



## 9/7/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 9/7/22  
**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
	Wendy Spry	DOC Tribal Liaison
X	Joe Vene	Citizen
X	John Henningsgaard	Citizen
X	Donny Wilcox	Construction Engineers
*	Ben Matson	Construction Engineers
*	James Hand	Construction Engineers
*	Kirsten Carolin	Construction Engineers
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

### 1. Advisory Committees

*8/17/22 – Ben M noted that the Finance Committee had met on 7/27 and reviewed different financial models based on different funding sources and for three different amounts. This committee will meet again on 8/24.*

**9/7/22** – Bruce Kimmel from Ehlers made presentation to the board yesterday 9/6. Comments were:

- Tim S – Didn't hear the full presentation because he was distracted by the previous subject which was the library funding.
- Richard A – had a hard time wrapping his head around things once Bruce mentioned that if a sales tax wasn't approved then another plan would need to be developed.

Mayor Prince inquired if the Finance Committee has investigated federal or state funding assistance if this possibly would be available for a regional jail rather than a county jail. He feels one question that may be asked is if there are any state or federal programs to help finance a regional facility. The

discussion was that the marshals aren't interested in building jails. The state is non-committal. The group could investigate the Nexus program or Tribal assistance. The Steering Committee would need to define what a regional jail is. Does this mean partnering with someone to create a jail that serves a couple counties or does this mean our county jail where we simply rent space out? Tom noted that the Finance Committee needs to investigate other options for additional funding too. They could possibly research if other counties or regional jails have gotten other funding. It was also mentioned that if it was desired to partner with another entity or county to create a regional jail, the entire planning process would need to start over with some partners and would create a significant delay in any kind of project. Sherriff Beitel indicated that we had letters of interest from some other counties but nobody willing to sign a contract now. The sheriff would summarize who we've gotten letters from and potential interest from them for housing inmates or utilizing jail space if Beltrami County had some.

## **2. Project Schedule**

### **A. Upcoming Tasks**

- i. Public Communications Meetings
- ii. Public Comment Meeting – September 22
- iii. Decision Point – Go/No Go – Board has stated this will not happen until Mid-November
- iv. Sub Committee Meetings

## **3. Feasibility Study/Needs Assessment**

**8/17/22** – *The dates and times for the presentations related to the Needs Assessment have been determined. August 24<sup>th</sup> at 9:30 will be the initial presentation. There will then be a 1-month time for public outreach and education efforts. Then on 9/22 at 5:00 there will be a second meeting to address the public comments and to present a formal recommendation to the County Commission.*

**9/7/22** – Alan will be back on 9/22 to present the final recommendation and to field questions. The Committee also asked if Bruce Kimmel can be there to answer any financing questions.

## **4. Tribal Involvement in Process**

**8/17/22** – *Sherriff Beitel indicated that he has received letters of support from Red Lake DPS and from Mahnomen County. (Attached) He is continuing to pursue additional support.*

**9/7/22** – Not Discussed.

## 5. Public Communications

**8/17/22** – James H with CE presented numerous draft communication documents related to communication of the NA/FS. Drafts of a Communication Plan, a press release (needing to go out 8/18) a Summary of Community Engagement Plan, a Jail Project Fact Sheet and a Feedback Survey were reviewed by the committee and edits were made. Tom B and James H will work together to issue the final press release. The Steering Committee is tasked with reviewing the Survey draft and providing comments prior to the next meeting.

As part of the Public Outreach portion of the Communication Plan there will be a big push to get the word out to numerous organizations and committees in the County. The committee reviewed options and dates to get in front of these groups and James H and Sheriff Beitel will be contacting each to get some time in front of them to talk about the NA/FS. Sheriff Beitel will be the presenter at most every presentation (once he returns from time off at the beginning of September). Each of these presentations will be tracked in the Summary spreadsheet for future reference.

