

# Allegan County Administrative Offices



County Services Building  
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Allegan, MI 49010  
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## Interoffice Memo

**Date:** November 19, 2007  
**To:** Board of Commissioners  
**From:** Robert J. Sarro, County Administrator  
**Re:** New Jail Facility – Next Steps

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On September 13, 2007 the Board selected the County Services Complex as the location for the new Jail Facility. In addition, the Board authorized the County Administrator to accomplish tasks relative to the Jail Project. As a result, I have outlined recommendations in several of these areas that will enable the County to move forward with this project.

*Construct an approximate 400 bed jail and Sheriff's Department facility on County owned property also known as the County Services Complex*

11-21-07 This likely represents the end result of the project; therefore the other tasks are in support of this one. However, the actual number of beds needed, as well as growth potential, should be (re)evaluated as part of the planning through professional services.

*Develop a recommendation of how to proceed with said project*

11-21-07 I recommend that the site selection be defined to a more specific location within the Complex for the new Jail to be located. This is not only important to moving forward with the Jail Project itself, but also for short-term planning that will effect long-term decisions and strategies. I have asked Brett Butler, Facilities Management Director to prepare the attached Memo that summarizes our discussions relative to this recommendation. Based on that Memo, input from various stakeholders, and the consensus of the Animal Shelter Task Force, I recommend the following actions:

1. The site of the current Animal Control facility and Equipment Storage Building; either adjacent to the current juvenile detention facility or north of the juvenile detention facility, from 33<sup>rd</sup> Street east to the sewage treatment system be selected as the specific location for the new Jail.

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2. An amount not to exceed \$15,000 be authorized to complete further site analysis, including, but not limited to geotechnical analysis.
3. The Animal Shelter Task Force be authorized to develop plans for the construction of a new Animal Shelter.
  - a. Benefits
    - i. With repairs potentially being closer to \$120,000, a new building may be a better use of funds.
    - ii. New building can be designed to meet the needs of the service and yet likely be cost effective in the long term.
    - iii. Less costly transition during repairs and/or construction, specifically regarding the boarding of the animals.
    - iv. More flexibility of construction on the site if the new Jail is located in that area.

***Develop a timeline for said preparatory steps of said project***

11-21-07 I recommend that this be developed with the assistance of professional services, once selected. RFP(s) for services can be composed and then brought back to the Board on February 8<sup>th</sup>, 2008.

***Recommend professional services needed to begin the process of constructing a new Jail and Sheriff's Department facility at the County Services Complex, including development of any RFQ or RFP processes needed to complete the various services needed***

11-21-07 Progressing beyond the selection of the site will likely be difficult and less productive without the use of professional services. Specifically, both a Jail Planner and an Architect should be selected. The data and deliverables obtained through the previous process will still be very helpful in laying the foundation for next steps; however, these should be reviewed and updated. Therefore, I ask for the Board's support in developing a workgroup to assist in forming a recommendation to the Board regarding a Jail Planner and an Architect. The workgroup will include the following individuals:

**Professional Services Workgroup:**

- Board of Commissioners representative(s) – Recommend up to two.
- Fred Anderson, Prosecutor
- Brett Butler, Facilities Management Director
- Mike Day, Circuit Court Administrator
- Jim Hull, Undersheriff and/or Jail representative
- Blaine Koops, Sheriff
- Linda Lenehan, District Court Administrator
- Robert Sarro, County Administrator

**Professional Services Workgroup Goals:**

- Review existing data
- Compose RFP(s) for both a Jail Planner and Architect. This will include a recommended process and timeline for proposal evaluation, interviews, and selection. Due to the Board on February 8<sup>th</sup> for review and approval.

- As this is a workgroup to assist the County Administrator in forming a recommendation to bring to the Board of Commissioners, it will be a non-voting consensus based workgroup.

***Develop financing options for completion of said project***

11-21-07 Funding will be an important factor in proceeding with this project; however, should not drive the planning steps at this point. By using models and cost increments, it can likely be determined what funding options are available and recommended without the actual specifics of the facility. Therefore, I ask for the Board's support in developing a workgroup to assist in forming a recommendation to the Board regarding the funding of a new Jail Facility.

**Funding Workgroup Members:**

- Board of Commissioner Representative(s) – Recommend up to two.
- Sally Brooks, Treasurer
- Gerald Durkee, Circuit Court Finance
- Robert Sarro, County Administrator
- David Vanderovaart, Finance Director

**Funding Workgroup Goals:**

- Identify, Evaluate, and Recommend funding options for a new Jail Facility for both construction costs and on-going operational costs. This will be based on cost increments.
- Identify, Evaluate, and Recommend professional services relative to funding (or the recommendation to not use services).
- If funding services are recommended, the workgroup will develop an RFQ/RFP for approval by the Board, upon receiving authorization to do so.
- As this is a workgroup to assist the County Administrator in forming a recommendation to bring to the Board of Commissioners, it will be a non-voting consensus based workgroup.

***Any other responsibilities as determined necessary throughout said project***

11-21-07 Other needs still to be determined.