



MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Dixon County LEC – Citizens Committee Meeting #9

LOCATION OF MEETING: Ponca Community Building–123 W 3rd St, Ponca, NE 68770

PROJECT NO.: 222701 **DATE:** May 18th, 2023 **TIME:** 6:00 PM

<u>MEMBERS PRESENT:</u>	<u>COMMUNITY/ORGANIZATION:</u>	<u>EMAIL ADDRESS:</u>
Mathew Michl	Martinsburg (Chair)	matt67_michl@yahoo.com
Ken Pavlushik	Township	kenp151@icloud.com
Tom Decker	County Sheriff	tdecker@dixoncountysheiff.org
Dave Armstrong	Rural North	armfarm@nntc.net
Cindy Purucker	County Clerk	clerk@dixoncountyne.gov
Ron Mahler	Ponca	debron@gpcom.net
Lisa Lunz	County Supervisor	supervisoridist5@dixoncountyne.gov
Larry Boswell	Allen	boswell@nntc.net
Kari Lowe	Ponca	kloweplowe7@gmail.com
Jack Moore	Newcastle	gmadiane4@yahoo.com

<u>MEMBERS ABSENT:</u>		
DJ Smith	Mayor of Ponca	djsmithband.usa@gmail.com
Jeanne Blatchford	Maskell	billblatch2002@yahoo.com
Chuck Chinn	Emerson	chiefchinn@abbnebraska.com
Verlin Hanson	Concord	hansonfarms@nntc.net
Steve Johnson	Prochaska & Associates (P&A)	sjohnson@prochaska.us
Julie Hartung	Dixon	juliehartung@nntc.net

<u>PROCHASKA & ASSOCIATES:</u>		
Curt Field	Prochaska & Associates (P&A)	cfield@prochaska.us

<u>GUESTS PRESENT:</u>		
Don Andersen	County Board of Supervisors	idander@gmail.com
Ron Geis	County Citizen	
Neil Blohm	County Board of Supervisors	
Terry Nicholson	County Board of Supervisors	
Denny Macomber	Nebraska Jail Standards	denny.macomber@nebraska.gov
Chris Harrifeld	Nebraska Jail Standards	chris.harrifeld@nebraska.gov
Blane Brummond	County Citizen	

DISCUSSION:
The purpose of the meeting was to consider options for a new Jail, or new Courthouse/County Offices/Jail, in light of previous information gathered by the Committee. The following points were recorded:

1. There were no corrections or comments regarding the Minutes from the March Meeting.
2. Curt reiterated significant motions or decisions made during the April Committee Meeting.
 - Three Survey proposals were taken for the pending survey work, from the following companies/individuals:

i. E&A Consulting Group	\$12,200
ii. Civil Engineers & Constructors, LLC	\$11,850
iii. Landmark Surveying	\$15,420

- No action was taken regarding the arrangement of Preliminary Civil Engineering. This type of work is needed to learn more about the following items which have cost implications:
 - i. More precise determination of fill dirt quantities, based upon preparation of a preliminary grading plan.
 - ii. Consultation with the Nebraska Department of Transportation (NDOT) regarding placement of additional curb cuts accessing Highway #12, and requirements for draining the newly-graded Option 1 property towards the west side highway ditch.
 - iii. Current NRD requirements for providing west side property drainage to the Aowa Creek.
 - iv. Location of nearby utilities and needed connections to a new County Building.
- The County has not yet resolved a course of action to be taken in response to the property seller's conditions for sale re: earnest money vs. outright purchase with an option to sell back should a Bond not pass.
- Curt commented on the outstanding issue brought up at the previous meeting that the current Building Code requires a FEMA storm shelter in conjunction with the new Dispatch area. *The appropriate Code to consult at the present time is the 2018 International Building Code (IBC), which requires a FEMA Shelter only for Education Occupancies. **It is not yet known if there are more recent relevant codes in effect which may require this type of shelter, i.e., governing EOCs or Dispatch Centers. Further research will be undertaken.***
- Curt discussed the level of research which has been completed by P&A thus far on the issues identified for the property:
 - i. The City of Ponca suggests a logical property Zoning of "Highway Commercial", and zone-based setbacks have been shown on the revised Site Plan (attached).
 - ii. The City of Ponca will ultimately determine the off-street parking stall count but has not done so as yet. 67 stalls have been shown on the concept drawing.
 - iii. The site area has been reduced to 5 acres, with the idea that if additional issues are discovered during pre-design stages, a portion of the adjacent County Annex property might be used as well.
 - iv. A 60-foot dimension has been shown against the east property line for a frontage road right-of-way. Curt believes this property may ultimately become a future named Ponca street, but further research must await hiring of a Civil Engineer for preliminary work.
 - v. Provision for drainage on the west side of the Option 1 property to connect to the drainage swale on the west side of the Annex property. Curt suggested that this might ultimately require formation of a new drainage easement, further restricting use of the 5-acre purchase.

