BVH
ARCHITECTURE

MEETING MINUTES

DATE: 5/07/2026

PROJECT: Dixon County Courthouse
PROJECT #: 26018

LOCATION: Dixon County Annex Building & Courthouse
ATTENDEES:
Dixon County Committee: Steve Hassler, Lisa Lunz, Julie Hartung, Kevin Connot, Mike Mogus
BVH: Cleve Reeves, Andru Meiners, Mark Shepard
NM: Brian Warthen, Khalid Khan
DA: Andy Forney

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1. Committee Overview
    - Lisa gave an update on the previous Board of Supervisors meeting and decisions to move forward with master planning of the courthouse and the plan to use CMR for delivery method.
2. Project Schedule
    - See slides from presentation
3. Design Process to Date
    - Review of adjacency diagrams and site analysis diagrams
        - Question of if one courtroom is allowed as long as designed to District courtroom standards.
            1. Design team believes this is accurate but will verify
            2. Lisa informed that the Nebraska Supreme Court is the reviewing authority for items like this.
        - Question of jury room being allowed to be used for meeting space if not being used for jury.
            1. The design team stated this is allowed.
    - Discussion of review requirements
        - Design team to verify if holding cells need to be reviewed by the Jail Standards
        - Nebraska Supreme Court to review court design
            1. Design to verify who at the supreme court and if any others at the state need to review.
    - Site Diagrams
        - Design team to provide costs for each site options to show potential value or expense.
        - Cornfield site is preferred if costs align with project budget.

        - The Board of Supervisors and Committee should have more information on purchase of the cornfield site in the next week or two.
        - Urban site will require multiple floors in order to fit on site.
    - CMR Process
        - The committee is good with the CMR Process.
    - Bond Financing
        - Review of project financing with Andy Forney
    - Other Comments
        - Will need to think about initial costs versus long term operational costs when making decisions about the building.
        - Future meetings: meet every two weeks. Next meeting May 22nd @ 2-3pm. Will go back to Thursdays after this next meeting.
        - The goal is to meet with the committee before Board of Supervisors meetings.
    - Attached are the Space Programming documents for the Committee and County Department Leaders to review and provide feedback to BVH. We request feedback by the end of day on Monday May 18th. Please advise if this is not achievable.

If you have questions, please call.

BVH Architecture

Andru Meiners
Senior Associate, Project Manager

If you disagree with any of these notes or decisions, please respond within three working days of receipt of this document; otherwise, we will assume your concurrence.

