

Agenda Item A-3

529th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, May 19, 2016 – 4:00 pm
Metro COG Conference Room

Members Present:

| | | |
|--------|------------------|------------------------------|
| Roger | Buscher | Moorhead Planning Commission |
| Brenda | Elmer | Moorhead City Council |
| Steve | Gehertz | Moorhead City Council |
| Frank | Gross | Clay County Commission |
| John | Paulsen | Fargodome Board |
| Dave | Piepkorn (Chair) | Fargo City Commission |
| Rocky | Schneider | Fargo Planning Commission |
| Kevin | Spaulding | Dilworth City Council |
| Mark | Wentz | West Fargo City Commission |
| Mike | Williams | Fargo City Commission |

Members Absent:

| | | |
|---------|-----------------|----------------------------|
| Tony | Gehrig | Fargo City Commission |
| Jody | Martinson | MnDOT Ex-Officio |
| Mark | Simmons | West Fargo City Commission |
| Melissa | Sobolik | Fargo City Commission |
| Rick | Steen | Cass County Commission |
| Jan | Ulferts-Stewart | Fargo Planning Commission |
| Mike | William | Fargo City Commission |

Others Present:

| | | |
|---------|------------|-------------------|
| Adam | Altenburg | Metro COG |
| Dave | Burns | Metro COG |
| William | Christian | Metro COG |
| Dan | Farnsworth | Metro COG |
| Michael | Maddox | Metro COG |
| Nakhaly | Swearingen | Metro COG |
| Charlie | Francis | City of Casselton |
| Bob | Walton | NDDOT Ex-Officio |

Commented [DUB1]: Fargo Planning Commission

Commented [DUB2]: He's an associate member on the Casselton City Commission

Commented [DUB3]: He's ex-officio

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order at 4:00 pm, on May 19, 2016 by Chair Piepkorn noting a quorum was present. Introductions were made.

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 May 2016 Policy Board
Mr. Paulsen moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 10-0

A3. Past Meeting Minutes

Chair Piepkorn asked for approval of the Minutes of the April 21, 2016 Meeting.

MOTION: Approve the April 21, 2016 Policy Board Meeting Minutes.
Mr. Spaulding moved, seconded by Mr. Schneider.
MOTION, passed
Motion carried unanimously. Vote of 10-0

Commented [DUB4]: April

A4. Approve May 2016 Bills

Chair Piepkorn asked for approval of the May 2016 Bills as listed in Attachment A-4.

MOTION: Approve the May 2016 Bills List
Mr. Paulsen moved, seconded by Mr. Spaulding.
MOTION, passed
Motion carried unanimously. Vote of 10-0

Commented [DUB5]: May

B. CONSENT AGENDA

B1. Vice Chair Elmer asked for approval of Items 1 through 4 on the Consent Agenda.

1. May 2016 Month End Report

Motion: Approve as presented the May 2016 Month End Budget Report.

2. 2016 Update to the Metro COG Public Participation Plan

Motion: Approve the updated Metro COG Public Participation Plan.

3. Sheyenne Street Corridor Study Phase I Final Report

Motion: Approve the Sheyenne Street Corridor Study Phase I Report and the provided resolution of support.

4. Southwest Metro Transportation Plan

Motion: Approve the Southwest Metro Transportation Plan.

MOTION: Approve Items 1 through 4 on the Consent Agenda.
Mr. Schneider moved, seconded by Mr. Spaulding.
MOTION, passed
Motion carried unanimously. Vote of 10-0

C. REGULAR AGENDA

C1. Public Comment Opportunity

No MOTION

C2. 2016 Budget Adjustment

Mr. Farnsworth and Mr. Burns stated that Metro COG staff requested an adjustment to the 2016 annual Metro COG budget. The amendment would add \$4,063.20 in local funds from Metro COG reserves to the budget specifically for two items:

- Sheyenne Street Corridor Study Phase I (\$2,400.00)

- 2015 Employment and Household Data (estimated at approximately \$1,663.20)

No additional costs to any jurisdiction are requested for this adjustment.

