

Agenda Item 1c, Attachment 1

561st Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 20, 2018 – 12:00 pm
Metro COG Conference Room

Members Present:

| | | |
|---------|-----------|--|
| Duane | Breitling | Cass County Commission |
| Roger | Buscher | Moorhead Planning Commission |
| Brenda | Elmer | Moorhead City Council |
| Shara | Fischer | Fargo Planning Commission |
| Steve | Gehrtz | Moorhead City Council |
| Eric | Gjerdevig | West Fargo City Commission |
| Tony | Grindberg | Fargo City Commission |
| John | Gunkelman | Fargo Planning Commission |
| Brenton | Holper | City of Horace (alternate for John Koerselman) |
| Jenny | Mongeau | Clay County Commission |
| Brad | Olson | West Fargo City Commission |
| Dave | Piepkorn | Fargo City Commission |
| Kevin | Spaulding | Dilworth City Council |

Members Absent:

| | | |
|-------|------------|---------------------------|
| Tony | Gehrig | Fargo City Commission |
| John | Koerselman | Horace City Commission |
| Rocky | Schneider | Fargo Planning Commission |
| John | Strand | Fargo City Commission |

Others Present:

| | | |
|---------|------------|------------------------|
| Adam | Altenburg | Metro COG |
| Luke | Champa | Metro COG |
| Dan | Farnsworth | Metro COG |
| Cindy | Gray | Metro COG |
| Wade | Kline | KLJ |
| 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 12:00 pm, on December 20, 2018 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. Ms. Gray would like to add a lease extension to the Metro COG office with Goldmark.

MOTION: Approve the contents of the Overall Agenda of the 561st Policy Board Meeting.

Mr. Spaulding moved, seconded by Ms. Elmer.

MOTION, passed. 13-0.

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the November 15, 2018 Meeting.

MOTION: Approve the November 15, 2018 Policy Board Meeting Minutes.

Mr. Grindberg moved, seconded by Mr. Olson.

MOTION, passed. 13-0.

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the December 2018 Bills as listed on Attachment 1d.

MOTION: Approve the December 2018 Bills List.

Mr. Gehrtz moved, seconded by Ms. Fischer.

MOTION, passed. 13-0.

Motion carried unanimously.

2. CONSENT AGENDA

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

- a. November Month End Report
- b. MnDOT 2019 Planning Agreement
- c. 2019 TTC/Policy Board Meeting Schedule
- d. 2019 Competitive Wage Adjustment/COLA
- e. Accounting Services Consultant Selection and Contract
- f. Policies and Procedures Provision

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

Ms. Elmer moved, seconded by Mr. Grindberg.

MOTION, passed. 13-0.

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

3b. 2019-2022 TIP Amendment #1

Mr. Champa presented Amendment #1 to the 2019-2022 Transportation Improvement Program (TIP).

Mr. Piepkorn asked for clarification on the movement of funds for projects.

MOTION: Approve Amendment #1 to the 2019-2022 Transportation Improvement Program (TIP).

**Mr. Piepkorn moved, seconded by Mr. Gunkelman.
MOTION, passed. 13-0.
Motion carried unanimously.**

*Mr. Schneider joined the meeting at 12:12pm

- 3c. 2017-2018 UPWP Amendment #7 – Adjustments to Staff Hours and Budget**
Ms. Gray presented Amendment #7 to the 2017-2018 Unified Planning Work Program (UPWP).

MOTION: Approve UPWP Amendment #7, consisting of an adjustment to 2018 Staff hours.

**Mr. Grindberg moved, seconded by Ms. Fischer.
MOTION, passed. 14-0.
Motion carried unanimously.**

- 3d. TA Grant Prioritization**

Mr. Farnsworth presented the Transportation Alternatives (TA) grant applications, as prioritized by the Transportation Technical Committee (TTC). Any jurisdictions interested in grants of this nature are required to submit their applications to Metro COG. The projects are scored and prioritized by the Bicycle and Pedestrian Committee, vetted through the TTC, and submitted to the Policy Board for approval of prioritization.

MOTION: Approve the TA project prioritization as recommended by the Transportation Technical Committee.

**Mr. Olson moved, seconded by Mr. Spaulding.
MOTION, passed. 14-0.
Motion carried unanimously.**

- 3e. 2020-2023 NDDOT Urban Solicitation of Projects**

Mr. Maddox presented the 2020-2023 NDDOT urban solicitation of projects. The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded through the Urban Roads program and the Urban Grants program, for the development of FY 2020-2023 State Transportation Improvement Program (STIP).

Discussion included next steps to Metro COG's shift from MPO to TMA designation. Chair Mongeau asked that Metro COG keep on track with this and keep up the discussion as we move closer to the designation.

MOTION: Approve the prioritization of projects in the Urban Roads program, Urban Grant program, and the Regional Highway System program.

