

## Agenda Item A-3

**533<sup>rd</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, September 15, 2016 – 4:00 pm**  
**West Fargo City Hall – 800 4<sup>th</sup> Avenue East**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
John	Gunkelman (Alternate for Jan Ulferts)	Fargo Planning Commission
	Stewart	
Jim	Haney (Alternate for Brenda Elmer)	Moorhead City Council
John Q.	Paulsen	City of Fargo Representative
Dave	Piepkorn (Chair)	Fargo City Commission
Kevin	Spaulding	Dilworth City Council
Rick	Steen	Cass County Commission
John	Strand	Fargo City Commission

**Members Absent:**

Tony	Gehrig	Fargo City Commission
Frank	Gross	Clay County Commission
Rocky	Schnieder	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Dave	Burns	Metro COG
William	Christian	Metro COG
Ken	Demmons	HDR
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council (Associate Member)
Michael	Maddox	Metro COG
Kevin	Odegaard	Mapleton City Council (Associate Member)
Bob	Walton	NDDOT (Ex-Officio Member)

**A. CALL TO ORDER AND INTRODUCTIONS**

**A1. Meeting Called to Order, Welcome, and Introductions, convened**

The meeting was called to order at 4:00 pm, on September 15, 2016, by Chair Piepkorn noting a quorum was present. Introductions were made.

**A2. Approve Order and Contents of the Overall Agenda, approved**

Chair Piepkorn asked for approval for the overall agenda.

**MOTION: Approve the Contents of the Overall Agenda of the September 2016 Policy Board.**

**Mr. Paulsen moved, seconded by Mr. Steen.**

**MOTION, passed**

**Motion carried unanimously.**

**A3. Approve Minutes of the August 18, 2016 Policy Board, approved**

Chair Piepkorn asked for approval of the minutes of the August 18, 2016 Policy Board meeting.

**MOTION: Approve the August 18, 2016 Policy Board Meeting Minutes.**

**Mr. Spaulding moved, seconded by Mr. Haney.**

**MOTION, passed**

**Motion carried unanimously.**

**A4. Approve September 2016 Bills, approved**

Chair Piepkorn asked for approval of the September 2016 bills as listed.

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

**Mr. Paulsen moved, seconded by Mr. Steen.**

**MOTION, passed**

**Motion carried unanimously.**

**B. CONSENT AGENDA**

Chair Piepkorn asked if there were any questions with Items 1 and 2 on the Consent Agenda.

**B1. Approve the August 2016 Month End Report**

Motion: Approve the August 2016 Month End Report.

**B2. Executive Secretary Job Offer**

Motion: Approve the offer of employment to Savanna Leach to fill the position of Executive Secretary.

Chair Piepkorn asked Mr. Christian to provide the Policy Board information on the employment offer to Savanna Leach for the position of Executive Secretary. Mr. Christian provided a summary of the solicitation, review, and selection process, as well as information on Ms. Leach's starting pay grade and step.

Chair Piepkorn asked whether Mr. Christian knew how Ms. Leach had found out about the position for Executive Secretary. Mr. Christian stated that, of the 32 applicants, all but five submitted resumes online through JobsHQ – the job search engine owned and operated by Forum Communications Company.

Mr. Grindberg asked if was typical for the Policy Board to approve every hire rather than the Executive Committee. Mr. Christian stated that this change was incorporated into Metro COG's recently updated their personal and administrative policies.

**MOTION: Approve Items 1 through 2 on the Consent Agenda.**  
**Mr. Paulsen moved, seconded by Mr. Gunkelman.**  
**MOTION, passed**  
**Motion carried unanimously. Vote of 10-0**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

Chair Piepkorn opened the Public Comment Opportunity. No public comments were made or received.

**No MOTION**

**C2. Addendum #1 to ATAC Master Agreement, approved**

Mr. Burns presented the Policy Board with Addendum #1 to the master agreement with the Advanced Traffic Analysis Center (ATAC) of the Upper Great Plains Transportation Institute (UGPTI). Mr. Burns reminded the Policy Board that Metro COG, NDDOT, and each of the Metropolitan Planning Organizations (MPOs) in North Dakota have a master agreement with ATAC for support services for traffic modeling activities and other transportation assistance. Mr. Burns stated that any changes or alterations to the master agreement with ATAC, signed in 2015, require an addendum.

