



MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Henry County LEC – Citizens Committee Kick-Off Meeting

LOCATION OF MEETING: Mount Pleasant, IA – Courthouse 2nd Floor Meeting Room

PROJECT NO.: 160806 **DATE:** November 15, 2016 **TIME:** 6:30 PM

PERSONS INVOLVED:	COMMUNITY/ORGANIZATION:	EMAIL ADDRESS:
Mike Hampton	Iowa Wesleyan University	mhampton@iw.edu
Gary See	Henry County Board of Supervisors	supervisors@henrycountyiowa.us
Marc Lindeen	Henry County Board of Supervisors	supervisors@henrycountyiowa.us
Steve Nichting	Salem	snichtingconst@hotmail.com
Kirby Moon	Mt. Union	kirbymoon02@gmail.com
Linda Mortland	Mt. Pleasant	601 S. Locust St., Mt. Pleasant, IA
Gary Lauger	Swedesburg	gary@lauger.com
Nancy Davis	Winfield	cndavis1994@gmail.com
Kay Denning	Mt. Pleasant	kaydenning2@gmail.com
Kate Newman	Mt. Pleasant	newmank82@gmail.com
Judy Sammons	Mt. Pleasant	jsammons@lisco.com
Jerry Wells	Mt. Pleasant	bricklayer245@gmail.com
Greg Moeller	Henry County Board of Supervisors	supervisors@henrycountyiowa.us
Kurt Garretson	Jackson Township	kurtgarretson@gmail.com
Rich McNamee	Henry County Sheriff	rmcnamee@henrycountyiowa.us
Zach Svoboda	Prochaska & Associates (P&A)	zsvoboda@prochaska.us
Jim Classe	Prochaska & Associates (P&A)	jclasse@prochaska.us

Unable to attend:
Bob McPherson, Cherry Sandeen, Brad Roth, Steve Gerling

DISCUSSION:

The purpose of the meeting was to have a kick-off session with the recently formed Citizens Committee regarding the Henry County Law Enforcement Center/Jail. The overall goal of this process is to demonstrate the need for improvement of the LEC, find the most feasible solution to address the needs, make a recommendation to the Board of Supervisors and ultimately share the facts with the voting public leading up to a bond election.

1. The meeting began with an introduction by Sheriff Rich MaNamee, providing some background information regarding the existing facility. Jim Classe of P&A followed with some background about their firm and the process completed to this date. Executive Vice President Steve Riley was unable to attend this meeting due to a family health issue.
2. Attendees took turns introducing themselves and provided some background information. A couple members have participated on previous committees for other projects. Mike Hampton mentioned he participated in the two previous bond elections to improve Henry County's LEC/Jail.

3. A volunteer was requested for the role of a Committee Chair, who could be a contact person, open meetings and help keep the conversation focused during meetings. Mike Hampton offered to take on this role and was thanked for volunteering. Kay Denning also volunteered to act as a Vice Chair.
4. An attendance sheet was circulated to collect names and e-mails for communication with committee members. An address could also be provided if members do not make use of e-mail. E-mail is ideal to send meeting minutes, documents, etc. quickly to members for review.
5. P&A used PowerPoint slides to discuss expectations of committee members.
 - 1) The first goal is to have members commit to attend all meetings to ensure they are informed through the entire process. (It is understood of course that there are sometimes unanticipated circumstances.)
 - 2) If the Board proceeds with a referendum, a second goal is to have members continue on the Campaign Committee to help educate the community about the importance of the proposed project.
 - 3) The group is asked to bring an open mind to the issue and learn about the needs of Henry County from the facts to be presented. An opinion should be developed once the facts are communicated.
 - 4) Members are asked to work toward a unanimous recommendation to the Board of Supervisors. If the public recognizes that some committee members are not supportive of the proposed direction, this lack of unanimity can be very detrimental to the effort.
6. Phase 1 of the process has been completed by P&A and has been assembled into a Needs Assessment booklet. Copies of the booklet were distributed to the Board and the Sheriff just prior to the meeting, and the report will also be e-mailed to the committee members following the kick-off session. The object of the Phase 1 Needs Assessment is to evaluate the functional and operational deficiencies of the existing Law Enforcement Center and also to forecast the estimated number of jail beds needed to serve Henry County for 10 to 20 years in the future. Background information used in the report came from Questionnaires completed by the sheriff's staff, interviews with staff members, and assembled data from jail records over the years. At the next Committee meeting, P&A will review the Phase 1 Needs Assessment so members will be familiar with the information it contains and how projected bed counts were determined.
7. Copies of the current schedule were distributed to the committee. Phase 1 has been completed over the last four months, and Phase 2 has already begun. Phase 2 will develop Preliminary Concepts for improving the LEC. The anticipated committee meetings are shown by a dot on the schedule, currently numbering five sessions for Phase 2. Of course this number can change as needed.
8. Special county elections may be scheduled the first Tuesday in March, May or August of 2017. We anticipate the soonest date for the Henry County project would be in May 2017 as reflected on the schedule, since an educational campaign should take approximately 90 days. If it is preferred to spend more time in the planning phase than the schedule indicates, the election could be deferred to August. To schedule a special election, the county auditor must be contacted at least 46 days prior to the election date.
9. The Committee watched the video, "Beyond the Myths: The Jail in Your Community" by the National Institute of Corrections. P&A feels that this video provides a succinct and accurate account of the importance of jails within their communities. The video can be located online at the following address: <http://nicic.gov/library/018696>.
10. P&A reviewed photographs of the exterior and interior of the existing LEC along with comments identifying some of the issues affecting the facility. Although currently "grandfathered" as an existing building, when renovation work occurs the facility must be brought up to modern codes. Many

improvements are also needed to meet the guidelines of the Americans with Disabilities Act, which may be enforced as a federal law. Necessary upgrades are numerous because the building was built in the early 1960's, long before the existence of present day guidelines, codes and laws. The State of Iowa also has jail standards which must be met and are enforced by state inspectors.

11. The group discussed which day of the week would be best for the Committee members to meet. Monday was determined to be a day that worked for everyone in attendance, and a start time at 6:30 PM was also agreed upon. To respect everyone's time, the goal is to limit the meetings to 1 ½ hours in length.
12. The next meeting has been scheduled to be on **Monday, November 28th at 6:30 PM**. The main topics of discussion will be to review the Phase 1 Needs Assessment study and the Program of Spaces to be used in Phase 2. It was discussed that the following meeting would be better if moved up a week, so it did not conflict with the week of Christmas. The preferred date is Monday, December 12.
13. Following the meeting, the committee toured the existing Sheriff's Office and Jail. Sheriff McNamee led the tour, explaining how each room is used and issues that the staff must deal with. This was an important step to familiarize the Committee members with the facility. It was noted that the building is very clean and well maintained. Paint finishes and office furniture are in very good condition, but these elements should not mask the many shortcomings of the building.

BY: 
Jim Classe, AIA
Vice President/Design

November 17, 2016
Date

If any of the parties present take exception to these meeting notes, please notify Prochaska & Associates within five (5) days of issuance for correction or they shall stand as written.

PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755

FAX: (402) 334-0868

E-Mail: mail@prochaska.us