



Fargo-Moorhead Metropolitan Council of Governments

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To: Cass Clay Food Commission
From: Cass Clay Food Partners
Fargo-Moorhead Metropolitan Council of Governments (Metro COG)
Date: March 8, 2018
RE: Cass Clay Food Commission Agenda and Correspondence

19th Meeting of the Cass Clay Food Commission

March 14, 2018 10:30 am – 12:00 pm
Location: Fargo City Commission Chambers

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| 10:30 am | 1. Welcome |
| | a. Approve Order & Contents of the Overall Agenda |
| | b. Review & Action on Minutes from January 10, 2018
(Attachment 1) |
| 10:35 am | 2. Commission Check-In – Chair Rasmussen |
| 10:40 am | 3. Update on Revised Joint Powers Agreement (Attachment 2) – Adam Altenburg |
| 10:45 am | 4. GleaND Update – Nancy Carriveau |
| 10:55 am | 5. First Fridays @ B Update – Megan Myrdal |
| 11:00 am | 6. Nutrition Assistance Programs & Reauthorization of the Farm Bill – Megan Ditterick, Specialist & EFNEP/FNP Coordinator NDSU Extension Service |
| 11:45 am | 7. Public Comment Opportunity – Chair Rasmussen |
| 11:50 am | 8. Commission & Steering Committee Roundtable – Chair Rasmussen |
| 11:55 am | 9. Commission Action Steps |
| | a. Next First Fridays @ B – April 6, 2018 |
| | b. Next Commission Meeting – May 9, 2018 |
| 12:00 pm | 10. Adjournment |

Cass Clay Food Commission meetings are taped and rebroadcast on cable channel TV Fargo 56 each Friday at 11:00 am. People with disabilities who plan to attend this meeting and need special accommodations should contact Savanna Leach at Metro COG at 701.232.3242. Please contact us at least 48 hours before the meeting to give our staff adequate time to make arrangements. Meeting minutes are available on the Cass Clay Food Partners website at www.cassclayfoodpartners.org and Metro COG's website at www.fmmetrocog.org.

Attachment 1

**18th Meeting of the
Cass Clay Food Commission
January 10th, 2018
Fargo Commission Chambers**

Members Present:

Arland Rasmussen, Cass County Commission, Chair
Mike Thorstad, West Fargo City Commission
Jim Aasness, Dilworth City Council
Mindy Grant, At-Large Member
Chris Olson, At-Large Member
Kayla Pridmore, At-Large Member
Bukola Bakare, At-Large Member
Nancy Carriveau, At-Large Member

Members Absent:

Jenny Mongeau, Clay County Commission
John Strand, Fargo City Commission
Heidi Durand, Moorhead City Council
Sharon May, Horace City Council

Others Present:

Kim Lipetzky, Fargo Cass Public Health
Gina Nolte, Clay County Public Health
Hali Durand, Cass County Planning
Megan Myrdal, NDSU Extension
Rita Ussatis, NDSU Extension
Noelle Harden, U of M Extension
Nikki Johnson, U of M and NDSU Extension
Abby Gold, NDSU
Deb Haugen, Cass Clay Food Partners
Joleen Baker, Cass Clay Food Partners
Barb Witteman, Cass Clay Food Partners
Whitney Oxendahl, Cass Clay Food Partners
Adam Altenburg, Fargo-Moorhead Metropolitan Council of Governments

Chair Rasmussen called the meeting to order at 10:30 AM.

1(a). Approve Order and Contents of the Overall Agenda

A motion to approve the order and contents of the overall agenda was made by Ms. Witteman and seconded by Mr. Aasness. The motion was voted on and unanimously approved.

1(b). Review and Action on Minutes from November 8, 2017

A motion to approve the minutes was made by Mr. Aasness and seconded by Mr. Thorstad. The motion was voted on and unanimously approved.

1(c). Welcome to New City of Horace Commission Member, Sharon May

Chair Rasmussen stated that City of Horace Council Member Sharon May had been appointed by the city to serve on the Food Commission.

2. Commission Check-In

Chair Rasmussen stated that Commission members and the steering committee had an opportunity to provide updates on news or events happening in the community.

