has more than doubled since. Renovation of the existing kitchen was identified as the economical choice.

The kitchen expansion will require finding space for cold and dry food storage to accommodate the existing population. The North Training/Meeting Room of the LEC has been identified as the best option for the cold and dry food storage. The area is just off the dock and ramp of the LEC. Deliveries can easily be offloaded to the area. This will require a new location for the training and meeting room. That space has been identified in the vacated Clerk's Office.

The logical steps in order to keep the LEC Optimization Plan moving in the right direction, without disruption to the day to day operations of the LEC, are identified as follows: Moving the training and meeting room from its current location to the vacated Clerk's Office would be step one. Step two would be the cold and dry storage areas for the jail kitchen in the former North Training Room of the LEC. Step three would require moving the Jail Administration and Sheriff's Office clerks to the additional space identified in the vacated Clerk's Office, providing the public with optimal service.

As the Sheriff, I am in complete agreement with the optimization plan outlined above. After months of study, this optimization plan is the most fiscally responsible. It is also the least intrusive to the day to day operations of the Office of Sheriff. Thank you.

In Liberty,

A handwritten signature in black ink that reads "David Drew". The signature is written in a cursive style.

Sheriff Dave Drew

Cc: file