

507th Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, May 14, 2020 – 10:00 a.m.
Webconference
AGENDA

1. Call to Order and Introductions
2. Approve the Agenda Action Item
3. Consider Minutes of the April 9, 2020 TTC Meeting Action Item
4. Public Input Opportunity Public Input
5. 2020-2023 TIP Amendment #3 – Public Hearing (cont. from April 9, 2020) Action Item
6. 2020-2023 TIP Amendment #4 – Public Hearing Action Item
7. West Fargo 9th Street Corridor Study Draft Final Plan Action Item
8. Horace Comprehensive and Transportation Draft Final Plan Action Item
9. US 10/75 Corridor Study Draft Final Plan and Online Open House Action Item
10. 2021 Draft Budget Action Item
11. Recreational Trail Grant Applications Discussion Item
12. Agency Updates Discussion Item
 - a. City of Fargo
 - b. City of Moorhead
 - c. City of West Fargo
 - d. City of Dilworth
 - e. City of Horace
 - f. Cass County
 - g. Clay County
 - h. Other Member Jurisdictions
13. Additional Business Information Item
14. Adjourn

For Public Participation, please REGISTER with the following link:
https://us02web.zoom.us/webinar/register/9415888704221/WN_96T7ZFjsRjCIMPiZxQduta

(Or e-mail metrocog@fmmetrocog.org to register)

Email questions and comments to metrocog@fmmetrocog.org either before or during the meeting. Our staff will be monitoring this email and will vocalize your questions to the Committee.

REMINDER: The next TTC meeting is scheduled for **Thursday, June 11, 2020**. A web conference format will be provided to allow for social distancing even if Metro COG staff are present in the Metro COG conference room.

Red Action Items require roll call votes.

NOTE: Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org> – Committees

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Assistant, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

**506th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, April 9, 2020 – 10:00 am
Web Conference**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Kim	Lipetsky	Fargo Cass Public Health
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Emma	Notermann	Clay County Planning (alternate for Matt Jacobson)
Malachi	Peterson	City of West Fargo Engineering
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS, Moorhead (alternate for Lori Van Beek)
Tim	Solberg	City of West Fargo Planning
Justin	Sorum	Clay County Engineering
Tom	Soucy	Cass County Highway Department
Mark	Wolter	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering (alternate present)
Matt	Jacobson	Clay County Planning
Jaclynn	Maahs	Concordia College
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Luke	Champa	Metro COG
Jim	Dahlman	Interstate Engineering/City of Horace
Dan	Farnsworth	Metro COG
Jay	Forthun	WSB
Scott	Harmstead	SRF
Matthew	Huettl	HDR
Matt	Kinsella	Apex
Grant	Kuper	Bolton and Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Diomo	Motuba	NDSU ATAC/UGPTI
Anna	Pierce	Metro COG
Kshitij	Sharma	NDSU ATAC/UGPTI
Kristin	Sperry	FHWA
Steve	Strack	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on April 9, 2020 by Chair Gray. A quorum was present, via webconference.

2. Approve the April 9, 2020 TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the April 9, 2020 TTC Meeting Agenda.

Motion: Approve the April 9, 2020 TTC Meeting Agenda.

Mr. Sahr moved, seconded by Mr. Raso

MOTION, PASSED. 20-0

Motion carried unanimously.

3. APPROVE February 13, 2020 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the February 13, 2019 TTC Meeting Minutes.

Motion: Approve the February 13, 2020 TTC Minutes.

Mr. Sahr moved, seconded by Mr. Atkins

MOTION, PASSED. 20-0

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. Dynamic Traffic Assignment Model – ATAC Proposed Scope of Work

Ms. Gray mentioned that the staff memo stated the project budget is \$35,000, which is incorrect and should state \$30,000.

Mr. Motuba explained the process that ATAC takes to prepare the Dynamic Traffic Assignment (DTA) Model.

Ms. Gray added that traffic engineering representation from local governments will be asked to participate on a Study Review Committee for this effort, to build an understanding of what the DTA model is capable of, and to get input on specific scenarios that should be analyzed.

Mr. Motuba and Mr. Sharma also presented information on COVID-19 impacts to local traffic volumes.

Motion: Favorable recommendation to the Policy Board for approval of the DTA scope of work as proposed by ATAC and Master Agreement addendum #5.

