



3/1/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 3/1/23
Meeting Location: County Commission Work Room
Start Time: 10:00 AM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

<u>Present</u>	<u>Name</u>	<u>Company</u>
*	Tim Sumner	Beltrami County
X	Richard Anderson	Beltrami County
	Jorge Prince	City of Bemidji
X	Jason Riggs	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
X	Jarrett Walton	Beltrami County
X	Trisha Hansen	DOC
	Darrell Seki	Red Lake Nation
	Jerry Loud	Red Lake Nation Liaison
	Faron Jackson	Leech Lake Nation
*	Wendy Spry	DOC Tribal Liaison
	Joe Vene	Citizen
	John Henningsgaard	Citizen
X	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Kirsten Carolin	Construction Engineers
	Bruce Kimmel	Ehlers Public Finance Advisors

1. Advisory Committees

2/15/23 – Ben M reported that one of the Design Committee members has indicated that he won't have time available to be on the committee this year and asked that he be replaced. This is a Citizen position. Tom B will get this opening advertised on the various County media/social media locations to find a replacement.

Ben M also reported that the Finance Committee had reviewed the LOST FAQ document (discussed below) and provided feedback. Also, the Design & Operations Committee will be meeting again today (2/15) to finalize site selection criteria and other items they are working on.

3/1/23 – Ben M updated the committee that the open position on the Design and Operations Committee is currently being advertised through March 24.

The Design & Operations Committee met yesterday (2/28) and has finalized the Site Selection criteria and associated scoring. Ben M reviewed the criteria that were considered and how each would be

scored. The Steering Committee approved the criteria and scoring system put together by the Design and Operations Committee and the 15 sites will now be scored outside of this meeting. The Steering Committee approved bringing this information to the County Commission to be presented in a closed session at their next meeting on 3/7.

2. Project Schedule

3/1/23 – No Changes

Upcoming Tasks

- i. Establish local business support
- ii. Sub Committee Meetings
 - a. Determine Site criteria
 - b. Analyze sites
 - c. Tour other facilities
- iii. Concept Consultant Scope of Work & Advertisement

3. Tribal Involvement in Process

2/1/23 – *Tom B noted that we need to continue to make ourselves available to the tribes to communicate our message. We must continue building the relationships as we continue to need their involvement in programming and/or financing.*

2/15/23 – *No Changes/updates*

3/1/23 – Wendy S noted that the Tribes are most interested in the programming aspects of the project. Ben M noted that once a concept designer is on board that those items addressed in the Programming Committee will be presented to the designer to address.

4. Public Communications

2/15/23 – *Ben M reviewed a draft version (attached) of the LOST FAQ memo to be utilized to provide some fast facts for committee members and others to utilized when discussing the LOST with community members. Jorge P noted that he has a meeting with Abby from the Chamber scheduled for next week. Tom B indicated that he and Sheriff Riggs have been spending time with some local, vocal business persons. He feels that the County won't be getting the support of the Chamber or these others, and that they can hope for them to be neutral at best.*

3/1/23 – A final review of the LOST FAQ sheet was completed in the meeting. When it was sent out following the last meeting a few comments were received back and those were discussed, and changes were made. Once CE incorporates these changes it will now be posted to the project webpage and can be used by all. (Attached)

Tom B noted that he has met with the Executive Board of the Chamber in the past. Since our last meeting Mayor Prince had set up a meeting with Abby from the Chamber, but Tom has not heard back from the mayor since that meeting took place. Tom B noted that a formal request to present the LOST information should be made to the Chamber rather than verbal requests. Sheriff Riggs will send them a letter from the Sheriff's office. The Committee discussed that it might

5. LOST Application

2/1/23 – *Tom B noted that the LOST application has been sent to the state. The full application document will be posted on the County webpage related to the project. Nobody is expecting to hear much back about it until March or later. The U of M Extension presentation on their study is scheduled for February 7th.*

2/15/23 – The U of M Extension presentation took place on 2/7. The presentation and full study can be found on the Jail Project web page. Committee members are encouraged to review the specifics on their own time. As indicated it reports that roughly 50% of taxable purchased are made by people who are not county residents. - Closed

Tom B reported that the state has acknowledged receipt of the application and that a hearing on it is being scheduled. Apparently there have been many applications received by the state this year.

