

Agenda Item 1c, Attachment 1

564th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, March 21, 2019 – 4:00 pm
Metro COG Conference Room

Members Present:

Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Jonathan	Judd	Moorhead City Council
Nicole	Mattson	Moorhead Planning Commission (alternate for Jonathan Judd)
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission

Members Absent:

Duane	Breitling	Cass County Commission
Shara	Fischer	Fargo Planning Commission
Tony	Gehrig	Fargo City Commission
Eric	Gjerdevig	West Fargo City Commission
Johnathan	Judd	Moorhead City Council
John	Koerselman	Horace City Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Matt	Huettl	HDR
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 pm, on March 21, 2019 by Chair Mongeau, noting a quorum was present. Introductions were made.
- 1b. Approve Order and Contents of Overall Agenda, approved**
Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 564th Policy Board Meeting.

Mr. Strand moved, seconded by Mr. Gehrtz

MOTION, passed. 10-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the February 21, 2019 Meeting.

MOTION: Approve the March 21, 2019 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Mr. Jesme.

MOTION, passed. 10-0

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the March 2019 Bills as listed on Attachment 1d.

MOTION: Approve the March 2019 Bills List.

Mr. Gehrtz moved, seconded by Mr. Gunkelman.

MOTION, passed. 10-0

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-b on the Consent Agenda.

a. February Month End Report

b. Federal Functional Class Update – North Dakota

MOTION: Approve Items a-b on the Consent Agenda.

Mr. Gehrtz moved, seconded by Mr. Hendrickson.

MOTION, passed. 10-0

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

*Mr. Schneider joined the meeting at 4:06 pm

3b. 13th Avenue Corridor Study Report

Mr. Farnsworth, Metro COG Transportation Planner and Mr. Huettl from HDR presented the 13th Avenue Corridor Study final report.

MOTION: Approve the 13th Avenue Corridor Study final report

Mr. Schneider moved, seconded by Mr. Olson.

MOTION, passed. 11-0

Motion carried unanimously.

3c. FM Diversion Rec Plan Request for Proposals (RFP)

Mr. Altenburg presented the RFP for the FM Diversion Rec Plan. Mr. Gunkelman asked the location of a potential greenway. Ms. Gray said that would likely be an early topic of discussion, but at this stage, it is anticipated to be primarily on the side of the channel that's closest to the adjacent communities, so residents can easily access the space.

MOTION: Approve the RFP for the Diversion Rec Plan, contingent on inclusion of comments received by staff from Jason Benson, Cass County Engineer, shortly before the Policy Board meeting.

Mr. Piepkorn moved, seconded by Mr. Strand.

MOTION, passed. 11-0

Motion carried unanimously.

*Mr. Judd joined the meeting at 4:26 pm

3d. 2019-2020 UPWP Amendment #2

Ms. Gray presented amendment #2 to the 2019-2020 UPWP. Ms. Gray explained that the 17th Avenue Corridor Study was complete at the end of 2017 and was not originally carried over into the 2019 work program. Due to public input, the City of Fargo and Metro COG chose to continue the project into 2019 to allow time for another public presentation and open house and online survey before final action by the City of Fargo. Additional work will be paid for by the City of Fargo with local funds only.

Ms. Gray explained that the Executive Committee approved the purchase of traffic counting equipment that was not budgeted in 2019 using a combination of leftover overhead dollars, which had been designated for traffic counting equipment) from 2018, supplemented with local funds Metro COG currently has in its reserves. She explained that this action of amending the UPWP is simply to document the use of funds for this purpose.

Ms. Gray added that the amendment is an administrative modification only, not requiring NDDOT and FHWA approval, since it constitutes a change to less than one percent of the budget. When we reach a cumulative level of 10 percent change, any amendments will need to be submitted to NDDOT and FHWA for approval.

MOTION: Approve 2019-2020 UPWP Amendment #2, an administrative modification

Mr. Gehrtz moved, seconded by Mr. Gunkleman.

MOTION, passed. 11-0 (Mr. Judd abstained from the vote; alternate voted)

Motion carried unanimously.

