



7/12/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 7/12/23
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
	Jason Riggs	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
	Jarrett Walton	Beltrami County
	Trisha Hansen	DOC
	Darrell Seki	Red Lake Nation
X	Jerry Loud	Red Lake Nation Liaison
	Faron Jackson	Leech Lake Nation
	Wendy Spry	DOC Tribal Liaison
	Joe Vene	Citizen
X	John Henningsgaard	Citizen
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Kirsten Carolin	Construction Engineers
	Bruce Kimmel	Ehlers Public Finance Advisors
	Scott Fettig	Klein McCarthy Architects
	Danielle Reid	Klein McCarthy Architects
	Tom Weber	Just Us Services

1. Steering Committee membership

- A. The County received a recommendation from Mayor Prince that he recuse himself from this committee until any discussion about approval of a site for the new jail is resolved, due to his role on the GBAJPB. The recommendation was made that Lynn Eaton be placed on the committee in lieu of the mayor. Those attending the meeting agreed that this should be recommended to the Commission at their next meeting.
- B. Calandra A noted that she felt that the City Police Chief should also be represented on the committee as they will be an end user of a new facility. Those in attendance agreed that this recommendation should be looked into to see if he would be willing to join if approved by the Commission. Tom B will reach out to the mayor to see if he would consent to his appointment.
- C. John H questioned if Joe V would be attending meetings going forward, as he has not been in attendance much lately. Richard A will do a check in with Joe and see what his availability will be and his plans going forward.

2. Discussion - Programming Committee membership

- A. Ben M updated the committee that he had further communication with Commissioner Gould about the membership composition and that after Trish H clarified the occupations of the membership that it had seemed to be adequate coverage for the Commissioner. The Steering committee decided to take no further action on this item.

3. Site Items/Updates

- A. Ben M & Tom B updated the committee on items and communications that have taken place since the last Steering Committee meeting on the morning 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. Design & Operations Meeting today at 1:00
 - vii. GBAJPB Meeting this evening
 - viii. Next steps
- B. The Committee reviewed the changes that have been made to the Site Selection Spreadsheet after hearing input from the Public Hearing. Criteria #9 has been adjusted to consider residences impacted within 1,000 Feet of a property, instead of just those adjacent to a property. After reviewing this change, the committee supports changing Criteria #9 as proposed.

4. Pre-design ahead of Election

- A. Ben M & Calandra A updated the committee on the ongoing meetings between KMA and Jail Staff. Programming should be completed by the end of next week and then Space Planning will begin. Work should be wrapped up by the end of August and information/presentable documents ready for the Election by that time.
- B. Upcoming Meetings – KMA to have another programming discussion next week.

5. Election Preparations

- A. RFQ for Election Assistance services – Tom B reported that the County was reaching out to firms to receive proposals. Someone should be on board quickly.
- B. Complete Pre-Design/Site layout - KMA
- C. Ballot Language and any board resolutions need to be done by early September. Early voting begins 9/22.
 - i. The Committee Discussed that Ballot Language should be discussed at the next Steering Committee meeting and that a suggestion be made for Commissioner approval at their 8/1 meeting.

- ii. Ben M will request that Bruce K attend the next meeting to discuss this topic and provide guidance.

6. Bonding Request

- A. Per MMB Website “Preliminary Agency Requests...from LGA’s are forwarded to the Legislature” on 7/17/23. No updates from the State of MN have been received to date.

7. Public Communications

- A. No Updates

8. Existing Facility Items

- A. Calandra A noted that 5 new correctional officers were introduced at the Commission meeting last evening.

9. Continuation of alternative financing options

- A. Not Discussed

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 7/26/23 @ 10:00 AM (County Work Room)
Attachments: (2)- 6/28/23 Letter from GBAJPB; 6/30/23 Beltrami County Press Release