



5/31/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 5/31/23
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
	Richard Anderson	Beltrami County
X	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
	Trisha Hansen	DOC
	Darrell Seki	Red Lake Nation
*	Jerry Loud	Red Lake Nation Liaison
	Faron Jackson	Leech Lake Nation
X	Wendy Spry	DOC Tribal Liaison
X	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

1. Updates

A. Legislation Status/LOST Passage by State

Ben M communicated that as the MN Legislative session ended the LOST bill was approved, but none of the other 3 bills were approved. With this approval the committees will move forward with work related to a vote in November.

B. Design Team Interviews/Contract

Klein McCarthy Architects (KMA) has been hired as the architect to complete Phase 1 of the design services requested in the RFP. Scott Fettig, President of KMA was on the call and introduced himself and was introduced to the Committee. It was also noted that KMA's team includes Tom Weber who will be involved throughout the design process as a cultural consultant. Jerry L asked if his resume could be forwarded to him. Scott F will forward this to Ben M for distribution.

C. Site Selection

Tom B provided the committee with an update related to a potential land purchase. The County Commission will be meeting at 4:00 today to act on accepting an offer on the Weibolt property which is a 17 Acre site on Jefferson Ave along the Hwy 2 bypass. If the Commission accepts this offer there will be a press release tomorrow informing the public about this purchase. Additionally, then due diligence will begin with Ben M & Scott F leading the way on assessing the usability of the site and working on Re-zoning and/or a CUP application to make a Jail an allowable use on the site. The potential closing on the property would be in August.

D. Jail Tours

The committee was updated the recent tours that took place to see Itasca County, Clay County and Becker County Jails in the last few weeks. All three of these facilities were designed by KMA.

E. Public Communications

Tom B & Sheriff Riggs discussed the ongoing outreach that has taken place recently. Tom B noted that efforts to date have been focused on the business community and now things will pause for a bit now while efforts focus on design. Then in August/September the outreach to the voters will begin.

F. Existing Facility Items

Jarrett W and Calandra A updated the committee on current out-of-county numbers and on staffing for the facility.

2. Upcoming Tasks/Discussion items

A. Design team meetings with all Committees

- i. KMA will begin working to gather information from the 4 committees before beginning their work on developing design concepts.
- ii. After discussion it was decided to meet starting on the afternoon of 6/12 and then most of the day on 6/13 with each committee. Ben M will determine schedule and work send out meeting invitations to all.

B. Pre-design ahead of Election

C. Other Election Preparations

D. Site Due Diligence

- i. Discussed above in “Site Selection”
- ii. CE and KMA to work on Soil Borings, Phase I/Phase II Environmental, Archeological studies, title work, boundary surveying, rezoning, CUP process and anything else needed to make sure that the site will work for the County ahead of a Closing date in early August.
- iii. Deadline for the CUP is June 30.

E. Continuation of alternative financing options

- i. Ben M and Tom B have been discussing the process related to applying for the County to be included in the 2024 bonding bill. There is a June 16th deadline to enroll in the State CBS system to be considered.
- ii. At some point once design and staffing have been considered the operational options related to a new facility can be analyzed to see if there are options there.

Next Jail Steering Committee Meeting – **Next Meeting is scheduled for June 13 @ 8:30 AM (Commission Meeting Room)**