

A meeting of the Fond du Lac County Jail Ad Hoc Committee was held on Thursday, October 3, 2024, in Room H of the City-County Government Center.

Thomas E. Dornbrook:	1-2:29 p.m.	Kevin Galske:	Excused
Katherine B. Griffith:	1-2:28 p.m.	Mark Henschel:	1-2:29 p.m.
George Koonce:	1-2:29 p.m.	Sam Meyer:	1-2:07 p.m.
Jonathon E. Venhuizen:	1-2:29 p.m.	Dean P. Will:	1-2:29 p.m.
Michael J. Will:	1-2:29 p.m.		

Also present were Sam Kaufman, Erin Gerred, Meggin McNamara, Ryan Waldschmidt, Steven Abel, Michael Streetar, Lisa Freiberg, Kurt Berner, Kyle Knop, Kay Ladson, Pete Snyder and Valinda Binns.

1. Call meeting to order.

Chair Koonce called the meeting to order at 1:00 p.m.

2. Members of the public who wish to address the committee must register their requests with the chair to speak on a specific agenda item for a period not to exceed three minutes. All public comments are subject to the reasonable control of the committee chair as set forth in *Robert's Rules of Order*.

Kay Ladson requested that the committee take into consideration basis and assumptions while going through this study.

3. Approve minutes of the August 29, 2024 minutes.

Motion (D. Will/Meyer) to approve the minutes. Motion carried.

4. Approve minutes of the September 12, 2024 minutes.

Motion (Hayes/Griffith) to approve the minutes and indicate Mr. Dornbrook was excused from the meeting. Motion carried.

Discussion with Samuels Group.

Kyle Knop of Venture Architects and Kurt Berner of Samuels Group provided a presentation on the following.

5. Space programming.

The following were detailed and discussed.

**Adult Detention**

**Criteria**

- **Receiving:** 35 SF Unencumbered per Inmate w/ distance between walls >6'.
- **Cells:** 15% Single Occupancy – 35 SF Unencumbered per cell.
  - **Double Cells** – 50 S.F. Unencumbered (25 SF per occupant).
- **Dayrooms:** 35 SF Unencumbered per Inmate.
- **Natural Light:** must be provided to all Dayrooms, Cell Blocks and Dormitories.
- **Holding:** 50 S.F. Unencumbered per Inmate.
- **Multi-Purpose/Programming Space:** 300 S.F. per every 100 inmates.
- **Medical / Mental Health Space.**
- **Exercise Space:** Minimum of 300 SF.
- **Wall Construction:**
  - **Exterior Walls** – Either Reinforced CIP Concrete OR fully grouted 8” CMU.
  - **Interior Walls** – Either Reinforced CIP Concrete OR fully grouted 6” CMU.

**Juvenile Detention**

**Criteria**

- **Receiving:** 35 S.F. Unencumbered per Juvenile.
- **Classifications.**
- **Cells:** 25% Single Occupancy – 70 S.F. Unencumbered per cell.
- **Dormitory:** Min. 3 – Max. 8 Juveniles (if more than 1, may not exceed 50% total capacity) 70 S.F. Unencumbered per Juvenile.
- **Dayrooms:** 35 S.F. Unencumbered per Juvenile.
- **Natural Light**
- **Holding:** 50 S.F. Unencumbered per Juvenile.
- **Multi-Purpose Space:** 300 S.F. or 35 S.F. per Juvenile using space at one time – whichever is greater (Education, etc.).

- **Medical / Mental Health Space**
- **Outdoor Recreation: 700 S.F. per Occupant.**
- **Visitation**
- 1 Male & 1 Female Officer per 15 Juveniles – No less than 2 Officers.
- Food Service and Laundry
- Sight and Sound Separation from Adults.

A comment was made on current programs that are in the Jail now. Sheriff Waldschmidt indicated that there are many programs that are ongoing in the Jail now.

6. Preliminary floor plan review.

This item was included with details and discussion in Item 5, along with slides on:

- Adult Detention Pod with 48 cells, 8 accessible beds, 13 special needs beds and 27 double beds; along with 48 beds – single bunked per level and 75 beds – double bunked per level.
- Juvenile Detention Pod with 16 Juvenile cells, 4 accessible beds and 12 single beds; along with 16 juvenile beds.

Mr. Meyer was excused from the meeting at 2:07 p.m.

7. Staffing models.

Staffing models were also included with details and discussion in Items 5 & 6.

Sheriff Waldschmidt explained that staff cannot crossover from adult to juvenile in the same shift.

8. Future agenda items and meeting date.

The committee will meet on October 24, 2024, at 1:00 p.m. A future agenda item will be programs.

Ms. Griffith was excused from the meeting at 2:28 p.m.

9. Adjournment.

Motion (Venhuizen/D. Will) to adjourn the meeting at 2:29 p.m. Motion carried.

Respectfully submitted,  
 Lisa Freiberg  
 Fond du Lac County Clerk