Dixon County Courthouse

AdHoc Committee Meeting

5/07/2026

BVH ARCHITECTURE

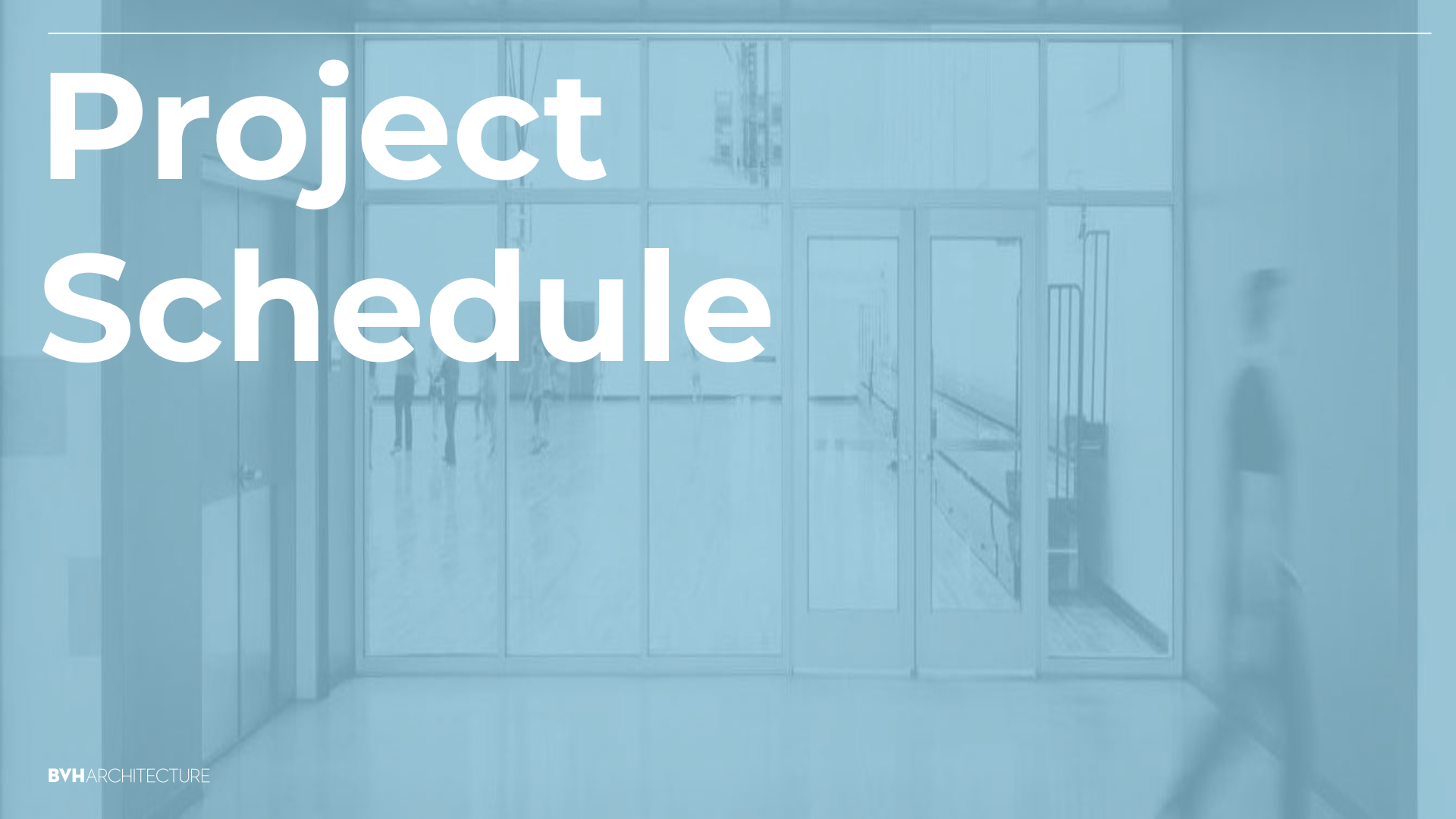
NEUMANN MONSON ARCHITECTS

MEETING AGENDA

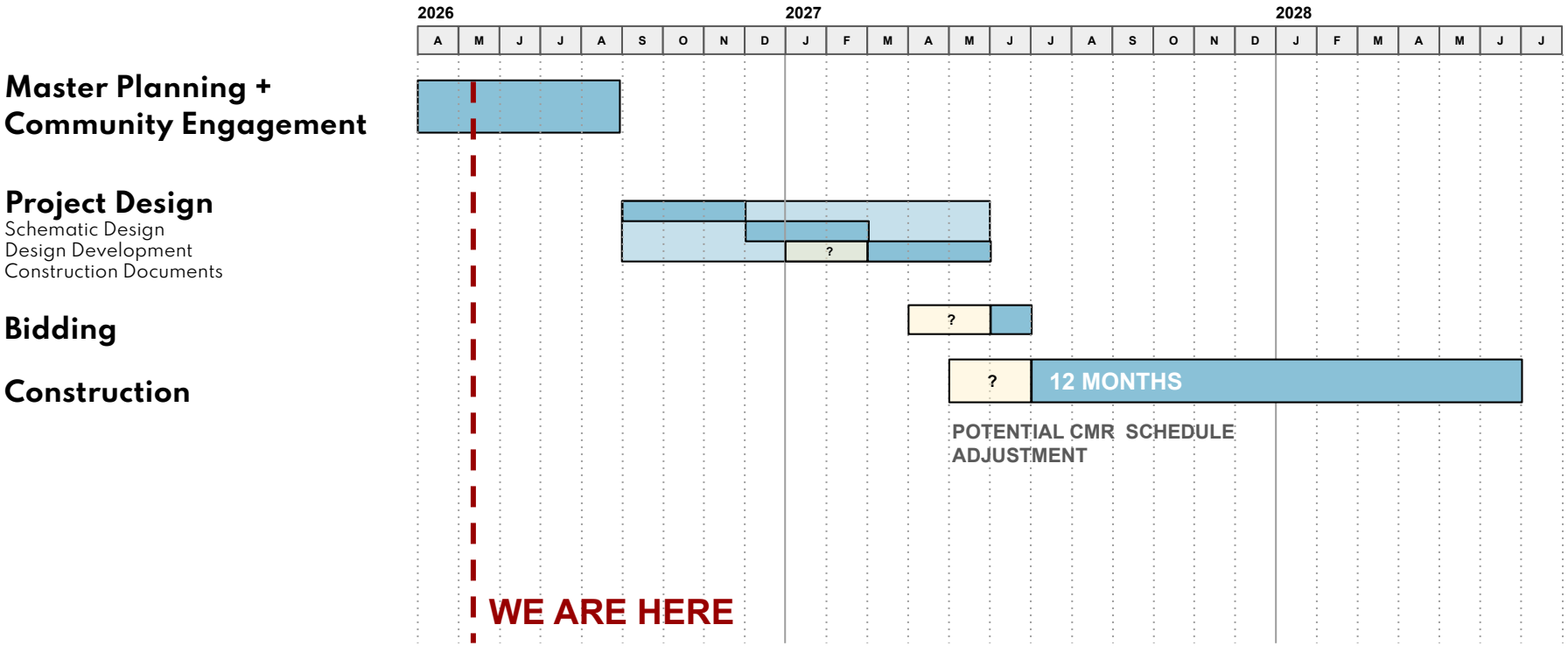
- Introductions
- Committee Overview
- Project Schedule
- Design Process To Date
- CMR Process
- Bond Funding Overview

