

**531<sup>st</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, July 21, 2016 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Brenda	Elmer	Moorhead City Council
Frank	Gross	Clay County Commission
John	Gunkelman	Fargo Planning Commission
Chad	Olson (Alternate for Kevin Spaulding)	Dilworth City Council
John	Paulsen	Fargodome Board
Dave	Piepkorn (Chair)	Fargo City Commission
Mark	Simmons	West Fargo City Commission
John	Strand	Fargo City Commission

**Members Absent:**

Roger	Buscher	Moorhead Planning Commission
Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Jim	Haney	Moorhead City Council
Jody	Martinson	MnDOT (Ex-Officio Member)
Rocky	Schneider	Fargo Planning Commission
Kevin	Spaulding	Dilworth City Council
Rick	Steen	Cass County Commission
Jan	Ulferts-Stewart	Fargo Planning Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Nakhaly	Swearingen	Metro COG
Mike	Reitz	City of Barnesville
Bob	Walton	NDDOT (Ex-Officio Member)

**A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS**

The meeting was called to order at 4:00 pm, on July 18, 2016, by Chair Piepkorn noting a quorum was not present, and Mr. Christian advised that we could proceed with the items on the agenda that do not require action until a quorum is present. Introductions were made. Chair Piepkorn went over the Agenda Item A1 through A4. Mr. Paulsen arrived at 4:03 pm and Mr. Strand arrived at 4:05 pm. Ms. Elmer arrived at 4:10 pm. A quorum was met at 4:10 pm.

**A2. Approve Order and Contents of Overall Agenda**

Chair Piepkorn asked for approval for the overall agenda.

**MOTION: Approve the contents of the Overall Agenda of the July 2016 Policy Board.**  
**Mr. Simmons moved, seconded by Mr. Gross.**

**MOTION, passed**

**Motion carried unanimously. Vote of 8-0**

**Mr. Strand and Ms. Elmer votes were obtained later in the meetings to obtain a quorum vote.**

**A3. Past Meeting Minutes**

Chair Piepkorn asked for approval of the Minutes of the June 16, 2016 Meeting.

**MOTION: Approve the June 16, 2016 Policy Board Meeting Minutes.**

**Mr. Gross moved, seconded by Mr. Gunkelman.**

**MOTION, passed**

**Motion carried unanimously. Vote of 8-0**

**Mr. Strand and Ms. Elmer votes were obtained later in the meetings to obtain a quorum vote.**

**A4. Approve July 2016 Bills**

Chair Piepkorn asked for approval of the July 2016 Bills as listed in Attachment A-4. Chair Piepkorn asked if there's anything Mr. Christian would like to note about the Bills. Mr. Christian noted that there is a bill for Blue Print IT Solution for the new email conversion, but aside from that, everything else in the bills is standard.

**MOTION: Approve the July 2016 Bills List.**

**Mr. Simmons moved, seconded by Mr. Gross.**

**MOTION, passed**

**Motion carried unanimously. Vote of 7-0**

**Bills, per Policy Board Bylaws (Section 4.6.5) can be approved with 6 members present. Bills were approved prior to a quorum being present.**

**B. CONSENT AGENDA**

**Chair Piepkorn asked for approval of Items 1 through 5 on the Consent Agenda.**

**1. Approve the June 2016 Month End Report.**

Motion: Approve the June 2016 Month End Report.

**2. Final Draft MATBUS Transit Development Plan (TDP)**

Motion: Approval of the proposed Final Draft 2016 MATBUS TDP.

**3. 2016 2<sup>nd</sup> UPWP Quarter Progress Report.**

Motion: Approve the Metro COG 2016 2<sup>nd</sup> Quarter UPWP Progress Report and instruct staff to forward it to the North Dakota and Minnesota Department of Transportation.

**4. Draft Regional Railroad Crossing Safety Study Request or Proposal.**

Chair asked Mr. Christian to give a short brief of Draft Regional Railroad Crossing Safety Study for new member Mr. Strand. Mr. Christian stated that the study would provide field reviews of select at-grade railroad crossings in the region and use a systematic approach to determine what improvements could be made to improve safety. The Board continued to discuss more in depth of the safety aspect such as speeding train, traffic regulations and flow.

Motion: Approve the Regional Railroad Crossing Safety Study Request for Proposal and its release for posting.

