

INTRODUCTION

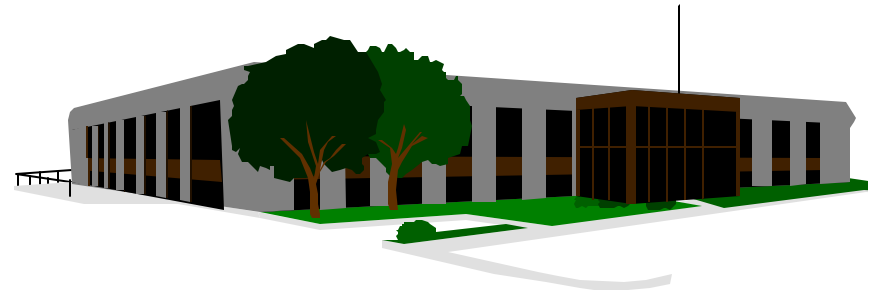
The 2000 Dakota County Long Range Facilities Plan is a companion document to the annual Capital Improvement Program (CIP). It provides a concise description of the County's long range facilities plans, containing all relevant policies, guidelines, and projections. It highlights issues for further study and key indicators to be monitored during the upcoming year.

Each year the Long Range Plan will be updated to include a review of all CIP and non-CIP actions during the previous year effecting county facilities; a summary of the proposed CIP; and a 15 year long range program for major projects in four categories: libraries, criminal justice, administrative office space, and highway and parks maintenance facilities.

The 2000 Long Range Plan has been updated to include new population estimates and major facilities actions taken this year.

Good planning is a dynamic process. It begins with the best available information, a history of solid projections and a healthy dose of skepticism. Although long range planning for facilities is necessary to insure a consistent and coordinated response to growth, plans must be flexible to accommodate changing public policies and revised projections.

The next two decades will be a period of rapid change for Dakota County. As one of the fastest growing counties in the metropolitan area, keeping pace with continued population growth will be the greatest challenge facing the county. At the same time, major shifts in federal and state policies regarding the provision of community services will effect the way the county provides employment, economic, and social services. Finally, as the conveniences of telecommunication become more common place, the county must be poised to take full advantage of more effective and efficient ways of providing services.



Chapter 1
**The 1999-2003 Capital Improvement
Program and Future Facilities Planning
Issues**

SUMMARY OF 1999-2003 CIP AND RELATED FACILITIES ACTIONS

In 1998, the Dakota County Board of Commissioners adopted a five year Capital Improvement Program with the following major facilities projects:

Dakota County 1999-2003 Capital Improvement Program

Budget Year	Project	Type	Year Compl.
1998	Admin/Judicial Center	Remodeling	2000
	Heritage Library	New Building	2000
	Inver Glen Library	New Building	2000
	Judicial Cntr Court Room	Remodeling	1999
1999	Northern Service Center	New Building	2001
	Highway Shop Operations Facility	New building	2001
	LEC Work Release Unit	Remodeling	2000
1999	Byllesby Lake Park	Maint Facility	1999

In addition to these new or remodeling projects more than 6 million dollars or 14 percent of the total CIP was allocated for major maintenance activities or to comply with federal or state mandates.

Additional non-capital activities effecting public buildings and long range plans:

Office Space

- A shelled courtroom at the Western Service Center was refinished as temporary office space for Community Services staff.
- It was determined that the legal staff that support the County's child support function would be moved from the Judicial Center in Hastings to the new Northern Service Center (NSC). The new NSC was increased by 6,00 square feet to accommodate the change.
- The County reorganized several departments and divisions. No additional positions were created, however, the changes impacted the remodeling project for the Administration Center. This project was delayed until the reorganization was completed.

Non-Office Space

- Following a review of current overcrowding conditions at the jail and projected growth in the jail population during the next ten years, the Board approved
 1. Exploration of a pilot day reporting program (contracted)
 2. Contracting with a neighboring county for guaranteed beds
- Due to the poor condition of the current buildings, the small site size, and the changing character of the area, the Board approved the relocation of the central Highway Shop.

ISSUES FOR FUTURE FACILITIES PLANNING

Future Studies for the 2000-2004 CIP

- **Records storage** is currently managed by individual departments and staff in Information Technology. State and federal laws mandate the retention of some records for 18 years or longer. More than 6,000 square feet is being planned specifically for file storage at the new NSC. Additionally, records storage has become a critical concern for offices in the Hastings complex. This year Dakota County will review alternatives for how and where the County should manage long term records storage.
- **Admin/Judicial Center/LEC Addition**
Prior Long Range Facilities Plans identified the need for additions at all three of the main buildings at the Hastings government complex between 2005 and 2007. Planning for these projects should begin as early as 2003. During the next year, staff will begin working with department staff to project space needs and clarify the scope of the future project. Specific studies include:
 1. Evaluation of Day Reporting Pilot and impact on future jail population/space needs
 2. Assessment of court room utilization and projection of future court room needs
 3. Law library expansion options

The following areas will need interim space solutions:

Secure vehicle storage for the Sheriff
Emergency response and dispatch (LEC)
County Attorney's office

- Parks Department staff is exploring the feasibility of locating the **new Parks Offices** in Lebanon Hills Regional Park with the new trail head building. A building program and cost analysis will be prepared this year for consideration as part of the 2001 –2005 Capital Improvement Program.
- Prior Long Range Facilities Plans identified an addition at **Burnhaven Library** for 2005 and a new **library for the City of Rosemount** in 2010. Both of these projects should be reviewed following the opening of the new Heritage Library in Lakeville this winter. Additionally, the Library Board is considering a plan to consolidate reference materials at a central library. This may impact space needs throughout the system.
- With the opening on the new NSC and a new central highway shop operations facility, several existing County buildings should be evaluated for long term use – **the Wentworth Ave. building, the Rosemount Highway shop, the Hastings Highway shop, and the Farmington Highway shop.**
- As the amount of square feet in County buildings grows and ages, the County should have a **schedule for major maintenance repairs and replacement.** This schedule would be the basis for long range capital planning.

GUIDELINES FOR FACILITIES PLANNING THROUGH 2010

Long Range Facilities Planning Policy Objectives

1. To provide facilities which are accessible, convenient, flexible, and responsive to the changing needs of our customers.
2. To provide facilities which demonstrate excellence in quality and value.
3. To provide adequate, sufficient, and flexible facilities which enable county departments and staff to carry out their required functions and to effectively serve their customers in a professional manner.
4. To provide a healthy, safe, secure, productive, and equitable working environment for our employees in order to promote productive service to our customers.
5. To pursue efficient, effective and cost-conscious solutions for the provision of public facilities and services.
6. To maintain a strong financial position balanced with the need to serve the public effectively and promote quality of life in Dakota County.

The recommendations in this Long Range Facilities Plan are based on the following strategies:

1. Adopt a flexible planning process to allow for fluctuations in population growth and policy direction (ie. regular plan reviews, master planning of space in new buildings).
2. Make the best use of available space before implementing a capital solution. Reserve limited capital funds for the highest priority projects.
3. Encourage non-capital solutions.
4. Focus on customer service and convenience using a three-node service center concept.
5. Invite creative use of technology and public/private partnerships where it can improve services, and minimize the building of permanent



Chapter 2

Demographic Trends and Building Inventory

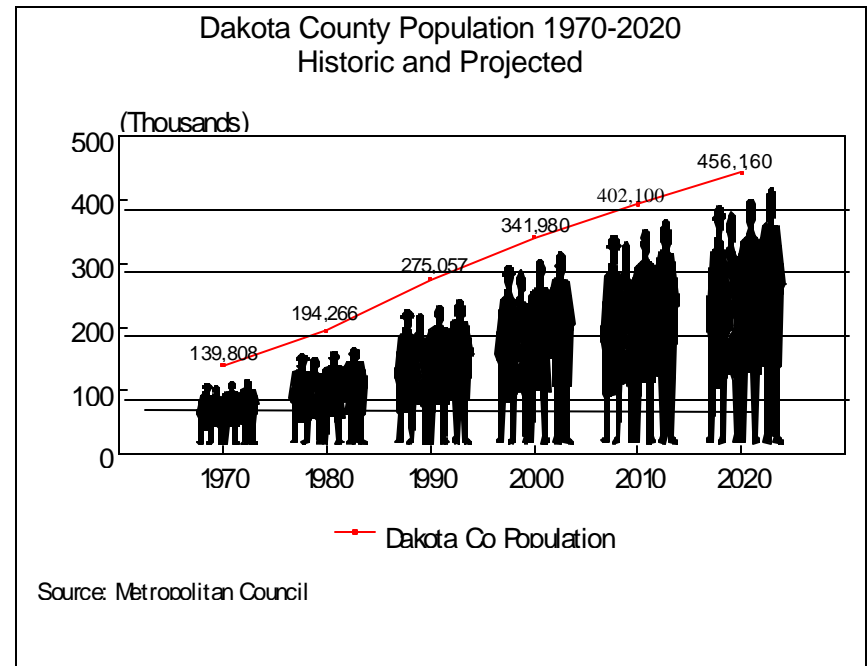
DEMOGRAPHIC AND GEOGRAPHIC TRENDS

Demographic trends are one of the primary factors driving the size and timing of projects in the Capital Improvement Program. Projects are scheduled and budget estimates prepared based on population projections. However, the most current demographic statistics are based on a ten year census collection that is now seven years old. Other information such as case load data or customer service requests provide more accurate information on current service levels and may provide more insight into trends and long term needs. Service level trends are reviewed in individual sections.

Population Growth

Dakota County is one of the fastest growing counties in Minnesota and the upper Midwest. It is the third largest county in the seven county metropolitan region. According to a new preliminary forecast from the Metropolitan Council, Dakota County's population is projected to increase approximately 20% from 332,657 in 1997 to 402,100 in 2010.

The pace and location of growth will be the primary force behind the timing and location of public facilities. The majority of the population growth has occurred and is projected to continue in the western part of the county. The greatest increase in population over the next twenty years is expected to be in Lakeville, Eagan, Rosemount, Apple Valley, Farmington and Inver Grove Heights. See Table 2-1 for projected population growth by community.



The communities of South and West St. Paul continue to have the greatest population density with 4,000 people per square mile. By contrast, the western areas, Eagan and Apple Valley, had densities of 2,000 people per square mile in 1990, but are expected to become more dense during the next ten years.

The high growth and densely populated areas in the north and west are in sharp contrast to the slower growing rural areas to the south and east where the population averages around 40 people per square mile. The distribution of services between the "urban" and "rural" areas will continue to be a challenge for facilities planning.

Population Composition

Dakota County is characterized by its relatively affluent, well educated, young population. According to the 1990 census:

Income Levels

- The median household income was above the metropolitan average, second in the metro area.
- The number of people living below the poverty level was among the lowest in the region.
- Pockets of people living in poverty do exist throughout the county. The greatest numbers were in the more dense areas of South and West St. Paul, Inver Grove Heights, Burnsville and Apple Valley.

Education Levels

- Dakota County has the highest percentage of high school graduates and the third highest percentage of college graduates in the metropolitan area.

Age Distribution

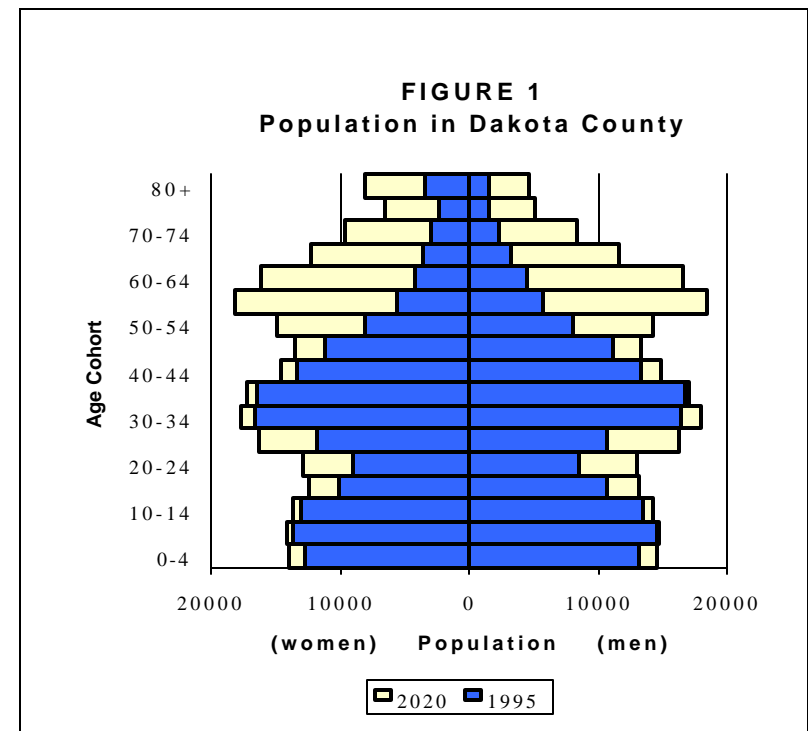
- Approximately 70% of residents are under the age of 40. However, the County's population is expected to grow older during the next two decades. Figure 1 indicates the 1990 age and gender structure of the County and the projected change.
- The developing western communities tend to have a higher percentage of their population between the ages 18 and 65

and below 10 years old, driving the need for more child and family services (parks and libraries).

- More established communities, such as South and West St. Paul, and many of the rural townships have a higher percentage of their population over 64 years of age. This age group tends to use more health and social services.

Distribution of Age and Gender - Dakota County

Source: U.S. Census



BUILDING AND PROPERTY INVENTORY

This section contains a brief inventory of all county-owned or leased buildings occupied by county staff. A complete list all of the buildings and properties, their location, their parcel identification numbers, an estimate of market value, and a breakdown of square footage by function is located in Appendix A.

Office Space

The county owns and operates a total of 809,000 square feet (gross). Approximately 450,000 square feet, or 56% of the total, is used for office, meeting, and related public uses. In addition to owned property, Dakota County leases approximately 36,000 square feet of office space in the northern part of the county.

Dakota County Office Buildings

Eastern Locations

	<u>Net Sq. Ft.</u>
<u>Administration Center, Hastings</u> County Administration General Services	37,990
<u>Judicial Center, Hastings</u> County Attorney and Courts	37,649
<u>Law Enforcement Center, Hastings</u> Sheriff	19,663
<u>Spring Lake Park HQ, Nininger</u> Parks	1,732

Western Locations

<u>Western Service Center, Apple Valley</u> Courts	57,116	<u>Net Sq. Ft</u>
Community Services and Physical Development		

<u>Wescott Library, Eagan</u> Library Administration	8,279
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Northern Locations

<u>Leased Space, So. St. Paul</u> Community Corrections	10,000
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<u>Norwest Bank Building, So. St Paul</u> Community Services	13,100
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<u>Northern Service Center, West St Paul</u> Community Services	35,555
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<u>South St Paul Municipal Bldg</u> Courts	2,903
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<u>Marie St Building</u> Community Services	10,532
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Southern Locations

<u>Extension Building, Farmington</u> Extension Services	2,148
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Library Facilities

Dakota County operates six public libraries. A seventh library in Dakota County is owned and operated by the City of South St. Paul. All the county libraries, except Wescott, are either new or have been remodeled in the last 6 years. Table 2-2 indicates the general building characteristics of the six library facilities within the county's system as well as the South St. Paul Library.

