



12/14/22- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 12/14/22
Meeting Location: County Commission Work Room
Start Time: 9:30 AM

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

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

1. Advisory Committees

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.

12/14/22 – Ben M updated the Committee on the work taking place in the Advisory Committees. Design and Operations will be meeting again today (12/14) and will continue to discuss site selection criteria. Finance and Programming do not currently have meetings scheduled and will resume when it seems appropriate. Additionally, the opening on the Design and Operations Committee continues to be advertised and will remain open until 12/23/22.

2. Project Schedule

A. Upcoming Tasks

- i. January 2023 deadline for Resolution to State on LOST
- ii. Establish local business support
- iii. Sub Committee Meetings
 - a. Determine Site criteria
 - b. Analyze sites
 - c. Tour other facilities

3. Tribal Involvement in Process

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.

12/14/22 – An additional letter of support from the EMBER program has been received. With the upcoming application deadline there is little time remaining to get letters of support for the LOST.

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.

12/14/22 – Ben M updated the committee on the community meeting held on 12/1 with the block directly north of the existing Jail. About 6 residents and 2 business owners attended the meeting and asked good questions following the presentation by Sheriff Beitel. Most wanted to know when a decision will be made on the site location. It was communicated that this should be known by spring and that they should expect ongoing communication from the County about this in the coming months.

5. LOST Resolution

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.

12/14/22 – Much of the meeting was spent discussing some of the questions brought up by John H in his review of the application draft. He has provided a response with questions and comments that will be reviewed and clarified to the best of everyone's ability. Better defining of timelines for the data and sources for the data will help to improve the document and alleviate future questions from others.

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.

12/14/22 – After discussion it was decided to push this update to the January 17th Commission Meeting due to the large agenda and other concerns related presenting on 1/3.

7. New Business/Open Discussions

12/14/22 – Tom B indicated that the County may investigate hiring a lobbyist to help with gaining support for the project. Although unlikely to be successful, the County should also plan on applying for the bonding bill. In digging into online information that Sheriff Beitel has provided application dates for inclusion in the bill are overdue from last year. Ben M will contact MMB and/or AMC for some additional information and guidance as to deadlines to apply for inclusion in the next round of bonding.

8. Items Closed prior to meeting

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.

11/16/22 – 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.

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.*

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 9:30 AM on 1/4/23. (County Work Room)

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

Attachment: None