Ms. Huston moved, seconded by Mr. Mastera.

MOTION, PASSED. 20-0

Motion carried unanimously.

6. 2019-2020 UPWP Amendment #6

Ms. Gray presented amendment #6 to the 2019-2020 UPWP. The Veterans Boulevard corridor Extension Study was originally budgeted for \$150,000, and this proposed amendment, if approved, will increase the budget to \$180,000 to

include more areas of study, including potential access to the Deer Creek subdivision across Drain 27, elevation of land surrounding Drain 27, and funding/alignment matters that relate to the location of the roadway along the Fargo/Horace border. Ms. Gray explained the implications to the local share of the project, which will increase by \$6,000, for which Fargo will be 60% responsible and Horace will be 40% responsible based on the percentage of land adjacent to the corridor in each city. She explained that Metro COG had a small amount of budget flexibility for 2020, but based on her calculations, Ms. Gray stated that she believes this amendment places the accumulation of UPWP amendments slightly over the 10% threshold that may trigger an additional layer of approval from NDDOT and FHWA. After Policy Board approves this amendment, Ms. Gray will coordinate with NDDOT and FHWA for direction on how to proceed.

Motion: Favorable recommendation to the Policy Board for approval of 2019-2020 UPWP #6, to add \$30,000 to the budget for the Veterans Boulevard Corridor Extension Study.

Mr. Sahr moved, seconded by Mr. Gorden

MOTION, PASSED. 20-0

Motion carried unanimously.

7. Veterans Boulevard Corridor Extension Study Consultant Selection

Mr. Farnsworth presented KLJ (with SRF subconsultant) as the top ranked and selected consultant for the Veterans Boulevard Corridor Extension Study. The proposed fee was right at the project budget of \$180,000. Three firms submitted proposals and were interviewed: KLJ (sub SRF), Stantec, and WSB (sub Huston Engineering).

Mr. Sahr asked why Horace was not on the selection committee. Ms. Gray said that Horace was asked to participate, and they declined to participate due to staff workload and availability.

Motion: Recommend Policy Board approval of Metro COG entering into a contract with KLJ (sub SRF) for the Veterans Boulevard Corridor Extension Study

Mr. Gorden moved, seconded by Mr. Sahr

MOTION, PASSED. 20-0

Motion carried unanimously.

8. MATBUS Transit Authority Study Contract Extension

Mr. Maddox presented amendment #1 to the MATBUS Transit Authority Study contract. The consultant, SRF, has requested a schedule extension to September 30, 2020 to ensure ample time for committee participation and input before finishing the study.

Motion: Recommend Policy Board approval of Amendment #1 to the MATBUS Transit Authority Study contract.

Ms. Bommelman moved, seconded by Mr. Smith

MOTION, PASSED. 19-0-1 (Mr. Gorden was absent during the vote)

Motion carried unanimously.

****Mr. Peterson left the meeting at 10:49 a.m.**

9. 76th Avenue South Corridor Study Contract Extension

Mr. Maddox presented Amendment #2 to the 76th Avenue South Corridor Study contract. In July of 2019, an amendment was made to include travel demand modeling and analysis to determine the effects of an interchange at 64th Avenue S on the future traffic volumes on the 76th Avenue S corridor. The consultant, Stantec, has requested a schedule extension to September 30, 2020.

Motion: Recommend Policy Board approval of Amendment #2 to the 76th Avenue South Corridor Study contract

Mr. Sahr moved, seconded by Ms. Huston

MOTION, PASSED. 19-0

Motion carried unanimously.

***Mr. Raso, Mr. Gordon, and Ms. Lipetzky left the meeting at 10:59 a.m.**

10. FTA Section 5310/5339 ND Transit Grant Application

Mr. Farnsworth presented the North Dakota FTA 5339/5310 transit applications. Applications include:

Section 5310 – Urban Metro Mobility Manager, total cost: \$103,640 (\$82,912 Federal / \$20,728 local)

Section 5339 – Urban Informational kiosks for transfer and terminal locations, total cost: \$210,000 (\$168,000 Federal / \$42,000 local)

Miscellaneous equipment for Metro Transit Garage, total cost: \$300,000 (\$240,000 Federal / \$60,000 local)

The 5310/5339 applications will be submitted to NDDOT before the May 1, 2020 deadline.

