

JAIL COMMITTEE MEETING
5th Floor-Conference Room
JUNE 29, 2026 – 4:00 PM MINUTES

A. Call to Order

Tom Tikkanen called the meeting to order at 4:10 p.m.

B. Roll Call – This meeting's convener was Tom Tikkanen.

Members:

Clerk Kelly called the roll and the following members were present in person: Tom Tikkanen, Gretchen Janssen, Sheriff Josh Saaranen, Faith Morrison, Justin LaCosse, Andrea Johnson and Jason Baker.

The following members were present by Microsoft Teams: Jennifer Kelly, Valorie Troesch

Also present were: Jared Hyrkas (online), members of the public including several contractors and members of the press.

C. Approval of Agenda/Additions

Faith Morrison asked the Committee to add new#F-4 for Information contractors are to provide with their ROMs.

A Motion was made by Faith Morrison and seconded by Gretchen Janssen to approve the agenda with the one (1) addition as presented.

The Motion carried by a voice vote. Ayes 8, Nays 0.

D. Approval of Meeting Minutes of June 23, 2026

A Motion was made by Faith Morrison and seconded by Jason Baker to approve the June 23, 2026 minutes as presented.

The Motion carried by a voice vote. Ayes 8, Nays 0.

E. Public Comments

None.

F. Industry Day Planning – July 15

1. Time, duration, logistics

Faith Morrison reviewed her suggested Industry Day items and further suggested a 2-hour meeting be held. Tom Tikkanen asked contractors present what would be a good start time for the meeting? The answer was 5 p.m. Franklin Township Hall has been secured by Clerk Kelly through discussion with Franklin Township Supervisor Mary Sears. The Committee expressed gratitude to Supervisor Sears.

A Motion was made by Gretchen Janssen and seconded by Faith Morrison to schedule an Industry Day meeting on July 15, 2026 from 5:00 pm to 7:00 pm at the Franklin Township Hall.

The Motion carried by a voice vote. Ayes 8, Nays 0.

Faith Morrison asked if water, drinks could be available. Clerk Kelly informed the Committee that coffee pots are available and suggested the County bring coffee to brew.

Gretchen Janssen discussed the set-up for the meeting and how tables will be set up and questioned the contents of the presentation. Morrison suggested that the discussion be done in a plenary format, meaning all members present and discussing together.

Faith Morrison discussed the tradeoffs and differences between design build and design-bid-build (traditional build). Justin LaCosse said we need to determine what we want to walk away from July 15th with and get that information out ASAP. The plan is for the ROMs to be due by July 29th. Morrison discussed having background meeting documents available online prior to the meeting (see list under F3).

Jason Baker suggested having a virtual option to Industry Day. Tom Tikkanen asked County IT specialist Alex Radke to have something available. Alex Radke agreed to help with setting up something at Franklin Township Hall for virtual attendees.

2. Participants

Faith Morrison suggested advertising on the County website and having an ad in the Gazette. Gretchen Jassen suggested having a link to get information or documents. Morrison suggested that the documents appear online as the packet for a Jail Committee Meeting coincident with Industry Day and that the information be posted with the committee's agenda and minutes. Tom Tikkanen suggested finding out what the rates are for an advertisement. Faith Morrison volunteered to draft an ad for the Daily Mining Gazette. Gretchen Janssen stated the media will hopefully publicize the meeting. Justin LaCosse suggested contacting Marquette Builders Exchange. Faith Morrison suggested having a registration/RSVP link for the meeting. Paige Setter-Hallwachs agreed the registrations/RSVP's can come to her by emailing HR@houghtoncounty.gov. Alex Radke

offered to set up a web link for registrations. It was agreed that registration is not mandatory, only suggested for planning purposes.

The Committee discussed who will attend from the County. Tom Tikkanen stated he and Gretchen Janssen would attend, as well as hopefully Tom Bingham, Todd LaRoux, Sheriff Saaranen and Alex Radke.

The Committee agreed to post a public meeting notice for Industry Day so that all the commissioners could attend. Clerk Kelly stated she would not be available to take the minutes due to Early Voting testing. Faith Morrison agreed to do the minutes.

3. Information supplied. The Committee listed the information that should be posted to the Jail Committee notifications page on houghtoncounty.net:

- Abnonmarch/Byce report;
- April Jail Committee report (summary of their jail design activities)
- MDOC guidelines
- Agenda for Industry Day
- List of mandatory spaces in the jail
- Jail scenarios from Jail Captain Dessellier (5)

Faith Morrison will work with Alex Radke and Clerk Kelly to get these items posted. From July 29th (ROMs received) and August 6th or 7th (Special meeting, to be called) the Committee/Commissioners will need to review the feedback and ROMs from the contractors. Then it will have to be determined if the County has enough information to go forward with a millage and what the language of that millage should be.