**5. Draft Metro COG 2017-2020 Transportation Improvement Program**

Motion: Approve the proposed Draft Metro COG 2017-2020 TIP.

***MOTION: Approve Items 1 through 5 on the Consent Agenda.***

***Mr. Strand moved, seconded by Mr. Simmons.***

***MOTION, passed***

***Motion carried unanimously. Vote of 8-0***

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

**C2. 2016 Metropolitan Profile.**

Mr. Burns updated Committee members on the development of the 2016 Metro Profile. Mr. Burns explained that the Profile reports upon conditions associated with the region's transportation system and analyzes trends and changes in socio-economic conditions influencing the Fargo-Moorhead metropolitan area. Mr. Burns stated that the Profile serves as a tool to evaluate the accuracy of projections and assumptions outlined in various elements of the LRTP, TIP, and other Metro COG plans.

Mr. Burns gave a brief overview of the Metro Profile that included population increase, residential permits issued, pedestrian/bike crashes and transit ridership. Mr. Paulsen asked how populations of students are calculated. Mr. Burns stated that students in the dormitories were not calculated as part of the population. Chair Piepkorn asked if Metro Profile is available online in which Mr. Burns stated yes, it is available online.

***MOTION: Approve the 2016 Metropolitan Profile.***

***Ms. Elmer moved, seconded by Mr. Simmons.***

***MOTION, passed***

***Motion carried unanimously. Vote of 8-0***

**C3. Budget Amendment for 2017 Aerial Photography/LiDAR Data Collection.**

Mr. Burns stated that every three years, Metro COG, in conjunction with a number of local jurisdictions, participates in providing updated Aerial Ortho Imagery, Elevation/Contour Mapping Data, and LiDAR data for portions of the Metropolitan Planning Area (MPA). Mr. Burns stated that the next update is scheduled to occur in 2017. Mr. Burns explained that the most recent update to this project, which occurred in 2014, was a joint contract between Metro COG and the City of Fargo, with other jurisdictions providing funds depending on the specific data needs for their area. The total cost of the 2014 project totaled \$522,868.12, of which Metro COG contributed \$101,784.20.

Mr. Burns stated that, based upon an understanding that only the Aerial Ortho Imagery portion of the data collection would be eligible for Consolidated Planning Grant (CPG) monies, Metro COG had committed \$125,000 of the 2017 budget to this project. Mr. Burns explained that after consulting with NDDOT regarding the eligibility LiDAR data collection, this element of the project is eligible for CPG funds. In light of this information, Metro COG is requesting an amendment to

the 2017 budget to increase the total Metro COG contribution to \$200,000. This would represent \$160,000 in CPG funds and \$40,000 in the required 20% local match. Mr. Strand asked Mr. Burns to explain what is LiDAR. Mr. Burns stated the LiDAR which stands for Light Detection and Ranging is a remote sensing method that uses light in the form of a laser to measure ranges that includes elevation.

**MOTION: Approve the Amendment to the 2017 Metro COG Budget to increase the Metro COG contribution toward the 2017 Aerial Photography/LiDAR Data Collection project from \$125,000 to \$200,000.**

**Mr. Simmons moved, seconded by Ms. Elmer.**

**MOTION, passed**

**Motion carried unanimously. Vote of 8-0**

**D. Additional Business**

Mr. Christian informed the committee that the Executive Secretary Nakhaly Swearingen would be leaving the organization at the end of the month due to her husband's job offer in the Seattle area. Metro COG will be looking at the process to replace her position and welcomed any recommendation to save cost.

Mr. Christian also stated that the Final Audit came back early this morning via email and will be presented next month to the Policy Board, but overall there were no corrective actions.

Mr. Christian also stated that the Parking situation at Metro COG still presents a challenge. To date, visitor parking is still limited. Mr. Christian mentioned that committee meetings could be held elsewhere and welcomes any ideas. Chair Piepkorn stated that it would be a good idea for each jurisdiction to check out each other facilities. Mr. Simmons agreed and offered the City of West Fargo City Hall. Mr. Christian stated that staff would coordinate with the respective jurisdiction to schedule meeting locations.

**E. Adjourn**

The 531<sup>st</sup> Meeting of the FM Metro COG Policy Board held Thursday, June 16, 2016 was adjourned at 4:45 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD August 18, 2016, 4:00 P.M AT WEST FARGO CITY HALL.**

Respectfully Submitted,

Nakhaly Swearingen  
Executive Secretary