3. Nebraska Jail Standards staff Denny Macomber and Chris Harrifeld spoke at some length to the Committee, Board, and county citizens about their roles in the Jail design and construction process. The following points were recorded:

- Jail Standards' involvement in the process is to ensure a future facility serves the Community's needs and is the proper fit for the County.
 - Jail Standards' involvement is also to ensure the design not only provides a minimum standard for the Inmates but is also a safe environment for the Jail staff.
 - The *Needs Assessment* document previously produced by Prochaska & Associates forecast a future need (20 years out) for 9 beds in the County, but also to ensure adequate classification of inmates into violent or non-violent offenders; male and female; or those with emotional instabilities, or those with none. The necessary classifications into which Inmates should be separated are: Maximum Security, Medium Security, Minimum Security; Administrative Segregation, Special Needs. ***The Needs Assessment official recommendation was for between 12 and 16 beds.***
 - Denny Macomber suggested the Jail Standards Board would likely urge the county to consider adding a few additional beds to ensure the facility will not be outgrown in the near future.
 - Sheriff Decker stated that all females at present need to be transported out of County, as well as all those with emotional issues. The cost for housing inmates out of county not only costs the County for boarding, medical, and gas, but also take a modest Sheriff's staff out of service for response to emergency calls in the County.
 - Denny stated that a modern Jail must maintain line-of-sight supervision with all housing units, to prevent assaults and suicides.
 - Denny stated that electronic locks, administered by a remote and safe Master Control save staff lives, since inmates are aware that a Jailer is not carrying keys.
 - Denny stated that the largest impact on a County is staffing for a new facility, as 24-hour supervision must be maintained on Inmates. In addition to the Staffing assessment provided by P&A in the previous Needs Assessment, Jail Standards will provide a separate staff assessment based upon the developing designs.
 - i. Sheriff Decker stated that the current Jail staff consists of 2 staff members 85% of the time. Also, all females must be transported out of county, since it has been extremely difficult to hire female Jail staff.
 - ii. Sheriff Decker also reported that his Dispatch receives 1400 calls per month.
 - Denny stated that the Jail Standards Board will push for satisfaction in the developing design by the staff who will be working there.
 - The Jail Standards Board will also require that the designs show options for future expansion.
 - Jail Standards will also not permit the same individuals serving as Emergency Dispatch serve as Master Control for the Jail, although these functions may be located in the same area.
4. Following completion of the Jail Standards portion Mr. Macomber and Mr. Harrifeld left, and the remaining Agenda items were discussed:
- P&A will continue to work on a conceptual layout to prove that the projections for area and spaces depicted thus far will continue to work for the County. This is of particular value because future design steps taken following passage of the Bond should not surprise the County with a need for costly additional space. It is equally important for this NOT to be a substitute for true Schematic Design, where everyone's input will be sought, prior to finalizing a design.

- A Conceptual design will also be useful for evaluation of circulation routes between the Jail and Courts, or to determine if future storage needs will be adequately served.
 - Curt felt that this Conceptual design might ideally be wrapped up in the next few meetings, and building cost projections can be revised if necessary. Following completion of the Property Survey, preliminary Civil Engineering can be performed and a local excavation company could be asked for a budget earth grading and importing cost.
 - Based upon revised numbers, a Bond Banker can be asked for an updated impact on property taxes.
 - P&A will assist during a Bond campaign with graphics, display boards, fliers, yard signs, social media and print media input, and technical advice, but it is asked that the Citizen's Committee continue to perform in their roles as project advocates, attesting to the process which was followed.
 - Curt again stated that a recommended Bond Campaign be allowed 6 months to run prior to a Special Election. The Committee had earlier suggested holding presentations in many of the various communities in the County.
5. The meeting was concluded at approximately 8:30pm. The next Citizen's Committee Meeting is scheduled for Thursday, June 15th (third Thursday of the month) at the County Annex building, at 6:00pm.

BY: 
Curtis Field, AIA
Architect - Principal

May 19th, 2023
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 be presumed to stand as written.

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