Mr. Burns explained that Addendum #1 would allow for additional program activities including model calibration and validation of the 2015 traffic demand model (TDM), an update of the current 2010 base year conditions. Mr. Burns stated that the TDM is an important component in the Long Range Transportation Plan (LRTP) and other projects. Mr. Burns stated that model calibration and validation would include incorporating updated socioeconomic data purchased from Infogroup and developed as part of the current Demographic Forecast Study. Mr. Burns explained that this information would go into populating traffic analysis zones (TAZs). Mr. Burns explained that the roadway network would also be updated to reflect 2015 conditions using revised traffic count data, free-flow data, speed and travel times, signal timing, GIS data, and vehicle miles traveled. Mr. Burns stated that deliverables would include the completed updated 2015 traffic demand model and accompanying technical memorandum which outlines the process.

Mr. Burns stated that the total project cost to calibrate the model to the 2015 base year would be \$54,323. Mr. Burns stated that, upon project approval by the Policy Board, the model update would begin in October 2016 and be completed by December 2017. Mr. Burns explained that \$40,000 is currently budgeted in both 2016 and 2017 for ATAC technical assistance, with \$10,000 for each of the two years being part services within the master agreement. Mr. Burns iterated that the cost share for the agreement is split 80-20; 80 percent from consolidated planning grant (CPG) funds and 20 percent from local match.

Mr. Piepkorn asked what the model is used for after it is completed. Mr. Burns explained that the 2015 model will establish the base year conditions used for the 2045 LRTP and will give jurisdictions a better sense of where traffic is likely to be headed and what roadways will require strategic investments in the future. Mr. Burns further stated that the model will help determine roadways usage and expected demand.

Mr. Grindberg asked if the model calibration was something that was done every year. Mr. Burns explained that model calibration and validation is done every four years in preparation for each LRTP update.

**MOTION: Approve Addendum #1 to the ATAC Master Agreement**

**Mr. Grindberg moved, seconded by Mr. Spaulding**

**MOTION, passed**

**Motion carried unanimously. Vote of 10-0**

**C3. Final Draft of the Metro COG 2017-2020 Transportation Improvement Program (TIP),  
approved**

Mr. Maddox presented the final draft of the 2017-2020 Transportation Improvement Program (TIP). Mr. Maddox reminded the Policy Board that the TIP is a document updated annually which lists all of the federally funded transportation improvements, surface transportation projects, and transit needs within the metropolitan region. Mr. Maddox stated that a draft of the 2017-2020 TIP had been provided to Policy Board members in August, which included the list of projects that were to be included.

Mr. Maddox stated that the 2017-2020 TIP remains mostly unchanged from prior years, except for additional language about the current transportation bill – Fixing America’s Surface Transportation (FAST) Act, revised project tables, and changes to the annual list of obligated projects. Mr. Maddox explained that, after recent conversations with the City of Moorhead, more robust descriptions have been added to some of the TIP project elements. Mr. Maddox also stated that a funding adjustment was made for advanced construction (AC), when jurisdictions pay for transportation improvements with local funds and are then reimbursed by state DOTs at a later date.

Mr. Maddox stated that a public meeting was held on August 24 at the Fargo Public Library and that no public comments were made or received. Mr. Maddox explained that no public comments were made or received during the public meeting held at the September Transportation Technical Committee (TTC) meeting.

Mr. Strand asked whether the 64<sup>th</sup> Avenue S project scheduled for 2019 would in any way be affected by the timing of the FM Diversion. Mr. Maddox explained that this project is a grade separation over I-29 and that the FM Diversion would not have any impacts on the project schedule.

Mr. Piepkorn informed the Policy Board of a previous meeting that day with state DOT officials asked whether Mr. Walton could expand upon how this may impact 64<sup>th</sup> Avenue. Mr. Walton stated that a FEMA-certified flood protection barrier would be constructed several hundred feet south of 64<sup>th</sup> Avenue S and that a portion of I-29 would be raised, and that this together would act as interim flood protection prior to completion of the FM Diversion.

