

**The 643<sup>rd</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**THURSDAY, June 19, 2025 – 4:00 PM**

## **AGENDA**

1. Call to Order and Introductions
  - a. Introductions & Roll Call
  - b. Approve Order and Contents of the Overall Agenda Action Item
  - c. Approve Meeting Minutes of May 15, 2025 Action Item
  - d. Approve June 2025 Bills Action Item
2. Consent Agenda **Action Item**
  - a. May 2025 End-of-Month Report
3. Regular Agenda
  - a. Public Comment Opportunity Public Input
  - b. Transit Service Presentation – Resource Connect Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held  
**Thursday, July 17, 2025 at 4:00 PM.**

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at [brumbaugh@fmmetrocog.org](mailto:brumbaugh@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 AM on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

**Please use the following link to join this meeting online:**

<https://us02web.zoom.us/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

**Bolded** Action Items require roll call votes.

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

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

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 Angela Brumbaugh 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.

PLANNING ORGANIZATION SERVING  
FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

**642<sup>nd</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, May 15, 2025 – 4:00 PM**

**Members Present:**

Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mike	Reitz	MATBUS Representative
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Joel	Vettel	Cass County Commission

**Members Absent:**

Rory	Jorgensen	West Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer ( <i>ex-officio</i> )
Shiloh	Wahl	MnDOT District 4 Engineer ( <i>ex-officio</i> )

**Others Present:**

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT - Local Government Division

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 PM, on Thursday, May 15, 2025 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.

**MOTION: Approve the contents of the Overall Agenda of the May 15, 2025 Policy Board Meeting.**

**Mr. Olson moved, seconded by Mr. Hendrickson**

**MOTION, passed**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Mongeau asked for approval of the Minutes of the April 17, 2025 Meeting.

**MOTION: Approve the April 17, 2025 Policy Board Meeting Minutes.**

**Ms. Mattson moved, seconded by Mr. Strand.**

**MOTION, passed**

**Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the May 2025 Bills as listed on Attachment 1d.

**MOTION: Approve the May 2025 Bills List.**

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

**MOTION, passed**

**Motion carried unanimously.**

**2. CONSENT AGENDA**

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

a. April 2025 Month End Report

b. Firewall Protection Services Agreement

**MOTION: Approve Items a-b on the Consent Agenda.**

**Ms. Mattson moved, seconded by Mr. Steichen.**

**MOTION, passed**

**Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

### 3b. 2025-2028 TIP Amendment 6

Mr. Bervik presented Amendment 6 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, April 23, 2025, which advertised the public meeting, detailed how to request additional information, and provided information on how to provide public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, May 8, 2025. As of this time, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 8250006:** MnDOT mill and overlay of Highway 75 from CSAH 12 to 46<sup>th</sup> Avenue South (2026). Updating the project description. Updated total project cost (-\$320,134 [-20%]) and cost breakdown.
2. **New Project 8256051:** MnDOT right-of-way purchase for districtwide snow fence installation local funds. (2026)
3. **New Project 8256052:** MnDOT engineering for districtwide snow fence installation local funds. (2026)
4. **New Project 8256053:** MnDOT advanced construction for right-of-way purchase for districtwide snow fence installation federal funds. (2027)
5. **New Project 8256054:** MnDOT advanced construction for engineering for districtwide snow fence installation federal funds. (2027)
6. **New Project 9256055:** NDDOT rehabilitation of railroad crossing and signal radar installation (2025).
7. **New Project 9256056:** NDDOT hazard elimination improvements at railroad crossing (2025).
8. **New Project 9256057:** NDDOT hazard elimination improvements at railroad crossing (2025).
9. **New Project 4256058:** The City of Fargo reconstruction of 1<sup>st</sup> Avenue North from University Drive to 10<sup>th</sup> Street (2027).

Mr. Bervik will investigate the Railroad portion to see if there are any hazards.

