



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
*	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
X	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
	Ben Matson	Construction Engineers
*	Scott Fettig	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects
X	Chris Thoma	Elk Creek Consulting

Ben M from CE was not in attendance at the meeting. Minutes/Notes were taken by Danielle R from Klein McCarthy Architects and are attached as documentation of the discussions that took place at the meeting.

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 2/28/24 @ 1:00 PM. (County Work Room)

Attachment(s): KMA Meeting Notes



Beltrami County Jail
Design & Operations Committee Meeting Notes
February 14, 2024

- A. Discussed Transition Process
 - 1. Chris Thoma with Elk Creek Consulting reviewed the transition team process.
 - 2. A transition team is recommended to review the plans as early as possible.
 - 3. See attached for presentation.
 - 4. Transition Team
 - a. Staffing, Space, Equipment, Travel, etc.
 - b. Administrator with at least 3 team members.
 - 5. Schedule
 - a. Recommend full team start 18 months prior to occupancy.
 - b. Recommend including transition leader in design meetings.
 - 6. Reviewed scope of services with pricing.
 - a. County will review further to evaluate options to pursue.
 - 7. Reviewed DOC perspective regarding time intensive transition.
 - 8. Review if soft costs could cover some transition team costs.
- B. Future Agenda Topics
 - 1. Transition Team Procedures
 - 2. Staffing Plan Review
 - 3. Soft Cost Items
- C. Project Update
 - 1. Board update on February 6th
 - a. Bond scenarios were shared with the Board.
 - b. Board decided on multi-phase bond issuance.
- D. Bonding
 - 1. Pre-sale report in process and will be presented to the board on February 20th.
 - 2. Receive bond sales March 19th.
- E. CM contract
 - 1. Planned to be signed tomorrow
 - 2. Planned to approve at February 20th board meeting
 - 3. GMP
 - a. KA/Contegrity Group estimating the SD documents and will present as soon as possible.
- F. Legislative Review
 - 1. Corrections bill reviewed by the House
 - 2. Move forward and will be reviewed by the Senate today.

3. Next steps for legislative vote.
4. Anticipated to be 3 weeks out for governor signature if approved.

G. Reviewed Committee Governance

1. Current committee structure may end in March
 - a. Review with the board on March 5th
2. Discussed Design/Construction Committee Proposal at the previous meeting would include the following:
 - a. Likely two board members
 - b. Tom
 - c. Calandra
 - d. Steve
 - e. Kevin
 - f. Transition Team
 - g. KMA Team
 - h. CM Team
3. Board to review change order procedures
 - a. Allow committee to approve change orders up to a certain amount without board approval.
 - 1) Propose \$50,000 limit.

H. Reviewed Design

1. Design and engineering team working to coordinate columns, ductwork, etc.
2. Review control station furniture with glazing to clarify need.
3. Sergeants office adjusted.
4. Control station in mental health unit to be reviewed to gain access to the upper level.