Motion: Recommend Policy Board approval of the FTA Section 5310 and 5339 Transit Grant applications as discussed.

Ms. Huston moved, seconded by Mr. Smith

MOTION, PASSED. 16-0

Motion carried unanimously.

11. 2020-2023 Transportation Improvement Program (TIP) Amendment #3

Mr. Champa presented amendment #3 to the 2020-2023 Transportation Improvement Program (TIP).

The proposed amendment to the 2020-2023 TIP reflects a new rural transit grant award through the Minnesota Department of Transportation (MnDOT) and Federal Transit Administration (FTA).

A public notice was published in the Forum of Fargo-Moorhead on Monday, March 30, 2020, advertising a public hearing and detailed public comment information such as where to send written comments regarding the proposed amendment. It was advertised that public comments would be accepted until 12:00 p.m. (noon) on Thursday, April 16, 2020.

Due to the COVID-19 Pandemic and resulting Stay at Home Order for Minnesotans, the final information regarding the grant award has not yet been compiled by MnDOT, and no formal action should be taken on the TIP Amendment at this time, except to extend the public comment period to Thursday, May 21, 2020.

A public hearing was opened. No comment were made during the hearing or received via phone or email.

The public hearing was closed.

Motion: Continue the public hearing of Amendment #3 of the Metro COG 2020-2023 Transportation Improvement Program (TIP) to the TTC meeting on Thursday, May 14, 2020, and extend the public comment period to Thursday, May 21, 2020
Mr. Atkins moved, seconded by Ms. Huston
MOTION, PASSED. 16-0
Motion carried unanimously.

12. Northwest Metro Transportation Plan Contract Extension

Mr. Altenburg presented Amendment #1 to the Northwest Metro Transportation Plan contract. This amendment includes an extension to the schedule, allowing for completion by the end of September 2020.

In early fall of 2019, Metro COG asked the consultant if it would be a problem, from a workload perspective, to slow down the pace of work on the project from October through December to ensure that Metro COG did not to exceed Consolidated Planning Grant (CPG) funds as budgeted for fiscal year 2019 in the Unified Planning Work Program (UPWP). The project was also partially delayed in late 2019 by the completion and delivery of Metro COG's Travel Demand Model (TDM), developed as part of the Metropolitan Transportation Plan (MTP).

Motion: Recommend Policy Board approval of amendment #1 to the Northwest Metro Transportation Plan contract, to extend the schedule.
Ms. Bommelman moved, seconded by Mr. Mastera
MOTION, PASSED. 16-0
Motion carried unanimously.

13. Electronic Voting Policy and Procedure

Ms. Gray brought up the electronic voting policies and procedures. During this unprecedented time of pandemic, Metro COG is researching the use of electronic voting policy (via doodle poll, e-mail, etc.), and the legality of the procedure.

14. NDDOT Vision Zero Infrastructure Award – No Zone

Mr. Wolter presented the No Zone program that was given the Vision Zero infrastructure award.

Ms. Bommelman noted that the MATBUS busses have similar “no zones” and would like to collaborate at future events if possible.

Ms. Gray asked if participation in a program like No Zone could be a strategy included in the transit safety performance plan. Ms. Bommelman and Mr. Smith stated that they think it could be used as a transit safety strategy.

TTC members congratulated Mr. Wolter on running this successful program and for being selected for the Vision Zero award.

15. Agency Updates

Fargo: Transit – MATBUS is considered an essential service and facing challenges for social distancing and safety efforts implementation. The GTC has been relocated temporarily to the Public Health building (3rd Ave N/4th St N) to allow for construction at the NP Avenue GTC.

Fargo: Planning – small staff numbers in the office, attempting to keep operations running smoothly, Planning Commission meeting cancelled for April

Moorhead: Planning – Planning Commission meeting for April cancelled, attempting video meetings for May meeting, Moorhead Comprehensive Plan work has slowed due to pandemic and inability to hold public meetings. City Hall is running a rotating schedule with small staff numbers present in the building. Reminded everyone to fill out their census.

Moorhead: Engineering – 20/21st St Underpass underway and still on schedule. There is online bidding open for construction, which has met challenges, but is on track. City-wide lane striping still scheduled

Clay County: opened bids for construction, meetings held in digital format

West Fargo: Engineering/Planning: online bidding is open for construction, anticipating full summer construction season, all meetings are still being held digitally.

