



1/18/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 1/18/23
Meeting Location: County Commission Work Room
Start Time: 9:30 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 Griggs	Beltrami County
	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

1/4/23 – Ben M updated the Committee on the status of the Advisory Committees. Design and Operations will be meeting again today (1/4) and will continue to discuss site selection criteria. Finance and Programming do not currently have meetings scheduled and will resume when it seems appropriate. The advertisement for the opening on the Design and Operations Committee has now closed with and only one application was received. The individual Jim Boell is involved in civil engineering and appears to be a good fit for the opening. The Committee agreed that he should be placed on the Design & Operations Committee and that approval can be presented at the upcoming board meeting.

1/18/23 – Ben M updated the group that at the County Commission meeting last evening the open position for the Design & Operations Committee was filled. The other changes related to the election were also noted on an update Committee document (attached). Additionally, the Commission noted

that they had not approved the use of proxies to attend the meetings in place of an approved committee member. The use of a proxy will need to be brought to the commission for approval. Sheriff Griggs will reach out to the tribal chairmen to discuss and update them on this direction from the Commission.

The Design and Operations Committee will be meeting later today (1/18) to continue refinement on the site selection criteria.

2. Project Schedule

A. **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.

1/18/23 – No changes

B. Upcoming Tasks

- i. January 2023 deadline for Resolution to State on LOST
- ii. Establish local business support
- iii. Sub Committee Meetings
 - a. Determine Site criteria
 - b. Analyze sites
 - c. Tour other facilities
- iv. Concept Consultant Scope of Work & Advertisement

3. Tribal Involvement in Process

1/4/23 – *A letter of support from the Red Lake Band was received in the last few weeks. Any additional letters of support will need to be received in the next week and a half to be included in the submission of the LOST application to the State.*

1/18/23 – With the LOST application nearing submission there will not be time to get any additional letters of support. Letters from nine different entities have been received and will be included in the LOST Application.

4. Public Communications

12/14/22 – Ben M updated the committee on the community meeting held on 12/1 with the block directly north of the existing Jail. About 6 residents and 2 business owners attended the meeting and asked good questions following the presentation by Sheriff Beitel. Most wanted to know when a decision will be made on the site location. It was communicated that this should be known by spring and that they should expect ongoing communication from the County about this in the coming months.

1/4/23 – Not discussed in much detail. Upcoming communications planning may require a separate meeting with specific individuals to determine the specific plans to be developed.

1/18/23 – Tom B noted that in meeting with local legislators the question was asked whether or not the County has the support of the local business community. This support hasn't been firmly established at this time. Through committee discussion it was decided to have the Finance Committee meet as soon as possible to discuss things related to the LOST and to pull together some facts and figures that can then be communicated to the local businesses. Tim S noted that it would be good to have commissioner Gaasvig talk to members of the Chamber of Commerce and help explain the necessity of the project and the LOST being the best option to finance it. Sheriff Riggs noted that he will continue to be on the Radio and can communicate the talking points/facts related to the project once the Finance Committee pulls this information together.

5. LOST Application

11/16/22 – Ben M update the committee on the specifics of the Commission Meeting on 11/15. The Commission approved pursuing the New Facility option with 242 beds and a maximum of \$80 MM as recommended by Justice Planners. Finalization of the LOST Application needs to be completed for board approval and resolution at their 12/13/22 meeting. CE and Beltrami County will work together to get remaining items completed as scheduled. Tom B updated the Committee on his progress with the U of M Extension related to the purchases by out-of-County residents. They will complete this study for \$3,000. He has arranged to get a report from them by roughly Mid-January.

1/4/23 – A handful of changes were made to the specific document referenced in the 12/14 meeting minutes and have been included in the application packet planned to be submitted shortly. Ben M will work with Tom B on the specifics of getting everything compiled and ready

for submission. Bruce K is currently working on the last piece needed for the financial portion of the application.

1/18/23 – Tom B reported that U of M Extension will be making a presentation on February 7th with the findings of their study. Preliminary information indicates that the amount of out of county purchases is larger than anticipated. Tom is also putting the finishing touches on the LOST application to get to the state shortly.

Jarrett W inquired about the timeline for approval of the LOST application. Tom B noted that it would have to go through some committees and so it would be expected to be at least the end of February before much is known.

6. Miscellaneous items

11/16/22 – Ben M noted that the Commission had requested a project update at their next meeting and inquired what content should be presented. Tom B responded that a schedule update and committee membership update would be sufficient.

11/30/22 – Tim S noted that it would make more sense to postpone the Commission Update until the new Commission is seated in January. The Committee agreed to postpone this update so that the newly elected Commission would be updated on the status of the project.

12/14/22 – After discussion it was decided to push this update to the January 17th Commission Meeting due to the large agenda and other concerns related presenting on 1/3.

1/4/23 – No change to planned Commission Meeting update schedule for 1/17/23.

1/18/23 – Ben M noted that he had given the update to the Commission the prior afternoon. (Items noted in above in 1. Advisory Committees) – item closed.

7. Lobbyist

12/14/22 – Tom B indicated that the County may investigate hiring a lobbyist to help with gaining support for the project. Although unlikely to be successful, the County should also plan on applying for the bonding bill. In digging into online information that Sheriff Beitel has provided application dates for inclusion in the bill are overdue from last year. Ben M will contact MMB and/or AMC for some additional information and guidance as to deadlines to apply for inclusion in the next round of bonding.

1/4/23 – Richard A reported that the Commission gave Tom B approval at their 1/3 meeting to pursue a lobbyist to work for them at the State level.

1/18/23 - Tom B reported that the Commission has approved a contract with Flaherty & Hood to be the County's Lobbyist related to the project. They will be tasked with representing the County's interests in getting the LOST application through the legislature, seeking and appropriation to fund the project and to assist in getting bonding for the project.

8. New Business/Open Discussions

1/18/23 – None

9. Items Closed prior to meeting

12/14/22 – Ben M updated the Committee on the work taking place in the Advisory Committees. Design and Operations will be meeting again today (12/14) and will continue to discuss site selection criteria. Finance and Programming do not currently have meetings scheduled and will resume when it seems appropriate. Additionally, the opening on the Design and Operations Committee continues to be advertised and will remain open until 12/23/22.

12/14/22 – An additional letter of support from the EMBER program has been received. With the upcoming application deadline there is little time remaining to get letters of support for the LOST.

11/30/22 – The bulk of the meeting was spent reviewing the content of the draft LOST Application documents. Comments and suggestions were discussed and the noted changes will be incorporated into updated drafts that will be presented to the Commissioners at their meeting on 12/13. All changes are to be put together and printed to a pdf to Tom B for him to package up for the commission meeting by 12/7. The Steering Committee will be sent draft versions of the documents as well for any additional comments prior to the final submission.

12/14/22 – Much of the meeting was spent discussing some of the questions brought up by John H in his review of the application draft. He has provided a response with questions and comments that will be reviewed and clarified to the best of everyone's ability. Better defining of timelines for the data and sources for the data will help to improve the document and alleviate future questions from others.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 9:30 AM on 2/1/23. (County Work Room)

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

Attachment: Committee Membership Update