



Jackson County Jail Advisory Committee
Jackson County Courthouse
201 West Platt Street
Maquoketa, Iowa 52060

MEETING MINUTES

Date: October 11, 2017

Time: 6:00 p.m.

Location: Jackson County Courthouse

Members Present: County Attorney ó Sara Davenport; Jail Administer Representative ó Adam Pape; Farm Bureau Representative ó Ryan Kilburg; Regional Citizen Representatives ó Tiffany Mangler, Dick Kunau, Jon Thoms, Mike Delaney; Adult Probation Officer - Renee Behr; District Court ó Judge Nancy Tabor; Sheriff Representative ó Steve Schroeder; Sheriff ó Russ Kettmann; Police Department Representative ó Brad Koranda; EMC ó Lyn Medinger; Maintenance Supervisor ó Marty Hudrlik

Visitors: Jack Willey, Media ó Kelly Gerlach, Maquoketa Sentinel Press; Mary Hayward, Local Access

The meeting was called to order by Chair at 6:00 p.m.

Motion by Tabor, second by Kilburg to approve the minutes from the September meeting.
Motion passed by unanimous vote.

Report of Ad-hoc Subcommittee:

The Ad óhoc Subcommittee made up of Kilburg, Schroeder, and A. Pape gave their report. Of the five firms that contacted them, they interviewed two, Shive Hattery and Prohaska & Associates. Each interview lasted about 2 ½ hours. They were very in-depth and covered a lot of information.

Kilburg presented a PowerPoint Presentation summarizing what the subcommittee did and what their recommendations were. Prohaska estimated a bond vote in a year and a half whereas Shive Hattery estimated a bond vote by August 2018.

According to Shive Hattery Phase I would include a look at the county demographics, growth assessment, and cost analysis. They would conduct a facility assessment and advise as to whether there are any options to use the current facility. Phase I will cost \$16,000 up front. Phase II would include site considerations (3-4) that are recommended by the committee, design layout, and start the public awareness campaign. This phase will also cost \$16,000, however this cost can be rolled into the bond referendum. If the bond doesn't pass then the county would have to pay the \$16,000. The design layout becomes property of the county. For Phase III, Shive Hattery would provide public awareness materials, topographical maps, and assistance in the public awareness campaign. A guess of the need for the county was a 30-40 bed facility; however they cannot give us anything concrete until the Needs Assessment of Phase I is complete.

The subcommittee's recommendation is Shive Hattery for Phases I and II. Motion was made by Thoms to accept the recommendation of the subcommittee to hire Shive Hattery for the first phases, seconded by Kunau. Motion passed by unanimous vote.

The subcommittee proposed a salary for the coordinator position between \$35,000-40,000 plus benefits. Adding benefits and other employment expenses the position would cost between \$47,000-53,000. A part-time position with benefits would cost between \$45,000-52,000.

The subcommittee also provided a proposed budget for the current fiscal year ending June 30, 2018:

- \$31,500 Coordinator Position (prorated for January 1, 2018-June 30, 2018)
- \$16,000 Phase I Architect
- \$2500 phone/computer for new employee
- \$3500 marketing and materials to include mileage for new employee

Thoms suggested that the subcommittee prepare the budget for the next fiscal year so that they can present both budgets to the Board of Supervisors. Motion was then made by Thoms to go to the Board of Supervisors with a budget for the first year, finishing out this fiscal year, and for the second year, second by Kettmann. Motion passed by unanimous vote.

The subcommittee will present the budget as well as the recommendation to hire Shive Hattery to the Board at the next meeting on Tuesday, October 17, 2017.

Jack Willey asked whether the coordinator position would be a contract position. This has not yet been discussed.

Old Business:

Website is ready to go. Schroeder will talk with Bjorn Beck about going live as soon as possible.

Virtual Jail Tour. Clinton County paid \$5,000 for theirs. There is a Waterloo Company that can do one for \$1,200. Deputy Brandon Beck is very tech savvy and could put one together at no cost to us. It was discussed who would do the narration, most likely the Sheriff, Jail Administrator, and Chief Deputy. Thoms questioned whether we should use someone outside law enforcement to possibly provide public feedback. Mangler suggested a phase approach, with the first video being by the experts, then a public perception video, and maybe other videos as the process progresses. Jack suggested referencing the jail inspections.

Motion by Kilburg, second by Hudrlik to have Brandon Beck start the video process. Koranda verified that the video would be presented to the committee prior to being posted. Motion passed by unanimous vote.

New Business:

Schroeder has been asked by both the Bellevue and Maquoketa Rotary clubs to speak at their next meeting. He has created a 100 slide PowerPoint Presentation which he showed the committee. He will present to the Maquoketa Rotary on October 18, 2017 at noon at the Eagles

Club and to the Bellevue Rotary on October 27, 2017 at 11:30 a.m. at Flatted Fifth. Tabor suggested someone from the committee also attend. Schroeder indicated he would email the information out.

Thoms asked how soon the position would be posted once approved by the Board of Supervisors. Schroeder stated he would post as soon as possible. It was also mentioned that those working closely with the position should conduct the interviews. The consensus seemed to be that the employee should be under a contract.

Motion by Tabor, second by Behr to adjourn. Meeting adjourned at 7:12 p.m.

Next Meeting November 8, 2017 at 6:00 p.m. at the Jackson County Courthouse.

Respectfully submitted by:

Sara Davenport, Secretary