Dilworth: Planning commission held last week, Dan Farnsworth presented on the Heartland Trail task force – forwarded recommended to City Council seeking input

Horace: City Council meetings moved to digital format, no planning or zoning meetings yet and dealing with issues for viewing larger files remotely

Cass County: Engineering - most meetings held via digital format, most construction projects have been bid out and set for scheduled starts, sandbags deployed to outlying communities

NDDOT: TIP amendment request sent to Metro COG for consideration, trying to move all meetings and reviews to digital format

MnDOT: most employees working from home, kicking off construction season on schedule, future project processes have some issues in early stages, ATP STIP to be sent to Metro COG tomorrow

Federal Highway: working from home and having digital meetings

Metro COG: all working from home, staff stopping into the office to check mail and ensure smooth ongoing office operations

16. Additional Business

No additional business

17. Adjourn

The 506th Regular Meeting of the TTC was adjourned on April 9, 2020 at 12:01 p.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD May 14, 2020, 10:00 A.M. EITHER AT THE METRO COG CONFERENCE ROOM (1 – 2ND ST N, CASE PLAZA 232, FARGO, ND) OR VIA WEBCONFERENCE.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Transportation Technical Committee
From: Luke Champa
Date: 05/07/2020
Re: **2020-2023 Transportation Improvement Program (TIP) Amendment #3, Public Hearing continued from April 9, 2020**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public hearing at the Metro COG Conference Room – 1 2nd Street North, Suite 232, in Fargo, North Dakota on Thursday, April 9, 2020 at 10:00 a.m. to consider public comments regarding a proposed amendment to the 2020-2023 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2020-2023 TIP reflects a new rural transit grant award through the Minnesota Department of Transportation (MnDOT) and Federal Transit Administration (FTA).

A public notice was published in the Forum of Fargo-Moorhead on Monday, March 30, 2020, advertising the public hearing and detailed public comment information such as where to send written comments regarding the proposed amendment. It was advertised that public comments would be accepted until 12:00 p.m. (noon) on Thursday, April 16, 2020.

Due to the COVID-19 Pandemic and resulting Stay at Home Order for Minnesotans, the final information regarding the grant award was not compiled and provided to Metro COG prior to the public hearing; therefore, no formal action was taken regarding TIP Amendment #3. At the public hearing, the Transportation Technical Committee (TTC) continued the public hearing to the May TTC meeting scheduled for Thursday, May 14, 2020 at 10:00 a.m., and extended the public comment period until 12:00 p.m. (noon) on Thursday, May 21, 2020. As of the writing of this memo, no written comments have been received.

The final information for the proposed amendment to the 2020-2023 TIP is as follows:

1. **Addition of Project 8203001:** West Central Communities Action, Inc., Regional Transportation Coordinating Council for Region 4 (R4RTCC) operating activities. The total project cost is \$56,000 of which \$44,800 is funded by Federal Section 5310 funds, \$5,600 state funds, and \$5,600 through local funds.

See **Attachment 1** for more detailed project information.

Requested Action: Pending public comment, recommend approval of Amendment #3 of the Metro COG 2020-2023 Transportation Improvement Program (TIP) to the Policy Board.

Agenda Item 5, Attachment 1

[illegible]

To: Transportation Technical Committee
From: Luke Champa
Date: 04/16/2020
Re: **2020-2023 Transportation Improvement Program (TIP) Amendment #4, Public Hearing**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a public hearing at the Metro COG Conference Room – 1 2nd Street North, Suite 232, in Fargo, North Dakota on Thursday, May 14, 2020 at 10:00 a.m. to consider public comments regarding a proposed amendment to the 2020-2023 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2020-2023 TIP reflects new federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Tuesday, May 5, 2020, advertising the public hearing and detailed public comment information such as where to send written comments regarding the proposed amendment. The public notices advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, May 21, 2020. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2020-2023 TIP is as follows:

1. **Addition of Project 3204001:** City of West Fargo I-94 and Veteran's Boulevard structure rehabilitation project (2020*). The total project cost is \$482,000 of which \$390,082 is funded by Federal Surface Transportation Block Grant Program – Urban (STBGP-U) funds, and \$91,918 through local funds (West Fargo). *The project is listed as a pending project for 2020, to be completed if funds are available.
2. **Addition of Project 8204002:** MnDOT D4 Districtwide safety improvement project (2021). The total project cost is \$534,693 of which \$481,224 is funded by federal Highway Safety Improvement Program (HSIP) funds, and \$53,469 through state funds.

