



## 3/30/22- Jail Steering Committee – Meeting Minutes

**Project:** Beltrami County Jail  
**Date:** 3/30/22  
**Meeting Location:** County Commission Meeting 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
X	Jarrett Walton	Beltrami County
X	Trisha Hansen	DOC
	Daryl Seki	Red Lake Nation
	Faron Jackson	Leech Lake Nation
	Gino Anselmo	MCF – Togo
X	Joe Vene	Citizen
	John Henningsgaard	Citizen
X	Donny Wilcox	Construction Engineers
X	Ben Matson	Construction Engineers
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

### **1. Advisory Committees**

*3/16/22 – Ben M reported that the Finance Committee had met on 2/9 and reviewed and discussed additional financial models. Their next meeting is scheduled for May, following the initial information from Justice Planners.*

*Ben M reported that the Programming Committee met again on 3/2 and have developed a spreadsheet that they are filling that is tracking existing programs and potential future programs.*

*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.*

**3/30/22** – Ben M reported that the Programming Committee will be meeting again this afternoon and will continue to review and develop their spreadsheet. There have been no other sub-committee meetings since the last Steering Committee meeting.

## 2. Project Schedule

- A. Ben M reviewed an update of the overall schedule and tasks occurring in the next 30-90 days.
- B. Upcoming Tasks
  - i. Conduct Feasibility Study (ongoing)
    - a. Data requests/Analysis (ongoing)
    - b. Facility Evaluation (ongoing)
    - c. Evaluate Incarceration Alternatives (ongoing)
    - d. 1<sup>st</sup> Draft of Inmate Population Projections (4/27)
    - e. Modeling Projection Scenarios
    - f. Future Infrastructure Modeling
  - ii. Sub Committee Meetings

## 3. Feasibility Study/Needs Assessment

*3/16/22 – Ben M reported that in discussions with Alan that things are tracking according to the schedule laid out in their RFP response. They are currently on track to have the First Draft of the Inmate Population Projections completed in Late April. The committee should plan for a presentation at the 4/27/22 Steering Committee Meeting lasting roughly 90 minutes to review their initial findings.*

*3/30/22 – No Changes. The Committee inquired if there was any information that has not been forwarded to Justice Planners that might be holding them up. Ben M reported that as of his last conversation with Alan R that nothing had been reported to be slowing down their process.*

## 4. Tribal Involvement in Process

*3/16/22 – Following the interviews with Justice Planners Sheriff Beitel was contacted and informed that the members who called into the meeting were not able to be heard. Following that discussion both he and Ben M have attempted to get individual interviews set up with both of the Tribal Chairmen and Justice Planners but have not been able to get these scheduled. After much discussion about the best way to reach out and get the information needed from both tribes it was decided that the best approach would be to send a delegation of the Steering Committee to facilitate these interviews. It was agreed that Tim S will reach out to Red Lake and Tom B will reach out to Leech Lake contacts that they have to schedule a time to travel there to meet in person and then do a conference call with Justice Planners to complete this. Additionally, Sheriff Beitel will*

*reach out to White Earth to see if anything can be arranged with them in a similar manner to get their input.*

**3/30/22** – Tom B reached out to the Leech Lake Government Liaison who was very receptive to meeting, but follow-up requests have not been responded to. He will try again. Sheriff Beitel has reached out to the White Earth Public Safety Department, and they have been receptive to meeting. He is going to follow up with an e-mail. Tim S was contacted via text during the meeting, and he reported that Chairman Seki has been recovering from a surgery and has been unavailable. Joe V noted that we might be able to reach out to the Bois Forte Band to get some of their input. He will reach out to contact them.

## **5. Public Communications**

*3/16/22 – Tom B noted that a future agenda item to cover and get Steering Committee input would be to discuss Public Communications related to the project. A focus needs to be put together related to strategy and who the audience(s) will be.*

**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.

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

**3/30/22** – None Discussed

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

*The County Commission has approved the addition of Ashley McMartin to the Programming Committee and Kevin Warne to the Building Committee. A new Tribal Liaison is about to be hired and shortly after that hire is on board Gino will step back from the Steering Committee to allow that person to fill that committee role.*

### ***Project Web Page***

**3/16/22** – *Web page has gone live. Meeting minutes and Agendas as well as any future communications related to the project will continue to be added as they are issued.*

*John H noted that he appreciated comments that were made in the interviews with Justice Planners related to Alternatives to Jail. Ben M noted that he was thoroughly impressed with the level of dedication of the County Employees throughout all the interviews he sat in on. Ben M also questioned if there might be any consideration of changing the name of the building/project from “Jail” to “Corrections”. Committee members noted that has been proposed and not approved in the past.*

**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.*

**Next Jail Steering Committee Meeting – Next Meeting is scheduled for 10:30 AM on 4/13/22. (County Work Room)**

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

Attachment: None