Project Overview

Project Schedule



Preliminary Full Project Schedule



MASTER PLANNING PROCESS

- Master Planning Design & Community Engagement
  - Study design & financial options
  - Present 2-3 design options to AdHoc Committee
  - Present recommendations from Committee to Board of Supervisors
  - Share information with constituents
- Finalize Master Plan
  - Determine needs & priorities
  - Set scope and budget
  - Determine construction delivery model

Master Planning Schedule

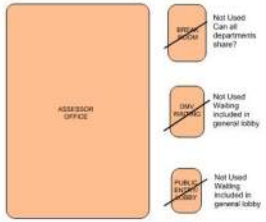
PHASE	COMPLETION	ACTIVITIES / DELIVERABLES
1) Information Gathering Information Gathering AdHoc Committee Formed Funding Scenarios Developed - Resolution Approved Draft Space Programming Developed Site Options Studied	**May**	Background Information Analysis Draft Space Program Master Plan + Project Schedules DA Davidson: Draft Financial Plan
2) Space Programming + Design Test Fit Department Leads Program Review Programming Reviewed/Approved - AdHoc Committee Conceptual Test Fit for Preferred Site - Building Layouts Initial Cost Estimates Shared with Board AdHoc Committee Direction	**June**	Space Program Conceptual Test Fit Design Options ➔ Site/Program Plan, Rough Massing Models Cost Estimate? Financial Modelling
3) Master Planning + Community Engagement Community Input Meetings Develop Master Plan Solution AdHoc Committee Direction	**July**	Community Presentations Master Plan Refined to a Preferred Option Cost Estimate?
4) Final Program Board Approval on Final Design	**August**	Final Master Plan: ➔ Site Plan, Floor Plan, Massing Model Cost Estimate?

Design Work

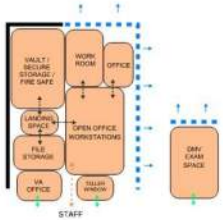
BVHARCHITECTURE

ASSESSOR OFFICE

Space Type	Program			
	Qty	Proposed SF	Total	Notes
Public Entrance/Lobby	1	150	150	
Transaction / Teller Space	1	100	100	one window is enough
Assessor's Office	1	150	150	
Open Office Space/ Workstations	1	600	600	
Landing Space	1	100	100	standing workstation
Vault/ Fire safe/ secure storage	1	500	500	can be shared with treasury
DMV Exam Space	1	400	400	
DMV Waiting Room	1	200	200	Can this be included in a public lobby space?
VA Office	1	150	150	Confirm dept. location, VA storage is included under County clerk
Work room	1	250	250	
Kitchenette/break room	1	250	250	do not close over lunch
File Storage	1	200	200	Cash Vault within this
		Subtotal	**3050**	
		Grossing Factor	**1.2**	
		Total	**3660**	



ASSESSOR OFFICE
Total Square Footage
Scale: 1/32"=1'-0"



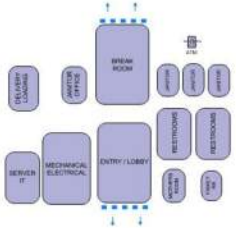
ASSESSOR OFFICE
Adjacency Diagram
Scale: 1/32"=1'-0"

LEGEND

GENERAL BUILDING

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
Entrance/Lobby	1	500	500	
Restrooms	2	200	400	
Fam RR	1	65	65	
Mother's Room	1	80	80	
Custodial	3	75	225	
ATM	1	10	10	
Break Room	1	500	500	
Server/IT	1	300	300	One central server room, close to Dispatch & Sheriff
Mechanical Room	1	400	400	
Janitor's Office	1	100	100	
Delivery/Loading	1	150	150	
		Subtotal	**2730**	
		Grossing Factor	**1.1**	
		Total	**3003**	

GENERAL BUILDING
Total Square Footage
Scale: 1/32"=1'-0"



GENERAL BUILDING
Individual Spaces
Scale: 1/32"=1'-0"