See **Attachment 1** for more detailed project information.

Requested Action: Pending public comment, recommend approval of Amendment #4 of the Metro COG 2020-2023 Transportation Improvement Program (TIP) to the Policy Board.

Agenda Item 6, Attachment 1

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					To	From						
Amendment #4												
Moorhead Transit												
Fargo Transit												
City of Fargo												
City of Moorhead												
City of West Fargo												
NDDOT	3204001	2020	I-94 2 W of I-29		9th St & I-94	Deck Spall Repairs, Sleeper Slab with Roadway Panels, Roadway Expansion Joints, Concrete Pavement Repair *Pending	Rehabilitation	\$ 482,000	STBGP-U	Local	\$ 390,082 \$ 91,918	
North Dakota Department of Transportation												
Cass County												
Minnesota Department of Transportation												
MnDOT	8204002	2021	D4 Districtwide		Junction of I-94 & 20th St S - Moorhead	Districtwide Safety Improvements - Lighting at Various Intersections	Safety	\$ 534,693	HSIP	State	\$ 481,224 \$ 53,469	
Clay County												



To: Transportation Technical Committee (TTC)
From: Adam Altenburg, AICP
Date: May 7, 2020
Re: **West Fargo 9th Street Corridor Study**

In March 2019, the City of West Fargo and the Metro COG began the West Fargo 9th Street Corridor Study. The purpose of this study, extending from 13th Avenue E to 12th Avenue NE, is to develop and refine transportation alternatives that take into account the needs of all users and may be considered for future implementation projects by the city. The need to identify future transportation alternatives along the corridor is driven by several factors including: aging infrastructure, increasing traffic volumes, safety issues, and future development of undeveloped land adjacent to the corridor.

The West Fargo 9th Street Corridor Study can be viewed on Metro COG's website:

<http://www.fmmetrocog.org/projects-rfps/9thStreet-corridorstudy-wf>

Requested Action: Recommend Policy Board approval of the West Fargo 9th Street Corridor Study pending final approval by the West Fargo City Commission.

To: Transportation Technical Committee (TTC)
From: Adam Altenburg, AICP
Date: May 7, 2020
Re: **Horace Comprehensive and Transportation Plan**

In December 2018, Metro COG contracted with Stantec for the completion of the Horace Comprehensive and Transportation Plan – an update to the City's 2007 comprehensive plan. The plan can be viewed on Metro COG's website:

<http://www.fmmetrocog.org/projects-rfps/rfp-horace-comprehensive-transportation-plan>

The purpose of the new plan is to help the City of Horace prepare for anticipated population and employment growth and ensure that new development is compatible with the community's vision and guiding principles. Impacts such as regional economic and demographic changes, groundbreaking of two new schools, a potential I-29 interchange at 76th Avenue, and the current alignment of the FM Area Diversion Project were addressed as part of the planning process.

The Horace Comprehensive and Transportation Plan places an emphasis on transportation, economic development, and land use strategies that balance the density and style of future developments. The plan is aimed at benefitting existing and future Horace residents from a quality of life and economic standpoint by providing for a wider range of housing choices and a land use mixture that helps balance tax revenues with the costs of public service and infrastructure. The future land use map provides a long-term vision for how and where the city can be expected to grow and change, with guidance and flexibility to accommodate new opportunities and direct public investments in infrastructure.

The plan utilizes small area plans to provide a higher level of design and character in areas anticipated to attract the most new development in the coming years. These plans show the general character and scale of development with anticipated land uses, street connections, and parks and open space. The small area plans seek to establish an identifiable character in contrast to typical new suburban developments, while highlighting recognized development constraints and opportunities.

Transportation and connectivity are addressed extensively in the plan, acknowledging recently completed plans and expected transportation system improvements. Transportation needs analyzed include: existing and future roadway network connectivity both within the city and to surrounding areas, proposed functional classifications, proposed street typologies, access spacing and intersection control for arterial and collector roadways, multimodal networks, and complete streets policies.

