



**Kewaunee County  
PUBLIC SAFETY FACILITY NEEDS ASSESSMENT STUDY COMMITTEE  
MINUTES**

**December 19, 2019 5:00 p.m.  
County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216  
Human Services Training Room**

**Call to Order:** Administrator Feldt called the meeting to order at 5:02 p.m.

**Roll Call:** Members present: John Mastalir, Doug Doell, Tom Romdenne, Charles Wagner, Sandi Christman, Matt Joski, Jason Veese, Chris Van Erem, Jeff Wisnicky, Pat Benes, Jeff Dornier, Doak Baker, John Pabich, Scott Feldt, Frank Madzarevic, John Cain.

**Approval of December 19, 2019 Agenda:** Benes moved and Joski seconded to approve the agenda. Motion carried.

**Approval of September 19, 2019 Minutes:** Mastalir moved and Veese seconded to approve the September 19, 2019 minutes. Motion carried.

**Discussion Jail Facility Tours:** Feldt asked the committee as to their impressions of the tours of the various county facilities. Joski stated that the tours helped to provide honest feedback from those county staff at the facilities as to what worked well and what did not. A comment was made about the stark difference between all of the facilities visited and Kewaunee County's facility. Our facility is very outdated and the tours brought that fact to light very clearly.

**Review and Discussion of Facility Space Programming:** Cain reviewed the November 20, 2019 Interim Presentation with the group. Cain presented four different housing pod options which included square footage, number of beds and the strengths and weaknesses of each option. Discussion followed as to the options and committee members preferences. While Option D was the most efficient use of staffing, it was also the largest number of cells and square footage. The committee agreed that Option A was the preferred housing pod option.

Cain then reviewed the space programming analysis. Cain provided three options for discussion. Option A was approximately 82,000 square feet (s.f.). Cain reported to the group that Option A is smaller than the space allotment in a typical facility. Cain had worked with the county working group to discuss space needs. The Sheriff's Department often requested that certain office spaces be reduced from what was typical or recommended. Option A included Housing Pod option D (the largest), multipurpose space for Emergency Management and automobile fleet garage. Option B, presented by Cain, was a unilateral reduction of square footage performed by Cain. Cain reduced some of the office space further. In addition, Option B replaces the housing pod option from the largest space to the smallest space (which the Sheriff's Department supports), and removes the multi-purpose space. This option totals approximately 71,300 s.f. Option C would remove the fleet garage for department vehicles that was part of Option B. Option C was approximately 55,400 s.f. Discussion followed as to the options. Sheriff staff explained their methodology regarding space allocation. An example was given that the office of the Sheriff in other facilities toured and in the prototypical facility are much larger than what the Sheriff is requesting. The committee discussed facility office space and it was a general consensus that Option A was the optimal choice for facility space allocation but that the housing pod option should be replaced to the smaller housing footprint. This would reduce the total



**Kewaunee County  
PUBLIC SAFETY FACILITY NEEDS ASSESSMENT STUDY COMMITTEE  
MINUTES**

**December 19, 2019 5:00 p.m.**

**County Administration Building, 810 Lincoln Street, Kewaunee, WI 54216  
Human Services Training Room**

square footage by 3,000 s.f. Option B, while a reduction in total space, was done arbitrarily without discussion as to whether the reductions affect staff operations. Option C was the elimination of the fleet garage. Discussion followed as to the fleet garage. Currently, the county uses the evidence building as vehicle storage. The advantages of having a garage as part of the project is that the current building could then be sold and placed back on the tax rolls. In addition, having the garage at the same site would reduce the number of trips deputies must make to the evidence building which can be several times a day. The disadvantage is that the garage is an added item that would increase the total cost. Additional discussion took place regarding the project, what items would be included and how the public may perceive what is being proposed. Discussion about facility size, cost, operational needs and potential future construction was all discussed.

Cain reviewed the site options for the proposed facility. Cain informed the group that a facility located on the current courthouse site would require a four-story building and would limit some operational designs such as a drive through sally port. In addition, construction at this site would not allow for any further expansion in the future. The committee agreed that the current courthouse site is not a viable option but did request that a cost estimate be conducted to provide the public information as to the cost and that it is likely to be significantly more expensive than building on a new site. Cain provided a basic footprint of the proposed facility on the site recently purchased by the county which is adjacent to the Administration and Human Services Buildings. The group discussed the orientation of the facility on the site and how to address potential concerns from residential neighbors. The members discussed how court operations would be performed and the potential of future location of a courthouse on the site. The group DID NOT recommend a courthouse be added to the proposal. The discussion touched on future usefulness of the current courthouse due to its age and condition. The members expressed their concern of making any proposal involving a courthouse. Members also acknowledged that the courthouse will eventually outlive its usefulness and that providing a cost projection, for informational purposes only, might be helpful. The group agreed that facility design and site orientation that would allow for future construction would be beneficial.

Finally, it was mentioned that the group will need to discuss staffing of the proposed facility. The discussion must include projections of staffing levels and staff costs as these will be important parts of the total project. It was agreed to discuss staffing at the next meeting.

**Other Discussion Items: None.**

**Next Meeting: January 15, 2020 at 5:00 p.m.**

**Adjournment: Christman moved and Joski seconded to adjourn the meeting. Motion carried.  
Meeting adjourned at 7:06 p.m.**