There is approximately 160,000 gross sq. ft. devoted to public library use. This figure excludes administrative offices. Using the 1998 Metropolitan Council population figure of 339,256 Dakota County residents, there is an average of .48 sq. ft per capita of library space. The Dakota County Policy Statement on the Provision of Library Facilities recommends .65 square feet per resident (.6 sq. ft. for library space and .05 sq ft. for system-wide administration). The complete policy statement is included in Chapter 8.

Criminal Justice Facilities

Every county in Minnesota is responsible for providing court facilities and appropriate detention facilities. In Dakota County approximately 61,200 square feet is devoted to the courts, and approximately 74,500 square feet is used for adult detention. Juvenile facilities are shared with other jurisdictions until the new Dakota County Juvenile Center is completed.

Table 2-2 Library Building Characteristics

Library Facility	Gross Sq. ft.	Devoted to Library Use*	Year Constructed
Burnhaven	27,800	26,300	1974, 1994 Remodeled
Wescott	53,454	36,637	1982/1997 Remodeled
Wentworth	29,000	29,000	1992
Pleasant Hill	16,030	16,030	1994
Farmington	15,577	11,659	1994 Remodeled
Galaxie	28,500	28,500	1990
TOTAL	170,361	148,126	
So. St. Paul	12,376	12,376	1927

* Library gross square footage less administrative and non-related library use.

Courts

Currently, court facilities in Dakota County are located at three sites; the Dakota County Government Complex in Hastings, the Western Service Center in Apple Valley and the South St. Paul Municipal Building. Table 2-3 provides general information on each facility.

Judicial Center

The First Judicial District is headquartered in the Judicial Center in Hastings. All criminal and civil jury trials, lengthy hearings and dissolution trials are conducted in this facility.

**TABLE 2-3
FIRST JUDICIAL DISTRICT COURT FACILITIES
Dakota County, Minnesota**

**Dakota County Government Center
Judicial Center**

Western Service Center

So. St. Paul Municipal Bldg.

<u>Existing Structure</u>	<u>Number</u>	<u>Sq. Footage</u>	<u>Existing Structure</u>	<u>Number</u>	<u>Sq Footage</u>	<u>Existing Structures</u>	<u>Number</u>	<u>Sq Footage</u>
A. COURTROOMS (1)			A. COURTROOMS			A. COURTROOMS		
-Courtroom (12 person jury)	4	6,068	-High Volume	3	4,700	-High Volume (12 man jury box)	1	1,220
-Courtroom (12 person jury)	5	9,974						
-Old Courtroom (12 person jury)	1	1,170						
-Special Arraignment	1	1,839						
-Juvenile Court Facility	1	3,000						
B. JUDGES CHAMBERS (2)	16	5,250	B. JUDGES CHAMBERS (2)	3	1,320	B. JUDGES CHAMBERS (2)	1	424
C. JURY DELIBERATION RMS.	8	3,164	C. JURY DELIBERATION RMS.	None		C. JURY DELIBERATION RMS	None	
D. CONFERENCE ROOMS	2	864	D. CONFERENCE ROOMS (4)	8	880	D. CONFERENCE ROOMS	None	
E. BAILIFF/HOLDING	2	2,057	E. BAILIFF/HOLDING	1	320	E. BAILIFF/HOLDING	None	
F. OTHER (3)	N/A	4,607	F. LAW CLERK RESEARCH	1	280	F. OTHER (3)	N/A	384
			G. OTHER (3)	N/A	4,096			
<u>SUB TOTAL</u>		<u>37,993</u>			<u>11,596</u>			<u>2,028</u>
<u>Shelled Space</u>			<u>Shelled Space</u>			<u>Shelled Space</u>		
A. COURTROOMS	2	3,580	A. COURTROOMS	2	3,400	A. COURTROOMS	None	
B. JUDGES CHAMBERS	None		B. JUDGES CHAMBERS	2	880	B. JUDGES CHAMBERS	None	
C. CONFERENCE ROOMS	None		C. CONFERENCE ROOMS	6	660	C. CONFERENCE ROOMS	None	
<u>TOTAL</u>		<u>41,573</u>			<u>16,536</u>			<u>2,028</u>
<u>Law Library</u>	<u>1</u>	<u>2300</u>	<u>Law Library</u>	<u>None</u>		<u>Law Library</u>	<u>None</u>	

The Judicial Center Addition was opened in 1989 and contains the majority of court facilities found in the County. Twelve courtrooms are located in the Judicial Center addition. Two older courtrooms are located in the original Government Complex structure. One courtroom is dedicated to juvenile issues and contains no jury box. The second contains a twelve-person jury box and an attached judicial chamber but is not located within the security corridor.

The Law Enforcement Center has one courtroom, dedicated to criminal arraignments. This courtroom has no jury box facilities.

Western Service Center

Court facilities at the Western Service Center are structured to process high volume cases of short duration generated by Dakota County residents from the western portion of the county.

The Western Service Center contains three high volume courtrooms. In addition to the existing space, there is 4,940 square feet of shelled space available for two additional courtrooms, two judicial chambers and three conference rooms.

South St. Paul Municipal Building

Dakota County leases one courtroom and related court space at the South St. Paul Municipal Building. This is the county's only leased court facility. Although this courtroom is structured for a twelve person jury, it is used to process high volume cases of short duration.

Detention/Jail Facilities

The Law Enforcement Center was added to the Dakota County Government Complex in 1988. It contains Sheriff offices, and both jail administration and adult detention/jail facilities.

The 61,000 square foot jail has a total of 161 beds (with double bunking). Beds are allocated as follows:

Sentenced

- 20 Bed Weekend Unit - Minimum Security
- 24 Bed Work Release Unit (Includes Sentence to Serve) - Minimum Security
- 47 Bed Sentenced Unit - Minimum Security

Special purpose

- 8 Bed Classification Unit
This unit is used to observe and evaluate inmates prior to placing them in pretrial facilities - High Medium Security
- 10 Bed Maximum Security Unit
- 8 Bed Segregation Unit - Problem inmates - Maximum Security

Other

- 20 Bed Female Unit - This unit includes all pretrial and sentenced (all security levels)
- 3 Bed Intake Unit - Short term i.e. DUI's, Intoxication - Special Management

- 29 Bed Pretrial Unit - Males - Medium Security

The County opened a new Juvenile detention Facility in July 1998. This new 42 bed facility is adjacent to the Hastings complex. 42,000 square feet was added to the County's inventory including a classroom addition to the New Chance building, a non-residential component of the juvenile corrections program in Dakota County.

Highway and Park Maintenance Facilities

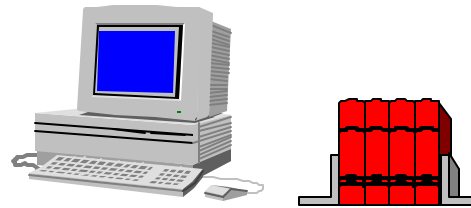
The Highway Maintenance Department has a total of 56,990 square feet available for equipment, supplies, and employees. Its facilities are strategically dispersed throughout the County: administration for the Highway Department is located on the third floor of the Western Service Center; the central maintenance shop is located at Rosemount; and satellite shops are located at Hastings and Farmington. Each shop

serves a different function. The Rosemount shop, the largest facility, is used to repair most highway road maintenance equipment, traffic signal equipment, road sign construction and repair, and serves as a storage area for materials and equipment. The Farmington and Hastings shops are satellite facilities used by the Highway Department to store and protect road maintenance equipment and material, and to provide working space for highway engineers and surveyors. A new three bay addition at the Farmington Shop was completed in 1998.

The Parks Department has a total of 41,895 square feet available for office, equipment and storage. 27,187 square feet are located at Spring Lake Park Reserve in Hastings. Most of the regular maintenance activities take place at Spring Lake Park Reserve or Lebanon Hills Regional Park in converted farm buildings. Unheated storage is available at other county parks.

Chapter 3

Dakota County Library Facilities



BACKGROUND

With the development of the 1985 Library Facilities Plan, Dakota County embarked on an ambitious journey to improve the library services provided to the citizens of Dakota County. New library facilities were added to the system and several existing facilities were replaced and expanded. Today, the Dakota County Library System has the second highest circulation rate of the 7 metropolitan counties.

In the last ten years, the county has built three new libraries. The Galaxie Library (Service Area D) opened in Apple Valley in 1990. It is now the most utilized library in the Dakota County Library System. The Wentworth Library (Service Area A) opened in West St. Paul in 1992 and replaced the smaller Emerson Library. The new Pleasant Hill Library (Service Area E) opened in Hastings in 1994. This facility replaced the Hastings Library which burned down in June 1993.

Two libraries were remodeled in 1995. The Burnhaven Library (Service Area C) was remodeled and reopened in May 1995. Finally, the construction of a new Farmington Library (Service Area F), which replaced a temporary facility, was completed in October of 1995.

A sixth library, the Wescott Library (Service Area B), was constructed in 1982. It is the largest County Library facility, and contains the library system's administrative offices. A project was completed this year for modifications and expansion to the Wescott Library to increase systems operations space and efficiency of the main floor and mezzanine areas.

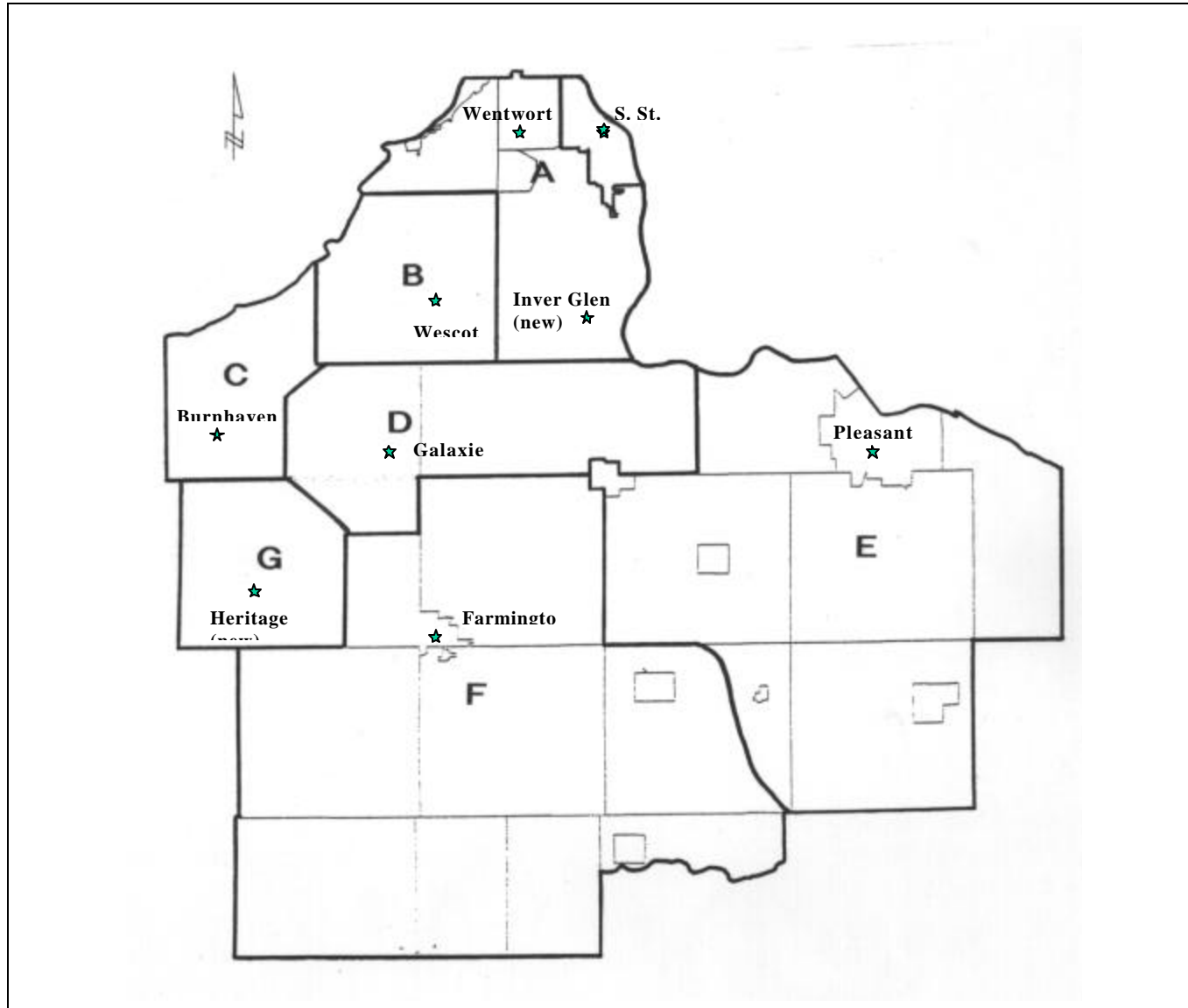
In 1995, the County Library Board with assistance from both the library and capital facilities staff updated the 1985 Library

Facilities Plan. The revised plan included the Library Board's recommendation to the Dakota County Board of Commissioners for planning of library facilities through 2010. Based on this plan the Board of Commissioners adopted a Capital Improvement Program that included construction of two new libraries - a Lakeville branch library (new service area G) and an Inver Grove Heights special services library (a joint project with the city of Inver Grove Heights, the community college, and the public schools). The new Heritage Library and Inver Glen Library are scheduled to open spring 2000.

Mission Statement

A Mission Statement of Dakota County Library was adopted by the Dakota County Library Board on April 9, 1992. The mission of the Dakota County Library is *to support lifelong learning by anticipating and responding to community needs for information, to encourage a desire to read, and to enrich the quality of life in the community.* The library will provide available and affordable print and non-print materials to meet the interests of all ages and will provide staff, services and facilities to accomplish this mission.

**Map 1: Library Service Areas and Locations
(Revised 1999)**



Relevant Policies and Objectives

The Dakota County Library Board's Policy Statement for the Provision of Library Facilities provides guidance for the type, size, and service area for county libraries as follows:

Provision for three types of libraries:

Area libraries offer a full range of services, are 28,000 - 35,000 square feet and serve a population of 35,000-55,000.

Branch libraries offer a medium range of services, are 16,000 - 28,000 square feet, and serve a minimum population of 25,000.

Special service libraries offer a limited range of services and are designed to serve the needs of a specific population.

Space standards

The county should provide for a minimum of .65 square feet per resident - .6 for library space and .05 for system-wide administrative space.

Maximum size limits

Area libraries should not exceed 35,000 square feet. Service areas should not exceed 55,000 people.

Travel Distance

The Library Plan includes guidance on desirable travel distances. Generally in a suburban area, distance to the nearest library should not exceed 3-4 miles.

