



3/16/22- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 3/16/22
Meeting Location: County Commission Work Room
Start Time: 10:30 AM

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

Present	Name	Company
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	Jarrett Walton	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
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

1. Advisory Committees

3/16/22 – Ben M reported that the Finance Committee had met again on 2/9 and reviewed and discussed additional financial models. Their next meeting is scheduled for May, following the initial information from Justice Planners.

Ben M reported that the Programming Committee met again on 3/2 and have developed a spreadsheet that they are filling that is tracking existing programs and potential future programs. 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.

The County Commission has approved the addition of Ashley McMartin to the Programming Committee and Kevin Warne to the Building Committee. A new Tribal Liaison is about to be hired and shortly after that hire is on board Gino will step back from the Steering Committee to allow that person to fill that committee role.

2. Project Schedule

- A. Ben M reviewed an update of the overall schedule and tasks occurring in the next 30-90 days.
- B. Upcoming Tasks
 - i. Conduct Feasibility Study (ongoing)
 - a. Data requests/Analysis (ongoing)
 - b. Facility Evaluation (ongoing)
 - c. Evaluate Incarceration Alternatives (ongoing)
 - d. 1st Draft of Inmate Population Projections (4/27)
 - e. Modeling Projection Scenarios
 - f. Future Infrastructure Modeling
 - ii. Sub Committee Meetings

3. Feasibility Study/Needs Assessment

3/16/22 – Ben M reported that in discussions with Alan that things are tracking according to the schedule laid out in their RFP response. They are currently on track to have the First Draft of the Inmate Population Projections completed in Late April. The committee should plan for a presentation at the 4/27/22 Steering Committee Meeting lasting roughly 90 minutes to review their initial findings.

4. Project Web Page

3/16/22 – Web page has gone live. Meeting minutes and Agendas as well as any future communications related to the project will continue to be added as they are issued.

5. Tribal Involvement in Process

2/2/22 – *John H inquired about what efforts were being made to contact the tribes about their participation in the committee meetings. Sheriff Beitel indicated that he had again reached out in the last week and had mentioned that if the Chairmen were unable to attend that sending a representative would also be good. Tim S noted that the dates to file for election were this week and that this might encourage more participation. Gino A encouraged us to continue to reach out and to make every effort to include the tribes. Tom B commented that he thought it prudent to use some of the time in which Justice Planners will be in town to take them to the reservations and hold in-person meetings with tribal officials. Sheriff Beitel reiterated that both tribes are represented on the*

Steering Committee and that he would make specific contact with the tribal leaders regarding attending the meeting on 2/22.

3/16/22 – Following the interviews with Justice Planners Sheriff Beitel was contacted and informed that the members who called into the meeting were not able to be heard. Following that discussion both he and Ben M have attempted to get individual interviews set up with both of the Tribal Chairmen and Justice Planners but have not been able to get these scheduled. After much discussion about the best way to reach out and get the information needed from both tribes it was decided that the best approach would be to send a delegation of the Steering Committee to facilitate these interviews. It was agreed that Tim S will reach out to Red Lake and Tom B will reach out to Leech Lake contacts that they have to schedule a time to travel there to meet in person and then do a conference call with Justice Planners to complete this. Additionally, Sheriff Beitel will reach out to White Earth to see if anything can be arranged with them in a similar manner to get their input.

6. New Business/Open Discussions

3/16/22 – Tom B noted that a future agenda item to cover and get Steering Committee input would be to discuss Public Communications related to the project. A focus needs to be put together related to strategy and who the audience(s) will be.

John H noted that he appreciated comments that were made in the interviews with Justice Planners related to Alternatives to Jail. Ben M noted that he was thoroughly impressed with the level of dedication of the County Employees throughout all the interviews he sat in on. Ben M also questioned if there might be any consideration of changing the name of the building/project from “Jail” to “Corrections”. Committee members noted that has been proposed and not approved in the past.

7. Items Closed prior to meeting

2/2/22 – Ben M reported that the Finance Committee had their initial meeting on 1/19. Bruce K from Ehlers gave a presentation and ran a few financial models. Their next meeting is scheduled for 2/9/22 and a number of additional models will be presented.

Programming Committee met for the first time just prior to this meeting. A review of the existing Programs was discussed and for the next meeting on 3/2/22 the Committee should consider what programming would look like if the building space was not a concern.

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. Donny W indicated no movement on the open Design Committee position, but that Steve S had requested that he be the one to contact the proposed individual.

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.

2/2/22 – The contract with Justice Planners was reviewed and approved at the County Commission meeting on 2/2/22. Alan R & Patrick J attended the meeting remotely. Alan forwarded a Records Request and indicated that he would set up a DropBox for the requested data to be warehoused. The committee discussed the in-person interview schedule and ultimately decided that Justice Planners would be in town February 22 through February 24. The next Steering Committee meeting will be moved to correspond with kicking off the on-site interviews by taking place at 8:30 on 2/22/22. This Steering Committee meeting will be immediately followed by combining the three Advisory Committees for their own meeting with Justice Planners at 10:30.

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.

2/2/22 – Tom B presented a Jail Project webpage draft format that he and Diane M have been working on and told the Committee how to access the page to review it themselves. The Committee is to review this page and all tabs and provide any comments back to Tom within the next 2 weeks before it goes live. Additionally, it was decided to run an article in the County newsletter telling the citizens of the County about the webpage.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:30 AM on 3/30/22. (County Work Room)

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

Attachment: Overall Project Schedule Updated 3/15/22