Ms. Baker shared several promotional events that were happening at Prairie Roots Co-op in Fargo. She iterated that people do not need to be members in order to shop there.

Ms. Bakare shared a bit of background information about herself, stating that she is a doctoral student studying transportation and logistics at NDSU. She stated that she was selected to participate in the Robert Wood Johnson Foundation's new Healthy Policy Research Scholars program looking at ways to ensure better and more equitable health care, including issues impacting food systems.

Ms. Harden stated that the Minnesota Institute for Sustainable Farming (MISA) was holding a workshop on the basics of hydroponic farming at the Lakes Country Service Cooperative in Fergus Falls on February 3.

3. Certificates of Appreciation for Jon Evert and Dana Rieth

Ms. Lipetzky thanked Mr. Evert and Ms. Rieth for their service as at-large members on the Food Commission. She stated that neither could attend the meeting but that certificates of appreciation would be presented to both of them.

4. Approve Appointments of New At-Large Members – Bukola Bakare and Nancy Carriveau

Chair Rasmussen explained that, with Jon Evert and Dana Rieth fulfilling their terms, the steering committee had sought two new applicants to serve on the Commission. He explained that the steering committee reviewed at-large member applicants currently on-file and ranked each candidate according to expertise, how they would fill potential gaps as they relate to food systems issues, time commitment, and other advocacy efforts in the community.

Chair Rasmussen stated that with the completion of this process, the steering committee recommended the appointments of Bukola Bakare and Nancy Carriveau as new at-large members to the Commission.

A motion to approve the the appointments of Bukola Bakare and Nancy Carriveau to the Commission was made by Mr. Thorstad and seconded by Mr. Aasness. The motion was voted on and unanimously approved.

5. Healthy Corner Store Initiative Blueprint

Ms. Oxendahl explained that municipalities have begun turning to healthy corner store programs to assist with education and marketing campaigns to promote the benefits of healthier foods at smaller stores. She stated that these campaigns are often geared towards consumers who may have limited access to fresh, health food or may not live near a grocery store. She explained several benefits of healthy corner store initiatives including: better access and availability of fresh produce and whole grains, opportunities for in-store nutrition lessons, enhanced customer and community health, and increased profits from healthy foods. She stated that concerns include availability of funds to invest in programs to ensure that they are successful as well as concerns from store owners that customers may not purchase fresh produce. She concluded with information on an ordinance that the City of Minneapolis had passed aimed at requiring stores to carry a certain amount of produce and other staple foods.

Mr. Thorstad asked how it might be possible to force chain-operated convenience stores to carry healthy foods since they may be limited to the goods their distribution networks provide. Ms. Grant stated that she had seen examples of convenience stores starting to carry fruits and vegetables, especially near schools and in places far from other grocery stores in the metropolitan area. Ms. Myrdal added that other food policy councils around the nation are sometimes better able to provide community input to grocery or convenience stores when there is a recognized need for produce or staple foods in an area. Ms. Carriveau further added that, in her experience, convenience store managers often have a greater level of autonomy in making decisions on what goods their stores will carry.

A motion to approve the healthy corner store initiative blueprint was made by Ms. Grant and seconded by Mr. Thorstad. The motion was voted on and unanimously approved.

6. Cass Clay Food Partners Activities and Takeaways

Ms. Myrdal asked Commission members, the steering committee, and members of the audience to take a few moments and share some strategies for healthy corner store programs including: potential locations in the metropolitan area, education and awareness activities, and if there are current funding mechanisms that might support such programs.

Ms. Harden touched upon some of the recent activities of the Commission. She asked members to recall recent blueprints approved by the Commission and work that had been completed over the past three years. She also provided brief highlights on the food access discussion that occurred at the Commission meeting in November as well as the Future of Food event that occurred on November 20 at the Bluestem Center for the Arts in Moorhead.

Ms. Myrdal explained that, in order to better involve the public in food topics of importance in the community, the Cass Clay Food Partners launched a First Fridays series at Theatre B in Moorhead. She stated that the first meeting occurred on January 5 and featured community announcements, followed by a presentation and Q&A session with members of Growing Together, including Jack Wood and Nola Storm. She encouraged people to attend the next First Friday on February 2, featuring staff and board members of Prairie Roots Co-op.

