



## 8/17/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 8/17/22  
**Meeting Location:** County Commission Work Room  
**Start Time:** 10:30 AM

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

<b>Present</b>	<b>Name</b>	<b>Company</b>
	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
*	Jarrett Walton	Beltrami County
	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
X	Ben Matson	Construction Engineers
X	James Hand	Construction Engineers
*	Kirsten Carolin	Construction Engineers
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

### 1. Advisory Committees

**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.

**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.

### 2. Project Schedule

- A. Ben M reviewed an update of the tasks occurring in the next 30-90 days.
- B. Upcoming Tasks

- i. Conduct Feasibility Study (ongoing)
- ii. Present Final Report – August 24
- iii. Public Communications Meetings
- iv. Public Comment Meeting – September 22
- v. Decision Point – Go/No Go
- vi. Sub Committee Meetings

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

**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.

**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.

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

**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** – Not Discussed

**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.

### **5. Public Communications**

**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.*

**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.

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

- 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.

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

*7/13/22 – Ben M reported that the Finance Committee had met on 6/29/22 and that they are working through reviewing several different financing scenarios so that if (or when) those questions are asked that those have been considered. Ben M also noted that he would send out the Programming Committee spreadsheet for the Steering Committee to review in a future meeting. (Attached)*

**7/13/22** – Alan and Patrick from Justice Planners were on the call to present their preliminary information on the different Model Projection Scenarios. The committee reviewed the data in the PowerPoint presentation and felt that the format and information was good, but that there were a few items missing that needed to be added to the presentation for many of the options. To be clear which options are the most beneficial there should be some accounting of the options to show Savings compared to Costs and show what the Net result would be. To accomplish this Alan needs to get some input costs for Construction and Renovations as well as some Maintenance and Personnel costs. Justice Planners will work with Ben M to get the needed information and CEI will report back to the committee regarding a timeline and plan to present this additional information.

**5/11/22** – Sheriff Beitel has followed up again with White Earth and is hoping to get a letter in support of the project from them and/or Mahnomen County. The Committee again discussed trying to set up meetings to get in front of the Tribal Councils for both Red Lake and Leech Lake, following their elections.

**5/25/22** – Sheriff Beitel has received a letter of support from Cass County (Attached). He has also been in contact with Red Lake, and they may be open to providing a similar letter of support for the project.

**6/22/22** – No Updates.

**3/30/22** – Many thoughts and concerns regarding communications were covered. Although nothing was brought to the group as a consensus the following comments were made for future consideration in developing our communications:

- Public needs to be informed about the Programming that is done in the Jail. Present the value of what they are doing ahead of the Feasibility Study, update what is happening with the Reset Coordinator and explain the partnership.
- Note that most Programming is volunteer and point out the value of this, noting that programming keeps the residents busy and helps reduce staff assaults.
- Finance Committee should be ready with information ahead of the Feasibility Study. Some property tax scenarios should be run by Jodi and Ehlers so that we know how much it could add to property tax bills.
- Be ready to explain property taxes vs. sale tax and the pros/cons of each. Note things like sales tax doesn't impact purchases like clothing and food.
- Lay out the problems/Lay out the solutions from Financial/Programming/Facility standpoint.
- Be ready to debate ourselves so that we are ready to answer the tough questions that will come up.

- *Address the who, what, where, when why & how related to the project.*
- *Create a communications schedule with milestones*
- *Determine the audience (who) and how we are getting the message to the targeted audience.*
- *Get input/engagement from Brian Berg as part of the CE team.*
- *Do we need to get a communications specialist or is this a detrimental thing?*
- *Note that all information needs to be approved and come through the County Commissioners.*

**4/13/22** – *Additional topics discussed:*

- *Ben M reported that he had discussed this topic with Brian Berg (who was unable to attend today) and that his first word of advice was to work with the Townships within the County to make sure that they are all aware of everything and are receiving good information about the project.*
- *Ben M had filtered the overall project schedule to show items related to communications and the milestones when those will be occurring and presented it to the Committee.*
- *John H questioned if the public can review the Jail Budget. It was confirmed that this is public information and that it can be added to the project website. However, it needs to be taken in context and key components need to be identified when presenting the budget and actual costs.*
- *It was noted that most young people don't get their information from newspapers or the radio. The approach to communicate with them needs to be addressed.*
- *There needs to be alignment between the sub-committees and the information we get from Justice Planners, leading to one single message. The discussion needs to be tabled until we have information back on the feasibility study to get sub-committee consensus.*
- *A simple communication plan needs to be drafted once we get the information from Justice Planners. At that time, we will determine how to convey the message from the information we are presented.*

**5/11/22** – *Not Discussed*

**5/25/22** – *Not Discussed*

**6/22/22** – *Ben M noted that with the upcoming report being issued by JP in late August that this topic needs to be revisited fairly soon and the communications plan laid out. After discussing upcoming meeting dates it was decided to discuss this topic again at the next meeting following the preliminary models by JP, tentatively 7/27. CEI will plan to bring some staff from their marketing department to help in this discussion.*

*7/13/22 – As noted above the plan is to discuss in more detail on 7/27/22.*

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 11:30 AM on 8/24/22. (County Work Room) – Following Justice Planners presentation**

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

Attachment: Red Lake DPS Letter of Support; Mahnomen County Letter of Support