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# DIXON COUNTY

## SHERIFF'S OFFICE, JAIL, & COURTHOUSE

Phase 1 Needs Assessment  
12/14/2021



PURPOSE OF THE PHASE 1: NEEDS ASSESSMENT

## ■ PURPOSE OF PHASE 1 NEEDS ASSESSMENT

- To evaluate the functional and operational deficiencies of the existing Jail and Courthouse facility
- To forecast the estimated number of beds needed to serve Dixon County's projected jail population for 20-30 years
- To provide an initial budget estimate based solely on the forecasted jail bed needs and Sheriff's office size
- To review the Courthouse for Functional & Safety Needs to help address future needs and proper planning for Dixon County
- To Prepare for Phase 2 and organizing a Citizens Jail Committee for more detailed Law Enforcement Center option development, in preparation for Citizen's Jail Committee recommendation





# CURRENT LAW ENFORCEMENT CENTER ISSUES

- THE SHERIFF'S OFFICE AND JAIL OCCUPY COURTHOUSE 3<sup>RD</sup> FLOOR OF THE 1940 ADDITION TO THE HISTORIC 1883 COURTHOUSE

- NOTE: 2<sup>ND</sup> FLOOR OF THE 1940 ADDITION AND 1883 COURTHOUSE DO NOT SHARE THE SAME 2<sup>ND</sup> FLOOR HEIGHT
- LACK OF 2<sup>ND</sup> FLOOR EGRESS



# CURRENT LAW CENTER FACILITY ISSUES



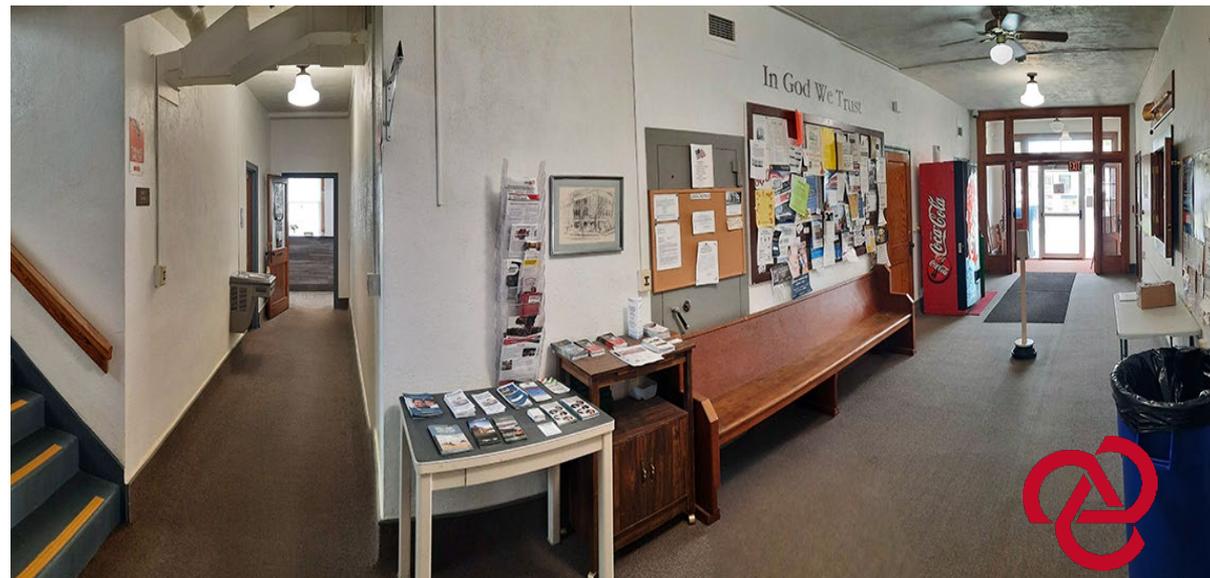
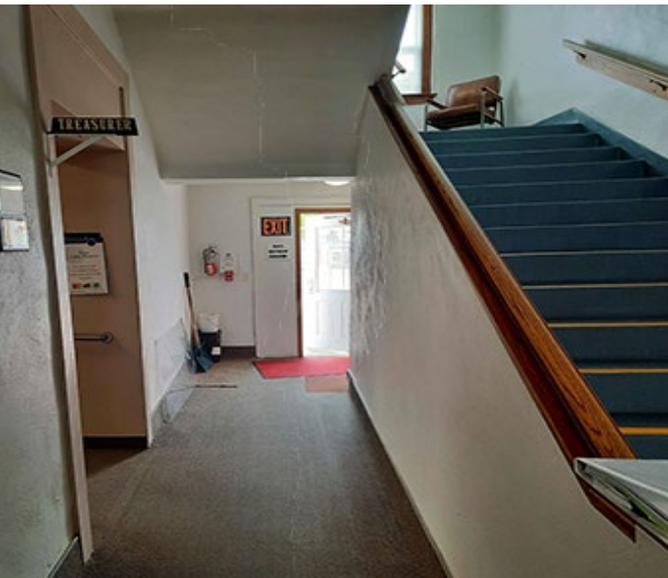
- JAIL WINDOWS EXPOSE INMATES TO THE SURROUNDING PUBLIC AND RESIDENTIAL NEIGHBORHOODS
- NO SECURED SALLYPORT SO ARRESTEE & INMATE TRANSPORT IS OPEN TO THE PUBLIC

- PARKING/INMATE OFFLOAD IS GRAVEL & ICES-OVER IN WINTER
- COURTHOUSE AND JAIL ARE CENTERED ON THE SITE MAKING FUTURE EXPANSION LIMITED TO THE SOUTHWEST/BACK OF THE FACILITIES



## CURRENT LAW CENTER FACILITY ISSUES

- OUTSIDE INMATE OFFLOAD IS A SECURITY CONCERN AS IT IS COMBINED WITH STAFF, PUBLIC, & JUDGE PARKING
- JUDGES & PUBLIC UTILIZE SAME STAIRS AS INMATES/ARRESTEES WHICH IS A SAFETY & LEGAL CONCERN
- NORMAL/RANDOM ITEMS PRESENT A CONTRABAND CONCERN FOR THE JAIL
- STAFF CAN BE REQUIRED TO CARRY SICK, INTOXICATED, OR DISABLED INMATES & DISABLED PUBLIC UP 4-FLIGHTS OF STAIRS TO THE JAIL



## CURRENT LAW CENTER FACILITY ISSUES





- E911 SUPERVISOR SHARES OFFICE SPACE WITH DEPUTIES & BOTH SHARE SPACE WITH BOOKING EQUIPMENT WITH ARRESTEES & INMATES
- THE OFFICE TO JAIL CORRIDOR IS USED AS A PASSAGEWAY, COLD ITEM STORAGE, TRASH/WASTE, ELECTRICAL PANEL ACCESS, WATER FOUNTAIN, & WITH MANY ITEMS ACCESSIBLE TO INMATES

- E911 SUPERVISOR SHARES OFFICE SPACE WITH DEPUTIES & BOTH SHARE SPACE WITH BOOKING EQUIPMENT WITH ARRESTEES & INMATES
- INMATE LIBRARY/REC. ALSO MEETING SPACE



CURRENT LAW CENTER FACILITY ISSUES



- LACK OF SPACE AS BOOKING, DISPATCH AND MASTER CONTROL STATION SPACE IS COMBINED
- INMATES SHOULD NOT BE IN PROXIMITY TO MASTER CONTROL OR DISPATCH STATIONS
- SOUTHWEST DAYROOM REQUIRES INMATES TO BE ESCORTED THROUGH E911/BOOKING/DISPATCH/CONTROL
- E911/DISPATCH/MASTER CONTROL SHOULD NOT BE ACCESSIBLE TO INMATES
- DUE TO A LACK OF DEDICATED BOOKING & HOLDING CELLS, ARRESTEES ARE BOOKED INTO JAIL AT THE E911 DESKS/SPACE
- LIMITED SIGHT & SOUND SEPARATION BETWEEN DISPATCH/CONTROL AND ARRESTEES/INMATE CELLS
- ARRESTEES CAN HEAR STAFF CONVERSATIONS THROUGHOUT BOOKING AND CONTROL FROM BOOKING CELLS
- CONTROL STATION RELIES ON CAMERAS AND HOURLY ROUNDS TO MONITOR INMATES
- NO DIRECT LINE OF SIGHT FOR JAILERS AND INMATES
- NO ELECTRONIC LOCKS FOR CELL, REQUIRING STAFF TO UNLOCK CELLS AND INMATES DURING TIMES OF EMERGENCY



CURRENT LAW CENTER FACILITY ISSUES



- INDOOR INMATE REC. SPACE IS BETTER THAN OUTDOOR SPACE, BUT WITH NO DIRECT LINE-OF-SIGHT FROM JAIL STAFF
- RECREATION DOUBLES AS VISITATION & AS A MULTIPURPOSE/LIBRARY ROOM
- NO PRACTICAL ABILITY FOR JAIL STAFF TO PROPERLY CLASSIFY INMATES DUE TO ONLY 2 DORM CELL

- INMATES RECREATION IS LIMITED TO WEIGHTS, WITH NOISE LIMITATION BEING ON THE 3<sup>RD</sup> FLOOR OF THE FACILITY
- RECREATION SPACE DOES NOT PROVIDE THE REQUIRE DAYLIGHTING FOR INMATES



- INMATES MUST BE ESCORTED TO VISITATION BY STAFF THROUGH THE KITCHEN & E911. VIDEO VISITATION IS AVAILABLE IN THE DORM
- CURRENT FACILITY REQUIRES MORE STAFF PER INMATE THAN MODERN JAIL FACILITIES



## CURRENT LAW CENTER FACILITY ISSUES





- JAIL KITCHEN DOUBLES AS LAUNDRY/BREAKROOM/ EMERGENCY-EXIT EGRESS/SW DORM CELL ACCESS-WAY/ACCESS TO STORAGE & ONLY STAFF TOILET.
- COOKS UTILIZE NEWER RESIDENTIAL KITCHEN EQUIPMENT WITH OLDER COMMERCIAL KITCHEN USED FOR STORAGE



- ORIGINAL RESTROOM WAS CONVERTED INTO A FURNACE & STORAGE ROOM
- WHILE ORGANIZED & NEATLY KEPT, THE JAIL IS LACKING SUBSTANTIAL STORAGE SPACE & EVERY ROOM CARRIES 3-4 FUNCTIONS





- ANY ADDITIONAL SPACE OR 'NOOK' USED FOR PAPER AND FILE STORAGE
- OFFICES FOR AN EXPANDING STAFF ARE LIMITED AND IN DEMAND
- NO MEETING/SQUAD ROOM

- OFFICE SPACE IS TIGHT, BUT FUNCTIONAL
- DEDICATED SPACES FOR STORAGE, BREAK AREA, FILE STORAGE, PRINTING ARE NEEDED



- OFFICERS HAVE LIMITED SECURE CASE-WORK STORAGE & STORAGE IS SPREAD THROUGHOUT THE S.O.





- LACK OF FILE STORAGE SPACE CONTRIBUTES TO INABILITY TO QUICKLY ACCESS FILES & LIMITS ABILITY TO KEEP FILES SECURE WHILE MONITORING STORAGE CONDITIONS
- MANY FILES REQUIRE 'LIFE TIME' STORAGE STATUS- PREVENTING DISPOSAL

- OFFICE & DESK SPACES ARE UNDERSIZED
- DEPUTY OFFICES SHARE SPACE WITH BOOKING EQUIPMENT
- MEETING, TRAINING & INTERVIEW SPACE MISSING, WITH STAFF RELYING ON THE ANNEX BUILDING



- STAFF LOCKERS ARE LOCATED IN THE CORRIDOR LEADING FROM THE SHERIFF'S ADMINISTRATIVE OFFICE TO E911/BOOKING & HAVE NO PRIVACY OR FACILITIES





- THE COURTROOM IS NOT ADA ACCESSIBLE FOR THE PUBLIC, INMATES, OR STAFF
- JUDGE'S CHAMBERS HAVE NO SECURED ACCESS TO THE COURTROOM, SEPARATED FROM THE PUBLIC & INMATES

- THE CURRENT JAIL LACKS SECURED INMATE PASSAGE & HOLDING FACILITIES TO THE COURTROOMS.



- COURTROOM SIZE IS ADEQUATE, BUT BEING ON THE 2<sup>ND</sup> FLOOR LACKS ADA ACCESS & HAS NO DIRECT EGRESS FOR THE PUBLIC, STAFF, & INMATES
- STAIRWAY IN WAITING AREA IS NOT PROPER OR SAFE EGRESS



## CURRENT LAW CENTER FACILITY ISSUES



- MORE FLEXIBLE RESIDENTIAL SPLIT SYSTEMS SERVICE BOTH BUILDINGS & ARE APPROPRIATE FOR BOTH BUILDINGS AS THEY ARE NOT DESIGNED TO ALLOW DUCTING OF LARGER MODERN SYSTEMS
- THOUGH NEWER, THEY DON'T PROVIDE THE AIR EXCHANGES REQUIRED BY MODERN CODE
- DUE TO THE SINGLE-ZONE DESIGN & LACK OF BUILDING INSULATION, COMFORT ISSUES ARE REPORTED BY STAFF DURING HOT & COLD SEASONS OF THE YEAR





- PLUMBING SYSTEMS ARE EITHER AT THE END OF THEIR USEFUL LIFE OR HAVE GREATLY EXCEEDED THEY DESIGNED OPERATIONAL LIFE-SPAN



CURRENT LAW CENTER FACILITY ISSUES



- RESIDENTIAL TYPE TOILETS ARE MORE PRONE TO BLOCKAGES/STOPPAGES
- THE MIXTURE OF NEW & OLDER PLUMBING FIXTURES CREATES DIFFICULTY IN STOCKING STANDARD REPAIR PARTS
- IF ANY FUTURE WORK AT THE COURTHOUSE OCCURS & REQUIRES FIRE SPRINKLERS, NEW FIRE LINES WILL NEED TO BE ADDED & THE 8" WATER MAIN ALONG WEST 3<sup>RD</sup> STREET SHOULD PROVIDE A SUITABLE SUPPLY OF WATER





- CURRENT GENERATOR IS NEITHER CODE COMPLIANT OR INSTALLED PROPERLY
- LIGHTING IS UPGRADED TO LED



- FIRE ALARM SYSTEM SHOULD BE UPGRADED REGARDLESS IF REMODEL OCCURS
- COMMUNICATIONS & SECURITY ARE MOSTLY UP TO DATE & ARE MEETING THE NEEDS OF THE CURRENT FACILITY





# ABBREVIATED COURTHOUSE PRESENTATION



- DIGITIZING FILES & STORING FILES ON SERVERS OR “ON THE CLOUD” COULD PROVIDE A COST-EFFECTIVE OPTION



- GENERALLY, OFFICE SPACES ARE ADEQUATE BUT EVERY OFFICE SHOWS SYMPTOMS OF A HAVING A LACK OF DEDICATED & EXPANDED STORAGE
- SIZEABLE MEETING SPACES ARE NEEDED FOR THE BOARD, SHERIFF, TRAINING, ETC.

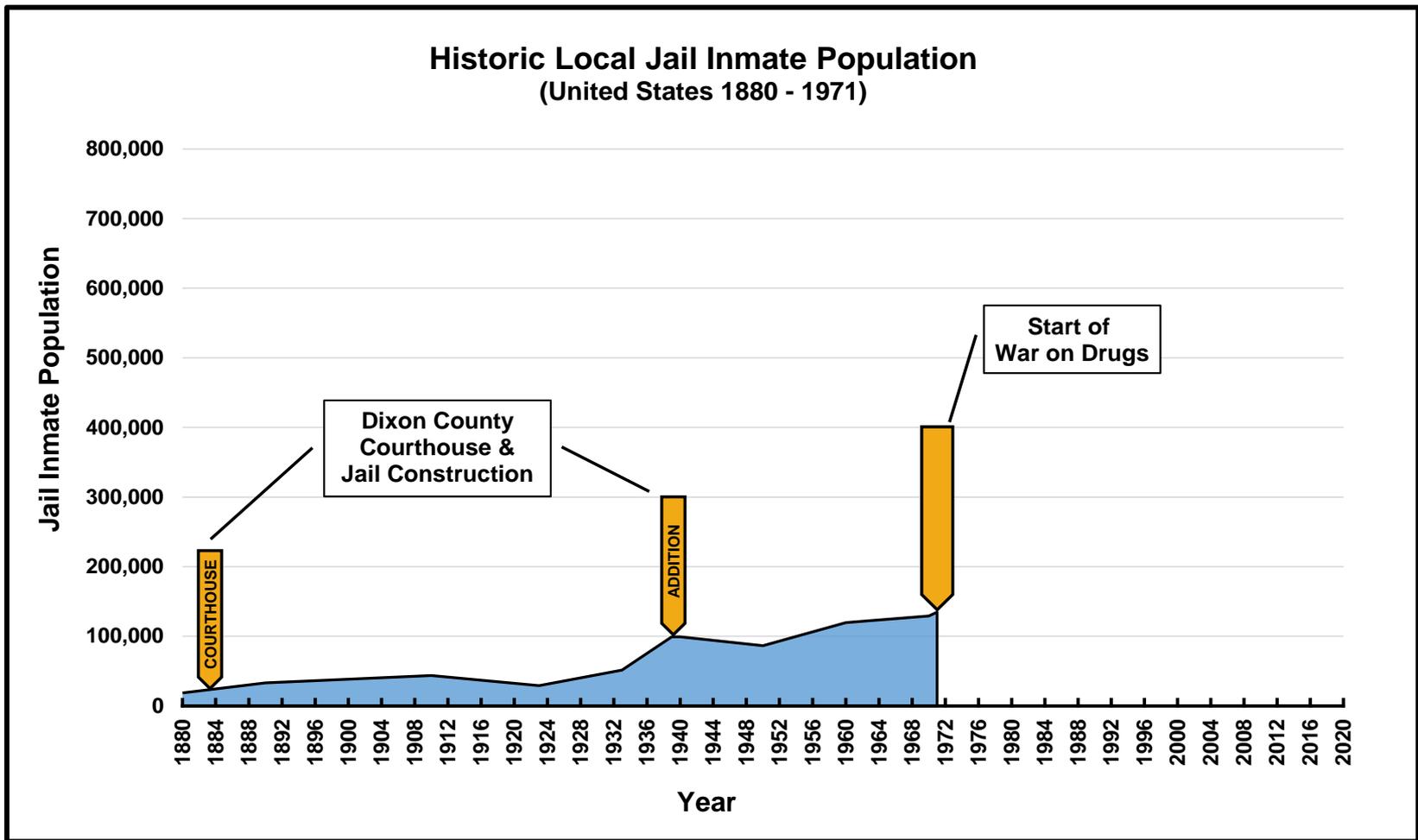


- BOTH THE 1883 COURTHOUSE & 1940 ADDITION HAVE GOOD OVERALL SPACE, BUT INDIVIDUAL OFFICES NEED REFINEMENT, AFTER 80 YEARS OPERATING
- RELOCATING THE SHERIFF’S OFFICE & JAIL WILL “FREE-UP” AVAILABLE SPACE





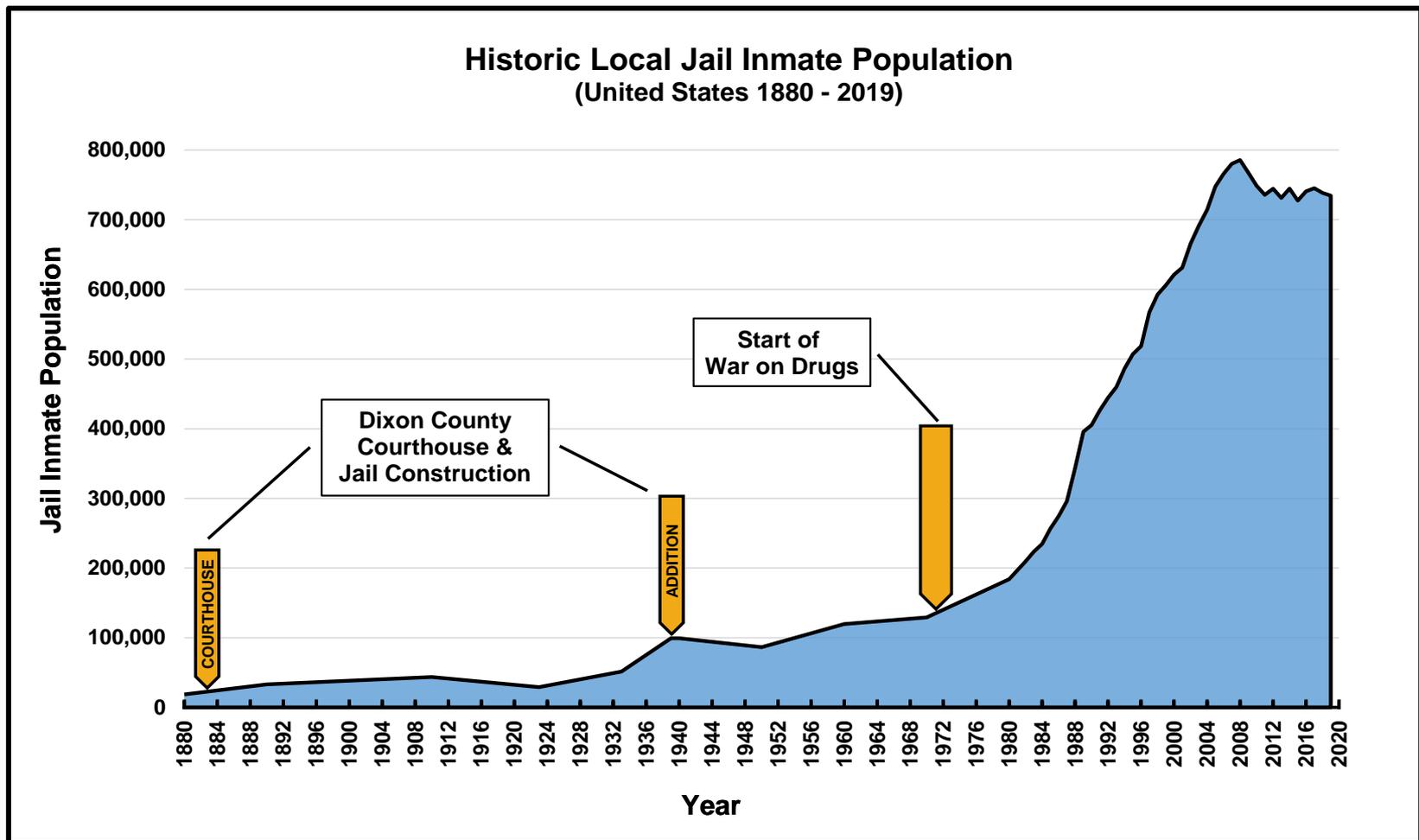
LOCAL JAILS - NATIONALLY



Source: Source: U.S. Bureau of Justice Statistics

- Dixon County Jail completed construction in 1940
- ‘The War on Drugs’ began in 1971





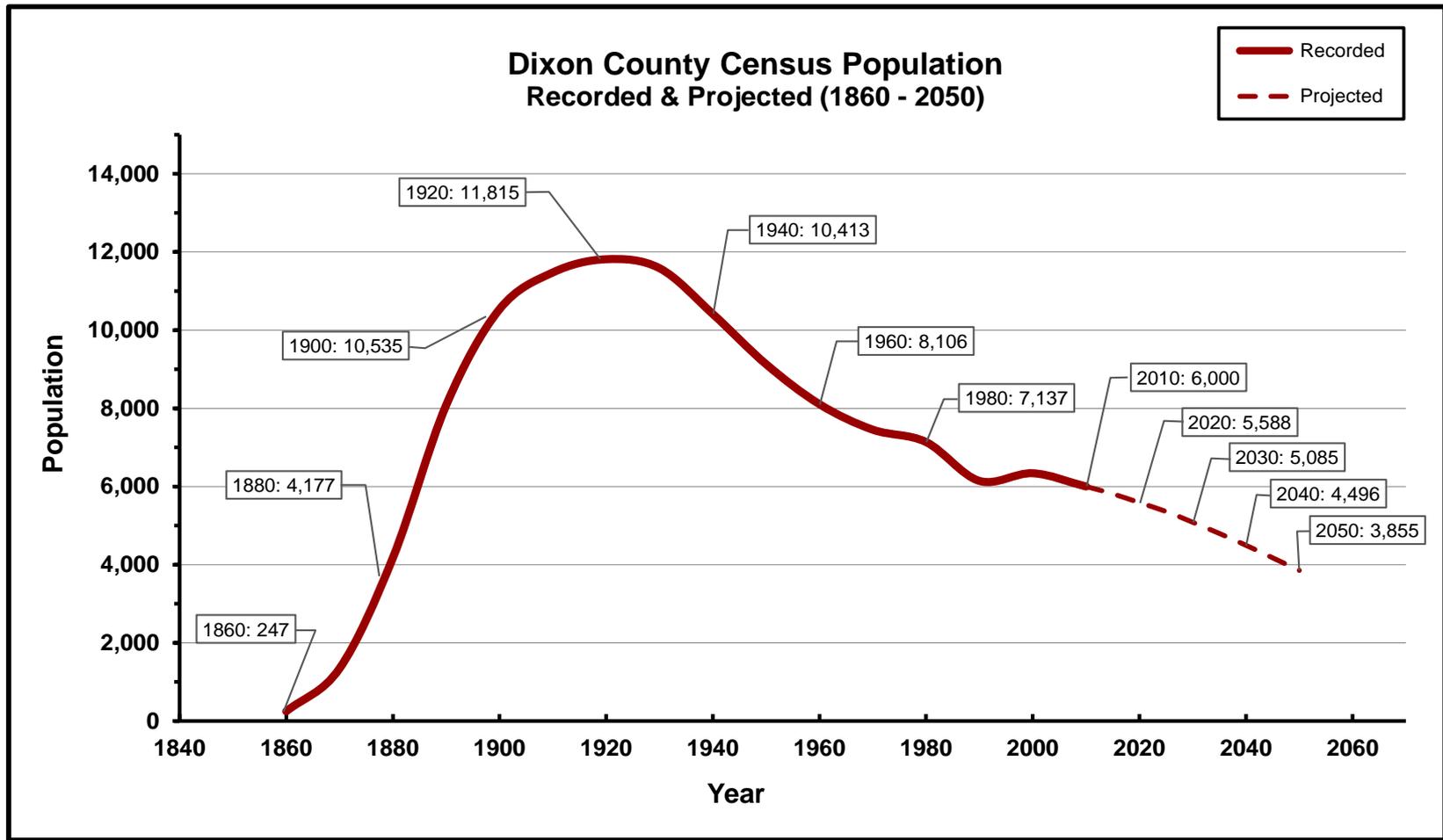
Source: Source: U.S. Bureau of Justice Statistics

- National inmate growth delayed two decades in rural counties
- No means to anticipate this growth in 1940





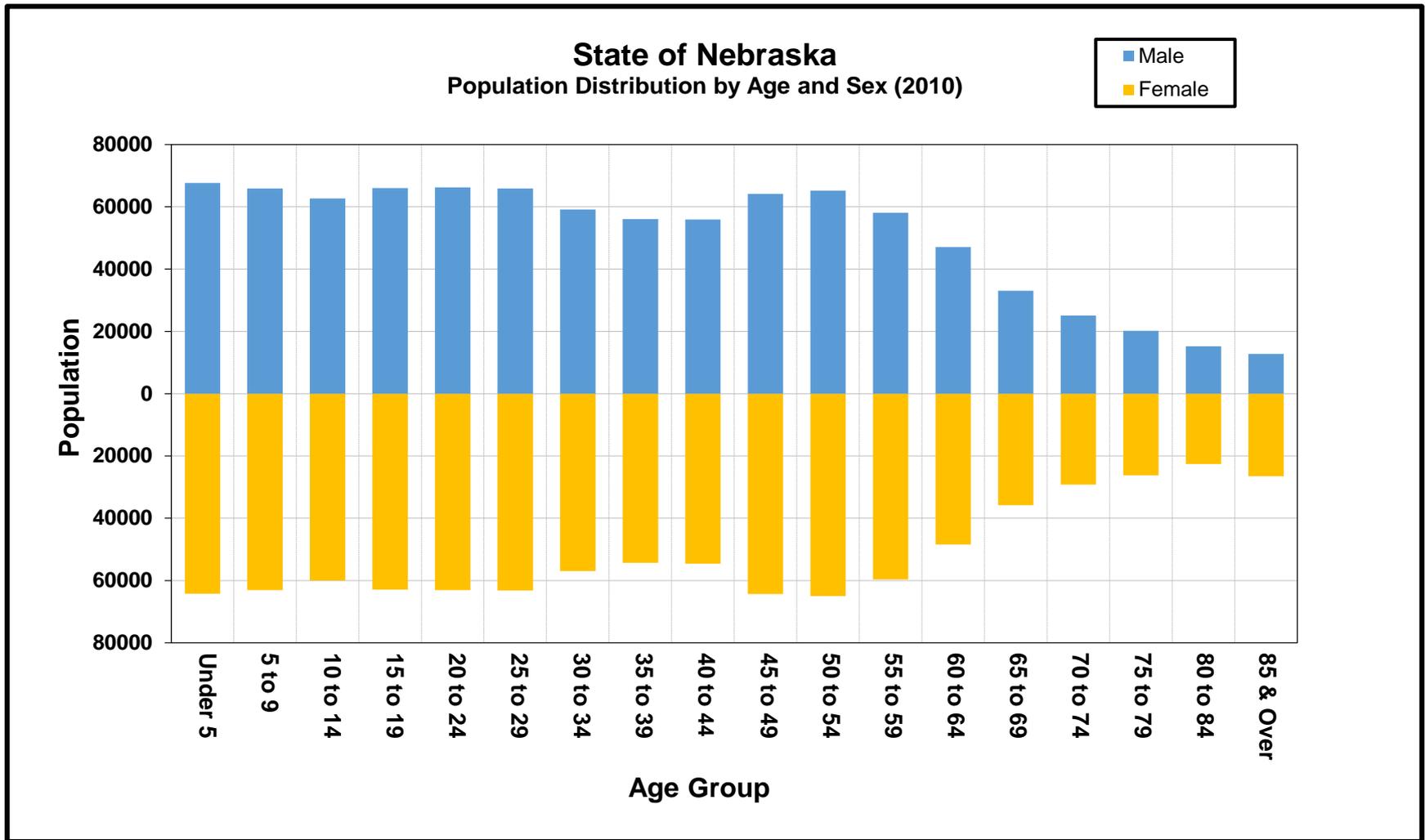
# COUNTY BACKGROUND & JAIL INMATES



Source: Source: Nebraska Department of Economic Development & U.S. Census Bureau: 2010 Census

- Strong early county growth followed steady decline since 1930
- At this time, decline is forecasted to continue to 2050

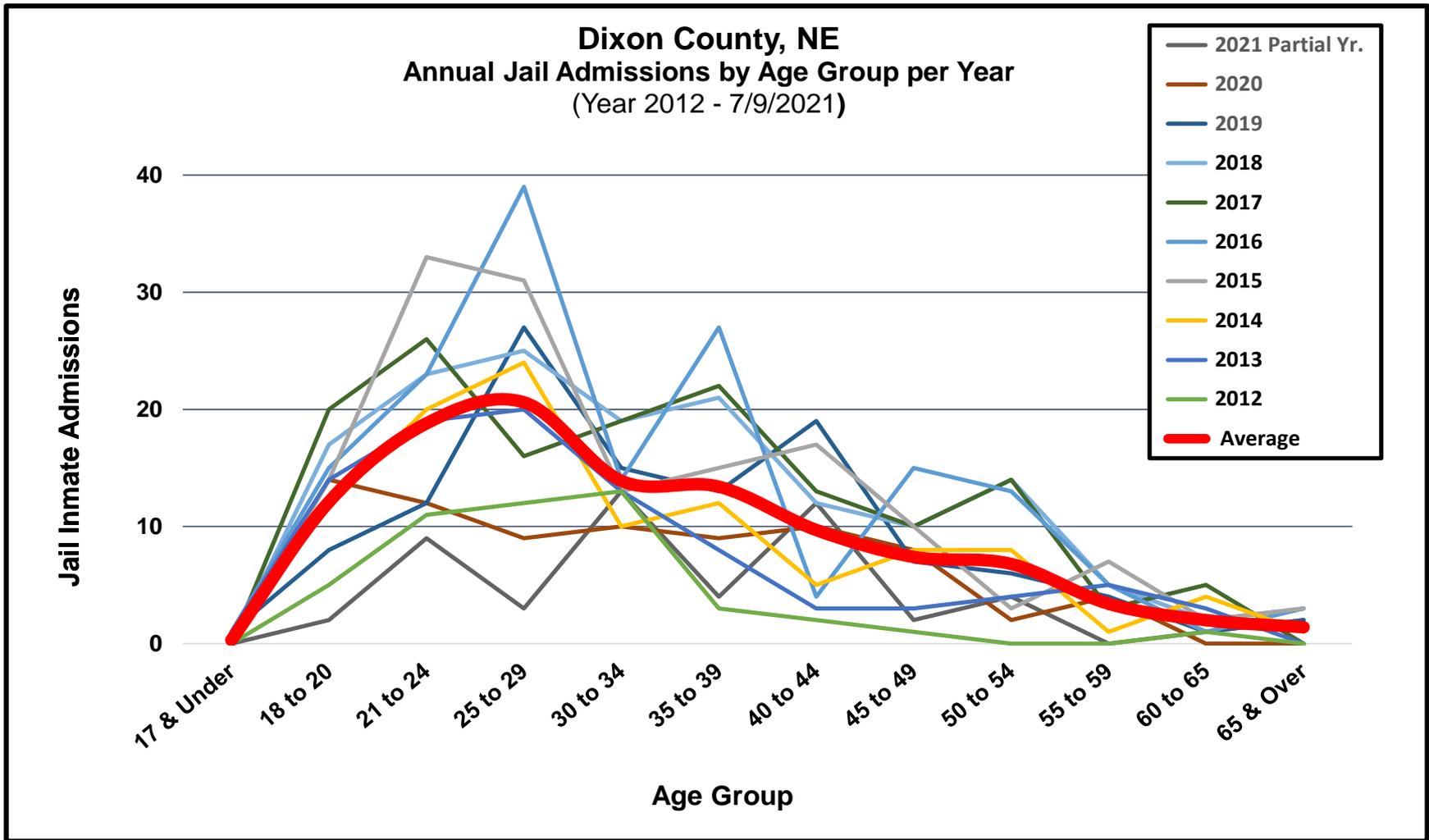




Source: U.S. Census Bureau: 2010 Census

- State of Nebraska's "Coke Bottle" Population by Age Group
- Common Concern for County Jails is Age Group 20-24

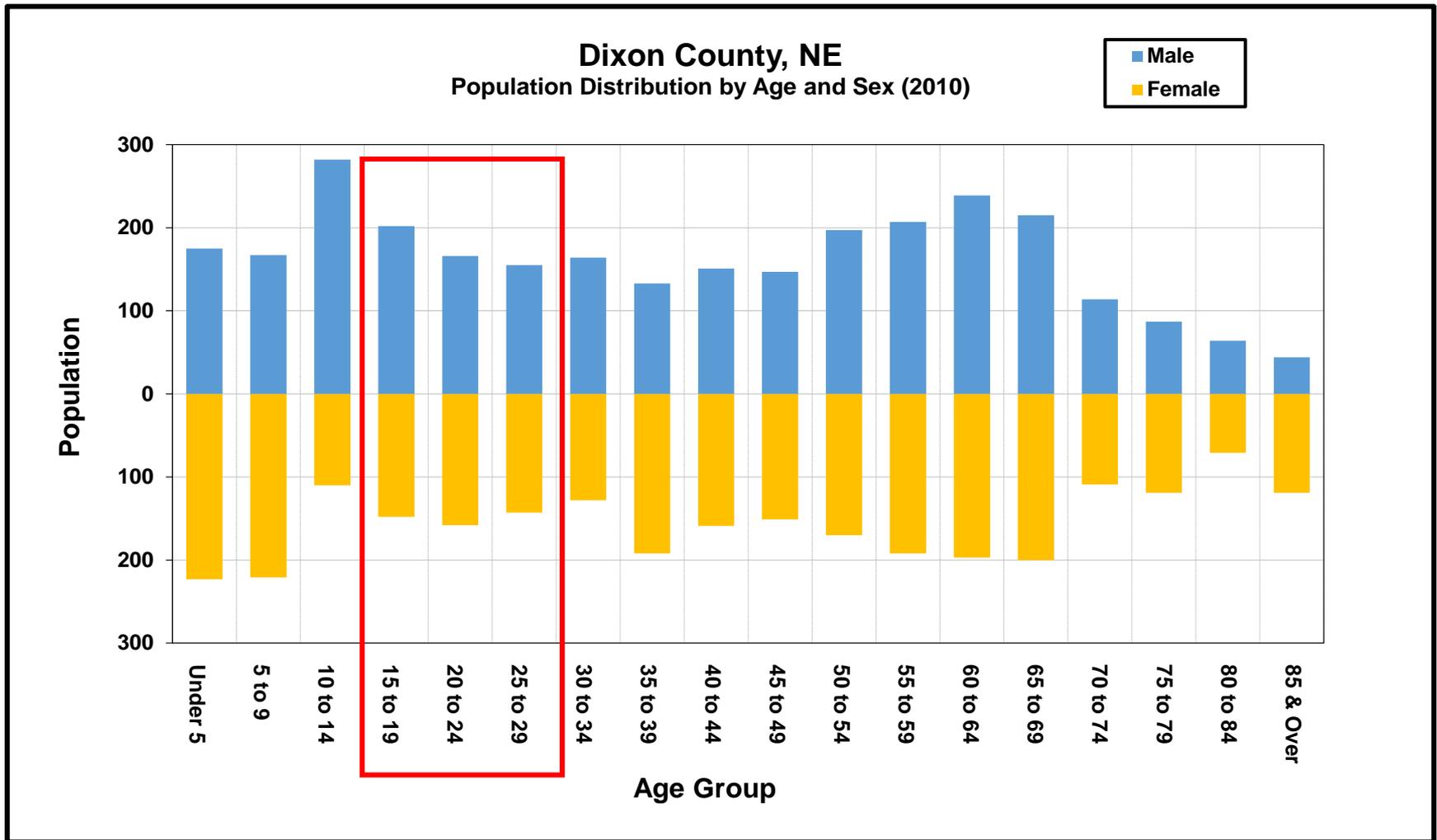




Source: Nebraska Crime Commission Statistical Analysis Center

- Age Group 21 to 24 is most prone to arrest & jail admission
- Dixon County's 25 to 29 is highest across the above years



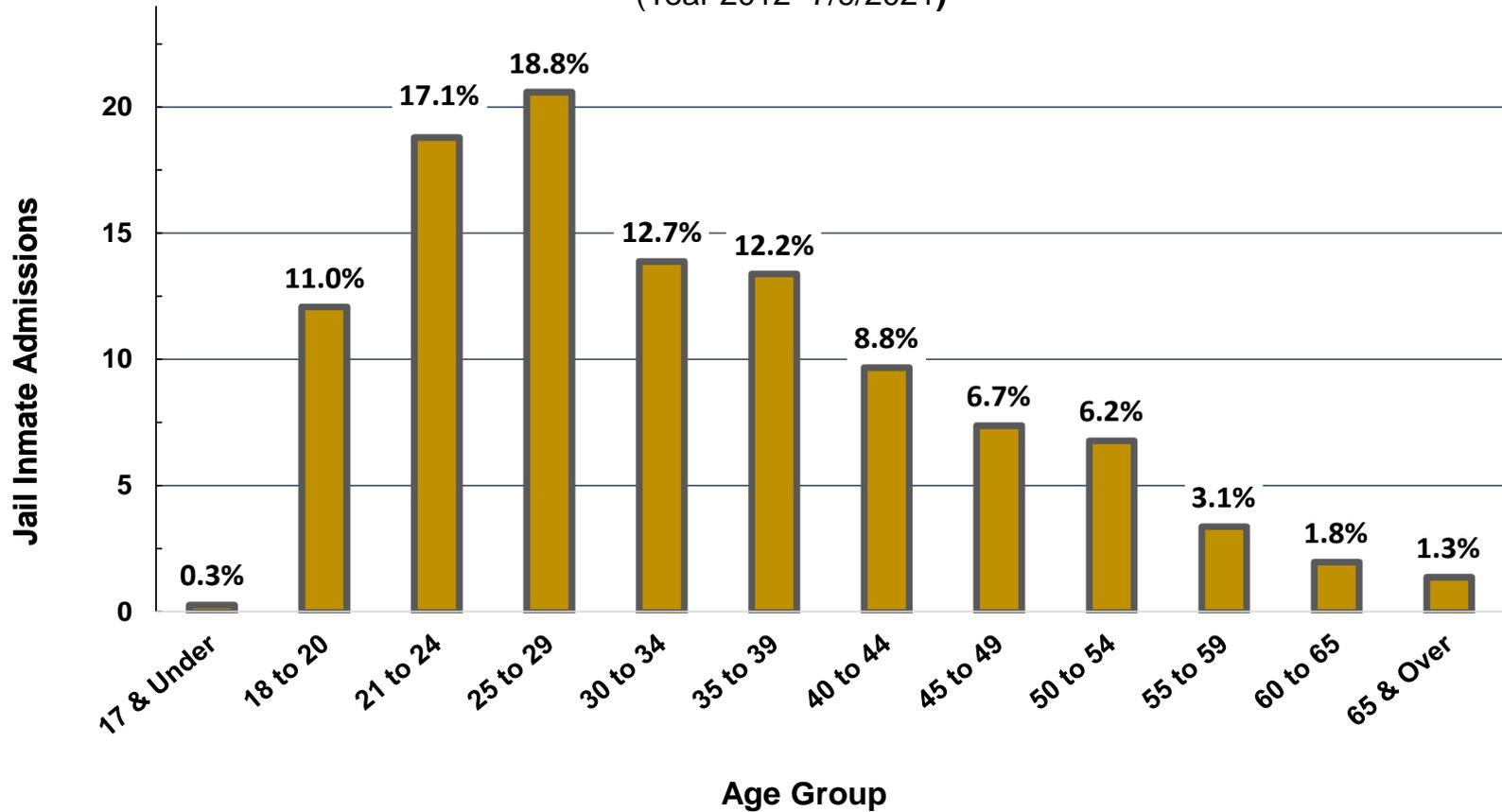


Source: U.S. Census Bureau: 2010 Census. NOTE: 10-14 likely contains a record error between Male & Female counts.