Sheriff Saaranen discussed the need for at least 70 beds in a new jail. The square footage minimum amounts for all parts of the jail are set by the Michigan Department of Corrections (MDOC).

4. Information Contractors to provide with their ROM

The committee discussed and agreed to this list of information to be addressed in ROMs submitted by contractors:

- If they see any opportunity to combine spaces/functions that would reduce the size or cost of the jail.
- Whether they have jail-specific past performance and if not, how they plan to address the specialized skillsets.
- List any assumptions made in developing ROM.
- Highest-risk items/issues involved in project.

- What information the County should provide to remove ambiguity from the process or reduce cost/risk.
- Companies should not include any proprietary or sensitive information in their responses.

5. Industry Day Agenda

Faith Morrioson read the proposed Agenda to the Committee (appears in the agenda of this meeting and below). This will be reviewed by the Board at the upcoming work session (July 6, 2026).

Industry Day Agenda (draft, tentative)

a) Welcome/Introduction/thanks

b) Design Build versus Design-Bid-Build– How does it work for the County?

c) Charge: Produce a ROM cost for building a jail at the Sharon Avenue property that has space for no fewer than 60 inmates (up to 70) and that contains working spaces sufficient in size for serving that number of inmates. Specific spaces to be included are indicated in the posted documents.

d) Issues affecting size of working spaces in the jail/sheriff's office:

- Scenarios
- Classification
- Square footages: 28-bed current size/ 51-bed size/ 60-70 bed size (MDOC)
- Abonmarch/Byce

e) Size of departments for a given amount of confinement housing

- Sheriff's offices: public (courtroom, restrooms), executive admin, road patrol, investigations, marine/ORV/snowmobile, evidence storage, emergency management office
- Corrections: admin, intake/booking, medical, confinement housing (male, female, juvenile, detox, mental health), program, attorney consultation, kitchen/laundry, personal property storage
- Support: mechanical, IT
- Other: sally port

Sheriff Saaranen discussed the importance of collocating the Emergency Management Office with the Sheriff's office.

Tom Tikkanen stated contractors should speak up during this meeting with questions/concerns/ideas rather than waiting for the public comment period.

Derek Bradaway asked if the name could be Justice Center and does the committee want a future courthouse at the Sharon Avenue Location. Tom Tikkanen noted that this had been discussed but there are concerns about undermining the focus on the jail issue. The County needs a new jail.

Jason Baker questioned the costs for District Court and the acquisition costs and operation costs such as transportation. Tom Tikkanen stated the goal is to get the bare minimum for a jail, then go to the voters with as cheap of an effective option as possible.

Derek Bradway asked what will be done with the current jail building. Tom Tikkanen stated it could be used for records storage but the issue was still under discussion. The current building at the Sharon Avenue Property will be used for Administrative Offices. Derek Bradway asked how the County plans to finance building the jail. Tom Tikkanen stated the County is not there yet to answer that question. Faith Morrison said that design-build-finance may be an option. Jason Baker said he has not been able to find a jail that has used a lease-back (design-build-finance) option.

5. Deliverable from participants – ROM due July 29

The committee agreed with the proposed ROM due date of July 29, 2026.

Justin LaCosse asked how the Commissioners will use the information received from Industry Day and the ROMs. Gretchen Janssen said they will be used to write millage language. Tikkanen agreed. Morrison said that this intended use of the information should be presented during the introduction to Industry Day to be clear with the participants.

Justin LaCosse suggested having a jail tour available on July 15th at 4:00 pm for any contractors wishing to take a tour of the current jail. The sentiment was that July 15th would be a busy day. Sheriff Saaranen said tours are available Tuesdays and Thursdays as giving tours fits best into jail operations on those days.

G. Old Business - Updates on county audit

Not discussed.

H. Next Jail Committee meeting: July 7, 2026 4pm in the 5th floor conference room.

I. Public Comments

None

J. Adjournment

Moved by Gretchen Janssen, supported by Faith Morrison and the committee voted unanimously to adjourn the meeting at 5:17 pm.

TOM TIKKANEN

JENNIFER KELLY COUNTY CLERK/REGISTER OF DEEDS

APPROVED:_____ J