

# Agenda Item A3, Attachment 1

**553<sup>rd</sup> Policy Board Meeting  
Fargo-Moorhead Metropolitan Council of Governments  
Thursday, April 19, 2018 – 4:00 pm  
Metro COG Conference Room**

**Members Present:**

Brenda	Elmer	Moorhead City Council
Shara	Fischer	Fargo Planning Commission
Steve	Gehertz	Moorhead City Council
Jim	Haney	Clay County Commission (alternate for Jenny Mongeau)
Mike	Magelky	Fargo Planning Commission (alternate for John Gunkelman)
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Kevin	Spaulding	Dilworth City Council
Larry	Weil	City of West Fargo (alternate for Mark Wentz)

**Members Absent:**

Roger	Buscher	Moorhead Planning Commission
Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Sharon	May	Horace City Commission
Jenny	Mongeau	Clay County Commission
Arland	Rasmussen	Cass County Commission
Mark	Simmons	West Fargo City Commission
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

**\*\*Both Chair Rasmussen and Vice Chair Mongeau were absent from the meeting. Policy Board secretary, Interim Executive Director Maddox, nominated Ms. Elmer as the temporary chair for the meeting.**

***MOTION:* Appoint Brenda Elmer as temporary Policy Board chair for the 553<sup>rd</sup> Metro COG Policy Board meeting.**

**Mr. Weil moved, seconded by Ms. Fischer.**

***MOTION, passed.***

**Motion carried unanimously.**

**A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**  
The meeting was called to order at 4:00 pm, on April 19, 2018 by Chair Elmer, noting a quorum was present. Introductions were made.

**A2. Approve Order and Contents of Overall Agenda, approved**  
Chair Elmer asked for approval for the overall agenda.

***MOTION: Approve the contents of the Overall Agenda of the 553<sup>rd</sup> Policy Board Meeting.***

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

***MOTION, passed. 9-0.***

**Motion carried unanimously.**

**A3. Past Meeting Minutes, approved**  
Chair Elmer asked for approval of the Minutes of the March 15, 2018 Meeting.

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

**Ms. Fischer moved, seconded by Mr. Haney.**

***MOTION, passed. 9-0.***

**Motion carried unanimously.**

**A4. Monthly Bills, approved**  
Chair Elmer asked for approval of the April 2018 Bills as listed on Attachment 1.

***MOTION: Approve the April 2018 Bills List.***

**Mr. Piepkorn moved, seconded by Mr. Schneider.**

***MOTION, passed. 9-0.***

**Motion carried unanimously.**

**B. CONSENT AGENDA**

**B1. Chair Elmer asked for approval of Items 1-6 on the Consent Agenda.**

1. March 2018 End of Month Report
2. US 10/US 75 Request for Proposals
3. 12<sup>th</sup> Avenue South Corridor Study Consultant Selection
4. Cass County Road 18 Extension Study Consultant Selection
5. FTA 5310/5339 ND Transit Grant Application Submittal
6. 2018 First Quarter Report

***MOTION: Approve Items 1-6 on the Consent Agenda.***

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

***MOTION, passed. 9-0.***

**Motion carried unanimously.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**  
No public comments were made or received.

***No MOTION***

**C2. Draft 2019-2020 UPWP**

Mr. Maddox presented the 2019-2020 UPWP and Budget draft. The draft budget includes personnel, overhead, and CPG project costs. New costs were broken down and explained, as well as anticipated contractual projects. A finalized final draft will be presented at the May Policy Board meeting. Mr. Maddox encouraged the board members to review the draft, and discuss any possible projects with their respective jurisdictions.

***No Motion.***

**C3. Maternity/Paternity Leave Policy Update**

Mr. Maddox presented a revised Maternity/Paternity Leave policy. The previous version of the policy was found to be ambiguous, outdated, and contradictory. Mr. Maddox, along with Jenna Wilm, Metro COG's Human Resources representative, worked together to update the policy. Mr. Piepkorn questioned if this policy mirrors the City of Fargo's policy. Mr. Maddox replied that the member jurisdictions all follow FMLA guidelines, and do not have separate Maternity/Paternity policies.

***MOTION: Approve the revised Maternity/Paternity Leave Policy in the Personnel and Administrative Policies and Procedures.***

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

***MOTION, passed. 9-0.***

***Motion carried unanimously.***

**C4. Human Resources Contract with West Fargo**

Mr. Maddox provided an update on the revised contract with West Fargo for Human Resources services. Tina Fisk, the West Fargo City Administrator, stated that the contract was still being prepared by the city attorney, but should be ready by May's Policy Board meeting. The contract states that the City of West Fargo will provide a set amount of hours annually Pro Bono, and any hours utilized after the set amount will be billed at a set rate per hours used.

***No Motion.***

**C5. Executive Director Update**

Mr. Maddox informed the board that three top candidates have been selected for final interviews: Cindy Gray, Wayne Hurley, and Ty Hegland, to be held April 23 at the Cass County Commission chambers, starting at 9am. The interviews are open to the public, and Policy Board members are encouraged to attend.

***No Motion.***

**D. Additional Business**

No additional business.

**E. Adjourn**

***MOTION: Adjourn the 553<sup>rd</sup> Meeting of the FM Metro COG Policy Board***

***Mr. Schneider moved, seconded by Mr. Piepkorn.***

***MOTION, passed. 9-0.***

***Motion carried unanimously.***

The 553<sup>rd</sup> Meeting of the FM Metro COG Policy Board held Thursday, April 19, 2018 was adjourned at 5:03 pm.

- F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 17<sup>th</sup>, 2018, 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