



2/15/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 2/15/23
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
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
X	Wendy Spry	DOC Tribal Liaison
	Joe Vene	Citizen
X	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

2/1/23 – Sheriff Riggs reported that he has spoken to both Tribal Chairmen. Chairman Seki has forwarded a letter formally requesting that Jerry Loud be named his proxy. This request will be considered at the next commission meeting. Chairman Jackson would like to be involved in things himself and will plan to attend meetings remotely as his schedule conflicts with our typical meeting time.

Ben M reported on the work of the sub-committees. The Finance Committee had met last week to discuss local business support. The Design & Operations Committee will meet later today to continue refinement of site selection criteria.

2/15/23 – Ben M reported that one of the Design Committee members has indicated that he won't have time available to be on the committee this year and asked that he be replaced. This is a Citizen

position. Tom B will get this opening advertised on the various County media/social media locations to find a replacement.

Ben M also reported that the Finance Committee had reviewed the LOST FAQ document (discussed below) and provided feedback. Also, the Design & Operations Committee will be meeting again today (2/15) to finalize site selection criteria and other items they are working on.

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.

2/15/23 – No Changes

Upcoming Tasks

- i. Establish local business support
- ii. Sub Committee Meetings
 - a. Determine Site criteria
 - b. Analyze sites
 - c. Tour other facilities
- iii. Concept Consultant Scope of Work & Advertisement

3. Tribal Involvement in Process

2/1/23 – Tom B noted that we need to continue to make ourselves available to the tribes to communicate our message. We must continue building the relationships as we continue to need their involvement in programming and/or financing.

2/15/23 – No Changes/updates

4. Public Communications

2/1/23 – As noted above the Finance Committee had met to discuss the needed outreach to the business community. The results of that meeting were a draft of some FAQ's that committee members and staff should be able to utilize to quickly inform local businesses leaders about the project. This

document will be refined and finalized shortly. Jorge P questioned if there were other groups beyond the Chamber that were being focused on reaching. He also noted that he could help in reaching out to the Chamber, specifically. Jerry L noted that he is the Economic Development Director for Red Lake and past studies have indicated about 35% of the business that takes place in Bemidji comes from Red Lake. They play a vital role in the business taking place within the county. Jorge P questioned if there would be a consideration of a cap on the dollar amount for the LOST. This has not yet been determined.

2/15/23 – Ben M reviewed a draft version (attached) of the LOST FAQ memo to be utilized to provide some fast facts for committee members and others to utilized when discussing the LOST with community members. Jorge P noted that he has a meeting with Abby from the Chamber scheduled for next week. Tom B indicated that he and Sheriff Riggs have been spending time with some local, vocal business persons. He feels that the County won't be getting the support of the Chamber or these others, and that they can hope for them to be neutral at best.

5. LOST Application

2/1/23 – Tom B noted that the LOST application has been sent to the state. The full application document will be posted on the County webpage related to the project. Nobody is expecting to hear much back about it until March or later. The U of M Extension presentation on their study is scheduled for February 7th.

2/15/23 – The U of M Extension presentation took place on 2/7. The presentation and full study can be found on the Jail Project web page. Committee members are encouraged to review the specifics on their own time. As indicated it reports that roughly 50% of taxable purchased are made by people who are not county residents. - Closed

Tom B reported that the state has acknowledged receipt of the application and that a hearing on it is being scheduled. Apparently there have been many applications received by the state this year.

6. Lobbyist

2/1/23 – Tom B noted that he is getting weekly updates from the Lobbyists. They will be working on four separate items for the County. The LOST Application and getting sponsor for

it; asking for an appropriation; inclusion in the Bonding bill; and exemption from state sales tax.

2/15/23 – Flaherty & Hood has been checking in with Tom B on a frequent basis and have been providing updates on the various tasks they are working on. Commissioner's Carlson & Gould are scheduled to travel to St. Paul next week to meet with them and legislators. Tom B noted that the County will be meeting with Rep. Stauber tomorrow when he is in town.

7. New Business/Open Discussions

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.

8. Items Closed prior to 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 Riggs 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.

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.

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.

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.*

2/1/23 – *Due to conflicts with the Department Head Meetings the meeting time for the Steering Committee will be pushed back to 10:00 in lieu of 9:30.*

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:00 AM on 3/1/23. (County Work Room)

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

Attachment: LOST FAQ document