7. Food Access Policy Themes and Next Steps

Ms. Harden presented a presentation on different food access themes, food skills, food exploration, and potential next steps for the Commission. She touched upon local and national planning programs including programs conducted through extension services in North Dakota and Minnesota as well as services in different states providing education and training related to food preparation, details on the administration of food related programs, and hunger policies.

8. Public Comment Opportunity

Chair Rasmussen informed the Commission that time would be allotted for public comments.

Travis Hoffman, Extension Sheep Specialist at NDSU, stated that he would be interested in being involved in potential future discussions on the importance of lean meat protein or other similar topics.

Jack Wood, Growing Together, stated that they would be adding a third Thursday night garden and would be looking for core volunteers to assist them.

9. Commission and Steering Committee Roundtable

Chair Rasmussen asked for the Commission and the steering committee to share any additional updates.

Ms. Myrdal stated that the next Heart-n-Soul Community Café would be January 28 at Square One Kitchen in Fargo.

Ms. Bakare shared that she had just received a grant to implement a project looking to assist New Americans with raised gardens. She stated that she would like to reach out to Commission members about the project in the coming months.

10. Commission Action Steps

Chair Rasmussen stated that the next Commission meeting would be held on March 14. He also mentioned the next First Friday meeting would be held on February 2 at Theatre B in Moorhead.

Chair Rasmussen adjourned the meeting at 11:53 AM.

Attachment 2

To: Cass Clay Food Commission
From: Adam Altenburg, Metro COG
Date: March 7, 2018
Re: *Revised Joint Powers Agreement*

Fargo Cass Public Health and Metro COG have made some minor edits to the Joint Powers Agreement which first formed the Food Commission back in late 2014. In the past, Metro COG has periodically looked at and updated other Joint Powers Agreements so that agreements are reflective of current needs.

The revised Agreement will be presented to the City of Fargo and Clay County for review and approval in the coming weeks. It should be noted that these changes do not affect or solicit funding from jurisdictions involved in the Commission.

Requested Action:
None

JOINT POWERS AGREEMENT
CASS CLAY FOOD COMMISSION (CCFC)

This CASS CLAY FOOD COMMISSION JOINT POWERS AGREEMENT “the Agreement” is by and between the City of Fargo, North Dakota, a municipal corporation; and the County of Clay, a political subdivision of the State of Minnesota; which are referred to herein individually as a “Party” and collectively as “Parties”.

RECITALS

WHEREAS, by previous agreement dated November 2014, representatives of Fargo and Clay County developed a Commission known as the "Cass-Clay Food Systems Advisory Commission" (currently named the Cass Clay Food Commission); the Commission is an advisory board aimed at increasing access to safe, nutritious, affordable, and culturally-based food for Fargo-Moorhead Metropolitan Area residents; and

Whereas, the Cass Clay Food Partners (CCFP) was created in 2010 with the goal of strengthening all aspects of the local food system, and has been guided by existing staff from Fargo Cass Public Health, Clay County Public Health, and other partnering agencies; and

Whereas, the local food system includes producers, processors, distributors, and consumers; and strengthening the local food system will benefit the health, food security, economy, and environment in the Fargo-Moorhead Metropolitan Area; and

Whereas, CCFP has forged commitments from both public and private partners to sustain a Steering Committee to address food systems issues by overseeing and providing direction to both the CCFC and Cass Clay Food Action Network (CCFAN); and

Whereas, the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) completed the Metropolitan Food Systems Plan which outlines five (5) Strategic Objectives to improve the local food system: 1) Support the Development of Local Food; 2) Address Issues of Food Access and

Environmental Justice; 3) Ensure Public Policy that Recognizes and Supports Local Food Systems; 4) Increase Public Awareness Regarding the Benefits of the Local Food System; and 5) Improve Community Health Outcomes; and

Whereas, the City of Fargo, Clay County, and Fargo Cass Public Health approved the Metropolitan Food Systems Plan, which outlines a series of issues, opportunities, and implementation strategies to address Food Systems within the Fargo-Moorhead Metropolitan Area, including the creation of the Cass Clay Food Commission to guide policy makers and elected officials.

