**RED RIVER REGIONAL DISPATCH CENTER  
Authority Board Meeting  
Thursday, May 11th, 2023 1000hrs**

**Cass County Courthouse, 211 9 St S, Fargo, ND**

**Commission Room 105W**

1. **MEETING CALLED TO ORDER by Cass Commissioner Peterson at 1001hrs**

**Present:**

RRRDC Director Mary Phillippi

Cass Commissioner Peterson

West Fargo Mayor Dardis

Moorhead Commissioner Nelson

Clay Commissioner Ebinger

Clay Commissioner Campbell

Fargo Commissioner Kolpack

**Virtual**:

Fargo Mayor Mahoney

Cass Commissioner Scherling

Brian Bergstrom – SEH

**Also, in Attendance:**

Amanda Glasoe, RRRDC

Cass Co Administrator Robert Wilson

Clay Co Administrator Stephen Larson

Fargo IS Ron Gronneberg

City of Fargo Attorney Nancy Morris

Tracy Peters – Cass County (Virtual)

Wendy Reuer – Fargo Forum (Virtual)

1. **APPROVAL OF AGENDA**

Approval of May 11th, 2023 Agenda.

Commissioner Campbell made a **motion to approve the agenda**; Mayor Dardis seconded the motion. No Discussion. All approved amended motion; **motion carried.**

1. **APPROVAL OF APRIL 13TH AUTHORITY BOARD MINUTES**

Commissioner Kolpack made a **motion to approve the agenda**; Commissioner Ebinger seconded the motion. No Discussion. All approved, **motion carried.**

1. **SEH FACILITY PLAN UPDATE – BRIAN BERGSTROM**

Revised facility plan review - removing meeting room -cost savings of $224,000, approx. 400 sq. ft. removed from the building. Only changes on facility plans aske to look at.

**Discussion**: Mahoney asked if there were ways to look at material to help decrease cost per sq. foot. Bergstrom said there are a number of things to look at to bring cost down.

Peterson isn’t convinced that the cost will be as high due to previous experience with jail project. Thinks builders will be aggressive with bids and/or could design a portion to be an alternate option. Peterson believes similar experience of that with the jail will happen with dispatch center. Peterson believes this project needs to evolve into the next stage.

Phillippi remained cautious about making it too small or taking away areas needed. Employee survey priorities are kitchen and de-stress rooms and Phillippi believes that needs to be recognized as employees are not allowed to leave and there is high stress associated with the work. Phillippi stated employees need space to be alone and need adequate space to prioritize mental health. Meeting room has been cut out, do need a training room for staff meetings as well as space to bring people in on the non-secure side for interviews, hiring, etc. Server and UPS room does not include fire suppression, when it was requested and there are some things that can be tweaked when getting down to specifics. Peterson agrees with comments from Phillippi, by time get pinned down to include all items, believes bids will come in aggressively and is optimistic that between management team, designers, and builders to be, will get everything within budget. Phillippi stated that much of the building isn’t the cost, it’s what is inside the building that is the cost, systems needed to take 9-1-1 calls.

Peterson asked what action Director Phillippi needed the board to take. Phillippi would like the Board to move forward with the project. Bergstrom and Phillippi discussed design process, can move with smaller steps to get floor plan, schematic design versus current bubble diagram. Peterson agrees that need to move forward.

Ebinger asked how critical it was to have the lot determined to move forward -site location relative to building design. Bergstrom stated taking the next step not extremely critical but at some point, will be. Campbell asked to what level of confidence is the price projected. Peterson felt this is worst case scenario, nobody to build project, material costs, inflation, etc. Peterson believes there will be cost savings.

Campbell agrees with comments Phillippi made about cutting back on dispatcher areas and feels cuts wouldn’t be good – does think site selection is important. Years out the number of dispatchers is significantly more and along with site selection it’s important for the ability to expand.

**Peterson – recommends the committee advise** **management team to take next step towards schematic design. Ebinger second.** Discussion: Mahoney suggested to look at what it means in worst case scenario, financial commitments cities would need to make and would need to look at and go to State of ND and apply for loan for shortfall – look at side by side and the financial commitments ND cities would need to make. Dardis believes 1st order of business to select site.

Peterson requests to move onto move to item V to review site selection. No objections

* **Returning discussion following item V – Facility Site:**

Wilson: Recollection is proposed updated agreement which was never signed/authorized. May require new scope of work. Peterson – what would it take to proceed – Bergstrom have presented a contract and could break down, schematic design scope in there and can move forward with schematics.

Ebinger – at a point where we know this will give information needed to know what we can get, cost, timeline.

Dardis commented anxious to see drawing in placement of public works building, land placement.

**Motion (management team to take next step towards schematic design) passes**

Written proposal needed but can proceed. Original contract with Cass County – will continue on that path. Phillippi and Mr. Wilson will proceed. Phillippi – JPA states construction is delegated to Cass County.

Peterson – Remains with the authority board, county commission can elect to proceed with Bergstrom and work with Fargo legal team.

Nancy Morris – looking at agreements for the land, additional documentation needed. Peterson asked if see additional stress, Morris stated no.