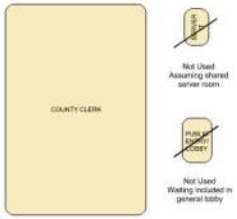
LEGEND

BVHARCHITECTURE
NEUMANN MONSON ARCHITECTS

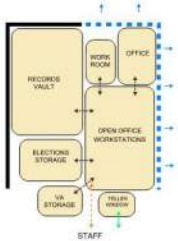
DATE: 05.07.2026 SCALE: 1/32"=1'0"

COUNTY CLERK OFFICE

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
County Clerk Office	1	250	250	
Open Office Space	1	850	850	3 workstations & space for counter or tables for elections
Transaction/Teller Counter	1	100	100	Physical Barrier between office space
Public Lobby/Entrance	1	150	150	needs public access, custom storage
Records Vault	1	700	700	perminate records, fire safe
Election Storage	1	300	300	
VA Storage	1	150	150	Confirm dept is County clerk or Assessor
Work room	1	250	250	
		Subtotal	2750	
		Grossing Factor	1,2	
		Total	3300	



COUNTY CLERK OFFICE
Total Square Footage
Scale: 1/32"=1'-0"

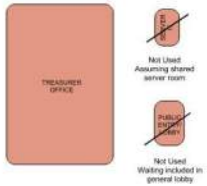


COUNTY CLERK OFFICE
Adjacency Diagram
Scale: 1/32"=1'-0"

LEGEND

TREASURER OFFICE

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
Public Entrance/Lobby	1	150	150	
Transaction/Teller Space	1	100	100	needs computer terminal at counter
Open Office Space	1	450	450	2-3 workstations, custom printers
Work Room	1	250	250	
Vault/ Storage	1	500	500	perminate records, fire safe
Treasurer's Office	1	150	150	
		Subtotal	1600	
		Grossing Factor	1.2	
		Total	1920	



TREASURERS OFFICE
Total Square Footage
Scale: 1/32"=1'-0"

TREASURERS OFFICE
Adjacency Diagram
Scale: 1/32"=1'-0"

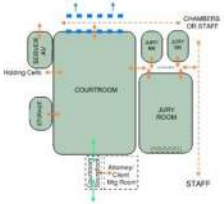
LEGEND

BVHARCHITECTURE
NEUMANN MONSON ARCHITECTS

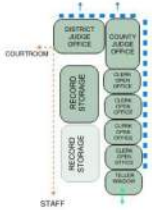
DATE: 05.07.2026 SCALE: 1/32"=1'0"

COURTROOM

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
Public Entrance/Lobby/Reception	1	400	400	This could be in a shared "lobby" space, not needed?
Courtroom	1	1700	1700	Sized for 15 person jury, ADA, NE Court Guidlines
Attorney / Client Meeting Room	1	150	150	
District Judge's Office	1	200	200	
County Judge's Office	1	200	200	
Jury Room	1	500	500	
Courtroom Tech/ AV Closet	1	100	100	
Clerk Staff Offices	4	100	400	2 district, 1 county, 4 workstations, can staff be in one shared space or do they need to be seperate?
Probation Office / Space	1	150	150	Matches existing size
Probation RR for urinalysis	1	80	80	
County Attorney Office	1	150	150	Adjacent to clerk staff
County Attorney Staff Open Office	1	300	300	2 workstations
County Attorney Conference Room	1	150	150	
County Attorney Transaction Counter Area	1	100	100	
Record Storage	1	250	250	Confirm if this is county court storage only. Does County attorney need stroage space? District?
Jury Room RR	2	70	140	
Courtroom Storage	1	80	80	
Transaction Counter Area	1	100	100	
		Subtotal	**5150**	
		Grossing Factor	**1.3**	
		Total	**6695**	



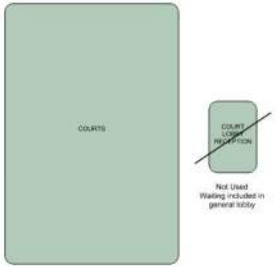
COURTROOM & JURY ROOM
Adjacency Diagram
Scale: 1/32"=1'-0"



CLERKS
Adjacency Diagram
Scale: 1/32"=1'-0"

CO. ATTORNEY
Adjacency Diagram
Scale: 1/32"=1'-0"

PROBATION
Adjacency Diagram
Scale: 1/32"=1'-0"



COURTS & COUNTY ATTORNEY
Total Square Footage
Scale: 1/32"=1'-0"

- Adjacencies / Access
- Secure Access
- Restricted Access
- Public Access / Circulation
- Views / Daylight
- No Daylight Required

LEGEND

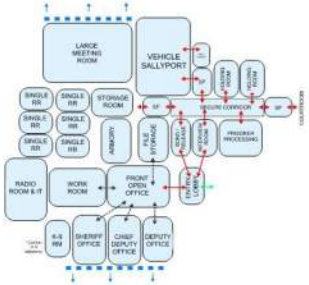
BVHARCHITECTURE
NEUMANN MONSON ARCHITECTS