Current Service Level

- ⇒ Galaxie (28,500 sq. ft) Wentworth (29,000 sq. ft)
Wescott (36,637 sq. ft) Burnhaven (26,300 sq. ft)
- ⇒ Pleasant Hill (16,030 sq. ft)
Heritage (20,000 sq. ft.)
- ⇒ Farmington (11,659 sq. ft)
(South St. Paul - 12,376 sq. ft)
Inver Glen (12,000 sq. ft.)
- ⇒ In 1996 the county provided less than .51 square feet per resident for library and administration space;
- ⇒ Service areas for Galaxie, Wentworth, Wescott, and Burnhaven are at or exceeding 55,000 people
- ⇒ Communities outside of the 4 mile radius:
- the city of Rosemount and rural Dakota County

KEY INDICATORS AND PROJECTIONS

The key indicators driving the timing and location for additional library space are population growth and the demand for library services.

Population growth

The current Metropolitan Council population projection for Dakota County for the year 2010 is 405,900, an increase of nearly 90,000 people in the next 15 years. Using the Policy for the Provision of Library Facilities, the county will need the equivalent of 3 additional libraries by 2010.

Due to recent population growth in the Eagan, Apple Valley and Burnsville areas in the last ten years, library facilities in these communities are reaching capacity. These communities are expected to continue to grow through 2010 and will need relief either through additions to existing libraries or the opening of additional libraries in adjacent communities including neighboring counties. Three other Dakota County communities, Rosemount, Lakeville, and Inver Grove Heights are projected to grow dramatically during the next 15 years and will need their own library facilities.

Book Circulation

Although each library is assigned a service area based on population and proximity, there is no guarantee that residents will use those libraries. Book circulation and the number of other library services provided are a more accurate indicator of library use. Table 3-1 shows general information pertaining to the service level of each library today and as it appeared in 1984. Utilization is very high at both Galaxie and Wescott libraries - 15-16 books circulated per resident per year

compared to 10-13 for other libraries. This is an important observation for both Galaxie and Wescott libraries where relief may be needed sooner than planned because of higher than average demand. Staff will continue to monitor library usage.

Table 3-1: Libraries Book Circulation and Staffing - 1996/1984

Library	Staffing		Total Collection		Circ./Mo. Average	
	1999	1984	1999	1984	1999	1984
Burnhaven	16	18	188,258	162,528	43,633	41,401
Wescott	18	19	247,201	86,023	68,914	24,868
Wentworth	13.5	10	132,495	70,760	48,945	18,343
Pleasant Hill	8	6	90,780	72,338	24,170	13,185
Farmington	5	5	63,881	52,651	11,928	6,450
Galaxie	17	-	189,239	-	77,606	-
Inver Glen	5	-	24,886	-	-	-
Heritage	12.5	-	52,782	-	-	-
TOTALS	95	58	989,522	444,300	275,196	106,747
So. St. Paul	7.5	7.75	99,194	96,809	16,005	14,695

Library Services

One of the most important changes effecting future library services and space needs is the dramatic increase in the demand for computer related research and applications. Currently computers in Dakota County libraries are used continuously for Internet access and viewing of on-line resources. This growing demand for computer access does not yet have a complimentary reduction in the demand for printed materials. This year, the library staff and Library Board will be reviewing many of its key indicators and assessing the long range plans for library needs.

Projected Space Needs by Area

Service Area A - Wentworth Library (29,000 square feet) Inver Glen Library (12,000 square feet) open 2000

This area contains most of the northern portion of Dakota County and includes the following communities: Inver Grove Heights, West St. Paul, Mendota Heights, Mendota, Lilydale, and Sunfish Lake. As of April 1, 1998 the population base of Service Area A was 60,207. The Metropolitan Council projects this population to grow to 69,240 by 2010.

Total Circulation

(4-1-95 to 3-31-96)	612,776
(4-1-96 to 3-31-97)	576,129
(4-1-97 to 3-31 -98)	566,376
(4-1-98 to 3-31-99)	523,596

The Wentworth Library facility is designed to serve no more than 48,330 patrons and is now operating at capacity. In addition, much of the current service area falls outside the recommended 3-mile library radius. The Dakota County 1999-2203 Capital Improvement Plan included construction of a new library in the Inver Grove Heights area scheduled to open 2000. The opening of this library will provide relief for the Wentworth Library.

SUMMARY OF SPACE NEED

<u>Year</u>	<u>Existing Sq. ft.</u>	<u>Population</u>	<u>Public Sq. ft. Need</u>	<u>Deficit Sq. ft.</u>
1998	29,000	60,207	36,124	(7,124)
2000	41,000	61,000	36,600	4,400
2005	41,000	64,565	38,739	2,261
2010	41,000	69,240	41,544	(544)

South St. Paul (associated with Service Area A)

Although the South St. Paul City Library is not a member of the Dakota County Library System, it serves the residents of South St. Paul and is available to all county residents.

South St. Paul City Library (12,376 square feet)

Total Circulation

(4-1-94 to 3-31-95) 194,576
(4-1-95 to 3-31-96) 199, 992
(4-1-96 to 3-31-97) 189,271

As of April 1, 1998, the population of South St. Paul was 20,268. This area is not projected to grow significantly during the next 15 years.

SUMMARY OF SPACE NEED

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	12,376	20,268	12,170	206
2000	12,376	21,000	12,600	(224)
2005	12,376	21,350	12,810	(434)
2010	12,376	21,900	13,140	(764)

Service Area B - Wescott Library - (36,637 square feet public library space)
 (16,817 square feet systems operations space)

Service Area B consists of the City of Eagan, and is served by the Wescott Library. This facility is the largest in the Dakota County library system and contains the administrative offices for the entire library system. It contains many of the centralized reference materials. As of 1998, Service Area B had a population of 60,073. The Metropolitan Council projects this population to reach 63,500 by the year 2010.

Total Circulation

(4-1-95 to 3-31-96)	898,634
(4-1-96 to 3-31-97)	876,271
(4-1-97 to 3-31-98)	868,039
(4-1-98 to 3-31-99)	826,970

Considering a space standard of .60 sq. ft. per resident, this service area requires 36,043 sq. ft. of public use library space. Wescott currently has 36,637 sq. ft. of public use library space.

Public Use Space

SUMMARY OF SPACE NEED:

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	36,637	60,073	36,043	594
2000	36,637	61,500	36,900	(263)
2005	36,637	62,500	37,500	(863)
2010	36,637	63,500	38,100	(1,463)

Service Area B (con.)

The systems operations space standard of .05 square feet per resident suggests that 15,814 sq. ft. is required. In 1998, the County completed a 5,000 square foot addition to the non-public area of the Wescott facility. The Bookmobile parking facility, located at Burnhaven, is considered systems operations space and is included in space figure below.

Systems operations

Summary of Space Need:

<u>Year</u>	<u>Existing Sq. ft.</u>	<u>Population</u>	<u>Public Sq. ft. Need</u>	<u>Deficit Sq. ft.</u>
1998	16,817	339,256	16,962	(145)
2000	16,817	351,240	17,562	(745)
2005	16,817	371,580	18,579	(1,762)
2010	16,817	402,100	20,105	(3,475)

Service Area C - Burnhaven Library (26,300 square feet)

Service Area C includes the City of Burnsville and is served by the Burnhaven Library. This facility was renovated and enlarged in 1995. The population base of Service Area C is 58,705 (more than 67,000 with Lakeville residents). Because the Lakeville area does not have a library, Burnhaven is one of three libraries providing services to this community. When the new Lakeville library opens in 2000, Burnhaven should experience some relief

Total Circulation

(4-1-95 to 3-31-96)	667,695
(4-1-96 to 3-31-97)	720,618
(4-1-97 to 3-31-98)	710,946
(4-1-98 to 3-31-99)	646,429

The Metropolitan Council projects this population to decline somewhat to 55,000 people by 2010.

SUMMARY OF SPACE NEED

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	26,300	58,705	35,223	(8,923)
2000	26,300	58,300	34,980	(8,680)
2005	26,300	56,500	33,900	(7,600)
2010	26,300	55,000	33,000	(6,700)

Service Area D - Galaxie Library (28,500 square feet)

Service Area D includes Apple Valley, Rosemount and the northern portion of Lakeville. The Galaxie Library, completed in 1990, serves this area. It is contained within the Western Service Center in Apple Valley. Because the Lakeville area does not have a library, Galaxie is one of three libraries providing services to this community. When the new Lakeville library opens in 2000, Galaxie should experience some relief. However, up to 6,000 Lakeville residents in the northern area of Lakeville are expected to continue to use the Galaxie Library because of proximity.

<u>Total Circulation</u>	
(4-1-95 to 3-31-96)	980,483
(4-1-96 to 3-31-97)	938,932
(4-1-97 to 3-31-98)	961,174
(4-1-98 to 3-31-99)	931,282

As of 1998, the population base of Service Area D was 62,614. By 2010, this library is projected to need almost 49,000 square feet. Just as in Service Area B, this amount of space is larger than the preferred maximum library size. The population centers of Lakeville and Rosemount are concentrated on the southern and eastern borders of this service area. Circulation and the use of other library services should be monitored as new facilities are built in adjacent communities to determine if additional action is needed in the future.

SUMMARY OF SPACE NEED

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	28,500	62,614	37,568	(9,068)
2000	28,500	65,300	39,180	(10,680)
2005	28,500	72,000	43,680	(15,180)
2010	28,500	81,600	48,920	(20,420)

Service Area E - Pleasant Hill Library (16,030 square feet)

This area contains Coates, Douglas Twp., Hastings, Marshan Twp., Miesville, Nininger Twp., Ravenna Twp., Vermillion, and Vermillion Twp. The Pleasant Hill Library opened to the public on September 6, 1994. The City of Hastings was chosen for the library site because it is the largest community and has the largest population concentration within this service area. This new facility is located on Highway 55, adjacent to a shopping center and across from the Dakota County Government Complex.

Total Circulation

(4-1-95 to 3-31-96)	320,834
(4-1-96 to 3-31-97)	310,675
(4-1-97 to 3-31-98)	303,176
(4-1-98 to 3-31-99)	290,040

As of April 1, 1998, the population of Service Area E was 25,621. The Metropolitan Council projects this population to grow to 30,760 by the year 2010. Using current space standards, this library will be adequate to serve the needs of these communities through 2005. This library was designed to accommodate an addition should one be needed in the future.

SUMMARY OF SPACE NEED

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	16,030	25,621	15,372	657
2000	16,030	25,175	15,105	925
2005	16,030	27,175	16,305	(275)
2010	16,030	30,760	18,456	(2,426)

Service Area F - Farmington Library - (11,659 square feet)

Service Area F contains Castle Rock Twp., Empire Twp., Eureka Twp., Farmington, Greenvale Twp., Hampton, Hampton Twp. (partial), New Trier, Northfield (partial), Randolph, Randolph Twp., Sciota Twp., and Waterford Twp. This area is served by the Farmington Library. Because the Lakeville area does not have a library, Farmington is one of three libraries providing services to this community. When the new Lakeville library opens in 1999, Farmington should experience some relief. As of April 1, 1998, the population of Service Area F was 19,621. The Metropolitan Council projects this population to grow to 28,900 by the year 2010.

Total Circulation

(4-1-95 to 3-31-96)	123,025
(4-1-96 to 3-31-97)	140,187
(4-1-97 to 3-31-98)	140,773
(4-1-98 to 3-31-99)	143,141

The Farmington Library moved into a newly remodeled building owned by the city of Farmington in the fall 1995. In 1999, Dakota County assumed responsibility for the building and grounds.

SUMMARY OF SPACE NEEDS

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	11,659	19,621	11,772	(113)
2000	11,659	20,016	12,010	(350)
2005	11,659	23,000	13,800	(2,141)
2010	11,659	28,900	17,340	(5,681)

Service Area G – Heritage Library

Service Area G includes the Lakeville community. Three libraries - Burnhaven and Galaxie in the north and Farmington in the south now serve this community. Both the Galaxie and Burnhaven libraries are at capacity and need relief. The Dakota County 1999-2003 Capital Improvement Program included construction of a new library in the Lakeville area to open in 2000. A small portion of the Lakeville community in the northeastern section is expected to continue to use the Galaxie library because of proximity.

In 2000, the population base of Service Area G is projected to be approximately 35,000. Currently, there are 18,000 residents in the City of Lakeville with library cards. The space standards suggest that this service area will require initially 20,000 sq. ft. with possible expansion to 30,000 sq. ft. by 2010.

SUMMARY OF SPACE NEED

Year	Existing Sq. ft.	Population	Public Sq. ft. Need	Deficit Sq. ft.
1998	0	32,506	-	-
2000	20,000	35,000	21,000	(1,000)
2005	20,000	43,000	25,800	(5,800)
2010	20,000	52,000	31,200	(11,200)

IMPLEMENTATION STRATEGIES

Following the opening of two new libraries in 2000, the Dakota County Library Board will evaluate the impact on circulation and service demand in the adjacent libraries. Current service areas will be reviewed and other indicators considered before making recommendations for the 2001 Long Range Facilities Plan.

Service Area A - Wentworth

Complete 12,000 square foot library in Inver Grove Heights to serve this community of greater than 25,000 people and to provide relief for the Wentworth Library.

Service Area B - Wescott

Monitor service demand to determine if additional space will be needed in the future.

Service Area C - Burnhaven

Provide interim relief with the opening of a library in the Lakeville area. Monitor circulation and other indicators to determine if additional space will be needed in the future.

Service Area D - Galaxie

Provide interim relief with the opening of a library in the Lakeville area. Open a Branch Library in Rosemount to serve this community when it grows to 25,000 people and to provide relief to the Galaxie Library. Monitor service demand at the Galaxie library to confirm timing and scope of the new Rosemount Library.

Service Area E - Pleasant Hill

No change.

Service Area F - Farmington

No change.

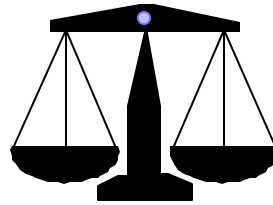
Service Area G - Lakeville

Complete library in Lakeville to serve this community of greater than 25,000 people and to provide relief to the Burnhaven and Galaxie libraries that are operating over capacity. Monitor service demand and consider an addition around 2010.