**Ms. Elmer moved, seconded by Mr. Grindberg.
MOTION, passed. 14-0.
Motion carried unanimously.**

3f. West Fargo 9th Street Corridor Study RFP

Mr. Altenburg presented the West Fargo 9th Street Corridor Study RFP. Ms. Gray explained that Metro COG is trying to get ahead with RFP releases for 2019, in attempt to keep up with the spending of agency funds. At the TTC meeting, West Fargo noted apprehension of RFP approval, as they did not get a chance for a deep review. A scoping meeting for this study was held on Monday, December 17, following the TTC meeting. The RFP attached is the updated RFP to include jurisdiction direction not discussed during TTC.

MOTION: Approve the RFP for the West Fargo 9th Street Corridor Study.

Mr. Grindberg moved, seconded by Mr. Schneider.

MOTION, passed. 14-0.

Motion carried unanimously.

3g. Northwest Metro Transportation Plan RFP

Mr. Altenburg presented the Northwest Metro Transportation Plan RFP. Ms. Gray explained that Metro COG is trying to get ahead with RFP releases for 2019, in attempt to keep up with the spending of agency funds. At the TTC meeting, West Fargo, Clay County, and Fargo noted apprehension of RFP approval, as they did not get a chance for a deep review. A scoping meeting for this study was held on Monday, December 17, following the TTC meeting. The RFP attached is the updated RFP to include jurisdiction direction not discussed during TTC. The need for this study was necessitated by the pending Red River Diversion.

MOTION: Approve the Northwest Metro Transportation Plan RFP.

Mr. Gehrtz moved, seconded by Mr. Gunkelman.

MOTION, passed. 14-0.

Motion carried unanimously.

Mr. Gehrtz left the meeting at 12:48pm

3h. MATBUS Transit Facility Analysis & Development Strategy Final Report

Mr. Maddox presented the MATBUS Transit Facility Analysis & Development Strategy Final Report.

Ms. Mongeau asked why the study has the West Acres moved away from the mall. Mr. Maddox explained that this is the request of West Acres, and not the will of Metro COG or MATBUS.

Mr. Grindberg talked about how at the Monday, December 17, Commission meeting, MATBUS was accepting federal funding to update the Ground Transportation Center (GTC), but had not seen this study yet. Mr. Maddox noted that the updates will mostly be interior, and not following recommendations from this specific study.

MOTION: Approve the MATBUS Transit Facility Study Final Report.

Mr. Grindberg moved, seconded by Mr. Olson.

MOTION, passed. 13-0.

Motion carried unanimously.

*Mr. Grindberg left the meeting at 1:04pm

3i. Fargo/West Fargo Parking and Access Management Study Final Report

Mr. Maddox presented the Fargo/West Fargo Parking and Access Management Study Final Report.

Ms. Gray said that members of the TTC are very excited to start utilizing these recommendations in the future.

Mr. Piepkorn asked for this presentation to be shown at the upcoming Fargo Parking Commission meeting.

MOTION: Approve the Fargo/West Fargo Parking and Access Management Study Final Report.

Mr. Gunkelman moved, seconded by Mr. Gjerdevig.

MOTION, passed. 12-0.

Motion carried unanimously.

3j. Annual Employee Benefits Information

Ms. Gray presented the annual benefits information that is available for Metro COG staff.

Ms. Mongeau stated her support for covering employee certifications, as this is common at Cass County.

Ms. Elmer asked if the vacation leave accrual is based on former experience, or just while at the agency. Ms. Gray said that the current policy does not specify, but interprets it as during agency employment. However, it could be negotiated upon hire.

Ms. Elmer moved to approve a paid half-day for Christmas Eve in 2018. Mr. Schneider seconded that motion. Ms. Mongeau noted that there is room in the budget for this. Mr. Piepkorn noted that the City of Fargo voted for this on-going, and not just 2018. Ms. Elmer amended her motion, and Mr. Gunkelman accepted the amended motion for his second. Motion passed, 12-0. Motion carried unanimously.

*Mr. Spaulding left the meeting at 12:18pm

***Additional Item added during the Agenda approval**

Ms. Gray brought forward a lease extension. A lease extension was requested by the FHWA in regards to the Metro COG office remodel. Goldmark is willing to extend the lease to 2027, as requested by FHWA.

Mr. Piepkorn moved to approve the lease extension, and Mr. Olson seconded the motion. Motion passed, 11-0. Motion carried unanimously.

4. Additional Business

Mr. Spaulding said that he will no longer be the primary representative for Dilworth in 2019, and Steve Jesme will take his place. Mr. Spaulding will, however, still be listed as an alternate representative for Dilworth.

5. Adjourn

The 561st Meeting of the FM Metro COG Policy Board held Thursday, December 20, 2018 was adjourned at 12:20 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 17, 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