



## 2/28/24- Jail Design & Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 2/28/24  
**Meeting Location:** County Commission Work Room  
**Start Time:** 1:00 PM

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

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

### **1. Updates on Project Financing/Bonding Process & Schedule**

- A. The County will receive bids for the first \$40 Million in bonds for the project on 3/19. The Commission should be able to act on these at their meeting on the same date. The second release to fund the remainder of the project will be done later.

### **2. Design**

- A. Updates on KMA Design Schedule – Design Development is ongoing. There are ongoing meetings with the different engineering groups and meetings to discuss things with the state. No major changes since the committee last met.
- B. Upcoming meetings include Casework & Furniture and in two weeks meeting on Security Electronics.
- C. Budget Updates – KA/Contegrity Group is scheduled to provide an estimate based on the SD plans on 3/11/24.

### **3. New Jail Staffing Requirements (ensuring the design is achieving minimum staffing goals)**

- A. Not Discussed

#### **4. Overall Budget Check In**

- A. Ben M will provide Tom B with a spreadsheet that he created to track the overall project costs and the associated Soft Cost Budget. With the land being donated there should be remaining soft costs as \$3,000,000 was budgeted. The site due diligence and other closing costs were also very minor.

#### **5. Transition Team/Committees**

- A. The Committee heard a recap of the discussions from the Steering Committee meeting earlier in the day and their concerns about ending Steering, Programming, & Finance Committees.
- B. They were also given an update on the discussions about a potential Construction Management Committee and the membership of that committee.
- C. It was discussed to put a pause on Chris Thoma to determine a Scope of Work, Schedule & Deliverables.

#### **6. Legislative Update**

- A. Ben M and Tom B updated the committee on the Sales Tax “Fix” status. The bill to enact the sales tax was signed by the Governor on 3/26. The law will go into effect in May and the County will be able to start collecting the sales tax in July. This works fine with the scheduled bond sales and first interest payment on the bonds.

**Next Jail D & O Committee Meeting – Next Meeting is scheduled 3/20/24 (County Work Room)**