- Above 15-29 age range likely result of youth-flight to urban areas
- Indicates declining populations with lower jail demands



**Dixon County, NE**  
**Jail Admissions by Age Group**  
(Year 2012 -7/9/2021)

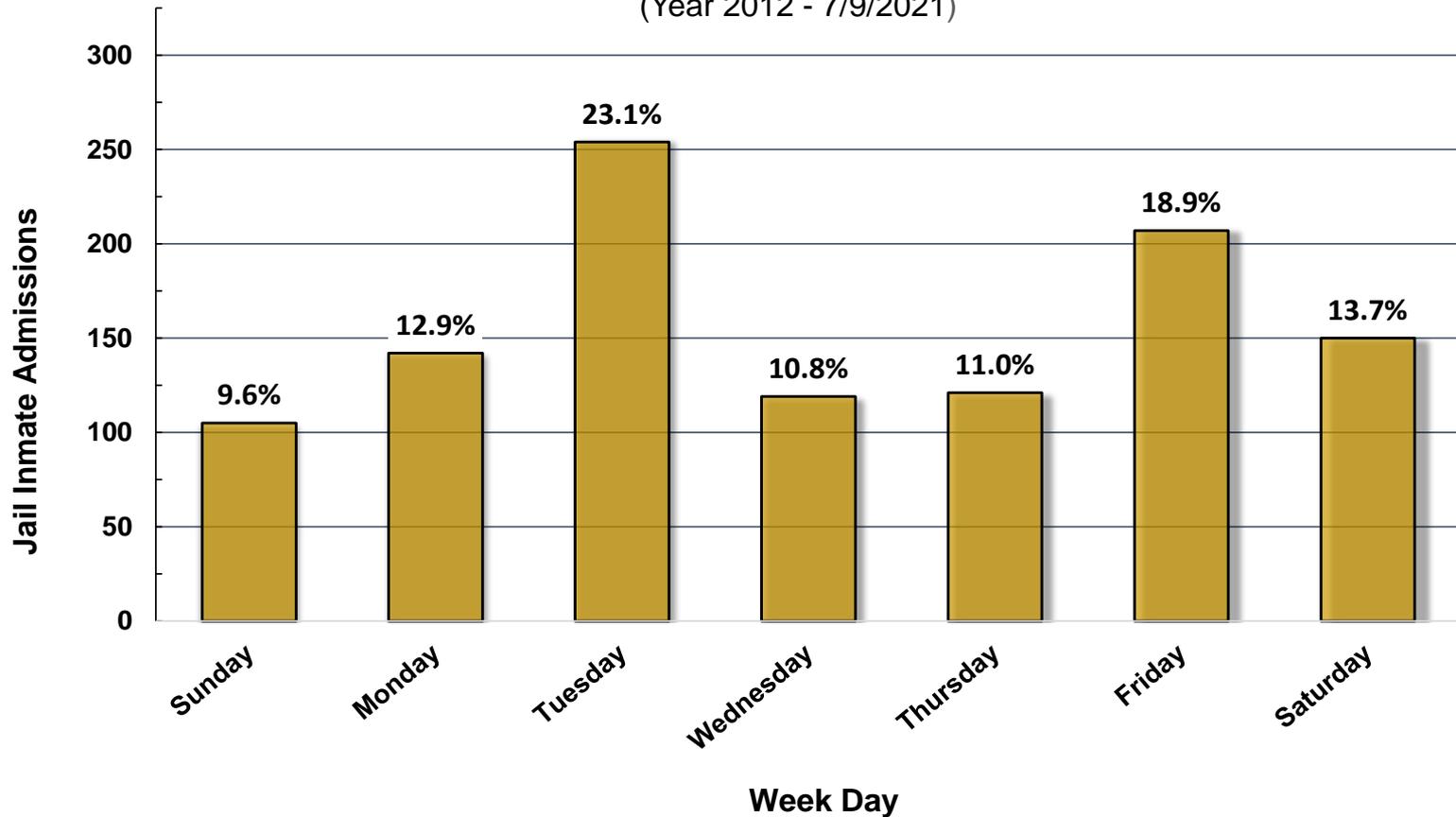


Source: Nebraska Crime Commission Statistical Analysis Center

- Ages 18 through 29 account for 46.9% of admissions (low)
- Ages 18 through 34 account for 40.4% of admissions (high)



**Dixon County, NE**  
**Average Jail Admissions by Week Day**  
(Year 2012 - 7/9/2021)

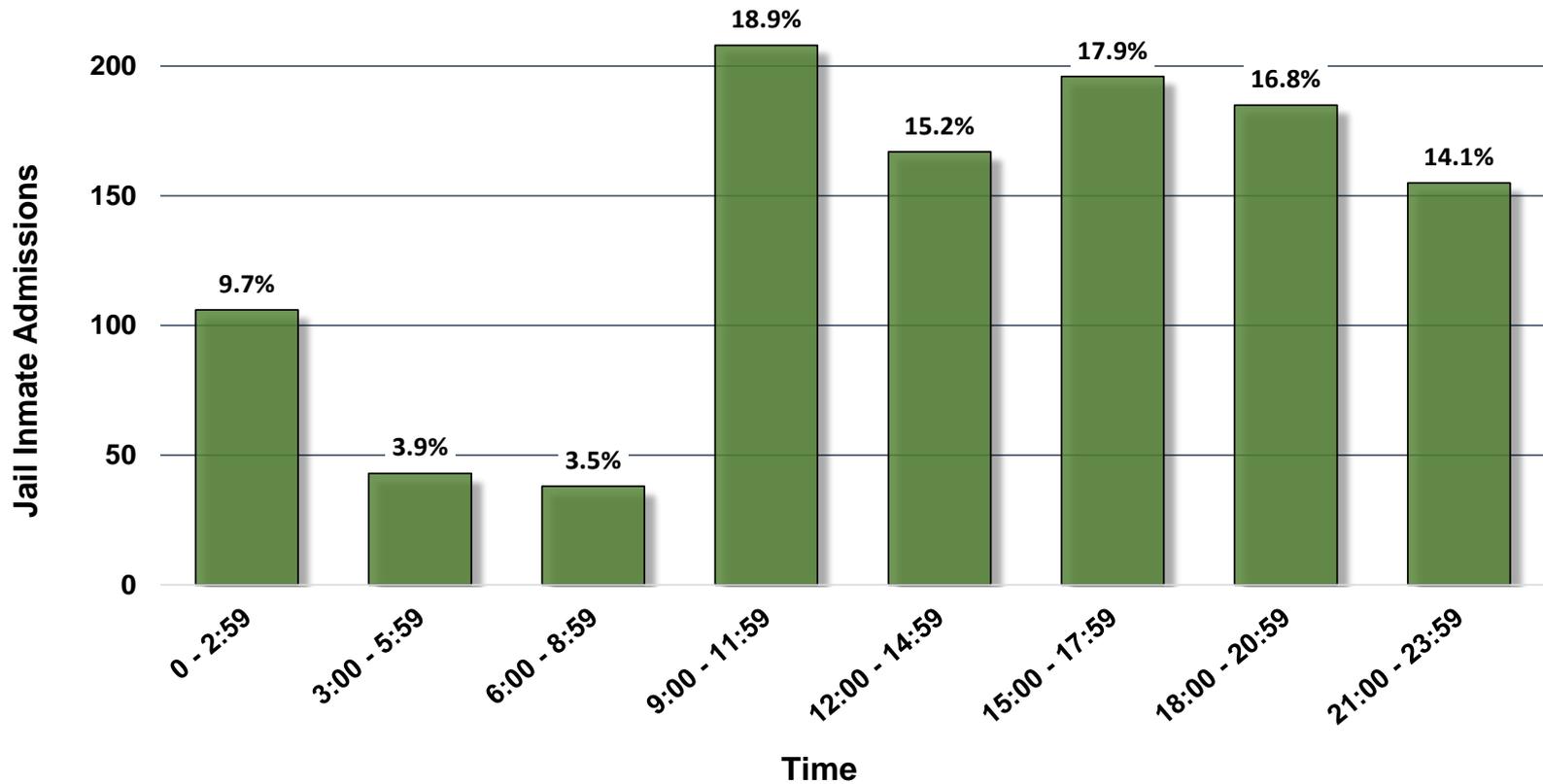


Source: Nebraska Crime Commission Statistical Analysis Center

- Tuesdays and Fridays are peak days for jail admissions
- Saturdays and Mondays are the next highest days for admissions.



**Dixon County, NE**  
**Average Jail Admissions by Time**  
(Year 2012 - 7/9/2021)

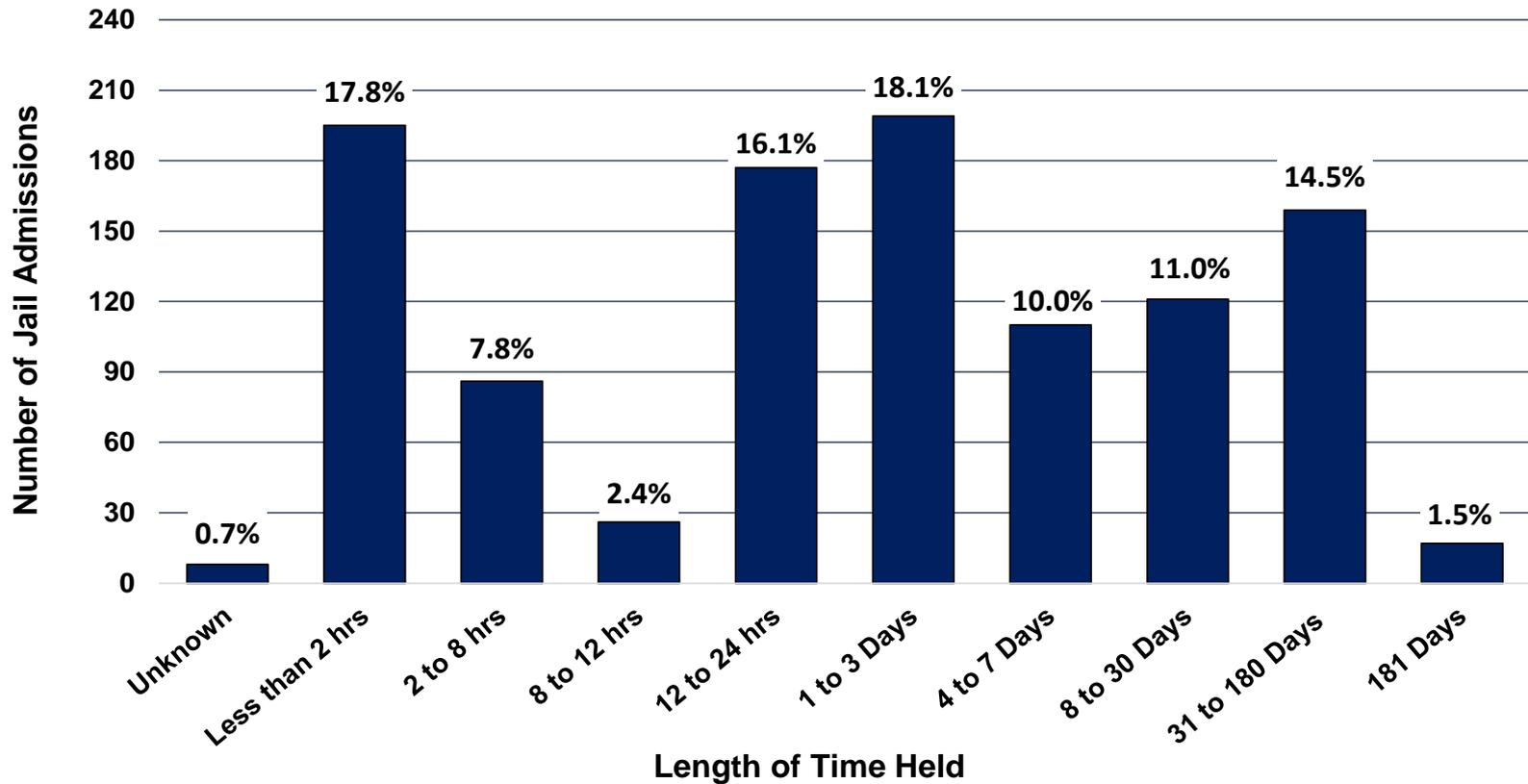


Source: Nebraska Crime Commission Statistical Analysis Center

- 9am to Midnight are peak hours for jail admissions



### Dixon County, NE Percent of Jail Admissions Held by Time (Year 2012 - 7/9/2021)



Source: Nebraska Crime Commission Statistical Analysis Center

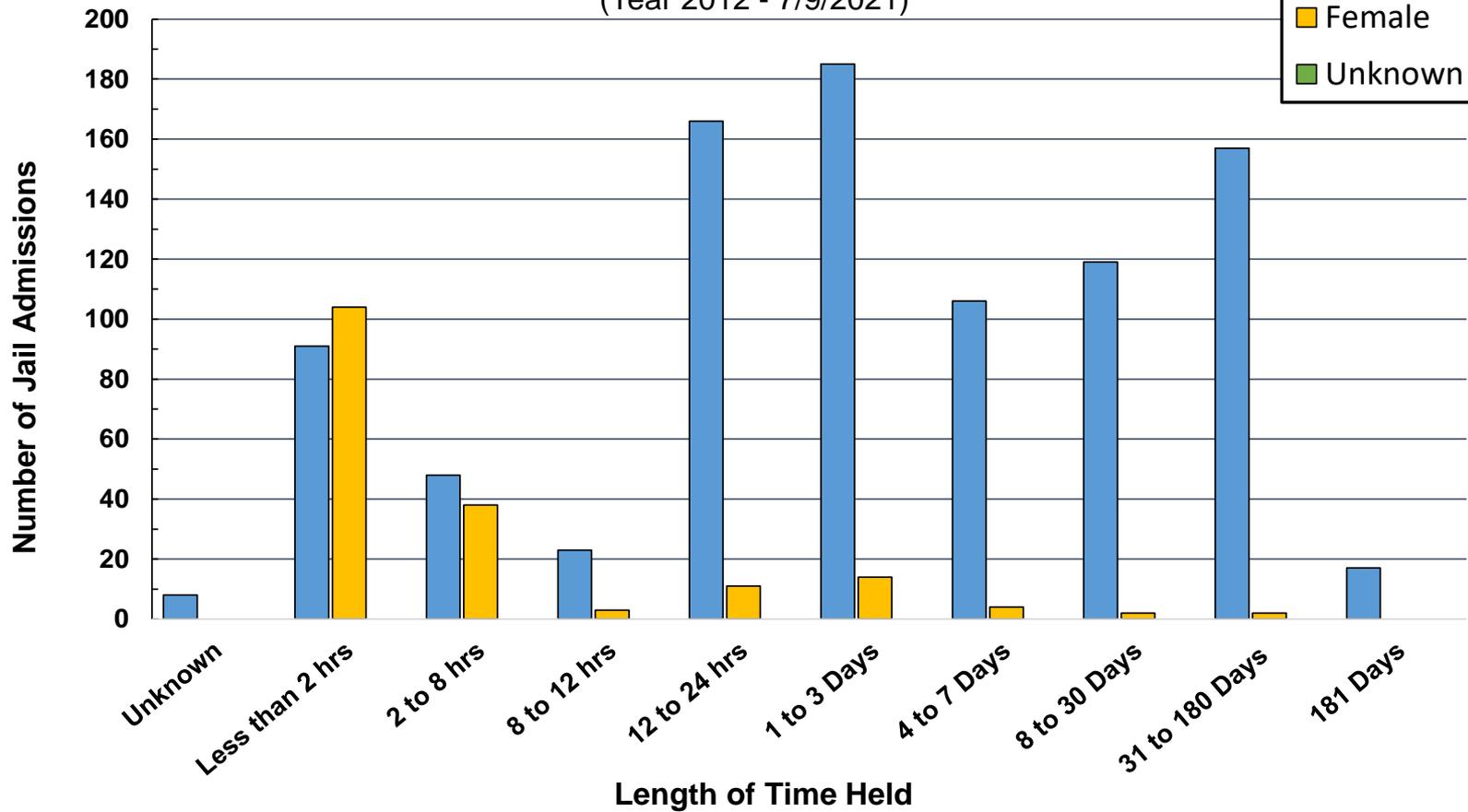
- Less than 2-hours & 12- to 72-hours the most common length of time jail admissions are held



## Dixon County, NE

### Jail Admissions - Days Held by Gender

(Year 2012 - 7/9/2021)

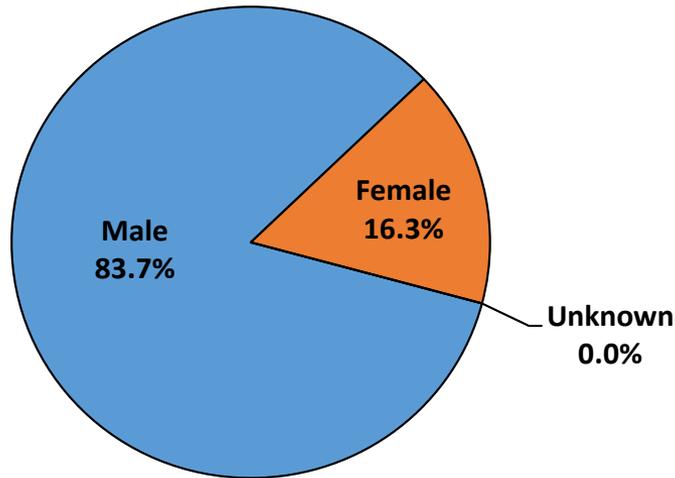


Source: Nebraska Crime Commission Statistical Analysis Center

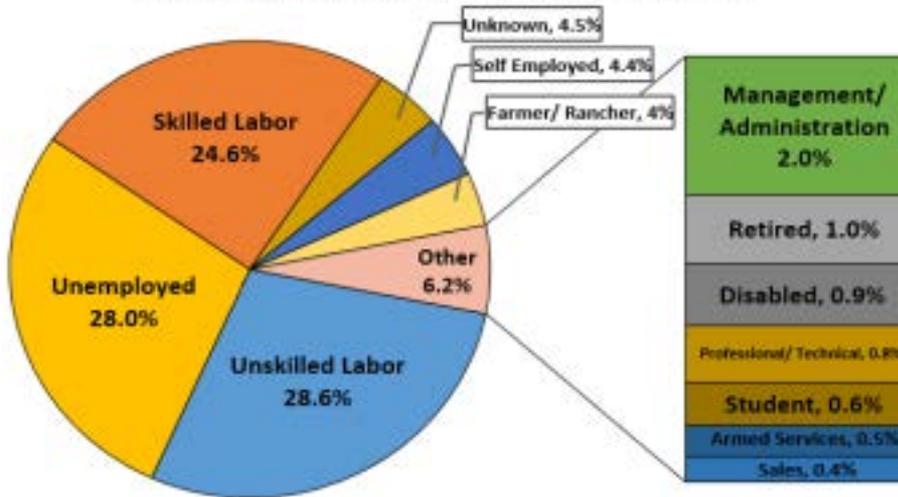
- Female inmates commonly serve shorter sentences
- Males serve longer sentences for more violent offenses



**Dixon County, NE**  
**Jail Admissions by Gender (Year 2012 - 7/9/2021)**



**Dixon County, NE**  
**Occupation of Jail Inmates (Year 2012 - 7/9/2021)**

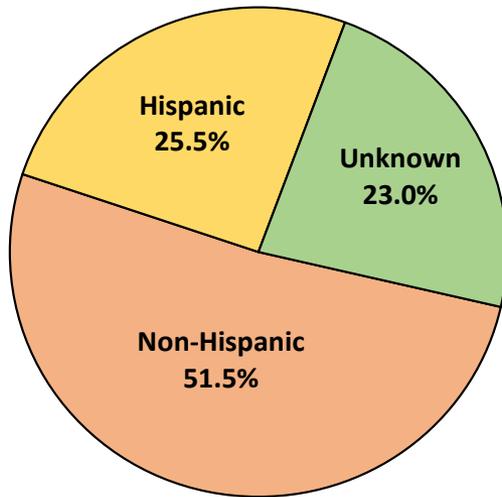


- Inmates demographics typically represent the makeup of the county
- 83.7% Male
- 16.3% Female
- Females inmates are a growing jail population
- Inmate with mental health issues are a growing population
- Skilled, Unemployed, and Unskilled Labor represent 81.2% of Dixon County jail inmate population



Source: Dixon County, Nebraska, EnterPol Solutions for Public Safety, Prochaska & Associates

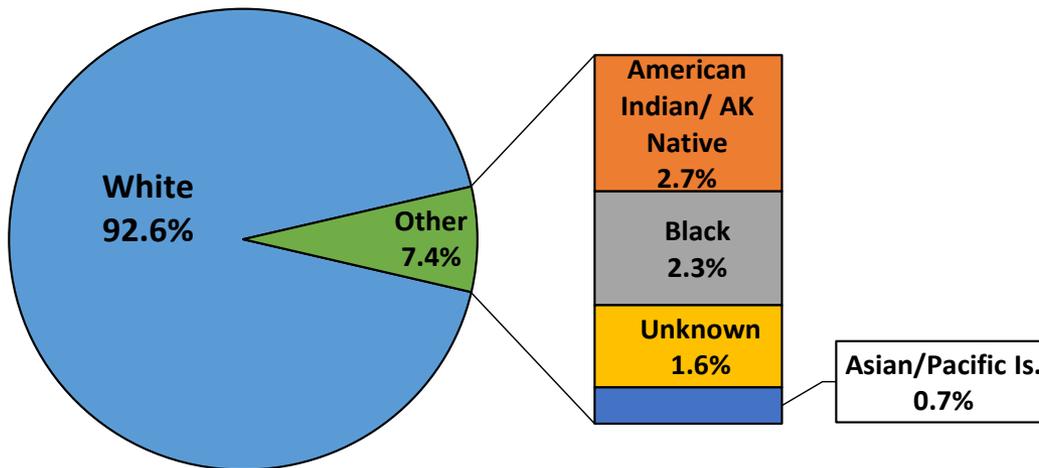
**Dixon County, NE**  
**Ethnicity of Jail Admissions (Year 2012 - 7/9/2021)**



## INMATE ETHNICITY

- 51.5% - Non-Hispanic
- 25.5% - Hispanic
- 23.0% - Unknown

**Dixon County, NE**  
**Race of Jail Admissions (Year 2012 - 7/9/2021)**



## INMATE RACE

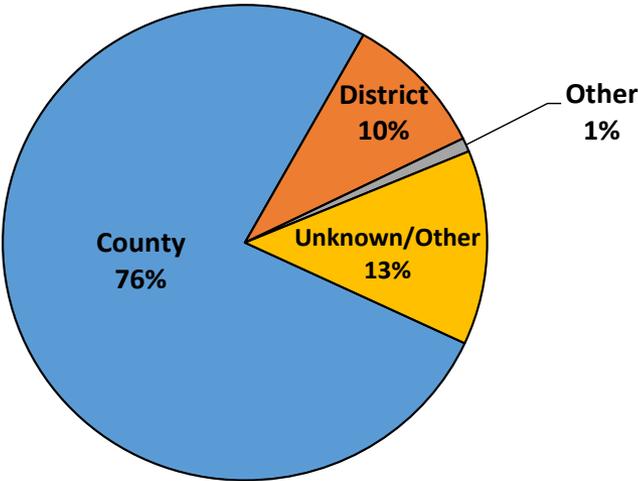
- 92.6% - White
- 2.7% - Amer. Indian/ AK Native
- 2.3% - Black
- 1.6% - Unknown
- 0.7% - Asian/Pac. Is.



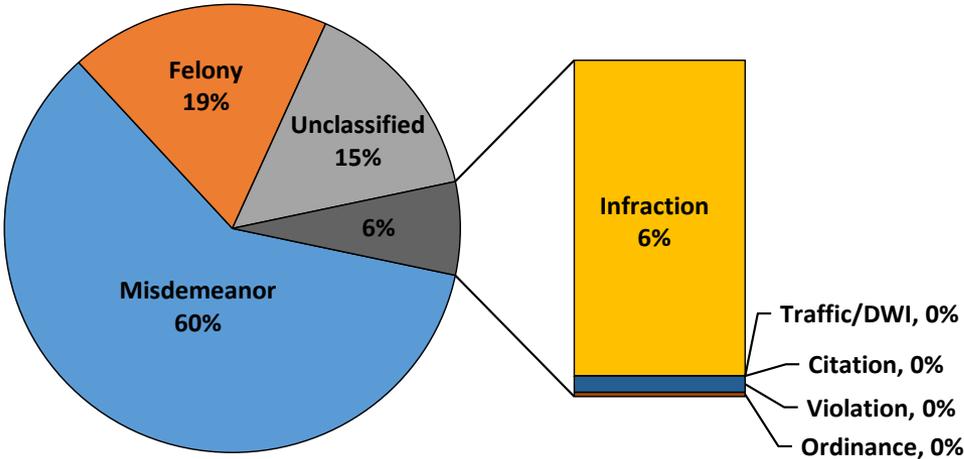
# JUDICIAL AUTHORITY

- 76% - County
- 13% - Unknown
- 10% - District
- 1% - Other

**Dixon County**  
**Judicial Authority of Jail Admissions (Year 2012 to July 2021)**



**Dixon County**  
**Charge of Jail Admissions (Year 2012-July 2021)**

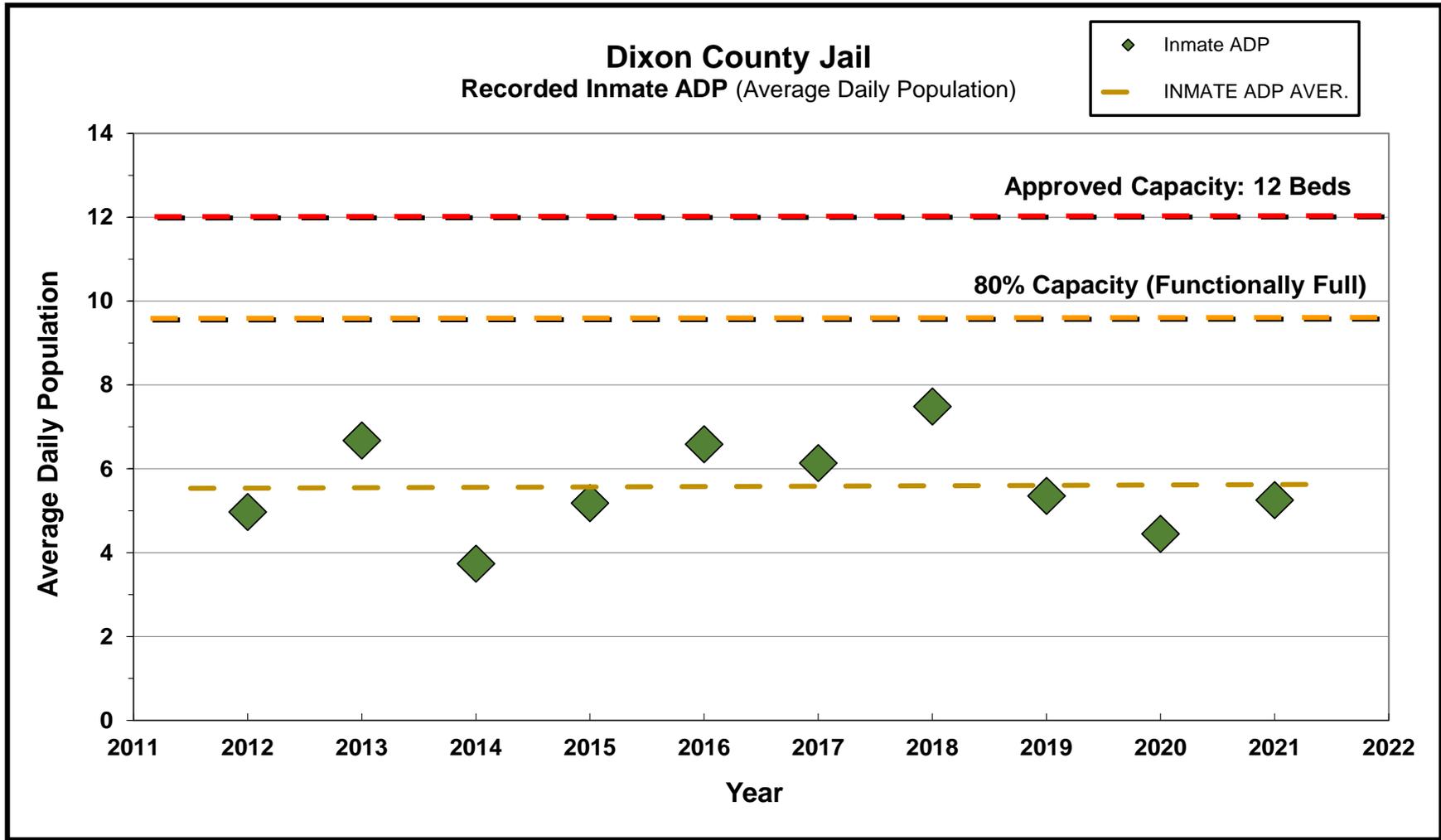


# JAIL ADMISSION CHARGE

- 60% - Misdemeanor
- 19% - Felony
- 15% - Unclassified
- 6% - Infraction

Source: Dixon County, Nebraska, EnterPol Solutions for Public Safety, Prochaska & Associates

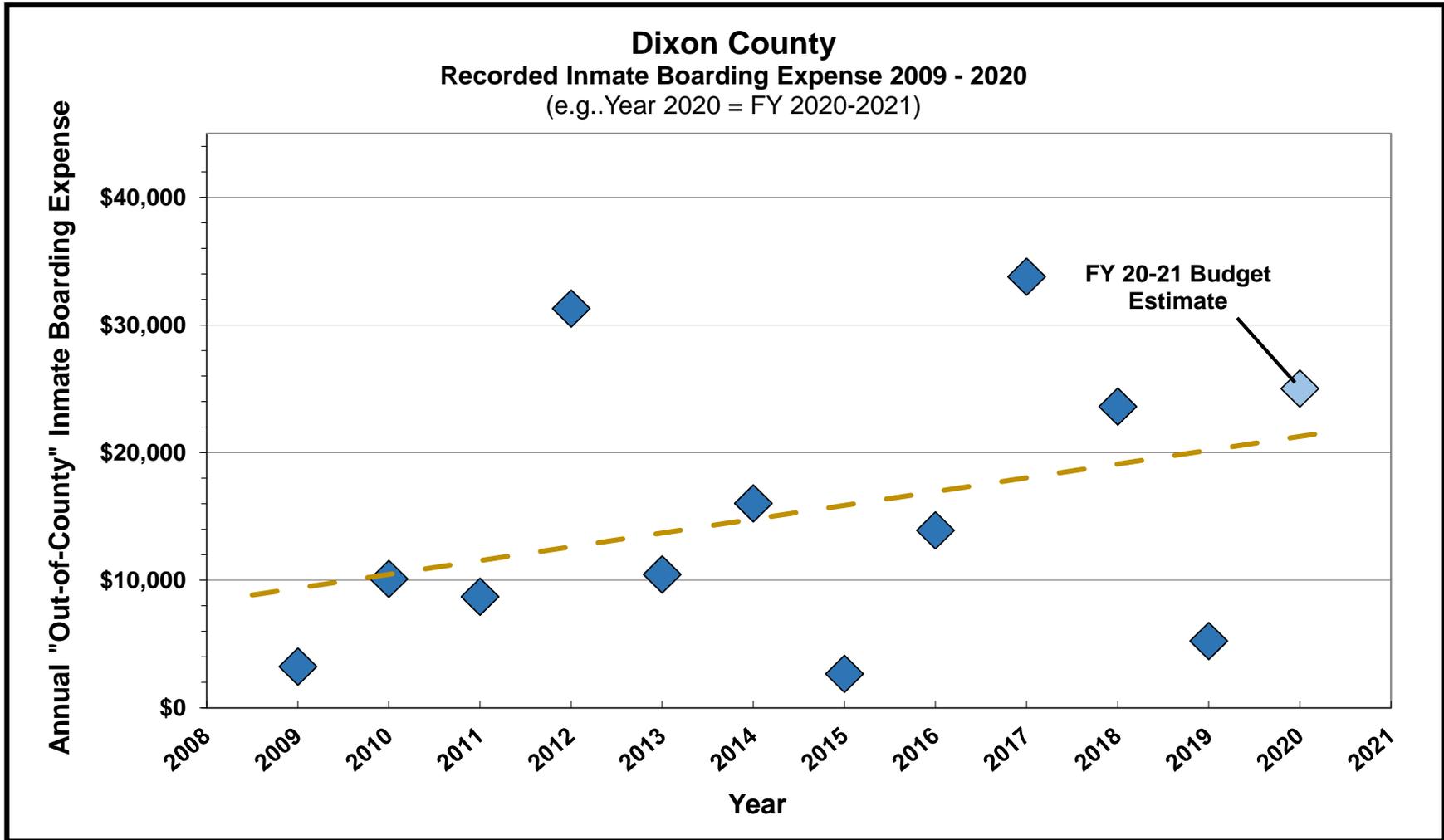




Source: Dixon County, Nebraska, Enterpol Solutions for Public Safety, Prochaska & Associates

- Annual Average ADP is below capacity
- Growth is slight, but steady





Source: Dixon County Nebraska, Prochaska & Associates,

- Inmate Boarding Expense is growing at 10.8% Annually
- Estimated Boarding Cost for next 30-Years: \$1,200,000





# INMATE FORECAST & PEAK CAPACITY FACTOR

## Projecting Jail Capacity Needs

**PURPOSE:** To determine the number of beds necessary to house county inmates now and in the future.

### Methods Used\*

#### 1. Linear Regression Method

- Peak Population Capacity Modifier

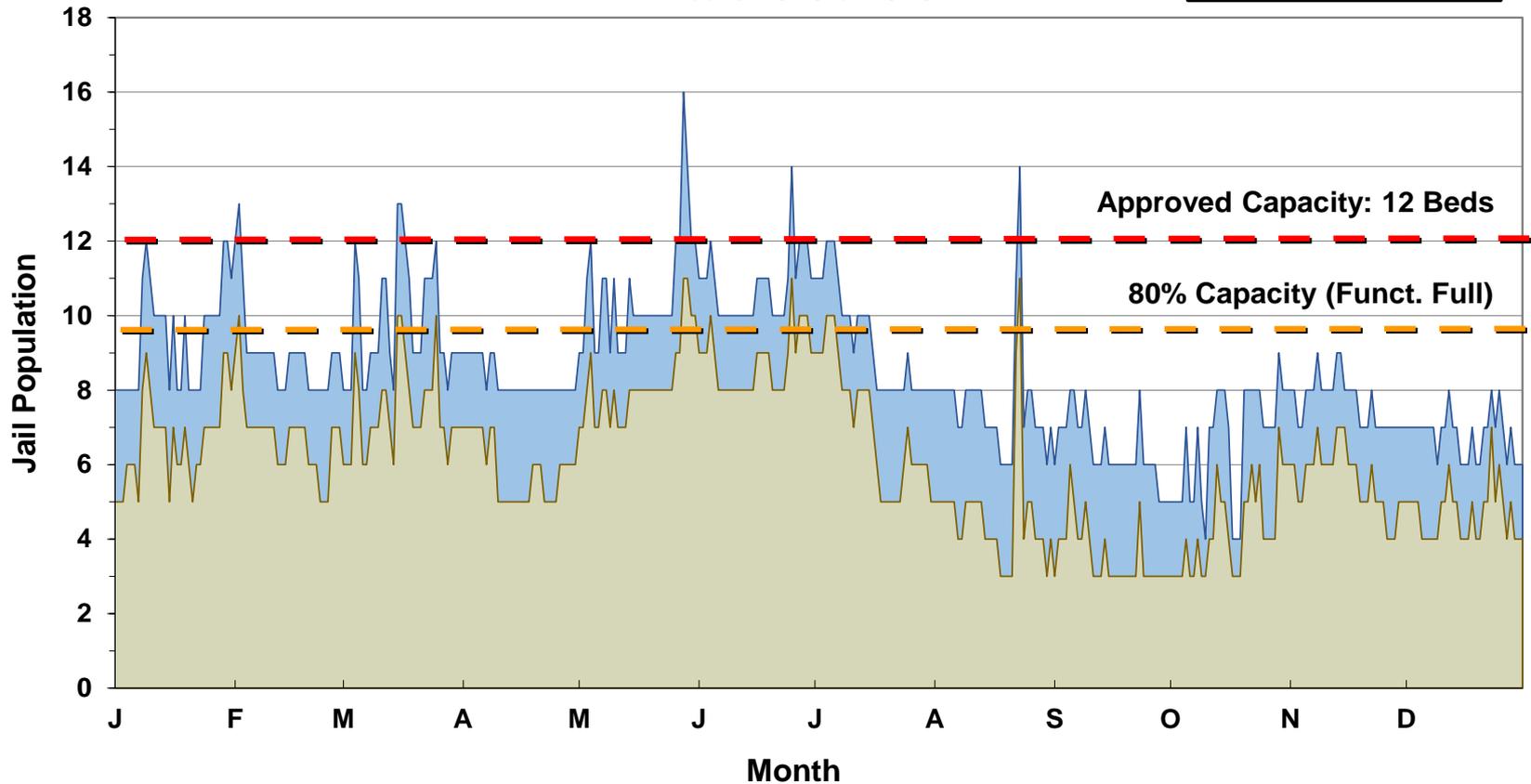
#### 2. Incarceration Rate Method

- Peak Population Capacity Modifier

\*Based on Historical Data from County, State, and National sources.



