



## 7/12/23- Jail Design and Operations Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 07/12/23  
**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>
*	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	Kate Repko	Citizen
X	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 Updates

- A. Ben M & Tom B updated the committee on items and communications that have taken place since the last Design & Operations Committee meeting on the afternoon of 6/28. Item discussed include:
  - i. 6/28/23 Letter from GBAJPB – CUP/ReZone
  - ii. 6/28/23 – Commission Meeting
  - iii. Press release 6/30/23
  - iv. Meetings on 6/27 & 7/5
  - v. 7/6/23 – County response letter to GBAJPB
  - vi. GBAJPB Meeting this evening
  - vii. Next steps
- B. Tom B will attend the GBAJPB Meeting tonight. Their agenda includes discussion on a moratorium regarding jails within their Jurisdiction.

### 2. Site Selection Criteria

- A. The Committee spent time discussing the Site Selection Spreadsheet (that was developed in this committee a few months ago) and a proposed change in response to the Public Hearing. Specifically, regarding Criteria #9, it is being proposed to change that criterion *from* Adjacent Residences impacted *to* Residences within 1,000 Feet of the property being impacted. After discussing this change the Design and Operations Committee

recommended to the County Commission that the revision to Criteria #9 quantifying impacted Residences within 1,000 Feet a property be incorporated into the Scoring Spreadsheet. The Steering Committee reviewed the same Spreadsheet in their meeting this morning and was also in support of this change.

- B. The Committee also discussed the Site Selection Criteria Spreadsheet with the inclusion of the data related to the four additional properties that have been added to be evaluated following the Commission Meeting on 6/28. Each of these four were reviewed so that the committee could see their location and any known information regarding the property that may or may not be a part of the scoring criteria.

### **3. Schedule Update**

- A. Ben M reviewed the Quarterly Design schedule update (attached).
- B. Ben M updated the committee on the progress being made by KMA on the Programming, Space Planning and Concepts that are needed for the upcoming election. Programming should be complete late next week. Space Planning will then take about a month. The building concepts & imagery will then be wrapped up in Late August.
- C. CE plans to provide an Opinion of Cost once the Space Planning is complete.
- D. Overall design is on track to be ready with the information needed for the early voting to begin in late September.

**Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 7/26/23 @ 1:00 PM. (County Work Room)**

Attachment(s): Quarterly Schedule Update