**MOTION: Approval of Amendment 6 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).**

**Mr. Piepkorn moved, seconded by Ms. Mattson**

**MOTION, passed**

**Motion carried unanimously.**

### 3c. 2025-2026 UPWP Administrative Modification #1

Mr. Griffith presented information on the 2025-2026 UPWP Administrative Modification #1. The Quarterly and Annual reports have changed and

require a lot more detail, which in turn, requires staff to look at our UPWP more closely and more often. Two main areas need adjusting: staff hours and project funding. Both adjustment types are budget neutral, requiring only internal adjustments, since no additional funds are being requested and none are available.

Staff hours for the MTP and Dilworth Comp plan needed to be adjusted along with minor areas in other programs. Discussed the hours per project with the Project Managers. Budgeted amount of hours and the cost assigned is based on the staff members loaded wage (base wage plus benefits). The total hours are not changing but they are being shifted around for certain task areas. Due to rounding, there was a difference of \$32.52 at the TTC meeting, the motion was to clear it up prior to the Policy Board meeting or else remove that portion from the Administrative Modification. Angela found the rounding differences and cleared them all up. The staff hours table provided in the packet shows the proposed changes and that there is no overall increase in staff hours or in funding.

The projects listed are multi-year projects and came from last year's list. The decreases and increases are needed to not only complete the projects, but to also be consistent with contractually-obligated amounts. Completion dates were changed because several projects are going to wrap up at the end of a quarter and we wanted to add some time to accommodate reviews by State and Federal agencies. The project table provided in the packet shows the proposed changes and that there is no overall increase in total funding.

**MOTION: Approval of the proposed Administrative Modification to Metro COG's 2025-2026 Unified Planning Work Program with the proposed changes as shown.**

**Ms. Mattson moved, seconded by Mr. Vettel.**

**MOTION, passed**

**Motion carried unanimously.**

#### **4. Additional Business**

Mr. Peipkorn asked about changes at the Federal level and how they are impacting Metro COG. Mr. Griffith responded that everyone is keeping an eye on the actions and how they are impacting their particular agencies or organizations, and so far, the actual changes to most have been minimal, and so far, appear to have more potential impact on future projects for Metro COG. Mr. Hutchings from NDDOT added that they are looking closely at CFR requirements.

There was no other business brought before the Policy Board.

**5. Adjourn**

**MOTION: Adjourn the 642<sup>nd</sup> Meeting of the FM Metro COG Policy Board**  
**Mr. Olson moved, seconded by Mr. Stand**  
**MOTION, passed.**  
**Motion carried unanimously.**

The 642<sup>nd</sup> Meeting of the FM Metro COG Policy Board held Thursday, May 15, 2025 was adjourned by Chair Mongeau at 4:31 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, JUNE 19, 2025 at 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

**To:** Policy Board members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** June 13, 2025  
**Re:** **Approve June 2025 Bills**

In an effort to prepare a complete packet for such a short agenda this month, Staff has compiled the June Bills for payment. There may be two additional invoices that may need to be included, and if so, Staff will send out a revised Bill list prior to the Policy Board meeting.

On the off-hand chance that we don't have a regular quorum for the June 19 Policy Board meeting, there is a provision in the Policy Board Bylaws that allows for approval of bills for payment with less than full quorum. Policy Board Bylaw Section 5.63 is shown below for reference:

5.6.3 Approval of monthly bills may be accomplished with lack of a quorum at the discretion of the Chair and with not less than six (6) Board members present.

If this Section is to be used in order to approve payment of monthly bills due to lack of a full quorum, the Chair would need to read the Section above out to the meeting attendees, state that she or he think the lack of a full quorum justifies the use of Section 5.6.3 of the Policy Board Bylaws to approve the June monthly bills, ask if they understand the Bylaw Section, and ask that whoever makes the motion to approve the monthly bills as shown as Agenda Item 1d, includes a statement referencing Policy Board Bylaw Section 5.6.3 to approve the June monthly bills for payment as provided as Agenda Item 1d without a full quorum.

**Requested Action:** Approve June 2025 Bills via Roll Call Vote, invoking Policy Board Bylaw Section 5.6.3, if necessary.

