



7/26/23- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 07/26/23
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
*	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
	Tom Barry	Beltrami County
	Justin Roberts	DOC
	Randy Perkins	Citizen
X	Kate Repko	Citizen
	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
*	Scott Fettig	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects

1. Site Updates

- A. Ben M updated the committee on items that have taken place since the last Design & Operations Committee meeting on the afternoon of 7/12. Tom B had attended the GBAJPB meeting that night and the result was a moratorium regarding jails within their residential areas.
- B. With the potential sites now limited to fewer zoned areas the County withdrew their offer on the Weibolt site and is now working to see if an agreement can be reached on one of the remaining seven sites that have not now been disqualified.

2. Space Programming

- A. The Committee spent the bulk of the meeting discussing the work that KMA has been doing on assembling the space program. To date, they have been primarily meeting with Jail Staff to discuss the needed housing intake and programming spaces in the new facility. The summary spreadsheet (attached) is currently calculating the space to be roughly 109,000 SF, which is over what Justice Planners calculated when they projected 400 SF/Bed with 242 beds equating to 96,800 SF. KMA will be scheduling additional meetings with Jail Staff as well as Steve S & and Kevin W and their staffs to discuss spaces beyond the housing, intake and programming spaces.

- B. Once spaces are laid out where adjacencies can be viewed it is anticipated that some spaces will be reduced or deleted and that in the end the space program will be reduced to be within the projected SF.

3. Schedule Update

- A. CE plans to provide an Opinion of Cost once the Space Planning is complete.
- B. Overall design is on track to be ready with the information needed for the early voting to begin in late September.

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 8/9/23 @ 1:00 PM. (County Work Room)

Attachment(s): Space Program Spreadsheet