



MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

PROJECT: Dixon County LEC – Citizens Committee Meeting #9

LOCATION OF MEETING: County Courthouse Annex – 59140 Highway 12, Ponca, NE

PROJECT NO.: 222701 **DATE:** April 20th, 2023 **TIME:** 6:00 PM

<u>MEMBERS PRESENT:</u>	COMMUNITY/ORGANIZATION:	EMAIL ADDRESS:
Mathew Michl	Martinsburg (Chair)	matt67_michl@yahoo.com
Jeanne Blatchford	Maskell	billblatch2002@yahoo.com
Dave Armstrong	Rural North	armfarm@nntc.net
Cindy Purucker	County Clerk	clerk@dixoncountyne.gov
Ron Mahler	Ponca	debron@gpcom.net
Verlin Hanson	Concord	hansonfarms@nntc.net
Lisa Lunz	County Supervisor	supervisordist5@dixoncountyne.gov
Larry Boswell	Allen	boswell@nntc.net
Kari Lowe	Ponca	kloweplowe7@gmail.com
Jack Moore	Newcastle	gmadiane4@yahoo.com
Chuck Chinn	Emerson	chiefchinn@abbnebraska.com
Julie Hartung	Dixon	juliehartung@nntc.net

<u>MEMBERS ABSENT:</u>		
DJ Smith	Mayor of Ponca	djsmithband.usa@gmail.com
Ken Pavlushik	Township	kenp151@icloud.com
Tom Decker	County Sheriff	tdecker@dixoncountysheiff.org

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

<u>GUESTS PRESENT:</u>		
Don Andersen	County Board of Supervisors	jdander@gmail.com
Ron Geis	County Citizen	
Sarah Kumm	County Jail Staff	
Cathy & Kyle Mildrum	County Citizens	

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 March Public Meeting.
3. There were no significant items or decisions to report from either the Ponca City Council or Dixon County Board Meeting Minutes.
4. Per Agenda item #4, Jail Staff Sara Kumm provided a report in Sheriff Decker’s absence regarding a recent requirement for the County’s PSAP, or 9-1-1 Dispatch. She stated that all new Dispatch areas are to be

housed in a FEMA-rated storm shelter. She further reported that this was required by the adopted 2021 International Building Code (IBC). Curt offered to verify applicable codes in-place for this possible project:

- The State of Nebraska currently observes the 2018 IBC, 2018 Energy Conservation Code (IECC), 2012 International Plumbing Code (IPC), 2017 National Electric Code (NEC), and the 2012 NFPA 101 Life Safety Code. Source: Christopher Cantrell, State Fire Marshal, <https://permitplace.com/state/nebraska-building-code-and-licensing-information/> (Updated: Jan. 13, 2023). *Further, we understand that a jurisdiction may elect to adopt a newer, or even older code, but in the absence of this, default is to the state-adopted codes. P&A will further research applicable building codes for the City of Ponca in the very near future.*
5. A document provided by the Option 1 landowner, Hassler, was discussed in some detail. It is not clear if the landowner will hold these stipulations open for a short time period or may potentially have other offers for the land. Among other stipulations are that an earnest deposit is required up front, and a 60-foot easement adjacent and parallel to Highway 12 would be required for a frontage road.
 - Curt suggested that property drainage of the remaining farm land should be determined by a qualified Civil Engineer, using a detailed and official Property Survey. Prochaska & Associates regularly consults with Civil Engineers, and had asked for a casual opinion from one firm prior to the Meeting, and it was suggested that a grading permit obtained from the Nebraska Department of Transportation (NDOT), to use and/or modify the Hwy 12 west roadside drainage ditch, would be a logical assumption for routing storm water run-off away from this remaining property.
 - Curt and Steve inspected the property north and west of the County Annex building, and observed a north-south drainage swale connecting the Option 1 property on the west side of the County Annex property to the Aowa Creek, as well as observed the depth of the Highway 12 west side drainage ditch, which also flows northward to the Aowa Creek.
 - There was some concern expressed regarding how much property the County should attempt to purchase. The idea of 5 acres was discussed, to allow for future expansion. Another concern was that the Option #1 diagram may not actually be 2.2 acres, as noted on the drawing—Curt will re-check this calculation.
 - Curt offered to meet unofficially with a Civil Engineer to discuss Survey parameters, i.e., how large of an area, as essential input information for composing an RFP for a Property Survey. There was discussion regarding getting detailed information about the profile of the two swales leading northward to the Aowa Creek.
 - Lisa Lunz mentioned that the County Surveyor also has a Survey business, and is also apparently the only licensed Surveyor in Dixon County, and may be able to propose this Property Survey work.
 6. Using information gathered from a consultation with the Civil Engineer, Curt will then compose this Request for Proposals (RFP) for the Property Survey, and forward it to Lisa for Board review, and further transmittal to the County Surveyor for a Survey price. *The next County Board Meeting is scheduled for May 9th.*
 7. Committee members suggested that a second entrance to the development might be acceptable to NDOT, since there are gravel trucks which enter at the County Annex entrance. This issue will be investigated further.
 8. Clerk Purucker suggested that the City of Ponca may want to consider contributing to the cost of the frontage Road, since its extension might be for future development.
 9. Curt suggested that the actual project cost should be looked into more closely, to include all known site development costs, as well as other “soft costs” and an updated building construction estimate.

10. The Committee held a discussion regarding project schedule, beginning with when the campaign phase might begin, and including how long the campaign should last. Curt recommends a minimum of 6 months for the campaign. Curt suggested that it would likely take something around 12 months for Bidding/Construction Drawings to be completed. Lisa suggested a Bond vote in May of 2024—this might mean that a Bid date could be January or February of 2025 at the earliest.
11. Clerk Purucker suggested that a Special Election might cost the County \$8-10 thousand. She further stated that Dixon County is a “mail-in voter” county, and that there is typically in excess of 80% eligible voter participation.
12. The Committee agreed that some degree of further Floor Plan development would be good to show the various communities in the County during the Campaign phase. Further, the jail staff present suggested that it had been decided earlier that the new Jail should have 10 beds plus 4 Holding Cells, with an attempt to attain full classification with this number. Curt cautioned that if this differs from the Needs Assessment count, that Jail Standards may need to be consulted. The template P&A has been using to date has had 14 Cells with three Holding Cells. It was also disclosed that a new facility would NOT be holding female inmates, since this would require additional female staff.
13. The meeting was concluded at approximately 9:00pm. The next Citizen’s Committee Meeting is scheduled for Thursday, May 18th, at the County Annex building, at 6:00pm.

BY: 
Curtis Field, AIA
Architect - Principal

April 24th, 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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