



## 2/2/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 2/2/22  
**Meeting Location:** County Commission Work 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		
X	Jorge Prince	City of Bemidji		
X	Ernie Beitel	Beltrami County		
	Calandra Allen	Beltrami County		
X	Tom Barry	Beltrami County		
X	Trisha Hansen	DOC		
	Daryl Seki	Red Lake Nation		
	Faron Jackson	Leech Lake Nation		
*	Gino Anselmo	MCF – Togo		
X	Joe Vene	Citizen		
X	John Henningsgaard	Citizen		
X	Donny Wilcox	Construction Engineers		
X	Ben Matson	Construction Engineers		
*	Alan Richardson	Justice Planners		
*	Patrick Jablonski	Justice Planners		

### 1. Advisory Committees

**2/2/22** – Ben M reported that the Finance Committee had their initial meeting on 1/19. Bruce K from Ehlers gave a presentation and ran a few financial models. Their next meeting is scheduled for 2/9/22 and a number of additional models will be presented.

Programming Committee met for the first time just prior to this meeting. A review of the existing Programs was discussed and for the next meeting on 3/2/22 the Committee should consider what programming would look like if the building space was not a concern.

Design Committee will wait to start their meetings as there is little to discuss at this time. A low priority has been put on filling the open Design committee space due to the timeline for starting meetings.

Donny W indicated no movement on the open Design Committee position, but that Steve S had requested that he be the one to contact the proposed individual.

## 2. Project Schedule

- A. Ben M reviewed tasks occurring in the next 30-90 days and the overall schedule.
- B. Upcoming Tasks
  - i. Conduct Feasibility Study
    - a. Data requests/Analysis
    - b. Literature Review
    - c. Interviews
    - d. Facility Evaluation
    - e. Evaluate Incarceration Alternatives
  - ii. Sub Committee Meetings

## 3. Feasibility Study/Needs Assessment

*1/19/22 – Ben M has drafted Consultant Contracts between the County and Justice Planners. They have been forwarded to the County and are currently being reviewed by the County Attorney. The hope is that these can be reviewed and then have any changes incorporated so that a final version can be presented to the County Commission at their meeting on 2/1/22. If all goes according to that schedule, then they will be ready to start on things shortly thereafter.*

**2/2/22** – The contract with Justice Planners was reviewed and approved at the County Commission meeting on 2/2/22. Alan R & Patrick J attended the meeting remotely. Alan forwarded a Records Request and indicated that he would set up a DropBox for the requested data to be warehoused. The committee discussed the in-person interview schedule and ultimately decided that Justice Planners would be in town February 22 through February 24. The next Steering Committee meeting will be moved to correspond with kicking off the on-site interviews by taking place at 8:30 on 2/22/22. This Steering Committee meeting will be immediately followed by combining the three Advisory Committees for their own meeting with Justice Planners at 10:30.

## 4. Project Web Page

*12/22/21 – Tom B noted that for transparency we should get a new web page set up on the County website. Meeting minutes, attachments and any presentations for each meeting would be posted there so that the public can be kept informed of all the ongoings of the process.*

*1/5/22 – Ben M noted that he will work with Diane Moe to get her the information so that all items presented to date can be put on the County website. Ben M also noted that when meeting*

*minutes are e-mailed to the committee, they are all sent out basically in draft form, so if there are any comments or corrections to notify him so that they can be updated/modified with revised information and redistributed.*

*1/19/22 – Tom B reported that he has been working with Diane M to create the web page. There will be an opening “landing page” that will then have tabs to lead the public to items about the project such as News, Public Information and then Tabulated content from various Committee Meetings and Public Meetings. After some discussion about the information being put on the website it was decided to take off the committee member Cell Phone numbers and e-mails and to state that all questions can be directed to Ben M. Additionally, it was noted that for some of the information being considered, such as financial modeling, that high level summaries can be presented rather than posting confusing scenarios, which are working documents to help committee members get engaged and understand an end product. Ben M will update all meeting minutes and re-send to Diane M for inclusion in the web page.*

**2/2/22** – Tom B presented a Jail Project webpage draft format that he and Diane M have been working on and told the Committee how to access the page to review it themselves. The Committee is to review this page and all tabs and provide any comments back to Tom within the next 2 weeks before it goes live. Additionally, it was decided to run an article in the County newsletter telling the citizens of the County about the webpage.

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

**2/2/22** – John H inquired about what efforts were being made to contact the tribes about their participation in the committee meetings. Sheriff Beitel indicated that he had again reached out in the last week and had mentioned that if the Chairmen were unable to attend that sending a representative would also be good. Tim S noted that the dates to file for election were this week and that this might encourage more participation. Gino A encouraged us to continue to reach out and to make every effort to include the tribes. Tom B commented that he thought it prudent to use some of the time in which Justice Planners will be in town to take them to the reservations and hold in-person meetings with tribal officials. Sheriff Beitel reiterated that both tribes are represented on the Steering Committee and that he would make specific contact with the tribal leaders regarding attending the meeting on 2/22.

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

*12/22/22 – Donny W indicated that he had again spoken to Steve S with Beltrami Co about the open Design Committee position, and he indicated that he would get back to him by the end of the week. The Committee hopes to have these appointments determined shortly so that the County Commission can be updated at their 1/4/22 meeting. Additionally, the Committee discussed having a “Point Person” for CE to communicate within each Sub-Committee. Tom B for Finance, Calandra A for Design and Sheriff Beitel will communicate with Trish H regarding the Programming Committee.*

*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.*

*12/22/21 – Ben M reviewed Selection Criteria. Revisions were made to the form and other discussions took place regarding the interview format and process.*

*1/5/22 - Ben M reported that one of the two parties that had responded to the NA/FS RFP had e-mailed the prior day indicating that they would be unable to travel to Beltrami County to complete the requested work due to concerns related to Covid-19. The committee discussed this information and the fact that both proposals were essentially the same price. The committee agreed that traveling to work in-person is necessary and that the inability to do so would eliminate this party from contention for the work. It was decided to have CE contact the references and begin negotiating with the other responder, Justice Planners. Assuming that contracts can get drafted rather timely by eliminating the interview process, then a contract should be able to be in front of the County Commission for their approval at their meeting on 2/1/22. Ben M will begin working on these tasks in the next week and will notify the other party that would not be considered for the work based on their inability to travel.*

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 8:30 AM on 2/22/22. (County Work Room)**

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

Attachments (none):