PROPOSED LIBRARY PROJECTS TO BE COMPLETED BY THE YEAR 2010

Service Area	Projected 2010 Population	Space Need .6 Sq. ft. /per	Existing Space	Projected Space Surplus(Deficit) 2010	Project Space Added	Project Date	Space (exist + proj)	Revised Space Surplus(Deficit)	Notes
Wentworth A	72,030	43,218	29,000	(14,218)	12,000 Sq. ft. Inver Grove Library	2000	41,000	(2,218)	
Wescott B	64,000	38,400	36,637	(1,763)					
Burnhaven C	57,500	34,500	26,300	(8,200)					
Galaxie D	81,700	49,020	28,500	(20,520)	16,000 Sq. ft. Rosemount Library	2010	44,500	(4,520)	
Pleasant Hill E	31,850	19,110	16,030	(3,080)					
Farmington F	25,390	15,234	11,659	(3,575)					
Lakeville G	52,000	31,200	0	(31,200)	20,000 sq. ft. Lakeville Library	2000	20,000	(11,200)	Consider addition around 2010
SUBTOTAL	384,470	230,682	148,126	(82,556)	56,000		204,126	(26,556)	
South St. Paul	21,500	12,900	12,376	(524)			12,376	(524)	
TOTAL	405,900	243,582	160,502	(83,080)	56,000		216,502	(27,080)	
Administration Space B	405,900	20,292	16,817	(3,032)			16,817	(3,032)	System Administration

Chapter 4



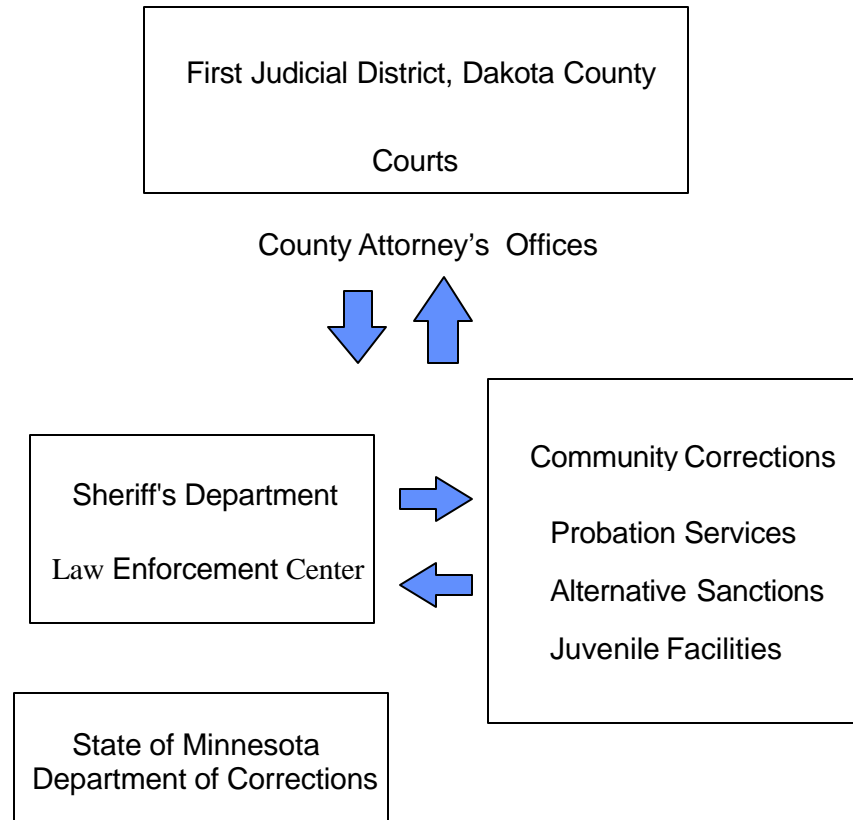
Dakota County Criminal Justice Facilities

BACKGROUND

The criminal justice system in Dakota County is provided through the joint efforts of four entities of government: The First Judicial District, the County Attorney's Office, the Community Corrections Department, and the Sheriff's Department. The First Judicial District working with the County Attorney's staff determines the disposition of defendants and juveniles brought before them. It directs them to either the Community Corrections Department or the Sheriff's Department.

This coordinated approach to crime and corrections allows for the development of a continuum of non-incarceration and incarceration sanctions, from the least intrusive to the highly restrictive. The effective use of this continuum of sanctions by Dakota County has maintained an incarceration rate of one-third the seven metropolitan Counties average incarceration rate and one-half the Minnesota State incarceration rate.

In 1988, Dakota County completed the construction of the Judicial Center Addition and new Law Enforcement Center. Additional court facilities also were built with the new Western Service Center that opened in 1991. In 1998, the County opened a new 40 bed Juvenile Detention Facility. All of these facilities were designed to accommodate growth either through a future addition or the finishing of internal spaces.



RELEVANT POLICIES AND GUIDELINES

There is no comprehensive county policy statement for the provision of criminal justice facilities, covering court facilities, adult jail facilities, corrections program space, and secure juvenile facilities. The draft of the 1995 Criminal

Court Facilities Guidelines

In 1995, the number of jury courtrooms per judgeship was 3.6 courtrooms for 5 judgeships. Because of the flexibility allowed by two non-jury specialty courtrooms, this ratio appeared to provide adequate utilization of courtroom space (75% utilization). The maximum desirable utilization is 80 percent. Long range plans should assume 3.6 jury courtrooms for every 5 judgeships. However, this ratio of courtrooms to judgeships is the decision of the Board of Commissioners and the judges and may be changed in the future.

Jury courtrooms will be located at the Judicial Center in Hastings. Satellite courts will be used for high-volume non-jury cases.

Judgeships will be provided judicial chamber space.

Justice Facilities Plan proposed a policy that would establish criteria for the amount and quality of space; the location and design of space; and the functional responsibilities for the provision of space used for criminal justice purposes. The Long Range Plan uses the following guidelines.

Current Service Level

- ⇒ Fourteen judges are regularly assigned to the Judicial Center using ten jury courtrooms. Additional part-time and/or retired judges assist during peak periods.
- ⇒ Two judges are assigned to a non-jury juvenile courtroom and an arraignment courtroom 90 percent of the time.
- ⇒ Of the three satellite courtrooms in the Western Service Center, only two are utilized at 75 percent or greater. One courtroom is located in the South St. Paul municipal building and is utilized more than 80 percent.
- ⇒ A total of sixteen chambers are available for permanent placement. Four are available for assignment in the satellite locations.

RELEVANT POLICIES AND GUIDELINES (con.)**Jail Facilities Guidelines**

The effective facility jail capacity will be based on guidelines recommended by the Minnesota Department of Corrections -- currently 85 percent of total capacity.

Facility capacity needs will be calculated based on projected average populations.

Community Corrections Facilities Guidelines

For both fiscal and programming reasons, Dakota County should provide a continuum of non-incarceration sanctions, from the least intrusive to the highly restrictive.

Shared and dedicated non-secure space should be allocated for programs that provide an alternative to incarceration. Services should be provided in relative proximity to the users.

Current Service Level

⇒ The jail has a total of 167 beds and an effective capacity of 137.

⇒ The average daily population in 1998 was 165. Most housing units operate at or over capacity more than 90 percent of the time.

⇒ 30 percent of the potential jail population are on the home monitoring program.

⇒ More than 500 adults begin the Sentence to Service Program each year.

⇒ There is an average of 35 work release and weekend inmates housed at the jail on a daily basis.

⇒ Shared space is available at the Government Complex in Hastings, the Western Service Center, and two locations in South St. Paul. The Human Services building has dedicated space for day programs for juveniles.

KEY INDICATORS AND PROJECTIONS

Several key indicators drive the timing and type of criminal justice facilities needed. Population growth and crime trends determine the initial caseload. Judgeships are allocated and courtrooms scheduled based on these caseloads. However, at sentencing, Dakota County then offers a range of sanctions from jail to service. The number and type of sanctions plays an important role in planning for future facilities.

Population Growth and Crime Trends

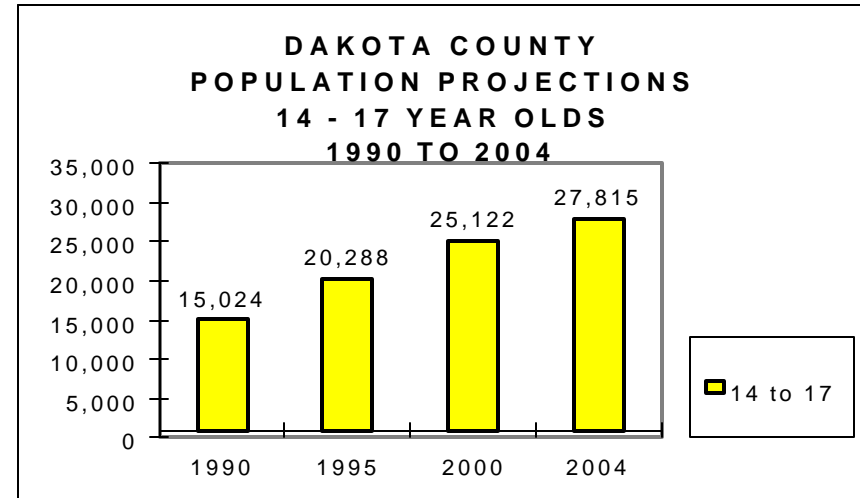
The population of Dakota County has been increasing at an average rate of 3-4 percent per year for ten years. During this time, the number of major cases filed for court has doubled. Over the next 15 years, the population is projected to continue to grow at a similar pace with a greater than average growth in the "at risk" population (ages 15-29). Because crimes are often committed by non-county residents, demographic changes in the metro area are relevant to future county trends. Increasing crime in the cities and easy access to county locations will affect every aspect of the Dakota County Criminal Justice system.

Since 1982, arrests, charges, and convictions for adult felonies and gross misdemeanors have been increasing at an average rate of 7.5 percent per year -- nearly twice the population growth rate. However, overall, the county's incarceration rate has remained constant in the last five years. This is due in part to the county's increasing use of alternative sanctions.

Felons and gross misdemeanants currently make up over 55 percent of the Dakota County adult jail population and account for 75 percent to 85 percent of the total time spent for all offenses. As this population continues to grow, a larger proportion of the jail space will need to be dedicated to medium or maximum security housing.

Juvenile arrests for violent crimes have increased by more than 100 percent in the last four years. Most acts of juvenile crime are committed by youth between the ages of 14 and 17. Figure 4-1 shows the population projections for this age group from 1990 to 2004 in Dakota County. During this period, the 14 to 17 population group will grow by 85 percent. The primary users of secure detention and treatment services in Dakota County are youths, ages 14-17 who are arrested for Part One offenses and violent crimes.

Figure 4-1



Source: Minnesota State Planning

COURTS

Projections for Judgeships and Courtrooms

The First Judicial District has assigned sixteen full time judges to Dakota County. Part time and retired judges, and judges from neighboring districts complete the full allocation of judgeships bringing the total to the equivalent of 17 judgeships. The number of judges needed by a particular Judicial District is determined by the Minnesota Supreme Court Research and Planning Office. This determination is based on a weighted caseload study. The study measures the actual amount of judicial time that produces a case disposition. This measurement is then applied to population, case filings. Weighted caseload surveys are generally completed every five years with the latest conducted in 1992. However, a new survey has not been planned at this time. The Minnesota State Legislature can create new judgeships based on the results of these surveys. By the year 2000, 3 additional judgeships are forecasted to be assigned to the First Judicial District.

Of the seventeen judges serving the First Judicial District in Dakota County, fourteen are assigned to the Judicial Center at any given time. Two other judges serve the Western Service Center and one the South St. Paul Municipal Building Court Facility. Table 4-3 shows the projected distribution of judges and courtroom needs. Future courtroom need is concentrated at the Judicial Center in Hastings providing the greatest flexibility for jury courtroom activity.

Table 4-2

**MINNESOTA SUPREME COURT WEIGHTED CASELOAD
FIRST JUDICIAL DISTRICT WORKLOAD PROJECTIONS -
DAKOTA COUNTY
1992 THROUGH 2020**

<u>Year</u>	<u>Judgeships</u>
1992	15.93
1993	15.54
1994	16.27
1997	18.14
1998	18.81
1999	19.55 (est.)
2000	20.48
2005	22.96
2010	24.95
2015	26.68
2020	27.75

Source: Office of Research and Planning, Minnesota Supreme Court, and First Judicial District Administration

**JUDGESHIP NEED PROJECTIONS
FIRST JUDICIAL DISTRICT
Dakota County, Minnesota**

YEAR	JUDGESHIPS	JUDGESHIP DISTRIBUTION			JURY CRTRMS @3.6 ratio	TOTAL COURTROOMS		
		WSC.	South St. Paul	Judicial Center		WSC	S. St Paul	Judicial
1991	16.60	2	1	13	9	2	1	9
1992	15.93	2	1	13	9	2	1	9
1993	15.54	2	1	13	9	2	1	9
1994	15.88	2	1	13	9	2	1	9
1996	17.80	2	1	14	10	2	1	10
1998	18.90	2	1	14	10	2	1	10
1999	19.55	2	1	15	11	2	1	11
2000	20.48	3	1	16	11.5	2	1	11
2005	22.96	4	1	18	13	3	1	13
2010	24.95	5	1	19	13.7	3	1	14

From the First Judicial District

Implementation Plan

By the year 2000, 11 jury courtrooms will be needed in the Judicial Center. A shelled jury courtroom is scheduled to be refinished in 1999 for a total of 11 jury courtrooms.

Prior to 2005, additional courtrooms and judges' chambers will be needed. Current plans are to open one permanent chamber at the WSC beginning in 2000. If an addition judge is assigned in 2001 or 2002, an interim plan will be needed.

The long term need for additional jury courtrooms and judicial chamber space will be reviewed in 2001 as part of a larger plan for an addition to the Government Complex in Hastings. Several factors may effect long range plans for the timing and location of the court addition.

- Will the state continue to allocate judgeships using the same formula? The Minnesota Supreme Court has revised the formula following each of the last two caseload studies.
- Will additional judges be needed
 - at the Western Service Center?
 - at the future new Northern Service Center?

The new Northern Service Center will be constructed with two high volume courtrooms. In 2002, the current court activities located in the South St. Paul Municipal Building will be relocated to the new Northern Service Center, and some reallocation of cases may provide relief for other court locations.

Long term space for the law library will also be reviewed during the next year for consideration in 2001.

ADULT JAIL FACILITIES

Projections for Jail Population and Space needs

In 1998, Dakota County had the second lowest incarceration rate of the seven metropolitan counties. Yet, it is the third largest of the counties in terms of population. As the county becomes more urbanized, the incarceration rate in Dakota County may increase.

