**August 10, 2023 10:00 A.M.**

 **Cass County Courthouse, 211 9 St S, Fargo, ND Commission Room 105W**

**In Attendance: Virtual:**

Clay Co Commissioner Dave Ebinger (Vice Chair) Cass CO Commissioner Mary Scherling

Clay Commissioner Kevin Campbell Fargo Mayor Tim Mahoney

Fargo Commissioner Denise Kolpack Moorhead Mayor Shelly Carlson

West Fargo Commission President Bernie Dardis Moorhead Council Member Ryan Nelson

**Also Present:**

RRRDC Asst Director Amanda Glasoe Brian Bergstrom – Project Manager SEH

Cass Co Finance Director Brandi Madrigga Cass Co HR Director Tracy Peters

Erik Johnson Steven Larson

Fargo Fire Chief Steve Dirksen Brian Glaeske

Cass Co Administrator Robert Wilson

Moorhead Fire Chief Wallin

1. **Call to order – 1300 - Bergquist**
2. Approval of agenda – **motion by Scherling, second by Campbell. Motion Passed.**
3. Approval of July 13, 2023 Authority Board minutes – **Motion by Kolpack, second by Dardis. Motion Passed**
4. Facility Site Design Update – Brian Bergstrom - SEH
	1. Site survey completed. No major red flags. Reach out to city to schedule pre-planning meeting next. Drainage ditch existing that we don’t want to disrupt therefore placing Center to the east of it near property line. Parking lot on north – 30 spaces for staff and for visitors. Additional parking would be at the Public Safety Building as overflow. Entry plaza from parking lot. On Back side (south) would be central utility plant (CUP). Service entry also on south side – secure entry. Trash enclosure area also south – will develop more over next few weeks. Commissioner Dardis - Fence line existing? Fire Chief Dirksen - Yes. Moving to concept floor plan – met with Director Phillippi for review last week. This concept is several hundred square feet smaller than original concept. Condensing and finding efficiencies = cost savings. Discussed layout of current floor plan idea. Mentioned that the server room built out now is oversized and will be kept that way until we find out how much space will actually be needed for the equipment. The Dispatch room will hold 18 consoles on the floor, 2 supervisor consoles and 6 training consoles. Could go live with 26 consoles if needed. Would start with 14 consoles and grow into 18. Currently working through console positions for the dispatch floor – see what setup works best for staff. This room will change and morph over next several weeks. No questions.
	2. Next steps: working through with the City for pre-planning for utilities, storm water, etc. Building focus is currently on the dispatch floor layout. Also beginning elevation studies on exterior. Will bring revisions as they happen in regards to visual appearance and materials. Then would start to right size rooms like mechanical and server rooms – fine tune spaces for efficiency. Mayor Mahoney – when mentioned of shrinking the foot print for cost reduction – big or little? SEH – minimizing by $400/sq ft. so if we can cut out some it’s a good amount but won’t make a huge dent in overall budget. Trying to be mindful of shrinking the size so we don’t loose functionality. Mayor Mahoney - Staging how you fill the floor? Fit for 14 and grow to 18 or fit for 18 off the bat and grow. SEH posed the question back on which way the Board would prefer. Commissioner Campbell recommended to fit for the 18 and grow into them. Commissioner Ebinger agreed and said the building won’t get any cheaper waiting. Commissioner Dardis and Mayor Carlson agreed. Commissioner Sherling - Where would size be reduced moving forward? SEH – not a lot of significant reduction to be done. Server room may change. Planned for a lot of racks prebuilt but may not need it now. But could leave to grow into. Don’t want to build a server room and only fill it 25%. Another location that could shrink could be the lobby. Could squeeze there since it’s public but may not really going to be used a lot by public. Commissioner Scherling thinks the lobby could be condensed as well as restroom size in the lobby. Current build in the county has small seating area and 1 restroom and it’s adequate because you wait and then move on. Also seems like there’s a lot of total restrooms? SEH – 8 total restrooms? Commissioner Scherling also had questions on having 4 “bunker” (destress) rooms.
5. Land Lease for Facility – Erik Johnson & Fire Chief Dirksen
