



12/1/22- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 12/1/22
Meeting Location: CEI Bemidji Conference Room
Start Time: 9:00 AM

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
X	Kevin Warne	Beltrami County
	Tom Barry	Beltrami County
*	Chris Thoma	DOC
	Steve Newby	Citizen
	Randy Perkins	Citizen
		Consulting Architect
X	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers

1. Committee vacancy

- A. **11/10/22** - 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.
- B. **12/1/22** – The County has begun advertising for the committee vacancy. A couple of committee members have noted some individuals that might be interested since the last meeting, however since it has been advertised those individuals should follow the same protocols as others and apply for the position as required in the advertisement. These are due by 12/23/22.

2. 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.*
- Closed

3. 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. - Closed*

4. Schedule Discussion

- A. **11/10/22** - *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.*
- B. **12/1/22** – *Not Discussed.*

5. Touring of other facilities

11/10/22 -

- 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.*

12/1/22 – *The possibility of virtual tours of some of the facilities was discussed. Chris T cautioned that virtual walkthroughs would be best for just the facilities that are not yet*

completed. There are many nuances to operations that can only be grasped when they are fully occupied spaces.

6. Site Selection Discussion

11/10/22 -

- 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.*

12/1/22 –

- A. The committee spent the bulk of the meeting reviewing the lists of evaluation criteria developed by the committee members.
- B. The criteria itself was then evaluated to determine the importance of that specific criteria. Objective Criteria were evaluated as High, Medium-High, Medium or Low and Subjective Criteria were evaluated as Positive, Negative or Neutral.
- C. Criteria will be given an available number range based on how it is rated and then each site can be scored in the number range for each criteria.

7. Open Discussions/New Business

- A. None

8. Items Closed this Meeting

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.*

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 12/14/22 @ 1:30 PM. (County Work Room)

Attachment: Criteria spreadsheet