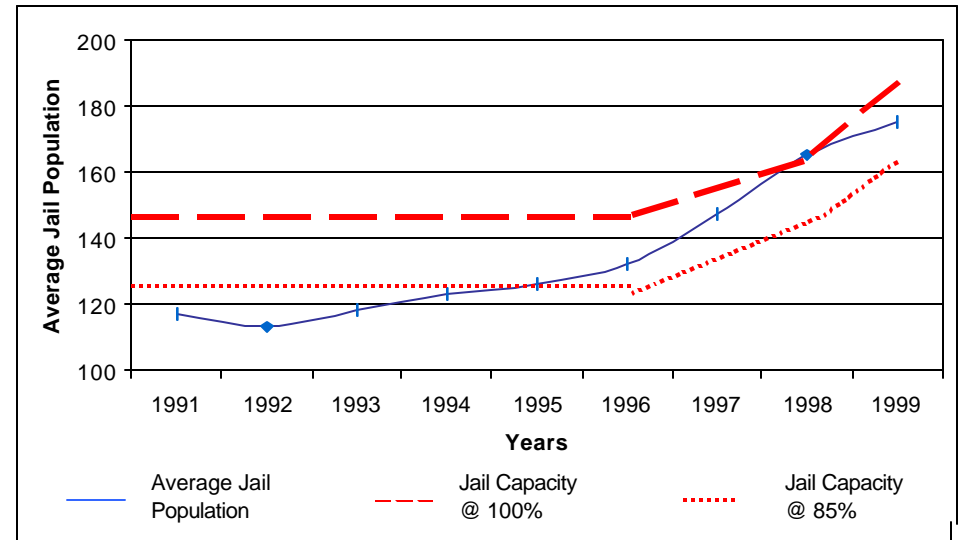
Since 1994, the average jail population has grown more than 38%. Speculations on the cause of jail population growth include

- the growing urbanization of the county
- younger and more aggressive law enforcement officers
- additional "Clinton cops" in the cities
- legislative changes forcing more or longer jail sentences
- changing attitudes in District Court Judges
- narcotics (meth-amphetamine/crack cocaine) probation violations

During this period there has been a 36% increase in arrests for "part II" crimes, a 30% increase in the number of criminal cases filed, and an increase in the number of people sentenced to county facilities due to legislative changes.

As the population has increased, Dakota County has managed the additional demand for space by double bunking the jail – increasing the available beds from 144 in 1992 to 167 in 1996. Table 4-4 shows the jail population growth since 1992 and the impact on jail capacity as the County has modified space for double bunking.

Table 4-4 Average Daily Population Compared to Capacity



Currently the County is completing modification to the work release area to increase the jail's capacity to 191 beds. However, already, the monthly peak bed need has exceeded this amount for the first 7 months of 1999.

Table 4-5 Actual Monthly Population 1998-1999

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July
ADP*	154	174	169	185	192	189	192	175	187	183
Peak Pop.	172	192	197	206	212	202	204	192	209	203

*Average Daily Population

Future jail needs are estimated by applying projected population growth rates and crime trends of key population groups to the

Department of Corrections standards and guidelines. The projected average daily inmate population used in this plan assumes a population growth of approximately 4 percent per year and a gradual increase in the incarceration rate per one thousand people. Projections estimate growth of up to 10 inmates per year decreasing slightly beyond 2005.

Table 4-6 projects bed need at the Dakota County Jail through the year 2010 using the projected average daily population. The 85 percent capacity guideline has been used in projecting bed need.

Table 4.6

Year	Jail Beds Available	ADP Population	Bed Need @ 100%	Bed need @ 85%
1998	167	165	2	-23
1999*	167	187	-20	-45
2000	191	192	-1	-30
2001	191	198	-7	-36
2002	191	206	-15	-44
2003	191	213	-22	-51
2004	191	222	-31	-60
2005	191	229	-38	-67
2006	191	236	-45	-74
2007	191	243	-52	-81
2008	191	249	-58	-87
2009	191	255	-64	-93
2010	191	260	-69	-98

*Thru July 1999

ALTERNATIVES FOR DETENTION SPACE

Dakota County has very effectively utilized alternatives to incarceration. The Dakota County Community Corrections

Department is a leader in the State of Minnesota for implementing creative, effective, cost controlled alternatives to incarceration.

1. **The Electronic Home Monitoring Program** - During the year 1998, 630 offenders served 22,620 days on the program. The cost of housing these offenders in jail could have exceeded 2 million dollars and resulted in an increase to jail population of nearly 62 inmates per day. The major portion of the cost of this program is paid by participants with a minimum investment of county dollars.
2. **Sentence to Service** - Participation in this program can reduce the amount of time incarcerated or eliminate incarceration entirely while benefiting the county through community improvement projects. More than 716 offenders were enrolled in this program in 1998.
3. **Probation** - If properly staffed by probation officers, probation can be a carefully measured set of sanctions that hold people accountable, restore and retribute victims and change the behavior of offenders. Expansion and refinement of this program could reduce overall bed need.
4. **Day Reporting Center** – Dakota County is conducting a pilot program with a private provider for day reporting services while the work release unit is closed for modifications.

COMMUNITY CORRECTIONS PROGRAMMING FACILITIES

On July 1, 1989, Dakota County began participating in the Minnesota Community Corrections Act. The Minnesota Community Corrections Act is a state-wide mechanism that

partially subsidizes the development and delivery of front-end alternative sanctions in lieu of prison or jail.

The Dakota County Community Corrections Department was organized in 1989 as part of the Community Services Division. This Department is responsible for planning, developing and implementing correction programs for Dakota County.

Projected Program Space Needs

Community Corrections program space (non-office) consists primarily of three types: Probation Service Centers, Sentence to Service Storage Areas, and Other Areas; a category that encompasses a range of alternative program spaces.

A. Probation Service Centers

Dakota County provides probation services at a number of locations throughout the County, rather than consolidating these services at a single site. Community Corrections Probation Service Centers are found at the following locations:

- Dakota County Law Enforcement Center- Hastings
- Dakota County Western Service Center -- Apple Valley
- 201 Exchange Building -- South St. Paul
- South St Paul Municipal Building -- South St. Paul

Overall facilities for the Probation Service Centers are barely adequate. Expanded scheduling will be needed in the future to accommodate growth. Dedicated space is needed at all locations for random drug testing before and after meetings.

The new Northern Service Center will include space designed for this function.

B. Sentence To Service Storage Areas

The Sentence to Service Program is designed for use by the courts as a sanction that provides consequences for offenders, and restitution and reparation to the community. The program helps alleviate crowding in the Dakota County Jail. Sentenced, non-dangerous offenders participate in the program in addition to or in lieu of jail time. For those incarcerated, a high percentage receive jail sentence reductions for participation in the program.

Work is performed for the state, the Department of Natural Resources, Dakota County and its townships and municipalities and non-profit agencies. Over 700 offenders begin Sentence to Service each year.

Tools and equipment used by the work crews are located in storage sheds near the Government Center in Hastings and at the Western Service Center.

C. Future Considerations

The Program Unit of Community Corrections oversees programs that provide supervision, minimize the need for incarceration and allow offenders to maintain their responsibility to the community. These programs are Electronic Home Monitoring, Work Release, and Community Work Service. At this time, there are no programming space needs associated with these programs other than the use of the Probation Service Center for orientation classes.

However, the need for space for alternative sanctions must be reviewed along with the need for jail bed space. For example, establishing a day reporting center would alleviate some of the need for additional jail space and provide cost effective alternatives for weekend and work release offenders.

The judiciary has indicated that it would support a Work Release sentence without incarceration if such a programming facility became available. However, they have expressed concerns about completely eliminating the incarceration option for work release inmates.

IMPLEMENTATION STRATEGIES

Short Term

Boarding out in Other County Facilities -The jail is at capacity. In the first half of 1999, the County has exceeded capacity four to five offenders on average daily. As long as beds are available, boarding inmates in other counties' jails is cost effective for both counties because of high overhead costs. However, the regional bed availability at this time is limited and erratic. Continuing to board-out inmates without a guaranteed contract with another

county results in not having bed space available when needed and stresses our jail facilities and staff. In 1999, the Board approved a strategy that would allow staff will work with Goodhue County to develop an agreement for bed space when their new jail opens in 2000.

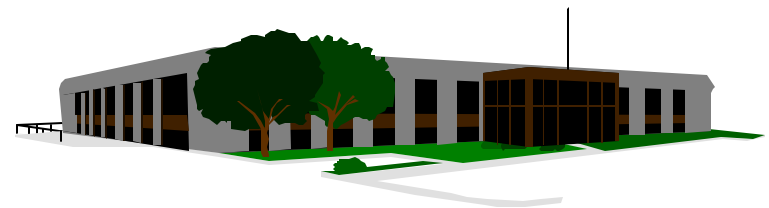
Day Reporting Program - Dakota County will conduct a pilot Day Reporting Program by contracting with a private provider. 15-20 inmates a day may participate in the program freeing space at the jail. Staff will evaluate the pilot in 2000 and present options for future changes to the Board.

Long term

The jail population is projected to grow at 7-10 inmates a year. This increase is based on growth in the general population and an increase in the incarceration rate as the "at risk" population grows. By 2003-2005, additional space will be needed. The county has several alternatives:

- Option 1: Continue to Board-out inmates in other counties
- Option 2: Continue a Day Reporting Program
- Option 3: Build a new 50 bed jail pod

The County Board is expected to discuss these and other alternatives during 2000. Pending the Board discussions, the 2000-2004 CIP includes an addition to the jail scheduled for 2004.

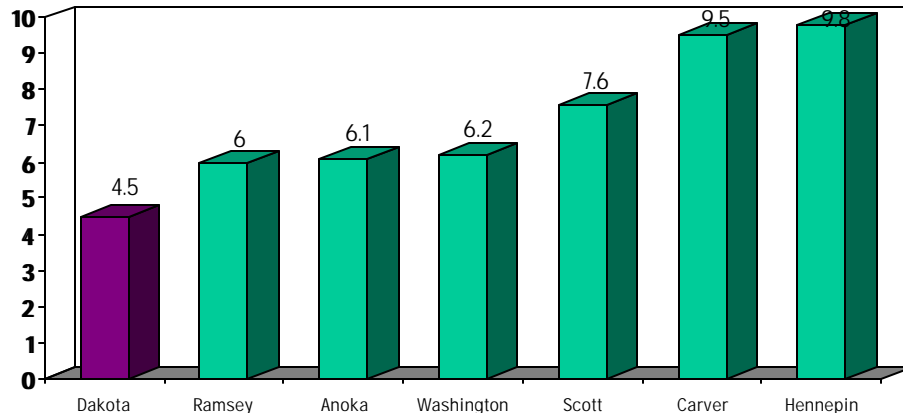


Chapter 5

Dakota County Office Facilities

BACKGROUND

Since 1985, the population of Dakota County has grown by 100,000 people. During this same time, the county government grew from 862 employees to more than 1,600 employees -- an average increase of more than 50 Full Time Equivalent (FTE) employees per year. Most of the increases were in the areas of community services and criminal justice. Despite this explosive growth, Dakota County continues to have the lowest number of full time employees per capita of the metropolitan counties with only 4.5 employees per thousand residents.



In the last eight years, the county has planned the location of new government office space to be convenient to citizens who need one-stop, community-based county services and to staff who need to be close to clients and to other departments. In 1987, the Board of Commissioners adopted a resolution providing for a three node service/facilities concept that included northern, western and eastern government sites. In 1989, a new government complex and expanded judicial center was built in the eastern area; in 1991 a new government complex was built in the western area; and by

2002 a new service center is planned to open in the northern area replacing a smaller existing building. Most departments that provide direct public or employee services are projected to be located in these three buildings. Other office space associated with parks, highway and extension services are located throughout the county.

CURRENT SERVICE LEVEL

Currently the County is leasing 50,000 square feet in the north until the new Northern Service Center is completed in 2002.

As staff in the Division of Community Services has grown additional space has been needed in the Western Service Center. Two shelled courtrooms have been remodeled for office space. These courtrooms are expected to be available through approximately 2005. The opening of the new Northern Service Center will provide significant temporary relief for the community services departments. However, space needs are projected to continue to grow in the west with no additional space options in the County's building.

The current configuration of office space in the administration and judicial centers in Hastings is not adequate and is not meeting the needs of the departments. The 2000-2004 Capital Improvement Program includes a project to make the best use of existing space. This remodeling project provides only minimal additional capacity. As planning continues on this and other capital projects, some staff may be considered for temporary relocation until a future addition to is completed beyond 2005.

In addition to providing adequate space for staff, the County is focusing on the quality of the physical work environment. As more and more County activities involve computer skills, more staff is using computers as a regular part of their work day

and many more employees are spending an increasing number of hours every day sitting at keyboards. Providing ergonomically appropriate furniture and equipment is the catalyst for two new projects in the 2000-2004 CIP.

The Parks Department Offices are housed in an old Farmhouse at Spring Lake Park. This building is at capacity. Long Range plans are discussed in the Parks Department chapter.

KEY INDICATORS AND PROJECTIONS

Two key indicators drive the need for future office space -- growth in the number of county employees and changes to the type or delivery of county services. Although the number of employees can be roughly correlated with population growth and increased demand for services, budget considerations play an important role in year to year increases. Office space projections must adapt annually to changes in the economy, public policy, and technology.

During the last ten years, some of the most significant growth in staff has occurred in the Community Services. State and federal funding has been key to annual increases that have exceeded county growth in other areas. Changing public agendas in social welfare programs will require a flexible approach to projections and facilities planning.

County Staffing Projections

The most commonly used forecasting techniques are based on observing historical trends. Average annual staff increases are considered one of the best indicators of future staff growth. However, straight-line historical trends cannot always accurately predict future staffing levels, particularly in

departments who's mission, focus, and way of doing business changes significantly over time.

For the Long Range Facilities Plan, historical staffing trend information was used as a guide in developing future staffing projections. Trend lines based on historical patterns were modified according to knowledge of anticipated future changes in organizational structure, programs and policies, as well as demographic trends emerging within the county.

Using historical information and an evaluation of individual department trends, staff revised projections by division and major departments for the period 2000-2010. Table 5-2 shows the history of personnel growth from 1983 to 1999 and the projection for staffing through 2010. Staff projections include all positions that are county funded in-whole, in-part or through grant funds.

This year's staff projections reflect the new organization and have been adjusted to project future growth.

Ultimately future staffing increases are contingent upon County Board approval. The projections provided here are neither a request for future staff, nor a presumption of future Board action.

Trends in Ergonomically Related Issues

The total cost of repetitive motion claims has risen from 7% of the County's Worker's Compensation cost in 1994 to 42% of Worker's Compensation costs in 1998. Currently most ergonomic injury claims are from the Division of Community Services. However, Risk Management expects to see an increase in other areas as more department functions become automated.

The direct cost to the County to assess conditions and compensate and accommodate employees is significant. However, the indirect costs in staff productivity and satisfaction have been estimated at 5-10 times that of direct costs. The County has initiated a proactive approach to addressing office ergonomic issues that involves employee training and immediate space modifications.

IMPLEMENTATION STRATEGIES

Government Complex in Hastings

Modify space in the Judicial and Administrative Centers to maximize current space. Consider temporary relocation of staff as needed between 2000 and 2007. Plan an addition to the Judicial Center, Administrative Center, and Law Enforcement Center to open around 2006-2007.