### Dixon County Jail Peak Daily Jail Population Years 2018 & 2019



Source: Office of Dixon County Sheriff's Office

- Smaller Jails have larger 'swings' in daily jail inmate population levels
- Each inmate represents 8.3% of approved capacity



## Dixon County, NE

### Peak Factor

(Average of Most Recent "Non-Covid 19" Years, 25-Highest Days for Peak Inmate Levels)

Rank	Year 2018 Peak Daily Inmate Population	Year 2018 Number of Occurrences	Year 2019 Peak Daily Inmate Population	Year 2019 Number of Occurrences
1	16	1	11	4
2	14	3	10	13
3	13	3	9	8
4	12	18	-	-
5	-	-	-	-

2018 Average Peak Count: 12.52

2018 Annual ADP: 8.50

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2018 Peak Factor: 1.47

2018 Peak Factor: 1.47

2019 Peak Factor: 1.61

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**Forecast Peak Factor: 1.54**

2019 Average Peak Count: 9.84

2019 Annual ADP: 6.11

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2019 Peak Factor: 1.61

*Source: Prochaska & Associates, U.S. Census Bureau, Dixon County Sheriff's Office*

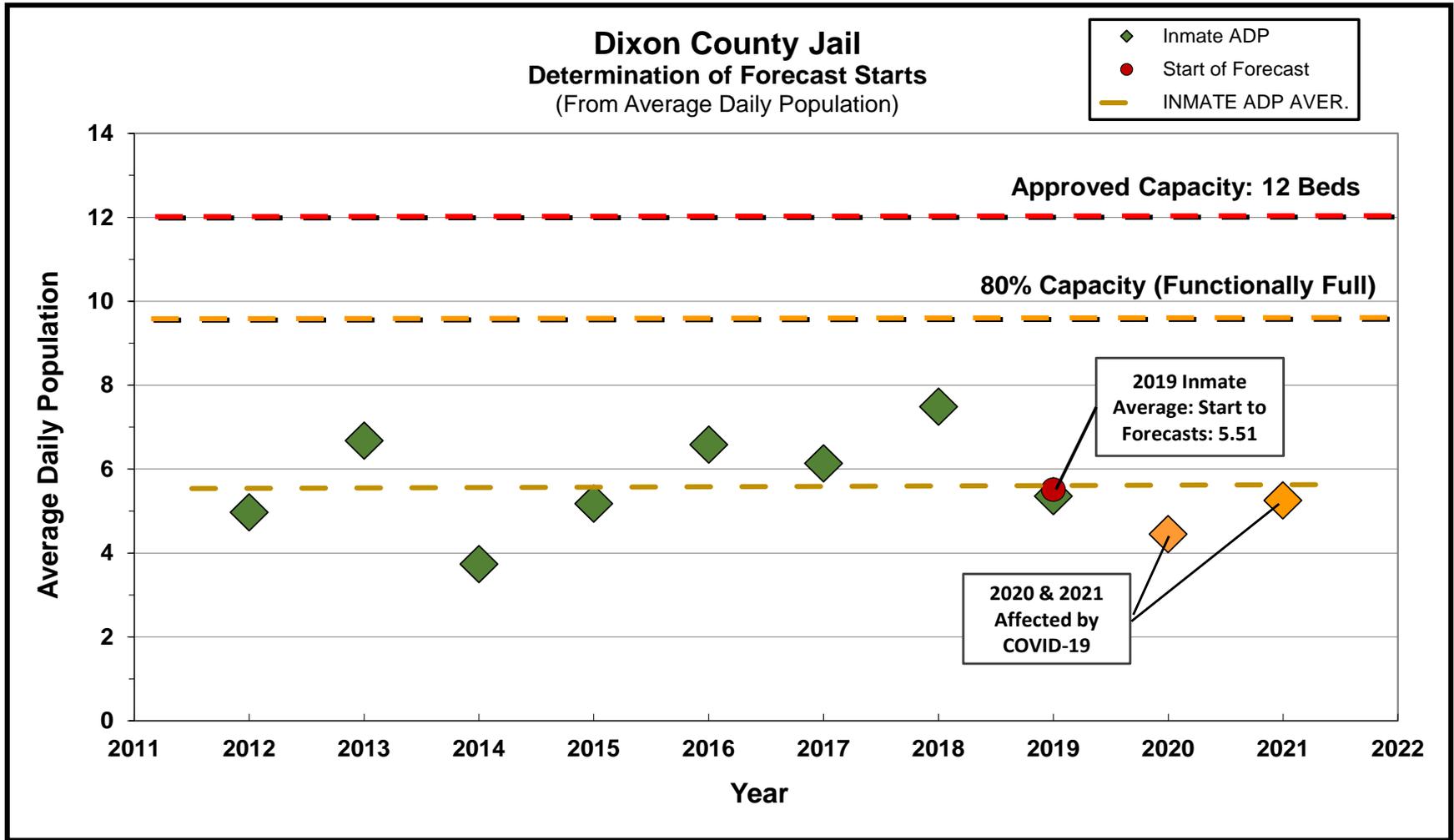
- Dixon County Peak Factor = 1.54
- 1.54 is the average from the two most-recent years of data (non-Covid 19 years)
- Bed Needs will be 1.54 times the forecasted inmate level



**AVERAGE DAILY POPULATION – PEAK CAPACITY FACTOR**

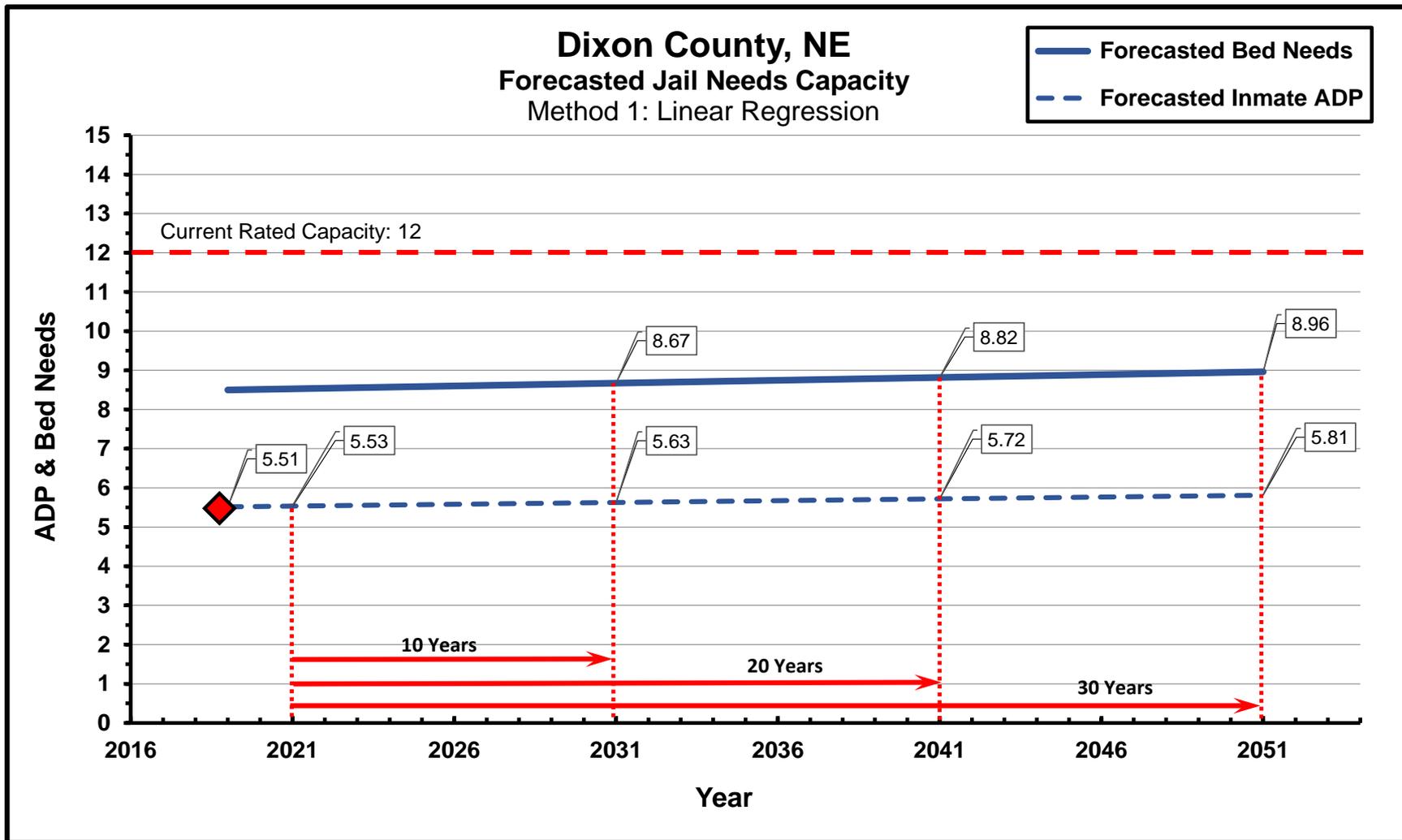


# INMATE POPULATION FORECASTS



Source: Dixon County, Nebraska, Enterpol Solutions for Public Safety, Prochaska & Associates





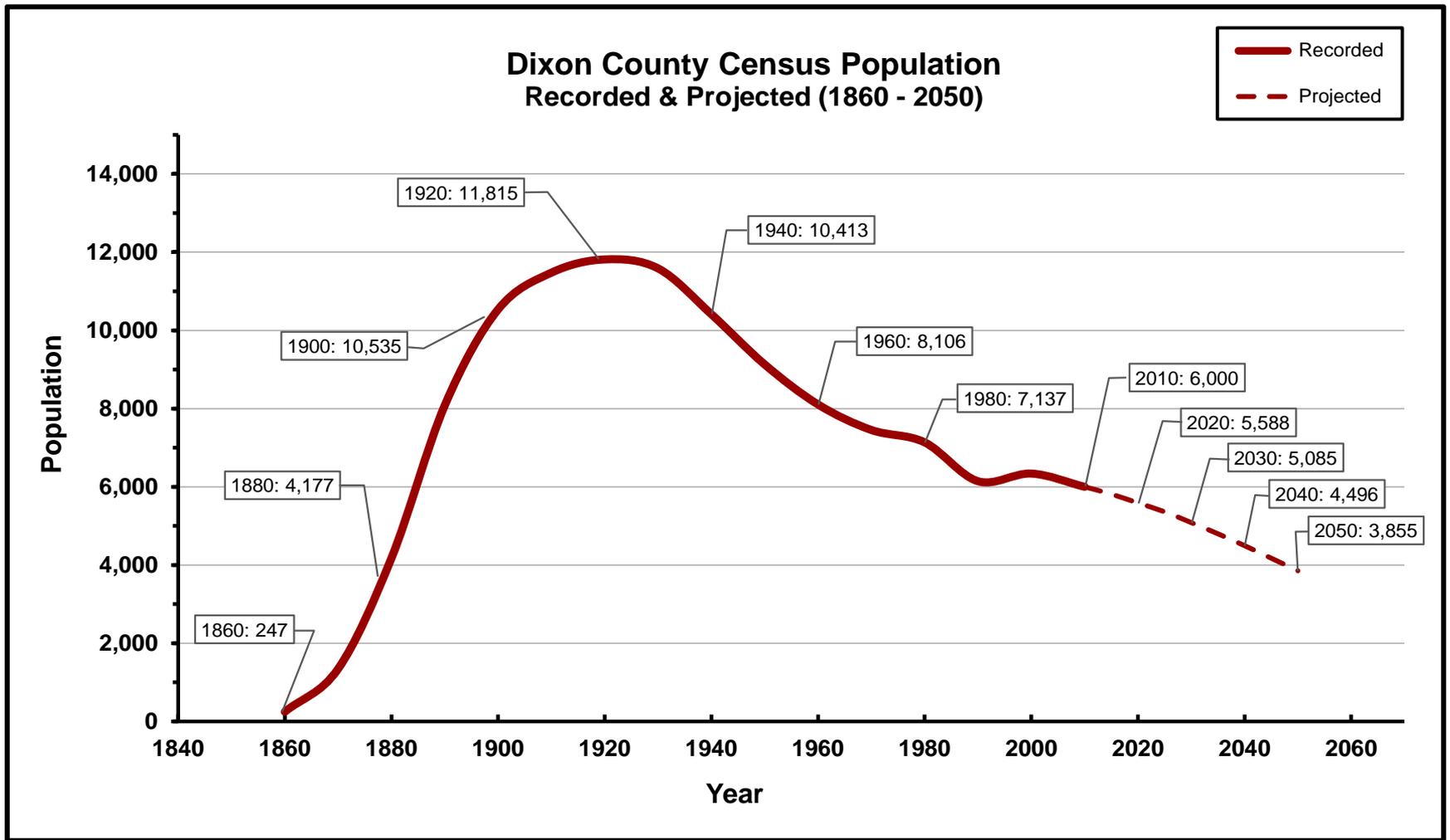
Source: Dixon County, Prochaska & Associates

Method 1 Forecast: Average of 5.63 inmates require 9 Beds in 10 years  
 Average of 5.72 inmates require 9 Beds in 20 years  
 Average of 5.81 inmates require 9 Beds at 30 years





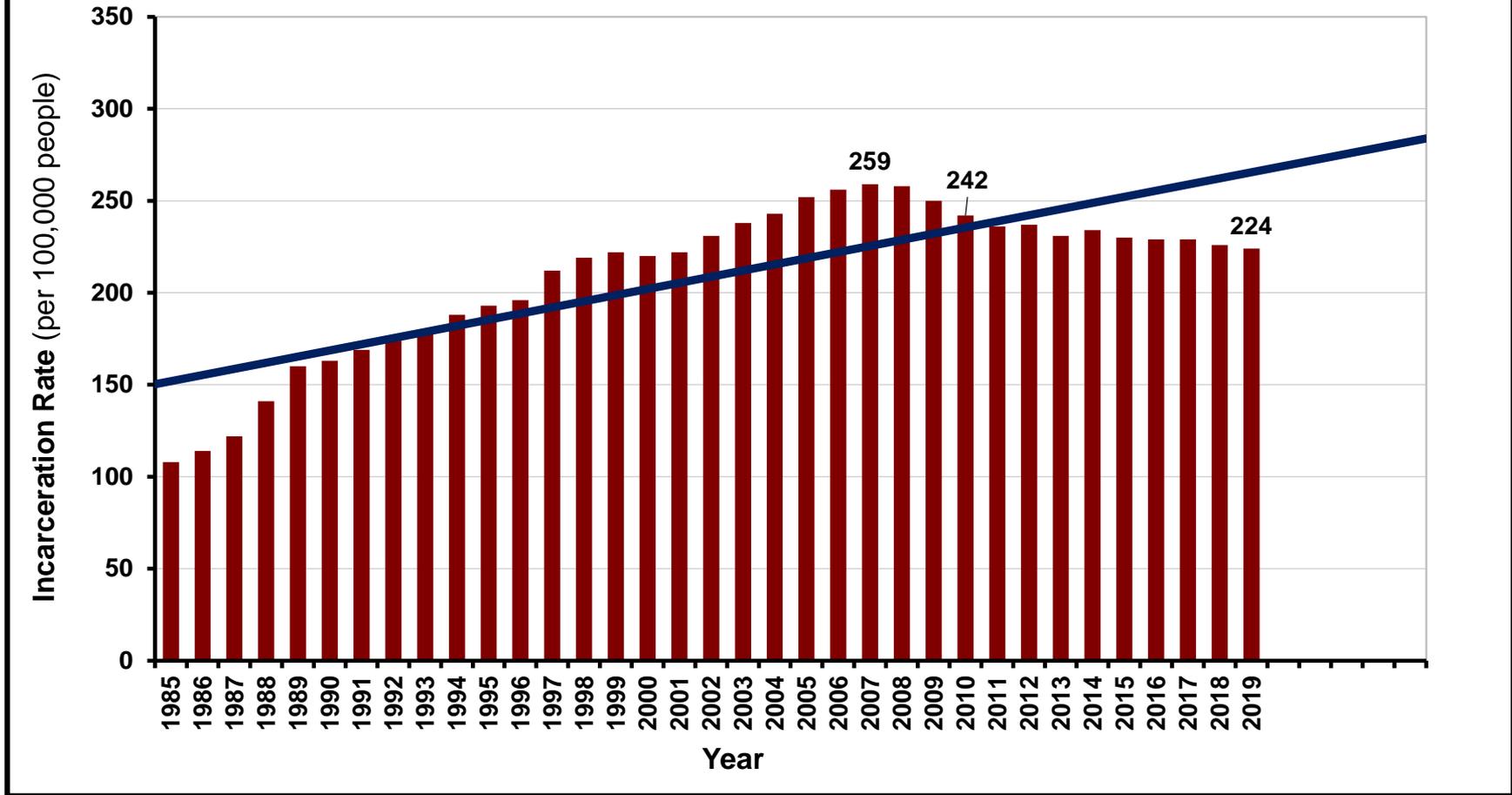
## METHOD 2 – INCARCERATION RATE



Source: Source: Nebraska Department of Economic Development & U.S. Census Bureau: 2010 Census, University of NE - Omaha



## U.S. Jail Incarceration Rate (1985-2019)



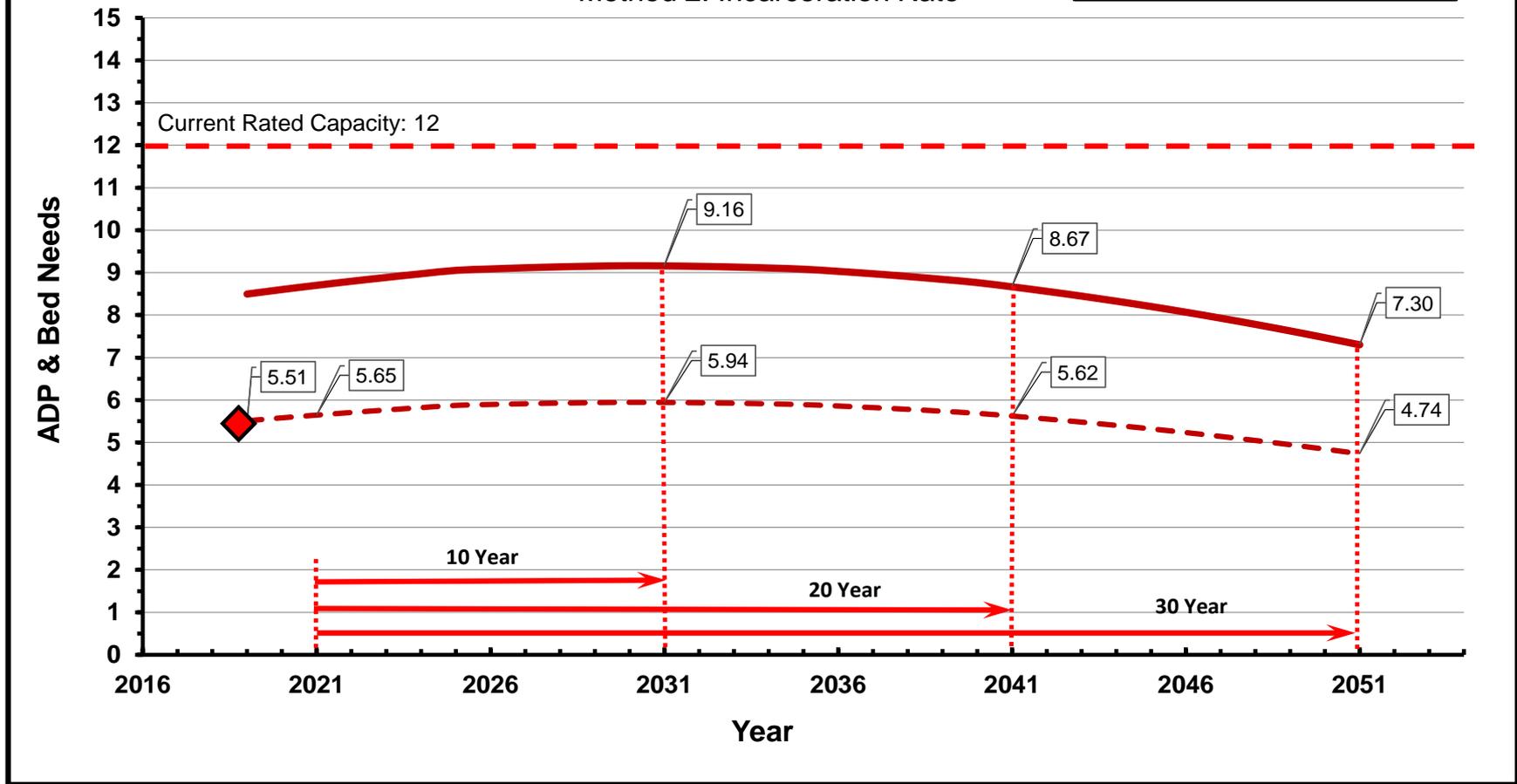
Source: NCJIS Nebraska Criminal Justice Information System

- United States (2010): 242 inmates/100,000 people
- Dixon County, NE (2010): 84.4 inmates/100,000 people



## Dixon County, NE Forecasted Jail Need Capacity Method 2: Incarceration Rate

— Forecasted Bed Needs  
- - - Forecasted Inmate ADP



Source: U.S. Census, U.S. Bureau of Justice Statistics, Prochaska & Associates

Method 2 Forecast: Average of 5.94 inmates require 10 Beds in 10 years  
 Average of 5.62 inmates require 9 Beds in 20 years  
 Average of 4.74 inmates require 8 Beds in 30 years

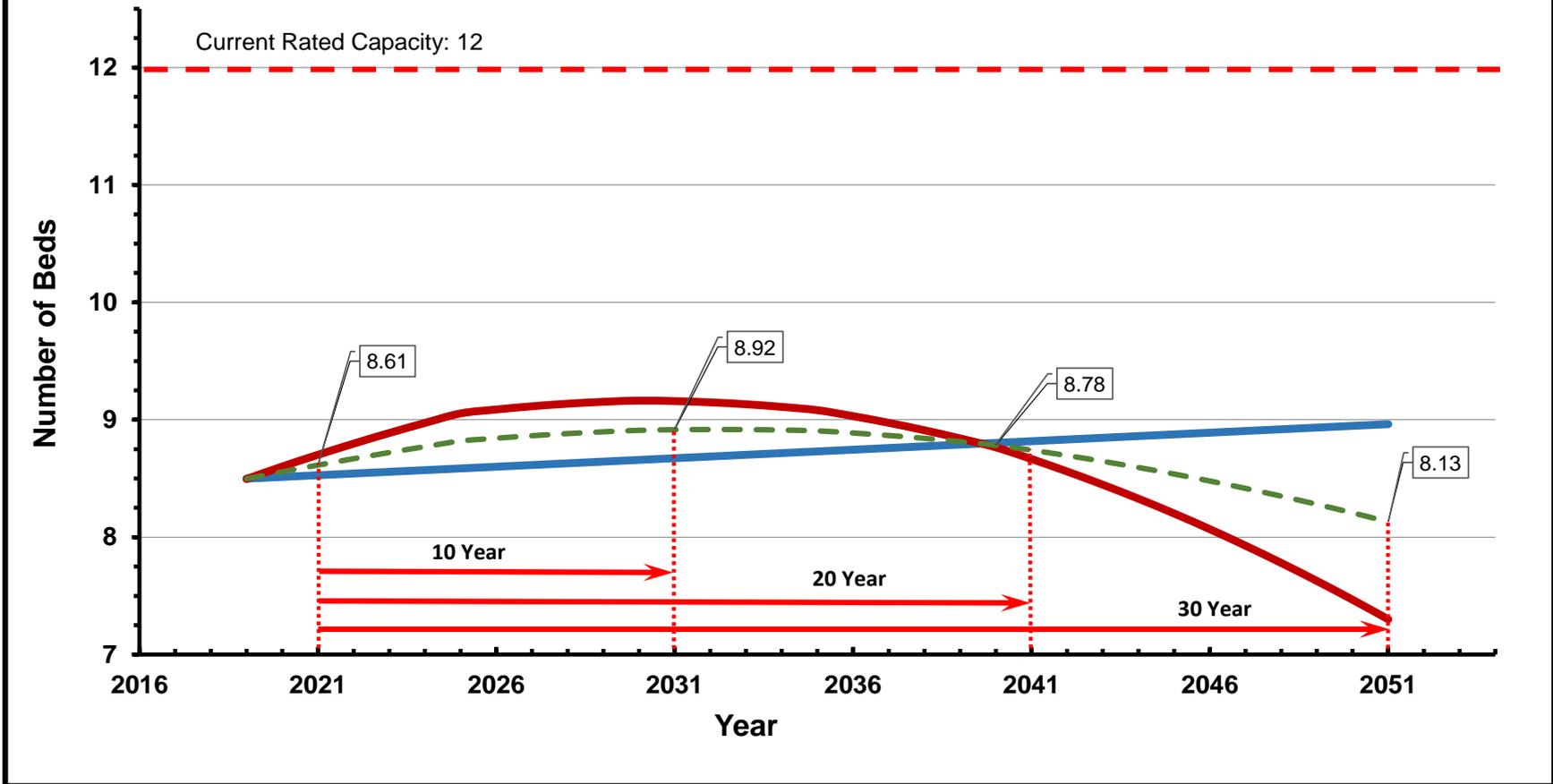




FORECAST RECOMMENDATION

## Dixon County, NE Forecasted Jail Bed Needs

Recommendation: Method Average



Source: Prochaska & Associates

**AVERAGE OF METHODS:** 9 Beds at 10 years  
 9 Beds at 20 years  
 9 Beds at 30 years



**FORECAST RECOMMENDATION**



# INITIAL BUDGET ESTIMATES

# 16 Bed Law Enforcement Center – Preliminary Budget Estimate

Preliminary Budget Range DIXON COUNTY LAW ENFORCEMENT CENTER - 16 BEDS Anticipated Bid Date: Jan. 2023 (4% Inflation Rate)		Median SF Cost	3/4 SF Cost
Space Description (from Program Summary)	Gross Area		
<b>JAIL FUNCTIONS</b>			
Jail Subtotal Area	9,034 GSF	\$545	\$642
<i>Jail Budget Range Subtotal</i>		\$4,923,530	\$5,799,828
<b>LAW ENFORCEMENT OFFICE FUNCTIONS</b>			
Law Enforcement Office Subtotal Area	3,737 GSF	\$343	\$797
<i>Law Enforcement Office Budget Range Subtotal</i>		\$1,281,791	\$2,978,389
<b>MECHANICAL/ELECTRICAL EQUIPMENT, ETC.</b>			
Mechanical/Electrical Equipment Area	1,650 GSF	\$217	\$282
<i>Mechanical/Electrical Budget Range Subtotal</i>		\$358,050	\$465,300
<b>MISCELLANEOUS</b>			
<i>Construction Budget Subtotal</i>		\$6,563,371	\$9,243,517
Sitework Allowance at 5%		\$328,169	\$462,176
(Grading, Drives, Sidewalks, etc.)			
Design Phase Contingency at 10%		\$656,337	\$924,351
<b>PRELIMINARY FACILITY BUDGET TOTAL RANGE</b>			
<b>Construction Budget Total (Hard Costs)</b>		<b>\$7,547,877</b>	<b>\$10,630,044</b>
Project Overhead Budget (Soft Costs) at 25%		\$1,886,970	\$2,657,511
<b>PROJECT BUDGET TOTAL RANGE</b>		<b>\$9,434,847</b>	<b>\$13,287,555</b>

- BUDGET ESTIMATE EXCLUDES SITE ACQUISITION AND DEVELOPMENT COSTING
- BUDGET FOR COURTROOM RENOVATION, POSSIBLE REMODEL OF JAIL FLOOR, POSSIBLE MECHANICAL SYSTEM REPLACEMENT, AND CONSTRUCTION IS EXCLUDED
- EXCLUDED BUDGET ITEMS WILL FLUCTUATE BASED UPON PHASE 2 OPTIONS TO BE EXPLORED
- PHASE 2 OPTIONS WILL PROVIDE MORE DETAILED BUDGETS
- 12- TO 16-BED COST DIFFERENCE IS:
  - \$218,000 AT MEDIAN COST
  - \$256,800 AT ¾ COST
  - MAX. BED PAYBACK IN 2.7 YEARS AT \$65/DAY



# 12- to 16-Bed Law Center – Additional Staffing

<b>Dixon County Current Jail Staffing (Current 12-Bed Facility )</b>	
Sheriff / Jail Administrator	1
Chief Deputy	1
Sheriff's Deputies	6
E911 Supervisor	1
Dispatcher/Jailer/Cook (Current Level)	8 (6)
Dispatcher/Jailer/Inmate Transport	1
Administrative Assistant/Dispatcher	1
Administrative Assistant/Accounting	1
Administrative Assistant	1
<b>TOTAL</b>	<b>21</b>

*(Source: Dixon County Sheriff's Office)*

<b>Dixon County Future Facility Staffing Projection (12- or 16-Bed Facility)</b>	
Sheriff / Jail Administrator	1
Chief Deputy	1
Sheriff's Deputies	6
E911 Supervisor	1
Dispatcher	8
Jailer/Cook	8
Dispatcher/Jailer/Inmate Transport	1
Administrative Assistant/Dispatcher	1
Administrative Assistant/Accounting	1
Administrative Assistant	1
<b>TOTAL</b>	<b>29</b>

*(Source: Dixon County Sheriff's Office, Prochaska & Associates)*



# 12- or 16-Bed Law Enforcement Center – Preliminary Budget Estimate

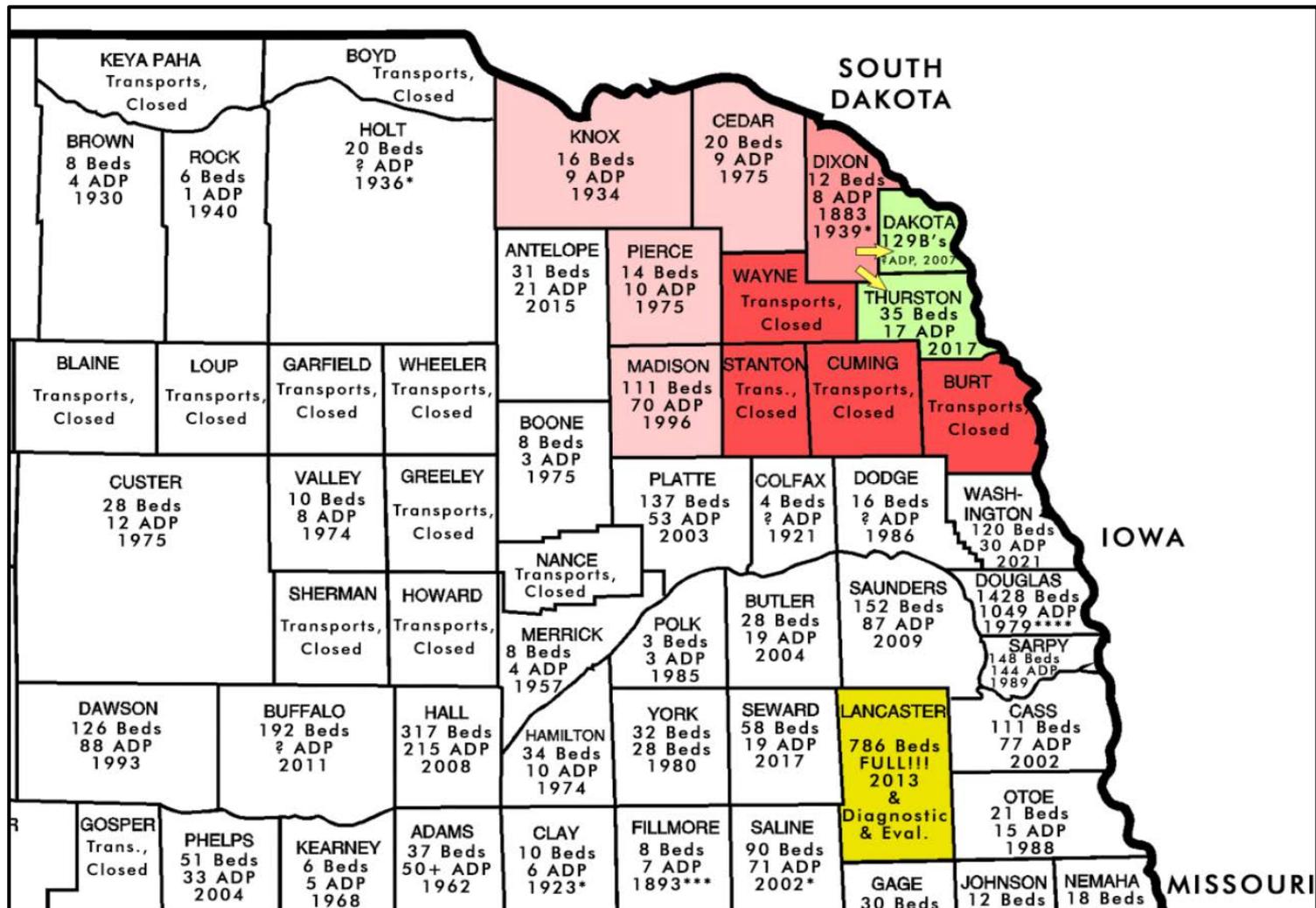


Dixon County Jail Staffing Projection for New 12- to 16-Bed Facility Impact on Annual Operating Expenses				
Position Title	Current Staff	Projected Staff	Forecast Difference	Forecasted Budget Impact
Sheriff / Jail Administrator	1	1	-	-
Chief Deputy	1	1	-	-
Sheriff's Deputies	6	6	-	-
E911 Supervisor	1	1	-	-
Dispatcher/Jailer/Cook (current level)	8 (6)	-	-8	-\$298,800
911/Dispatcher	-	8	+8	\$298,800
Jailer/Cook	-	8	+8	\$298,800
Dispatcher/Jailer/Inmate Transport	1	1	-	-
Administrative Assistant/Dispatcher	1	1	-	-
Administrative Assistant/Accounting	1	1	-	-
Administrative Assistant	1	1	-	-
<b>TOTAL</b>	<b>21</b>	<b>29</b>	<b>+8</b>	<b>\$298,800</b>

*(Source: Dixon County Sheriff's Office, Prochaska & Associates)*

- A NEW JAIL WILL DRIVE THE REQUIREMENT FOR ADDITIONAL STAFF, NOT ADDITIONAL INMATES AT 12- OR 16-BEDS
- 8 STAFF WILL REQUIRE APPROXIMATELY \$298,800 ANNUALLY
- 16-BED JAIL FACILITY WOULD SAVE A MAXIMUM BOARDING EXPENSE OF \$1,200,000/30 YR
- ALLOW FOR A MAXIMUM OF \$94,900 ANNUAL INCOME ON THE 4-BEDS AT \$65/DAY





Source: Nebraska Crime Commission, Prochaska & Associates

**REGIONAL BEDS:** Antelope County, Built in 2015, 31-Beds (Expansion?)  
 Dakota County, Built in 2007, 129-Beds  
 Thurston County, Built in 2017, 35-Beds





PHASE 2 PRELIMINARY CONCEPT PLANNING

## ■ KEYS TO REFERENDUM SUPPORT

- ✓ The *right* Citizens Committee is *the critical* 1<sup>st</sup> step
- ✓ A *unified* Committee & *unanimous* County Board are essential
- ✓ Identify w/ the voters – “*none of us want to build a jail*”
- ✓ *Right-size the project* to an acceptable budget
- ✓ *Information is key* – do the homework: have very good, reliable information including cost information
- ✓ *Don't fear* the “negatives” – they are uninformed or misinformed; stay positive – *you know the answers!*
- ✓ The *Committee* must convince the voters – not the *Consultant*
- ✓ Be prepared to visit *one-on-one* with people – provide them with the information they need & their estimated tax
- ✓ An Open House at the facility is *the 2<sup>nd</sup> most critical* step



## ■ COMMITTEE MEMBER SELECTION GUIDELINES

- ✓ Will you *commit* to attending *all* the meetings?
- ✓ Will you *commit to continuing* on the *Campaign Committee*, should the Board proceed with a Referendum?
- ✓ Will you bring an *open mind* to this issue and formulate an opinion based on Dixon County's needs and the facts presented?
- ✓ Will you agree to endeavor to work with the Committee towards providing a *unanimous recommendation* to the Board of Supervisors

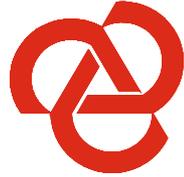


# PROJECT SCHEDULE

owner: **DIXON COUNTY**  
 project: **JUSTICE CENTER**  
 project no.: 211103  
 date: December 14, 2021  
 team: Dixon Co. / Citizens Jail Committee / Prochaska & Associates

**K** DC - Dixon County  
**E** CC - Citizens Jail Committee  
**Y** PA - Prochaska & Associates

legend:  
 programmed period for phase   
 programmed period for task   
 presentations/meetings   
 Bond Election Campaign / Dates 



year		2022												
month	firm	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>PHASE 2:</b>		<b>BOND ELECTION CAMPAIGN - 90 DAYS</b>												
<b>PRELIM. CONCEPT PLANNING</b>														
Gather Citizens Jail Committee & Kick-Off Meeting, Jail Tour	DC/CC/PA			•										
Phase 1 Review and Refine Program of Spaces	DC/CC/PA			•										
Develop and Refine Project Options	DC/CC/PA						•			•				
Develop Project Budget	DC/CC/PA							•						
Recommendation of Top-ranked Option Concept	DC/CC/PA							•						
Develop & Refine Top-ranked Option Concept	DC/CC/PA								•			•		
Present Pre-Final Concept to Committee	DC/CC/PA										•			
Final Recommendation by Committee	CC/PA										•			
Preliminary Review w/ Nebraska Dept. of Corrections	DC/CC/PA										•			
Present Final Concept to Board of Supervisors	CC/PA											•		
Go / No-Go Decision to Proceed with Project	DC											•		
<b>ELECTION DATES:</b>		<b>SPECIAL ELECTION</b>				10	<b>SPECIAL ELECTION</b>				8			

## ■ PHASE 2 – PREPARATIONS FOR THE COUNTY:

- CITIZENS' COMMITTEE FORMATION
- PREPARE JAIL STAFF & INMATES FOR A CITIZENS' COMMITTEE JAIL TOUR (KEEP JAIL IN 'AS-IS' CONDITION, FOR PHASE 2 KICKOFF MEETING)
- GATHER YOUR THOUGHTS FOR THE COMMITTEE TOUR: DON'T BE AFRAID TO SHARE YOUR DAILY EXPERIENCES, UNIQUE SITUATIONS AND CONCERNS YOU HAVE WITH INMATES, FACILITY AND SHERIFF'S OFFICE SPACE

## ■ PHASE 2 - KICKOFF MEETING: OBJECTIVES FOR P&A

- REVIEW OF THE PHASE 1 NEEDS ASSESSMENT FOR THE COMMITTEE
- DISCUSS WHY THE COMMITTEE WAS FORMED AND COMMITTEE EXPECTATIONS
- 25-MINUTE VIDEO ON COUNTY JAILS, DISCUSS COMMITTEE TASK FOR NEXT MEETING
- SELECT COMMITTEE MEMBERS WHO WILL BE 'CHAIR', 'VICE-CHAIR' AND 'SECRETARY'
- TOUR THE JAIL FACILITY





THANK YOU!





# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #1

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**LOCATION OF MEETING:** County Annex Building

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**PROJECT NO.:** 222701      **DATE:** May 17<sup>th</sup>, 2022      **TIME:** 6:00 PM

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<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Mathew Michl	Martinsburg	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
John Leader	Ponca	<a href="mailto:jleader@bop.gov">jleader@bop.gov</a>
Dave Armstrong	Rural North	<a href="mailto:leader65@hotmail.com">leader65@hotmail.com</a>
Blake Eisenmann	RuralSouth	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Ken Pavlushik	Township	<a href="mailto:blake_eisenmann@hotmail.com">blake_eisenmann@hotmail.com</a>
Cindy Parucker	County Clerk	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Tom Decker	County Sheriff	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Lisa Lunz	County Board of Supervisors	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>
		<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>

<b>MEMBERS ABSENT:</b>		
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>		
Linda Quistad	Prochaska & Associates (P&A)	<a href="mailto:lquistad@prochaska.us">lquistad@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>		
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>

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## DISCUSSION:

The purpose of the meeting was to provide a broad overview of the Pre-Design/Pre-Bond phase, and to complete initial housekeeping tasks. The following points were recorded:

1. Committee members introduced themselves, and slight contact information corrections were made. Minutes of this meeting will be sent out to all members by Prochaska & Associates using emails provided. A corrected List of Members contact information will also be included.
2. Curt spoke from the printed agenda with a PowerPoint back-up, primarily due to the broad range of topics requiring coverage at this initial meeting. In the future, a PowerPoint or projected visual presentation may not always be needed, unless it is deemed useful to present Preliminary Designs and progress made from month to month. Paper copies of the prior phase *Needs Assessment*

document were distributed to each member.

3. Mathew Michl volunteered to act as Committee Chair, with Blake Eisenmann volunteering to be Vice-Chair. It was determined that meetings in the future would be held on the third Thursday of the month, at 6:00pm. The location may vary from the present County Annex building, if a projected presentation is not required.
4. Mr. Michl is also a Martinsburg Council member, and reported that he had been empowered by the council to offer 3.3 acres of land, at no cost in Martinsburg, for some kind of project scope, should the Committee wish to consider this option. Clerk Parucker reported that a move of the County seat would require a vote from the entire County.
5. Curt asked the membership to understand the initial process driving the present phase. By Nebraska statute, the *Nebraska Crime Commission, Jail Standards Division* was formed (1969), and all modifications or replacements of County Jails must follow a specific procedure, and are required to submit to the Jail Standards Board at regular milestones, including the former "Letter of Intent", and Needs Assessment" documents. The next mandatory submittal is preliminary design drawings, or Schematic Design. **Formal submittal of these two items should be verified by the County Board.**
6. The current phase is thus not strictly required by the statutes, but has been designed by Prochaska & Associates (PA) as a technique to improve upon a County's chances of passing a Bond, or if bond financing is ultimately not used, to improve upon a County's transparency and publicity of intentions to modify or construct a replacement County facility. The end result of this phase is usually a preliminary design, in which the Committee has participated fully, is hopefully unanimously in favor of, and the public is thus better informed. The final drawings are typically submitted to the Jail Standards Board, and their staff is available for assistance, if requested. Beyond this submittal, additional formal submittals are mandated at 60% Construction Drawings, 100% Construction Drawings, and finally, following County acceptance of a Contractor's Bid, Jail Standards Board approval is required before construction may begin.
7. Curt reviewed selected high points from the Needs Assessment document, including statistical evaluation of County population, projected out 20 and 30 years, as well as Jail Inmate population, also projected out 20 years. Despite the sophistication of the data collection and statistical analysis methods used, there are limitations to accuracy of such predictions; for example: County population decline may in fact plateau (meaning it does not behave following previous trends), or law enforcement/judicial staff might change, or laws may be enacted which impact future arrest records.
8. Curt also summarized Building and Life Safety Code deficiencies discovered, and Jail Standards-based deficiencies as well. Chief among these deficiencies is the lack of accessible upper floors of both the original and newer portions of the facility, including the Jail area, and the safety and security concerns posed by this lack of accessibility for arrestees and staff. The route a law enforcement staff and arrestee must take to the third floor booking and jail includes climbing the main stair, a dangerous task for intoxicated or unruly individual. There are also significant deficiencies which were noted, also safety concerns, related to the Jail's inability to properly classify and separate dissimilar inmates, and properly separate inmates from county staff.
9. Another aspect of the PA Needs Assessment, not specifically required by the State Jail Standards, is the Facility Assessment of the 1883 Courthouse and 1940 County Offices. Curt summarized the Needs Assessment section in which PA provided a broad mechanical/electrical/plumbing report of the present County facility, describing obsolete systems, or those either needing repair, or those which would not support either remodel or addition to the present facility.
10. In-depth structural assessment was not performed for concealed elements of the existing building, despite concerns expressed during the latter period of the prior phase of potential structural deficiencies, such as evidence of roof and wall leaks, and degradations of concealed masonry. Curt reported that PA had apparently borrowed and scanned drawings of the present facility, but that it appeared that there were no drawings available of the original 1883 Courts building. Those drawings scanned of the County Offices addition depict a three story reinforced concrete structure. It is believed

that the original Courts building is composed of wood floor and roof joist framing, bearing on multiwythe (several widths) of brick wall/footing masonry, and containing no basement. The County will continue looking for drawings of the original Courts structure.

11. Clerk Parucker provided a cell phone video taken recently above a lay-in ceiling in the County Offices portion and this was shown to the Committee. Depicted were apparent roof and wall leaks, leading to interior plaster damage. Clerk Parucker reported that some kind of repair had been performed some time ago—an unknown length of time—and the type of roof material is not currently known. **Curt offered to inspect the roof as part of the next meeting, and will plan to arrive prior to the meeting time to do this. It is requested that county staff be made available as required to allow access to the roof.**
12. Depending upon what is located in the way of drawings of the existing structure, measurement and drafting of that portion may be desired. **If this is determined, PA would like to propose and invoice separately for this work.**
13. As an in-depth reporting of the building's [concealed] structural deficiencies was not included in the prior phase, the Committee expressed a desire to have this performed in the near future. Supervisor Lunz stated that expenses under a \$20,000 limit were not required to have competitive bidding, but would require approval of the Board. **PA was asked to provide a fee for a structural evaluation, and Committee Vice Chair Blake Eisenmann was asked to arrange a structural proposal from JEO, the company he works for, located in the Sioux City area. Cindy will report her success at locating drawings of the existing structure to Blake and Curt.**
14. Curt also summarized the PA preferred process for conducting the Committee work during this phase relative to a potential Bond Referendum. Successive Estimates of construction Budgets and total project costs will be assigned to various Drawing options either requested by Committee, or promoted by PA, and the Committee will be asked to determine the best course of action. No predetermination of the proper course will be made by PA.
15. A Committee member inquired about conversations between members outside the meeting venue, or without staff and/or elected officials present. Curt suggested all conversation is good—hopefully there is no intent to conceal thoughts—but the intent of the Citizens Committee is for members to frankly discuss with the voting public the County's needs.
16. An option for financing a capital project, often termed “Nickel Tax”, was also described, if a County Board feels the potential for passage of a Bond Referendum is slight, and the need is significant. Paperwork officially defining this available funding option will be made available by PA to any Committee member expressing further interest. A committee member also asked what this actual dollar figure might be, and Curt suggested the Clerk or a bond banker might be able assist with the potential sum arising from this method. Cindy mentioned that DA Davidson has assisted the County with street construction bonds in the past. Another member asked if the County's potential Bond indebtedness could also be determined in advance, and this task, too, can usually be performed by a bond specialist. **Either Curt or the County might request attendance at a future meeting by DA Davidson personnel, to discuss this potential, and this type of request has typically been arranged.**
17. Curt suggested a principal goal of the Committee might be to determine what scope of project might satisfy the most critical, or minimal needs which have been identified, i.e., “What is the potential for repair of the current facility?” Also: “What is the potential for adding an Elevator to the current building?” The Clerk described the many level differences between the older and newer structures, making elevator stops more complicated.
18. Another approach described was an option allowed by Jail Standards of a “Hold and Transport” option, whereby a County elects to always transport and board an Inmate out of County, but requires at minimum a proper code-compliant Holding Facility. PA described such an option considered by Webster County (Red Cloud, NE), also facing decisions of the disposition of an older historic, but

deteriorating Jail/Sheriff's Office structure. This facility is significantly smaller and less expensive than a formal Jail replacement facility, but will clearly do nothing to stop the escalating transport/out-boarding costs.

19. PA depicted a slide of data collected for our recent Adams County (Hastings) Jail project, showing a calculated 20-year total of Transport and Boarding costs, with personnel salaries, gasoline, vehicle maintenance, boarding and inflation calculated at the 100-year US average of 3.02% per year. While the inmate numbers are not comparable between Adams and Dixon counties, **the difference between 20 years of Bond re-payment and 20-years of accumulated Boarding and Transport costs shows that the boarding option is over 2 ½ times more expensive over the same period.**
20. Curt suggested a near-term task should be for the Committee members to formally tour the existing Jail and Sheriff's Office facility. Sheriff Decker also suggested touring another, newer Jail facility for purposes of comparison. **The Sheriff suggested arrangements be made to take as many of the Committee to tour the Dakota County facility (South Sioux City), as well as the Antelope County Jail (Neligh, NE), and will make inquiries to arrange these tours.**
21. If a Bond Referendum is decided by the Committee, PA would suggest serious efforts be made to achieve unanimous agreement from the Citizen's Committee, and recommendation to the Dixon County Board of Supervisors. PA will provide graphics for brochures, Display Boards, inclusion in traditional News publications and Social Media, without charge (beyond printing costs), if desired, and within our fee. This publicity approach might be a good idea even if the Nickel Tax option is determined for financing.
22. If a Bond referendum is decided, the Citizen's Committee would hopefully form a Campaign Committee, and Curt described two options for this formation: (1) a "Please Vote"-type, and (2) a "Vote Yes"- type; the latter requiring formation of a 501(c)3 to raise and expend funds. The latter type also would allow a more direct and persuasive appeal to voters to pass a Bond. Needed funding in this case is generally for professional printing. PA will assist with this formation, if desired, and the State also maintains simple guidelines for creation and reporting.
23. Curt also spent a brief time outlining the process for Special Elections and All-Mail Balloting in Nebraska, two techniques which oftentimes produce a more positive voter outcome for a Jail Bond than to hold a referendum vote on a more traditional election day. Clerk Parucker stated that Dixon County is already an "all mail" County, and has a very high degree of voter turnout.
24. The meeting ended around 8:30pm with a thank you to the Committee from the Sheriff for time and willingness to address the County's building concerns. **The next Committee meeting is now scheduled for Thursday, June 16<sup>th</sup> at 6:00 PM, location as yet to be determined.**



BY:

Curtis Field, AIA  
Architect - Principal

May 18<sup>th</sup>, 2022

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.**

## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #2

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**LOCATION OF MEETING:** Driver Exam Room - County Courthouse Building

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**PROJECT NO.:** 222701      **DATE:** June 16<sup>th</sup>, 2022      **TIME:** 6:00 PM

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<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Mathew Michl	Martinsburg	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Dave Armstrong	Rural North	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Lisa Lunz	County Board of Supervisors	<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>

<b>MEMBERS ABSENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
John Leader	Ponca	<a href="mailto:jleader@bop.gov">jleader@bop.gov</a>
Blake Eisenmann	Rural South	<a href="mailto:leader65@hotmail.com">leader65@hotmail.com</a>
Ken Pavlushik	Township	<a href="mailto:blake_eisenmann@hotmail.com">blake_eisenmann@hotmail.com</a>
Cindy Parucker	County Clerk	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Tom Decker	County Sheriff	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
		<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>
Cindy Geis		

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## DISCUSSION:

The purpose of the meeting was to report to the Committee on results of Existing Drawings accuracy (Floor Plan, Site Plan, and Exterior Building Elevations), identify and inspect the existing Courthouse structural system, and evaluate various staff structural concerns, and evaluate the condition of the roof. The following points were recorded:

1. Prochaska & Associates Architect, Steve Johnson, was introduced to the Committee.
2. Minutes of the previous (5-17-22) Citizens Committee Meeting had been distributed via email to the membership, and copies of the current Agenda were handed out at the meeting.

3. Written concerns for the existing building had been compiled by building custodian Jean Krusemark, and were also distributed to the Committee. Jean spent a good part of the day touring the building with Curt and Supervisor Don Andersen, looking at various examples of building disrepair. Photos were taken to document what was seen, and measurements were taken to better evaluate the structural system.
4. Copies of photos taken of several of the trouble spots had been emailed to County staff prior to the meeting, and were distributed to the Committee members present, together with preliminary explanations by Curt.
5. Steve finished evaluation of the accuracy of those existing Floor Plans offered to Prochaska & Associates, as well as to verify initial representations of the Site Plan and Exterior Building Elevations (views). Corrections will be made to the CAD Drawings P&A has been preparing, and the Committee members and County staff will be furnished paper and/or digital copies.
6. Curt, Jean and Don Andersen looked at several examples which can be grouped into the following general categories:
  - Ladders were needed to climb onto the 1940 addition roof, and Curt and Steve were able to photograph and report on its condition.
  - Several examples of high-wall interior plaster crumbling or paint removal were noted, typically in the vicinity of roof drains. These, too were photographed and evaluated.
  - Several examples of plaster crumbling or paint removal were noted below window sills, and staff reported that these areas are also quite drafty and cold during the winter.
  - Apparent sagging of the flooring in the northeast corner of the main floor Assessor's Office were noted and photographed. Further evaluation of conditions of the floor joists in the crawl space below this area was also undertaken.
  - The condition of the wall and ceiling above the Courtroom ceiling were evaluated.
  - We were unable to see and document the condition of the third floor ceiling and roof framing.
  - The east-facing exterior wall in the Main Floor Vault areas was evaluated. Don Andersen had removed drywall over a rather large section, revealing exposed brick and 2 x 2 wood furring. The brick had previously been coated with a layer of cement plaster, and most of the plaster had fallen off, revealing deterioration of the brick mortar.
  - Curt and Steve entered the Crawl Space area to get a general impression of conditions below the Main Floor Courthouse. The size of the floor joists and the bearing conditions for these joist were photographed for signs of damage.
7. P&A will prepare a written Structural Report for use by the County and the Citizen's Committee. A determination of the adequacy of the current structure will be attempted, and if needed, a determination of the need for further structural evaluation by a professional structural engineer will be further evaluated.
8. It was explained that if the current facility can be repaired, it should be considerably cheaper to add on to the existing structure to resolve issues identified by the *Jail Standards Division*, than to build an entirely new compliant facility. Curt offered that P&A will begin to determine what inadequacies exist spatially in order to develop a Program, or list of Spaces, followed by presentation of different design options to the Committee, together with relative budget figures for each.
9. The opportunities offered by the present property and its immediate surroundings were discussed in general terms, and the Committee members spent time evaluating these conditions visually following the meeting.

10. Curt offered to re-consider the recent Agreement following further evaluation of the day's measurements and the structural inspection, to determine if that fee might be reduced.
11. The Committee members were asked if any had heard impressions, either positive or negative, by other County residents pre-judging the issue of a new Courthouse/Jail facility, and no one present had apparently heard anything unduly negative.
12. The Committee was asked to consider which other County Jail facilities should be toured, and at what dates. Since Sheriff Decker was not in attendance, and would be the best individual to communicate with other County sheriffs, it was decided that he should attempt to set up a tour of the Thurston County facility—attempting that sometime during the period of July 11<sup>th</sup> through the 21<sup>st</sup>. Curt will be out on vacation from July 22<sup>nd</sup> through the 29<sup>th</sup>. It was proposed that this tour, and any other which might be set up, would take the place of the July Committee Meeting.
13. Lisa Lunz had drafted a press release which she showed to Committee Chair Matt Michl for feedback. It has been determined that although good public knowledge and transparency is important to the success of any future Bond campaign, the earlier organizational meetings would be less appealing to the public than those where options are being discussed, and the condition of the existing courthouse structure is better understood.
14. The meeting ended around 7:45pm. ***The date for the next Committee meeting is unknown, but is dependent upon the success of Sheriff Decker's scheduling of a tour of the Thurston County facility.***

BY:

Curtis Field, AIA  
Architect - Principal

June 20<sup>th</sup>, 2022

\_\_\_\_\_  
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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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #3

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**LOCATION OF MEETING:** Thurston County Jail – Pender, NE

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**PROJECT NO.:** 222701      **DATE:** July 11<sup>th</sup>, 2022      **TIME:** 6:30 PM

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**DISCUSSION:**

The purpose of the meeting was to tour a modern County Jail. Committee attendance was not taken, but Board member Lisa Lunz was in attendance. The following points were recorded:

1. The tour of the Thurston County Jail facility was led by Jail Captain Julie Nilges, and the group of about twelve individuals from the Dixon County Citizen’s Committee were able to see most of the facility. Ms. Nilges provided her contact information and offered to help further if there are lingering questions.
2. Minutes of the previous (6-16-22) Citizens Committee Meeting had been distributed earlier via email to the membership.
3. We were told that the Inmate capacity in this facility is 34, and the current Average Daily Population (ADP) is 22-23. Thurston County boards inmates from several surrounding counties, including Dixon County.
4. The tour began in the Lobby, which had waiting for approximately 6-8, and a metal detector positioned inside the vestibule door. From there we saw the Video Visitation area (three stations), with video monitors for outside visitors to visit Jail Inmates. Julie stated that there is no in-person visitation allowed at the facility, with the exception of social workers, attorneys, and clergy.
5. The group was allowed inside the secure areas, where we began at the Booking Desk, which adjoined the Master Control room. All cells and holding areas are electronically monitored, and locks are electronically controlled from this room. Julie stated that several windows not only had bullet-resistant glazing, but also bars, and the reason for this is that it is designed to also serve as an area of refuge for staff if the Jail facility experiences a massive security breach.
6. The tour group next saw Inmate Intake, Showering, Change-out, and Records and Inmate Property Storage areas. Julie was appreciative of all the storage areas available in the new Jail, and indicated a preference for the tub-type Property Storage for each inmate. Julie shared an anecdote of how the Inmate uniform pass-thru door (16-inch square +/-) between the clothing storage and shower area had been recently welded shut, ever since one individual broke through, and crawled from one room into the other (see figures #1 and #2 below).
7. There is a negative pressure Holding Cell, for holding inmates with infectious diseases, such as TB, Aides, or Covid, which also contains an outside window, allowing it to serve as a longer-term holding cell (see figure #3 below). Although the Holding Cell capacity was around eight, Julie also stated that she wished for additional negative-pressure Cells.
8. The Safety Holding Cell contained a floor-type toilet, and epoxy flooring, but contained no wall padding. Julie mentioned that Inmates occasionally needed to be held in restraint-chairs, as there have been attempts at self-injury by inmates slamming their heads on the hard walls.

9. The Work Release and Multi-Occupant cell areas were toured. We learned that work-release Inmates were strictly monitored during work release periods, and were returned in the evenings to their cells. Julie reported that there are no Trustees working in the facility at present.
10. The group was shown the Vehicular Sallyport, which is a two-sided garage, containing steel roll-up doors. Julie related that the door height would not allow the local hospital ambulance inside, and the room was too short in length. There was a steel plate bolted to the concrete floor, which we reasoned was a cover for a clean-out for a Kitchen grease interceptor, or Sewage Grinder, but we were told there was no grinder.
11. The group was also shown a Meeting Room/Library, which we learned had also been set up to allow video Court procedures, and occasional religious services. The book collection seems significant compared to other county jail libraries (see figure #4 below).
12. The facility also has a Medical Station, but there is no Doctor or Nurse on staff, and we learned no medical service from the local hospital, which then requires that Inmate medical emergencies be transported out of the facility by ambulance or staff car.
13. The group was shown the Kitchen, which Julie stated was slowly being built-out, stemming from a recent cessation of out-sourced meals preparation, which forced the current jail staff to handle full meal preparation. The Kitchen area had originally not been completion beyond utility stub-outs, due to funding limitations.
14. The group was able to get into the Outside Recreation area, which P&A believes is unusual for a facility of this size, as it is not required by NE Jail Standards. An anecdote was related about how a previous Inmate escape had occurred via a small gap in the fencing, by climbing the basketball hoop pole. Razor wiring had since been installed to further discourage this type of escape attempt. Julie also related how the area had been designed to also allow an additional Jail Housing pod in the future.
15. The group also saw the Indoor Recreation area, which was served by sky-lighting, fresh air intake, and contained an exercise machine (see figure #5 below). Staff has apparently complained about the sound reverberation in this room, so a sound-absorptive material had been partially installed at the ceiling perimeter.
16. The main Inmate Housing area was served by a raised sub-control staff station. Inmate day rooms were arrayed in three directions (behind and beside the control station), to allow classification into medium and maximum-security cells and day rooms, as well as to allow female cells. The windows between the Control Station and Day Rooms had not been mirrored, which allowed two-way visual connection between the Staff and Inmates; the female cells were thus not separated by line-of-site from the male cells (a requirement), so had to be covered over, limiting staff observation of these areas to camera only.
17. Julie reported that the female Inmates appeared to prefer multi-occupant cells, but the male Inmate behavior would be less of a concern if there were more single-occupant cells.
18. The Cell-types appeared to be front-chase, and of concrete block construction, rather than prefabricated steel or concrete, with rear chase access.
19. We were shown the Administration area, where the Sheriff's Office, Jail Captain's Office, Lockers, and Squad Room are located. The Squad Room also has a large Meeting Table for meetings and training events. The County maintains a separate Emergency Dispatch area, with seating for two staff positions and private Toilets, but reported difficulty with staffing this portion of the facility. Smaller Counties often combine Master Control and Emergency Dispatch functions, to save staff and equipment cost.
20. There was a comment offered on several occasions regarding the existing HVAC ductwork being undersized for proper dehumidification of the Admin spaces; consequently, there were supplemental dehumidifiers plugged into receptacles in the Corridors (see figure #6 below)
21. The last space toured was the back side of the Reception Counter and window, which was separated

from the Visitor Lobby by bullet-resistant glass, which contained talk-through openings (not power-amplified) and dip-trays. Julie complained that the pass-through openings did not allow adequate sound transmission, so she often felt forced to physically go out into the Lobby to talk with Visitors.



Figure #1. Records Storage



Figure #2. Welded clothing transfer between Storage and Intake Shower Room



Figure #3. Negative Pressure Holding Cell with window



Figure #4. Meeting/Multi-purpose Room with Video

22. Following the Tour, Lisa Lunz asked if the Citizen's Committee might address other Dixon County issues in a more traditional meeting format for the next month (August), and possibly tour the Antelope County Jail facility in September.
23. Lisa also asked that P&A prepare cost information to share regarding new facility construction, and repair or replacement cost information for deficient or worn-out engineered systems. These deficiencies had been identified in our Phase One Needs Assessment document. Curt has already begun work on this type of cost data collection, and will begin collection of additional items.
24. The Preliminary Draft Structural Report for the Courthouse and County Offices Addition will also be further discussed by the Committee before release to the public.
25. The tour ended around 7:45pm. The date for the next Committee meeting is the third Thursday of next month, or August 18<sup>th</sup>, at 6:30pm.



Figure #5. Indoor Rec area with Sky Lights and Sound-deadening material at the ceiling



Figure #6. Supplemental dehumidification in the Administration area Corridor

BY:   
Curtis Field, AIA  
Architect - Principal

July 14<sup>th</sup>, 2022  
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.**

## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

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**PROJECT:** Dixon County LEC – Citizens Committee Meeting #4

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**LOCATION OF MEETING:** Dixon County Courthouse Annex Building, 59140 Hwy. #12, Ponca, NE

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**PROJECT NO.:** 222701      **DATE:** August 18<sup>th</sup>, 2022      **TIME:** 6:30 PM

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<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Mathew Michl	Martinsburg	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Cindy Parucker	County Clerk	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Tom Decker	County Sheriff	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>
Lisa Lunz	County Board of Supervisors	<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>

<b>MEMBERS ABSENT:</b>		
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Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
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Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>		
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Cindy Geis		
Bruce F. Curry		
Rick Volkman, Editor	Nebraska Journal Leader	<a href="mailto:editor@gpcom.net">editor@gpcom.net</a>

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## **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. Minutes of the previous (7-11-22) Citizens Committee Tour of the Thurston County Jail were distributed, and had also been previously emailed to each Committee member.
2. Various members offered candid comments from the Thurston County Jail tour, held in July.

Some collected comments included:

- Concern for how the males and females were separated in the Jail Housing Units
  - Concern for how unprotected the staff might be at the Booking Counter
  - Concern for the possible HVAC system ductwork deficiencies—leading to claims of insufficient dehumidification
  - Noted the Jail Administrator’s satisfaction with the degree of Storage.
  - Recalled the Thurston County Jail Administrator’s preference for location of the Jail in closer proximity to the Courthouse.
3. The members were asked to comment on the adequacy of the Preliminary Structural Report of the existing facility, as provided by Prochaska & Associates. After further discussion, the Committee asked Prochaska & Associates to arrange for a Structural Engineer’s Report as soon as possible, to enable a County Board decision to hire by their next Meeting, scheduled for August 25<sup>th</sup>. Motion was offered by Ron Mahler, seconded by Jack Moore, and passed unanimously. Curt will send an RFP draft to Lisa for review prior to sending it to the Engineer.
  4. Curt commented that the research done prior to this point would now need to be clarified to enable Committee decisions and direction for next steps. The presentation at this meeting is designed to facilitate that Committee action.
  5. Several slides were presented describing an evaluation performed on the existing Courthouse/County Offices property to determine if all of the Program area for the Law Enforcement Center would fit. From the prior *Needs Assessment* phase, a Program Area of 14,421sf was established for a 16-bed stand-alone facility, to include Sheriff’s Offices and Jail. A three-story Addition of at least 12,090sf could be placed behind the 1939 County Offices facility, and the existing third story Sheriff’s Office/Jail could be remodeled to contribute another 3,100sf, totaling 15,190sf, which exceeds the Program requirement. Such an addition would extend all the way to the south alley property line, but would not require vacating the alley.
  6. Steve Johnson had prepared a “proof of concept” set of very preliminary Floor Plan drawings to further investigate how such an Addition/Remodel project might relate to the remainder of the existing building, utilizing a drive-through Vehicular Sallyport, two Elevators, and a mezzanine-type Cell and Dayroom configuration, with precast steel cells, and a common rear utility chase.
  7. Pages from the prior *Needs Assessment* document Law Enforcement Center Program Area were shown to remind the Committee of the source used. In addition, Prochaska & Associates (PA) will assume that the present area of the Courthouse (two floors totaling 5,586sf), and the remaining County Office areas (not considering the Jail floor) would be of sufficient area (totaling 8,482sf) if used as Program Area for a new stand-alone facility.
  8. Some sentiment was expressed by Committee members to consider only a completely new stand-alone facility, replacing Courthouse, County Offices, and Jail. Curt asked simply for Committee patience to consider all of the pros and cons of both an Addition/Remodel to the existing facility as well as a new stand-alone replacement facility.
  9. Preliminary Cost projections were presented for both the Addition/Remodel concept, as well as for the total Program Area assumption for a new stand-alone facility. The Addition/Remodel Concept also assigned budget costs for most of the deficiencies listed in the prior *Needs Assessment* document. Both Budget projections attempted to account equally for “Design Contingency”, as well as conservative assumptions for inflation encountered prior to actual bidding, and for likely Soft Cost allowances. The source for square foot cost figures used was *R.S.Means*, an industry-wide reference used by Architects and Contractors.

10. The Addition/Remodel Cost Projection sheet suggested a budget cost of \$9,956,804 and the Stand-alone Replacement Facility Cost Projection suggested a budget figure of \$16,824,324. The cost of property acquisition, while technically a soft cost (meaning not part of a General Contractor's Bid) is often very difficult to ascertain, and can vary widely between possible properties under consideration. Also, in-town lots served by municipal utilities will cost far less to develop than "greenspace" properties requiring utilities connections routed from some longer distance.
11. To evaluate future properties for consideration as possible locations for stand-alone facilities, a "block diagram" shape for a single-story area using the *existing* Courthouse/County Offices area, as well as the 14-bed prototype Law Enforcement Center Floor Plan (also from the Needs Assessment) will be used. Further Floor Plan development of a future Courthouse/County Offices facility, as well as the law Enforcement Center prototype, will be performed following preliminary Committee decisions based upon all primary site development criteria.
12. Curt and Steve presented two maps provided by Shea Scollard at Dixon County Emergency Management depicting "100-year", "500-year", and "Flood Awareness Areas" for the affected area in Ponca surrounding Aowa Creek, which is south of the Courthouse property, paralleling Highway 12. The northern edge of the 100-year zone appears to be just across the West 3<sup>rd</sup> Street right-of-way from the Courthouse, to the north. This is significant because a new structure built in this area must have its lowest level (Main Floor) at least 1-foot above this actual elevation. A formal Property Survey would be needed to establish this particular elevation at this precise location.
13. The presentation concluded with an example Iowa County where Prochaska & Associates assisted with a recent Jail Addition to a Courthouse, also on the Historic Register, on land adjacent to or within the 100- and 500-year flood zones, and the soil level beneath that Jail Addition was merely raised to the proper elevation. Two drawings were depicted describing "before" and "after" construction conditions.
14. Several sites in Ponca or in the County were mentioned by various Committee members for possible consideration of a stand-alone facility, either for the entire "Justice Center" (Courthouse, County Offices, Sheriff's Offices and Jail), or for a "Law Enforcement Center" (or "LEC" - Sheriff's Offices and Jail only), and Prochaska & Associates will attempt to evaluate each for their potential. The various sites to be considered are:
  - The Martinsburg property (offered at no cost; approximately 5 acres; no natural gas availability; no Courthouse/County Offices possible)
  - Property east of and adjacent to the County Annex Building (currently agricultural use; should have all utilities; could possibly share an approach road with the Annex Building)
  - A lot in Ponca adjacent to the Journal Leader Editor's property (verify this – nothing further known)
  - Property adjacent to the City Park on the west end of town on Highway 12 (verify this – nothing further known)

Additional lots as suggested by Committee Members can certainly be considered for development potential in the future. Results of these evaluations will be compared against one another, and will be used for comparison with the conceptual work done fitting an Addition on the existing property.

15. Sheriff Decker offered to set up a tour of the Antelope County Jail in Neligh, NE (approx. 75 mile drive) in lieu of the September meeting. He will speak to the Antelope County Sheriff regarding possible dates and times available. Several of the Committee expressed a desire to attend,

particularly if the tour could be arranged for earlier in the day.

BY:   
Curtis Field, AIA  
Architect - Principal

August 19<sup>th</sup>, 2022

\_\_\_\_\_  
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.***

## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

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**PROJECT:** Dixon County LEC – Citizens Committee Meeting #6

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**LOCATION OF MEETING:** Dixon County Courthouse Annex Building, 59140 Hwy. #12, Ponca, NE

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**PROJECT NO.:** 222701      **DATE:** October 20<sup>th</sup>, 2022      **TIME:** 6:00 PM

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<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
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<b>GUESTS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
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Cindy Geis		<a href="mailto:cindygeis44@gmail.com">cindygeis44@gmail.com</a>
Rich Lamprecht	County Sheriff's Office	<a href="mailto:rlamprecht@dixoncountysheriff.gov">rlamprecht@dixoncountysheriff.gov</a>

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**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. A short discussion was held regarding comparisons between the Thurston County and Antelope County Jail facilities. Both were examples of separated Jail and Sheriff's Offices from the Courts and County Offices, but neither County seemed to complain about the Staff and Inmate transfers back and forth.
2. Curt mentioned the rear utility chase design of Antelope, as well as the "Open" Control station in

the middle of the radiating Inmate Dayrooms, coupled with the use of mirrored glass, to ensure no visual contact between male and female Dayrooms. Other issues mentioned were the differing Vehicular Sallyport sizes, Evidence Storage, and that Antelope had become “revenue-neutral” by housing out-of-County Inmates.

3. Curt showed a slide of Dixon, and the surrounding Counties, to allow consideration of possible Inmates from other Counties which might be housed in a newer Dixon County Jail.
4. The topic of the Structural Assessment for the existing Jail/Courts/County Offices was discussed. The Assessment, as modified by the Structural Engineer’s Supplement had been emailed earlier to the Committee membership, and a few copies were available at the meeting.
5. Clerk Cindy Parucker mentioned that the mold evaluation involved a worker crawling further into the Crawl Space than our earlier efforts, and that moist soil, and deteriorating dry rot, had been observed on the existing interior walls and floor joists in the northeast corner.
  - This is consistent with conclusions drawn by the Preliminary Structural Assessment document, and Curt stated that the joist deterioration had not progressed to the point of causing significant structural concerns.
6. Cindy also provided Prochaska & Associates a copy of the Mold Assessment reporting, and suggested that clean-up of the interior brick efflorescence and mold mitigation would cost the County close to \$16,000, excluding steam-cleaning the carpets. However, the County was told that the mold will return unless the water intrusion sources are sealed.
  - Curt suggested that the worst case—the exposed roof drain piping in the Jail Day Room, could be furred-out and the roof membrane repaired.
7. Several Committee members commented that they did not want to see money spent on restoration of the existing facilities, citing the following reasons:
  - The Courts building had been placed on the Historic Register because of its age, not because it was a significant example of historic architecture.
  - Money spent on restoration of the existing facility would merely push replacement of the facility to the next generation.
  - The degree of ADA non-compliance means that correction would cost more than the previous budget comparisons would suggest.
  - In the end, the 1883 and 1939 buildings will still be an uninsulated multi-wythe brick, which will need costly insulation and interior furring.
  - Curt commented that the Cost Projections done to date *did* contain budgeting for the deficiencies noted by Prochaska & Associates’ engineering staff in the prior Needs Assessment, but *did not* contain
    - i. Budgeting for insulation and furring the exterior walls, and
    - ii. Replacement of the windows, and
    - iii. Supplemental structural supports and damp-proofing in the Crawl Space.
  - The building remains in the 100-year flood zone, and flooding (at least in the fronting streets) was recalled in 1996 and 2019.
8. One Committee Member suggested that only the 1883 Courthouse might be torn down and replaced.