Requested Action: Recommend Policy Board approval of the Horace Comprehensive and Transportation Plan pending final approval by the Horace City Council.

To: TTC Committee
From: Michael Maddox, AICP
Date: April 8, 2020
Re: **US 10/75 Corridor Study – Draft Final Plan Adoption and Online Open House**

The US 10/75 Corridor Study was initiated at the request of the Minnesota Department of Transportation in preparation for a full reconstruction of US Highway 10 and US Highway 75 through Moorhead due to deteriorating pavement conditions. Metro COG incorporated this planning effort into its work program in 2018, released an RFP, carried out a qualifications-based selection process, and subsequently contracted with SRF Consulting Group to complete the study.

The plan can be viewed on Metro COG's website:
<http://fmmetrocog.org/projects-rfps/us-1075-corridor-study>

The report focuses on key issues with the corridor such as:

The lack of bicycle and pedestrian amenities along certain corridor segments despite the college campus and downtown context of the corridors, Safety concerns at intersections and with peculiar roadway alignments along the corridor, How to address the former weigh station area on US 10 as well as enhance Moorhead's gateway image, and Roadway treatments that could provide an impetus for redevelopment in Downtown Moorhead.

The Final Study provides an analysis of existing and future conditions. Corridor alternatives are provided that will guide MnDOT and the City of Moorhead as they move into final design. The process has allowed MnDOT, the City of Moorhead, Moorhead Downtown Inc. and Metro COG to collaborate on creating a vision for the roadway segments included in MnDOT's upcoming reconstruction project. The effort was guided by a Study Review Committee (SRC) consisting of representatives from MnDOT District 4, City of Moorhead, Downtown Moorhead Inc, Minnesota State University Moorhead (MSUM), and Metro COG.

The planning process included multiple public outreach efforts designed to both inform and gain input from the general public and corridor stakeholders. As of the writing of this memo, the last public engagement effort is taking place via an online public meeting.

The link to this meeting is:
<http://www.fmmetrocog.org/meetings-events/news/us1075-corridor-study-online-open-house>.

Metro COG has promoted public participation through a mass email to our broad mailing list, posts on Metro COG's and the City of Moorhead's Facebook pages, MnDOT District 4 website, and a press release was sent to local FM Area news media outlets. The consultant will be making a presentation to the Moorhead City Council on Monday, May 11, 2020 where the Council will be updated on the final draft report and the public input received from the ongoing online public meeting, and determining if they are ready to act on a resolution of support for the Study.

Metro COG is asking that the Transportation Technical Committee members review the plan, and forward any comments to me. I will share any comments with our consultant, and we will get back to you and will be prepared to discuss comments at the TTC meeting.

Requested Action: Recommend approval of the Draft Final US 10/75 Corridor Study to the Policy Board.

To: Transportation Technical Committee
From: Cindy Gray, Executive Director
Date: May 8, 2020
Re: **Draft 2021 Budget**

In preparation for local 2021 budget work, a draft 2021 work program and budget has been completed. The estimates of local match from Metro COG's partner jurisdictions is based on:

1. The approved dues formula, which is based on population percentages of local jurisdictions as of the 2010 census,
2. Overhead and operations (rent, supplies, communications, travel, training, dues and subscriptions),
3. Agency wages plus benefits (loaded wages)
4. Shared projects – projects that pertain to all jurisdictions and, in most cases, relate to required elements of all metropolitan planning programs, and
5. Jurisdiction-specific projects – studies or plans that relate specifically to only one jurisdiction or in some cases multiple jurisdictions or entities.

The budget was estimated by assuming a one percent (1%) increase in Federal funds. The risk in underestimating these funds is that the required local match is also underestimated. The risk in overestimating the Federal funds is that we include projects that may end up being infeasible with the amounts budgeted. Between the writing of this memo and the TTC meeting, I hope to have received more definitive information about the anticipated level of Federal funding to the extent that I will know if I have overestimated or underestimated the amount that local governments will need to match.

In the table on the following page, the local match amount estimated for each jurisdiction is shown, based on a draft work program. Funding in the "other" category is expected to come from entities such as NDDOT or MnDOT. In the past, the "other" category has included entities such as the FM Diversion Authority. At this time, I have been told that NDDOT may only be able to offset 50 percent of local funds for the Interstate Operations Analysis rather than provide a separate chunk of funds for this study. This has the potential to reduce the overall amount anticipated for the project budget.

