



9/21/22- Jail Steering Committee – Meeting Minutes

Project: Beltrami County Jail
Date: 9/21/22
Meeting Location: County Commission Work Room
Start Time: 9:30 AM

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

Present	Name	Company
X	Tim Sumner	Beltrami County
X	Richard Anderson	Beltrami County
X	Jorge Prince	City of Bemidji
*	Ernie Beitel	Beltrami County
X	Calandra Allen	Beltrami County
X	Tom Barry	Beltrami County
*	Jarrett Walton	Beltrami County
X	Trisha Hansen	DOC
	Daryl Seki	Red Lake Nation
	Faron Jackson	Leech Lake Nation
X	Wendy Spry	DOC Tribal Liaison
	Joe Vene	Citizen
X	John Henningsgaard	Citizen
X	Donny Wilcox	Construction Engineers
*	Ben Matson	Construction Engineers
	James Hand	Construction Engineers
	Kirsten Carolin	Construction Engineers
	Alan Richardson	Justice Planners
	Patrick Jablonski	Justice Planners

1. Advisory Committees

9/7/22 – Bruce Kimmel from Ehlers made presentation to the board yesterday 9/6. Comments were:

- *Tim S – Didn't hear the full presentation because he was distracted by the previous subject which was the library funding.*
- *Richard A – had a hard time wrapping his head around things once Bruce mentioned that if a sales tax wasn't approved then another plan would need to be developed.*

Mayor Prince inquired if the Finance Committee has investigated federal or state funding assistance if this possibly would be available for a regional jail rather than a county jail. He feels one question that may be asked is if there are any state or federal programs to help finance a regional facility. The discussion was that the marshals aren't interested in building jails. The state is non-committal. The group could investigate the Nexus program or Tribal assistance. The Steering Committee would need to define what a regional jail is. Does this mean partnering with someone to create a jail that serves a

couple counties or does this mean our county jail where we simply rent space out? Tom noted that the Finance Committee needs to investigate other options for additional funding too. They could possibly research if other counties or regional jails have gotten other funding. It was also mentioned that if it was desired to partner with another entity or county to create a regional jail, the entire planning process would need to start over with some partners and would create a significant delay in any kind of project. Sherriff Beitel indicated that we had letters of interest from some other counties but nobody willing to sign a contract now. The sheriff would summarize who we've gotten letters from and potential interest from them for housing inmates or utilizing jail space if Beltrami County had some.

9/21/22 – Trish H is scheduled to present to the County Commission on 10/18 an update on what the Programming Committee has worked on. Finance Committee will need to meet again soon to address anything needed to be put together for a Resolution related to a LOST.

2. Project Schedule

A. Upcoming Tasks

- i. Public Communications Meetings
- ii. Public Comment Meeting – September 22
- iii. Town Hall Meeting 10/13
- iv. Second Public Hearing 10/18
- v. Extended Public Comment Period through 10/31
- vi. Creation and Finalization of Resolution for a LOST
- vii. Decision Point – Go/No Go – Board has stated this will not happen until Mid-November
- viii. Sub Committee Meetings
- ix. January 2023 deadline for Resolution to State on LOST

3. Feasibility Study/Needs Assessment

9/7/22 – Alan will be back on 9/22 to present the final recommendation and to field questions. The Committee also asked if Bruce Kimmel can be there to answer any financing questions.

9/21/22 – The format for the 9/22 meeting will be for Justice Planners to recap their scope, approach, and the options to be considered. They will then give their recommendation and the meeting will be opened for public comments. Once the hearing is closed there will be board discussion with no anticipated action. John H noted that he plans to speak as a citizen at the meeting tomorrow and asked if there were any concerns. He also noted that he's never seen the letter from the DOC about the state of the existing

facility. The committee agreed that it would be fine for him to speak as a citizen, but not on behalf of the committee.

4. Tribal Involvement in Process

8/17/22 – Sherriff Beitel indicated that he has received letters of support from Red Lake DPS and from Mahnomen County. (Attached) He is continuing to pursue additional support.

9/7/22 – Not Discussed.

9/21/22 – Sheriff Beitel has presented to both the Red Lake and Leech Lake Councils. He is hoping to receive letters of support from both. Additionally, he has reached out to Itasca and Clearwater Counties and to White Earth for letters of support.

5. Public Communications

9/7/22 – Numerous Communication topics were discussed and updated.

