



## 10/27/21- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 10/27/21  
**Meeting Location:** County Board 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		
*	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		
	Nancy Kingbird	Citizen		
X	Joe Vene	Citizen		
	Randy Goodwin	DOC Tribal Liaison		
*	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		

### 1. Introductions

- A. Attendees introduced themselves and exchanged contact information. The best phone number to reach each attendee is provided above.
- B. Sheriff Beitel summarized some of the discussions held in the Organizing Committee meetings and that he had been appointed by that committee to Chair the Steering Committee.
- C. Ben M reviewed the Steering Committee Charter/Scope and summarized the Project Consultant Charter/Scope.
- D. Tom B reviewed how this committee and the sub-committees were formed and the Steering Committee's role in advising the County Board. Steering Committee will review recommendations from the different sub-committees and will make recommendations to the County Board. As Committee Chair Sheriff Beitel will typically be responsible to present to the County Board with assistance from CE as the Project Consultant.
- E. Discussion was held about Committee decisions/recommendations. It was agreed that that a consensus vote of the committee would be the method for committee decisions and recommendations.

## **2. Advisory Committees**

- A. Sheriff Beitel summarized the composition of the Programming, Design & Operations, Finance Sub-Committees. These 3 Sub-Committees were also approved by the County Board and all positions (except for a consulting architect) have been filled.
- B. Timelines to have them start meeting were briefly discussed and should be considered by the Steering Committee prior to the next meeting for determination as to when CE should schedule a meeting with each of these committees.

## **3. Project Schedule**

- A. Ben M reviewed the overall consultant timelines included in their consultant contract. CE will be focusing on hitting project milestones and will advise the Steering committee of when tasks will need to be completed to achieve milestones. Tasks occurring in the next 30-90 days will be highlighted in each meeting and the schedule will be updated according to decisions made by committee members.
- B. Upcoming Tasks
  - i. Finalize and Issue Feasibility Study RFP
  - ii. RFP Questions & Response Time
  - iii. Feasibility Study RFP Response Evaluations
  - iv. Feasibility Study RFP Response Interviews
  - v. Steering Committee Recommendations to County Board
- C. Ben M reviewed dates related to issuing the FS RFP, Responses, Interviews, and recommendations to the County Board. With the holidays at the end of the year it would be best to push interviews until early January. Dates will be discussed and finalized at the next meeting for the above listed Upcoming Tasks.

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

- A. Calandra A informed the committee that the process that is being utilized as a guideline for navigating what needs to be completed has been laid out in a flow chart provided by NIC. The next milestone in this process is to complete a Feasibility Study. Joe V noted that additionally the ACA has information that can be utilized.
- B. A draft Scope of Work has been provided from the Organizing Committee. Ben M requested that Steering Committee members review the content of the draft and provide comments back to the group at the next meeting.

- C. Discussion was held on the development of the RFP for the Feasibility Study. This will mostly include boilerplate information that is similar between a variety of RFP's. By consensus it was agreed that Tom B and Ben M would develop a draft for review at the next meeting. The Scope of Work will be included as an attachment or otherwise incorporated within the document.
- D. Tom B informed the committee that the Organizing Committee had felt that the company completing the Feasibility Study should not be eligible to submit to be the eventual Design Firm or Construction Manager. The reasoning behind this is to have complete separation and no perceived conflicts of interest between these scopes of work. His thought was that there should be a disclaimer within the RFP notifying any interested parties that they would not be eligible for those future roles in the project. This committee can review that language in the draft RFP and determine if they concur.
- E. 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.

## 5. Frequency of Meetings

- A. By consensus it was agreed that to meet every other Wednesday at 10:30 AM for the foreseeable future. Committee members should plan for up to a 2-hour long meeting.
- B. CE will forward a calendar invitation and include an online option if members cannot attend in person, however in person attendance is preferred by all.

## 6. New Business/Open Discussions

- A. Tim S questioned whether the overall timeline on the project is something to be concerned about. Calandra A indicated that if the DOC knows that the County is working on things to move forward with solutions that they would remain in good standing. Ben M noted that if this committee sees a need to accelerate or otherwise adjust the overall schedule things can be done to overlap some tasks if agreed upon by the Steering Committee.
- B. Calandra A noted that if the Steering Committee wants to review the Jail and Justice System Assessment that was completed in 2017 that it can be distributed.

**Next Jail Steering Committee Meeting – **Next Meeting is scheduled for 11/10 at 10:30 AM (County Board Room)**  
Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to [BenM@constructionengineers.com](mailto:BenM@constructionengineers.com)**

Attachments (3): Jail Committee Membership Chart; Project Schedule; Draft Scope of Work for Feasibility/Needs Assessment