***Mr. Judd took over as the voting member for Ms. Mattson**

3e. 17th Avenue South Corridor Study – Contract Amendment #1

Ms. Gray presented contract amendment #1 to the 17th Avenue South corridor study. Ms. Gray explained that the 17th Avenue Corridor Study in Fargo was not

originally carried over into the 2019 work program, because the report was completed and was going through the review and approval process with the City of Fargo near the end of the year. Due to public input received around that time, the City and Metro COG made the decision to continue the project into 2019 to allow time for one more public open house and an online survey before final action by the City of Fargo. The extra cost will be covered 100% by the City of Fargo.

MOTION: Approve amendment #1 of the contract with KLJ Engineering for the 17th Avenue S Corridor Study

Mr. Olson moved, seconded by Mr. Schneider.

MOTION, passed. 11-0

Motion carried unanimously.

3f. Affirm 2020 Contracted Projects; Future Project Solicitation

Ms. Gray presented the project list currently programmed for the 2020 UPWP. Ms. Mattson asked about the Moorhead 17th Street N Study. Ms. Gray explained that the intent of the study is to look at possible reprogramming of the extra-wide street and right of way that exists on that roadway, and possibly apply the planning level concepts developed for this project on other corridors in Moorhead and throughout the rest of the metropolitan area. Ms. Gray also presented a project solicitation form to be used a way for local staff, policy makers and the public to submit ideas for future studies and plans that are needed in the metro area. The intent is to use this information to prepare and maintain an on-going project list to be used as a reference when budgeting and preparing the UPWP.

MOTION: Affirm the 2020 projects, including those continued from 2019 and new projects initiated in 2020.

Mr. Piepkorn moved, seconded by Mr. Schneider.

MOTION, passed. 11-0

Motion carried unanimously.

3g. 2018 Indirect Rate: Billing to NDDOT for Additional Funds and Effect on Local Match

Ms. Gray presented a request for local funds for the 20% local match to an additional reimbursement amount from NDDOT, as a result of an unapplied indirect rate in 2018.

MOTION: Approve the invoicing of NDDOT for 2018 overhead costs using the approved indirect rate, and invoicing the local jurisdictions for their share of the local match.

Mr. Gehrtz moved, seconded by Mr. Stofferahn.

MOTION, passed. 11-0

Motion carried unanimously.

3h. Temporary Lease between City of Fargo and Metro COG for use of Fargo Civic Center Space

Ms. Gray presented the lease between the City of Fargo and Metro COG for the temporary use of the Fargo Civic Center office space during the agency

remodel. She explained the breakdown of the lease costs (base rent, CAM, etc.). Mr. Judd questioned the "aggravation fee" added into the lease. Ms. Gray explained that the 25% upcharge is due to the inconvenience of the short-term nature of the lease. The Board discussed the 25% upcharge and asked Ms. Gray to counter-offer to drop the fee. Mr. Piepkorn stated that the Finance Committee and City Commission will be discussing this matter and that he and Mr. Strand will be part of those discussions.

MOTION: Authorize the Executive Director to submit a counter-offer to the lease without the "aggravation fee" and to sign the lease without the addition of this fee.

Mr. Gehrtz offered a friendly amendment to the motion, asking if the counter-offer fails, if the Executive Committee can make a decision on the board's behalf to sign the lease with the inclusion of the 25% upcharge. Mr. Piepkorn rejected the amendment, stating that he and Mr. Strand will discuss this with others at the City and urge the elimination of the 25% upcharge.

**Mr. Piepkorn moved, seconded by Mr. Strand.
MOTION, passed. 11-0.
Motion carried unanimously.**

*Ms. Mattson left the meeting at 4:55pm

4. Additional Business

Metro COG staff informed the Board that the Fargo Safe Routes to Schools study field data collection kicks off soon. Ms. Gray added that Metro COG has hired two interns to assist in that process and to help prepare for moving out of the building.

Mr. Piepkorn stated that the bridges spanning the Red River from Fargo to Moorhead all need to be above the water level after the FM Diversion is built. As they stand now, not all bridges are at the appropriate level. Mr. Piepkorn suggested that the Metro COG be involved in the process of identifying which bridges need to be upgraded.

5. Adjourn

The 564th Meeting of the FM Metro COG Policy Board held Thursday, March 21, 2019 was adjourned at 5:01 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD April 18, 2019, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary