



12/8/21- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 12/8/21
Meeting Location: County Work Room
Start Time: 10:30 AM

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

Present	Name	Company	Phone	Email
	Tim Sumner	Beltrami County		
*	Richard Anderson	Beltrami County		
X	Jorge Prince	City of Bemidji		
	Ernie Beitel	Beltrami County		
X	Calandra Allen	Beltrami County		
X	Tom Barry	Beltrami County		
	Trisha Hansen	DOC		
X	Daryl Seki	Red Lake Nation		
	Faron Jackson	Leech Lake Nation		
	Gino Anselmo	MCF – Togo		
	Joe Vene	Citizen		
	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		

1. Steering Committee Composition

A. Sheriff Beitel reported that Gino Anselmo has agreed to be a member of the Steering Committee. He will inform the County Board of this new appointment. Sheriff has been in contact with Nancy Kingbird and is working on getting lines of communication/technology established to allow her to attend meetings remotely.

12/8/21 – Committee has decided to move on and find another citizen candidate to be on the committee as Nancy has adequate time to get set up and involved in the meetings. Tom B will attempt to find the list of candidates that were interviewed initially. Committee can then determine if any of those individuals would still be interested in being on the committee.

2. Advisory Committees

A. Ben M reviewed the draft e-mail of the meeting invitation to be sent out to the Advisory Committee Members. It was decided to hold this meeting on January 5th in place of the regularly scheduled Steering Committee meeting. Ben M will take any suggestions for edits to the e-mail and will distribute to the committee members next week. With the entire County Board being in attendance there will be quorum and the meeting will be posted as open to the public and media.

12/8/21 – The meeting invitation was sent out. Ben M reported that the response has been very favorable with only one person thus far responding that they were unavailable. Ben M will develop an agenda. Tom B will post the public notification.

- B. *There are currently 2 open spots on the advisory Committees. Donny W has talked to Steve S (Beltrami Co) about a potential candidate for the open Design & Operations Committee and will follow up with him to get a status update. Additionally Randy Goodwin's spot on the Programming Committee will need to be filled. Gino was asked about this opening but is not able to commit to an additional committee. The County has a list of people that were interested when the committees were formed and that will be a good starting place to find a new member.*

12/8/21 – Calandra A noted that she had been in contact with the Red Lake Jail Administrator about the open Programming Committee spot and has a potential candidate to be considered. She will send the information that she has received to the Sheriff and further discussion can be held at the next meeting.

3. Project Schedule

- A. Ben M reviewed tasks occurring in the next 30-90 days and the overall schedule.

B. Upcoming Tasks

- i. RFP Questions & Response Time
- ii. Feasibility Study RFP Response Evaluations
- iii. Feasibility Study RFP Response Interviews
- iv. Steering Committee Recommendations to County Board

- C. *10/27/21 - 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.*

11/10/21 – Dates were confirmed and are included in the draft RFP

11/24/21 – Dates were adjusted to give selection committee time to review the submissions over the holidays and to allow respondents time to make travel arrangements. Ben M will amend the RFP dates to have evaluations completed the week of 1/3, Notifications given by 1/10 and interviews early the week of 1/24. Recommendation to the County Board will then be on February 1.

12/8/21 – No change

4. Feasibility Study/Needs Assessment

A. 10/27/21 - 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.

11/10/21 – It was decided that this topic will be discussed at the meeting on 11/24/21

11/24/21 – Interview team composition was discussed, and it was decided that the interview team will be the following members of the Steering Committee: Richard Anderson, Ernie Beitel, Calandra Allen, Tom Barry & Trish Hansen. Calandra A will forward some previously utilized selection criteria to Ben M who will format for this specific RFP prior to interviews.

12/8/21 – Ben M will review and draft proposed Selection Criteria for review at the next meeting.

B. Ben M reviewed some additional questions that have been brought to his attention by parties interested in the RFP.

i. 11/24/21 -Judicial Involvement – The question was asked if the Judges are aware and on-board for participating in the pieces of the services requested in the RFP. It was decided that there needs to be a meeting with the Judges to get them up to speed. Sheriff Beitel & Tom B will ask to be on the calendar at their next Bench Meeting and will send them the RFP. They will work up an agenda for their meeting and the topic can be further discussed at the Steering Committee meeting on 12/8, if necessary.

12/8/21 – The Judicial Meeting request has been sent out and the meeting is scheduled for noon on 12/16/21. Calandra A reported on her discussions with other County Jail Administrators that they had appointed the Court Administrator to attend committee meetings to keep dialog with the Judges. Additionally, if there was a Courtroom within the facility the Judges liked to have some input.

ii. Number of pages in response and inclusion of the attachments. – Ben M will clarify via an RFP Amendment that the 25 pages, front and back, can be a total of 50 pages, but that amount is inclusive of the attachments in the RFP requiring signatures and initials.

iii. A question arose about the level of design needing to be included in the scope of work for the RFP. Ben M will clarify via an RFP amendment that there only needs to be concepts/blocks and not any architectural designs.

5. New Business/Open Discussions

A. 12/8/21 - None discussed.

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 12/22 at 10:30 AM (County Work Room)

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

Attachments (2): Jail Committee Membership Org Chart, RFP Amendment dated 12/10/21