



5/2/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 5/3/23
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>
X	Tim Sumner	Beltrami County
	Richard Anderson	Beltrami County
	Jorge Prince	City of Bemidji
X	Jason Riggs	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
	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
X	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

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.

5/3/23 – Ben M reported that he had attended a meeting with Trish H and the newer members of the Programming Committee to get them up to speed with what has been done in that committee to date, since this committee will likely not meet again until the Design Consultant begins work. They may have some items that they will work on programmatically for the existing facility outside of the Committee meetings.

The Design & Operations Committee was able to tour both Wright and Chisago Counties on 4/27. Additional tours have been arranged for Itasca, Clay, and Becker Counties in late May.

Also, the RFPs for the Design firms have been received and are being evaluated later today (5/3).

Assuming all goes as planned interviews with the Design teams will take place on 5/17.

Tom B reported that the site acquisition is taking a bit longer than anticipated. The Commission met again last evening in a closed session to discuss.

2. Project Schedule

A. Ongoing Tasks

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

B. Upcoming Tasks

- i. Review and score RFP's
- ii. Interview potential Designers (if necessary)
- iii. Contract negotiation with selected Designer
- iv. Designer begins working on concepts
- v. Conduct feasibility studies on selected property

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.*

5/3/23 – Jerry L thanked everyone for pulling together a good meeting to discuss Jail Programming. He's excited to see what can be accomplished now and what does not need to wait for a new building to implement. Tim S requested that Jerry L have any discussion he can with his contacts in St. Paul to help make awareness and raise support for the County and Red Lake.

4. Public Communications

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.

5/3/23 – Sheriff Riggs updated the committee that he had met with the Bemidji Area Township Officers and has a meeting next week with the HDRC. Tom B noted that there had been a meeting with the Innkeepers' Association, and it was well received as it helped to explain the need and available funding sources for the Jail. Calandra A indicated that she has seen a large uptick in the number of people requesting tours of the existing facility, (1-3 each week) as a direct result of getting the word out to these different groups creating interest for many to want to see the conditions for themselves.

5. LOST Application

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.

5/3/23 – Tom B reported that two of the four bills submitted to the State are included in the Senate's Omnibus Tax Bill. (These being the LOST and the Sales Tax Exemption.) The House hasn't considered any of the LOST applications in this session. The other two bills (bonding or appropriation) are not anticipated to be advanced in this session. The Senate and House bills are due to be reconciled very soon and more should be known by the end of May. Tom B also noted that the requests for Federal funding have been rejected and no funding will come to the project from those efforts.

Tom B also updated the committee about the trends he has been tracking in the Sales Tax receipts. They have taken large drop in the first quarter of '23. This isn't uncommon based on prior years but needs to be monitored to see if things recover and will be adequate to finance the project as planned if the economy slows down.

6. Existing Jail Items

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.

5/3/23 – Calandra A reported that they are currently housing over 70 people in other counties as the Jail population has increased in recent weeks. She continues to work on hiring in the hopes of being fully staffed. Sheriff Riggs reported that he had been to the Hibbing Law Enforcement School to recruit. Only 7 individuals will graduate this spring. In discussions on the other Jail Tours last week, staffing was one of the larger challenges each faced as well.

7. New Business/Open Discussions

5/3/23 – Sheriff Riggs and Tom B reported that they along with some of the Commissioners had met with the Governor's Senior Staff to discuss the Jail Project and challenges related to the existing facility. They hope to have future meeting to discuss more items.

8. Items Closed prior to meeting

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.

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***

3/29/23 – 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.

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.

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.

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.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:00 AM on 5/31/23. (County Work Room)

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

Attachment: None