Metro COG is back to working with a more typical annual amount of Federal funding since the 2014 funds were obligated in 2018-2019 and projects that required the use of those funds have been underway for a year or more or are completed.

Details of the proposed 2021 budget are attached, as follows, and information for 2022 is also provided, since Metro COG prepares a two-year work program:

- Attachment 1 – Draft 2021 Operations (Loaded Wages + Overhead)
- Attachment 2 – Draft 2021 Projects
- Attachment 3 – Draft 2022 Operations (Loaded Wages + Overhead)
- Attachment 4 – Draft 2022 Projects

Estimated 2021 Local Match Amounts

UPWP Element	Cass	Clay	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other
Approved Dues formula	7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%
Loaded Wages	\$9,591	\$10,156	\$2,417	\$61,997	\$1,459	\$22,861	\$15,513	\$26,820
Operations & Overhead	\$3,087	\$3,269	\$778	\$19,956	\$470	\$7,359	\$4,994	
MnDOT Match Req.	\$519	\$549	\$131	\$3,353	\$79	\$1,236	\$839	
Local Funds Only (ineligible for Federal Funds)	\$211	\$223	\$53	\$1,363	\$32	\$502	\$341	
Subtotal	\$12,889	\$13,648	\$3,248	\$83,316	\$1,961	\$30,723	\$20,848	\$26,820
Shared Projects	\$6,575	\$6,962	\$1,657	\$42,500	\$1,000	\$15,672	\$10,634	\$100,000
Jurisdiction-Specific Projects				\$25,000		\$2,000		
Subtotal	\$6,575	\$6,962	\$1,657	\$67,500	\$1,000	\$17,672	\$10,634	\$100,000
Subtotal	\$19,464	\$20,610	\$4,905	\$150,816	\$2,961	\$48,395	\$31,482	\$126,820

The proposed 2021 and 2022 work program was presented to the Executive Committee at their May 6th meeting, and will be discussed with them again on May 20th. The budget will be presented to the full Policy Board at their May meeting.

Please consider both the shared and individual jurisdiction projects. I tried to include projects for which local jurisdictions, MnDOT and NDDOT have expressed the greatest need. I will also be providing information about how the proposed local match amounts compare to 2018, 2019 and 2020 match amounts.

Requested Action: Recommend approval of the estimated 2021 budget to the Policy Board.

Jurisdiction Operations Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Opertions (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$9,590.72	\$10,155.87	\$2,416.75	\$61,997.04	\$1,459.42	\$22,861.21	\$15,513.07	\$26,820.00	\$ 754,070.38
Metro COG Overhead Costs	All	\$3,087.20	\$3,269.12	\$777.94	\$19,956.49	\$469.78	\$7,358.89	\$4,993.57	\$0.00	\$ 199,564.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$12,677.92	\$13,424.98	\$3,194.69	\$81,953.53	\$1,929.20	\$30,220.11	\$20,506.64	\$26,820.00	\$953,635.30
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$12,888.69	\$13,648.18	\$3,247.80	\$83,316.03	\$1,961.27	\$30,722.52	\$20,847.57	\$26,820.00	\$956,360.30

Jurisdiction Project Dues Summary - 2021 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other				
Metro COG Dues													
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%			
Regional Contracted Planning Projects													
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	All	\$232.04	\$245.72	\$58.47	\$1,500.00	\$35.31	\$553.12	\$375.33	\$0.00	\$15,000.00	\$12,000.00	80%	\$3,000.00
Assistance with Review and Adjustments to HH & Job Data by ATAC	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00
Metro COG Traffic and Freight Counting Program	All	\$2,011.05	\$2,129.56	\$506.76	\$13,000.00	\$306.02	\$4,793.71	\$3,252.90	\$0.00	\$130,000.00	\$104,000.00	80%	\$26,000.00
Bicycle and Pedestrian Plan Update ³	All	\$2,320.45	\$2,457.18	\$584.73	\$15,000.00	\$353.10	\$5,531.20	\$3,753.34	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00
DTA Analysis of Select Locations	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,546.96	\$1,638.12	\$389.82	\$10,000.00	\$235.40	\$3,687.47	\$2,502.23	\$100,000.00	\$100,000.00	\$80,000.00	80%	\$20,000.00
Total - Projects Shared Across Metro Area		\$6,574.60	\$6,962.02	\$1,656.72	\$42,500.00	\$1,000.46	\$15,671.74	\$10,634.47	\$100,000.00	\$425,000.00	\$340,000.00		\$85,000.00
Jurisdiction-Specific Contracted Planning Studies													
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00
Fargo Transportation Plan	Fargo				\$25,000.00					\$125,000.00	\$100,000.00	80%	\$25,000.00
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$25,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00	\$135,000.00	\$108,000.00		\$27,000.00
Grand Total Project Dues		\$6,574.60	\$6,962.02	\$1,656.72	\$67,500.00	\$1,000.46	\$17,671.74	\$10,634.47	\$100,000.00	\$560,000.00	\$448,000.00		\$112,000.00

