



## 11/30/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 11/30/22  
**Meeting Location:** County Commission Work Room  
**Start Time:** 9:30 AM

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

Present	Name	Company
X	Tim Sumner	Beltrami County
X	Richard Anderson	Beltrami County
*	Jorge Prince	City of Bemidji
X	Ernie Beitel	Beltrami County
X	Jason Griggs	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
X	John Henningsgaard	Citizen
	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	James Hand	Construction Engineers
	Kirsten Carolin	Construction Engineers
*	Bruce Kimmel	Ehlers Public Finance Advisors

### 1. Advisory Committees

**11/16/22** – Jason Riggs was introduced as the incoming Sheriff and Steering Committee Chairperson. It was noted that this Committee depends on the Sheriff as the spokesman for the Steering Committee and for getting project support.

Ben M updated the committee on recent meetings with the Finance Committee and Design and Operations Committee. Finance is wrapping up documents for the LOST application. Design and Operations had a kick-off meeting. In this meeting, they have been tasked with establishing criteria for analyzing the sites to be considered for a new jail.

**11/30/22** – Ben M updated the Committee on the ongoing progress of the Finance and Design & Operations Committees. Finance will put the final touches on their information for the LOST

application. Design and Operations is currently working on Criteria related to site selection. Both committees will be meeting tomorrow, 12/1/22.

## **2. Project Schedule**

### **A. Upcoming Tasks**

- i. Today through 12/6 – Finalize LOST Application Documents
- ii. 12/7 – LOST Application documents finalized for Commission Meeting
- iii. 12/13 – Next Commission Meeting – Anticipated LOST resolution approval
- iv. January 2023 deadline for Resolution to State on LOST
- v. Establish local business support
- vi. Sub Committee Meetings
  - a. Determine Site criteria
  - b. Analyze sites
  - c. Tour other facilities

## **3. Tribal Involvement in Process**

**11/16/22** – Ben M noted that the deadline to get letters of support for regional significance of the project is quickly approaching. Sheriff Beitel will again reach out and make best efforts to get any letters of support prior to submission of the LOST Application.

**11/30/22** – Sheriff Beitel is continuing to push to getting letters of support. He noted that he still hopes to get letters from Red Lake Nation and White Earth Tribal Police as well as the US Marshals Service.

## **4. Public Communications**

### **11/16/22**

- Tom B noted that the Steering Committee should take a moment to celebrate how well communications have gone to date. Participation in the survey was good and the messaging was clear to those who took the survey.
- Tom B also noted that Phase 2 of Communications now begins. A second communications plan will need to be established. This will be focused on getting messaging out to the legislative platform, addressing community FAQ's and getting local business support.

- *It was discussed that there may be a need to address community concerns in the block directly north of the existing Jail. It was suggested that a community meeting with the homeowners be scheduled to directly address things with them.*

**11/30/22**

- Ben M discussed that the next round of Communications will not start up until after the completion of the LOST Application and holidays.
- The meeting suggested in the minutes from 11/16 to address community concerns with the block directly north of the existing jail is scheduled for 12/1 at 5:00. The hope will be to lessen some anxiety related to the project and to open the lines of communication with those residents and businesspersons.

## **5. LOST Resolution**

**10/5/22** – *Ben M & James H discussed and displayed draft documents that have been created to get the process started relating to the creation of the resolution packet. Discussion was held on highlighting the regional significance of the facility and how it could help alleviate some regional bed need. Tom B reviewed his thoughts on assignments to complete the paperwork for the LOST resolution packet. It was noted that to fill in some of the blanks within the resolution we will need decisions from the Commission on size and a dollar amount. There will only be 4 Commission meetings following the Public Hearing on 10/18 and there will be limited time to socialize and get support from local legislators. With elections coming up these may be newly elected members who may be very busy in December. A focus will need to be put on getting their support for the LOST very, very quickly following the 11/15 vote. Sheriff Beitel will begin reaching out to his contacts.*

**10/19/22** – *All parties continue to work on their assigned portions of the resolution. Ben M asked if a weekly meeting was needed to make sure that progress continues. It was decided that this was not necessary, but that all documents should be shared among those working on the resolution.*

**11/2/22** – *Ben M presented the committee with the organizational structure and assignments for the LOST application. The committee agreed to it is well organized and will work well to keep all involved on task. Ben M will send it out to those working on it later this week. Tom B noted that he has been looking into how to get data and/or a report on the percentages of*

*purchases that are by out of county residents. He has a meeting with U of M extension about having them do a report for the County.*

**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.*

**11/30/22** – The bulk of the meeting was spent reviewing the content of the draft LOST Application documents. Comments and suggestions were discussed and the noted changes will be incorporated into updated drafts that will be presented to the Commissioners at their meeting on 12/13. All changes are to be put together and printed to a pdf to Tom B for him to package up for the commission meeting by 12/7. The Steering Committee will be sent draft versions of the documents as well for any additional comments prior to the final submission.

## **6. 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.

## **7. New Business/Open Discussions**

**11/30/22** – None Discussed.

## **8. Items Closed prior to meeting**

**11/2/22** – The finance committee will be meeting later today with a focus on working through the financial aspects of the LOST application. The Design Committee is scheduled to meet on 11/10. The Programming Committee does not currently have a meeting scheduled. Sheriff Beitel noted that Jerry Loud was added to the Programming Committee by board action at their meeting yesterday. Tom B noted that with the upcoming election there will be new commissioners coming onboard at the beginning of the year. They typically do committee assignments at their first meeting (January 3), so committees as they are currently established may change and there will be new members on some of them.

**11/2/22** – Sheriff Beitel will continue to work with all three tribal councils in the area to get letters of support. Jerry L will continue to assist with Red Lake.

**11/2/22**

- Tom B indicated that the upcoming County newsletter would include articles on the survey results and likely the decision from the board at their 11/15 meeting.
- Ben M & James H briefed the committee on the survey results and the uptick in responses between the last meeting and closing the survey on 10/31. Facebook posting with a boost had made a big difference in responses. The overall sentiments in the survey responses stayed very consistent with the first 170 that were received prior to the post. Updated survey documents should be able to be added to the Jail page on the County Website as soon as tomorrow.
- The committee decided to run a press release announcing that the survey has been closed and thanking all that took the survey. This could be run in the paper and posted on Facebook.
- Jerry L noted that when running radio ads in the future to be sure to put things on WRLN 105.3.
- Future communication item needing to be completed is the 1 page fact sheet that will be needed in December when lobbying for support will begin.

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 9:30 AM on 12/14/22. (County Work Room)**

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to [BenM@constructionengineers.com](mailto:BenM@constructionengineers.com)

Attachment: Draft LOST Application Documents