DATE: 05.07.2026 SCALE: 1/32"=1'0"

SHERIFF

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
Entry Lobby	1	100	100	
Sherriff Office	1	185	185	
Chief Deputy Office	1	185	185	
Deputy's Office	1	150	150	
K-9 room	1	100	100	Confirm desired adjacenies
Sherriff Restroom	6	80	480	
Holding Room	2	100	200	
Interview Tox	1	100	100	
Armory	1	150	150	
Radio Room & It	1	300	300	
Storage Room	1	130	130	
Dog Run	1	200	200	outside
Large Meeting Room	1	625	625	
Workroom	1	250	250	
File Storage	1	150	150	
Front Open Office Space	1	300	300	2 workstations
Sally Port (Vehicular)	1	800	800	40x20, Recommended by court guidlines
Sally Port(s) / Secure Corridor (Prisoner)	1	500	500	Prisoner movement / soundlock
Prisoner Processing	1	185	185	
Bond Release / Corridor	1	75	75	
Staff Break Room/Kitchenette	1	0	0	is this shared with all departments?
Staff Gym	1	0	0	*Is this needed? Currently have some equipment*
		Subtotal	**5165**	
		Grossing Factor	**1.3**	
		Total	**6715**	

SHERIFF
Total Square Footage
Scale: 1/32"=1'-0"



SHERIFF
Adjacency Diagram
Scale: 1/32"=1'-0"

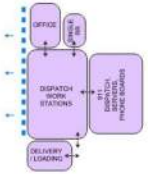
LEGEND

- Adjacencies / Access
- Secure Access
- Restricted Access
- Public Access / Circulation
- Views / Daylight
- No Daylight Required

DISPATCH

Space Type	Program			
	Qty	Proposed SF	Total Proposed	Notes
911, Dispatch & Servers, Phone punch board	1	500	500	
Dispatch	1	625	625	FEMA Shelter
Single Restroom	1	80	80	has shower
Director's Office	1	150	150	
Delivery/Loading	1	150	150	Confirm if this can be collocated with one central delivery / loading location.
		Subtotal	**1505**	
		Grossing Factor	**1.2**	
		Total	**1806**	

DISPATCH
Total Square Footage
Scale: 1/32"=1'-0"



DISPATCH
Adjacency Diagram
Scale: 1/32"=1'-0"