Now Therefore, it is Agreed by and between the Parties hereto as follows:

ARTICLE I: CONTINUATION OF EXISTENCE

The Parties hereby agree that the Cass Clay Food Commission, previously established by an Agreement dated November 2014 between the Parties, shall continue to exist and operate according to the updated terms of this Agreement. The original Agreement has been modified with respect to matters relating to membership, administration, and name of the Commission.

ARTICLE II: DEFINITIONS

As used in this Agreement, unless the context requires otherwise, the meanings of the terms set forth below shall be as follows:

- 2.1 “At-large Member” means a representative recommended by the Steering Committee and appointed by the Commission to serve on the Commission.
- 2.2 “Agreement” means this Joint Powers Agreement, which creates this Commission.
- 2.3 “Commission” means the Cass Clay Food Commission.
- 2.4 “Fargo-Moorhead Metropolitan Area” means the area comprising all of Cass County, North Dakota and Clay County, Minnesota.
- 2.5 “Food Action Network” means the Cass Clay Food Action Network, a network of collaborating partners and organizations working to implement the mission of CCFP.
- 2.6 “Member” means a public entity, including each individual Party, which satisfies the requirements of Article VI (Membership) of this Agreement.
- 2.7 “Party” means a public entity which, pursuant to its governing body, has executed the Agreement.

- 2.8 “Steering Committee” means the technical advisory body of the CCFP that provides information and guidance to the Commission.

ARTICLE III: CREATION OF THE COMMISSION

In November 2014 there was created, pursuant to Chapter 54-40.3 of the North Dakota Century Code and Minnesota Statutes §471.59, a public entity to be known as the Cass Clay Food Commission, which shall be a Commission separate from its Members.

ARTICLE IV: TERM

This Agreement shall become effective upon execution by each of the Parties and shall remain in effect until terminated upon the mutual agreement of the Parties through their respective governing bodies.

ARTICLE V: PURPOSE AND POWERS

- 5.1 Purpose. The purpose of this Agreement is to maintain a public entity separate from its Members to advise policy makers and elected officials in the Fargo-Moorhead Metropolitan Area on how to assure that residents have access to safe, nutritious, affordable, and culturally based foods. Among other activities, this Commission shall:
- a) Assess the food system in the Fargo-Moorhead Metropolitan Area with consideration of state and national trends and issues;
 - b) Educate policy makers in all local jurisdictions on food systems issues;
 - c) Provide language for policies and codes based on research;
 - d) Support community wellness through various activities related to healthy food consumption;
 - e) Cultivate partnerships and foster collaborative communication between local jurisdictions and other public and private partners;
 - f) Encourage inquiries from local jurisdictions on food systems issues;
 - g) Propose recommendations on ways to improve the food system in the Fargo-Moorhead Metropolitan Area; and
 - h) Oversee the implementation of the Metropolitan Food Systems Plan.
- 5.2 Powers. Consistent with and subject to the terms of the Agreement and applicable laws, the Commission shall have the following powers:

- a) To coordinate and prioritize food systems planning efforts and activities undertaken by the Commission;
- b) To enter into agreements with entities, including private entities, to provide assistance on food systems activities, projects, or reports;
- c) To expend available funds in accordance to any and all stipulations, including funds received on behalf of the Commission through voluntary contributions from Members, grants, or other sources; and
- d) To perform other acts consistent with and necessary to implement the purpose of the Agreement.

ARTICLE VI: MEMBERSHIP

- 6.1 Members. Each Party which possesses the powers described in the recitals and in Article V (Purpose and Powers) of this Agreement that executes this Agreement, and any public entity which is recognized to have a financial stake in the operation of the Commission, shall be a Member.
- 6.2 New Members. Any public entity that is not a Member on the effective date of this Agreement shall be a Member upon; 1) the approval of the Commission; and 2) written agreement to the terms and conditions of this Agreement.

