



8/9/23- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 8/9/23
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
	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
	Tom Barry	Beltrami County
	Justin Roberts	DOC
X	Randy Perkins	Citizen
X	Kate Repko	Citizen
X	Jim Boell	Consulting Engineer
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
X	Scott Fettig	Klein McCarthy Architects
X	Danielle Reid	Klein McCarthy Architects

1. Site Updates

- A. John C updated the Committee that there is a GBAJPB meeting tonight, and the County has been told that an agenda item will be to make Jail projects in ANY zoned area be required to go through the CUP process. John C and others from the County plan to attend the meeting and if acknowledged to give their opinions about this topic.
- B. The County currently has two properties that are being considered for purchase. The Quello Property and the Crown Property. No decisions have been made by the Commission yet.
- C. A Public Hearing will be held on 8/15 to get input from the community and a decision will be made by the Commission sometime following that meeting. KMA will provide two concept site plans for this meeting, removing trees and providing a scale.
- D. A site concept for the Quello Property was shown overlaid in Google aerial with trees shown.
 - i. Quick tree survey done by Freeburg and Grund (F&G) to review the 60% factor of significant tree locations that can be saved. The hope is to avoid the CUP process with JPB if possible and should be achievable.
 - ii. A sanitary sewer must be provided to the property to the NW and located under a street section.
 - iii. KMA will review flipping housing and the receiving area to allow the future housing to grow to the NW and to place the utility functions at the rear of the building.
 - iv. KMA will have F&G run an impervious percentage calculation for the site.

2. Space Programming/Pre-design

- A. KMA continues to meet with County Staff and continues to work through the space program. The Committee spent the bulk of the meeting discussing the work that KMA has been doing on assembling the space program. Current concept floor plan development was reviewed in detail with the Committee. Concept floor plans have been developed for much of the project with one of the large housing pods remaining to be developed.
- B. KMA expects completion of the space plan (as needed for the election) to be completed within the next two weeks.
- C. Examples from other jail exterior designs were presented and the Committee provided feedback for KMA to start developing exterior design images.

3. Schedule Update

- A. The committee will review concept designs at the 8/23 meeting.
- B. CE plans to provide an Opinion of Cost once the Space Planning is complete.
- C. 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 8/23/23 @ 1:00 PM. (County Work Room)

Attachment(s): None