



12/13/23- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 12/13/23
Meeting Location: County Commission Work Room
Start Time: 1:00 PM

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

Present	Name	Company
X	John Carlson	Beltrami County
X	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
X	Tom Barry	Beltrami County
	Justin Roberts	DOC
	Randy Perkins	Citizen
	Torry Swedberg	Citizen
X	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
*	Scott Fettig	Klein McCarthy Architects
X	Danielle Reid	Klein McCarthy Architects

1. Site items

- A. Ben M reported that the Boundary Survey work was completed and that there had been a meeting just prior to this one to discuss a few items that need to be resolved on the property.
- B. Ben M noted that the closing date on the property is scheduled for 12/22/23.

2. Schematic Design updates

- 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. This phase of design is scheduled to be completed about December 20th.
- B. An updated site plan was presented to the committee showing the deletion of the cul-de-sac and now showing a hammer-head turn around for the fire trucks.
- C. Areas assumed to be irrigated and have landscaping items were highlighted in the meeting.
- D. Central Control has been moved from the location it has been shown in the past. This will allow for some adjustments to the administrative area.

- E. Adjustments have been made to the Pre-booking area in response to discussions at the prior meeting.
- F. Other disciplines such as Structural, Mechanical and Electrical have been updating their plans accordingly.

3. Construction Management RFP

RFP Responses are due on 12/11. The committee reviewing these will meet on 12/15 and then schedule interviews.

4. New Business

None

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 1/10/24 @ 1:00 PM. (County Work Room)

Attachment(s): None