Northern Service Center

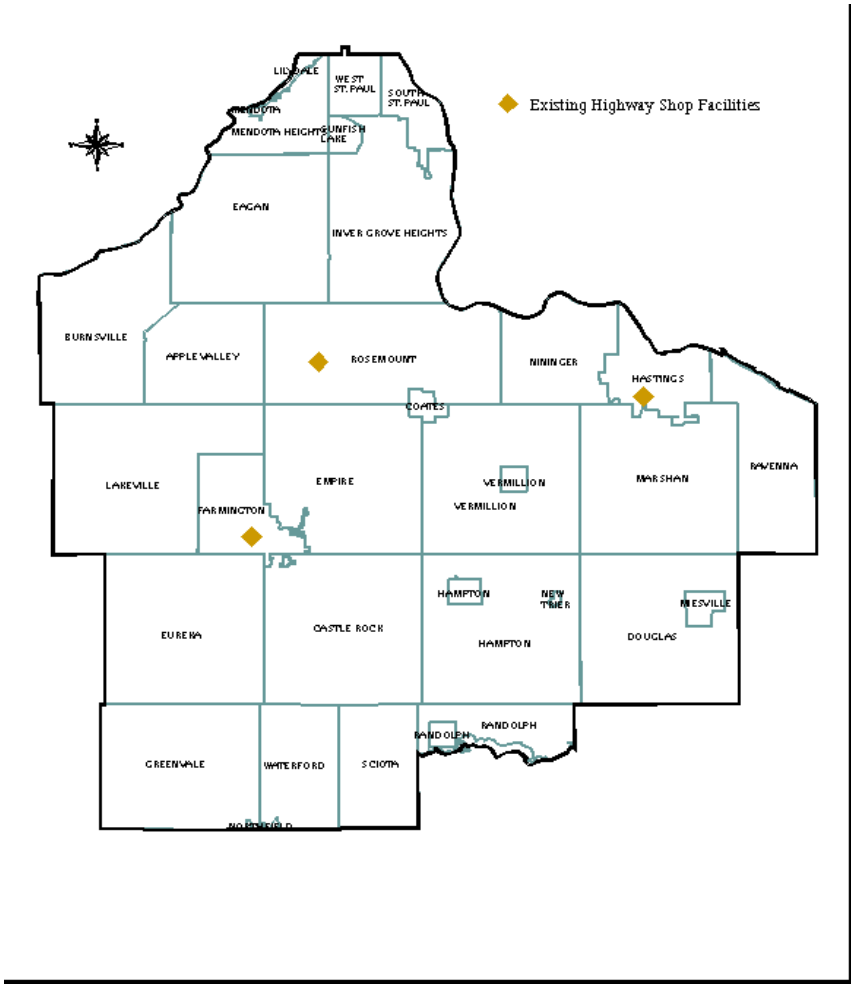
Build space to accommodate anticipated staffing increases through 2010. Open in 2001.

Western Service Center

Relocate staff, as needed, to the Northern Service Center in 2002. Modify space and furniture to be consistent with County space standards and to support good ergonomic design. Plan an addition to open in 2006-2007.

Parks Headquarters

See Chapter 7, Dakota County Park Maintenance and Office Facilities.



Chapter 6
Dakota County Highway Facilities

BACKGROUND

The Dakota County Highway Department is responsible for the planning, design, construction and maintenance of roads, bridges and traffic control devices on the County road system. The department works with other divisions, departments and units of government at both the local and regional levels to maintain and develop the county's road infrastructure.

Dakota County is responsible for 1,038 total lane miles, 678 County State Aide Highway (CSAH) and 360 County Road lane miles. As the county population has grown in the last 15 years, the number of highway miles has increased. Just since 1990, the county has built or assumed responsibility for more than 100 additional miles of road. In addition, the County has 110 signals, 10 flashers, 25 city traffic signals (which the county maintains for the cities through maintenance agreements), and 35 MnDOT units that are relamped, cleaned and painted on an annual basis.

Highway Department maintenance and office facilities currently are distributed throughout the county as follows:

Dakota County Highway Department	
Facility Location	Sq. Ft.
Western Service Center (Admin)	7,339
Rosemount	25,415
Farmington	10,400
Hastings	16,796
Total	59,950

CURRENT SERVICE LEVEL

In 1997, an analysis of the space needs for the Rosemount Shop confirmed that current space constraints and obsolete facilities are creating inefficiencies for staff and storage, raising safety and security concerns, and causing premature wear and tear of equipment.

In May 1997, the County hired an architect to evaluate the physical condition of the existing shop buildings, develop specifications based on projected space needs through 2010, and proposed concept plans for the addition/modification or replacement of the facility. The architect updated the analysis in October 1998. The studies concluded the following:

Physical Condition

The Rosemount Shop buildings were constructed in the mid 1970's. They have a number of inadequate conditions and shortcomings including

- numerous code and ADA compliance issues
- insufficient space to store all the county vehicles
- inadequate ceiling and door clearances
- inefficient room layouts
- excessive energy usage because of design and usage

Any addition or modification to the shop should address all code and ADA issues. The maintenance area should be replaced.

Spaces needs

Space needs were projected for every category of the highway maintenance functions – vehicle repair, equipment storage, office and workspace, and materials storage – through 2010.

Specifications and plans reflect the following long-term goals:

- All county equipment will be stored “under cover”.

- Staff and county-wide functions will be located at the central shop with the satellite facilities in Hastings and Farmington providing seasonal storage.
- Materials storage, salt/sand mixing, and road sweeping (now at the Apple Valley Quarry site) will be move to County property at an undetermined time in the future.

The existing shop is approximately 27,000 square feet and is located on 8 acres. Based on an analysis of existing and projected equipment and staff through 2020, the highway maintenance shop in Rosemount is projected to need

- 25,932 square feet of maintenance and support space
- 31,625 square feet of warm storage
- 37,353 square feet of cold storage
- 14,690 square feet of office, work, and storage space
- 40+ acres for the buildings and outside storage activities

Board Actions

The Board considered the age and condition of the existing buildings, the need for additional acreage, the changing character of the surrounding land to residential, and the long term potential for expansion. Based on this information, in 1998, Board members directed staff to relocate the central shop.

The site search area was narrowed to Rosemount/northern Empire Township. Staff is working with landowners in this area and expect to complete site selection the end of 1999.

Several issues require further analysis and discussion:

1. With the opening of a new Highway Operations Maintenance Facility, highway maintenance staff and equipment will be generally consolidated into the central facility. Some vehicle storage will continue at the Farmington Facility and, to a

lesser degree, at the Hastings Facility. Space will be available at the Hastings Facility for reuse by other County departments and/or the city of Hastings.

2. In 2001, the Highway Department expects to relocate all of its maintenance operations to the new facility vacating the current building and site on Biscayne Ave. in Rosemount. It had been the County's intent to resell the property for a similar use (light Industrial), however, the City of Rosemount has indicated that it will target the property for residential uses as part of its comprehensive plan update. Therefore the county has several options:
 - To reuse the property for County activities
 - To sell to another public agency for public uses
 - To sell the property for residential redevelopment
 The County has contacted other public entities in the area that may be interested in purchasing the current property and has received written or verbal indication from five potential buyers.

IMPLEMENTATION STRATEGY

The 2000-2004 Capital Improvement Program includes the relocation and construction of a new Highway Shop Operation Facility to open in 2001.

Next Steps

- Finalize site selection and purchase.
- Develop reuse plan for the Hastings Facility
- Develop options for the reuse/disposition of the Rosemount facility.



Chapter 7
Dakota County Parks Maintenance
and Office Facilities

Background

The Dakota County Park Department oversees the acquisition, development, operation and maintenance of parks. The department has four primary responsibilities: administration, maintenance/construction, special services, and security.

The Dakota County park system consists of the following parks and regional trails:

- Lake Byllesby Regional Park
- Lebanon Hills Regional Park
- Spring Lake Park Reserve
- Miesville Ravine Park Reserve
- Thompson County Park
- Regional Trail System
 - Big Rivers
 - Mississippi River, South St Paul Segment

Dakota County is still acquiring and developing its park system. More than 1400 acres are still to be acquired to complete the parks in accordance with the park master plans. The county focuses its resource on developing regional park facilities and trail systems. These include parks that offer camping, boating, fishing, swimming, hiking, and day activities such as archery and horseback riding. Because of the size and natural beauty of the

county parks, natural resource preservation is a high priority. All the county parks offer year-round recreation.

As regional facilities, the county parks are an amenity for all the residents of the metropolitan area. As the population has grown, park usage has increased dramatically placing greater pressure for park development, maintenance, programs and security.

The Dakota County park system is funded by the county tax levy, Metropolitan Council Regional Recreation Open Space Funds, special user fees, and revenue collected from rental of facilities. Metropolitan Council Grants are the primary funding source for parkland acquisition and development. In recent years, Federal TEA21 funding has become available for regional bikeway projects.

Park Master Plans describe the long-range acquisition and development plan for each park and are not included in this document. This chapter focuses on the administration and maintenance space needs to support a growing park system.

Mission Statement

The mission of the Dakota County Park System is to provide for the protection and preservation of land in its natural state, while providing for outdoor natural resource-oriented recreation activities.

Current Status

The parks department has two types of facilities needs that are outside the purview of the current park master plans – maintenance facilities and administration space. Due to low priority for Metro grants, these facilities have been funded by the County levy and through the county's building CIP.

The department has 47,976 square feet available for office, equipment and supply storage. Table 2 identifies the structure, quantifies the total square footage, and describes the use and condition of each building.

Maintenance and/or storage facilities are located at Spring Lake Park Reserve, Lebanon Hills Regional Park, Lake Byllesby Regional Park, and Thompson County Park. In the past, Park Maintenance has made use of farm buildings for the majority of its maintenance and storage facility needs. However, some of these buildings are structurally unsound and are poorly accessed. The 1999 - 2003 Dakota County CIP included four storage and maintenance buildings that replace and expand the space at Spring Lake, Lebanon Hills and Lake Byllesby parks.

Spring Lake Park Reserve Maintenance Facilities

Spring Lake Park Reserve is the central maintenance facility for the Dakota County parks system. The majority of activities, such as vehicle service, carpentry, and sawmill activities for all parks are conducted at this facility. The primary reasons for locating maintenance facilities at this site was the availability of farm buildings that could be cost effectively converted to

maintenance facilities and its central location within the park system. Park Administration and several maintenance management staff share offices in a converted farmhouse.

Spring Lake Park Reserve is located in a rural and partially developed area. It is an all season park with maintenance activities conducted year round. As a park reserve, 80 percent of the park will be preserved and managed as natural areas. Natural resource maintenance activities such as erosion control, habitat enhancement, and tree disease control are ongoing in these natural areas. Up to 20 percent of the park can be developed for activities such as viewing and studying nature, wildlife habitat, conservation, camping, picnicking, boating, canoeing, fishing, swimming, hiking and trail uses.

Three new maintenance buildings have been erected in the last five years replacing or supplementing the storage capabilities. An additional vehicle storage building is scheduled for 2002. Of the remaining buildings only the tractor shed, an old converted barn in poor structural condition, still needs replacement. The main maintenance shop has 3,982 square feet of warm storage and warm workspace. Of amount, there is only 1,279-sq. ft. of clear workspace. The main maintenance shop has four bays of varying age and condition for vehicle and equipment repair. The majority of repair work is done in two newer bays that were constructed in 1983. A 10,000-pound capacity hoist occupies one of the two new bays. The remaining bays do not have hoists and offer only small single stall garage space that limits the type of units that can be repaired. The maintenance shop operates at capacity year-round.

Parks Department Maintenance Facilities Table 2

		SQ. FT.	Warm /Cold	Building Use	Comments	Condition
Spring Lake Park Reserve	Main Maintenance Shop	3,982	Warm	Used to repair and service all park equipment, chain saw maintenance and picnic table assembly.	Park Rangers use the 2 nd floor. This building was originally and old granary	Good
	Carpenter Shop	2,000	Warm	Used for major carpentry needs for all parks. Also used as a storage space for 1 truck.		Good
	Paint and Chemical Storage (Building #2)	2,000	Warm	Misc. tools, paints, fencing, and supplies.	New	Excellent
	Large Equipment Storage (Building #7)	6,984	Cold	Storage- Front-end loaders, road grader, trail groomer. Salt/sand mixture and gas supply at this location.	Old Farm Building-Open faced on one side	Fair
	Small Equipment Storage	6,000	Cold	Storage- Pick-ups, Jeeps, mower, hand tools are also stored here.	Built in 1990	Good
	Tractor Shed (Building #3)	2,880	Cold	Storage- Tractors, backhoes, two Park Patrol vehicles.	Old Cattle Barn	Poor
	Sign Storage	1200	Cold	Storage space for signs and misc. small equipment.	New in 1999	Excellent
	Park Ranger Vehicle Storage (Building #5)	7,000	Cold	Storage space for Park Ranger vehicles.	New	Excellent
	Sawmill and Sawdust Shed		Cold	Process and use or sell wood/Sawdust from all parks.		Good
	Office Building	1,732		Administration offices		Fair
Total for SLP		33,268				

Lebanon Hills Regional Park	Main Maintenance Shop (Building #1)	5,060	Warm	Service vehicles, repairs large equipment, carpentry and painting. Lunchroom and offices	Built in 1986; Addition in 1999	Good/Excelent
	Large Equipment Storage (Building #2)	2,800	Cold	Storage- Front-end loaders, skidders, Log Truck, Trail groomers.	Built in 1989, no floor	Excellent
	Small Equipment Storage (Building #3)	3,840	Cold	Storage for all pick-ups, staff car, mowers, snowblowers, boats and ATV.	Built in 1992, Lime rock floor	Excellent
	Tractor Storage Shed (Building #4)	352	Cold	Storage Tractor, swim buoys/Attic-shingles, roofing paper.	Converted 1 Car garage/moved from Spring Lake Park	Fair
	Storage Shed (Building #7)	168	Cold	Miscellaneous items and paper products. There are no lights and windows in this structure.	Building on skids which can be moved	Poor
	Salt and Sand Shed		Cold	Storage - salt and sand mixture.		Good
Total at LHR		10,708				
Thompson County Park	Main Maintenance Building	2,000	Cold	Storage for assorted park maintenance equipment	Tin building	Good
Lake Byllesby Regional Park	Main Maintenance Building	2,000	Cold	Storage space for assorted park equipment and ATV.	Built in 1981 Warm space planned for 1999	Good
Miesville Ravine Park Reserve	No facilities located on at this site					
Total Parks Facilities		47,976				

Lebanon Hills Regional Park

As with Spring Lake Park, many of the maintenance buildings utilized in Lebanon Hills Regional Park are converted farm structures. Routine vehicle service, park maintenance, and sign construction occur at this location.

Although conservation zones have been established to protect significant natural resource features, there is no stated limit on the amount of natural resource-based, outdoor recreational opportunities provided by Lebanon Hills. It is an all season park featuring picnicking, boating, fishing, swimming, camping and trail use. It also has playgrounds, shelters, and playing fields. This park requires year round maintenance.

The cold storage buildings at this site are in good to excellent structural condition. However, these buildings are at capacity. Additional storage will be needed in the future.

The Lebanon Hills maintenance shop is the primary building where routine repairs on park vehicles, small gas powered equipment, and miscellaneous items like picnic benches, picnic cooking grills and other assorted park equipment are conducted. A 2,500 sq. ft. addition was completed on this building in 1999 expanding work space and warm storage.