The Policy Board in April approved \$2,400.00 to reimburse KLJ for work done out of scope on the Sheyenne Street Corridor Study, Phase I. The City of West Fargo will also independently contribute additional local funds for this work.

Mr. Burns stated that Metro COG also seeks \$1,663.20 to purchase 2015 Employment and Household data for use in the development of the 2045 Metro COG travel demand model as well as the Demographic Forecast Study currently under contract.

The Request for Proposal (RFP) is currently advertised with a not-to-exceed budget of \$20,000. Metro COG's portion of the local match for these funds is \$1,663.20. The precise cost of the local match cannot be determined until completion of the RFP process and selection of a data vendor, but should be close to the figure quoted above.

This is the first cooperative effort among the three MPOs and the NDDOT to work together collectively to obtain consistent data statewide.

MOTION: Approve the adjustment to the 2016 Budget to include \$4,063.20 in local funds from Metro COG reserves for the amended Sheyenne Street Corridor Study Phase I and the purchase of 2015 employment and household data.

Ms. Elmer moved, seconded by Mr. Gross.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C3. Draft 2017-2018 Budget

Mr. Christian briefed the committee on the draft 2017 Annual budget as recommended by the Executive Committee. Subjects covered include: Budget Summary, Personnel Costs, Overhead Costs and 2017 and 2018 Dues and Local Match on Contracted Planning Services. Mr. Christian then went over each section of the budget describing the proposed costs and proposed year.

He also stated that the 2017 and 2018 budget include an increase in the Information Services category. This increase in 2017 corresponds to the initiation of a replacement computer category, as well as new email system, off-site data backup storage and security software. The proposed 2018 Metro COG budget includes the cost to develop a new Metro COG website.

Given problems with email, staff would like to revise the 2017 budget by removing the costs for email, offsite storage, and security software implement. The purchase of these items in 2016 with funds currently budgeted for IT. It would mean deferring the purchase of a new laser jet printer, but problems with our current email provider presents the need to move forward now and not later.

MOTION: Approve the draft 2017 Annual Budget and authorize staff to forward to member jurisdiction the Dues and Local Match on Contracted Planning Services statements.

Mr. Gehrtz moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C4. Administration Policies and Procedure Manual and Personnel Policies Manual

Mr. Christian stated that final drafts of the Metro COG Personnel Policies Manual and the Metro COG Administrative Policies and Procedures Manual were presented to the Policy Board for disposition in April. Final disposition was deferred until the May meeting to afford staff time to investigate employee benefits, specifically the number of holidays, as compared to those of the City of Fargo (City). The cost of adding one additional holiday is mostly cost neutral, given most staff are exempt. Time lost would total 40 hours (5 staff x 8 hours). The only non-exempt employee is the Executive Secretary. Based on an 8-hour day multiplied by the hourly salary rate, the cost for the Executive Secretary would be \$128.64.

Mr. Christian went over the benefits that included: holidays, vacation days, salary, sick days, longevity pay, insurance, dental, vision, health and compensatory time. Board members inquire about other cities policies on the number of days off, Mr. Christian did not have that information but will look into it. Board members went into further discussion about benefits and holidays. Ms. Elmer suggests approving it, and amending at a later date if necessary.

MOTION: Approve the amended Administrative Policies and Procedures Manual and Personnel Policies Manual, as presented or revised by the Policy Board, and instruct the Executive Director to implement both documents.

Ms. Elmer moved, seconded by Mr. Spaulding.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C5. State Department of Transportation Update

Mr. Walton from the North Dakota of Transportation gave a brief update of local projects.

D. Adjourn

The 527th Meeting of the FM Metro COG Policy Board held Thursday, April 21, 2016 was adjourned at 4:53 pm.

E. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 19, 2016, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Nakhaly Swearingen
Executive Secretary