Mr. Francis asked a clarifying question as to whether 12<sup>th</sup> Avenue N in Fargo was also Highway 294, as seen in maps in the TIP. Mr. Walton stated that this is correct and that, in the 1970s, 12<sup>th</sup> Avenue N from 10<sup>th</sup> Street N to I-29, including the viaduct, was put on the state highway network as the City of Fargo was unable to pay for roadway improvements at the time.

Mr. Spaulding stated that the resolution of support in the TIP still referred to Chair Nash rather than Chair Piepkorn. Mr. Maddox stated the formal resolutions of support have been set aside and that the correct versions would be incorporated into the final document.

***MOTION: Approve the Final Draft of the Metro COG 2017-2020 Transportation Improvement Program (TIP)***

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

***MOTION, passed***

**Motion carried unanimously. Vote of 10-0**

**C4. 2017 FM Bikeways Map Update, approved**

Mr. Farnsworth familiarized the Policy Board with the FM Bikeways maps by handing out the current 2015 maps. He mentioned that the maps have been created by Metro COG since 2012 and are updated whenever a new printing is needed - every one to two years. The last wave of printing occurred in spring of 2015 where 8,200 maps were printed.

Mr. Farnsworth noted that no significant changes have occurred since the 2015 maps. The only notable differences are new bikeways and new schools.

Mr. Farnsworth noted that the maps will not need to be paid by Metro COG as Fargo Public Schools was recently awarded a Safe Routes to School grant. The grant allocated \$2,500 to be used for the printing of 12,500 updated FM Bikeways maps. Of those 12,500 maps, 2,500 are to be distributed to Fargo Schools while the remaining 10,000 can be distributed community-wide. Metro COG will head the map printing and distribution efforts. Fargo Public Schools will pay for the maps via the Safe Routes to School Grant.

Mr. Paulsen asked if there have been any efforts and if there could be any efforts to promote media attention to our community's successful bicycle network/efforts. Mr. Farnsworth stated that press releases were sent to the local media when the FM community received the Bicycle Friendly Communities award in 2015. Metro COG also contacted the media when hosting public input meetings for the 2016 Bicycle & Pedestrian Plan. Mr. Farnsworth stated that Metro COG could also send out a press release to local media once the maps are complete and ready for distribution. Mr. Farnsworth believes this has been done in years past. The Policy Board thought it a good idea to send a press release when the maps are available.

***MOTION: Approve the 2017 FM Bikeways Maps and approve printing of 12,500 maps as stated***

**Mr. Gehrtz, seconded by Mr. Buscher**

***MOTION, passed***

**Motion carried unanimously. Vote of 10-0.**

**C5. Letter to NDDOT Concerning Bicycle Safety**

Mr. Farnsworth introduced the Policy Board to this issue by mentioning that concerns were brought up by the TTC in August about bicycle safety along ND Hwy 46 after a crash involving a bicyclist occurred in July. Mr. Farnsworth noted that Hwy 46 is part of the Northern Tier Route which is a bicycle route traversing the United States and is promoted by various cycling organizations. The concerns of the TTC lie in the fact that no paved shoulders exist on the corridor and that recent projects have occurred along the corridor however paved shoulders

were not implemented.

Per the request of the TTC, a letter was sent to NDDOT Director Levi on September 9 after being signed by Chair Piepkorn. It was the recommendation of the TTC to send the letter to Director Levi prior to his visit to the Fargo District on September 15.

Mr. Christian and Chair Piepkorn briefed the Policy Board on the earlier meeting that day with NDDOT Director Levi concerning this and other topics. It was stated that a good discussion occurred regarding this issue. Mr. Walton stated that there were various reasons why the paved shoulders were not implemented on Hwy 46. Mr. Walton stated that significant cost was spent just to upgrade to roadway to have shoulders. Paved shoulders were considered however the budget didn't allow for paved shoulders at the time. Mr. Francis noted that he believed the construction occurred west of Kindred rather than east of Kindred.

***No MOTION***

- C6. Round Table Discussion**  
No additional discussion.

***No MOTION***

- D. Additional Business**  
No other business was brought forth.

- E. Adjourn**  
The 533<sup>rd</sup> Meeting of the FM Metro COG Policy Board held Thursday, September 15, 2016 was adjourned at 4:39 pm.

- F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD October 20, 2016, 4:00 PM. LOCATION TO BE DETERMINED.**

Respectfully Submitted,

Metro COG Staff