



1/24/24- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 1/24/24
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
X	Torry Swedberg	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 items

A. Ben M noted that the closing on the property took place on 12/22/23.

2. Project updates

A. Ben M updated the committee with the 4 items that the Commission decided on at their meeting on 1/16/24.

- i. The bed count is approved at the 243 currently shown in the documents.
- ii. There will be no Sweat Lodge as part of the project.
- iii. There will be no Outdoor Recreation area as part of the project.
- iv. KMA has been approved to move forward with Design Development documents to progress the project as quickly as possible.

B. Danielle R Updated the Committee on their planned schedule for the completion of the design.

- i. DD's proposed to be completed on 5/23/24

- ii. Bid Package #1 Proposed to be issued on 6/20/24 and likely includes Civil, Precast, Concrete and Generator.
- iii. Bidding will need 3-4 weeks and plan review can be happening concurrently. Both DOC and DOL need to review plans before work can start.
- iv. Bid Package #2 is proposed to be issued 8/22/24.
- v. Justin R noted that his review will take about 30 days.

3. Design updates

- A. Adjustments have been made to the Pre-booking area in response to discussions at the prior meeting.
- B. The Reception Storage area was discussed and will be changed so that the reception area can be squared up.

4. New Business

- A. Calandra A noted that she had heard from Itasca Co that they hadn't started on their transition work early enough and they could potentially be completed with construction and sitting empty for up to 3 months while they figure out transition, policies and procedures. In the best interest of not having a similar issue for Beltrami it would be best to discuss with Chris Thoma what his services could be and when to implement them to make sure things are timed correctly. After discussing it was noted that some things might be good to get involved during design and incorporate any changes early. Calandra will reach out to Chris and see if he can present at the next meeting.
- B. It was agreed that while developing DD's that individuals can meet with KMA to discuss tedious things like door hardware, glazing, IT items, and other detail related items. Wholesale changes to floorplans or other broad items should be discussed with the whole committee.
- C. Danielle R's notes from the meeting are also attached.

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 2/14/24 @ 1:00 PM. (County Work Room)

Attachment(s): KMA Meeting Notes



Beltrami County Jail
Design & Operations Meeting Notes by Danielle
January 24, 2024

- A. Project Update
 - 1. Board update on January 16th
 - a. Finance update
 - b. Phase update – approved to move design team forward into DD
 - c. Bed count approved 243
 - d. Design elements
 - 1) Sweat lodge not approved
 - 2) Outdoor recreation not approved
- B. Proposed Schedule Discussion
 - 1. Proposed DD – May 23, 2024
 - 2. Proposed Bid Pack 1 – June 20, 2024
 - a. 3-4 weeks for bidding
 - b. Second meeting in July for a board approval
 - c. Design team will submit for State plan review once release for bidding
 - d. Design team will submit for DOC plan review
 - 3. Proposed Bid Pack 2 – August 22, 2024
 - 4. Anticipated completion in Spring 2026
- C. Discussed Transition Team
 - 1. Chris Thoma will be presenting transition team services and recommendations.
 - 2. A transition team is recommended to form to review the plans as early as possible.
- D. Discussed Construction Committee Proposal
 - 1. Likely two board members
 - 2. Tom
 - 3. Calandra
 - 4. Steve
 - 5. Kevin
- E. Review Floor Plan Edits
 - 1. Pre-Booking revisions made based on arresting officers input
 - 2. Reception Storage revised to square up reception area