Thompson County Park Maintenance Facilities

The Thompson County Park is the smallest and only park that is totally acquired in the Dakota County park system. Although it is not categorized as a regional park, it does offer an array of outdoor-recreational facilities including a large picnic area, playground and hiking and cross county ski trails. Thompson County Park is an all season park with maintenance activities conducted year round.

The park's 672 square foot cold storage building is used to store small maintenance items such as wheelbarrows, lawnmowers and hand tools. This facility is appropriate in size and in good condition. Currently, no additional maintenance facilities are needed at this park.

Lake Byllesby Regional Park Maintenance Facilities

Lake Byllesby Regional Park has recently become a four-season park that is divided into noncontiguous east and west sections. The east section is the most developed and utilized portion of the park. The west section has not yet been developed though natural resource management occurs in both sections. The emerging interest in winter activities, which precipitated converting the park into an all seasons park, has placed additional demands on the department.

The park has a 2,000 square foot cold storage building used to conduct repairs during the spring, summer and fall seasons. This building is becoming inadequate for the increased maintenance activities conducted at Lake Byllesby Regional Park. Additional winter program development requires a larger, heated facility with employee restrooms. The Dakota County 1999-2003 CIP includes funding for a 1,000 sq. ft heated maintenance shop to be built in 2000.

Miesville Ravine Park Reserve Maintenance Facilities

Miesville Ravine Park Reserve is a relatively new addition to the Dakota County park system and is primarily undeveloped with the exception of spaces for parking and a trail adjacent to the Cannon River and Trout Brook. A picnic area and restrooms were completed in 1999. As with Spring Lake Park Reserve, 80% of the park must be managed as natural areas

that display the native landscape. Currently, maintenance activities are focused on natural resource management such as erosion control, habitat enhancement and tree disease control. No maintenance facilities exist at this site. Some cold storage and workspace will be needed as park usage increases and development proceeds beyond 2003.

Regional Trails

The County is in the process of developing a regional trail system. The first phase is recently completed in the northern part of the county. Some cold storage for maintenance equipment, emergency response vehicles, and safety equipment is needed to support trail use.

Parks Department Office Space

Parks Department administration is housed in a farmhouse located at Spring Lake Park. (The parks director also has use of an office at the Western Service Center for coordination with senior staff in the Division of Physical Development.) The space is adequate to serve existing staff, and it is in good condition although with some limitations. Staff growth for the department through 2010 is projected to be moderate - an increase of approximately 7 staff in 13 years. There is no space at the farmhouse for additional office or storage space.

Park patrol staff operates out of space on the second floor of the maintenance building at Spring Lake Park. The space is in fair condition. However, it is not well designed to meet the needs of the patrol staff. Neither office area complies with ADA requirements.

Spring Lake Park offers a central location and concentrates most of the park functions at one site. However, staff has raised concerns about the public effectiveness of the Park office at its current location. The relocation of the Park office to

a high volume park such as Lebanon Hills Regional Park would increase visibility, accessibility, and service level and provide staffing efficiencies. On the other hand, there are advantages to locating parks administration staff at the Western Service Center with other physical development administrators. Most other similar county park offices are located in park facilities (Anoka, Carver, Hennepin, Washington).

KEY INDICATORS AND PROJECTIONS

The key indicators that are driving the need for additional park maintenance and administration facilities are park usage and park expansion and development. These two indicators are interrelated in that greater park usage places pressure to further develop the parks and park development encourages greater park usage.

Park Usage and Development

Since 1992, park usage has increased by 14% from an estimated 575,850 visits annually in 1992 to an estimated 650,000 in 1998. Some of this increase is the result of population growth in Dakota County and around the surrounding metro area. Overall, growth in park usage in the metro area is estimated at 7 percent a year. Additionally, it may reflect different recreation choices by young families moving into the area and greater awareness of the Dakota County parks. As important to growth in park usage, however, is the amount of development and services offered to attract visitors – playgrounds, swimming areas, camp sites, and trails. The department completed more than 40 development projects between 1995 and 1998. These projects will have a direct impact on park usage in the future.

In addition to recently completed projects, the 1999-2003 CIP contains the following projected improvements in county parks:

- Lake Byllesby Regional Park – Beach, picnic and dock improvements
- Lebanon Hills Regional Park – Campground expansion and a new trailhead building
- Miesville Ravine Park Reserve – New picnic area, restrooms and trails
- Spring Lake Park Reserve – Visitor center/nature center
- Thompson County Park – Trail and Picnic area expansion; Pavilion replacement
- Regional Trail System -Acquisition and development

Projecting Future Needs

According to a recent Dakota County survey, half of the county’s households have visited a county park in the last year. If this level of participation continues, the parks will have at least 2,500 new park users a year. In addition, county parks are regional facilities attracting visitors from all over the metro region. As the metro area population grows, park usage is expected to increase area-wide. Based on the Metropolitan Council’s usage surveys, park usage increases approximately 7% annually (more for smaller jurisdictions like Dakota County). Based on this trend continuing, park usage may increase by another 250,000 by 2005.

IMPLEMENTATION STRATEGY

Maintenance Facilities

Because of the present program to upgrade and expand parks maintenance and storage facilities between 1997 and 2000, the long-range plan includes only minor recommendation for future planning.

Spring Lake Park Reserve

Space Allocations	Net Sq. ft.
Existing Cold Storage Space (includes new sign shop)	25,286
Existing Shops	5,970
+Storage/supply addition – 2002	13,300
Total	45,556

Lake Byllesby Regional Park

Space Allocations	Net Sq. ft.
+ Warm Storage Space – 1999	1,100
Existing Cold Storage Space	2,000
Total	3,100

Lebanon Hills Regional Park

Space Allocations	Net Sq. ft.
Existing Warm Storage Space	2,560
+Additional Warm Storage -1999	2,500
Existing Cold Storage Space	7,160
Total	12,220

Other Park Maintenance Facilities

Space Allocations	Net Sq. ft.
Miesville Ravine Park Res. + cold storage/warm - 2003	2,500
Regional trails + cold storage – 2003- 2005	1,000

Staff Projections/Administration space

In 1998, the Parks Department has one FTE staff person for every 12,750 visitors a year. With an average growth in visits projected at approximately 15,000 annually (2.5%), the department would need to hire one additional staff a year in order to maintain this ratio. Present staffing projections are consistent with this growth and assume staff growth at approximately one per year through 2005. If park usage increases at the 7% projected by the Metropolitan Council, staff projections may need to be reevaluated. The parks department relies on temporary summer employees for peak times. Growth in temporary staffing may be required, as well.

Current Status

The Parks Department is divided into four units – general administration, program services, maintenance, and security. All of these units are centrally located at Spring Lake Park. General administration, program staff, and the supervisors of the maintenance and park patrol units are located in a converted farmhouse in the eastern portion of the park (1,732-sq. ft.). Long term use of the farmhouse for these functions poses several problems.

- The building is at capacity for both office and storage space. All potential offices are occupied with three employees sharing space in the basement conference room. Book shelves and file cabinets line the halls. There is no room for projected staff growth (Projections indicate 4 additional staff through 2005).
- The building is not handicapped accessible and has other design and code issues.
- The parks department staff is isolated from a majority of park users.
- The parks department staff is isolated from other county departments.

Projected Space Needs

The Administration and Special Services units (11-13 staff) will need approximately 3,500 square feet for office, storage, and conference room space through 2010. Less space may be required if the offices are co-located with other activities where common spaces can be shared (restrooms, conference rooms, reception area).

The maintenance team and patrol staff offices are located in an adjacent farm building. This building also is not handicapped accessible and poorly designed. The Spring Lake Maintenance and Patrol units need approximately 1,600 square feet primarily for group office/locker space through 2010. These spaces also serve as lunchrooms and meeting spaces.

Location

Long range plans assume that the central maintenance facility will continue at Spring Lake Park. This location is geographically central to the parks system, and the county has recently invested in several new buildings. Satellite facilities will be built at other parks as needed. The maintenance and administrative functions currently operate effectively together but could be located separately.

All park patrol staff report to Spring Lake Park before continuing to other park assignments. The Park Patrol has the most contact with the park users and is most directly involved in the daily operations of the parks. This unit should continue to be located with the administrative functions.

The department director now has use of a second office at the Western Service Center (WSC) with other departments in the Division of Physical Development for coordination on countywide and policy issues. If the department offices are

not relocated to the Western Service Center, the department director should continue to have an office in the WSC for coordination.

In general, the Parks Department central office should at a minimum include administration, special services and park patrol. It should be located in a visible, convenient, and accessible location for park users. It should be centrally located to the parks so that program and security units can minimize travel between the parks and the central office.

Policy Issues

The location of park department administration poses several policy questions. Should parks administration be located with the Physical Development Division in the Western Service Center or should it be located nearer the park users in a park setting?

With the exception of Ramsey County, most counties in the metropolitan area have located their parks office in a high usage park. This visibility to park users is an asset for activity registration, general information, security, and customer service. In some cases the offices are efficiently co-located with a park service building.

However, Dakota County has focused on the division organization as a means to insure coordination and cooperation on major policy issues effecting the county. By locating the Parks administration with the Physical Development Division, issues related to planning, design, budget, and policy directions can be addressed on an interactive basis. The parks department staff works closely with the planning and survey departments to evaluate long range plans and consider near term opportunities. Although the departments work as a team now, being located at the Western Service Center or closer at Lebanon Hills Park will greatly increase the opportunities for interaction.

Options

The Board has considered several options for providing additional office space for the Parks Department.

Option 1: Add approximately 2,500 square feet of office space at Spring Lake Park

Pros

Locates administration and maintenance staff together

Minimal disruption
Uses existing facility

Cons

Requires major modifications to old farmhouse

Separates office from most users

Separates office from division

Option 2: Relocate all or a portion of the staff to the Western Service Center where the Physical Development Division is now located.

No space is now available at the Western Service Center. However, up to 4,000 additional square feet could be built as part of the future addition. The Western Service Center is located close to the most visited park in Dakota County – Lebanon Hills Regional Park. It has good visibility to the public and is convenient for a majority of county residents. . With this solution, the Parks Department would need a plan for interim relief.

Pros

Locates Parks office with Division

Close to Lebanon Hills—highest number of users

Cons

Maintenance separated from administration

Separates office from most park users

Option 3: Relocate all or a portion of the staff to new space in a county park

The Parks Department has plans to build three program buildings in parks during the next six-eight years. The Metropolitan Council has included the following buildings within their approved Metro 2000-2004 CIP:
Trailhead building – Lebanon Hills
Regional Park Visitors Center – Spring Lake Park
Nature Interpretive building – Lebanon Hills Park

Pros

Staff efficiencies

Good visibility to park users

Cons

Maintenance separated from administration

Separates office from division

Up to 4,200 square feet could be added to one of these facilities for administration, special program and park patrol offices. Portions of this space may be eligible for Metropolitan Council and/ or federal funding. Co-locating program space with administrative offices will assist with the staffing requirements for the new space and create an administrative presence (for information and assistance) in the park.

Lebanon Hills is the most desirable location because it is the most developed and visited park. It is near a large population center and in close proximity to the Western Service Center.

Board Action/Strategy

In 1998, the Board took the following action:

"The county investigate Metropolitan Council funding for administrative space in the trailhead building in Lebanon Hills Park. If funding is available relocate the parks department staff to new administrative space in a park building. Continue second office space for the parks director's use in the Western Service Center."

The Metropolitan Council has indicated that it will not fund administration buildings. However, the Parks Department is investigating alternatives that may include using funds scheduled for reimbursement in 2000. Planning for the new Trailhead building will begin this year. A final plan for the Park's office will be presented in 2000.



Chapter 8

Policies for the Provision of Facilities

**DAKOTA COUNTY
POLICY STATEMENT**
Goals, Objectives, Policies and Directives
Governing the Provision of County Facilities

OVERALL GOAL

It is our overall goal to provide facilities which promote and enhance both the quality and value of service to Dakota County's customers.

OBJECTIVE #1

It is our objective to provide facilities which are accessible, convenient, flexible, and responsive to the changing needs of our customers.

Policies

- Dakota County will maintain and, to the extent possible, increase the accessibility of its services to County residents.
- All County buildings will comply with Americans with Disabilities Act (ADA) requirements for handicap accessibility.
- Dakota County will, to the extent possible, make its facilities easy to access and use for the public.
- Dakota County will maintain a three node service center concept, to ensure convenience and proximal location for service to the County's population.
- Dakota County will provide facilities which are designed with flexibility to respond to the needs of our customers.

Directives

- Staff will develop Building Design Guidelines and Standards which will include specifications for compliance to ADA accessibility standards in all new construction and major remodeling projects.
- Access improvements to existing buildings will be implemented in accordance with the ADA Compliance Plan as developed by Property Management.
- In developing site selection criteria for future County buildings and office locations, staff will regard access and convenience for our customers a prime consideration.

Directives (cont.)

- In cooperation with divisions and individual departments, staff will seek opportunities to improve access to services through the use of advanced communication technologies.
- In cooperation with divisions and individual departments, staff will consider options for improving customer convenience and will design and plan facilities accordingly, to facilitate such concepts as "one-stop shopping".
- In cooperation with divisions and individual departments, staff will examine and pursue potential joint ventures between units of government and the private sector which enhance customer access and convenience.
- In cooperation with divisions and individual departments, staff will examine alternative concepts related to the distribution of staff and services in terms of customer access and convenience. This may include concepts such as community-based service centers, which serve to get staff out to where the people are.
- Staff will seek opportunities to obtain and consider comments and concerns from the public regarding County facilities for improving customer access and convenience.

OBJECTIVE #2

It is our objective to provide facilities which demonstrate excellence in quality and value to our customers.

Policies

- Dakota County will provide facilities which are healthy, safe and secure for use by the public and its employees.
- Dakota County will provide facilities which meet acceptable environmental, energy conservation, property conservation, and other health, safety and quality standards in accordance with the State Building Code and other applicable codes and standards.
- Dakota County will provide facilities which embody civic pride and demonstrate commitment to our citizens' quality of life.
- Dakota County buildings will convey a professional image to the public. Offices will have a professional atmosphere and environment.
- Dakota County will provide facilities which are compatible with the surrounding uses and development, and local and regional land use policies.

Directives

- Staff will develop Building Design Guidelines and Standards for new construction and remodeling, to include specifications which reflect the ideals of high quality and lasting value for the dollar.
- Staff will develop Building Design Guidelines and Standards for new construction and remodeling, which adhere to environmental, energy conservation, property conservation, and other health, safety and quality standards in accordance with the State Building Code, Occupational Safety and Health Administration (OSHA) guidelines, and other applicable codes and standards.
- Staff will apply Building Design Guidelines and Standards for County buildings according to each building's function and use, with consideration to the County's long range facility needs and plans.
- Staff will be prudent in site selection and the location of facilities to ensure that the public is investing in a quality product, which will maintain lasting value.
- Staff will seek opportunities to obtain and consider comments and concerns from the public regarding the quality and value of County facilities.

OBJECTIVE #3

It is our objective to provide adequate, sufficient and flexible facilities which enable County departments and staff to carry out their required functions and to effectively serve their customers in a professional manner.

