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TO: Martin County Core Planning Group

FROM: Mike Moeller

DATE: September 12, 2006

COMM. NO: 062094

SUBJECT: Martin County
 Justice Center Master Plan
 September 7, 2006 Core Planning Group Meeting Minutes

Attendants:

Melvin Sulkalski, Building Chief
 Mark Geerdes, Jail Administrator
 Robert Walker, Judge
 Brad Gerhardt, Sheriff
 Greg Broksma, Police Chief
 Jim Smith, Councilman
 Bryan Paulsen, Paulsen Architects
 Nick Marcucci, Wold Architects and Engineers
 Norm Glewwe, Wold Architects and Engineers
 Mike Moeller, Wold Architects and Engineers

Absentees:

Steve Pierce, Commissioner
 Andy Lucas, Councilman
 Mike Humpal, Assistant City Administrator, Finance
 Connie Belgard, Court Administrator
 James Forshee, Auditor

This meeting was held to introduce the planning process and clarify expectations.

Discussion Topics:

A. Process:

1. The Core Planning Group's role is to be decision makers throughout the planning process and eventually make a recommendation to the County Board.
2. Approach:
 - a. Gather information.
 - b. Develop options.
 - c. Select option.
 - d. Respond to feedback/work on timing.
3. The resulting Facility Analysis book will be a tool to help plan for the future.

B. Expectations:

1. The planning process goal is to evaluate options, determine costs and have the Core Group come to a consensus on a recommendation to the County Board.

2. Sheriff/Police:
 - a. Understand cost of different options.
 - b. A plan that will house inmates in Martin County without spending six figures to house inmates elsewhere.
 - c. To work out options on what to do for the future.
 - d. Outcome to be the right thing to do for public safety, inmate safety, and staff safety.
 - e. Emergency operation issues to be resolved.
 - f. Staff efficiency maximized.
 - g. Duplication of services minimized.
 - h. Maintain interaction between the offices of the City Police and the County Sheriff.
3. Courts:
 - a. Better capital investment for the future.
 - b. A quality flexible building that can be modified to meet County needs for 100 years.
 - c. Resolve separated locations of staff.
 - d. Balance public safety with accessibility. Need for more safety than current facility.
 - e. Preserve historic courthouse.
 - f. Fairmont as possible epicenter of surrounding County services for the future.
 - g. Overall:
 - 1) Longer-term planning.
 - 2) Capital investment.
 - 3) Global view.
4. General:
 - a. New phone and email technology may have changed some of the department proximity needs.
 - b. Lots of space occupied by storage that could be used by other services.
 - c. Auditor/assessor relationship.
 - d. No way to predict what changes will come; 25 years is possible with some confidence.

- C. Next Meeting: Friday, September 29 at 1:30 p.m.
1. Site priorities will be established.
 2. Develop mission statement for the group.
 3. Space Use Survey to be distributed by Wold.
 4. Future meetings:
 - a. Facility Analysis tour Wednesday, September 13, 2006 at 9:30.
 - b. Sheriff: September 15, 2006 at 8:30.
 - c. Jail: September 15, 2006 at 10:30.
 - d. Judge: September 29, 2006 at 11:00.

cc: Attendants
Matt McReynolds, Wold
Ryan Lindahl, Wold