3/1/23 – Tom B reported that the Application had it's hearing, and it was received well. (Over 40 other applications were received by the State.) It was noted that it was the most complete document received. The bill has good sponsorship in the House, but Senate support has been more challenging.

6. Lobbyist

2/1/23 – *Tom B noted that he is getting weekly updates from the Lobbyists. They will be working on four separate items for the County. The LOST Application and getting sponsor for*

it; asking for an appropriation; inclusion in the Bonding bill; and exemption from state sales tax.

2/15/23 – *Flaherty & Hood has been checking in with Tom B on a frequent basis and have been providing updates on the various tasks they are working on. Commissioner's Carlson & Gould are scheduled to travel to St. Paul next week to meet with them and legislators. Tom B noted that the County will be meeting with Rep. Stauber tomorrow when he is in town.*

3/1/23 – The anticipated Commissioner trip to St Paul (that was scheduled for last week) was cancelled due to weather. The four separate bills that the County has put together to request funding (noted earlier) are all being tracked and none are due for further action any time soon. Tom B noted that following the visit with Rep Stauber he is putting together a \$50 Million request for a federal earmark. This doesn't require an elaborate application, just entering some information into a webform.

7. Existing Jail Items

2/1/23 – *Jarrett W updated the committee on the DOC changes to bed counts that were taking place this week. Jail population has been reduced from 118 to 72 due to staffing. Currently there are 68 people being housed out of county. Right now, first floor won't be housing anyone. The DOC order is in place until May of '24.*

2/15/23 – Jarrett W noted that there are potentially 3 new hires starting soon, but no changes to bed counts are expected before the date noted before.

3/1/23 -Ben M questioned if he should remove this topic from Steering Committee discussions if there are no anticipated changes. The Committee decided it was best to continue to monitor things due to urgency and cost so that those not directly involved in the facility are aware of things.

8. New Business/Open Discussions

3/1/23 – The Committee discussed the need to meet again in 2 weeks, or if a meeting could be taken off. It was decided to see if anything came out of the Commission meeting next week requiring action from the Steering Committee and to cancel the next meeting if nothing was needed.

9. Items Closed prior to meeting

2/1/23 – Sheriff Riggs reported that he has spoken to both Tribal Chairmen. Chairman Seki has forwarded a letter formally requesting that Jerry Loud be named his proxy. This request will be considered at the next commission meeting. Chairman Jackson would like to be involved in things himself and will plan to attend meetings remotely as his schedule conflicts with our typical meeting time.

Ben M reported on the work of the sub-committees. The Finance Committee had met last week to discuss local business support. The Design & Operations Committee will meet later today to continue refinement of site selection criteria.

1/4/23 Ben M presented an updated overall project schedule to the Committee. Ben M indicated that in the upcoming months there will be a need to get a design consultant involved to produce some concepts and renderings before the communications related to the election begin in August. This work will take some time to produce and it will take some time to get someone on board properly. The schedule shows beginning this process in February. The Committee agreed and pending discussion and will begin moving forward with this next Month.

2/1/23 – As noted above the Finance Committee had met to discuss the needed outreach to the business community. The results of that meeting were a draft of some FAQ's that committee members and staff should be able to utilize to quickly inform local businesses leaders about the project. This document will be refined and finalized shortly. Jorge P questioned if there were other groups beyond the Chamber that were being focused on reaching. He also noted that he could help in reaching out to the Chamber, specifically. Jerry L noted that he is the Economic Development Director for Red Lake and past studies have indicated about 35% of the business that takes place in Bemidji comes from Red Lake. They play a vital role in the business taking place within the county. Jorge P questioned if there would be a consideration of a cap on the dollar amount for the LOST. This has not yet been determined.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:00 AM on 3/29/23. (County Work Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to BenM@constructionengineers.com

Attachment: Final LOST FAQ Flyer