	1. Distributed the rough draft of the land lease – in good condition but can use a good proofing. Obtained approval from City of Fargo commission – made land available for Center. Long term lease – 50-year was focal point instead of a 20-year lease with automatic renewal. Lease could terminate sooner if needed. Or renew after 50 years upon mutual agreement. Ground lease but Dispatch would own building including parking, etc. City offered rent of $1 a year, Johnson proposed $1 for 50 year term. Discussed 911 fee going away, agencies leaving, etc. Cost could be reevaluated. If City wanted to sell land the Center would get the right of first refusal before sold. Upon Termination the ownership of building would be turned over or could be demolished. Shared driveway with Public Safety Building. Agreement will call for shared use of parking and entrance. Resurfacing and striping being worked through on who covers maintenance. Dirksen – shared entrance came at request from city planning and engineering. Want to eliminate cuts into the street for utility options. Reduces cost but will work on exactly where the building will sit as this new model is different than previous models. Agreement similar to one with the Chamber – good for all parties. Dirksen reviewed and nothing scares him. Discussion between Scherling, Campbell and Ebinger about who gets the building after the 50 years if not in use – the City of the County and how that should be treated whether it’s repurposed, demolished, etc. Scherling had concerns if it’s not decided it will be similar to an issue the County is having now purchasing a building in Fargo. Mahoney also recommended deciding on a joint appraisal company – don’t want dueling appraisals in the future. Counties and Cities should be reasonable partners to determine cost. Johnson will work on that wording, too. Seems like a more collaborative approach. Dardis’s concern is less about the value and more about new players in the JPA in 50 years who might not feel the same as those present now – issue of politics could arise. Needs to be a super majority to dissolve due to the investment or some wording about leaving. Dirksen mentions there’s something already written into the JPA for protection. Dardis would still like redundancy as this is a new and different agreement than the JPA. Johnson also mentioned maybe added an amendment to JPA to add supermajority wording there, too. Further discussion about selling the land and Dirksen understands a clause should be added that the land can’t be sold during the term of the lease. Mahoney mentions it should/could only be sold to the County since their building is sitting on it and all agreed that was fair. Johnson would like to bring back changes to this Board before presenting to the Commission. If this group agrees he doesn’t foresee the Commission seeing an issue. Dirksen encouraged to socialize at a few commission meetings before next Authority meeting. Could really get things moving if it could be signed off by Sept 1 Commission meeting. Should be able to make changes quickly. Johnson mentioned calling a special meeting to get feedback from the board instead of via emails. He’ll circulate todays draft and will send another so changes can be seen. Carlson said a redline version would be appreciated before the September meeting. Dardis said it’s critical to have land agreement locked down before moving forward. Ebinger said if everyone can come to general consensus Director Phillippi can call special meeting and there can be a virtual meeting option so it’s available for all. Would be nice to have issue settled before next Authority Board meeting. No other discussion.
6. Committee Reports
	1. Budget and Finance Committee – Finance Director Brandy Madrigga met 8/9/23
		1. 2023 YTD financials reviewed. In line w/ expectations. 2022 Audit expected to be presented before Sept meeting. Staffing discussed. MRA salary survey currently being completed (last in 2020 and done every 3 years). Expected results in November. No questions.
	2. Executive Committee – no meeting
7. Ebinger shared words on the July 14th shooting. A lot of recognition has been given to responders present but don’t think it’s an overstatement that the Dispatcher Center personnel were integral to response. Stepped forward and did an exemplary job. Clay Co small town mayors met and the comments about not wanting a joint center any longer were gone. Let employees know how grateful they are for their work. If anything is needed to support employees all you have to do is ask the Board and they’ll make it happen. They understand this was a traumatic event for dispatchers as well. Mahoney asked if employees are receiving the support similar to police and fire. He understands it was a tough day for Dispatch too and want to make sure they’re support. Glasoe said the peer support team was brought in at the time. Met and did debriefs that day. Director Phillippi also started a RST look and have made that available. Contract is not yet signed but will pay as needed, if utilized. Ebinger said that won’t be blanketed in the budget for 2024. He wants to keep our people healthy after incidents like this and doesn’t want them struggling at home. Dardis said this even goes beyond this incident. Each of the neighboring departments provided extra support to Fargo PD to get officers off the streets for help they needed. Dispatch had to deal with those changes, too. Went on for weeks until services were completed. “The role Dispatch played was huge.”
8. Adjournment – **motion made by Scherling, second by Kolpack. All in favor.** Adjorned at 1054hrs.