

Agenda Item A5, Attachment 1

548th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 21st, 2017 – 4:00 pm
Metro COG Conference Room

Members Present:

Brenda	Elmer	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Jim	Haney	Clay County Commission (alternate for Jenny Mongeau)
Sharon	May	Horace City Commission (via telephone)
Arland	Rasmussen	Cass County Commission
Mark	Simmons	West Fargo City Commission (via telephone)
Kevin	Spaulding	Dilworth City Council
Mark	Wentz	West Fargo City Commission

Members Absent:

Roger	Buscher	Moorhead Planning Commission
Shara	Fischer	Fargo Planning Commission
Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Dan	Farnsworth	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:03 pm, on December 21st, 2017 by Chair Elmer, noting a quorum was not present. Introductions were made.

A2. Approve Order and Contents of Overall Agenda, approved

Chair Elmer asked for approval for the overall agenda. Mr. Maddox noted that, as previously discussed, it was suggested that consent agenda items B3 and B4 be moved to the regular agenda for discussion.

No action was taken on this item due to a lack of quorum.

A3. Past Meeting Minutes

Chair Elmer asked for approval of the Minutes of the November 16th, 2017 Meeting.

No action was taken on this item due to a lack of quorum.

A4. Monthly Bills, approved

Chair Elmer asked for approval of the December 2017 Bills as listed on Attachment 1 of Agenda Item A4.

MOTION: Approve the December 2017 Bills List.

Mr. Spaulding moved, seconded by Mr. Gunkelman.

MOTION, passed

Motion carried unanimously.

***A quorum of six members can approve bills per Policy Board Bylaws**

B. CONSENT AGENDA

Due to a lack of quorum, the following consent agenda items were not acted upon.

1. December 2017 Month End Budget Report
2. Auditing Services Consultant Selection and Contract
3. Metro COG 2045 LRTP Consultant Selection and Contract
4. Metro COG UPWP Amendment #5

No action was taken on this item due to a lack of quorum.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public comments were made or received.

No MOTION

C2. Metro COG Staffing Update

Mr. Maddox introduced Metro COG's new hire, Anna Pierce. Ms. Pierce provided a brief summary of herself and background.

Ms. Leach provided an update on status of the Executive Director hiring process, stating that phone/Skype interviews will likely begin the second week of January.

C3. Policy Board 2018 Meeting Schedule

Chair Elmer and Ms. Leach discussed the proposed 2018 Policy Board meeting schedule noting that a survey was sent out to Policy Board members asking their preferred meeting time. Of the surveys received there were three votes for 8:00 am, two votes for noon, and seven votes for 4:00 pm. Therefore, it is the intent to continue to meet at 4:00 pm.

No action was taken on this item due to a lack of quorum.

***Sharon May joined the meeting via phone at 4:45 PM**

***Mark Simmons joined the meeting via phone at 4:47 PM**

C4. Metro COG Articles of Association

Mr. Maddox discussed the proposed revisions to the Metro COG Articles of Association. Revisions to the Articles of Association include an additional voting member as a result of Horace becoming a voting member and associated language to reflect that.

No action was taken on this item due to a lack of quorum.

C5. Metro COG Bylaws

Mr. Maddox brought up for discussion the request of having the Policy Board Chair serve a two-year term versus a one-year term. This topic was brought up by the Executive Committee noting that there is often a lengthy learning curve each year when a Chair assumes the role. By having a two-year term, the Chair could be well-versed in his/her roles and responsibilities come year two. A discussion followed but no consensus was made. Chair Elmer stated that this could be a topic for a future meeting.

C6. Metro COG Administrative Policies

Mr. Maddox discussed the proposed revisions to the Metro COG Administrative Policies. Revisions to the Administrative Policies would include the inclusion of an outside HR department and changes to Metro COG's organization structure.

No action was taken on this item due to a lack of quorum.

C7. Metro COG Personnel Policies

There was discussion about Metro COG's Personnel Policies. Proposed revisions to the Personnel Policies include: sensitivity training for employees, criminal background checks to employees and employee benefit review by both the Policy Board and Executive Director.

No action was taken on this item due to a lack of quorum.

C8. Metro COG Organizational Structure

The proposed organization structure was provided to the Policy Board and a brief discussion followed. Mr. Maddox stated that the proposed organizational structure would take on a more hierarchy role.

No action was taken on this item due to a lack of quorum.

C9. Election of Metro COG Policy Board Officers

It was stated that Arland Rasmussen will be the Policy Board Chair in 2018 with Jenny Mongeau as the planned Vice Chair.

No action was taken on this item due to a lack of quorum.

C10. Prioritize Transportation Alternatives (TA) Applications

Mr. Farnsworth underscored the process of prioritizing the annual Transportation Alternatives application projects noting that a total of seven projects were submitted to Metro COG within North Dakota and three projects were submitted to Metro COG within Minnesota. The prioritization of the projects will next be submitted to the respective state DOT for consideration.

No action was taken on this item due to a lack of quorum.

C11. 2018 Competitive Wage Adjustment

Mr. Maddox discussed the competitive wage adjustment that typically occurs annually. It was noted that Metro COG follows the City of Fargo's competitive wage adjustment. The proposed adjustment would be 2%.

No action was taken on this item due to a lack of quorum.

C12. Appreciation of Chair Brenda Elmer

Metro COG staff and they Policy Board extended their appreciation to Policy Board Chair Brenda Elmer for all her work and assistance throughout the past year. Metro COG staff presented to Chair Elmer an award plaque. Chair Elmer then shared a few words.

D. Additional Business

None

E. Adjourn

***MOTION:* Adjourn the 548th Meeting of the FM Metro COG Policy Board**

Mr. Rasmussen moved, seconded by Mr. Haney.

MOTION, passed

Motion carried unanimously.

The 548th Meeting of the FM Metro COG Policy Board held Thursday, December 21st, 2017 was adjourned at 5:24 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD THURSDAY JANUARY 18TH, 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