



## 10/25/23- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 10/25/23  
**Meeting Location:** County Commission Work Room  
**Start Time:** 10:00 AM

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

<b>Present</b>	<b>Name</b>	<b>Company</b>
*	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
	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
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Bruce Kimmel	Ehlers Public Finance Advisors
X	Scott Fetting	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects

### 1. Committee Updates

- A. The Design & Operations Committee met on the afternoon of 10/4. They reviewed the design progress on Schematics to date and will be meeting again this afternoon (10/25) to review more design progress and other items.

### 2. Site items

- A. Ben M reported on the progress related to due diligence on the Crown Property
  - i. Phase I is complete and the full report has been forwarded to the County.
  - ii. Archaeological site investigation took place, and nothing was found. The full report will be completed shortly.
  - iii. Topographic Survey field work was completed last week to be done ahead of snowfall.

- iv. Soil Borings were drilled on Friday 9/22. Some questions have been asked about the building loading. This is needed to finish the full report.
  - v. The title work is being completed by Tom B.
- B. The GBAJPB has another meeting on 10/26. Representatives from the County plan to attend and voice their opinions about the proposed language and hope to have any changes tabled for now.

### **3. Sweat Lodge Discussion/Updates**

- A. Due to scheduling conflicts the tour of the Moose Lake facility has been rescheduled for 12/8. Anyone that submitted background check paperwork should know that it will be good for 1 full year.
- B. Calandra A noted that she has not heard back anything specifically from the Judges about putting people on furlough to attend Sweats.
- C. The Committee will continue to research this topic and will report back findings from the tour and with any responses from the Judges and/or others at upcoming meetings.

### **4. Design**

- A. Scott F & Danielle R presented the Committee with the updates that they have been working on as they are progressing through the Schematic Design Phase.
- B. Some areas were viewed in the 3D model to demonstrate how things will appear from staff posts and other locations.
- C. They have had discussions with the Fire Department and will be able to delete the west loop road but need to design a turnaround for the fire trucks on the north side. The parking lot on the north has also been redesigned to accommodate a Fire Truck.
- D. Tom B noted that Sanford has offered a medical consultant to help with designing the medical spaces. He noted that it would be wise to engage other specialists such as kitchen and laundry to make sure those spaces work as needed.

### **5. Election Items**

- A. No major topics were discussed. Results should be known at the next Steering Committee meeting on 11/8.

### **6. Construction Management Discussion**

- A. Ben M walked through the same PowerPoint Presentation that was reviewed at the prior meeting about different delivery methods for construction projects in MN and the benefits of each.

- B. After the presentation Tom B noted that the County doesn't have their own Engineers or other staff with expertise to be of assistance in delivering the project as a CM Agent or in the Design-Bid-Build approach. After discussing this topic, the committee felt that they should proceed with CMAR as the preferred delivery method.
- C. Scott F will work with Tom B to develop an RFP for CMAR services. The timeline presented was to review the draft at the next meeting on 11/8, then get into the newspaper for public advertising for 3 weeks starting November 15. Responses could be reviewed and selections made in early December so that someone could be on board by Mid-December when Schematic design is completed and begin pricing on those documents right away in Late December. Advertising for an RFP does not require Commission approval.
- D. The Committee asked that this recommendation be reviewed at the D & O Committee meeting later today to make sure that they agreed with this approach.

## **7. New Business**

- A. None

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 11/8/23 @ 10:00 AM (County Work Room)**

Attachment(s): None