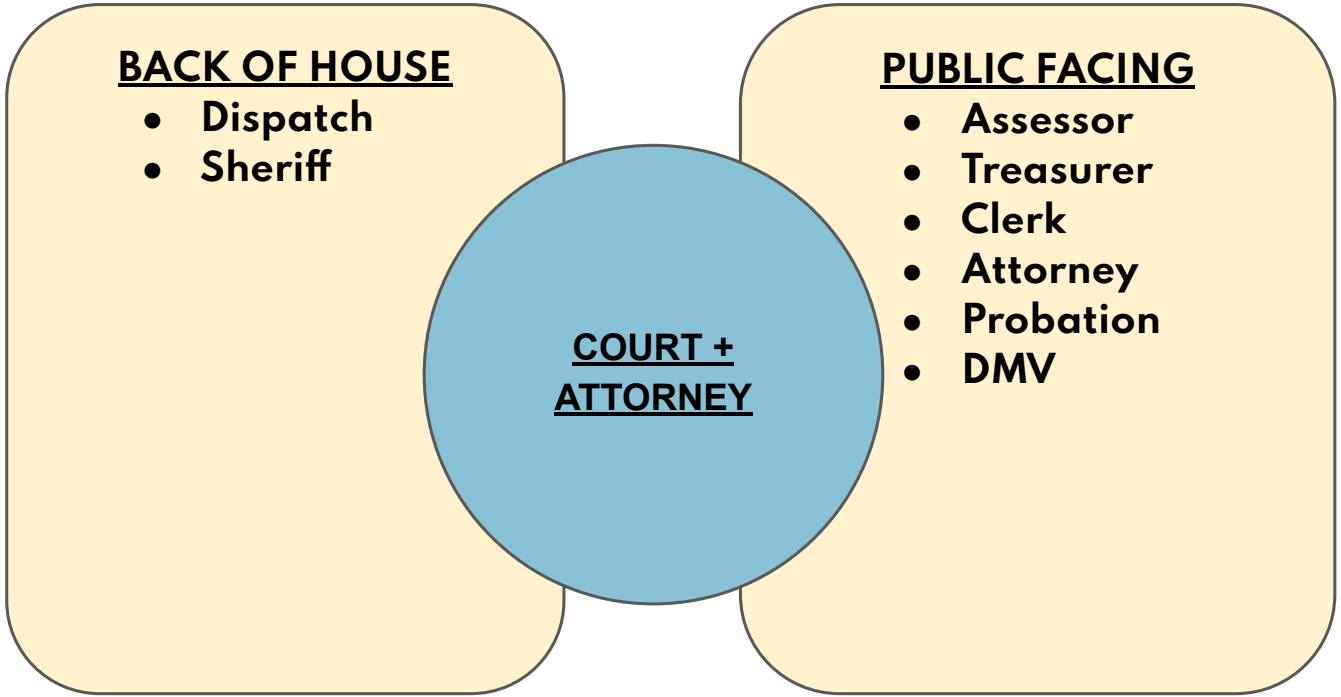
LEGEND

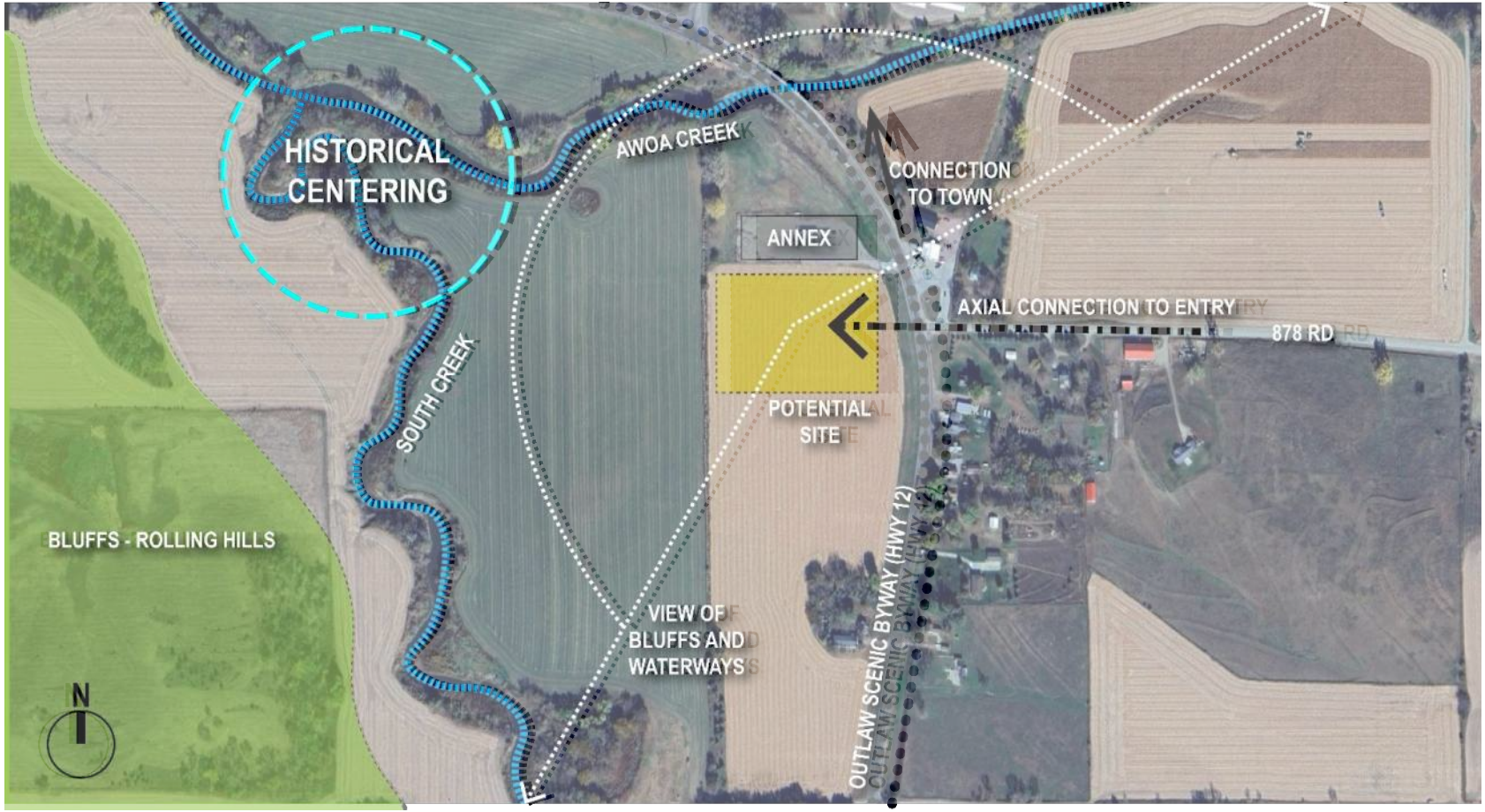
- Adjacencies / Access
- Secure Access
- Restricted Access
- Public Access / Circulation
- Views / Daylight
- No Daylight Required

