



2/1/23- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 2/1/23
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
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
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

1/18/23 – 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.

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. 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

2/1/23 – 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

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.

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.

4. Public Communications

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.

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.

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.

6. Lobbyist

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 – 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.

7. New Business/Open Discussions

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.

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.

8. Items Closed prior to meeting

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.

1/4/23 – 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.

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.*

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.

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.

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.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:00 AM on 2/15/23. (County Work Room)

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

Attachment: None