## 1b. June Bill List

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
<b>American United Life Insurance Company</b>							
	American United Life Insurance Company	7/1/2025	G00622518 07/25		6/11/2025	110.48	
<b>Total for American United Life Insurance Company</b>							<b>\$ 110.48</b>
<b>Balance Tax &amp; Accounting</b>							
	Balance Tax & Accounting	6/1/2025	5257		6/1/2025	1,575.00	
<b>Total for Balance Tax &amp; Accounting</b>							<b>\$ 1,575.00</b>
<b>Paul Bervik</b>							
	Paul Bervik	5/8/2025	05.15.2025		5/15/2025	47.60	
<b>Total for Paul Bervik</b>							<b>\$ 47.60</b>
<b>Blue Cross Blue Shield Of ND</b>							
	Blue Cross Blue Shield Of ND	6/15/2025	July Premium		6/30/2025	10,916.75	
<b>Total for Blue Cross Blue Shield Of ND</b>							<b>\$ 10,916.75</b>
<b>Business Essentials</b>							
	Business Essentials	5/6/2025	1345630-1	Copy Paper	6/30/2025	\$ 267.30	
<b>Total Business Essentials</b>							<b>\$ 267.30</b>
<b>Cardmember Services</b>							
	Zoom					\$ 95.97	
	ASFPM					\$ 80.00	
	Courtyard Marriot					\$ 705.28	
	The Forum					\$ 69.16	
	Home Depot					\$ 22.99	
	Amazon					\$ 19.96	
	Amazon					\$ 18.98	
	Amazon					\$ 30.38	
	FMWF Chamber of Commerce					\$ 20.00	
	Amazon					\$ 51.14	
	Amazon					\$ 42.57	
	Microsoft					\$ 49.57	
	AMPO					\$ 848.70	
	AMPO					\$ 95.00	
<b>Total for Cardmember Services</b>							<b>\$ 2,149.70</b>
<b>Case Plaza LLC</b>							



## 1b. June Bill List

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
	Case Plaza LLC	6/9/2025	07/25 Rent		7/1/2025	7,816.00	
<b>Total for Case Plaza LLC</b>							<b>\$ 7,816.00</b>
<b>City of Mankato</b>							
	City of Mankato	6/10/2025	26943	MPO Conference MN	7/10/2025	450.00	
<b>Total City of Mankato</b>							<b>\$ 450.00</b>
<b>Eide Bailly LLP</b>							
	Eide Bailly LLP	6/4/2025	SI00042043		6/19/2025	1,467.00	
<b>Total for Eide Bailly LLP</b>							<b>\$ 1,467.00</b>
<b>FMWF Chamber of Commerce</b>							
	FMWF Chamber of Commerce	6/1/2025	354732		6/16/2025	\$ 291.70	
<b>Total FMWF Chamber of Commerce</b>							<b>\$ 291.70</b>
<b>The Forum Communications</b>							
	The Forum Communications	5/2/2025	FVFPWZHJ-0001	Safe Routes to School	6/2/2025	\$ 53.96	
	The Forum Communications	6/4/2025	F4552239-0022	TIP Amendment 6	6/9/2025	\$ 68.40	
<b>Total for The Forum Communications</b>							<b>\$ 122.36</b>
<b>Ben Griffith</b>							
	Ben Griffith	6/6/2025	06.06.2025		6/6/2025	\$ 180.46	
<b>Total Ben Griffith</b>							<b>\$ 180.46</b>
<b>HDR</b>							
	HDR	6/5/2025	1200726517	Railroad Study-June	7/5/2025	\$ 15,841.36	
	HDR	5/16/2025	1200719190	Railroad Study-May	6/6/2025	\$ 28,017.05	
<b>Total HDR</b>							<b>\$ 43,858.41</b>
<b>Hutman</b>							
	Hutman	5/15/2025	37607		5/30/2025	25.00	
<b>Total for Hutman</b>							<b>\$ 25.00</b>
<b>Aiden Jung</b>							
	Aiden Jung	6/5/2025	05.12.25-05.16.2025		5/15/2025	\$ 318.68	
<b>Total for Aiden Jung</b>							<b>\$ 318.68</b>
<b>Liberty Business Systems, Inc</b>							
	Liberty Business Systems, Inc	6/10/2025	39423495		7/5/2025	182.93	
<b>Total for Liberty Business Systems, Inc</b>							<b>\$ 182.93</b>
<b>Metro COG Staff</b>							

