



9/20/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 9/20/23
Meeting Location: County Commission Work Room
Start Time: 10:00 AM

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

Present	Name	Company
X	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
X	John Henningsgaard	Citizen
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Bruce Kimmel	Ehlers Public Finance Advisors
*	Scott Fettig	Klein McCarthy Architects
*	Danielle Reid	Klein McCarthy Architects
	Tom Weber	Just Us Services

1. Committee membership changes

- A. Ben M reported that there had been 3 responses received for the two openings between the Steering Committee and the Design & Operations Committee. Sheriff Riggs had reviewed the information that was received and recommended adding Paul R to the Steering Committee, Torry S to the D & O committee and that Duane E could remain on the Programming Committee. Those present discussed and agreed with the recommendation. Ben M will reach out to the applicants letting them know that this was the Steering Committee's suggestion and that they will be recommended for approval at the next Commission Meeting being held on 10/3. They could attend the meeting if they wish to be there in person when this is addressed.
- B. Ben M noted that he had been in contact with Richard Jones from Chairman Jackson's office about representation at the meetings. He had heard back that the meeting today conflicted with a scheduled meeting with Governor Walz. Communications about the Steering Committee will be through Richard Jones going forward.

2. Site Due Diligence

- A. Ben M reported on the progress related to due diligence on the Crown Property
 - i. Phase I is nearly complete and the full report is expected by the end of the week.
 - ii. Archaeological site investigation took place last weekend, and nothing was found. The full report will be completed in October.
 - iii. Soil Borings are anticipated to be drilled on Friday 9/22. These will be the ones needed for foundation and building design, not just suitability.

3. Sweat Lodge/Outdoor Recreation

- A. Following the last Steering Committee Meeting (on 8/23) the Programming Committee met on 9/6 to review the Conceptual Design documents. While the majority of the requests from the Programming Committee have been included in the documents the Outdoor Recreation and Sweat Lodge requests were not included and multiple committee members expressed concerns over these not being a part of the design.
- B. This topic was brought up at the County Commission Meeting on 9/19 with Commissioners Gould and Sumner needing additional information on this topic before they vote in favor of a resolution supporting the project (for the bonding request). This topic was tabled at the Commission Meeting to be addressed at their next meeting on 10/3.
- C. Wendy S shared that many of the State Prisons do include Sweat Lodges and she shared which locations the Committee could visit to see how they are constructed and operated.
- D. Calandra A noted the concerns that County staff has related to operations of a Sweat Lodge or Outdoor Recreation. Prisons have a lower staffing ratio, less frequent checks on inmates and so forth as they are not directly supervised. Contraband entering the facility, additional staff requirements, construction costs, insurance, regulatory, and winter/snow removal are all concerns that need to be addressed with these spaces.
- E. After a lengthy discussion about the concerns that have been brought up it was decided that members of this committee need to verify several items related to determining if having a Sweat Lodge would be feasible.
 - i. DOC inspections need to be contacted to see if they will allow it. If so, how will they require it to be staffed and monitored.
 - ii. Jail Staff needs to contact MCIT (insurance) about liability coverage and/or other concerns.
 - iii. Building code should be investigated by KMA to determine fire separation and other requirements which would dictate size and/or distance from the main structure. Once this can be answered then CE can put together a rough cost to whatever is required.
 - iv. A tour of a State Prison facility should be discussed to see how they are constructed and operated at the State run facilities.

4. Update from the 9/19/23 Commission meeting

- A. Ben M presented a project update to the County Commissioners at the meeting yesterday. Much of the focus of his presentation was on the additional costs related to waiting on design for the election or other triggers and the additional costs the county will incur by waiting. The Commission approved moving forward with Schematic Design for roughly \$900,000. KMA will proceed with this work immediately.
- B. Cost estimate for the Conceptual Design were presented to the Steering Committee by Ben M. Things are tracking as expected and the impact of inflation if construction doesn't start in 2024 was demonstrated in additional numbers that were reviewed.
- C. The Steering Committee noted to keep track of all costs going forward (soft costs, and others outside of the current design).
- D. Ben M noted that with Schematic Design moving forward there should be a discussion on Construction Management soon to have someone on board to price and interact with KMA though Pre-construction. The Committee decided to have this as a topic at their next meeting.

5. Election Communications

- A. Early voting begins on Friday. There still seems to be a lot of people in the community with no awareness of the project or the election.
- B. The County has sent out 1,400 letters to property owners about this election.
- C. Most of the quarterly newsletter going out this week focuses on the election.
- D. There are 10,000 to 12,000 more notices going out in the coming weeks.
- E. Meetings have been set up with two townships that invited the Sheriff to speak at public meetings.

6. Bonding Request

- A. The tour/presentation for the House took place on 9/14/23. The group arrived about ten minutes early, and the meeting was lengthened a bit. Overall, it was a good meeting.
- B. If the process continues to move forward the Pre-design will by KMA will need to be approved by the Commission to be completed later this year.

7. Continuation of alternative financing options

- A. Not Discussed

8. New Business

- A. Calandra A questioned how to include committees with Schematic Design work beginning. Should those meetings be with Calandra, relevant staff and KMA or should all meetings with KMA and the DOC include the full D & O Committee? Tom B responded that there

should be a hybrid approach where there are periodic check-in meetings with the D & O Committee to review what items are moving forward in the design.

- B. It was also discussed that a standing item on the Steering Committee agenda should be updates from the sub-committees. Ben M will incorporate this moving forward.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10/4/23 @ 10:00 AM (County Work Room)

Attachment: None