BVHARCHITECTURE
NEUMANN MONSON ARCHITECTS

DATE: 05.07.2026 SCALE: 1/32"=1'0"

PUBLIC VS PRIVATE FACING





CORNFIELD SITE

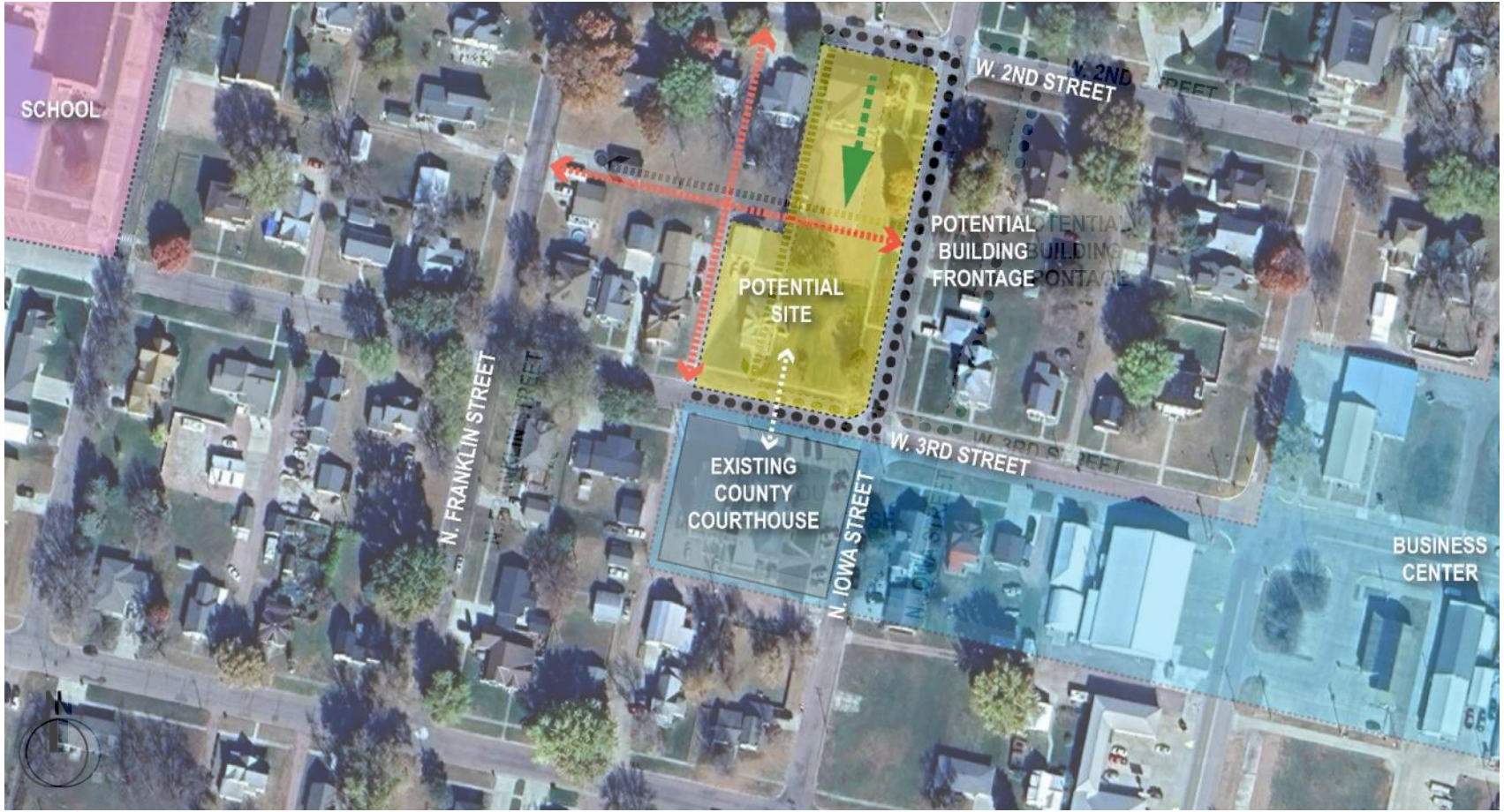
CORNFIELD SITE

PROS

- Larger site - future jail addition
- No existing buildings on site
- Adjacent to Annex Building
- Flat site
- Space for on-site parking
- Adjacent to main Highway

CONS

- Getting site utilities to site
- In floodplain
- Requires 3-4 feet of fill


SCHOOL
W. 2ND STREET
POTENTIAL BUILDING FRONTAGE
POTENTIAL SITE
N. FRANKLIN STREET
W. 3RD STREET
EXISTING COUNTY COURTHOUSE
N. IOWA STREET
BUSINESS CENTER
N