## 1b. June Bill List

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
	Metro COG Staff	4/15/2025		Employee withholding	4/15/2025	40.00	
	Metro COG Staff	4/30/2025		Employee withholding	4/30/2025	40.00	
<b>Total for Metro COG Staff</b>							<b>\$ 80.00</b>
<b>Midco Business</b>							
	Midco Business	6/11/2025	16879260214778		7/1/2025	332.84	
<b>Total for Midco Business</b>							<b>\$ 332.84</b>
<b>Mutual of Omaha</b>							
	Mutual of Omaha	7/1/2025	1902780080		7/1/2025	264.93	
<b>Total for Mutual of Omaha</b>							<b>\$ 264.93</b>
<b>Payroll Professionals</b>							
	Payroll Professionals	5/15/2025				80.00	
	Payroll Professionals	5/30/2025				80.00	
<b>Total for Payroll Professionals</b>							<b>\$ 160.00</b>
<b>Pitney Bowes</b>							
	Pitney Bowes	6/11/2025	17461111		7/10/2025	\$ 171.00	
<b>Total Pitney Bowes</b>							<b>\$ 171.00</b>
<b>ReadiTech</b>							
	ReadiTech	6/1/2025	2586800.6		6/25/2025	69.00	
<b>Total for ReadiTech</b>							<b>\$ 69.00</b>
<b>SRF Consulting Group, Inc.</b>							
	SRF Consulting Group, Inc.	5/31/2025	17185.00-16		6/30/2025	3,127.83	
<b>Total SRF Consulting Group, Inc.</b>							<b>\$ 3,127.83</b>
<b>Stantec</b>							
	Stantec	6/10/2025	2407230		7/10/2025	7,169.03	
<b>The Stantec</b>							<b>\$ 7,169.03</b>
<b>The Village</b>							
	The Village	3/21/2025	835		4/21/2025	900.00	
<b>Total The Village</b>							<b>\$ 900.00</b>
<b>Wex Health Inc</b>							
	Wex Health Inc	5/31/2025	21464762-IN		6/30/2025	25.00	
<b>Total for Wex Health Inc</b>							<b>\$ 25.00</b>
<b>TOTAL</b>						<b>\$ 82,079.00</b>	<b>\$ 82,079.00</b>

## 1b. June Bill List

Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
			<b>Payroll Liabilities</b>			
			Federal Withholding		3,399.61	
			Federal Social Security - ee		1,926.31	
			Federal Social Security - er		1,926.31	
			Federal Medicare - ee		450.51	
			Federal Medicare - er		451.51	
			Minnesota Withholding		128.00	
			North Dakota Withholding		190.00	
			Health Savings		797.92	
			Employee IRA		1,205.73	
			Employer IRA		681.81	
			Total		<b>\$ 11,157.71</b>	
			Grand Total		<b>\$ 93,236.71</b>	



**To:** Policy Board Members  
**From:** Aiden Jung and Adam Altenburg  
**Date:** June 13, 2025  
**Re:** **Informational Presentation from Resource Connect on Ride Assistance Program**

Resource Connect is a community-based transportation provider serving populations that often face barriers to accessing traditional transit services. Their programs are designed to support individuals with disabilities, seniors, low-income residents, immigrants, or anyone who requires flexible transportation options.

Operating within the Fargo-Moorhead area and surrounding communities, Resource Connect offers demand-response and scheduled transportation services that fill critical service gaps, particularly in areas where fixed-route transit is limited or unavailable. Their work is focused on improving access to healthcare, employment, education, and essential services. They often partner with local agencies and businesses to meet these needs.

Ritchell Aboah from Resource Connect will provide a brief informational presentation regarding their Ride Assistance Program.

**Requested Action: None**