



# MEETING DOCUMENTATION

Planning • Architecture • Engineering • Interiors • Facility Management

**PROJECT:** Henry County LEC – Citizens Committee Meeting #2

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**LOCATION OF MEETING:** Mount Pleasant, IA – Courthouse 2<sup>nd</sup> Floor Meeting Room

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**PROJECT NO.:** 160811      **DATE:** November 28, 2016      **TIME:** 6:30 PM

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| <b>PERSONS INVOLVED:</b> | <b>COMMUNITY/ORGANIZATION:</b>    | <b>EMAIL ADDRESS:</b>               |
|--------------------------|-----------------------------------|-------------------------------------|
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| Steve Riley              | Prochaska & Associates (P&A)      | sriley@prochaska.us                 |
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## DISCUSSION:

The purpose of the meeting was to review the Needs Assessment report developed in Phase 1 and to review the Programming Summary that will be used in Phase 2 (Preliminary Concept Planning). The Needs Assessment document was distributed to the Citizens Committee members following the kick-off meeting. It should be noted that a couple members did not receive the e-mail that was sent, and we will work to resolve the e-mail issues to make sure everyone is receiving the distributed information.

1. Mike Hampton had graciously volunteered to act as Committee Chair at the previous kick-off session, so Mike opened the meeting.
2. Steve Riley, Executive Vice President of Prochaska & Associates, introduced himself to the group. (He had missed the kick-off meeting due to a family emergency.) Several other members had also

been unable to attend the first meeting, so they introduced themselves as well. Steve explained that the goals for the meeting were to review the Needs Assessment and present the preliminary Programming Summary.

3. A PowerPoint presentation was used to share information with the Committee. The project schedule was presented to illustrate our current status. The schedule was developed in early September with a target of a May bond election. The schedule can be updated as the Committee prefers to speed up or slow down the process. If additional study is desired prior to pursuing a referendum, the next possible bond election after May would be in August.
4. The purpose of the Phase 1 Needs Assessment was: 1) to evaluate the functional and operational deficiencies of the existing Law Enforcement Center (LEC), and 2) to forecast the estimated number of jail beds needed to serve Henry County for 10-20 years. The previous kick-off meeting had reviewed a large number of issues in the existing building housing the Sheriff's offices and jail. A thorough tour of the building had allowed the Committee to see firsthand the lack of space and functional problems that have developed since the building was originally constructed back in 1963. Members who had missed the tour were encouraged to see the building for themselves, and Sheriff McNamee volunteered to lead another tour following the meeting.
5. Numerous charts and graphs were presented which were used in the development of the Needs Assessment. First was a profile of Henry County's population from 1840 to 2010. The population in the 2010 census was 20,145. A projection to the future indicates a slight growth to reach 20,387 by 2040. A map of Iowa was also presented showing areas of population decline and population increases. The majority of Henry County is either stable or showing a slight increase. The southeast corner of the county showed a slight decrease in population. It was noted that even if population is decreasing in a county, that does not typically correspond with a decrease in arrests.
6. Additional charts illustrated the distribution of Henry County's population based on age groups for both men and women as well as how this compares with Iowa in general. 19.1% of the county's population is 15-29 years old, and 19.0% is 0-14 years old. Another chart illustrated at what ages the majority of arrests take place on a national basis. The greatest majority of arrests occur from the mid-teens to late twenties and then slowly taper off as people age and mature. This age group makes up a high percentage of Henry County's population, much greater than the state average.
7. A graph illustrated the dramatic change that occurred in national jail populations when the "War on Drugs" initiated in 1971. Henry County's current jail was built in 1963 with 8 beds, but the dramatic changes to come could not have been anticipated. A tremendous growth in arrests occurred on a national basis.
8. The National Institute of Corrections considers a jail to be "full" at 80% occupancy, due to the need to classify inmates. The classification of inmates is needed for the personal safety of inmates and to reduce the potential for lawsuits against the county. In addition to the separation of males and females, six typical classifications are identified as Minimum Security, Medium Security, Maximum Security, Administrative Segregation, Special Needs, and Work Release/Trustee. Other classifications also exist, such as pre-sentenced/sentenced inmates. Since Henry County's jail currently has 8 beds, it would be considered full with 6 inmates. At best, the current jail may provide three classifications with its three cells, although if an inmate must be segregated, this can reduce available beds. All detainees that are over-capacity or un-classifiable must be transported to and boarded at other jails out-of-county. Transporting detainees requires staff time and costs the county money for boarding costs and transportation costs.
9. To determine the number of beds necessary to house Henry County's inmates now and in the future, two methods are used: the Linear Regression Method and the Incarceration Rate Method. These methods are based on historical data from County, State and National sources.
10. Average Daily Population (ADP) for Henry County's jail is determined using records from previous months, and this must also be compared to peaks in jail population. As an example, the highest ADP days from 2015-2016 reached a peak of 31 on three occasions. An Average Peak Capacity

Factor is calculated based on these records, using the average of the factors for the last two years.

