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TO: Brad Gerhardt, Martin County
 FROM: Mike Moeller, Wold Architects and Engineers
 DATE: October 2, 2006
 COMM. NO: 062094

SUBJECT: Martin County
 Justice Center Master Plan
 September 15, 2006 Department Heads Meeting Minutes

Attendants:

Sheriff – 8:30 a.m.

Brad Hady, Chief Deputy
 Kathy Peterson, Sheriff's Office - Dispatch
 Brad Gerhardt, Sheriff
 Bryan Paulsen, Paulsen Architects
 Norm Glewwe, Wold Architects and Engineers
 Mike Moeller, Wold Architects and Engineers

Police – 11:00 a.m.

Greg Brolsma, Police Chief
 Bryan Paulsen, Paulsen Architects (part)
 Norm Glewwe, Wold Architects and Engineers
 Mike Moeller, Wold Architects and Engineers

Jail – 1:00 p.m.

Mark Geerdes, Jail Administrator
 Tanya Skow, Assistant Jail Administrator
 Mike Moeller, Wold Architects and Engineers
 Norm Glewwe, Wold Architects and Engineers

These meetings were held to discuss the space needs survey.

Discussion Topics:

A. Sheriff:

1. The sheriff provided survey information.
 - a. Question #9: Volunteers such as "citizens on patrol" could use a space. Not currently included in sheriff's employee chart.
 - b. Question #13: At peak times (jail visiting day) there are issues with noise. Possible need for separate visitor-waiting area. Also overloaded on courts day. Roster to be provided by sheriff's office to help determine numbers.
 - c. Question #18: Defense and prosecuting attorneys need a room to access files.
2. Items not related to survey:
 - a. Dispatch calls history to be provided by sheriff's office.

- b. Poverty level in Martin County vs. surrounding counties may increase jail numbers even with decreased population.
 - c. X-ray machine currently in storage because there is no room or staff to operate it.
- B. Police – The chief provided survey information and statistics. Remainder of survey to be completed.
- 1. Miscellaneous survey items:
 - a. Question #3: Proximity to Government Center, Core of Community.
 - b. Question #14: Chief's proximity to officers is a priority.
 - 2. Items not related to survey:
 - a. The relationship of dispatch and records to the front lobby was discussed. People may expect to have contact with dispatch at front door.
 - b. There is a desire to reclaim the records window's relationship to the front lobby.
 - c. Issues Impacting Department:
 - 1) Crime Prevention
 - 2) Demographics
 - 3) Drug Management
- C. Jail – The survey was introduced and items that apply to the jail were discussed.
- 1. Items not related to survey:
 - a. Mark to provide history on numbers of inmates housed out of County and history on Electronic Home Monitoring.
 - b. If space was available in jail some of Electronic Home Monitoring would be in jail.
 - c. When jail is full, longest-term inmates are sent to other counties.
 - d. Females are rarely sent out. Females from other jails are usually sent to Martin to fill larger female cell blocks.

cc: Nick Marcucci, Wold
Norm Glewwe, Wold
Michael Cox, Wold

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