



11/10/22- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 11/10/22
Meeting Location: County Commission Work Room
Start Time: 1:30 PM

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

<u>Present</u>	<u>Name</u>	<u>Company</u>
	Jim Lucachick	Beltrami County
X	John Carlson	Beltrami County
X	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
	Kevin Warne	Beltrami County
X	Tom Barry	Beltrami County
*	Chris Thoma	DOC
	Steve Newby	Citizen
	Randy Perkins	Citizen
		Consulting Architect
X	Donny Wilcox	Construction Engineers
*	Ben Matson	Construction Engineers

1. Introductions

- A. Committee Members introduced themselves, their roles and provided contact information. It was noted that Kevin Warne was added to the committee and needs to be included going forward.

2. Committee vacancy

- A. Steve S reported that he had spoken to Mike M about filling the vacancy. Later in the meeting Steve S reported that Mike had just responded indicating that he had a conflict of interest. Tom B noted that the vacancy should be advertised in the County Newsletter and Website and see if there is any response.

3. Background, Topics to Cover and current status of project

- A. Ben M reviewed Construction Engineers and their role as the Jail project Consultant.

- B. Ben M summarized the current status of the project and the anticipated board action at the upcoming commission meeting leading to kicking off this committee starting meetings.

4. CEI's Role, Expectations, Committees Roles

- A. Ben M explained Construction Engineers role in managing the process and explained the roles of each of the different committees.

5. Schedule Discussion

- A. Ben M presented the proposed Schedule related to Design and Operations Committee tasks. (Attached). He highlighted the status of the project and items coming up in the near schedule that the committee will begin working on shortly.

6. Touring of other facilities

- A. A discussion was held on touring of other facilities. It was decided that committee members would like to tour Itasca, Clay, Becker, Wright, Sherburne, Carlton, Winona and Chisago, if possible. Not all committee members would be required to be at each tour. The hope would be to see 2 facilities per trip, and to see the different types of supervision and types of specialty units.
- B. Calandra A can line up visits with each of the Jail Administrators. Chris T noted that each of the facilities on the list have been designed by Klein McCarthy and that he was meeting with their President soon and would mention our planned tours, so that additional insight could be provided on these designs and focuses.
- C. It was decided to wait until after the first of the year to line up these tours. There are other immediate focuses within the other committees and this committee, and the tours will be able to be completed after these items are addressed in a few months.

7. Site Selection Discussion

- A. A number of different potential sites for a new facility have been suggested by County Staff, survey responses and others. This committee will be tasked with making a recommendation to the Steering Committee and the Commission.
- B. Prior to evaluating any potential sites this committee needs to develop the criteria and which of them are most important in selecting the site. Between now and the next meeting all committee members should be creating a list of evaluation criteria that will then be put into a Location Impact Analysis. Once the criteria is established then any sites being considered can be analyzed accordingly.
- C. Chris T was asked if there are any minimal standards for site size. Chris indicated that there isn't any, but that there can be no parking lots above or below a facility.

8. Open Discussions/New Business

- A. None

Next Jail Programming Committee Meeting – Next Meeting is scheduled for 12/1/22 @ 9:00 AM. (County Work Room)

Attachment: Design & Operations Committee Schedule