11. The Linear Regression approach was used first. Using Henry County jail records from 1996 through 2015, the Average Daily Population was graphed to determine a trend line. This trend line has discounted some recent years in which inmate counts had grown dramatically, because it is anticipated this escalation will not be sustained. A trend line is determined for ADP as well as for population peaks (using the peak factor). The peak line is used to project the number of beds anticipated to be needed in 10 years and 20 years. (Twenty years is the average the length of time to pay off a bond.) The peak bed count in the year 2026 is projected to be 59 and in 2036 is projected to be 78.
12. The Incarceration Rate Method uses national data to determine a trend line, going back to 1985. The U.S. rate has increased an average of 2.79% per year since 1985. The County's ADP for 2015 (25.2 inmates) is divided by the 2015 County population and multiplied by 100,000 to determine the number of inmates per 100,000 residents. In this case, it equates to 1 inmate per 800 residents in Henry County. For the projected population in 2026, this equates to 56 beds. For the projected population in 2036, this equates to 71 beds.
13. After using both methods, the results are averaged to forecast the number of beds. For peak capacities, this results in 58 beds needed in 10 years and 74 beds needed in 20 years.
14. The number of beds was previously discussed with the Board of Supervisors, along with the Sheriff's input. It was suggested that a "right-size" would be 36 cell beds and 8 dormitory beds, for a total of 44 beds. This is the number that will be listed in the Programming Summary and that will be reflected in the conceptual planning. However, the planning will also include the ability to expand the jail in the future, so that the County would have the ability to increase the bed count with an addition without having to replace the facility on another site.
15. Staffing in a modern jail is much more efficient than earlier jail models. For reference, the current staff to inmate ratio for Henry County is 1:2.67 during the day and 1:4 at night (3 staff on the day shift, 2 at night). If we assume a bed count of 44, a modern jail provides a staff to inmate ratio of 1:14.66 during the day and 1:22 at night (3 staff on the day shift, 2 at night).
16. A Facility Program was presented which lists all of the anticipated rooms needed for the proposed Law Enforcement Center, along with a projected square footage for each space. An initial review with the Sheriff occurred on an earlier trip, and a second review will occur on this trip after he and his staff have had some time to review it more thoroughly. The first two pages of the document list spaces for the jail and communications functions, and the last two pages include rooms for the law enforcement office functions.
17. Phase 2 will continue in following meetings with analysis of different options for the LEC site and plan. Option 1 is a renovation and expansion of the existing Sheriff's Office/Jail. Option 2 is to build a new facility on a "greenfield" (previously undeveloped) site. Option 3 is to keep the status quo and continue to transport excess/non-classifiable inmates to other counties (Hold & Transport). Option 4 is to renovate the existing Mt. Pleasant Women's Mental Health Institute facility. Option 5 is an addition to the existing Henry County Courthouse.
18. A committee member asked if the Sheriff's staff would need to increase to arrest enough people to reach the projected bed count. Regarding the jail, it is anticipated that the same number of staff could operate this portion of the facility, up to 44 beds. If the facility expands beyond this bed count, the jail staff would need to increase. Regarding the office staff, the Sheriff noted that other entities also make arrests besides the deputies, including the police department, state patrol and Division of Criminal Investigation.
19. A committee member asked if the cost of a 44 bed facility can be compared to the cost of a 60+ bed facility. P&A noted that costs will be developed for all of the viable options, and each of the proposed solutions will need to have a plan for expansion. Costs can be assigned for a future

addition once a size is determined.

20. A committee member asked if there is confidence in the projected bed count, especially when compared to the number proposed currently for the initial program. P&A has confidence in the projections because they reflect the past history of the jail and indicate the inmate trend since 1996. P&A indicated that after the data is presented, the proposed bed count is up to the County to decide what is best based on their circumstances. As long as expansion of the facility is planned for, the County will not paint itself into a corner. Counties that have underbuilt their projected bed count can still transport to other facilities when the need arises.
21. A committee member noted that it is important to get feedback from the residential neighborhood that would be affected by an expansion of the current Sheriff's office. Two previous bond elections that narrowly failed did not get this feedback. Since the site is in a residential area, the design of the proposed facility should fit into its surroundings as well as possible. If the building must be two stories, it would be fairly tall compared to many of the residences.
22. A sallyport was explained as a secure garage that is used to safely transfer an inmate or detainee from a vehicle into a building and vice-versa. They can also be used at a courthouse for this purpose when available.
23. The next meeting was moved up a week to avoid scheduling a meeting during the Christmas week. It is scheduled for **Monday, December 12<sup>th</sup> at 6:30 PM**. The focus will be on Option 1 to expand the existing facility at the current site.

BY:   
Jim Classe, AIA  
Vice President/Design

November 30, 2016  
Date

**If any of the parties present take exception to these meeting notes, please notify Prochaska & Associates within five (5) days of issuance for correction or they shall stand as written.**

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