



## 11/29/23- Jail Design and Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 11/29/23  
**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
X	Kevin Warne	Beltrami County
X	Tom Barry	Beltrami County
	Justin Roberts	DOC
	Randy Perkins	Citizen
	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. Site items

- A. Ben M reported that the Boundary Survey work is under way and is scheduled to be completed by this Friday, December 1.
- B. Tom B noted that the closing date on the property should ideally be before Christmas. He will need 7-10 days once he gets the boundary survey information, assuming there aren't items to resolve.
- C. Tom B reported that about the last meeting of the GBAJPB. At that meeting they dropped the discussion on the CUP changes that were being discussed. They do have one additional meeting prior to their dissolution, but it is not anticipated that they would take up this topic again. If anything, this may come back up at the city level after the first of the year and would take time to be incorporated.

### 2. Schematic Design updates

- A. Scott F & Danielle R presented the Committee with the updates that they have been working on as they are progressing through the Schematic Design Phase. This phase of design is scheduled to be completed about December 20<sup>th</sup>.

- B. Danielle R noted that they have just received information on both flow and pressure on the water supply lines in the vicinity of the building from the city. Preliminary feedback from the Mechanical Engineers noted that there would not be a need for a fire pump, but a domestic water pump may be required.
- C. Danielle R discussed that a sewage grinder is not required on the building, but that the city may ask for one to be installed outside of the building. The committee agreed that this is one more thing for them to maintain and monitor and it should be avoided if it's not required.
- D. Exterior renderings showing a few different concepts were presented to the Committee. In the information that Danielle presented was shown what could be done to recess some patterns in the precast and how colors could be contrasted within the precast panels. The committee liked how in one option there were patterns that mimicked the County logo with shapes representing trees reflecting over water. KMA will continue to develop this concept within the design.
- E. The detached garage area was discussed and will continue to be viewed as an alternate as the County needs to determine how they will handle snow removal and lawn care at the property.
- F. Danielle R presented the concept for a penthouse on the roof. Tom B questioned the amount of added square footage and what the penthouse would be utilized for. After discussing this amongst the committee members it was decided that other spaces in the building need to be considered to meet the needs for the maintenance of the RTU's. This will continue to be explored for options and best value for the County.
- G. Danielle R discussed that the floor finishes are planned as follows:
  - a. Porcelain tile in lobby and staff restrooms.
  - b. Carpet in staff office areas.
  - c. Sealed concrete in cells, maximum security areas and maintenance areas.
  - d. Carpet in programming areas and classrooms.
- H. After reviewing the way that cells are stacked and counting beds within the plans Danielle noted that the current quantity of beds sits at 243 which is one more than what the Commission approved. After discussion in the Steering Committee meeting, it was decided that this should be disclosed to the Commission at an upcoming meeting so that they are all fully aware of this and can confirm if they are willing to have an additional bed in the facility. There should be minimal added cost for this as the space is already allocated and eliminating one would basically require us to delete the second bunk from a double bunked unit.
- I. Steve S inquired what the finish would be on the showers within the cells. KMA can specify either stainless steel or a marine grade paint. Steve's preference from a maintenance standpoint would be to have stainless steel and know that there will be required maintenance on the caulking associated with these units. KMA will do some additional investigations into other facilities to see what has been worked most successfully and will report back to the committee.

### **3. Construction Management RFP**

RFP Responses are due on 12/11. The committee reviewing these will meet on 12/15 and then schedule interviews.

### **4. New Business**

- A. Calandra A noted that the planning for the transition to the new facility is a long process. At some point soon there needs to be discussions regarding what the County's plan will be regarding Phase IV of the Architectural proposal. Will the county be considering KMA's alternate to engage Elk Creek Consulting to work on development of testing and training documents based on draft procedures. Or might they also consider the alternate proposed scope to provide the NIC – How to Open a New Institution training. No decision was made on this, and it will need to be discussed and planned for with some of the budgetary planning to be done after January 1.
  
- B. Tom B noted that another topic that needs to be discussed after January 1 is the plans for the existing jail building and any intake needs with the new Jail moving off campus. As of today, nothing has been considered there and at some point the building should be analyzed to see what can be done so that the best decisions can be made when dealing with that property.

**Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 12/13/23 @ 1:00 PM. (County Work Room)**

Attachment(s): None