9. Prochaska & Associates showed a slide suggesting the Committee had three Options:
- Remodel of portions of the existing facility, relocation of the existing Treasurer's Office, addition of Elevator(s), and replacement of existing Jail with three-story addition on the existing property.
  - Remodel of portions of the existing facility, relocation of the existing Treasurer's Office, and the addition of Elevator(s). The Jail and Sheriff's Offices (Law Enforcement Center) would be rebuilt on separate property to be determined.
  - Replacement of the Jail, Courthouse, and County Offices on a separate property—a "Justice Center". Some concern was expressed for some disposition of the existing facility other than abandonment.
10. Curt has researched that predicted Construction Inflation for 2022 will likely be more like 14.1%, rather than the 6.8% earlier assumed, so presented several slides of Projected Budgets for either the (a) remodel/addition on-site, or (b) full replacement with a 16-bed modern Jail (please see attached revised sheets)
11. Six Options were presented to the Committee for depiction of either a stand-alone 16-bed Jail, or full Jail/Courts/County Offices, on several locations in Ponca and Martinsburg:
- Ponca: Property south of and adjacent to the County Annex building on State Highway #12. *This option depicted full replacement of the County facilities (Justice Center) on cultivated land south of the Annex Building, likely on raised ground to elevate it to 1-foot above the 100-year flood level.*
  - Ponca: East 3<sup>rd</sup> Street and North East Street property. *This option depicted both a stand-alone Law Enforcement Center as well as a three-story Justice Center on a full city block, requiring the purchase of land from the local newspaper (Journal Leader), as well as that land used by a larger storage building. Parking would be achieved by narrowing the street paving, as has been tried at nearby locations.*
  - Ponca: West 3<sup>rd</sup> Street and South Kansas Street property. *This option depicted both a stand-alone Law Enforcement Center as well as a three-story Justice Center on a full city block of vacant and highly-sloped land. Both options were positioned as close as possible to West 3<sup>rd</sup> Street, and required a minimum 15-foot high reinforced concrete retaining wall.*
  - Ponca: West 4<sup>th</sup> Street and South Kansas Street property. *This option depicted both a stand-alone Law Enforcement Center as well as a three-story Justice Center on a full city block of vacant land which appeared to front on a City Park (Friendship Memorial Park). When Curt and Steve observed the property prior to the Meeting, it was learned that the park apparently extended into the subject property (a shelter was constructed there), meaning the Park was larger than previously known. A portion of the Park would be needed for the new project, but it appeared to be out of the 100-year flood zone.*
  - Ponca: West 3<sup>rd</sup> Street and South Iowa Street property. *This was the existing County property, previously presented, depicting a three-story Jail Addition.*
  - Martinsburg: Main Street and State Highway #9. *This was a large (5+ acres) irregular lot on the east edge of the Martinsburg community, which the City Council would donate to the County for a dollar. It is a flat site, and the property has room for a full Justice Center—however, moving the Courthouse and County Offices would require moving the County Seat—a ballot-required item as well. The town also apparently lacks natural gas utility, as well as a nearby gas station. A water treatment center is located immediately to the north, and a water tower is planned for the near future.*

*Because there is so much room, Matt Michl asked for Prochaska & Associates to depict the full Justice Center there for the next meeting.*

12. The committee discussed the potential for moving the County Seat as part of the process, with several members expressing favor for the idea, but also with others feeling reservations for the potential for passage. It was pointed out that Ponca is located on the north side of the County, and there may be sentiment in the County for a more centralized location for a full Justice Center/County Seat. Further, a good portion of the main part of Ponca is within the 100-year Flood zone.
13. Larry Boswell suggested a property in Allen, also a more centralized location in the County. Prochaska & Associates will attempt to look further into this property potential, and was advised to contact the Allen City Clerk, Gene Rahm (712-212-5061), for further information regarding actual location, development regulations, and available utilities. Larry also offered to help with the investigation, suggesting the land had already been zoned for a possible County Seat facility.
14. Lisa Lunz asked Prochaska & Associates to look further into the actual floor elevation such a facility would need to be located at—meaning how much earth fill would be required to place a facility south of the existing Annex building on Highway 12. She suggested we might receive assistance from the County Surveyor, and that Cindy could give us contact information to allow further investigation.

BY:   
Curtis Field, AIA  
Architect - Principal

October 21<sup>st</sup>, 2022  
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.***

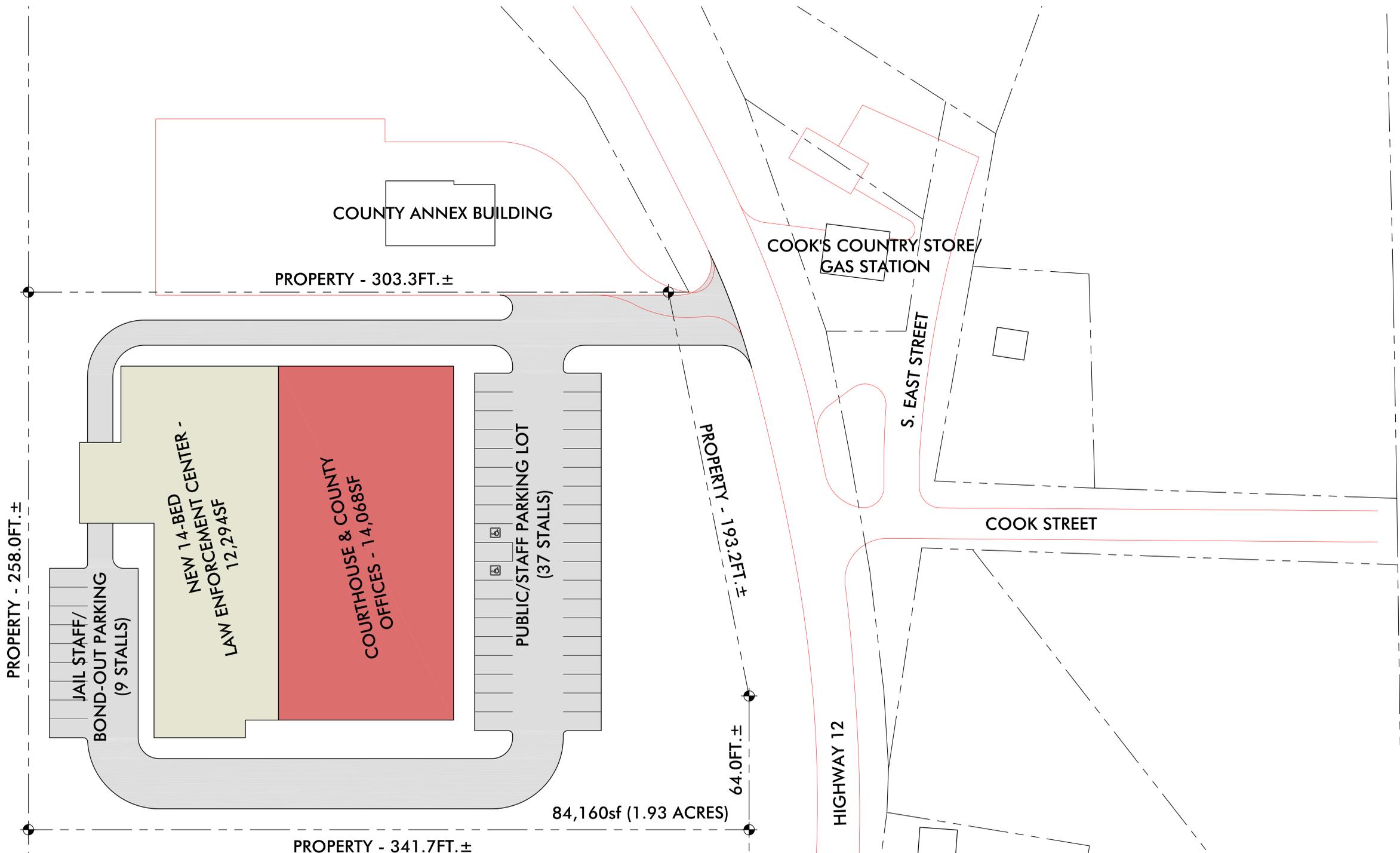
# PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

Telephone: (402) 334-0755

FAX: (402) 334-0868

Website: [www.prochaska.us](http://www.prochaska.us)



PRELIMINARY CONCEPT SITE PLAN - NEAR COUNTY ANNEX PROPERTY  
 COMBINED COUNTY OFFICES/COURTS/JAIL - JUSTICE CENTER

10-20-2022



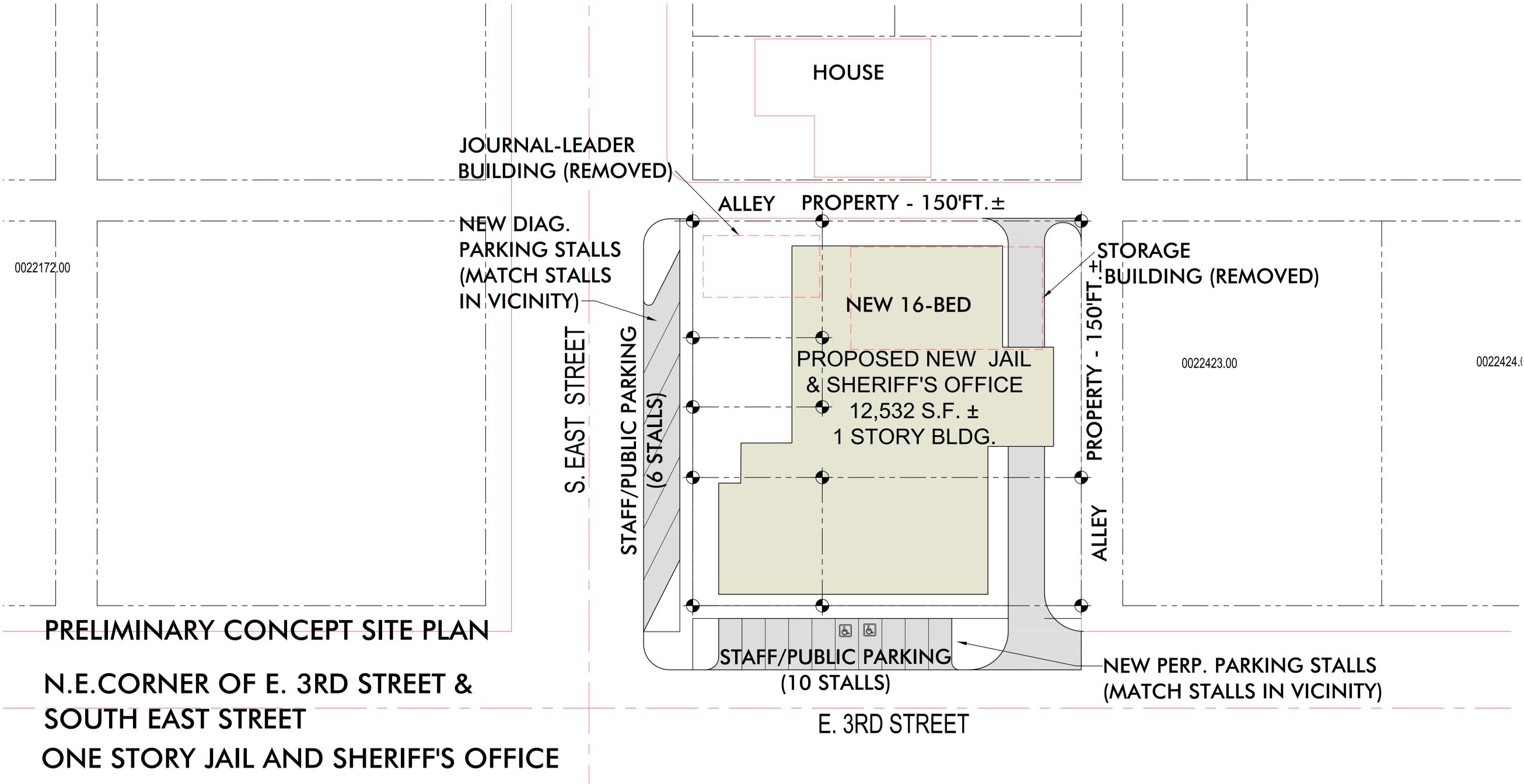
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OPTION **2**  
 SITE PLAN

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**PRELIMINARY CONCEPT SITE PLAN**

**N.E. CORNER OF E. 3RD STREET &  
SOUTH EAST STREET**

**ONE STORY JAIL AND SHERIFF'S OFFICE**

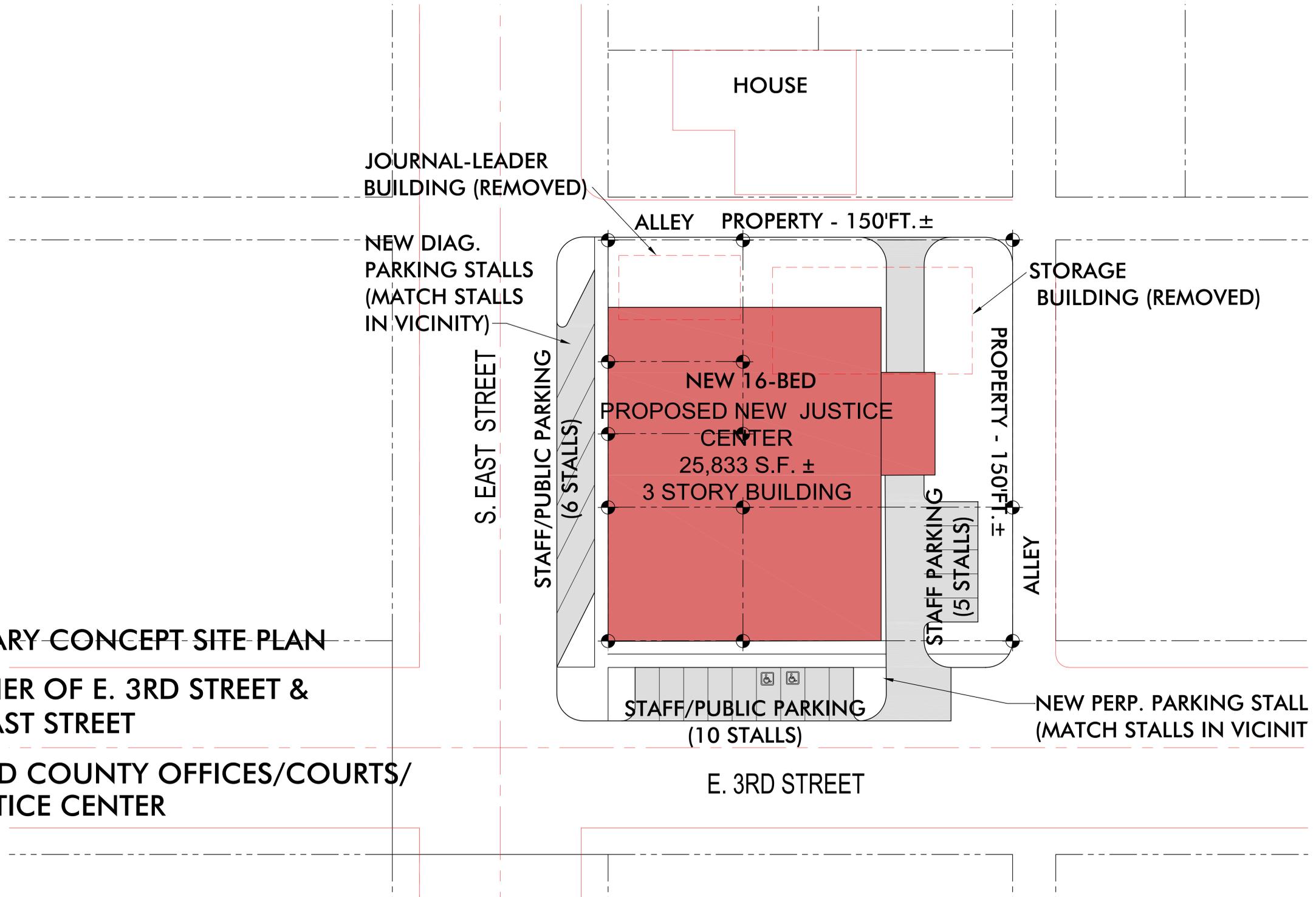


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**PRELIMINARY CONCEPT SITE PLAN**

**N.E. CORNER OF E. 3RD STREET & SOUTH EAST STREET**

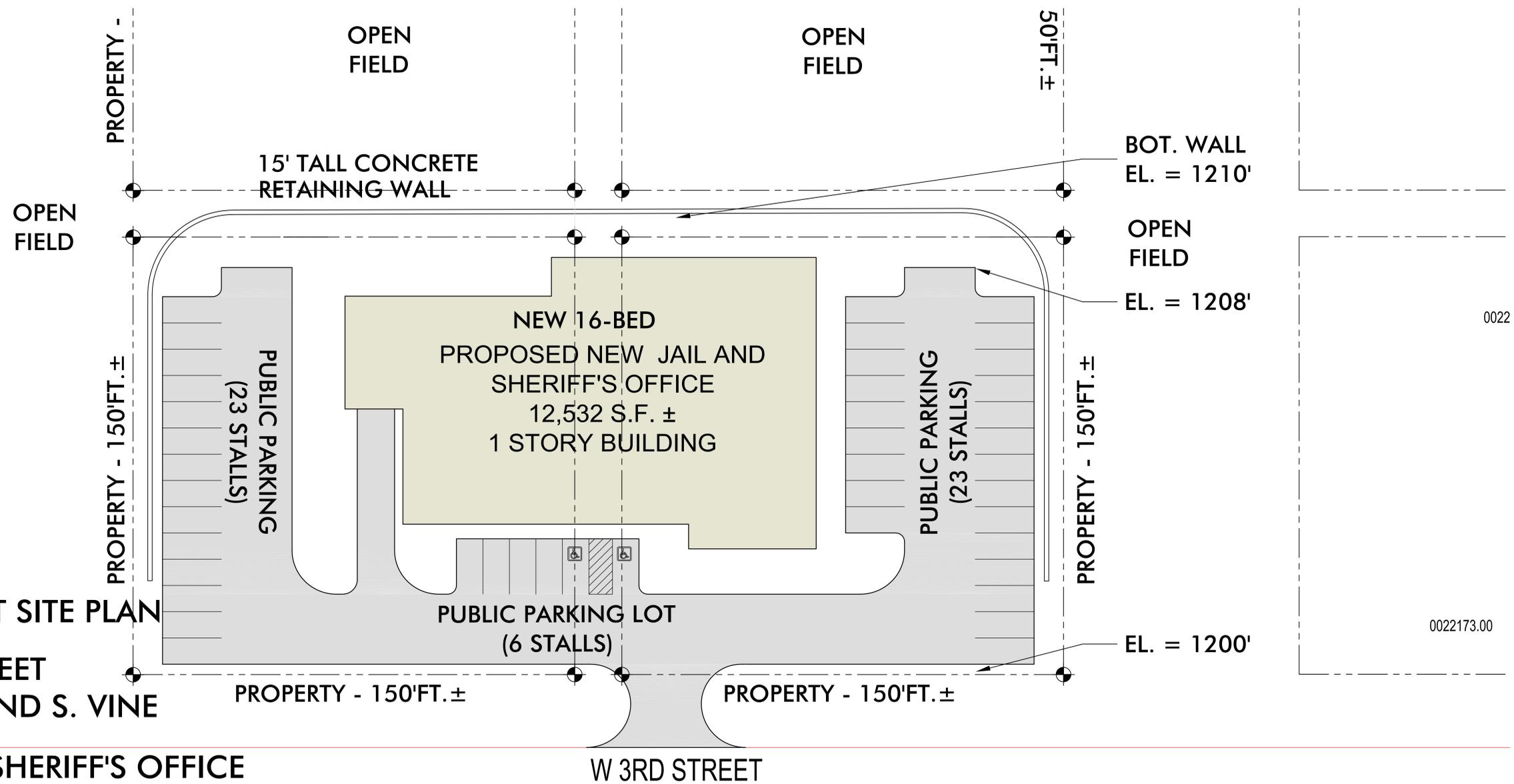
**COMBINED COUNTY OFFICES/COURTS/JAIL - JUSTICE CENTER**



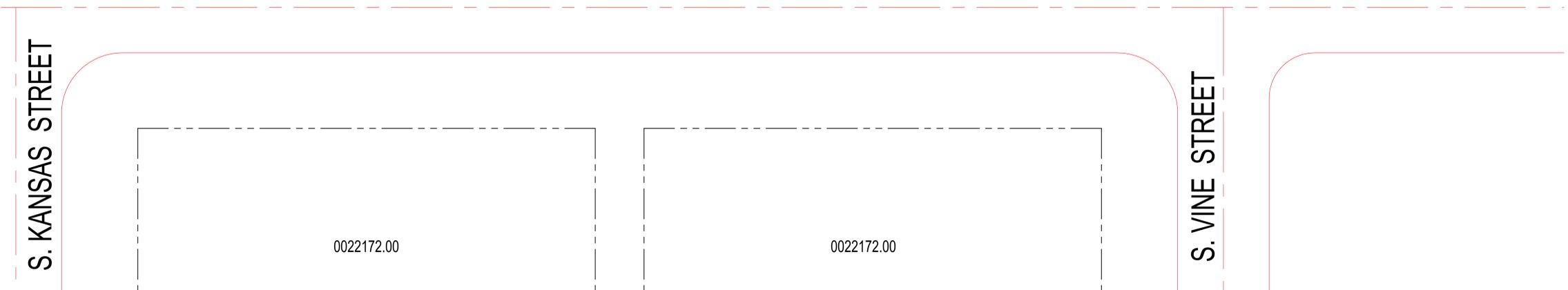
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PRELIMINARY CONCEPT SITE PLAN  
 NORTH OF W. 3RD STREET  
 BETWEEN S. KANSAS AND S. VINE  
 ONE STORY JAIL AND SHERIFF'S OFFICE



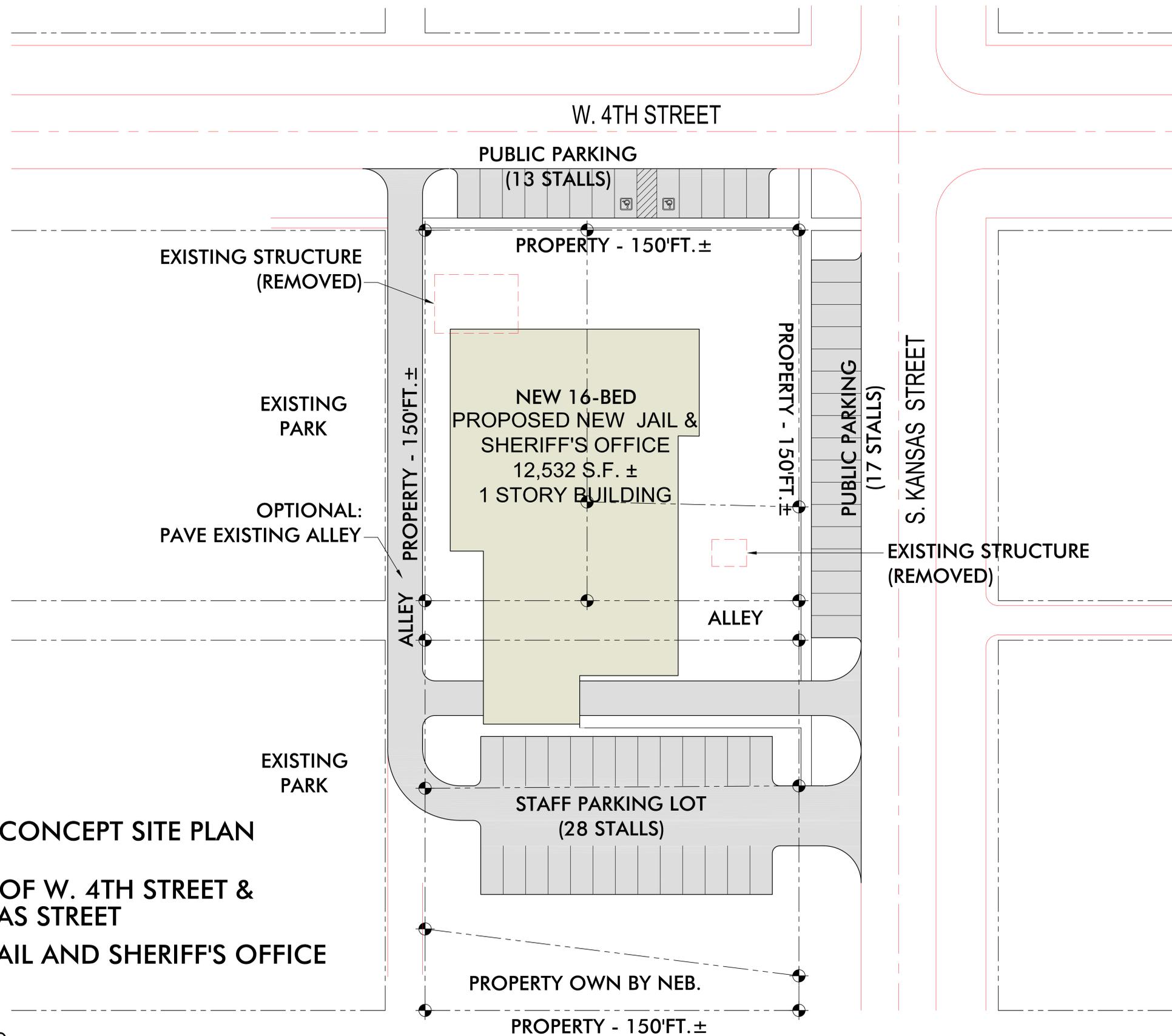
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**PRELIMINARY CONCEPT SITE PLAN**

**S.W. CORNER OF W. 4TH STREET & SOUTH KANSAS STREET**

**ONE STORY JAIL AND SHERIFF'S OFFICE**

10/20/2022



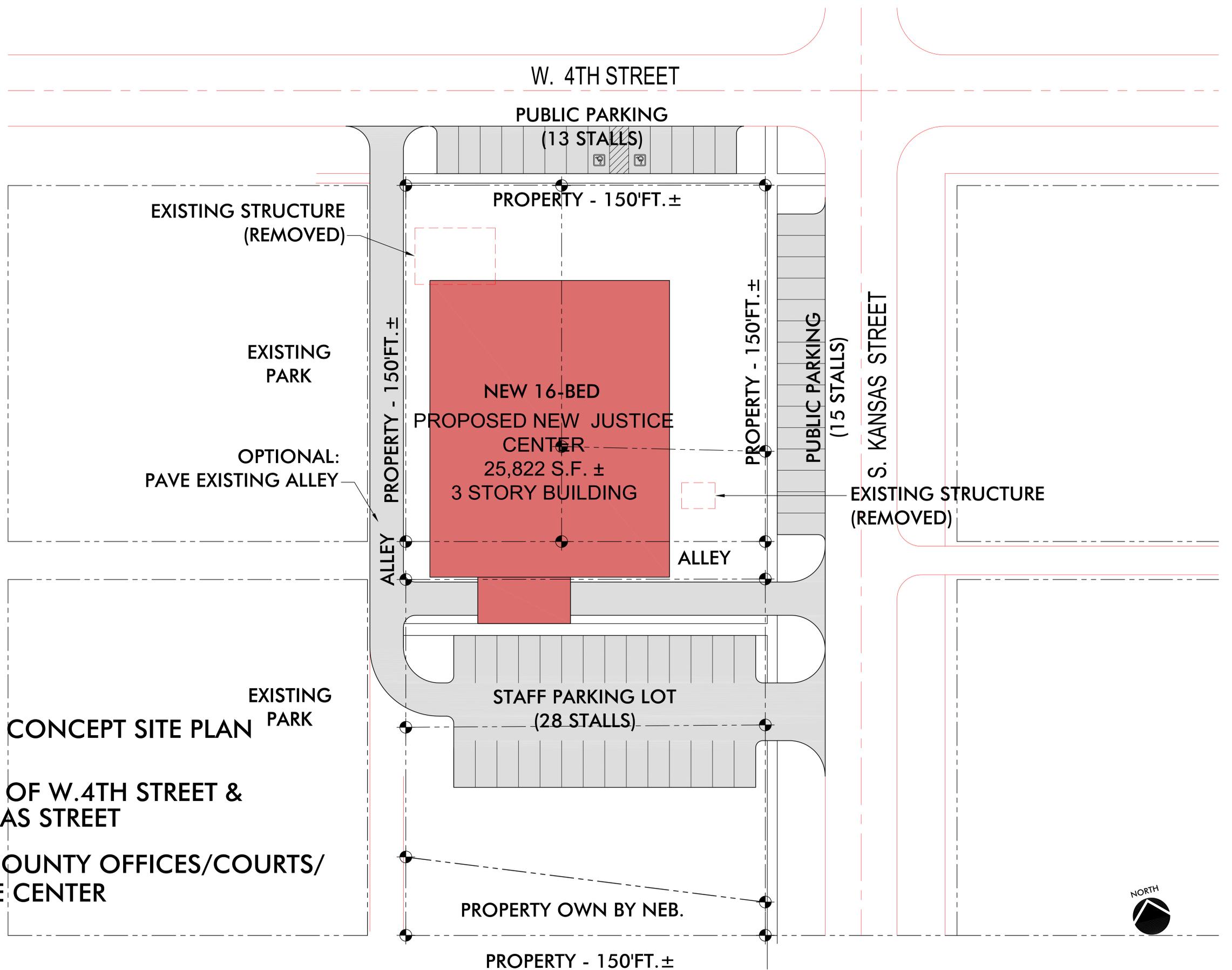
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**OPTION 4a**

**SITE PLAN**

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PRELIMINARY CONCEPT SITE PLAN

S.W. CORNER OF W.4TH STREET & SOUTH KANSAS STREET

COMBINED COUNTY OFFICES/COURTS/JAIL - JUSTICE CENTER



# DIXON COUNTY OFFICES

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OPTION **4b**  
SITE PLAN

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PARKING - 14 SPACES  
(CONCRETE)

HC HC

PROPERTY LINE - 150 FT.

16'-0"

150'-0"

80'-0"

40'-0"

40'-0"

COUNTY OFFICES  
ADDITION  
1940

COURTHOUSE  
1887

PARKING - 13 SPACES  
(CONCRETE)

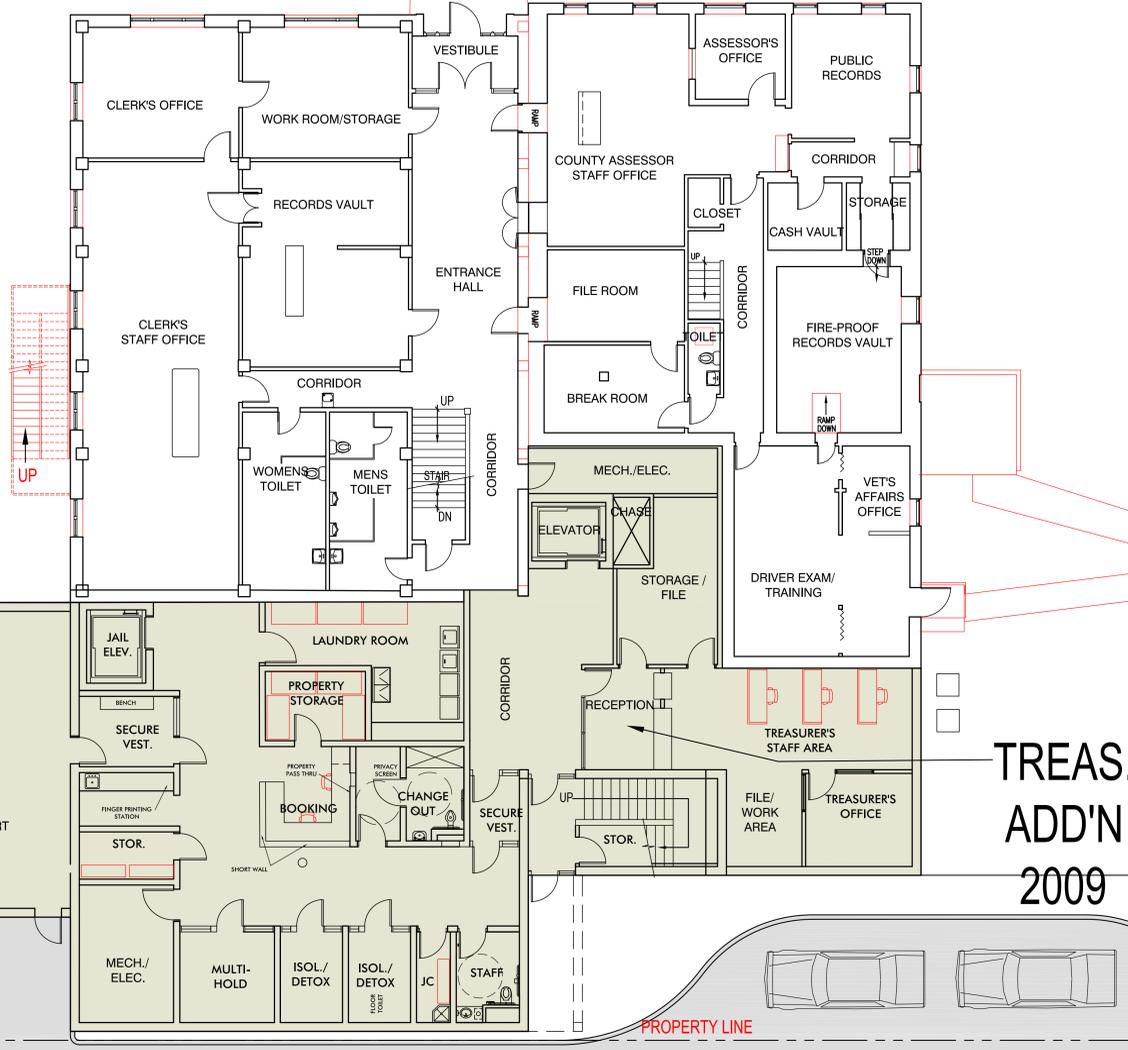
IOWA STREET R.O.W.

ALLEY (GRAVEL)

PROPERTY LINE

150'-0"

PROPERTY LINE - 150 FT.



TREAS.  
ADD'N  
2009

NEW BUILDING AREA  
NEW CONCRETE PAVING

PROPERTY LINE

ALLEY (NEW CONCRETE)

PRELIMINARY CONCEPT SITE/ FIRST FLOOR PLAN - BOOKING, HOLDING, TREASURER'S OFFICE



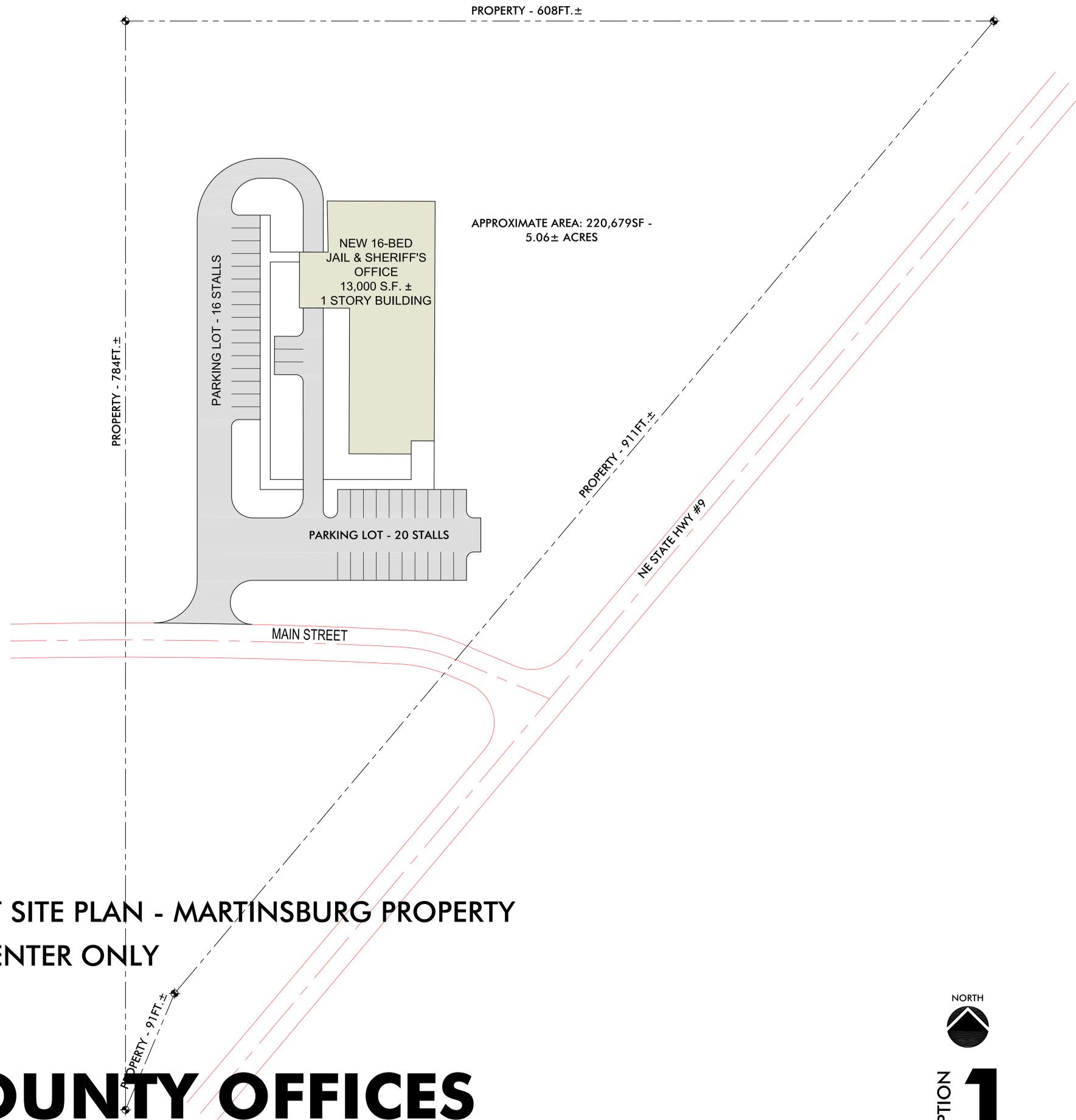
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BUILDING ADDITION

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PRELIMINARY CONCEPT SITE PLAN - MARTINSBURG PROPERTY  
 LAW ENFORCEMENT CENTER ONLY

10-20-2022



**DIXON COUNTY OFFICES**  
 P O N C A, N E B R A S K A



OPTION **1**  
 SITE PLAN

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #7

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**LOCATION OF MEETING:** Dixon County Courthouse Annex Building, 59140 Hwy. #12, Ponca, NE

---

**PROJECT NO.:** 222701      **DATE:** November 17<sup>th</sup>, 2022      **TIME:** 6:00 PM

---

<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Mathew Michl	Martinsburg	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
Dave Armstrong	Rural North	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Cindy Purucker	County Clerk	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>
Verlin Hanson	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Tom Decker	County Sheriff	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>

<b>MEMBERS ABSENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Blake Eisenmann	Rural South	<a href="mailto:blake_eisenmann@hotmail.com">blake_eisenmann@hotmail.com</a>
John Leader	Ponca	<a href="mailto:jleader@bop.gov">jleader@bop.gov</a>
Jack Moore	Newcastle	<a href="mailto:leader65@hotmail.com">leader65@hotmail.com</a>
Lisa Lunz	County Board of Supervisors	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
		<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>
Cindy Geis		<a href="mailto:cindygeis44@gmail.com">cindygeis44@gmail.com</a>

---

## 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. Cindy mentioned that Minutes and graphics from previous Citizen’s Committee Meetings had been placed on the Dixon County website.
2. The Existing County Building rubber membrane roof has been repaired, and the surrounding yard has been re-graded to provide better drainage away from the building. Mold examples are scheduled to be mitigated, but it is feared that the mold will return.