URBAN SITE

URBAN SITE

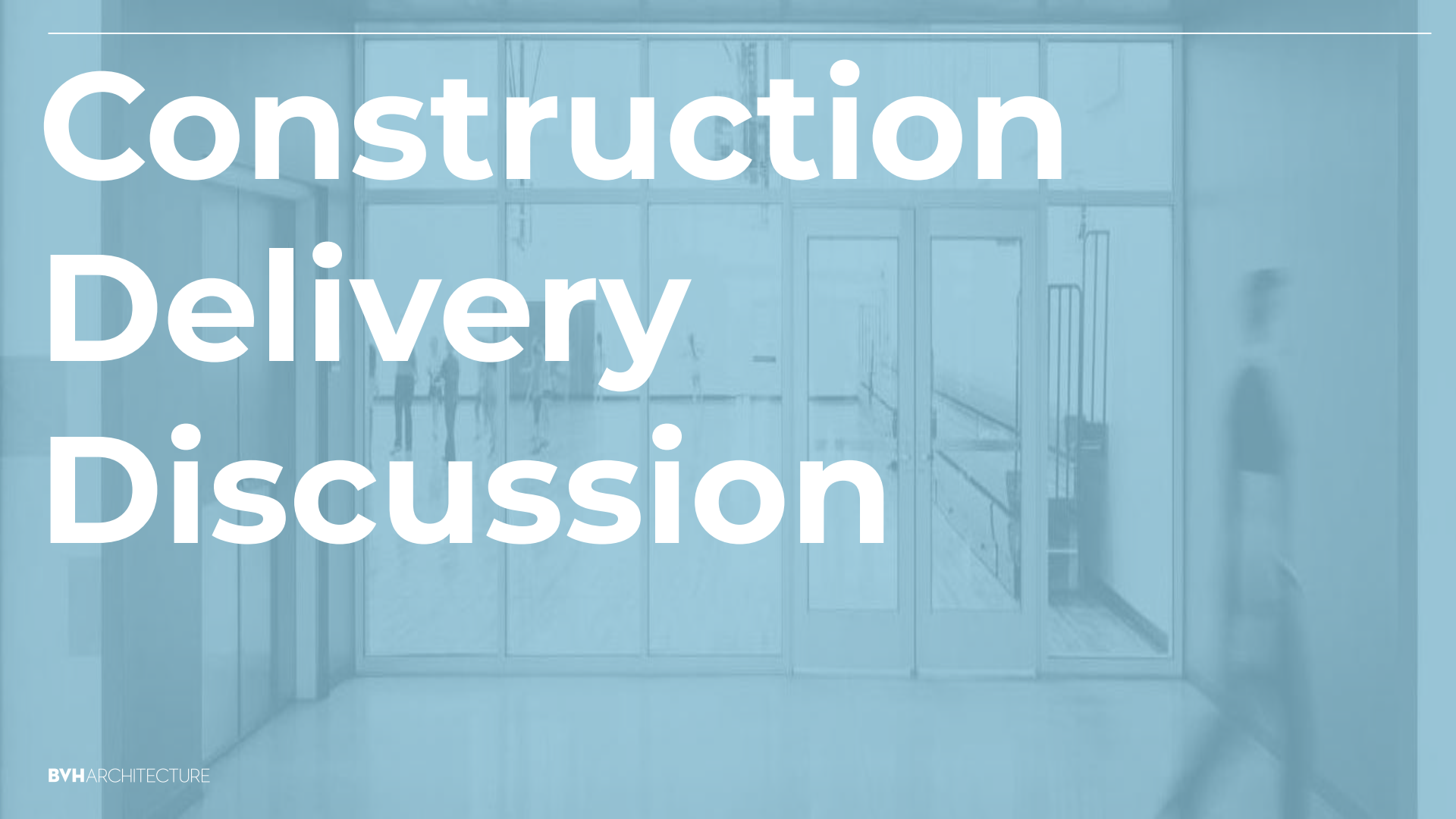
PROS

- In center of town
- Utilities are already at site
- Street parking
- Adjacent to existing Courthouse

CONS

- Acquire & demolish existing buildings
- Existing overhead power to be rerouted
- Existing alleys through site
- Utilities in alley will need to be rerouted
- No space for future jail
- Parking space limited

Construction Delivery Discussion



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Construction Manager at Risk

+ Selection of Contractor based on qualifications, experience, team makeup
+ Design phase input
+ Screening of subcontractors
+ Early estimating input from contractors
  Faster schedule (Maybe)
- Construction Costs can be higher
- Possible early GMP (Guaranteed Max Price)
- ~60 day process to hire per NE Statute
- Higher design cost

***Estimating accuracy is key to value of CMR**

Bond Funding

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Discussion + Questions

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Thank You.

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