



1/24/24- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 1/24/24
Meeting Location: County Commission Work Room
Start Time: 10:00 AM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

Present	Name	Company
X	Tim Sumner	Beltrami County
X	Richard Anderson	Beltrami County
	Jorge Prince	City of Bemidji
X	Jason Riggs	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
X	Jarrett Walton	Beltrami County
X	Trisha Hansen	DOC
	Darrell Seki	Red Lake Nation
	Jerry Loud	Red Lake Nation Liaison
	Faron Jackson	Leech Lake Nation
	Wendy Spry	DOC Tribal Liaison
X	John Henningsgaard	Citizen
X	Paul Rairamo	Citizen
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Bruce Kimmel	Ehlers Public Finance Advisors
*	Scott Fettig	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects

1. Updates from 1/16/24 Commission Meeting

Ben M updated the committee with the 4 items that the Commission acted on at their meeting on 1/16/24.

- A. The bed count is approved at the 243 currently shown in the documents.
- B. There will be no Sweat Lodge as part of the project.
- C. There will be no Outdoor Recreation area as part of the project.
- D. KMA has been approved to move forward with Design Development documents to progress the project as quickly as possible.

2. Committee Updates

Ben M provided updates to the Steering Committee on the meetings that have taken place (or are about to) since our last meeting back in December.

- A. Programming 1/11
- B. Finance 1/11, 1/17 & 1/24
- C. Design & Operations 1/24

3. Design

Danielle R Updated the Committee on their planned schedule for the completion of the design.

- A. DD's proposed to be completed on 5/23/24
- B. Bid Package #1 Proposed to be issued on 6/20/24 and likely includes Civil, Precast, Concrete and Generator.
- C. Bidding will need 3-4 weeks and plan review can be happening concurrently.
- D. Bid Package #2 is proposed to be issued 8/22/24.
- E. Scott F noted that there is some premium cost for KMA associated with the issuance of separate bid packages and not just issuing one set at full completion.

4. Upcoming 2/6/24 Commission Meeting Items

- A. Tom B recapped some of the financial items that the Finance Committee has been discussing related to the project that would potentially have the Commissioners reviewing at the 2/6/24 meeting and then potentially asking for their approval to sell bonds at their meeting on 2/20/24.
- B. After discussion it was agreed by the committee that the Steering Committee could just support the recommendations of the Finance Committee and not go into tedious details on the specifics of how each bonding scenario and recommendation is determined.

5. Construction Management

Tom B recapped the selection of the CMAR to construct the new building. Kraus Anderson/Contegrity Group was selected largely on the resume of Contegrity having constructed many jails throughout MN in recent years. If a contract can be agreed upon with KA/CG it will be presented to the Commission at their 2/6/24 meeting.

6. Transition Team/Committee Condensing

- A. Danielle R had reached out concerning the potential need to streamline the committee decisions related to design. After discussing it was agreed by the Steering Committee that they did not need to be involved in all small details of the design and that the D & O Committee could determine if that whole committee needs to be involved in the design meetings or if KMA can meet with individuals to work out their specific questions.
- B. Tom B highlighted his thoughts on potentially reorganizing/condensing the committees in a few months after the bulk of the work related to the financing is completed, potentially in March.
- C. Calandra A noted that she had heard from Itasca Co that they hadn't started on their transition work early enough and they could potentially be completed with construction and sitting empty for up to 3 months while they figure out transition, policies and procedures. In the best interest of not having a similar issue for Beltrami it would be best

to discuss with Chris Thoma what his services could be and when to implement them to make sure things are timed correctly. After discussing it was noted that some things might be good to get involved during design and incorporate any changes early. Calandra will bring this up at the D & O Committee meeting this afternoon to get their opinions and if they are willing to bring Chris T in soon to discuss things.

7. New Business

None

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 2/14/24 at 10:00 AM (County Work Room)

Attachement(s): KMA Meeting notes



Beltrami County Jail
Committee Meeting Agenda Topics
January 24, 2024

- A. Project Update
 - 1. Board update on January 16th
 - a. Finance update
 - b. Phase update – approved to move design team forward into DD
 - c. Bed count approved 243
 - d. Design elements
 - 1) Sweat lodge not approved
 - 2) Outdoor recreation not approved
- B. Discussed sweat lodge issues
 - 1. Wellness checks would disrupt the ceremony
 - 2. Cameras prohibited in the lodge
 - 3. County continuing to pursue the furlough option for sweat lodge visitation
- C. Discussed Staffing
 - 1. County does not intend to hire additional staff for the new facility but would not fill the facility.
- D. Discussed Bed Counts
 - 1. County anticipates the full capacity of approximately 190 inmates based on allowing classification adjustments during operations.
- E. Committee Meeting Updates
 - 1. Finance
 - a. Ongoing meetings for preparation for the January 16th meeting and finance projections into the future.
 - b. Reviewing bonding.
 - 2. Programming
 - a. Indicated their desire to add an outdoor rec and sweat lodge.
 - b. No meeting scheduled.
 - 3. Design and Operations
 - a. Last meeting was in December.
- F. Proposed Schedule Discussion
 - 1. Proposed 100% DD – May 23, 2024
 - 2. Proposed Bid Pack 1 – June 20, 2024
 - 3. Proposed Bid Pack 2 – August 22, 2024
 - a. Additional services proposal to be sent for review and approval

- G. Board Update on February 6th
 - 1. Finance update to the Board
 - a. Process to sell bonds takes about a month
 - 2. CM contract review
 - 3. Details will be reviewed at the February 20th meeting

- H. Committee consolidation discussion
 - 1. Design team will meet with the user groups as we get into the fine details.

- I. Transition Team discussion
 - 1. Calandra is looking for direction for transition team set up.
 - 2. Chris Thoma could present transition team services.
 - a. Phase 4 services outlined.
 - 3. Recommended to start 12-18 months prior to occupancy.