3. Curt reviewed the several options which the Committee had asked for further development:

- Option 1 - Ponca: Property south of and adjacent to the County Annex building on State Highway #12. The plan has not changed, but a cost budget sheet has been prepared for fill dirt required to raise the existing grade to 12” above the Base Flood Elevation (BFE), which is the “100-year flood” elevation. Curt explained that this is a requirement for government buildings, constructed in this area. The total needed land would appear to be slightly under 2 acres, and the diagram assumes a single story structure. *The 100-year flood zone is not the actual Flood Plain. The cost has been calculated for the additional fill at \$323,689, not considering other site costs.*
  - i. The balance of the previous Budget estimate has been recalculated, conservatively, to include the cost of the added fill, and also to include the more up-to-date 2022 Construction Inflation figure, and that total came to \$17,989,000.*
- Option 2 - Ponca: West 4<sup>th</sup> Street and South Kansas Street property (adjacent to Memorial Park). A newer drawing was presented depicting a more accurate border for the 100- and 500-year flood boundaries, and this provides additional confidence that this property could support a new Courthouse-Jail combination, in a three-story structure. Also, the larger grading costs could be avoided. Still, the park structure would have to be relocated.
- Option 3 - Martinsburg: Main Street and State Highway #9. The property is available for only a dollar, and is 5 acres plus/minus. It is well out of the 100- and 500-year flood zones. A lengthy discussion ensued about whether the County would support moving the County Seat from Ponca, with many pros and cons discussed.
  - i. The Martinsburg property has well water, fiber, electricity, and sanitary sewer treatment, but no natural gas.
  - ii. One Committee member asked how she was to promote the cost of a new facility among her associates, following a season of drought and inflation. Others on the Committee countered with how the County could not seek a solution, despite the increased cost, since inflation will continue, even though if it may slow down, and the building may continue to deteriorate if nothing is done.
  - iii. Curt reminded the Committee that the Community sentiment seems to be that the present building is too costly to renovate, as there may still be several needed improvements which have not been accounted for in the present budget (i.e., window replacement).
  - iv. One point Sheriff Decker made was that deputies driving to some locations in the County are therefore not available in the Wakefield or Ponca communities, if an emergency were to occur there. He also commented that Wakefield has a dedicated full-time Sheriff’s Deputy.
  - v. Another point made was that the larger communities in the County have more services, such as gas stations, restaurants, lawyers, doctors, etc.
  - vi. Curt asked the Committee to think primarily about what is best for the County, and eventually agree to a single location solution. Moving the Courthouse out of Ponca will require a separate vote of the Citizens, and possibly alienate those in Ponca. The Committee is proposed to act as a Campaign Committee during a possible Bond campaign, so must have unity.

- Option 4 - Allen: Two properties north and south of 868 Road on NE Hwy 9. A typical single-story facility, on a two-acre property was depicted south of town. There is no danger of flooding in Allen.
4. Following discussion about the four options, Prochaska & Associates showed two slides of property north of town, on NE 26E, on the way to Ponca State Park, and east of Cooks Gas Station on 878 Road (Tax ID #002212.00). The Committee indicated that they wished to see a combined facility attempted on each property. One idea promoted for the 878 Road location was to consider the home and surrounding land immediately west of the Cook's station, as the needed fill should be significantly less than that required for the County Annex property.
  5. Another property suggested by Clerk Purucker was 87792 Highway 12, Tax ID #0023165.00, which would need to be annexed, and yet another was identified as Tax ID #0023182.00. Ron Mahler suggested consideration of another property west of town on Highway 12l, south of the Lowe's place, across 879 Road. Prochaska & Associates will further clarify these locations and prepare concept comparison drawings for these properties.
  6. It was determined that the third Thursday of December (the 15<sup>th</sup>) will be difficult for the Committee to meet, due to holiday commitments, so it was decided not to meet until January 19<sup>th</sup>, at 6:00pm.

BY:   
Curtis Field, AIA  
Architect - Principal

November 21<sup>st</sup>, 2022  
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.***



# COST PROJECTIONS

Planning • Architecture • Engineering • Interiors • Facility Management

**DIXON COUNTY JAIL / LEC / COURTHOUSE Preliminary Design/Pre-Bond Phase**  
**REPLACE COURTHOUSE & JAIL ON PROPERTY ADJACENT TO COUNTY ANNEX**

P&A Project No. 222701

November 17<sup>th</sup>, 2022

The following Cost Projection is based on consideration of the property adjacent to the County Annex Building located on Highway 12. Other gross-level assumptions are:

- Structure will be slab-on-grade erected on building pad set 1-foot above Base Floor Elevation (BFE).
- Per County Surveyor, the property is essentially flat, and sits at elevation 1142, relative to a BFE of 1146, meaning a building pad/floor slab should be set at approximately elevation 1147, or five (5) feet of fill.
- A gross-level assumption is that surrounding this elevated pad should be a 6% max. sloped transition to the existing grade. In reality, some parts of the transition will be steeper, some shallower.
- A calculated volume (conservative) of fill dirt required using the above assumption is **13,190CY**.
- It is assumed that needed utilities will be available from the adjacent County Annex property.
- *Costs have been projected to a mid-2024 construction bid market.*

## 13,190 CY FILL COST:

13,190CY / 0.89 = 14,819 Bank Cubic Yards (BCY)

Excavation, assuming location in town (approx. 1 mile round trip)	\$ 139,299
Hauling, 8 CY Truck, Loose Cubic Yards (LCY), 1 mile round trip	\$ 40,011
Backfill, 6" – 12" lifts, Dozer, w/ sheepsfoot Roller	<u>\$ 43,716</u>
Subtotal	\$ 223,026
Design phase Contingency at 20% (1.2 x \$223,026)	\$ 267,631
Inflate to January-2023: 2022 Inflation @ 14.1% (1.141 x \$267,631)	\$ 305,367
Inflate to mid-2024: 2023-2024 Inflation assumed at 4% (18 months = 1.06 x \$305,367)	<u><b>\$ 323,689</b></u>

## PROCHASKA & ASSOCIATES

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E-Mail: [mail@prochaska.us](mailto:mail@prochaska.us)

**Law Enforcement Center Template (from P&A Needs Assessment):**

New 16-bed Jail 9,034 GSF at \$490/SF*	\$ 4,426,660
Law Enforcement Office Functions 5,387 GSF at \$275/SF*	\$ <u>1,481,425</u>
Subtotal LEC Costs	\$ 5,908,085

**County Offices & Courthouse Replacement:**

New Courthouse/County Offices Replacement (less third floor) 14,070 GSF at \$236/SF*	\$ 3,320,520
Subtotal LEC and County Offices Costs	\$ 9,228,605
Other Site Work & Utility Relocation Allowance at 5%**	\$ <u>461,430</u>
Construction Budget Subtotal	\$ 9,690,035
Design Phase Contingency at 20%	\$ <u>1,938,007</u>
Construction Budget Total (Hard Costs)	\$11,628,042
Inflation from 1-01-2022 to 6-01-2024 (calculated above @ 21%***)	\$14,067,511
Inflated Site Fill Cost to 12" above BFE (see above sheet)	\$ <u>323,689</u>
Subtotal INFLATED Hard Costs	\$14,391,200
Soft Cost Allowance @ 25% (Includes: Property Acquisition, A/E Consultant Fees, Soil Borings, Movable Equipment & Interior Furnishings, Data/Communications Equipment & Cabling, Soil & Concrete Testing, Reimbursable Expenses, Construction Document Printing, Site Survey, Builder's Risk Insurance, etc.)	\$ <u>3,597,800</u>

**Courthouse/County Offices/LEC Replacement Project Budget**

- **At Courthouse Annex property:** **\$17,989,000**

*\*from RS Means Cost Data, "Norfolk" area, January 2022*

*\*\*5% is a modest allowance for Site Work – assumes a standard city block w/existing utilities*

*\*\*\*Assumes 2022 estimated nonresidential construction inflation @ 14.1% and 2% for half of 2023*

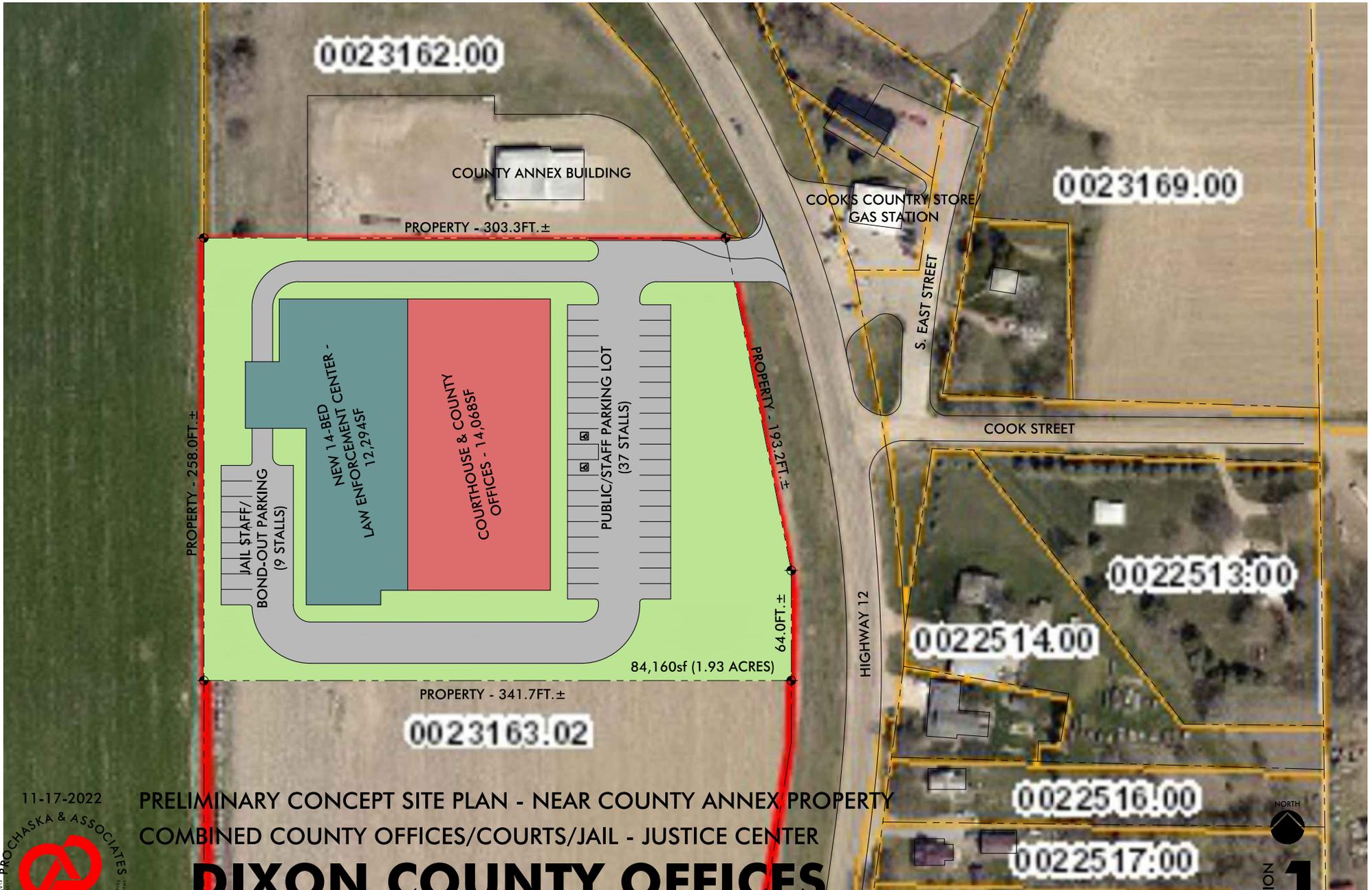
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11-17-2022

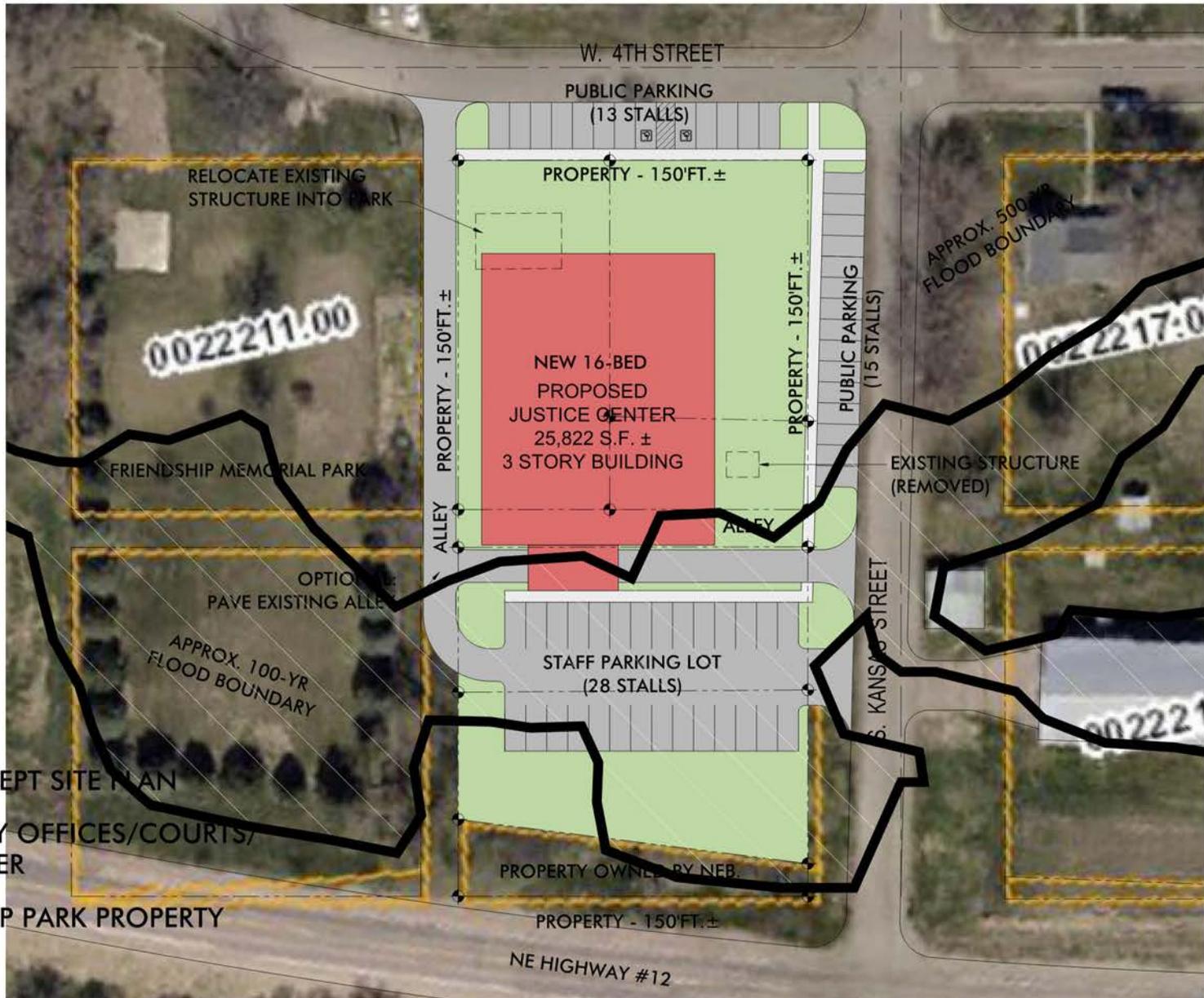
PRELIMINARY CONCEPT SITE PLAN - NEAR COUNTY ANNEX PROPERTY  
 COMBINED COUNTY OFFICES/COURTS/JAIL - JUSTICE CENTER

# DIXON COUNTY OFFICES

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PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER  
 PONCA - FRIENDSHIP PARK PROPERTY

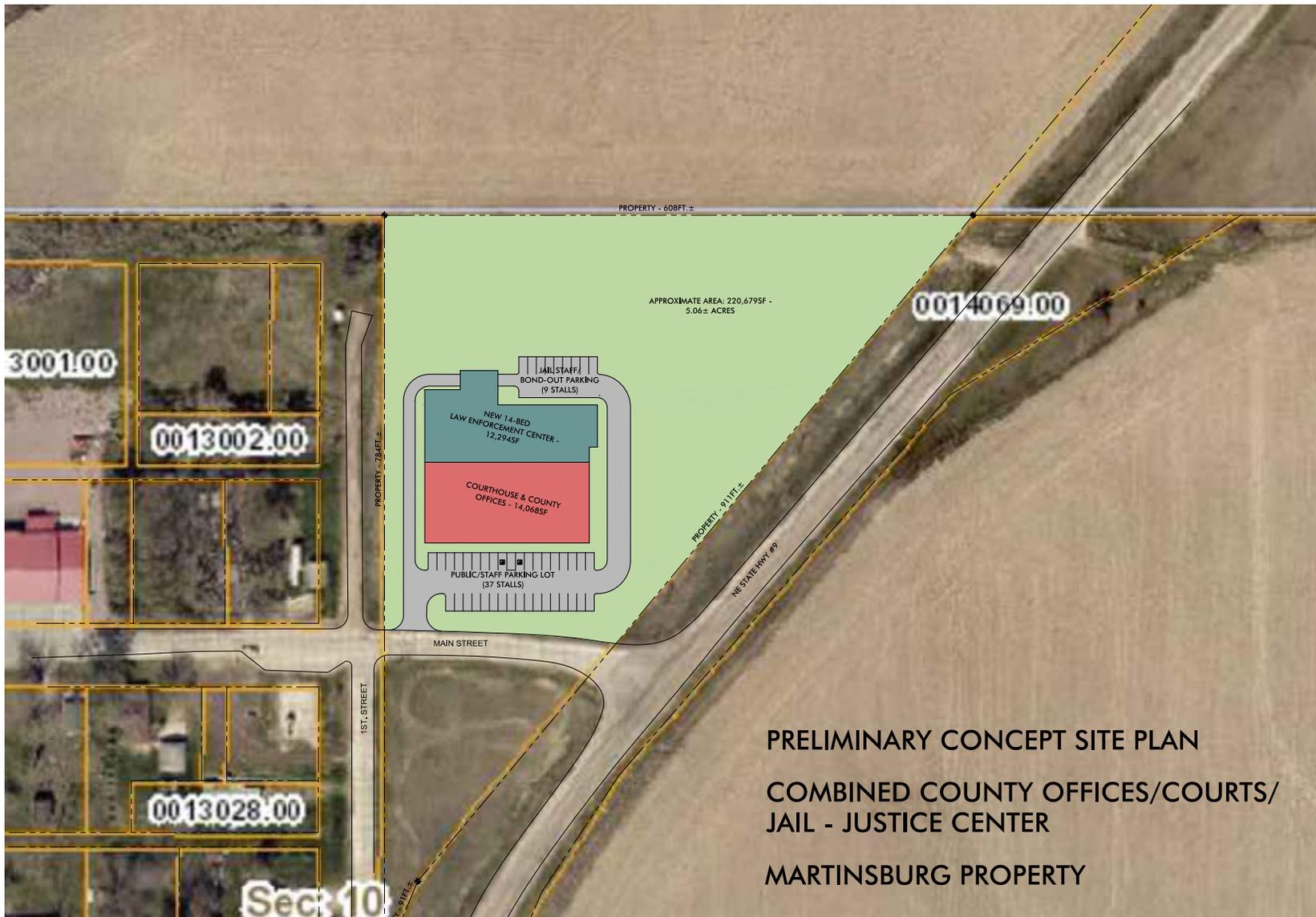


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# DIXON COUNTY OFFICES

## P O N C A , N E B R A S K A

NORTH  
 OPTION **2**  
 SITE PLAN



PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER  
 MARTINSBURG PROPERTY



# DIXON COUNTY OFFICES

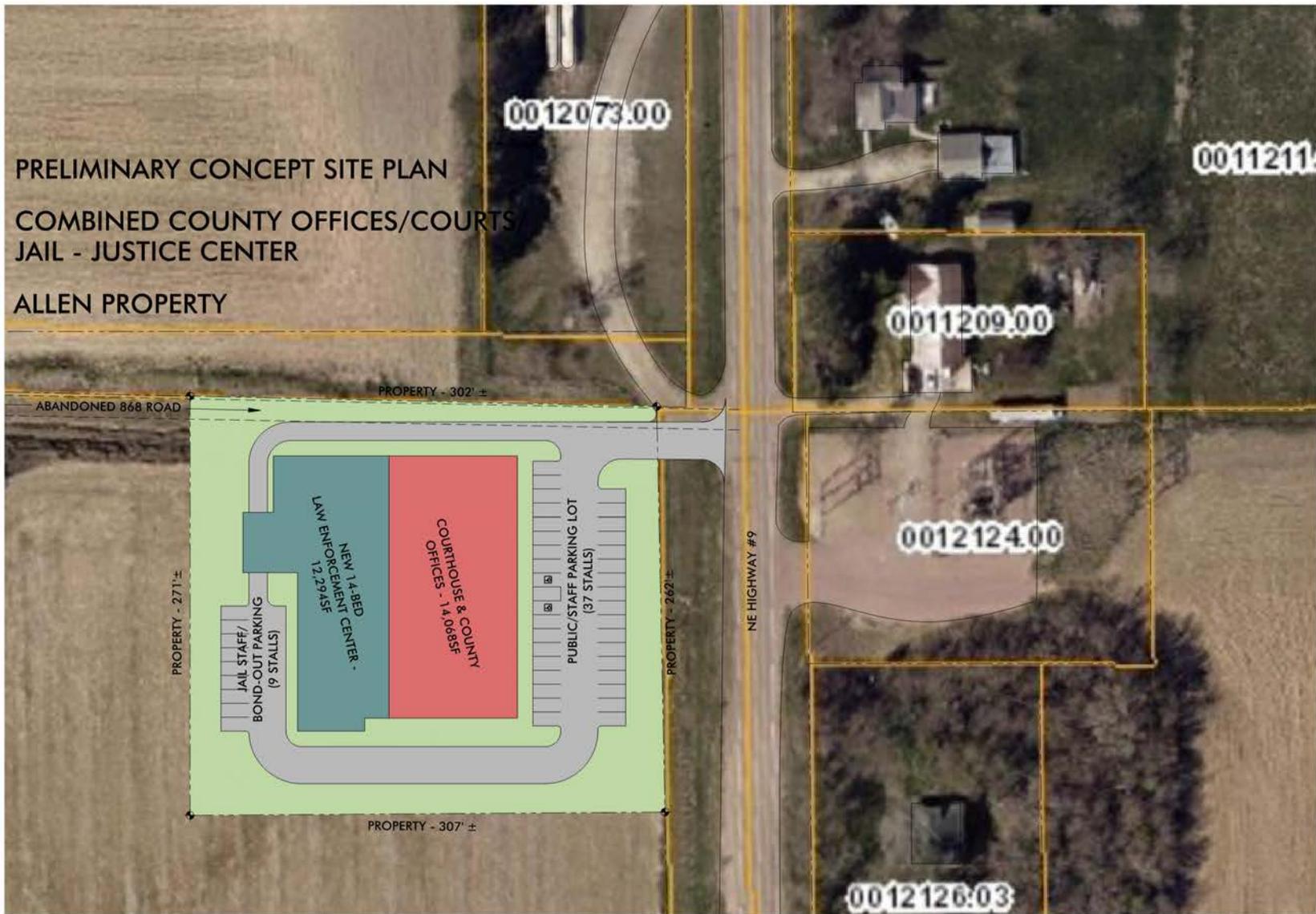
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OPTION **3**  
 SITE PLAN

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PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS  
 JAIL - JUSTICE CENTER  
 ALLEN PROPERTY



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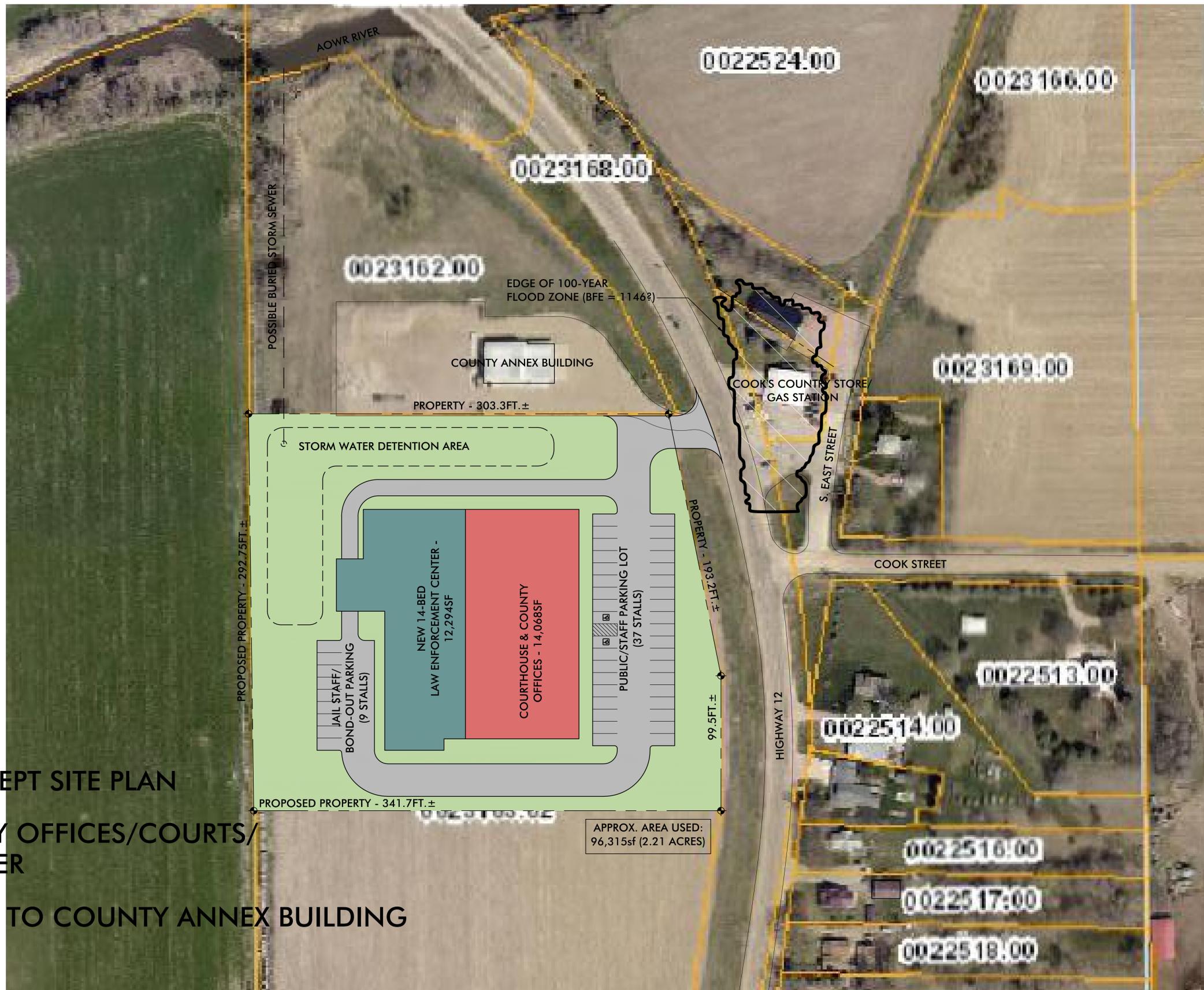
# DIXON COUNTY OFFICES

P O N C A , N E B R A S K A



OPTION  
**4**  
 SITE PLAN

11/17/2022



**PRELIMINARY CONCEPT SITE PLAN**

**COMBINED COUNTY OFFICES/COURTS/  
JAIL - JUSTICE CENTER**

**PONCA - ADJACENT TO COUNTY ANNEX BUILDING**



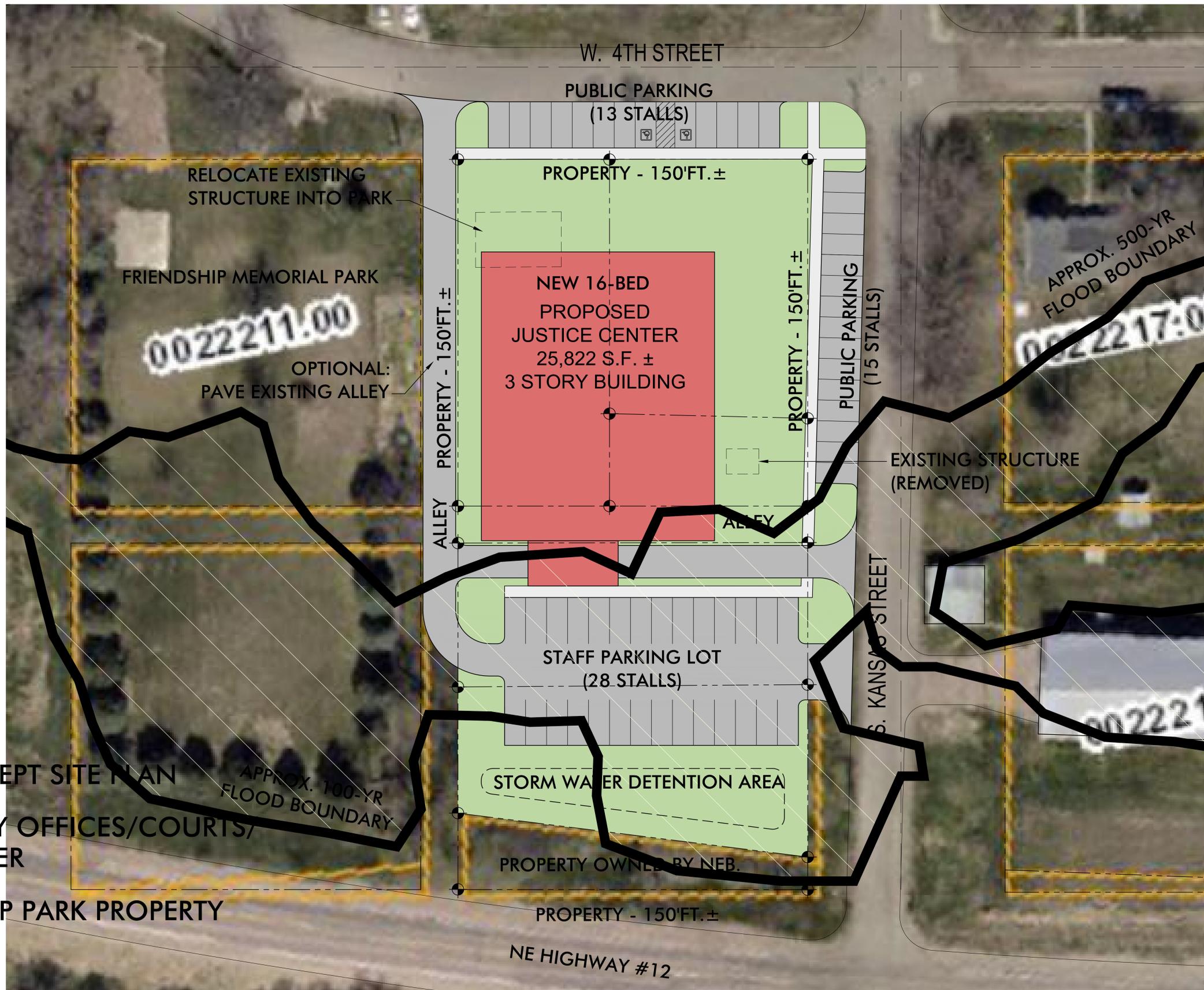
# DIXON COUNTY OFFICES

## P O N C A, N E B R A S K A



OPTION **1**  
SITE PLAN

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PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER  
 PONCA - FRIENDSHIP PARK PROPERTY



# DIXON COUNTY OFFICES

P O N C A, N E B R A S K A



OPTION **2**  
 SITE PLAN

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PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER  
 MARTINSBURG PROPERTY



# DIXON COUNTY OFFICES

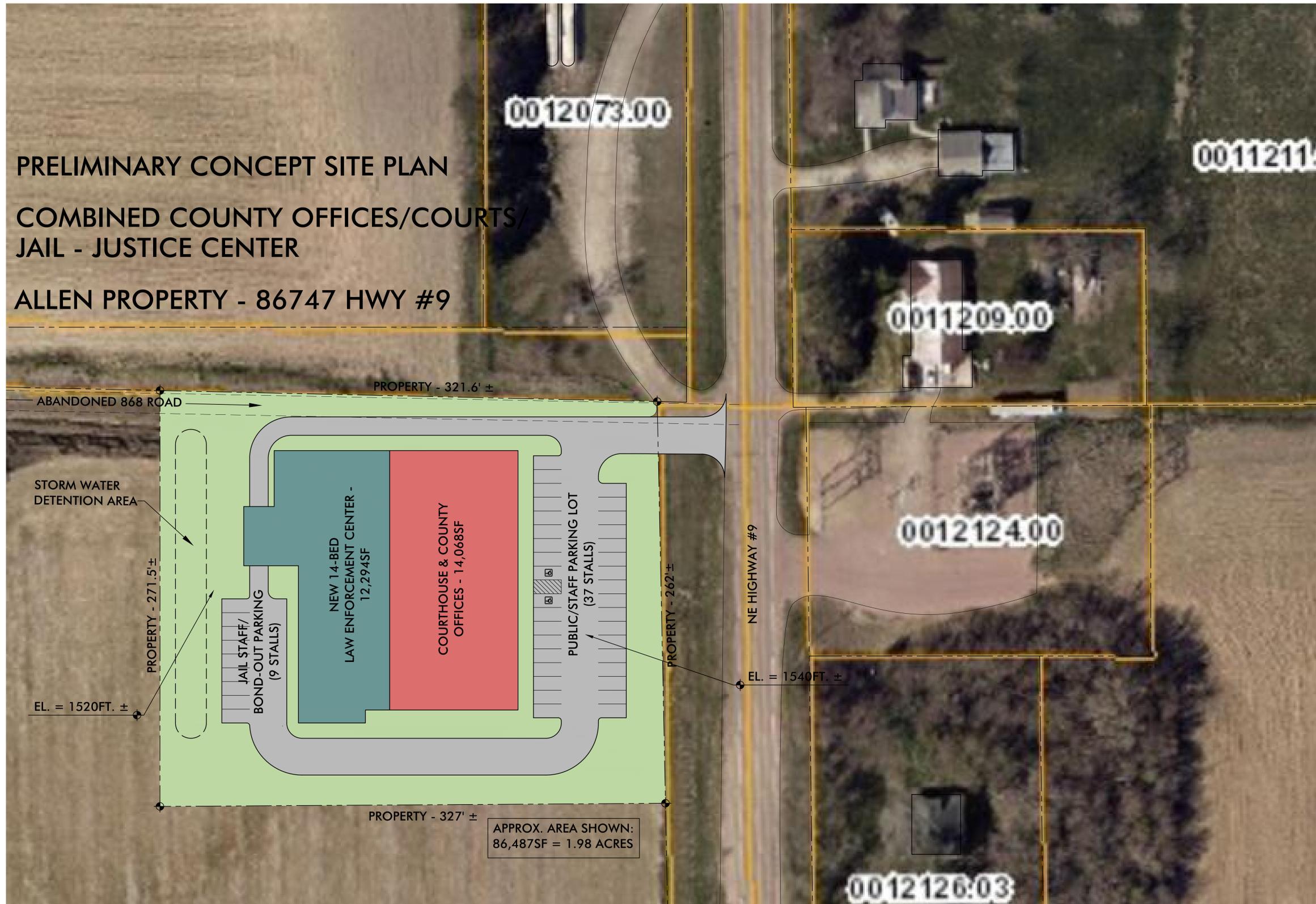
P O N C A, N E B R A S K A



OPTION **3**  
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PRELIMINARY CONCEPT SITE PLAN  
 COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER  
 ALLEN PROPERTY - 86747 HWY #9

