



11/08/23- Jail Design and Operations Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 11/08/23
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
X	Steve Shadrick	Beltrami County
X	Kevin Warne	Beltrami County
	Tom Barry	Beltrami County
*	Justin Roberts	DOC
	Randy Perkins	Citizen
X	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

1. Election Discussion

- A. The results of the vote on the Local Option Sales Tax were discussed by the committee. The sales tax was passed with almost 97% of the nearly 9,000 voters being in favor. This is roughly 1/3 of the registered voters in the County, and around half of the amount that came out for the election last November.
- B. John C questioned if there was anything that needed to be done by the Commission at this time. Ben M noted that they have only authorized KMA to complete Schematic Design. There will need to be action to authorize them to proceed with further design prior to their completion of Schematic Design in Mid-December. The sooner that KMA has this confirmed the better so that they can schedule all their engineers to be working on this project.

2. Site items

- A. Ben M reported on the progress related to due diligence on the Crown Property
 - i. Phase I is complete and the full report has been forwarded to the County.
 - ii. Archaeological site investigation is complete, and the report has been forwarded to the to the County.

- iii. The Geotechnical Report has been finalized and forwarded to the County. Soil Borings were drilled on Friday 9/22. The samples drilled are good in that the in-place soil can be utilized and engineered fill will not need to be imported.
 - iv. The title work has been completed.
 - v. Topographic Survey field work was completed ahead of snowfall.
- B. The GBAJPB has another meeting tonight. The recommendation from the last meeting was to adopt language which would require twice the parking spots needed for staff and to have screening. Neither of these should be too impactful. Representatives from the County plan to attend the meeting tonight.

3. 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.
- B. Danielle R noted that they will need information on both flow and pressure on the water supply lines in the vicinity of the building to see if they will be adequate to supply both fire and domestic water needs. Since the line is a dead end (instead of a loop) it might not meet what is needed. A loop would likely help this, but it is unknown if the city will be willing to participate in installation of a loop line. The city has been contacted about getting the needed flow and pressure data.
- C. The committee discussed the potential need to have an on-site shed to accommodate snow removal equipment and lawn maintenance equipment. It was determined that the County will need to determine the most cost-effective approach to handling these functions. Danielle noted that if this was attached to the Jail building it would open up many design concerns with fuel being stored and so forth. It was suggested that a skid steer could be stored in the sally port to keep it hot. Justin R noted that DOC does not like to see that approach because it always leads to more items being stored there. KMA can draw this up as an alternate item since it wouldn't be attached to the building, and it can be priced for comparison to other approaches that the County might price up on their own.
- D. It was noted that in design meetings it was determined that a sewage grinder was not going to be included in the project as that is external to the building and not generally beneficial to the project.
- E. Danielle R noted that in design meetings with the County and Mechanical Engineers it was determined that a mechanical penthouse and roof stair should be added to access Roof Top Units and address filter changes and other maintenance items required to be done on the roof of the building. This could be accessed through the main mechanical room on the north side of the building so that there wouldn't be a need to enter the secure perimeter of the building to address maintenance. The stairs will allow large filters, tools, and other necessary items to be safely brought to the roof.

4. Construction Management Discussion

- A. The Committee Met to discuss specifics about the Construction Manager RFP. Ben M/CE left the meeting so detailed information is not available here. Topics to be discussed include dates, selection committee and a review of the draft RFP.

5. New Business

- A. The next meeting was moved to 11/29 due to the Thanksgiving Holiday.

Next Jail Design & Operations Committee Meeting – Next Meeting is scheduled for 11/29/23 @ 1:00 PM. (County Work Room)

Attachment(s): None