Policies

- Dakota County will provide each department with adequate and sufficient amount of office space required to perform their designated tasks.
- Dakota County will be responsive to the space needs and locational requirements of its departments.
- Dakota County will provide facilities which enhance functional operations, productivity, and efficiency whenever possible.

Directives

- Staff will periodically assess and evaluate the space needs of County departments.
- Staff will periodically assess and evaluate the locational requirements of each County department in relation to the customers they serve.
- Staff will respond to departmental space needs by developing criteria for ranking projects according to prioritization and availability of resources and timing.
- Staff will work to enhance functional relationships between departments and services through the design of office space, and the relative location of departments.
- Staff will periodically review existing space standards as part of the Long Range Facilities Plan which address both functional needs and address uniformity and equity issues.
- Staff will develop and maintain County Office Space Guidelines and Standards to shall insure that the appropriate type, size and quality of space is provided to each County department.
- Staff will develop Building Design Guidelines which promote department functionality and efficiency, and which maintain the flexibility to accommodate changes of department functions, needs, and office technologies in the future.

OBJECTIVE #4

Because the physical health, safety and emotional well-being of County staff is essential to their ability to succeed in their service to their customers, it is our objective to provide a healthy, safe, secure, productive, and equitable working environment for our employees.

Policies

- Dakota County will provide a healthy, safe, secure, and productive work environment for all of its employees.
- Dakota County will provide equitable space, in terms of size and quality, to each County employee, according to their function, position, and operational needs.

Directives

- Staff will determine and impose appropriate indoor air and environmental quality standards in all of its existing buildings, and any buildings occupied by staff in the future.
- Staff will develop Office Space Guidelines and Standards and apply them equally and fairly, according to the specific needs and functions of each County department and employee.
- Staff will develop Office Space Guidelines and Standards, and Building Design Guidelines and Standards, which provide for safe and suitable work environments for employees in all newly constructed and remodeled buildings.
- Staff will periodically evaluate existing space occupied by County employees in terms of health, safety, and conduciveness to productivity, and will develop a process to address building health and security issues.
- Staff will develop and maintain Furniture Standards to ensure the quality, suitability, and adjustability of furnishings which enable employees to carry out their jobs in a safe, comfortable, and productive manner.

OBJECTIVE #5

In our commitment to our customers, we are faced with the challenge to provide equal or greater services with limited financial resources. Therefore, it is our objective to pursue efficient, effective and cost-conscious solutions for the provision of public facilities and services.

Policies

- When budgeting for projects, Dakota County will account for increases in associated support functions (such as operating costs, maintenance needs, information technology demands, and staffing requirements) resulting from the creation of new or changes in existing facilities.
- When designing new or remodeling existing facilities, Dakota County will stress the efficient use of office space through flexible designs that minimize under-utilized space.
- Because the provision of space costs money, Dakota County will examine the feasibility of opportunities to reduce the space required for carrying out County operations, while maintaining effectiveness and productivity.
- Dakota County will pursue intergovernmental cooperation and public-private partnerships whenever feasible and beneficial in improving customer service and promoting the efficient use of our customer's overall tax dollar.
- Dakota County will investigate and evaluate cost-saving methods and alternatives for the provision of facilities.

Directives

- In the planning, analysis, and design of projects, staff will cooperate with the departments of Data Processing and Property Management to account for increased demands on facility support functions.
- In cooperation with divisions and individual departments, staff will actively pursue opportunities to reduce costs in the provision of space through the application of new technologies, including communication technologies, and will promote implementation of those technologies when and where ever it is feasible and cost-effective.
- In cooperation with divisions and individual departments, staff will examine space-saving alternatives for providing services, such as shared offices, extended work hours, alternate service delivery systems, privatization, joint ventures and intergovernmental cooperation.
- Whenever possible, staff will seek economies of scale in the location of departments, employees, and the provision of facilities.
- Staff will develop Furniture Standards to promote inter-transferability of units, mobility, flexibility, and quality.

OBJECTIVE #6

As responsible stewards of our customer's tax dollars, it is our objective to make fiscally sound, prudent, and risk-sensitive decisions based on the analysis of financial, social, political, and economic factors. Therefore, it is our objective to maintain a strong financial position balanced with the need to serve the public effectively and promote quality of life in Dakota County.

Policies

- Dakota County will utilize short and long term planning strategies to guide decisions for the provision of facilities.
- Dakota County will practice prudent financial and risk management at all times in the provision of facilities.
- Dakota County will ensure its ability to provide essential County services by meeting its capital building requirements in a manner consistent with the County Capital Finance Policy.

Directives

- Staff will annually update the Long Range Facility Plan to assesses the County's space and facility needs, and outline strategies for the implementation of those needs.

Directives (cont.)

- Staff will coordinate the long range facility planning process with the annual development of the Capital Improvement Program (CIP), and the Capital Facilities Plan (CFP.).
- Staff will develop guidelines to assist decisions on buying, building, or leasing, and will provide periodic analyses of financial options for construction, remodeling, and renting.
- In cooperation with Financial Services, staff will develop guidelines to assist decisions on bonding and other financing alternatives consistent with the goals and policies of the County Capital Finance Policy. Staff will provide periodic analyses and consideration of all financing techniques available for funding projects.
- Staff will plan and schedule capital building projects within the bounds of the County's annual budget guidelines.

Policy Statement for the Provision of Library Facilities

As adopted by the Dakota County Library Board, October 1994.

LIBRARY SPACE NEED

OBJECTIVE #1

It is our objective to provide adequate building space, in terms of size and quality, to provide for current and future library service needs.

Policies

- Each library building will have an appropriate range of services. The range of services and library size will be dependent on the service area population and operating budget.
- The County will utilize three classifications of library facilities based on range of services offered and library size. An Area Library will offer a full range of services and have as minimum size of 28,000 sq. ft. The minimum population base necessary for an Area Library is 35,000 people. A Branch Library will offer a medium range of services and have a minimum size of 16,000 sq. ft. The minimum population base necessary for a Branch Library is at or about 25,000 people. Neighborhood Library Facilities will offer a limited range of services and could be utilized in portions of the County where the service area population does not warrant a Branch Library Facility, or in high volume situations. Individual circumstances will dictate the size of Neighborhood Library Facilities.
- The County library administrative operations will continue to be centralized. A Central Library will provide administration, technical services, processing, purchasing, repairs and automation services for the entire County Library system. A Central Library will also act as a repository for the County's most extensive reference collection including all government documents. The Wescott Library serves as the Central Library for the Dakota County Library System.
- The Library Board recommends that the County provide a minimum of .65 sq. ft. of library space per Dakota County resident. This space standard shall be allocated to public library space (.60 sq. ft. of Library space per Dakota County Resident) and system-wide administration space (.05 sq. ft. of library space per Dakota County resident). This space standard shall be reviewed periodically by the Library Board to ensure its continued adequacy.
- The number of parking spaces will be based upon the number of reading seats with one parking space being provided for every two seats. Libraries with higher than average circulation may be provided with extra parking.

LIBRARY LOCATION

OBJECTIVE #2

It is our objective to provide an optimal location for each County library facility, as determined by the individual characteristics of the service area.

Policies

- The service area of libraries will be determined by patron travel distance and pattern, and projected population growth. The maximum size of an Area Library shall be 35,000 sq. ft. and service a population of at or about 55,000 people. Service areas that exceed 55,000 people will be evaluated to determine if the service area can be divided, reconfigured, or retained and supplemented with Branch Libraries or Neighborhood Libraries.
- County library facilities are intended to serve an area without respect to city boundaries. New library facilities will be located with respect to population distribution, patron travel patterns and travel distance and factors other than city boundaries.
- Area and Branch Library facilities will be located on or immediately adjacent to a major arterial, and preferably as close as possible to the intersection of a major arterial and at least a local collector.
- Area and Branch Library facilities should be visible from a major arterial and will have good accessibility to the major arterial.
- Library facilities will be located in or adjacent to major activity centers.
- County library facilities will have a clear and recognizable identity.
- Accessibility to public transportation's will be considered in those areas of the County where it is available.
- All new Area and Branch library sites shall include sufficient land for possible future expansion.

LIBRARY DESIGN

OBJECTIVE #3

It is our objective to provide library building space that is properly and functionally designed, and that reflects a quality appropriate for the highly visible public services provided by libraries.

Policies

- Library facilities will be designed to adhere to the established design standards and guidelines of Dakota County.
- Library facilities should be designed to meet anticipated peak capacities.
- New library facilities will be designed to allow for easy expansion to meet future space needs.
- Library space should be as open as possible to accommodate changing service patterns.
- Library facilities should be designed to accommodate future technological changes.
- All library facilities will comply with the requirements of the Americans with Disabilities Act (A.D.A.).
- Where feasible, library facilities will be single story structures.

PROVISION OF LIBRARY SPACE

OBJECTIVE #4

As responsible stewards of our customer's tax dollars, it is our objective to adhere to the cost effective provision of library space based upon established procedures and policies.

Policies

- The Dakota County Board of Commissioners is responsible for the funding of library space.
- Library facilities should be owned by Dakota County; however, the County will consider leasing space or other arrangements where appropriate.
- Library facilities should be owned by the County and operated by the County Library Board. The Library Board will retain authority over the operation and use of all library facilities.

Policies for the Provision of Facilities

- The County Library Board has the responsibility for selecting, hiring, and contracting with an architect for the design, construction, or remodeling of any library building within the County system, whether owned or leased by the County.
- The County Library Board will recommend to the County Board all future library sites.
- The County Library Board will seek community input on matters such as the location and timing of new library facilities. Local input will be advisory and the County Library Board will retain the ultimate responsibility for providing library space.

Policy Statement for the Provision of CRIMINAL JUSTICE FACILITIES

OBJECTIVES AND POLICIES

CRIMINAL JUSTICE FACILITIES SPACE NEED

OBJECTIVE #1

It is our objective to provide adequate and efficient criminal justice facility space.

Court Policies

- * All courtrooms shall be dignified, efficient and geographically accessible.
- * All judgeships shall be provided with judicial chamber space. Chamber space shall include a private office for the judge, a court reporters office and a private restroom. This space shall not be permanently assigned.
- * The number of jury courtrooms to judgeships ratio shall be established by Dakota County Administration and shall be evaluated periodically to assure efficient and effective courtroom scheduling and usage. The current ratio is 3.6 jury courtrooms for every 5 judgeships.
- * The number of satellite court facilities shall be based on the case load generated in the northern and western portions of Dakota County.

Secure Juvenile Facility Policies

- * A secure juvenile facility will have adequate space to house individuals awaiting detention hearings, awaiting extended programming placement and post-adjudication extended programming placements.
- * A secure juvenile facility will be built to accommodate current space needs with expansion capacity to meet future needs.
- * Additions to a secure juvenile facility shall be built to take advantage of economies of scale.

Adult Jail Policies

- * Effective facility capacity shall be based on guidelines recommended by the Minnesota Department of Corrections. (Currently, effective facility capacity is 85% of total capacity).
- * Facility capacity need shall be calculated based on projected peak populations.
- * Offenders released into the community (work release, weekend) should not be housed in secure adult jail facilities.

Community Corrections Policies

- * To alleviate crowding at the adult jail and to lessen the need for non-secure out of home placement for juveniles, dedicated non-secure facility space should be allocated for programming purposes.
- * Dedicated facility space should be allocated for the administration of random drug tests storage of equipment used for the Sentence to Service program.

CRIMINAL JUSTICE FACILITIES LOCATION

OBJECTIVE #2

It is our objective to provide the most cost efficient location for the administration of criminal justice services.

Court Policies

- * All jury trials will be held at the Judicial Center in Hastings, Minnesota, therefore, all jury courtrooms will be located in the Judicial Center.
- * The main Law Library serving the First Judicial District Court in Dakota County shall be located at the Judicial Center in Hastings, Minnesota
- * Satellite court facilities shall be located within the Dakota County Northern and Western Service Centers.

Secure Juvenile Facility Policies

- * Secure juvenile facilities shall be located in proximity to the Dakota County Government Complex to provide access to the kitchen facility in the Dakota County Jail and to the juvenile courtroom in the Dakota County Judicial Center.

Adult Jail Policies

- * Adult jail facilities shall be located in proximity to the Judicial Center in Hastings.

Community Correction Policies

- * Probation Service Centers shall be located in or adjacent to Dakota County Service Centers.
- * An Adult Day Reporting Center shall be located in a central, easily accessible location.
- * A Juvenile Extended Day Programming Center shall be located adjacent to the secure juvenile facility.

CRIMINAL JUSTICE FACILITIES DESIGN

OBJECTIVE #3

It is our objective to provide criminal justice facilities that are properly and functionally designed and reflect the appropriate criminal justice mission of Dakota County.

Court Policies

- * Court facilities shall have the character and quality commensurate with the proper and effective administration of justice.
- * All Jury courtrooms will be designed to accommodate a 12 person jury box.
- * Security and safety for all users of court facilities including judges, staff, litigants, and the general public shall be provided.

Policies for the Provision of Facilities

- * All future court facilities shall comply with the requirements of the Americans with Disabilities Act.
- * Court facilities shall be designed to meet anticipated peak capacities.
- * Each courtroom shall have at least one conference/ interview room adjacent to the courtroom vestibule.

Secure Juvenile Facility Policies

- * Secure juvenile facilities shall be functionally and humanely designed.
- * Secure juvenile facilities shall be designed to support direct supervision strategies and objectives.
- * Secure juvenile facilities shall comply with the requirements of the Americans with Disabilities Act.
- * Secure juvenile facilities shall be designed to provide the proper separation and segregation of juveniles in both detention and extended programming.
- * Secure juvenile facilities will comply with all Minnesota Department of Corrections standard and guidelines.
- * Secure juvenile facilities shall be designed to provide security and safety for facility users including County staff, inmates and visitors.

Adult Jail Policies

- * Adult jail facilities will comply with the standards and guidelines set by the Minnesota Department of Corrections.
- * Adult jail facilities shall continue to be designed to support direct supervision strategies and objectives.
- * Adult jail facilities shall be designed to provide security and safety for all facility users including County staff, inmates, and visitors.
- * Adult jail facilities shall comply with the requirements of the Americans with Disabilities Act.

Community Corrections Policies

- * Non-secure facility space shall be designed to provide a safe program environment for County staff, clients and visitors.
- * Probation Service Centers should be designed for peak capacity and off-hour usage.
- * Facilities for conducting random drug testing should be designed exclusively for that purpose and located in each Probation Service Center.

PROVISION OF CRIMINAL JUSTICE FACILITIES

OBJECTIVE #4

As responsible stewards of our customer's tax dollars, it is our objective to adhere to the cost effective provision of criminal justice facilities based upon established procedures and policies.

Criminal Justice Facilities Policies

- * The Dakota County Board of Commissioners is responsible for the provision of criminal justice facilities.
- * Criminal justice space should be owned by Dakota County; however, the County will consider leasing space or other arrangements where appropriate.
- * The State of Minnesota is responsible for assigning judges based upon weighted case loads.