**9/7/22** – Numerous Communication topics were discussed and updated.

- James H reviewed survey responses to date with the committee.
- Reviewed Committee engagement plan and will shift the noon Rotary presentation from 9/19 to 9/12.
- John H asked where to find information on incarceration alternatives within the information on the website. The group agreed this should be clear as the question will likely get asked a lot. Calandra A and Jarrett W will put together some documentation on the programs they are currently doing to prevent recidivism and incarceration alternatives so it can be posted on the website.
- Trish H will make a presentation to the board updating the work the Programming Committee has put together at one of the October Commission Meetings.
- Sherriff Beitel will create a summarized presentation for the shorter engagements where time is limited. The presentation will consist of letting people know what we're doing and where they can find the information and encourage them to go get informed and complete the survey.
- It was suggested that we could use a 1–2-page flyer for some of the community presentations with a recap of what is being done and where to find the information.
- Tom will go to the Kelliher meeting and would like to record it so that it can be used at other places where presenters can't be present. CE will help provide a camera.

- It was discussed that there could be more regular presentations to the board during work sessions. These can't happen on September 20<sup>th</sup> as that meeting will be filled with budget items but could happen during the two meetings in October. One should be an update from the programming committee and the other can be Q&A. The intent is to address the questions the board and others may have so the committees can put together responses.
- With the extended decision date, the public communications, comment, and survey timeframe can be extended to October 15<sup>th</sup>. This will allow an additional month for CE to organize information gathered and for the board to be able to analyze and make a decision.
- The committee would like to do additional town hall meetings and public communication. CE will work on finding more opportunities and will extend the timeline on the survey and public comment.
- 

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

**9/7/22** - Mayor Prince asked if all the subcommittees were aware of the survey and website. It was discussed to make sure the committees are aware of the survey and information on the website and to take a poll on if any of them took the survey. Ben M will send an email to all committee members to make sure that they are fully aware of the information.

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

8. **7/27/22** – Ben M noted that the information from the Programming Committee has been forwarded to the Steering Committee and should be discussed more in depth at a future meeting. He also indicated that there is a Finance Committee meeting later today (7/27), where the discussion will be focused on different financial models based on different funding sources and financial requests.

**7/27/22** – Alan from Justice Planners was on the call and the bulk of the meeting was spent going through, in great detail, the financial impacts of each of the options for the different timelines. (This is as had been requested at the previous meeting). Following the presentation of this information the discussion turned to the schedule and presentation of the full report and a summary report of the highlights to the County Commission. Alan will have his work complete and ready for presentation by the week of August 22 and the Committee needs to firm up dates with the Commissioners to receive the information from Alan. Tom B noted that there are also budget meetings happening in this timeframe and a special meeting will likely be needed just for this presentation. Tom B will poll the Commissioners to determine a date and time to hold this public meeting.

**7/13/22** – Sherriff Beitel noted that he had sent e-mail reminders to White Earth, Red Lake and Mahnomen County requesting their support.

**7/27/22** – James Hand and Kirsten Carolin from Construction Engineers were in attendance for the meeting, and they listened and observed the Committee discussions. As the Feasibility Study discussion went very long there was not much time or interest from the Committee to do a deep dive into Communications at this time. CE will take what they know from observing the meeting and begin to formulate a Communications Plan to get information out about the Jail and the different methods to do so.

- A. Ben M will contact Bruce with Ehlers to clarify specifically how GO bonds can be utilized by a County. It is believed that they can't be used to fund operations, just for Capital Improvement projects.
- B. John H addressed his concern that the information received to date from Justice Planners does not adequately address Incarceration Alternatives and what options the County could be able to institute in lieu of Incarceration. Other committee members discussed that of those people typically in the Jail there are very few that can be released from the actual facility. John H still feels strongly that there must be some options available and would like to hear from Justice Planners about what options are available to the County.

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 9:30 AM on 9/21/22. (County Work Room)**

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

Attachment: None