- James H reviewed survey responses to date with the committee.
- Reviewed Committee engagement plan and will shift the noon Rotary presentation from 9/19 to 9/12.
- John H asked where to find information on incarceration alternatives within the information on the website. The group agreed this should be clear as the question will likely get asked a lot. Calandra A and Jarrett W will put together some documentation on the programs they are currently doing to prevent recidivism and incarceration alternatives so it can be posted on the website.
- Trish H will make a presentation to the board updating the work the Programming Committee has put together at one of the October Commission Meetings.
- Sherriff Beitel will create a summarized presentation for the shorter engagements where time is limited. The presentation will consist of letting people know what we're doing and where they can find the information and encourage them to go get informed and complete the survey.
- It was suggested that we could use a 1–2-page flyer for some of the community presentations with a recap of what is being done and where to find the information.
- Tom will go to the Kelliher meeting and would like to record it so that it can be used at other places where presenters can't be present. CE will help provide a camera.
- It was discussed that there could be more regular presentations to the board during work sessions. These can't happen on September 20th as that meeting will be filled with budget items but could happen during the two meetings in October. One should be an update from the programming

committee and the other can be Q&A. The intent is to address the questions the board and others may have so the committees can put together responses.

- *With the extended decision date, the public communications, comment, and survey timeframe can be extended to October 15th. This will allow an additional month for CE to organize information gathered and for the board to be able to analyze and make a decision.*
- *The committee would like to do additional town hall meetings and public communication. CE will work on finding more opportunities and will extend the timeline on the survey and public comment.*

9/21/22 – Again numerous communication related topics were discussed.

- Yesterday the board approved the additional town hall meeting and public hearing and with these taking place the website will be updated and a press release need to be issued. CEI and Beltrami will work on getting these addressed. The tracking spreadsheet will need to be update also.
- It was noted that a video from one of the town hall meetings should be added to the website.
- It was discussed that maybe one of the townhall meetings could be virtual or held over the lunch hour to encourage better attendance.
- A FAQ sheet needs to be developed ahead of the 11/15/22 meeting. Things that are coming up frequently in the survey comments, questions about alternatives to incarceration, pre-trial, post-trial and how these impact jail populations all need to be addressed.
- Ben M reviewed the survey responses to date as well as the comments that have been posted to the survey site.

6. New Business/Open Discussions

9/22/22 – Ben M presented the committee with a copy of the MN Statute 297A.99 – Local Sales Taxes. He reviewed the highlights of the requirements for a Local Resolution to be put together for board approval and submission to the state. CEI and Tom B will review offline and discuss assignments of who will address each item to be included in the resolution. Targeted date to have this completed is 11/1 for board approval at this 11/15 meeting. It was also note that local legislators need to be contacted at some point to make sure that they will campaign for approval at the State.

7. Items Closed prior to meeting

8/17/22 – Ben M noted that the Finance Committee had met on 7/27 and reviewed different financial models based on different funding sources and for three different amounts. This committee will meet again on 8/24.

8/17/22 – The dates and times for the presentations related to the Needs Assessment have been determined. August 24th at 9:30 will be the initial presentation. There will then be a 1-month time for public outreach and education efforts. Then on 9/22 at 5:00 there will be a second meeting to address the public comments and to present a formal recommendation to the County Commission.

8/17/22 – James H with CE presented numerous draft communication documents related to communication of the NA/FS. Drafts of a Communication Plan, a press release (needing to go out 8/18) a Summary of Community Engagement Plan, a Jail Project Fact Sheet and a Feedback Survey were reviewed by the committee and edits were made. Tom B and James H will work together to issue the final press release. The Steering Committee is tasked with reviewing the Survey draft and providing comments prior to the next meeting.

As part of the Public Outreach portion of the Communication Plan there will be a big push to get the word out to numerous organizations and committees in the County. The committee reviewed options and dates to get in front of these groups and James H and Sheriff Beitel will be contacting each to get some time in front of them to talk about the NA/FS. Sheriff Beitel will be the presenter at most every presentation (once he returns from time off at the beginning of September). Each of these presentations will be tracked in the Summary spreadsheet for future reference.

9/7/22 - Mayor Prince asked if all the subcommittees were aware of the survey and website. It was discussed to make sure the committees are aware of the survey and information on the website and to take a poll on if any of them took the survey. Ben M will send an email to all committee members to make sure that they are fully aware of the information. - Closed

Next Jail Steering Committee Meeting – Next Meeting is scheduled for 9:30 AM on 10/5/22. (County Work Room)

Prepared and reviewed by Construction Engineers – Please forward any comments or corrections to

BenM@constructionengineers.com

Attachment: MN Statute 297A.99 Local Sales Taxes; Overall Project Schedule