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TO: Brad Gerhardt  
 FROM: Mike Moeller  
 DATE: November 1, 2006  
 COMM. NO: 062094

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SUBJECT: Martin County  
 Justice Center Master Plan  
 October 27, 2006 **Core Planning Group** Meeting Minutes

**Attendants:**

Brad Gerhardt, Sheriff  
 James Forshee, Auditor/Treasurer  
 Mark Geerdes, Sheriff's Office  
 Mel Sulkalski, Maintenance  
 Robert Walker, District Court  
 Matt Borowy, Paulsen Architects  
 Gerald Boler, Commissioner  
 Greg Brolsma, Police Chief  
 Mike Humpal, Assistant City Administrator  
 Steve Pierce, Commissioner  
 Mike Moeller, Wold Architects and Engineers  
 Nick Marcucci, Wold Architects and Engineers  
 Norm Glewwe, Wold Architects and Engineers

**Discussion Topics:**

- A. Mission statement and guiding principles have been updated.
- B. Site criteria were reviewed. As sites are studied the criteria will be prioritized.
- C. The facility analysis is 90% complete. A draft was given to Mel. He will review and refine it with Wold.
  1. Security Building roof needs to be replaced or repaired.
- D. Population Projections:
  1. State population projections for Fairmont are being questioned by the City of Fairmont.
  2. Slight increase in population is possible.
- E. Jail Bed Projections:
  1. There are frequently 45-50 inmates with 16-20 on electronic home monitoring.
  2. Need to consider 25% classification/open bed factor.
  3. Possible changes in short-term offender definition from 6 months to 12-18 months. This will put more people in County Jail.
  4. Double-bunking is a bed expansion option. It can occur within standard cell square footage but requires more Day Room space.
  5. Classification is an issue with double-bunking. Some classifications (maximum security) can't be double-bunked.
  6. At the earliest, the new facility would open in three years from start of design.



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7. 64 beds with double-bunking option may be low based on these factors.
  8. Staffing analysis by D.O.C. will be important for understanding cost. As jail numbers increase there are requirements for more staff and new positions, i.e. full-time programmer at 50 inmates.
- F. Functional relationships between departments:
1. Wold to develop relationship diagrams for next meeting based on different urban and remote sites.
- G. Sites Discussed:
1. Site 1 – May be too far away.
  2. Site 2A – Will be hard to acquire.
  3. Site 2B – Planned to be play fields; eliminate.
  4. Site 3 – Very expensive.
  5. Site 4 – Site combinations to be explored. Parking will be an issue.
  6. Site 5 – Site cleanup may be costly.
  7. Site 6 – Small water/sewer extension needed. Topography will require sewage to be pumped.
  8. Site 7 – Owned by hospital. May be hard to acquire. May cause too much traffic by school and hospital.
  9. Site 8 – School-owned residential neighborhood.
  10. Site 9 – Expensive; may have soil issue.
  11. Site 10 – Possible density issue.
  12. Site 11 – Possible issue with utilities.
- H. Possible new sites:
1. Heritage Acres – south of armory.
  2. Southeast quadrant of Blue Earth and 15 intersection (Gunther site, Gilbert Hotel).
- I. Mike Humple to provide comprehensive plan and utilities information.
- J. Sites 4, 5, 6 and Gilbert Hotel meet at least some location criteria.

cc: Brad.Gerhardt@co.martin.mn.us  
Nick Marcucci, Wold  
Norm Glewwe, Wold

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