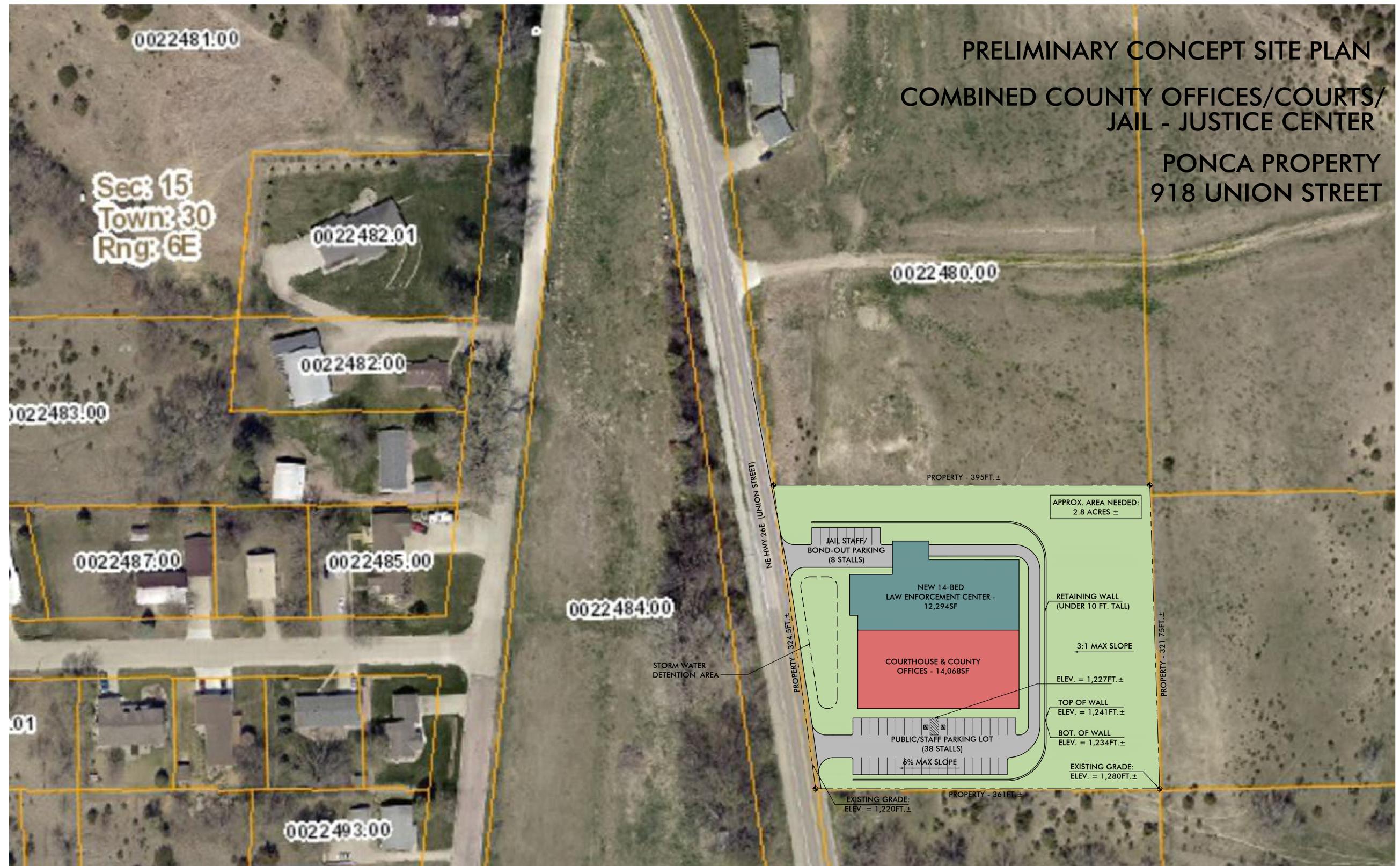


# DIXON COUNTY OFFICES

P O N C A, N E B R A S K A



OPTION **4**  
 SITE PLAN



# DIXON COUNTY OFFICES

P O N C A, N E B R A S K A

NORTH

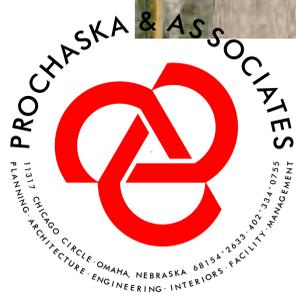
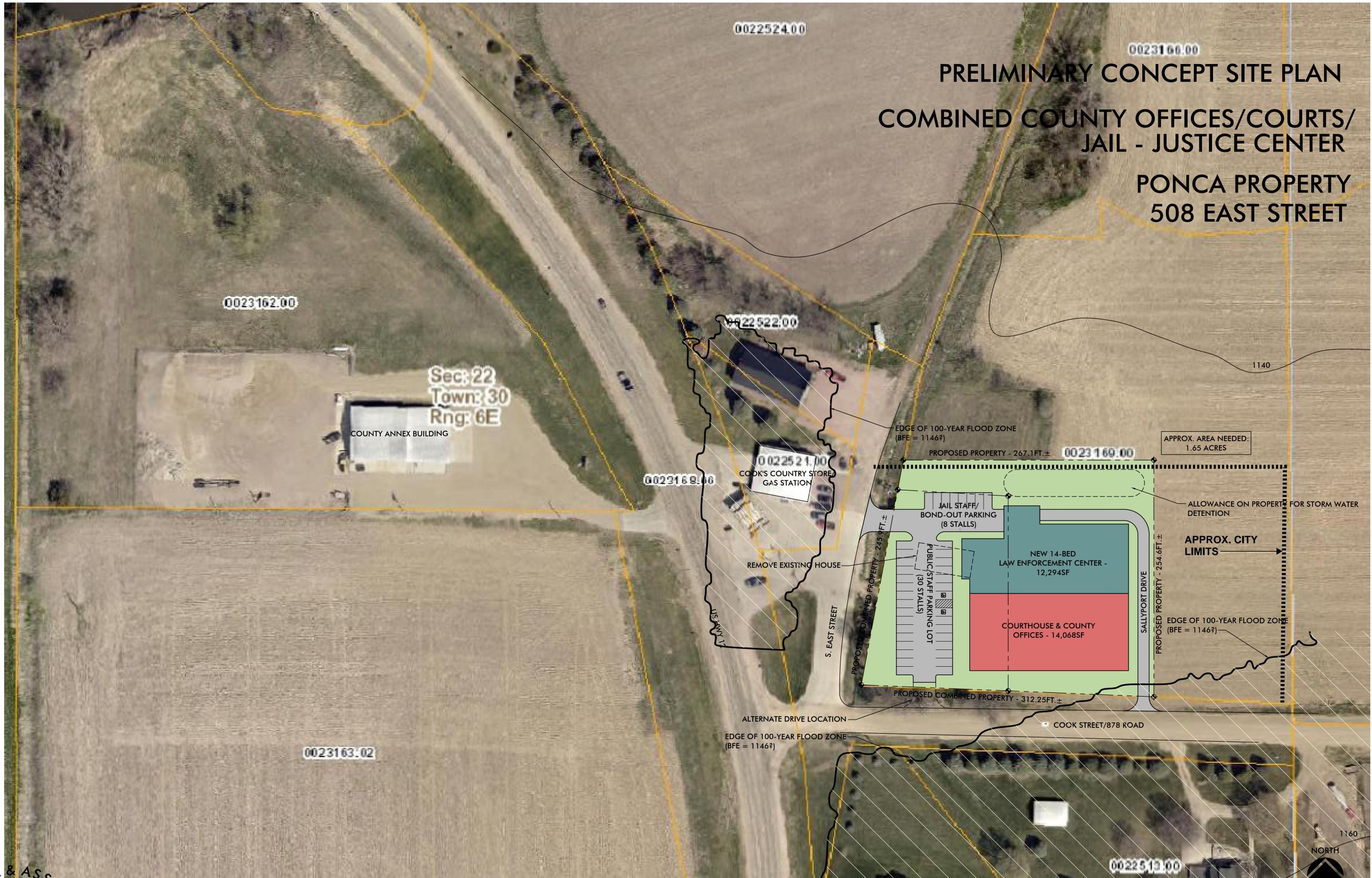


OPTION  
**5**  
 SITE PLAN

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11/29/2022  
 SCALE: 1" = 40'-0"

**PRELIMINARY CONCEPT SITE PLAN**  
**COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER**  
**PONCA PROPERTY**  
**508 EAST STREET**

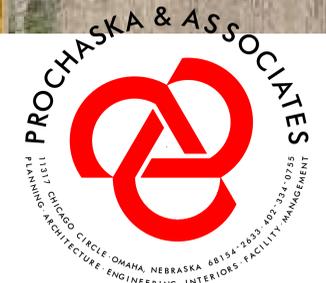
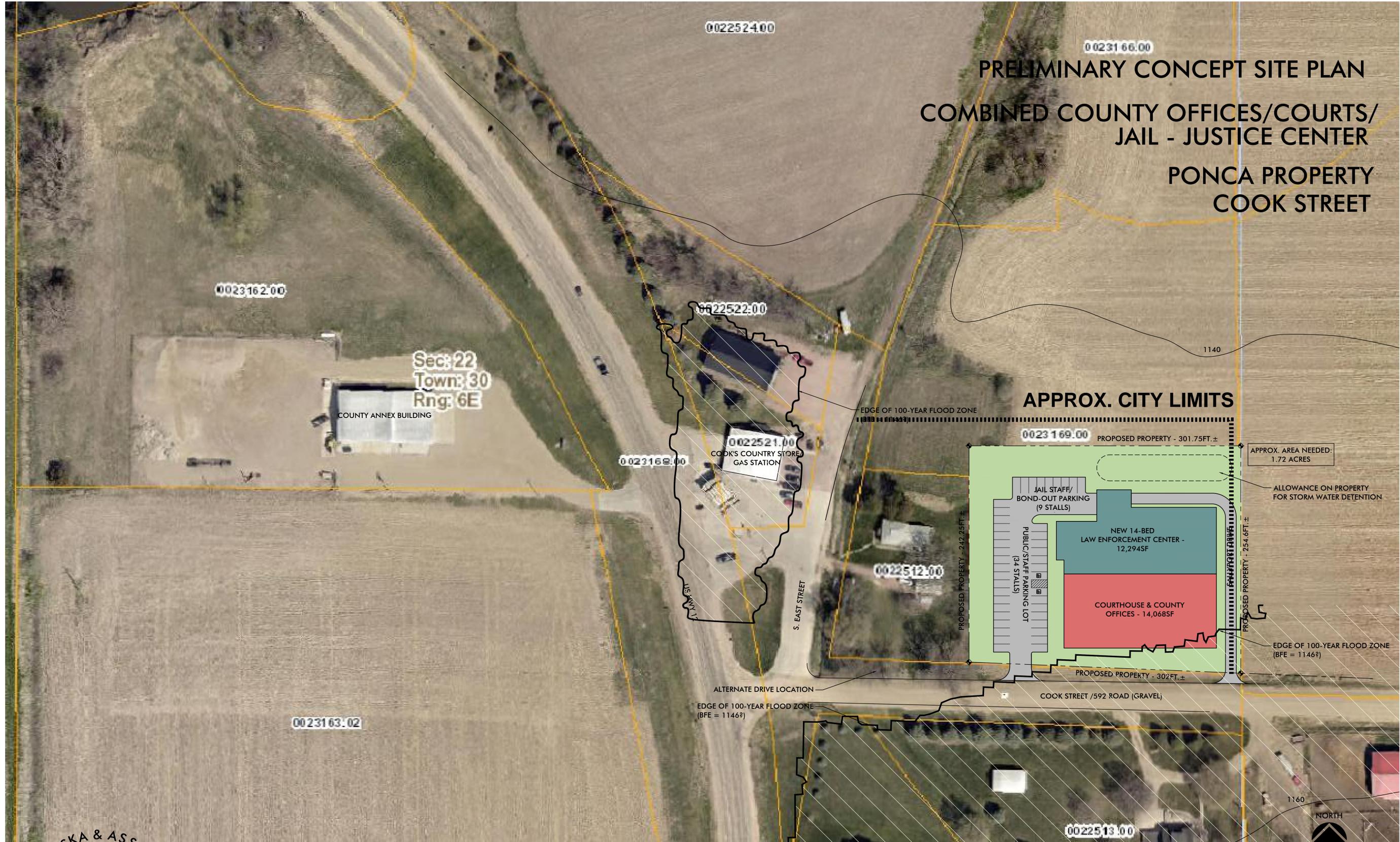


**DIXON COUNTY OFFICES**  
**P O N C A, N E B R A S K A**

**OPTION 6a**  
**SITE PLAN**

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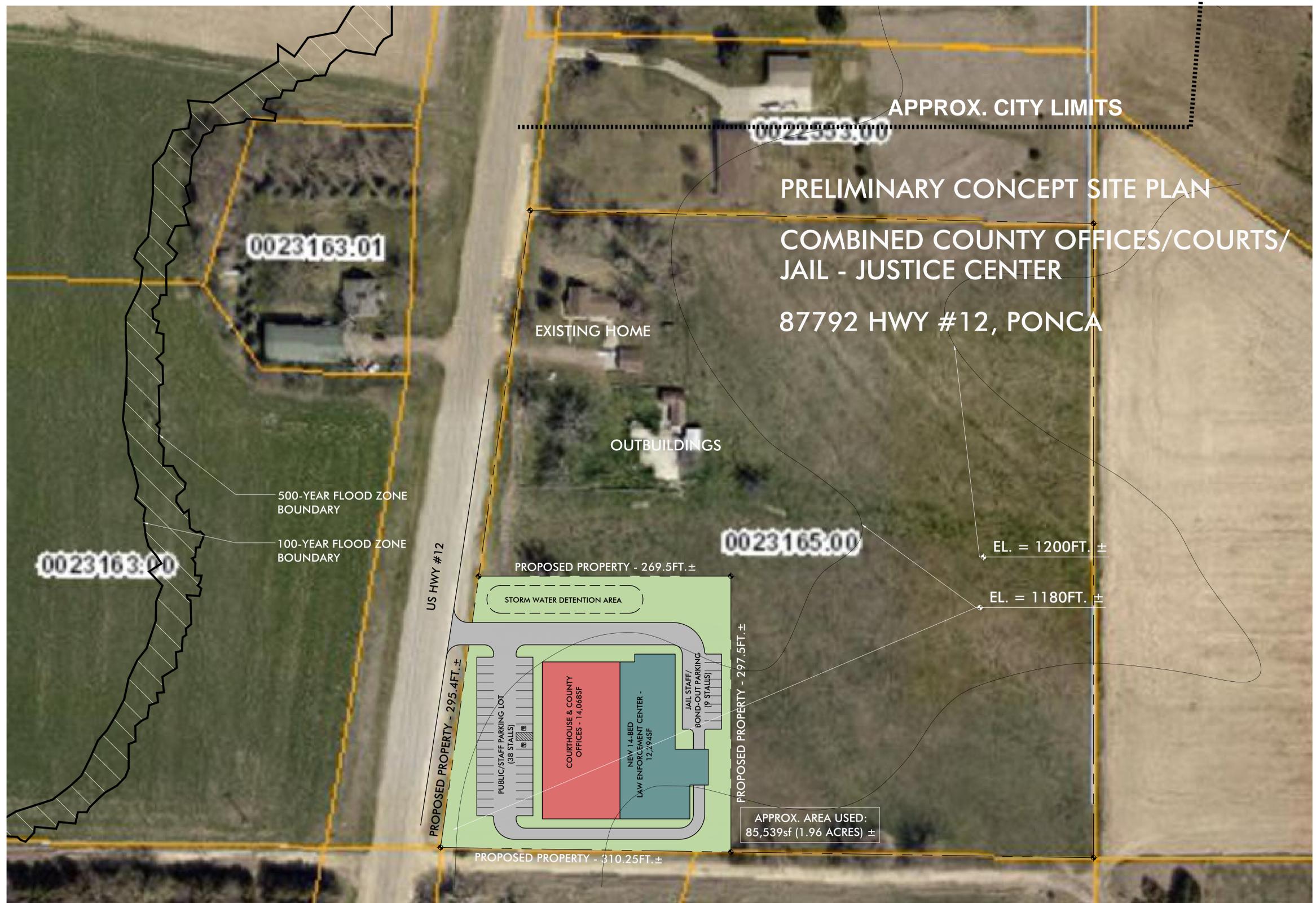
**PRELIMINARY CONCEPT SITE PLAN**  
**COMBINED COUNTY OFFICES/COURTS/  
 JAIL - JUSTICE CENTER**  
**PONCA PROPERTY**  
**COOK STREET**



**DIXON COUNTY OFFICES**  
 P O N C A, N E B R A S K A

**OPTION 6b**  
 SITE PLAN

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# DIXON COUNTY OFFICES

P O N C A, N E B R A S K A

OPTION **7**  
SITE PLAN



# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #8

**LOCATION OF MEETING:** Ponca Community Hall, 123 West 3<sup>rd</sup> Street, Ponca, NE

**PROJECT NO.:** 222701      **DATE:** February 16<sup>th</sup>, 2023      **TIME:** 6:00 PM

**MEMBERS PRESENT:**

Mathew Michl  
Jeanne Blatchford  
Dave Armstrong  
Ken Pavlushik  
Cindy Purucker  
Ron Mahler  
Verlin Hanson  
Julie Hartung  
Chuck Chinn  
DJ Smith  
Lisa Lunz

**COMMUNITY/ORGANIZATION:**

Martinsburg  
Maskell  
Rural North  
Township  
County Clerk  
Ponca  
Concord  
Dixon  
Emerson  
Mayor of Ponca  
County Supervisor

**EMAIL ADDRESS:**

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[billblatch2002@yahoo.com](mailto:billblatch2002@yahoo.com)  
[armfarm@nntc.net](mailto:armfarm@nntc.net)  
[kenp151@icloud.com](mailto:kenp151@icloud.com)  
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[djsmithband.usa@gmail.com](mailto:djsmithband.usa@gmail.com)  
[supervisordist5@dixoncountyne.gov](mailto:supervisordist5@dixoncountyne.gov)

**MEMBERS ABSENT:**

Kari Lowe  
Larry Boswell  
Blake Eisenmann  
Tom Decker  
Jack Moore

Ponca  
Allen  
Rural South  
County Sheriff  
Newcastle

[kloweplowe7@gmail.com](mailto:kloweplowe7@gmail.com)  
[boswell@nntc.net](mailto:boswell@nntc.net)  
[blake\\_eisenmann@hotmail.com](mailto:blake_eisenmann@hotmail.com)  
[dixonso@dixoncountyne.gov](mailto:dixonso@dixoncountyne.gov)  
[gpajack53@yahoo.com](mailto:gpajack53@yahoo.com)

**PROCHASKA & ASSOCIATES:**

Steve Johnson  
Curt Field

Prochaska & Associates (P&A)  
Prochaska & Associates (P&A)

[sjohnson@prochaska.us](mailto:sjohnson@prochaska.us)  
[cfield@prochaska.us](mailto:cfield@prochaska.us)

**GUESTS PRESENT:**

Don Andersen  
Cindy Geis  
Ron Geis  
Amy Watchorn  
Melissa Gensler  
Mark Brewer  
Terry Nicholson  
Neil Blohm  
Steve Hassler  
Deric Anderson  
Sarah Kumm  
Rich Lamprecht  
Quinn Rohan  
Jeff Hartung  
Iris Dutton  
Roger Peterson  
James Lehmkuhl  
Jill Lehmkuhl

County Board of Supervisors  
County Citizen  
County Citizen  
County Staff  
County Staff  
County Citizen  
County Supervisor  
County Supervisor  
County Supervisor  
County Supervisor  
County Staff  
Sheriff's Deputy  
Clerk of the District Court  
County Citizen  
Ponca  
County Citizen  
Mayor of Wakefield  
County Citizen

[jdandersen@gmail.com](mailto:jdandersen@gmail.com)  
[cindygeis44@gmail.com](mailto:cindygeis44@gmail.com)

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## 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. As this was a special Meeting of the Dixon County Board of Supervisors, it was opened with the Pledge of Allegiance, and roll for Board members was taken. The Citizen's Committee meeting was otherwise held normally, with several members of Jail Staff and members of the County also in attendance. Unofficial attendance was counted at 32.
2. Andy Forney, with DA Davidson, Bond Council for Dixon County, was also in attendance, to discuss the County's bonding potential. Chris Harrifeld with Nebraska Jail Standards was scheduled to attend, but was unable due to weather complications.
3. Working from the Agenda, Curt Field summarized the seven (7) location options which the Committee has so far considered, providing bullet points both pro and con, and asking Committee Members for additional comments. The Committee was asked to eliminate or prioritize options to reduce the list to a more manageable size.
  - The attendees worked with Handouts provided by Prochaska & Associates describing graphically each location. In each example, the entire area of the Courthouse and County Offices, minus the Jail and Sheriff's Offices, was portrayed as a single story simple rectangle, and the Jail and Sheriff's Office was portrayed as the 14-bed single story template offered by the prior Needs Assessment phase—the purpose being to verify if such a plan might fit on the site, and if so, approximately how much land might be required. Such additional issues as site drive paving, parking stalls, access to surrounding road system, onsite storm water detention, and proximity to the 100-year flood were also shown (or Base Flood Elevation (BFE)).
4. Curt asked in each case for additional comments from either Committee Members or the public, and following the summary, also asked if the existing Courthouse/County Offices Building should remain under consideration, as an eighth option. Regarding the Site Option summaries, the following comments were recorded:
  - One individual felt that *everyone* agreed the existing structure should not be fully repaired or be added on to, primarily due to the presence of significant ground water in the area.
  - Several individuals felt that Option 1 (Ponca, south of County Annex) was the best one, despite the need to raise the ground.
  - DJ Smith reported that the City of Ponca would fully support the Option #1 property, in terms of extending utilities, or with help acquiring land, or flood-level planning.
  - The Option 1 landowner had been contacted about a County purchase, and seemed amenable.
  - One individual felt that additional inquiries with NNTC and Great Plains (communications) for available utilities, would also be a necessity to enable better decisions, for all of the options.
  - One individual felt that the old School Building and site in Newcastle should be considered as a possible location for a new Courthouse and/or Jail.
  - One individual felt that the property immediately south of the Option #7 property (on Highway #12) had experienced unstable soils, meaning that this property as well should be further investigated. Curt suggested that a Geotechnical "Phase One" or "Phase Two" investigation might be performed on the Option #7 property to learn more.
  - One individual commented that the gravel surface of Cook Street would need to be paved as part of the cost of Option #6b.

- One individual stated that moving a new Jail and Courthouse *outside of Ponca* should be eliminated, and she admitted that she lived in the southern portion of the County. Another individual strongly disagreed with this. Comments from County staff in regards to relocation concerned the issue of the need for a variety of services available nearby for things like grocery shopping, doctor/pharmacy needs, etc.
  - Jail staff commented that the need for medical treatment is important in the Jail, stating that Martinsburg has no ambulance service. It was deemed important that the Committee hear very specifically from the Jail staff regarding relocation before making a firm decision. We were reminded that Sheriff Decker is on the Committee, although absent from this meeting.
  - Matt Michl suggested that his top four Options would be #3 (Martinsburg), #4 (Allen), #6b (Ponca, Cook Street), and #1 (Ponca, south of the County Annex),
  - Matt Michl suggested that he could eliminate Options #2 (Friendship Memorial Park location), #5 (north of Ponca on Hwy #26E), and #6a (house east of Cooks Gas).
  - Ken Pavlushik stated that his top three Options would be Option #4 (Allen), #3 (Martinsburg), and #1 Ponca, south of the Annex).
  - One individual suggested that the Memorial Park Option (#2), with children playing nearby, would be an inappropriate location for a new Jail.
  - One individual suggested that Wakefield would also be acceptable for a new facility, since it also had surrounding site amenities, but a response to this was that Wakefield is on the extreme south end of the County, meaning that public/staff travel times would be equally lengthy.
  - One Committee member asked the other members if they could agree to “build something somewhere”, and this appeared (informally) to be a consensus.
5. Curt again asked the Committee to think primarily about what is best for the County, and eventually agree to a single location solution. For example, moving the Courthouse out of Ponca will require a separate vote of the Citizens, and possibly alienate those voters in Ponca. *The Committee is proposed to act as a Campaign Committee during a possible Bond campaign, so must have unity.*
  6. The Mayor of Wakefield made a statement that he would support a single Committee decision, wherever it may be.
  7. Lisa suggested that the Committee be polled prior to the March Meeting for their ranked top three Options. Results can be tabulated and brought to the next meeting. Curt will send out an email and all members agreed to participate.
  8. Curt suggested that the Committee could hold Focus Groups in other towns following this narrowing of options, perhaps using of display boards depicting the Committee’s top Options, accompanied by pros and cons bullet points.
  9. Andy Forney (DA Davidson) spoke about the County’s bonding capacity. His company has for some time been the Bond underwriter for Dixon County. Andy distributed print copies of his recent research, addressing the following issues:
    - The “Nickel Tax” option, which by statute allows Counties to impose a 5.2 cents per \$100 levy for Courthouses and related County departments without a public referendum, would generate around \$8 to \$9 million.
    - Dixon County is quite healthy financially, with a taxable valuation of \$1,476,712,898, and a current tax rate of 0.239417 cents per \$100, with a limit of .50 cents. Debt-to-Tax ratio is 0.033%.

- A capital project of between \$8 and \$20 million cost, financed by General Obligation Bonds with 20-year maturity, would increase the County levy between 7 – 10 cents per \$100 valuation, with a projected annual payment of between \$1,075,000 and \$1,533,000. This would translate to an increase of \$72.70 annually on a \$100,000 valuation for residential property, and between \$2,389 and \$2,628 per acre annually for farm land (dry or irrigated).
- Andy suggested that at a predicted 4% interest rate, the General Obligation Bonds would likely appear an attractive investment to wealthier individuals, corporate investors, and banks, etc.

10. A Sheriff's Office staff member gave the highlights of the recent Jail Standards Inspection Report:

- The Jail was found to be technically "compliant", but has problems which at present are "grandfathered-in".
- The access from ground to the third floor Jail is not ADA-compliant, nor is it safe for staff and arrestees.
- Booking area and Dispatch areas in the Sheriff's Office-Jail are too close to one another, with obvious safety concerns, i.e., a 9-1-1 call could certainly disrupt a booking in-progress.
- The present mold problem, though mitigated, will likely recur and require treatment annually.
- The Cell doors are obsolete and the keys to the door locks are not replaceable. Jail Standards requires oversight for all capital expenditures exceeding a modest amount.
- County liability for Jail staff injury is quite high under current conditions
- The capacity of the two multi-occupant cells is severely limited due to the inability to offer separation of inmates by classification, resulting in out-boarding requirements. Other Counties are increasingly either unable or unwilling to take excess or unruly Dixon County inmates.

11. The Jail Staff also provided highlights of the recent State Fire Marshall's inspection:

- The Jail facility is not fire-sprinkled, nor properly separated by fire-rated partitions. This is a significant violation of the Life Safety Code, and the SFM has the power to compel this, or close the facility.
- Third Floor (and Second Floor) emergency exiting is served by a single unenclosed stair, and an exterior fire escape which does not allow access by all areas of the floors.

12. The meeting was concluded at approximately 9:00pm. The next Citizen's Committee Meeting is scheduled for Thursday, March 16<sup>th</sup>, at the County Annex building, at 6:00pm.

BY:   
 Curtis Field, AIA  
 Architect - Principal

February 17<sup>st</sup>, 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.*

## PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

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FAX: (402) 334-0868

Website: [www.prochaska.us](http://www.prochaska.us)



# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #8

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

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**PROJECT NO.:** 222701      **DATE:** March 16<sup>th</sup>, 2023      **TIME:** 6:00 PM

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<u>MEMBERS PRESENT:</u>	<u>COMMUNITY/ORGANIZATION:</u>	<u>EMAIL ADDRESS:</u>
Mathew Michl	Martinsburg	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Dave Armstrong	Rural North	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Cindy Purucker	County Clerk	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>
Verlin Hanson	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
DJ Smith	Mayor of Ponca	<a href="mailto:djsmithband.usa@gmail.com">djsmithband.usa@gmail.com</a>
Lisa Lunz	County Supervisor	<a href="mailto:supervisoridist5@dixoncountyne.gov">supervisoridist5@dixoncountyne.gov</a>
Tom Decker	County Sheriff	<a href="mailto:tdecker@dixoncountysheiff.org">tdecker@dixoncountysheiff.org</a>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
Jack Moore	Newcastle	<a href="mailto:gmadiane4@yahoo.com">gmadiane4@yahoo.com</a>

<u>MEMBERS ABSENT:</u>		
Blake Eisenmann	Rural South	<a href="mailto:blake_eisenmann@hotmail.com">blake_eisenmann@hotmail.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>

<u>PROCHASKA &amp; ASSOCIATES:</u>		
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<u>GUESTS PRESENT:</u>		
Don Andersen	County Board of Supervisors	<a href="mailto:idander@gmail.com">idander@gmail.com</a>
Cindy Geis	County Citizen	<a href="mailto:cindygeis44@gmail.com">cindygeis44@gmail.com</a>
Ron Geis	County Citizen	
Sarah Kumm	County Staff	

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## **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 February Meeting.
2. Curt reiterated significant points made during the February Public Meeting, including those made by County and Jail Staff, a recount of the recent Jail Standards report, recent Fire Marshal comments, County Board members, and the DA Davidson presentation.
3. Steve distributed the results of the recent email polling of the Citizen’s Committee regarding their top three selections of future Jail sites. The simple tally was made available by way of a table created by Steve, and it was suggested that the relative preferences of committee members be assigned point values, to create

a ranking system. The final results were:

- Option 1, the County Annex-adjacent land on Hwy #12 (Ponca), received 33 points
  - Option 6b, the open land east of Cooks Gas Station (Ponca), received 13 points
  - Option 4, the Allen property, received 6 points
  - Option 7, the open land east of Hwy #12, south of Ponca, received 5 points
  - Option 3, the Martinsburg property, received 5 points
  - Option 2, the land adjacent to Friendship Memorial Park (Ponca), received 3 points
  - Option 5, the open land north of Ponca on Hwy 26E, received 2 points
  - Option 8, the abandoned Newcastle School site, received 0 points
4. The Committee was shown a general overview of the Newcastle School Building property, and sought to do due-diligence analysis, but concluded that:
    - Too far north in the County, creating much longer drives
    - Older Building would require significant remodeling. Committee preferred not to build or try to utilize a three-story structure
    - Newcastle community still lacked degree of amenities and services needed
    - Would require a vote to change the County Seat
    - Much of structure is pre-engineered construction type—possible rejection by Jail Standards
  5. One Committee member expressed concern that the Option 1 property would potentially be built in a flood-potential area. Curt noted that this property is NOT in the actual “Flood Zone”, but *would* require additional fill dirt to raise it above the “100-year flood” elevation, or BFE, which the Committee had previously considered as part of the required cost. Another Member suggested consideration of lifting the main floor elevation at the Option 1 property more than the required one foot, such as another 6 inch.
  6. Committee Chair Michl commented that the smaller community Options of Martinsburg and Allen should regrettably not be seriously considered for Courthouse/Jail relocation, because they lack utilities, services and amenities, and because the Bond vote to move the County Seat would ultimately prove too divisive.
  7. The Citizen’s Committee voted by voice to unanimously select Option #1.
  8. One Member suggested the entry point to the Option 1 property might be better if separated from the County Annex drive. Curt responded that the State DOR may have opinions on creation of a second “curb cut”.
  9. A member mentioned that there was a possible developer proposing that the larger farmed property considered for Option #1 might be purchased for an additional Industrial project, with the resulting mutual benefit to both that developer and the City of Ponca.
  10. DJ Smith, Mayor of Ponca, suggested that the City of Ponca would likely annex both the County Annex property as well as the Option 1 property, as a precedent to extending utilities. One member suggested extension of utilities would mean running them over or under Hwy 12. The City has previously offered to provide some measure of assistance to a potential Courthouse relocation.
  11. Lisa and Cindy suggested that the County would make inquiries with the Option 1 property owner about possible purchase price. The Committee voted to consider the second and third-place options (#6b and

#7) as fallback options if the property owner proves uncooperative.

12. The Committee also voted unanimously to remove Blake Eisenmann from the Committee due to lack of attendance.
13. It was noted that the City of Ponca and Dixon County Boards would need to take up the Citizen's Committee recommendations before the Committee could progress further with Courthouse relocation planning. It was recorded that the Ponca City Council meeting is scheduled for March 27<sup>th</sup>, and the next County Board meeting is scheduled for April 11<sup>th</sup>. It is hoped that there will be reporting of any actions taken by these bodies at the next Citizen's Committee meeting on April 21<sup>st</sup>.
14. Curt commented on future tasks available to the Committee:
  - All investigations conducted thus far into possible property development costs should be revisited and updated if necessary. A possible future construction Bid Date should be predicted, and assumptions for inflation calculated. Any additional hard and soft costs might be brainstormed by the Committee for inclusion into a possible Bond Referendum cost.
    - i. Among the above, a possible property survey might be procured, allowing much more precise information about the amount of fill required, or total project area required, as all design work undertaken thus far have utilized County GIS-provided information, a relatively unreliable source.
    - ii. Among the above, a preliminary Geotechnical Investigation might be undertaken to determine the suitability of the soils for building construction.
    - iii. A Civil Engineer might be consulted for preliminary information regarding any missing cost-generated project scope items.
    - iv. The Committee should revisit the suitability of the 14-bed Law Enforcement Center template, as well as the logic of using the existing Courthouse/County Offices building area, or if additional area for such items as storage, or future expansion, should be considered. A very preliminary Pre-Schematic Floor Plan might be better developed.
  - DA Davidson should be re-contacted for tax impact for specific project cost when this figure is better known.
  - The County should determine what possible date(s) it would prefer for a future Bond Referendum, and what type of referendum it would like to utilize: Special Election (available dates), mail-in election, or general election dates. Adequate time (a minimum of five months) should be considered for a proper Campaign, and *when* this period should begin, as information collection ahead of this might take a little time.
  - The Committee should plan for separate presentations during an upcoming Campaign phase in each of the Communities of the County. The Committee membership itself should make these presentations, but Prochaska & Associates is willing to help, with technical questions, or to provide Display Board graphics. Suitable timeframes for achieving the maximum accessibility to the presentations should be considered.
  - The Committee should consider which type of campaign it would prefer to run, a "Please Vote" approach, or a "Vote Yes" approach. The latter requires the Committee to function as a non-profit, and formation of a 501 (c)3 corporation, for purposes of fundraising and use of paid or elected staff. The State of Nebraska publishes information for formation of this type of non-profit, and makes the process fairly simple.
  - A "Please Vote" type of Committee, where the County remains involved, might simply ensure that the necessary Voter information is properly reported, or that incorrect information collected from uninformed Voters is politely rebutted.

- Steve had brought examples of brochures which Prochaska & Associates had previously created for use by other County clients in their campaigns.

15. Agenda for the April Committee meeting will depend upon direction provided by the Ponca City Council and County Board.

16. The meeting was concluded at approximately 9:00pm. The next Citizen's Committee Meeting is scheduled for Thursday, April 20<sup>th</sup>, at the County Annex building, at 6:00pm.

BY:   
Curtis Field, AIA  
Architect - Principal

March 22<sup>nd</sup>, 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.*

## PROCHASKA & ASSOCIATES

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# 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 20<sup>th</sup>, 2023      **TIME:** 6:00 PM

**MEMBERS PRESENT:**

Mathew Michl  
Jeanne Blatchford  
Dave Armstrong  
Cindy Purucker  
Ron Mahler  
Verlin Hanson  
Lisa Lunz  
Larry Boswell  
Kari Lowe  
Jack Moore  
Chuck Chinn  
Julie Hartung

**COMMUNITY/ORGANIZATION:**

Martinsburg (Chair)  
Maskell  
Rural North  
County Clerk  
Ponca  
Concord  
County Supervisor  
Allen  
Ponca  
Newcastle  
Emerson  
Dixon

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[juliehartung@nntc.net](mailto:juliehartung@nntc.net)

**MEMBERS ABSENT:**

DJ Smith  
Ken Pavlushik  
Tom Decker

Mayor of Ponca  
Township  
County Sheriff

[djsmithband.usa@gmail.com](mailto:djsmithband.usa@gmail.com)  
[kenp151@icloud.com](mailto:kenp151@icloud.com)  
[tdecker@dixoncountysheiff.org](mailto:tdecker@dixoncountysheiff.org)

**PROCHASKA & ASSOCIATES:**

Steve Johnson  
Curt Field

Prochaska & Associates (P&A)  
Prochaska & Associates (P&A)

[sjohnson@prochaska.us](mailto:sjohnson@prochaska.us)  
[cfield@prochaska.us](mailto:cfield@prochaska.us)

**GUESTS PRESENT:**

Don Andersen  
Ron Geis  
Sarah Kumm  
Cathy & Kyle Mildrum

County Board of Supervisors  
County Citizen  
County Jail Staff  
County Citizens

[jdander@gmail.com](mailto:jdander@gmail.com)

**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 9<sup>th</sup>.*
  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 18<sup>th</sup>, at the County Annex building, at 6:00pm.

BY:   
Curtis Field, AIA  
Architect - Principal

April 24<sup>th</sup>, 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.*

## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #9

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

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

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

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

<b><u>PROCHASKA &amp; ASSOCIATES:</u></b>		
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

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

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**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 15<sup>th</sup> (third Thursday of the month) at the County Annex building, at 6:00pm.