1. **FACILITY SITE**

Phillippi was tasked to look three sites that have city/county property: Cass Count Jail, soon to be built Fargo Fire Station 8, Public Safety Building.

Reviewed radio connections, 911 telephone connections, fiber – 3 major systems needed at each location.

**Radios** – all sites acceptable but didn’t appear to be anything out of range.

**911 telephone connectivity** – Lumen willing to work with RRRDC to come up with pricing that works.

**Fiber** – Fiber best at Fargo locations (FFD, PSB), no fiber yet for jail but can be brought in.

**RRRDC Employees** – Cass Jail with PSB close second, and distant third was FFD.

**Executive Committee Review** – Recommendation was Public Safety Building site. Committee had serious concerns about jail location due to employee safety, railroad lines nearby, and air flight path. FFD location concerns related to distance and distance for MN partners. PSB railroad nearby does not carry hazardous material, is slow moving, carrying lumber, coal, grain – little concern about derailment. PSB is known to have good neighbors in the neighborhood. PSB building has high usage so it wouldn’t be openly available for RRRDC use but parking lot would be available for overflow.

SEH – no red flags on any locations, reviewed at high level. Each have ample space, comes down to utility cost and ease of access.

**Discussion**:

Nelson – pertaining to PSB, is there room for expansion? Yes – on the ES of current building and very lot has ample room. Phillippi added concerns for jail were space for expansion due to jail expansion needed.

Mahoney confirmed that executive recommended public safety building, Phillippi confirmed.

**Mahoney motions to move forward with Fargo PS Building, Ebinger second**

Discussion – Ebinger commented that Executive Committee was owed deference, needs to have a feeling of ownership and they have familiarity with these locations and feels it’s important to respect their input. Disappointed that jail not suitable due to safety concerns, was hopeful for cost savings.

Campbell – glad to get information from executive committee, thought jail would be front runner, made sense, convenient. Concerns with ability to expand at jail a concern, will need more dispatchers and more jail space. When see concerns about expanding, want to avoid being in that position. Site selection is important, supports motion.

Peterson will not support motion– no concerns with site expansion, railroad is some miles away from in everything in town. Savings is a no brainer, budgets constrained.

Scherling – hearing some of safety concerns from jail site – how do they compare to safety concerns for other sites. Would like to compare, issues with both sites.

Mahoney commented PSB has fire station, industrial area, safety concerns for staff, did not think about prisoners coming from the jail. Will hope with cost savings and more inclined to go to PSB.

Scherling asked, wouldn’t the jail site be safer due to jail staff on scene?

Mahoney commented those people would be outside jail, in not secure areas. PSB not public traffic, have fire personnel in area.

Roll Call Vote:

Peterson – No

Mahoney – Yes

Dardis – No

Campbell – Yes

Scherling – No

Kolpack – Yes

Ebinger – Yes

Nelson – Yes

Carlson – Absent

Simmons – Absent

**Peterson advises motion passes 4-3 (*upon completion of meeting minutes, roll call vote tally is 5-3*)**

**Discussion:**

Scherling asks if during a deeper dive, reevaluate choice if something discovered. Peterson confirmed, but would be shocked if something is found. These sites are city/county owned so moving forward is easier.

Campbell – soil borings first examined as next step.   
Peterson – generalizing one of the sites out there would have hit something already. PSB would have already identified. Soil borings are extremely expensive.

1. **COMMITTEE REPORTS**
   1. **BUDGET AND FINANCE COMMITTEE – Brandy Madrigga**

The Finance Committee met May 10th, Nelson

Fiscal agent transition from COF to Cass County – extend from July 2023 to Jan 2024.

**Recommendation to move forward with that notice:**

**Motion in packet – Kolpack / Ebinger,** no discussion **Motion Passes**

**2024 budget reviewed and moved to present at today’s meeting.**

Phillippi 5.83% increase of budget, most comes from personnel, 3.7 COLA, asked to provide previous colas for employees. RRRDC formula. Average of 2023 for agencies is 2024 COLAs.

Two items added – executive and budget and finance agreed – resiliency stress therapy, $10,000, $8500 for radio consolette for interoperability.

**Motion: Commissioner Scherling recommends the draft budget be approved today, presented tomorrow to be reviewed by authority board for approval in June**

Peterson – regarding mental health, ability to create a synergy. Phillippi answered $10,000 was first estimate given, don’t expect it to be any more. Fargo Fire and Police using as well and requiring once a year check in. Peterson recommends Phillippi discuss with Cass HR team to determine if synergy is available.

Budget is informational only today. Dardis complimented Phillippi on detail and grasp on budget, reassuring that she understands her budget.

* 1. **EXECUTIVE COMMITTEE –**

Executive Committee held special meeting on May 9th. Sheriff Empting unable to attend – Phillippi reviewed information discussed and provided related to site, also consulted with them on budget.

No other business.

1. **ADJOURNMENT** Kolpack/Ebinger second - **Meeting adjourned**.

**Next Meeting: Thursday, June 8th, 10:00am at Cass County Commission Room 105W**

*Meeting minutes by: Amanda Glasoe, RRRDC*