



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

MEETING MINUTES

Date: September 13, 2017

Time: 6:00 p.m.

Location: Jackson County Courthouse

Members Present: County Attorney ó Sara Davenport; Board of Supervisors ó Larry McDevitt; 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

Visitors: Phil Tabor, Mary Elgen & Rich McNamee from Henry County, Media ó Kelly Gerlach, Maquoketa Sentinel Press; Karen Rubel, Local Access

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

Meeting began with a presentation by Henry County Sheriff Rich McNamee and his volunteer coordinator Mary Elger. Henry County had a bond vote in August that passed with 84% supporting the bond to build a new jail. They formed a PAC in order to campaign òVote Yesö. They were then able to solicit private donations and use the funds to purchase t-shirts, stickers, and advertisements. Without the PAC, simply using tax dollars, they would have been limited to putting forth information but not advocating. Rich created a virtual tour of the jail which can be viewed on their webpage. He also suggested creating a Facebook page. He recommended keeping the Ballot language generic so that if a problem comes up with the location selected we would not be tied down to it.

Motion by McDevitt, second by Kilburg to approve the minutes from the August meeting.
Motion passed by unanimous vote.

Motion by McDevitt, second by A. Pape to set the monthly meetings on the Second Wednesdays at 6pm. Motion passed by unanimous vote.

Motion by Kilburg, second by Thoms to authorize County IT Director Bjorn Beck to post a link to the JCJAC page on the county website. Motion passed by unanimous vote. It was discussed that anything posted to the webpage should go through the Executive Committee first. Schroeder suggested posting the names and email addresses of all Committee members so that the public would be able to contact individual. Judge Tabor requested that her information not be posted due to her position.

Discussion was had regarding utilizing social media. Bjorn could create a Facebook page. The point was made that no matter what the committee ultimately decides to do we need a single message with total buy-in. It was decided to Table the social media issue until our òbrandö is ready.

A short discussion regarding creating a Political Action Committee was commenced. Some members of the Committee cannot participate in a PAC. There was a question as to whether we need to form one. Do we want to advocate or are we better off to provide the information and let the people decide? No action was taken.

Thoms and Kilburg reported on the Coordinator Liaison Ad-hoc Sub-committee. They met with Margaret from Clinton County. A job description was presented to the Committee. Their recommendation is that the position not be long term, that the person in the position be fully involved in the process, and that the position be full-time, especially in the beginning.

A virtual tour of the jail will be prepared. Schroeder may set up something with Local Access to create an informative video. It was suggested that we contact the Communication classes at the High School or Clinton Community College. The students might be willing to write scripts and set up the video for class credit.

Motion by Thoms, second by Kilburg to approve the Bylaws. Motion passed by unanimous vote.

Motion by Tabor, second by Kunau to approve the Confidential Records Policy. Motion passed by unanimous vote.

Schroeder discussed the four phases of a jail project.

1. Needs assessment ó approximately 3 months. Estimate \$15,000.
2. Feasibility study. Look at the existing structure, build on/expand. Look at other sites. Create a floor plan (not architect design). This would include range of costs. Another 3-6 months. Estimate \$15,000. At this stage we will need to decide what else we want added in ó i.e. Emergency Management. Weød take the needs that have been identified and decide what we want in the building.
3. Bond Referendum. Architect would act as a coach.
4. Design/Build. We would bid this out.

Schroeder has been contacted by five architecture firms: Prohaska & Associates, Omaha, Nebraska; Samuels Group, Des Moines, Iowa; Design Alliance, Waukee, Iowa; Shive Hattery, Moline, Illinois; and FEH Design, Dubuque, Iowa. There was some discussion regarding hiring a construction manager first. Thoms pointed out that a construction manager is high risk to the County.

An Ad-hoc Sub-committee was created to interview the architects and prepare a budget. The committee members are Schroeder, Kilburg, and A. Pape. They will bring back a recommendation for architect and a proposed budget to the next meeting. The plan will be to approach the Board of Supervisors following that next meeting.

Budget was Tabled until the next meeting.

Motion by Thoms, second by Kilburg to adjourn. Meeting adjourned at 7:51 p.m.

Next Meeting October 11, 2017 at 6:00 p.m. at the Jackson County Courthouse.

Respectfully submitted by:

Sara Davenport, Secretary