BY:   
Curtis Field, AIA  
Architect - Principal

May 19<sup>th</sup>, 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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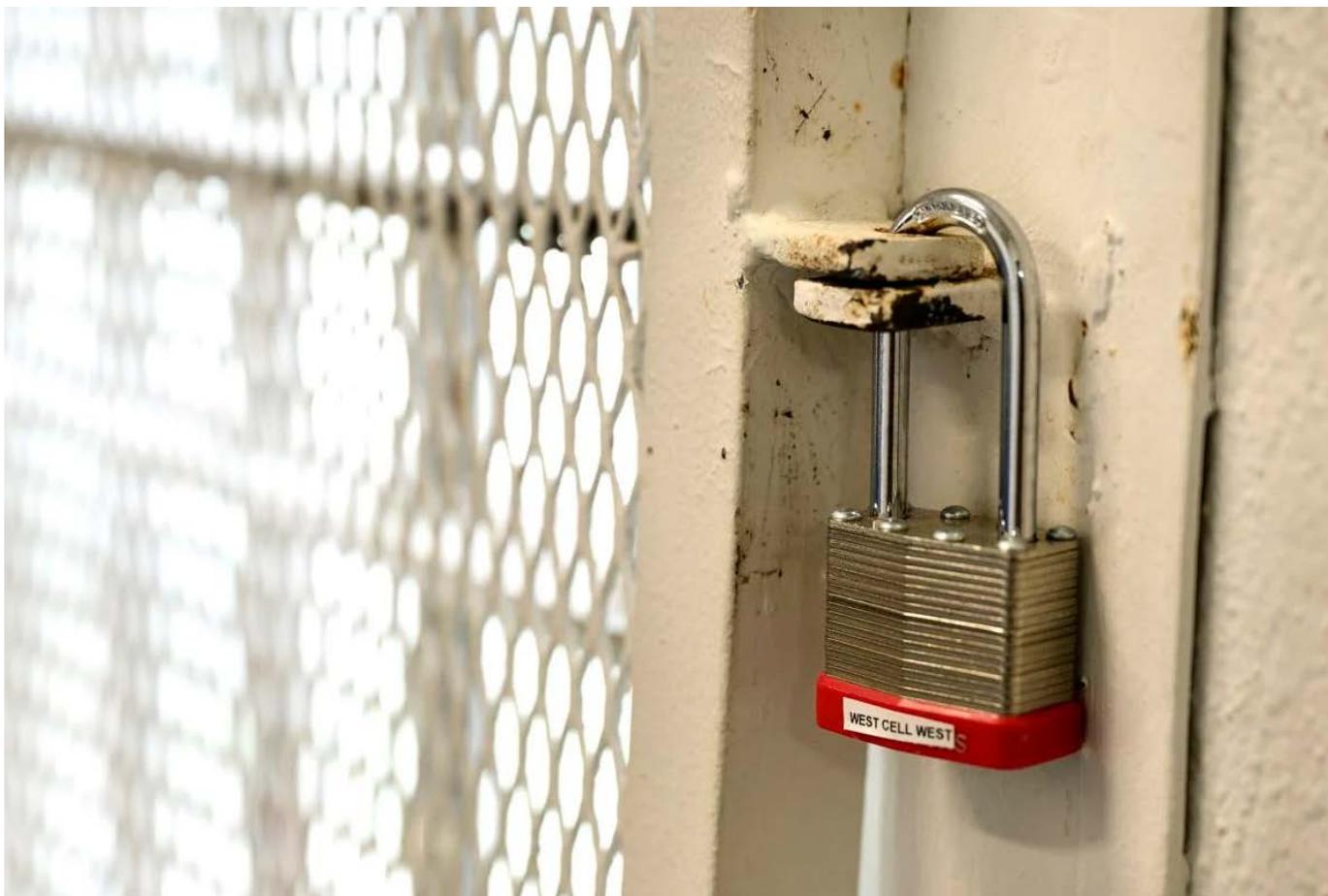
Website: [www.prochaska.us](http://www.prochaska.us)

[https://siouxcityjournal.com/news/local/state-and-regional/dixon-county-jail-courthouse-replacement/article\\_82da6db0-f50e-11ed-b3d4-ef46cdb5edc5.html](https://siouxcityjournal.com/news/local/state-and-regional/dixon-county-jail-courthouse-replacement/article_82da6db0-f50e-11ed-b3d4-ef46cdb5edc5.html)

## Dixon County seeks to replace aging jail, courthouse

**Nick Hytrek**

Jun 22, 2023



A lock secures a security screen covering a window in one of two cells in the Dixon County Jail, located on the third floor of the county courthouse. County leaders are seeking to build a new courthouse and law enforcement center to replace the current courthouse, which was built in 1883 and expanded in 1940.

Tim Hynds, Sioux City Journal

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Nick Hytrek

PONCA, Neb. — It's not unheard of for offenders on their way to the Dixon County Jail to make themselves heard throughout the courthouse.

There's no elevator or back staircase to the sheriff's office and jail on the third floor, so the only way up is the public stairway, the same one courthouse visitors and workers use to access county offices.

"If they want to yell all the way up, they can yell all the way up. It's caused disruptions," Dixon County Sheriff Tom Decker said of unruly folks on their way to jail.

Or try lugging someone too drunk to walk up three flights of stairs, a task sheriff's deputies occasionally must tackle. It's a situation that raises safety issues for deputies, the offender and the public.



Dixon County Sheriff Tom Decker stands in an area that doubles as the county's 911 communications center and jail booking area. The jail, built in 1940, is outdated and does not meet modern jail standards. County leaders are considering plans to build a new law enforcement center and courthouse to replace the current building, which was built in 1883.

Tim Hynds, Sioux City Journal

"Our biggest concern right now is if something happens, the county could get sued," said Matt Michl, chairman of the Dixon County Courthouse and Jail Committee.

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After months of study, the committee, a group of more than a dozen county residents and elected officials formed to address the needs of an aging courthouse and jail, has determined the best solution is to replace the county's facilities with a new courthouse and law enforcement center. They've proposed moving from the site the original section of the courthouse has occupied in Ponca since 1883 to a

5-acre plot to the southeast side of town along Nebraska Highway 12 and adjacent to a county annex building.

Committee members said the historic 140-year-old, two-story courthouse and its three-story addition built in 1940 have outlived their usefulness. Lack of storage space, a leaky and moldy basement, poor ventilation and noncompliance with the federal Americans with Disabilities Act add up to an inadequate working environment that's also hard for some visitors to navigate because the building has no elevator.

"It's just not a good situation. The building has done its time. It's served its purpose," Michl said. "It's not a matter of if we need it. We need it."



County leaders say the Dixon County Courthouse is outdated and has outlived its useful life as an office building and jail. The section on the left was built in 1883, and the section on the right, which houses the jail on the third floor, was built in 1940. County leaders expect to ask for voter approval to build a new courthouse and law enforcement center.

Tim Hynds, Sioux City Journal

Cost of the new county government complex is an estimated \$14 million-\$20 million. A bond issue likely will go before Dixon County voters in 2024.

Before then, architects will develop conceptual designs for the courthouse and jail, and the county is negotiating with the landowner for purchase of the desired site, which was chosen from among at least nine other options.

A courthouse, jail and sheriff's office needs assessment completed in late 2021 by an architecture and engineering firm provided a comprehensive look at the courthouse. Among the findings, county offices have little to no storage space left. Court hearings sometimes must be moved to the first floor because the second-floor courtroom isn't accessible by wheelchair. Near-constant water in the

basement has led to concerns about the building's foundation and mold, a problem the county continues to mitigate.

In short, the courthouse and many of its systems are outdated, and bringing the building up to modern standards would cost millions of dollars.

Lisa Lunz, chairwoman of the county's board of supervisors and a courthouse committee member, said adding an elevator alone would be a challenge because of a 4-foot height difference between the second floors of the original building and the addition.

"By the time you spend that much money on something, you still have an old building with problems," Lunz said.



Dixon County Sheriff Tom Decker points to cracked walls in the county jail's west cell while talking about crowded, aging space in the sheriff's office and county jail in Ponca, Nebraska. The county is seeking to build a new courthouse and law enforcement center.

Tim Hynds, Sioux City Journal

Nowhere is that more evident than the sheriff's office and jail, which doesn't meet modern jail standards but is grandfathered in under those in place when the jail was built decades ago.

"We're just pretty much out of space," said Decker, a 25-year veteran of the department who was appointed sheriff last year. "We do what we have to to the best of our ability."

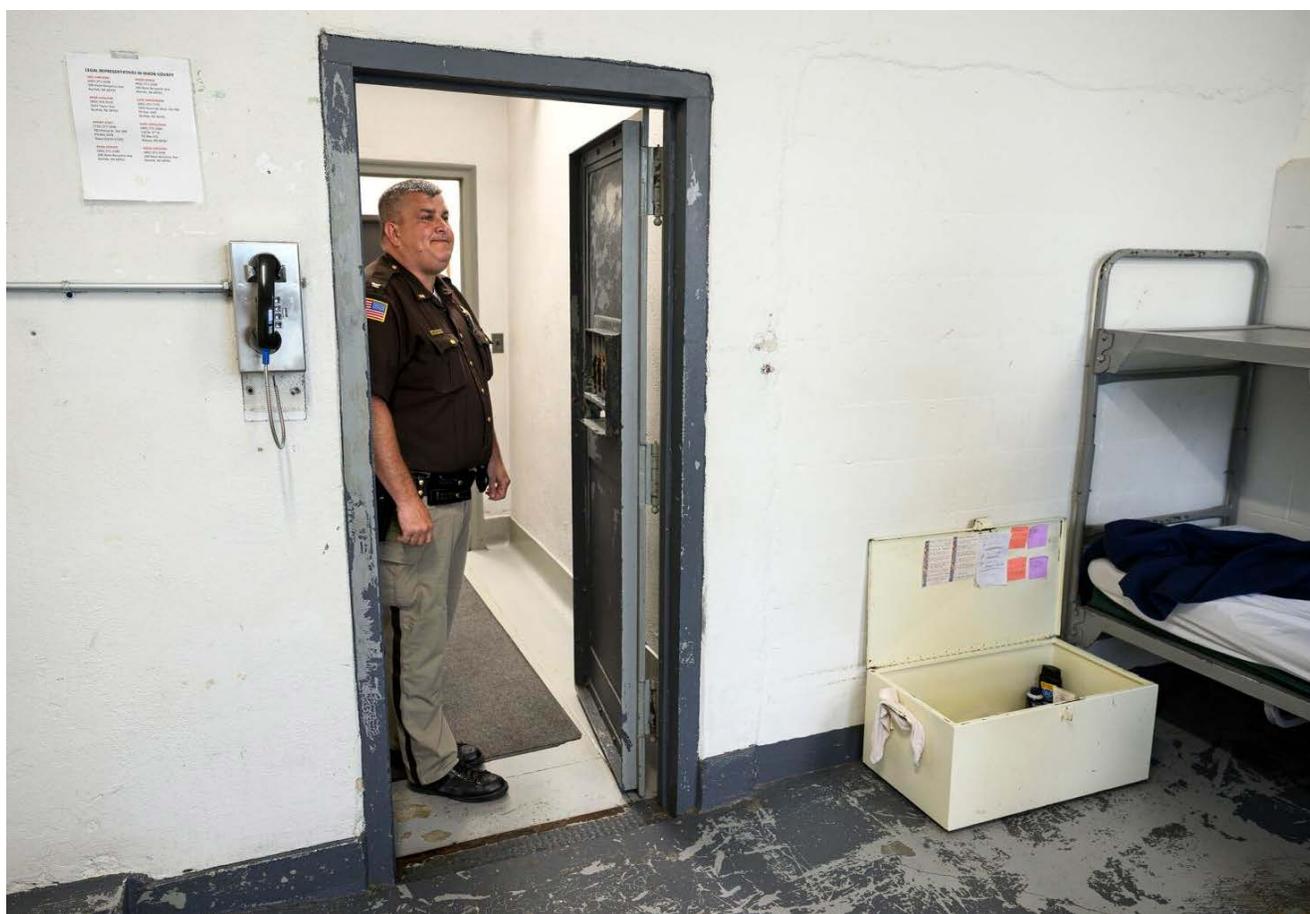
The jail's capacity is listed as 12 inmates, but its design is not amenable to running at full capacity. The jail has two cells -- eight beds in one and four in the other. With only two cells, it's hard to isolate inmates if necessary. If a prisoner is

uncooperative or disruptive, he must be held separately, occupying one of the two cells. Decker said he often opts to house problem inmates in another county with a jail that can accommodate them. Female inmates are housed outside Dixon County because it's hard to keep them separate from the men and because of a lack of enough female jail staff members to supervise them.

Decker said the county spends approximately \$20,000 annually to house inmates in other counties, and transporting them to and from Ponca for court appearances takes deputies away from patrol or emergency response duties.

The rest of the jail area is overcrowded. The booking area shares space with the county's 911 communications center, where employees double as dispatchers and corrections workers. While being booked, a belligerent offender could leap across the counter at the dispatchers or easily knock computer equipment onto the floor. If a 911 call comes in, the worker must stop the booking process to answer the call.

"It's probably more of a safety concern for the dispatchers and jailers," Decker said.



Dixon County Sheriff Tom Decker stands at the door to one of two dormitory-style jail cells at the county jail in the Dixon County Courthouse in Ponca, Nebraska. County leaders are seeking to build a new courthouse and jail to replace county buildings built in 1883 and 1940.

Tim Hynds, Sioux City Journal

One room off to the side of the booking area serves as the library, exercise room, meeting room and visitation room, making it hard to accommodate more than one inmate speaking with his lawyer or family members at a time. Inmates change out of their clothes and into jail jumpsuits in the same area that houses kitchen and laundry facilities.

Though the design is not finalized, a new jail with 14 beds spread over 10 cells and four temporary/holding cells is being planned. Such a design, Decker said, would enable him to safely house minimum- to maximum-security and special needs inmates and women, if he has enough female staff, thus eliminating much of the cost of housing inmates in other counties.

"It would give us room to grow," Decker said.



Farmland adjacent to the current Dixon County annex building along Nebraska Highway 12 on the southeast side of Ponca, Nebraska, is the preferred site for a proposed new courthouse and law enforcement center.

Tim Hynds, Sioux City Journal

A modern jail would have a private entrance, increasing security and safety for sheriff's staff and the public. Decker said recommendations from the state jail standards commission will determine if he'd need to hire additional staff.

Once plans are finalized, county leaders anticipate conducting a series of town hall meetings and open houses to educate voters about the current building, construction plans and tax implications. The county has already hosted some open houses, which can be an eye-opening experience for visitors, said Michl, who got a top-to-bottom look at the building when he joined the courthouse committee.

"I wasn't appalled, but I was really surprised with how bad it was," he said.

Ultimately, Lunz said, the issue likely will come down to how much a new courthouse and jail will cost, and voters must decide if it's worth the tax increase.

"People I have talked to feel that the courthouse has served its purpose and it's time for Dixon County to have a new facility," Lunz said. "It's past its useful life."



# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #12

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

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**PROJECT NO.:** 222701      **DATE:** August 17<sup>th</sup>, 2023      **TIME:** 6:00 PM

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<u>MEMBERS PRESENT:</u>	<u>COMMUNITY/ORGANIZATION:</u>	<u>EMAIL ADDRESS:</u>
Tom Decker	County Sheriff	<a href="mailto:tdecker@dixoncountysheiff.org">tdecker@dixoncountysheiff.org</a>
Dave Armstrong	Rural North	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Cindy Purucker	County Clerk	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Lisa Lunz	County Supervisor	<a href="mailto:supervisor5@dixoncountyne.gov">supervisor5@dixoncountyne.gov</a>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Jack Moore	Newcastle	<a href="mailto:gmadiane4@yahoo.com">gmadiane4@yahoo.com</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Verlin Hanson	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>

<u>MEMBERS ABSENT:</u>		
Mathew Michl	Martinsburg (Chair)	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
DJ Smith	Mayor of Ponca	<a href="mailto:djsmithband.usa@gmail.com">djsmithband.usa@gmail.com</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>

<u>PROCHASKA &amp; ASSOCIATES:</u>		
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>

<u>GUESTS PRESENT:</u>		
Don Andersen	County Supervisor	<a href="mailto:jdander@gmail.com">jdander@gmail.com</a>
Rick Stewart	Local Contractor	<a href="mailto:rickstewartocmi@nntc.net">rickstewartocmi@nntc.net</a>
Cathy Stilwell	County Clerk's Office	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>

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## 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. Because this group has not met for two previous months, Curt attempted to provide reminders of issues which had been significant at the previous May meeting. The meeting suspension was intended to enable Prochaska & Associates to have updated Project Cost figures, but a number of developments required resolution beforehand.

3. Curt also attempted to describe briefly the issues which had arisen since the May Meeting:
  - An 80% Property Survey was completed and delivered on 6/15, missing critical sanitary sewer information.
  - E&A Consulting Engineers from Omaha was hired to do preliminary Civil Engineering on 7/5.
  - NDOT was consulted and informed E&A that the existing access drive should be removed, with a new entrance point across from and extending Cook Street.
  - If a frontage road was desired, the highway 12 intersection would be required to look like their Exhibit #4.5 (attached), requiring Cook Street paving extending more than 220-feet into the 5-acre site.
  - It was decided that if the County ultimately would own both the Annex and the 5-acre properties, a frontage road would not be required extending northward, and that the two lots should actually be combined.
  - Because the flow level (invert elevation) of the closest sanitary sewer manhole was finally discerned to be 1138, E&A was able to develop a Grading Plan which placed the Building Floor level at 1148 (recall that the BFE is 1145), allowing a gravity-drained sewer pipe extending under the highway. The alternative of a Lift Station constructed specifically for the Courthouse was therefore not needed.
  - On July 6<sup>th</sup>, several department heads from the County offices came to Omaha to discuss possible Floor Plan shortcomings. These items will be incorporated into the present Floor Plan. *The Committee should refrain from thinking of this plan as an actual finished Schematic Design, which will be approached post-bond.*
4. E&A submitted 4 Preliminary Drawing Sheets, together with Quantities of Materials (particularly imported fill) at 2:00pm on the day of this meeting (please see attached). The drawings will also be sent to NDOT to determine if turning lanes will be required at the Cook Street intersection.
5. It was learned at the meeting that the City of Ponca will pay for extending utilities and sewer to the property. It is assumed that this means that the County will be required to pay for the Cook Street intersection paving.
6. Lisa reminded Curt and Steve that a nearby landowner had offered free dirt to the County, and that a local Excavating firm had offered to provide a budget price for the dirt hauling cost.
7. Steve discussed modifications recently made to colored *conceptual* Floor Plan, which attempted to incorporate the issues discussed by the department heads at the July 6<sup>th</sup> meeting. The newer areas will be utilized to formulate a revised building square foot cost.
8. Prochaska & Associates offered to provide an updated Project Cost estimate for the next Citizen's Committee Meeting in September, assuming cooperation from all parties. Next steps for the Citizen's Committee will also be included, including Bond campaign activities; May 2024 is still targeted for the Bond Referendum.
9. Cindy Purucker read from a newspaper article first printed by the *Sioux City Journal* (June 30<sup>th</sup>), then subsequently run by the *Lincoln Journal Star* featuring the existing Courts, County

Offices, and Jail, and describing the County's and Citizen Committee's actions. The coverage is considered very positive, and the County will also put it on their website.

10. Cindy announced to the Committee her retirement as County Clerk by September 1<sup>st</sup>, meaning this was her final meeting. Her presence, knowledge, and friendliness will be very much missed.
11. Curt will follow up with DJ and others with the City of Ponca regarding related project issues of their concern, such as legal requirements and cost-sharing options.
12. The meeting concluded at approximately 7:30pm. The next Citizen's Committee Meeting is scheduled for Thursday, September 21<sup>st</sup>, (third Thursday of the month) at the County Annex building, at 6:00pm.

BY:   
Curtis Field, AIA  
Architect - Principal

August 18<sup>th</sup>, 2023

\_\_\_\_\_  
Date

*If any of the parties who were 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.*

## PROCHASKA & ASSOCIATES

11317 Chicago Circle • Omaha, Nebraska 68154-2633

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Website: [www.prochaska.us](http://www.prochaska.us)



# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #14

**LOCATION OF MEETING:** Ponca Community Building – 123 West 3<sup>rd</sup> Street, Ponca, NE

**PROJECT NO.:** 222701      **DATE:** October 19<sup>th</sup>, 2023      **TIME:** 6:00 PM

<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Lisa Lunz	County Board of Supervisors	<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>
Cathy Stilwell	County Clerk	<a href="mailto:clerk@dixoncountyne.gov">clerk@dixoncountyne.gov</a>
Mathew Michl	Martinsburg (Committee Chair)	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
DJ Smith	Ponca	<a href="mailto:djsmithband.usa@gmail.com">djsmithband.usa@gmail.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Tom Decker	County Sheriff	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>
Dave Armstrong	Rural North	<a href="mailto:armfarm@nntc.net">armfarm@nntc.net</a>
Cindy Purucker	Ponca	<a href="mailto:cpurucker@hotmail.com">cpurucker@hotmail.com</a>

<b>MEMBERS ABSENT:</b>		
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Josh Blatchford	Ponca	<a href="mailto:blatchfordjosh@gmail.com">blatchfordjosh@gmail.com</a>
Kari Lowe	Ponca	<a href="mailto:kloweplowe7@gmail.com">kloweplowe7@gmail.com</a>
John Leader	Ponca	<a href="mailto:jleader@bop.gov">jleader@bop.gov</a> <a href="mailto:leader65@hotmail.com">leader65@hotmail.com</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>		
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>		
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>
Steve Hassler	County Board of Supervisors	<a href="mailto:supervisordist7@dixoncountyne.gov">supervisordist7@dixoncountyne.gov</a>
Terry Nicholson	County Board of Supervisors	<a href="mailto:supervisordist6@dixoncountyne.gov">supervisordist6@dixoncountyne.gov</a>
Neil Blohm	County Board of Supervisors	<a href="mailto:supervisordist4@dixoncountyne.gov">supervisordist4@dixoncountyne.gov</a>

## 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. Prior to the Citizens Committee Meeting, P&A presented a short history of the Committee's activities since formation in May of 2022 to the Ponca City Council.

- The Council was shown Display Board-sized copies of the Concept Floor Plan and Site Plan which had been developed by the Committee and P&A.
2. The reason for the Meeting with the Ponca City Council was to discuss how much of the preliminary design for utilities and sanitary sewer should actually be paid for by the City of Ponca, or ultimately be included in County bond cost.
    - The Council was also shown a Preliminary Site Utility Exhibit as developed by E&A Consulting Group (Civil Engineers) which not only depicted proposed utility and sanitary sewer serving the Site, but also a number of mark-up comments added by P&A to highlight possible issues not covered by the City's earlier offers or prior proposals.
    - Conferring with Chad Kehrt, Ponca City Engineer, DJ confirmed that Ponca would cover expenses for:
      - i. The paving for the Cook Street extension.
      - ii. The manhole depicted and a new fire hydrant on the Cook Street right-of-way property.
      - iii. The sanitary sewer and water utility depicted not only from the source and under the highway, but also under the new Cook Street paving, as intended to serve both the new County facility, as well as future development to the south.
      - iv. Relocation of the existing roadside lighting, affected by the new Cook Street paving, if required.
      - v. Gas utility service as yet to be designed to serve the new Courthouse facility, as well as to serve future development to the south.
      - vi. Confirmation, at minimum, of the adequacy of the overhead power lines on the west side of Highway 12 to serve the new Courthouse project.
    - The City of Ponca's willingness to cover the above expenses will have a sizeable impact on the County's bond cost, as prepared for Citizen's Committee consideration, since the Cook Street paving and under-street water and sewer costs were not previously separated from the total site cost estimated by Carl Lamb and LL Builders.
    - A Council member asked if the quantity of fill dirt planned for the project, as drawn by E&A Consulting Group, could be considerably reduced if the City of Ponca were to construct a pumping station on the west side of the Highway, again, as part of their expense. Curt offered to inquire further with E&A Consulting regarding the relative cost difference between these two options, but Mr. Kehrt [as City Engineer] also offered to assist with this calculation.
  3. Curt discussed the most recent Project Cost Projections, which attempted to include site costs as divided between City and County, as well as Building, and all anticipated Soft Costs. This is to establish a Bond value for the May 2024 ballot referendum. The current value of the total projected cost is \$19,287,308.
  4. Sheriff Decker mentioned that he had discovered a possible larger cost in either relocating the existing communications tower to the new site, or constructing a new one. He has begun conversations with Sabre Industries in Sioux City and has also established that the designed finished floor is very close to the existing 62-foot tower base elevation, meaning the new one might be essentially the same size.

5. The Council Meeting concluded at approximately 6:15pm.
6. Minutes of the previous (9-17-23) Citizens Committee had been emailed following the Meeting and there were no questions or comments offered prior to the meeting.
7. As most Citizens Committee members were present at the Council Meeting, Lisa asked if the Committee might unanimously accept the current conditions and Cost Projections as presented. The two known absent Committee members had indicated their support for the project ahead of this meeting.
8. It was noted that the savings associated with the Site costs agreed to by Ponca might more than offset anticipated costs for the possible new communications tower. Lisa asked the Committee what concerns they might have with proceeding into a Campaign phase, and what bond figure the membership might be comfortable with for a Bond.
9. There were no comments critical of the project as currently described. The Committee agreed to recommend a figure of \$20,000,000 for the bond. Curt asked if it would be fair to consider this recommendation to be a unanimous vote, and there was no objection made.
10. The Meeting concluded at approximately 6:30pm. The next meeting of the Dixon County Citizen's Committee is scheduled for Thursday, November 16<sup>th</sup>, at 6:30pm at the County Annex Building, 59140 Highway 12, Ponca, NE; however, Lisa will try to maintain close contact with the Committee regarding holding this date, since there are additional issues which the Board must also consider.

BY:   
Curtis Field, AIA  
Architect - Principal

October 23<sup>rd</sup>, 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.***

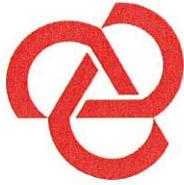
## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

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**PROJECT:** Dixon County LEC – Citizens Committee Meeting #15

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**LOCATION OF MEETING:** County Annex Building, 59140 Hwy. #12, Ponca, NE

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**PROJECT NO.:** 222701      **DATE:** November 16<sup>th</sup>, 2023      **TIME:** 6:00 PM

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<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Lisa Lunz	County Board of Supervisors	<a href="mailto:supervisordist5@dixoncountyne.gov">supervisordist5@dixoncountyne.gov</a>
Mathew Michl	Martinsburg (Committee Chair)	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Cindy Purucker	Ponca	<a href="mailto:cpurucker@hotmail.com">cpurucker@hotmail.com</a>

<b>MEMBERS ABSENT:</b>		
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Tom Decker	County Sheriff	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>
DJ Smith	Ponca	<a href="mailto:djsmithband.usa@gmail.com">djsmithband.usa@gmail.com</a>

Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Josh Blatchford	Ponca	<a href="mailto:blatchfordjosh@gmail.com">blatchfordjosh@gmail.com</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>		
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>		
Sara Kumm	9-1-1 Director	<a href="mailto:dixon911@dixoncountyne.gov">dixon911@dixoncountyne.gov</a>
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>
Steve Hassler	County Board of Supervisors	<a href="mailto:supervisordist7@dixoncountyne.gov">supervisordist7@dixoncountyne.gov</a>
Terry Nicholson	County Board of Supervisors	<a href="mailto:supervisordist6@dixoncountyne.gov">supervisordist6@dixoncountyne.gov</a>
Neil Blohm	County Board of Supervisors	<a href="mailto:supervisordist4@dixoncountyne.gov">supervisordist4@dixoncountyne.gov</a>

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## 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. Lisa reported that the County Board had devised a ballot resolution draft at their recent (11-14-23) Board Meeting, with assistance from Andy Forney from D.A. Davidson (County's Bond Banker), and she asked for input from those in attendance. A few minor revisions were suggested, and the draft will be voted upon at the Board's December meeting. As the County utilizes all mail-in balloting, this ballot issue will accompany the other written material on the County's ballot for the May 14<sup>th</sup> Primary Election.
2. Lisa also handed out a draft schedule for visiting the various communities in the County during the

Campaign. Committee members discussed possible conflicts due to school sporting events, church, and modifications were offered. Lisa will revise and distribute for further comment.

3. P&A offered a mock-up copy of a tri-fold brochure for committee consideration, and various comments were offered:
  - In addition to use as a hand-out, the brochure should be used with a mailing to all registered voters in the County (3,800?), so a space should be reserved for an address and postage. It was decided to try a four-fold version, using 8½" x 14" paper to achieve this. Steve circulated a four-fold brochure example.
  - Lisa will check with the Post Office to verify the needed space on the Brochure for addresses and postage.
  - Under the heading "Estimated Bond Cost", it was decided that there would need to be a better explanation for why \$20M was decided, when the total cost listed is only \$19,287,308. The wording "unforeseen expenses" was suggested.
  - DA Davidson has not yet furnished figures for the "Tables of Applied Bond Cost..." heading, and this may yet be available from the County Clerk, Cathy Stilwell.
  - The heading: "Tables of Applied Bond Cost..." should be revised to read "9.5 Cents per 100", in lieu of the "9.1 Cents" figure.
  - Under the Heading "Citizen's Committee", the wording should be changed to read: "The process involved completion of a Needs Assessment study..." (removing the words "three-year").
  - Under the Heading "More Reasons Why?", Lisa believes there should be some reference to the difficulty of moving the County Seat to other communities.
  - Also under the Heading "More Reasons Why?", Lisa suggested that Voters will not care about the item referring to the lack of E911/EMS storm protection.
  - Also under the Heading "More Reasons Why?", Lisa suggested that Voters will also not care about the item referring to the existing generator being non-compliant.
  - Lisa mentioned that the Heading "More Reasons Why?" might be retitled: "Reasons for Building a New Justice Center".
  - Under the Heading "Existing Facility", a comment was made that the original Courthouse building was constructed prior to the availability of electricity, and that this might be added somehow.
  - The revised schedule of Community presentations should be put into the enlarged brochure once Lisa has revised it.
  - It was suggested that there would be some advantage to scheduling a daytime Presentation, since some older folks may not want to drive after dark. Possibly more than a single presentation would make sense in the larger communities of Ponca and Wakefield.
  - All communities in the County may not have scheduled presentations, since some have no place to meet.
4. It was decided that the Committee should meet in December following the formal County Board action, so December 19<sup>th</sup> was determined, and the revised Schedule and Brochure could be reviewed at that time.

5. It was suggested that a PowerPoint presentation could be devised for use at the various Community presentations. Curt offered P&A to begin work on this and submit it for further Committee input. Sara Kumm also mentioned that a projection screen might not be available at every location, so the County should plan to bring one along.
6. Sara was also mentioned as someone who could devise a program to utilize social media during the Campaign phase. Several Communities have Facebook pages. Ken mentioned that churches may be willing to place mention of the ballot issue in their bulletins.
7. Another suggestion was to include some kind of positive publicity of the upcoming Bond in "The Rocket", an advertising supplement, but also a stand-alone mailer. The County may not by statute advocate specifically to pass the Bond, but may only describe the need.
8. Curt also showed an example of a Display Board and Yard Signage utilized for previous Bond Issues with which P&A has been involved, suggesting locations be identified for longer-term placement of them in such locations as Community Centers, the Courthouse, and Libraries. Other ideas would be welcomed. Curt stated that P&A is willing to revise the existing Display Boards or offer use of the two existing boards as-is if the County will pay for additional printing and mounting costs.
9. No decisions were made on use of Yard Signs.
10. Curt showed an example of "Frequently Asked Questions", which could be added as an insert to the brochure, or possibly be added to the expanded four-fold version. P&A will begin a list for distribution to the Committee and comments.
11. It was suggested that a Board Member, one or two Committee members, and staff should attend every presentation, if possible. Curt commented that P&A may not be able to attend every meeting but should not be placed in a key role at any of them. Lisa offered to attend each Presentation but did not want to become the primary speaker. Cindy offered to speak at any presentation she would be able to attend, and Curt commented that she would be uniquely qualified to do this, and have high credibility, due to her former position as County Clerk.
12. Lisa felt that the length of time that the Citizen's Committee has been meeting is one cause for lagging attendance at the Meetings. She offered to invite the present membership via a mass text, and to ask for renewed enthusiasm to help with the Campaign phase, and possibly for each to bring a friend who might also assist. *Curt commented that the true value of the Citizen's Committee is the length of experience each member has had with the pre-bond process which lends credibility to their comments to fellow Voters during the Campaign.*
13. It is hoped to have a high degree of participation during the Campaign phase by the Committee membership. All are urged to attend the December 19<sup>th</sup> Meeting to be held at the Annex building at 6:00pm, if possible. The Meeting closed at approximately 8:15pm.

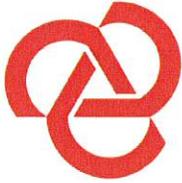
BY:   
 Curtis Field, AIA  
 Architect - Principal

November 17<sup>th</sup>, 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.***

## PROCHASKA & ASSOCIATES

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# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Dixon County LEC – Citizens Committee Meeting #16

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**LOCATION OF MEETING:** County Annex Building, 59140 Hwy. #12, Ponca, NE

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**PROJECT NO.:** 222701      **DATE:** December 19<sup>th</sup>, 2023      **TIME:** 6:00 PM

---

<b>MEMBERS PRESENT:</b>	<b>COMMUNITY/ORGANIZATION:</b>	<b>EMAIL ADDRESS:</b>
Lisa Lunz	County Board of Supervisors	<a href="mailto:supervisor5@dixoncountyne.gov">supervisor5@dixoncountyne.gov</a>
Mathew Michl	Martinsburg (Committee Chair)	<a href="mailto:matt67_michl@yahoo.com">matt67_michl@yahoo.com</a>
Ken Pavlushik	Township	<a href="mailto:kenp151@icloud.com">kenp151@icloud.com</a>
Cindy Purucker	Ponca	<a href="mailto:cpurucker@hotmail.com">cpurucker@hotmail.com</a>
Verlin Hansen	Concord	<a href="mailto:hansonfarms@nntc.net">hansonfarms@nntc.net</a>
Josh Blatchford	Ponca	<a href="mailto:blatchfordjosh@gmail.com">blatchfordjosh@gmail.com</a>
Jack Moore	Newcastle	<a href="mailto:gpajack53@yahoo.com">gpajack53@yahoo.com</a>
Julie Hartung	Dixon	<a href="mailto:juliehartung@nntc.net">juliehartung@nntc.net</a>
Tom Decker	County Sheriff	<a href="mailto:dixonso@dixoncountyne.gov">dixonso@dixoncountyne.gov</a>

<b>MEMBERS ABSENT:</b>		
DJ Smith	Ponca	<a href="mailto:djsmithband.usa@gmail.com">djsmithband.usa@gmail.com</a>
Larry Boswell	Allen	<a href="mailto:boswell@nntc.net">boswell@nntc.net</a>
Jeanne Blatchford	Maskell	<a href="mailto:billblatch2002@yahoo.com">billblatch2002@yahoo.com</a>
Chuck Chinn	Emerson	<a href="mailto:chiefchinn@abbnebraska.com">chiefchinn@abbnebraska.com</a>
Ron Mahler	Ponca	<a href="mailto:debron@gpcom.net">debron@gpcom.net</a>

<b>PROCHASKA &amp; ASSOCIATES:</b>		
Steve Johnson	Prochaska & Associates (P&A)	<a href="mailto:sjohnson@prochaska.us">sjohnson@prochaska.us</a>
Curt Field	Prochaska & Associates (P&A)	<a href="mailto:cfield@prochaska.us">cfield@prochaska.us</a>

<b>GUESTS PRESENT:</b>		
Sara Kumm	9-1-1 Director	<a href="mailto:dixon911@dixoncountyne.gov">dixon911@dixoncountyne.gov</a>
Don Andersen	County Board of Supervisors	<a href="mailto:jdandersen@gmail.com">jdandersen@gmail.com</a>

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## DISCUSSION:

The purpose of the meeting was to consider options for the forthcoming Bond Campaign phase, which is set to begin in January of 2024, with the ensuing election in May. The following points were recorded:

1. Lisa reported that the County Board had approved a formal ballot resolution.
2. Lisa also reported that she had spoken with the Post Office about mailing out the Brochures. It was determined that the County will send Brochures out to all Registered Voters—with one mailing per household. These would ideally be mailed 2 weeks before the first Community Meeting in January (1/24/24). January 10<sup>th</sup> was decided as the deadline for this mailing.
3. Lisa had also spoken with most of the Communities about presentation facilities. Most do not have projection screens, so the PowerPoint presentation will also be made available simply as a printed copy.

4. Curt asked that a message be relayed to Cathy pointing out that each department had been enlarged in direct response to staff input at the July 6<sup>th</sup> Omaha meeting. It is very important that the current Plan be described as conceptual only, so as not to make voters believe the “design” does not support their beliefs. A proper Schematic Design phase will occur once the Bond passes, and each user will be asked for input.
5. Steve spoke from printed copies of the in-progress PowerPoint presentations he is working on, asking for feedback. It was determined that the presentations should not require more than 5 – 10 minutes of time. Several Committee members took copy home to offer comments and these need not be ready until the Dixon Community Building meeting on January 24<sup>th</sup>, so review and revisions by the Committee could take place via email.
6. The Committee discussed the observations from the Wakefield School Bond failure, which recently failed 80% - 20%, with an intent to learn from this experience.
  - The full project cost seemed to be an intentionally high estimate.
  - The Bond Issue was rushed to the public, supposedly to get ahead of the County referendum.
  - Transparency was often thought of as the primary complaint.
7. Steve described the brochure in some detail, which was presented last month, and has since been modified. Several comments were offered, among them:
  - Adding that the City of Ponca is paying for much of the utilities relocation cost.
  - Adding that the basement water intrusion issue requires “three pumps running 24/7”.
  - Noting that the entry roadway configuration is required by the State DOT.
  - The presentation schedule dates should be highlighted to stand out better.
  - The words “20-year bond” should be in bold font, to distinguish it from the 30-year Wakefield School Board bond.
8. It was decided that the Brochure would be transmitted to the County digitally and printed and mailed from Ponca. That way, paper quality and number of copies could be decided as needed.
  - Beyond the initial mailing, it was decided that some copies might be made available at several location, including as a Newspaper insert, or in churches, or as a handout during presentations. Ken suggested that churches would be willing to help distribute Brochures, and suggested that several churches should be called to see how else they might help with getting the
9. Lisa wants the finished Brochure to be reviewed by several County officials before it is officially used.
10. Lisa will also work on a list of Frequently Asked Questions (FAQs), for inclusion either as an aid during the presentations, or for use elsewhere when appropriate.
11. Cindy offered to do the presentations whenever she could be available. She stated that she would not be available during much of March. As a retired County Clerk, Cindy is known by many in the County as Clerk, and since retired, she might be better received as a spokesperson with nothing to gain. Mat Michl also offered to attend as many as possible.
12. Lisa encouraged all committee members to attend meetings that work with their schedule. The committee members will work with their community for set up.
13. There will be no need for Yard Signs to promote the project, as the County cannot pay for them.

14. It was decided that Prochaska & Associates will print and mount at least two sets of Display Boards. Don Anderson suggested there may be a need for a third set and suggested a specific location.
15. The committee will work with both newspapers in the county.
16. Curt suggested that the Sioux City newspaper might be very willing to do a follow-up story now that the Campaign period has begun.
17. Curt suggested that several Jail Tours should also be scheduled, and that these tours might be good excuses for repeated reminders on social media, which will be multiplied by others who "share" the posts.
18. As EMS Director, Sara Kumm will be good at social Media distribution, as she is known by individuals in most of the County communities and uses social media frequently. Curt suggested that Jail Tours, with follow-up reminders, could be good excuses to post and re-post on Facebook, etc. The Sheriff's Office has a Facebook page.
19. Presentations could also be made to the various Village Boards or Councils in the County.
20. There was a discussion pertaining to asking for use of the various Community's electronic message boards, such as Allen's board.
21. Copies of these Minutes should be sent to Andy Forney with DA Davidson.
22. Copies of the presentation schedule prepared by Lisa will be included with this emailed Minutes.
23. The next scheduled Committee meeting is to be the January 24<sup>th</sup> presentation date, and as many Board/Committee members are asked to attend as possible. Curt mentioned that he may be obligated elsewhere on this date, but Steve could likely attend.

BY:   
Curtis Field, AIA  
Architect - Principal

December 19<sup>th</sup>, 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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