



**Kewaunee County**  
**JAIL NEEDS ASSESSMENT STUDY COMMITTEE**  
February 13, 2019  
**MINUTES**

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

**Call to Order:** Chair Weidner called the meeting to order at 5:01 p.m.

**Roll Call:** Members Present – John Mastalir, Robert Weidner, Gary Paape, David Cornelius, Chris Van Erem, Jeff Wisnicky, Tom Romdenne, John Cain, Doak Baker, Anne Kulhanek, John Pabich, Jeff Dorner, Doug Doell, Scott Feldt, Nancy Thelen (WI Dept. of Corrections)

**Approval of Agenda:** Pabich moved and Paape seconded to approve the agenda. Motion carried.

**Approval of Minutes:** There were no minutes to approve.

**Member Introductions:** Members introduced themselves to the committee. Weidner provided some background and history related to the county jail. A jail proposal was forwarded in 1999 and defeated by County Board action. Feldt provided an overview of the Request For Proposal (RFP) process. Lieutenant Van Erem provided a quick summary of the current jail population . The jail has an average daily population (ADP) of 41 while the jail is rated for an ADP of 22. The County currently has inmates in other facilities that cost the county between \$12,000-14,000 per month. The Sheriff brought in the National Institute of Corrections to participate in a facility assessment where concerns were identified. In addition, a Planning of New Institutions process was conducted as well. General discussion followed regarding the need for space, the performing of jail and dispatch duties.

John Cain of Venture Architects gave an overview of the scope of work approved by the County. The scope has three distinct phases. The goal is to complete the Phase 1 work for review by June 1, 2019. Nancy Thelen of the Department of Corrections introduced herself and offered herself as a resource as her position inspects all the county facilities in the region and has experience in consulting with counties regarding the construction of new facilities. More general discussion followed regarding site size, diversion and alternatives to incarceration. Weidner emphasized that this process is being conducted with no preconceptions or predeterminations. The size, location, operation and function of the facility are open for discussion and debate as a number of factors can be included or excluded from a facility.

**Discussion of Study Group Mission Statement:** Feldt indicated that input is being sought from members to create a mission statement for the committee. Weidner asked if any language had been drafted. Feldt provided the following language: The mission of the Kewaunee County Jail Study Committee is to research a facility that provides the most effective methods to protect our community, reduce offender recidivism, and assist the Kewaunee County court system in providing a fair and professional process for all involved. It was requested that the language be sent to all members for review.



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**Discussion of Study Group Goals:** Feldt indicated that input is being sought from members to create goals for the committee. Weidner asked if any language had been drafted. Feldt provided the following language: The Jail Study Committee will identify methods and processes that 1. Ensure the safety and well-being of staff, inmates and the public; 2. Make the court system process fair and efficient; 3. Help to effectively manage public safety facilities, programs, and staff; and 4. Help reduce offender recidivism. It was requested that the language be sent to all members for review.

**Discussion of Future Meeting Dates:** Future meeting dates were discussed to try and confirm a specific day of the month that meetings could take place. Tuesdays appeared to be the best at 5:00 p.m. The next meeting will include a tour of the Kewaunee County Jail. A videotape of the tour may also be created and posted on the County website.

**Discussion of Study Group Topics:** Topics will be identified as the process moves forward.

**Future Information Requests:** None at this time as the jail consultant will provide preliminary information that may spur additional information to be requested.

**Such Other Matters as Authorized by Law:** None.

**Next Meeting:** March 5, 2019 at 5 p.m. and April 8, 2019 at 5:00 p.m.

**Adjournment:** Mastalir moved and Paape seconded to adjourn the meeting. Motion carried. Meeting adjourned at 6:06 p.m.