



1/19/22- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 1/19/22
Meeting Location: County Commission Meeting Room
Start Time: 10:30 AM

MEETING ATTENDEES: * (Indicates attended remotely via conference call)

Present	Name	Company	Phone	Email
X	Tim Sumner	Beltrami County		
X	Richard Anderson	Beltrami County		
X	Jorge Prince	City of Bemidji		
X	Ernie Beitel	Beltrami County		
X	Calandra Allen	Beltrami County		
X	Tom Barry	Beltrami County		
X	Trisha Hansen	DOC		
	Daryl Seki	Red Lake Nation		
	Faron Jackson	Leech Lake Nation		
	Gino Anselmo	MCF – Togo		
X	Joe Vene	Citizen		
X	John Henningsgaard	Citizen		
	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		

1. Advisory Committees

12/22/22 – Donny W indicated that he had again spoken to Steve S with Beltrami Co about the open Design Committee position, and he indicated that he would get back to him by the end of the week. The Committee hopes to have these appointments determined shortly so that the County Commission can be updated at their 1/4/22 meeting. Additionally, the Committee discussed having a “Point Person” for CE to communicate within each Sub-Committee. Tom B for Finance, Calandra A for Design and Sheriff Beitel will communicate with Trish H regarding the Programming Committee.

1/19/22 – Finance Committee is scheduled to meet at 1:00 today. Programming Committee will be meeting for the first time on 2/2/22 at 9:30 AM. Design Committee will wait to start their meetings as there is little to discuss at this time. A low priority has been put on filling the open Design committee space due to the timeline for starting meetings. At the last County Commission Meetings Sheriff Beitel received approval to have a representative from the County Attorney’s office added to the Programming Committee.

2. Project Schedule

- A. Ben M reviewed tasks occurring in the next 30-90 days and the overall schedule.
- B. Upcoming Tasks
 - i. Steering Committee Recommendations to County Board
 - ii. Conduct Feasibility Study
 - iii. Sub Committee Meetings

3. Feasibility Study/Needs Assessment

- A. *10/27/21 - In an upcoming meeting the Steering Committee will determine Selection Criteria, Interview Team, and other specifics related to the selection of the firm to provide the Feasibility Study.*
11/10/21 – It was decided that this topic will be discussed at the meeting on 11/24/21
11/24/21 – Interview team composition was discussed, and it was decided that the interview team will be the following members of the Steering Committee: Richard Anderson, Ernie Beitel, Calandra Allen, Tom Barry & Trish Hansen. Calandra A will forward some previously utilized selection criteria to Ben M who will format for this specific RFP prior to interviews.
12/8/21 – Ben M will review and draft proposed Selection Criteria for review at the next meeting.
12/22/21 – Ben M reviewed Selection Criteria. Revisions were made to the form and other discussions took place regarding the interview format and process.
1/5/22 - Ben M reported that one of the two parties that had responded to the NA/FS RFP had e-mailed the prior day indicating that they would be unable to travel to Beltrami County to complete the requested work due to concerns related to Covid-19. The committee discussed this information and the fact that both proposals were essentially the same price. The committee agreed that traveling to work in-person is necessary and that the inability to do so would eliminate this party from contention for the work. It was decided to have CE contact the references and begin negotiating with the other responder, Justice Planners. Assuming that contracts can get drafted rather timely by eliminating the interview process, then a contract should be able to be in front of the County Commission for their approval at their meeting on 2/1/22. Ben M will begin working on these tasks in the next week and will notify the other party that would not be considered for the work based on their inability to travel.
1/19/22 – Ben M has drafted Consultant Contracts between the County and Justice Planners. They have been forwarded to the County and are currently being reviewed by the County Attorney. The hope is that these can be reviewed and then have any changes incorporated so that a final version can be presented to the County Commission at their meeting on 2/1/22. If all goes according to that schedule then they will be ready to start on things shortly thereafter.

4. Project Web Page

12/22/21 – Tom B noted that for transparency we should get a new web page set up on the County website. Meeting minutes, attachments and any presentations for each meeting would be posted there so that the public can be kept informed of all the ongoings of the process.

1/5/22 – Ben M noted that he will work with Diane Moe to get her the information so that all items presented to date can be put on the County website. Ben M also noted that when meeting minutes are e-mailed to the committee, they are all sent out basically in draft form, so if there are any comments or corrections to notify him so that they can be updated/modified with revised information and redistributed.

1/19/22 – Tom B reported that he has been working with Diane M to create the web page. There will be an opening “landing page” that will then have tabs to lead the public to items about the project such as News, Public Information and then Tabulated content from various Committee Meetings and Public Meetings. After some discussion about the information being put on the website it was decided to take off the committee member Cell Phone numbers and e-mails and to state that all questions can be directed to Ben M. Additionally, it was noted that for some of the information being considered, such as financial modeling, that high level summaries can be presented rather than posting confusing scenarios, which are working documents to help committee members get engaged and understand an end product. Ben M will update all meeting minutes and re-send to Diane M for inclusion in the web page.

5. New Business/Open Discussions

1/19/22 – None

6. Items Closed prior to meeting

11/24/21 - There are currently 2 open spots on the advisory Committees. Donny W has talked to Steve S (Beltrami Co) about a potential candidate for the open Design & Operations Committee and will follow up with him to get a status update. Additionally Randy Goodwin’s spot on the Programming Committee will need to be filled. Gino was asked about this opening but is not able to commit to an additional committee. The County has a list of people that were interested when the committees were formed and that will be a good starting place to find a new member.

12/8/21 – Calandra A noted that she had been in contact with the Red Lake Jail Administrator about the open Programming Committee spot and has a potential candidate to be considered. She will send

the information that she has received to the Sheriff and further discussion can be held at the next meeting.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:30 AM on 2/2/22. (County Work Room)

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

Attachments (none):