



## 3/29/23- Jail Design and Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 03/29/23  
**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>
*	John Carlson	Beltrami County
X	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
	Tom Barry	Beltrami County
*	Justin Roberts	DOC
	Randy Perkins	Citizen
*	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers

### 1. Committee vacancy

- A. **2/28/23** – *The committee vacancy has been posted and applications are being accepted until 3/24/23.*
- B. **3/15/23** – *The vacancy remains open through 3/24. We are not aware of any applications being received yet.*
- C. **3/29/23** – Two applications were received and have been reviewed by the Steering Committee. Their recommendation is being presented to the County Commission at their meeting next Tuesday.

### 2. Schedule Discussion

- A. **3/15/23** – *No changes to schedule. Ben M noted that he plans to update the Design Schedule and overall schedules this month.*
- B. **3/29/23** – Ben M provided the committee with an overall update to the Design Schedule. Upcoming tasks center around the Design Consultant selection and other Jail Tours.

### **3. Touring of other facilities**

- A. **2/28/23** – No change. Tours will take place once John C returns after the month of March.
- B. **3/15/23** – The Committee discussed upcoming tours. It was decided to start by scheduling a tour of Wright and Chisago on April 5. Calandra will work out the details and will update committee members with specific details once they are determined. Assuming time allows at the next meeting the committee will review pictures that Calandra has taken on tours of other facilities.
- C. **3/29/23** – Tours of Wright and Chisago are confirmed for 4/5/23. Specifics related to travel arrangements will be discussed through e-mails in the coming days. The Committee spent much of the meeting reviewing pictures that Calandra A has taken from facilities in Becker, Clay, Crow Wing and Douglas Counties. Ben M showed floorplans of Clay and Crow Wing for reference.

### **4. Design Consultant RFQ**

- A. **1/18/23** - Ben M will begin working on some examples of RFQ's for the design consultant. This will be the next task for the committee to address.
- B. **2/1/23** – Ben M brought some examples of RFQ's from other MN jails to show the committee. These can be easily and quickly modified to include the content that we want in the RFQ, rather than starting from scratch. With the finalizing the site selection criteria being priority now, the committee did not dive deep into the details on the RFQ at this meeting.
- C. **2/15/23** – Not discussed. Need to complete site selection work before this is addressed.
- D. **2/28/23** – Discussions related to RFQ development commenced. The committee discussed whether this RFQ was going to be considering this selection to be tied to the final design/full design of the facility. After discussion it was decided that the RFQ should be written in a Phased approach with the assumption that we are looking at selecting the final design team with this document. Decisions are (as always) final with the Commission as to moving forward with any Phases proposed. It was decided that Tom B and Ben M should meet outside of the regular committee meeting to discuss

*and determine the bulk of the content of the RFQ before bringing it back to the full committee to review. Other documents to review include the Needs Assessment RFQ and the Project Manager RFQ that have already been issued by Beltrami County.*

- E. **3/15/23** – *Discussions related to the RFQ development continued. It was decided to make it a Request for Proposal and request fees associated with each phase of the design be included in the responses. Many other specifics related to the document were discussed. Ben M will incorporate the changes and distribute the document to the committee for any final comments prior to the next meeting. The Steering Committee will then review it at their 3/29/23 meeting. If they give the document their approval (with minor changes), it will be advertised starting April 5.*

*Discussions were held related to the selection committee. It was agreed that each of the sub-committees and the Steering Committee should be represented in the selection process, along with the entire Design & Operations Committee. Chairs from each of these committee will be asked to participate in the process.*

- F. **3/29/23** – *The Committee discussed the comments that were given by the group in the last 2 weeks and had a few other items to discuss. The Steering Committee will get the chance to comment in the next few days and then the RFP will be advertised and sent to interested parties on April 5.*

## **5. Site Selection Discussion**

- A. **3/15/23** – *Ben M updated the committee on the Closed Session meeting that was held with the County Commission and the action that they took related to the site selection. Tom B updated the Committee on items that have take place following their direction and the next steps related to the site. This committee may need to have some involvement in guidance related to Feasibility Studies and other site-specific guidance.*
- B. **3/29/23** – *Ben M let the committee know that there is no update to the land purchase as of yet. He also updated committee members who were not at the last meeting about the status of the selection. As stated earlier this committee will likely need to be involved in Feasibility Studies related to the site.*

## 6. Open Discussions/New Business

- None

## 7. Items Closed this Meeting

*2/15/23 – Ben M & Donny W reported that they had spoken to Steve Newby and he has indicated that he will not be able to be on the committee now due to other commitments that weren't there when he agreed to be on a couple of years ago. The Steering Committee was made aware of this earlier today and an advertisement to fill the vacant position will be posted at the typical county locations. As this is a Citizen position there are no special requirements to fill this position.*

*2/15/23 – Ben M highlighted upcoming tasks, he noted that priority is getting site selection wrapped up, followed by the Design Consultant RFQ then touring other facilities.*

*2/28/23 – No changes to schedule*

*2/28/23*

- 1. John C & Tom B had created two PowerPoint Presentations relating to the site selection. The first is to present to the Steering Committee with the background on the creation of the criteria and all data relating to the to names/descriptions of the sites deleted. The second is the same slides with specifics relating to each of the 15 sites shown and then scored, for review by the County Commission.*
- 2. After discussion it was decided to delete a couple of slides that will be presented to the Steering Committee tomorrow (3/1) and ask for their approval of the process related to the development of the criteria and scoring related to the criteria.*
- 3. Following the meeting this was presented to the Steering Committee on 3/1 and they approved things as presented. The second Presentation will now be brought to the Commission on 3/7 for their review and comments in a closed session.*

*2/28/23 – Tom B noted that this Committee should ultimately help the County to determine any use for the old jail building and/or property. - CLOSED*

**Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 4/19/23 @ 1:30 PM. (County Work Room)**

Attachment: None