



4/19/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 4/19/23
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
	Tom Barry	Beltrami County
X	Jarrett Walton	Beltrami County
	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

3/29/23 – Ben M reported that there had been two responses to the advertisement for the open position on the Design & Operations Committee. However, one of the responses was from an individual who already serves on the Programming Committee. After discussion it was decided to appoint Kate Repko to fill the open position. Ben M will call her to assure that she is available during the business day (when the committee is typically meeting) to ensure that she can attend most of the meetings. It was also decided that Wendy S should also serve on the Programming Committee going forward. Sheriff Riggs will bring both of these changes to the County Commission Meeting on 4/4/23. Ben M also updated the Steering Committee on the work being done by the Design & Operations Committee related to the issuance of the Design Consultant RFP. This document is nearly ready to distribute and the Steering Committee will be given until Monday 4/3 to review and comment on the language in the document. It will then be advertised beginning on 4/5 with responses due by 4/27.

The selection committee related to the RFP will be the Design & Operations Committee members as well as the Chairs of each of the other committees. (Sheriff Riggs, Trish Hansen, Craig Gaasvig & Tom Barry).

Tom B updated the committee on the status of a purchase agreement being presented for the selected property.

4/19/23 – Ben M updated the committee that the Commission has made the appointments of Kate Repko to the Design & Operations Committee and that Wendy Spry was added to the Programming Committee. The new Programming Committee members (three total) will be meeting with Trish H and Ben M on Thursday to get them up to speed with what has been done to date.

The Design & Operations Committee will be meeting later today (4/19) review and respond to the questions that have been posed by potential Architectural responders. Calandra A noted that a number of the questions in the RFP related to the Transition to the new facility. She has already created a Transition Binder and the timelines to establish a Transition Team and the necessary staffing related to that process were discussed.

The was no update related to the purchase agreement that has been presented on the property.

2. Project Schedule

A. Ongoing Tasks

- i. Establish local business support
- ii. Sub Committee Meetings
 - Tour other facilities

B. Upcoming Tasks

- i. Respond to Design Consultant Questions
- ii. Receive Design Consultant RFP's
- iii. Review and score RFP's
- iv. Interview potential Designers (if necessary)
- v. Conduct feasibility studies on selected property

- C. **3/29/23**- Tim S questioned when the last update had been made to the Commission. Ben M noted that the last update had been the second meeting that took place in January. Tim S would like to have the Commission updated quarterly. This would place an update potentially at the 4/18/23 meeting. Ben M & Tom B will coordinate to get on the agenda for this meeting.

4/19/23 – Ben M noted that he had presented an update to the Commission at their Work Session yesterday (4/18). - **CLOSED**

3. Tribal Involvement in Process

3/29/23 – Wendy S noted that at the State level the County should be vocal in their support of Tribal issues and related programming needed to the Legislators. Jerry L reiterated the importance of having the Programming Committee look over the designs when they come. It was discussed that it might be a good time to have another Programming Meeting to update some of the newer members on the work that was done in 2022.

4/19/23 – Not Discussed.

4. Public Communications

3/29/23 – Tom B noted that the County has a meeting with the full Chamber board tomorrow (3/30). He has also had conversations with the Innkeepers Association and was able to present last week at the noon Rotary Club.

4/19/23 – Jarrett W noted that there is a meeting today (4/19) with the Innkeepers Association. He also noted that there had been additional meetings with the Chamber but did not know specifically how those meetings had gone.

5. LOST Application

3/29/23 – Tom B & Sheriff Riggs were in St Paul yesterday to testify to the Senate on the LOST bill. Tom indicated that they don't have a feeling one way or the other on things yet, but it sounds likely that the House won't even be hearing testimony on the bills, but may potentially take the lead from whatever the Senate proposes related to the many LOST applications received by the State.

Tom B noted that the County has also sent in three separate applications for Federal Earmarks.

4/19/23 – Ben M noted that all the bills are awaiting action at the State Legislature, and he had nothing new to report, action or inaction will be known sometime in May. Bruce K

reiterated that there has been little movement on the 40(ish) LOST applications that were received.

6. Existing Jail Items

3/29/23 – Jarrett W and Calandra A noted that they had recently hired three new CO's and are working to hire four additional at this time.

4/19/23 – Calandra A and Jarrett W noted that hiring has been going well and that beds were filling up as the weather has been improving.

7. Previous Discussions

3/1/23 – Ben M suggested shifting upcoming meeting dates to align with needed discussion deadlines for the Design RFP. By taking two weeks off now instead of one, the Committee can meet again on 4/19, when questions related to the RFP can be discussed. Also, if we then maintain every other week in May it aligns with RFP review and potential interviews. Tim S noted that it works better for the Commissioners to have these meetings align with the Commission meeting schedule too. Next meeting dates are planned for 4/19, 5/3 and 5/17.

4/19/23 – No Change.

8. New Business/Open Discussions

4/19/23 - None

9. Items Closed prior to meeting

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.

Ben M presented updated overall schedules to the Committee. He also presented a second update filtering out completed tasks and showing a slightly accelerated design schedule. (Both attached)

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.

3/1/23 – Tom B reported that the Application had its 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.

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.

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.

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.*

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:00 AM on 5/3/23. (County Work Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to

BenM@constructionengineers.com

Attachment: None