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TO: Brad Gerhardt

MINNESOTA  
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 COLORADO

FROM: Mike Moeller

DATE: October 26, 2006

COMM. NO: 062094

SUBJECT: Martin County  
 Justice Center Master Plan  
 October 24, 2006 Sheriff's Department Meeting

**Attendants:**

Brad Gerhardt, Sheriff  
 Rebecca Bentele, Witness Coordinator (part)  
 Matt Borowy, Paulsen Architects  
 Norm Glewwe, Wold Architects and Engineers  
 Mike Moeller, Wold Architects and Engineers

**Discussion Topics:**

- A. Need armory for storing confiscated guns, one central location for evidence and a separate temporary storage of guns within the Armory.
- B. Emergency Operations Center:
  1. Currently, space is one-third of what is needed.
  2. This space is also used for meetings.
  3. The space requires a kitchen, toilets, five offices, and phone/data lines for 20 to 30 work stations.
  4. It is not necessary for Dispatch to have a relationship to the EOC; they should operate independently of each other.
  5. Dedicated office space with Dispatch connections is needed.
  6. Staff numbers in the building program outline were reviewed and adjusted.
- C. Five indoor parking spaces will be needed for the Sheriff's Dept.
- D. Wold to meet with Probation:
  1. Julie Grunewald – Juvenile, Misdemeanor Probation – in-house.
  2. Felony probation is State-operated – not in-house currently. They should be approached about possibly moving into the facility.
- E. Rebecca Bentele – witness coordinator:
  1. Needs a meeting place separate from her office.
  2. There is need for a supervised child visit/exchange space, such as a “soft” conference room.
  3. Access within law enforcement is not appropriate; i.e. women looking for help may be trying to avoid law enforcement.



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St. Paul, MN  
Elgin, IL  
Troy, MI  
Denver, CO

4. Separating husbands and wives is challenging.
5. This position will require special functional attention later as it has special relationship requirements to many areas.

F. Site Review:

1. Eight (8) site options developed by Justice Council were reviewed.
2. Added a site west of the lake and south of Heritage Acres.
3. Added Nexus site.

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TB/COU\_Martin/062094/min/10-24-06