



## 10/4/23- Jail Design and Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 10/4/23  
**Meeting Location:** County Commission Work Room  
**Start Time:** 1:00 PM

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

<b>Present</b>	<b>Name</b>	<b>Company</b>
X	John Carlson	Beltrami County
X	Calandra Allen	Beltrami County
X	Steve Shadrick	Beltrami County
	Kevin Warne	Beltrami County
X	Tom Barry	Beltrami County
	Justin Roberts	DOC
	Randy Perkins	Citizen
X	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. Committee Membership**

A. Torry Swedberg was introduced as a new citizen member of the D & O committee.

### **2. Site Updates**

- 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 in October.
  - iii. Soil Borings were drilled on Friday 9/22. The lab just received the materials early this week, so there have been no observations made on the materials. Again, the final report will be completed in late October.
  - iv. The title work is being completed by Tom B.
  - v. Ben M noted that a topographic survey should be completed before the ground is covered with snow. He will get in touch with Mark Fuller to make arrangements to have this work completed in October.
- B. Tom B gave a report from the GBAJPB meeting last week regarding the potential new requirement for a CUP for any Jail/Detention projects. The County had been provided one version of potential language to be added to their ordinances, and the County went to testify

this was unnecessary based on the language proposed. However, at the meeting staff presented two additional options for language. As these were unable to be studied ahead of time the Board was convinced to table any action until their 10/16/23 meeting and await comments at that meeting.

### **3. Schematic Design updates**

- A. Danielle R presented the Committee with the updates that they have been working on as they begin the Schematic Design Phase.
- B. One housing pod has moved from the NE corner of the building to be adjacent to the others on the west portion of the building.
- C. The receiving area and kitchen have now moved to the NE portion of the site.
- D. KMA will be discussing fire department access with the Fire Department shortly as they start to make modifications to the traffic flow and parking on the site.
- E. KMA has already held many meetings with Calandra A and other Jail staff and will be meeting with Steve S, Kevin W, and others in the upcoming weeks as necessary to continue designing.
- F. Steve S noted that while the SF has been reduced to get within the budgeted needs, he has concerns about the showers being in the cells as they are one of the most problematic items he deals with. This approach adds to the quantity and potential future problems that maintenance must deal with due to the higher quantity of showers.
- G. Steve S noted that much of the existing kitchen equipment is quite new and that if any can be relocated it would be good to figure that into the design. Danielle R noted that some items like mixers and ovens can be easily relocated, quickly. Other items like the built-in Stainless-Steel counters and dishwashers are more challenging, but to some extent come down to an operational decision if operations can continue without these for a timeframe during transition to the new facility.

### **4. New Business**

- A. Distribution of meeting minutes – KMA provides meeting minutes for each of their meetings with County Staff. The committee was polled as to who should be copied on these minutes. Calandra A, Steve S and Ben M will be copied going forward. The rest of the committee will be fine with updates at the ongoing Committee meetings.
- B. Construction Management - Ben M presented an educational PowerPoint Presentation (attached) about different delivery methods for construction projects in MN and the benefits of each. It was noted that someone should be on board to provide pricing feedback and constructability reviews as schematic design is completed in December.

**Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 10/25/23 @ 1:00 PM. (County Work Room)**

Attachment(s): CM Presentation