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Increase budget if federal funding becomes available

⁴Funding participation is anticipated from NDDOT and MnDOT.

Jurisdiction Operations Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues		20 Percent Local Match Distributed by Jurisdiction								
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Opertions (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$10,153.41	\$10,751.72	\$2,558.54	\$65,634.44	\$1,545.04	\$24,202.49	\$16,423.23	\$26,820.00	\$ 790,444.40
Metro COG Overhead Costs	All	\$3,182.34	\$3,369.86	\$801.91	\$20,571.49	\$484.26	\$7,585.67	\$5,147.46	\$0.00	\$ 205,714.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$13,854.37	\$14,670.76	\$3,491.14	\$89,558.43	\$2,108.22	\$33,024.39	\$22,409.56	\$26,820.00	\$1,002,864.32
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$14,065.14	\$14,893.95	\$3,544.25	\$90,920.93	\$2,140.29	\$33,526.81	\$22,750.49	\$26,820.00	\$1,005,589.32

Jurisdiction Project Dues Summary - 2022 Budget

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other				
Approved Metro COG Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%			
Regional Contracted Planning Projects													
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00
Dynamiic Traffic Assignment Analyses (ATAC)	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11	\$0.00	\$5,000.00	\$4,000.00	80%	\$1,000.00
ITS Update (ATAC)	All	\$433.15	\$458.67	\$109.15	\$2,800.00	\$65.91	\$1,032.49	\$700.62	\$0.00	\$28,000.00	\$22,400.00	80%	\$5,600.00
Demographic Forecast Update	All	\$773.48	\$819.06	\$194.91	\$5,000.00	\$117.70	\$1,843.73	\$1,251.11	\$0.00	\$50,000.00	\$40,000.00	80%	\$10,000.00
Travel Demand Model Update (ATAC)	All	\$928.18	\$982.87	\$233.89	\$6,000.00	\$141.24	\$2,212.48	\$1,501.34	\$0.00	\$60,000.00	\$48,000.00	80%	\$12,000.00
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,546.96	\$1,638.12	\$389.82	\$10,000.00	\$235.40	\$3,687.47	\$2,502.23	\$100,000.00	\$100,000.00	\$80,000.00	80%	\$20,000.00
Total - Projects Shared Across Metro Area		\$3,913.82	\$4,144.45	\$986.24	\$25,300.00	\$595.57	\$9,329.30	\$6,330.64	\$100,000.00	\$253,000.00	\$202,400.00		\$50,600.00
Jurisdiction-Specific Contracted Planning Studies													
Red River Greenway Study ⁵	Fargo & Moorhead				\$10,000.00		\$10,000.00			\$100,000.00	\$80,000.00	80%	\$20,000.00
TH 10 Corridor Study Through Dilworth ³	MnDOT and Dilworth								\$32,000.00	\$160,000.00	\$128,000.00	80%	\$32,000.00
Moorhead Intersection Data Collection	Moorhead						\$3,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$13,000.00	\$0.00	\$32,000.00	\$270,000.00	\$216,000.00		\$54,000.00
Grand Total		\$3,913.82	\$4,144.45	\$986.24	\$35,300.00	\$595.57	\$22,329.30	\$6,330.64	\$132,000.00	\$523,000.00	\$418,400.00		\$104,600.00

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Local match from MnDOT

⁴Funding participation anticipated from NDDOT and MnDOT

⁵Increase budget if funding is higher than estimated. Seek additional funding from Fargo Park District.