ARTICLE VII: MEETINGS

The regular bi-monthly meeting date of the Commission shall be established by resolution of the Commission and may be changed or rescheduled as needed. All meetings of the Commission are subject to open meeting laws pursuant to North Dakota Century Code §§ 44-04-17.1 through 44-04-31 and Minnesota Statutes Chapter 13D, and shall be governed by Robert's Rules of Order. Members and At-large Members shall be notified of meeting dates, times, and locations.

ARTICLE VIII: MEMBER VOTING

- 8.1 Quorum. A quorum of any meeting of the Commission shall consist of a majority of voting members. In the absence of a quorum, any meeting may be adjourned from time to time by a vote of a majority present, but no other business may be transacted.
- 8.2 Voting Member. The Commission shall consist of Members appointed by the following governing bodies; and At-large Members appointed by the Commission:

- a) City of Fargo – one (1) Member of the City Commission;
- b) City of Moorhead – one (1) Member of the City Council;
- c) City of West Fargo – one (1) Member of the City Commission;
- d) City of Dilworth – one (1) Member of the City Council;
- e) City of Horace – one (1) Member of the City Council
- f) Cass County – one (1) Member of the County Commission;
- g) Clay County – one (1) Member of the County Commission;
- h) At-large Members – five (5) At-large Members recommended by the Steering Committee and agreed upon by a majority of Commission Members; and each such person shall serve a two (2) year term;
- i) Chair – one (1) Chair appointed bi-annually by a majority vote of the Commission; and such person shall serve a two (2) year term –OR– rotated amongst current Members based upon portfolio assignments of Member jurisdictions and guidance by the Commission and Steering Committee.
- j) Proxy – In the event a Member appointed by the governing body is unable to attend a meeting, a proxy may be sent from the same governing body.

All motions will be noted by a voice vote with one (1) vote per voting member. All motions shall be decided by a simple majority vote of voting members present.

- 8.3 Ex-officio Membership. Ex-officio (non-voting) membership shall be granted to the Fargo Cass Public Health, Clay County Public Health, the Steering Committee, and Metro COG.

ARTCILE IX: STEERING COMMITTEE

The Commission shall rely on the expertise of the Steering Committee composed of technical staff of the Parties. The Steering Committee shall make recommendations concerning the priorities and direction of the Commission. The Steering Committee shall review, monitor, and prioritize projects from a cross-functional perspective as brought forward by the Food Action Network and other public and private partners. The Steering Committee shall approve a list of recommended At-large Members with a background or expertise on issues related to food systems to serve on the Commission, subject to a majority vote of current Commission Members. However, the Steering Committee or any

participant on the Steering Committee shall not have any authority to act on behalf of the Commission.

ARTICLE X: FOOD ACTION NETWORK

10.1 Food Action Network. The Commission and Steering Committee shall work with the Food Action Network and other groups recognized by the Commission to assist in carrying out the objectives of the Commission. However, no Food Action Network participant shall have any authority to act on behalf of the Commission.

ARTICLE XI: WITHDRAWAL OF MEMBERS

11.1 Unilateral Withdrawal. A Member may unilaterally withdraw from this Commission without causing or requiring termination of this Agreement, effective upon thirty (30) days' written notice to the Commission.

11.2 Termination of Membership. The Commission may terminate the membership of any At-large Member upon good cause and a two-thirds majority vote. Good cause includes, but is not limited to; 1) At-large Members who have four (4) unexcused absences in one (1) year for Commission meetings; and/or 2) At-large Members that act in such a way that reflects negatively on the Commission.

ARTICLE XII: FUNDING SOURCES

Until such time as may be agreed, the Steering Committee on behalf of the Commission shall continue to independently apply for federal or state funding, as well as seek funds from other public and private sources.

In Witness Whereof, the Members hereto have executed this Agreement by authorized officials thereof on the dates indicated below, which Agreement may be executed in counterparts by and between the Parties hereto as follows:

THE CITY OF FARGO, NORTH DAKOTA

A municipal corporation

Timothy J. Mahoney, Mayor
City of Fargo

Date

ATTEST:

City Administrator

THE COUNTY OF CLAY, MINNESOTA

A political subdivision

Jenny Mongeau, Chair
Clay County Board of Commissioners

Date

ATTEST:

County Administrator