

# Agenda Item A3, Attachment 1

**554<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, May 17, 2018 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Shara	Fischer	Fargo Planning Commission
Steve	Gehrtz	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Sharon	May	Horace City Council
Jenny	Mongeau	Clay County Commission
Arland	Rasmussen	Cass County Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission
Larry	Weil	City of West Fargo (alternate for Mark Wentz)

**Members Absent:**

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Sharon	May	Horace City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo District
Jenna	Wilm	City of West Fargo

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

The meeting was called to order at 4:00 pm, on May 17, 2018, by Chair Rasmussen noting a quorum was present. Introductions were made.

**A2. Approve Order and Contents of Overall Agenda, approved**

Chair Rasmussen asked for approval of the overall agenda.

***MOTION:* Approve the contents of the Overall Agenda of the 554<sup>th</sup> Policy Board Meeting.**

**Mr. Gunkelman moved, seconded by Ms. Elmer.**

***MOTION*, passed. 11-0.**

**Motion carried unanimously.**

**A3. Past Meeting Minutes, approved**

Chair Rasmussen asked for approval of the Minutes of the April 19, 2018 Meeting.

***MOTION: Approve the April 19, 2018 Policy Board Meeting Minutes.***

**Mr. Gehrtz moved, seconded by Mr. Weil.**

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

**A4. Monthly Bills, approved**

Chair Rasmussen asked for approval of the May 2018 Bills as listed on Attachment 1.

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

**Ms. Elmer moved, seconded by Mr. Buscher.**

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

**B. CONSENT AGENDA**

**B1. Chair Rasmussen asked for approval of Items 1-4 on the Consent Agenda.**

1. April 2018 End of Month Report
2. NDDOT Performance Measure 1 MOU
3. 2017-2020 TIP Amendment #7
4. 2018-2021 TIP Amendment #3

***MOTION: Approve Items 1-4 on the Consent Agenda.***

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

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**C2. 2019-2020 UPWP and Budget**

Mr. Maddox presented the draft 2019-2020 budget. The budget was also discussed at the Transportation Technical Committee, where the committee decided to table the decision on a favorable recommendation until all jurisdictions are satisfied with the project list and budgeted amounts. Mr. Maddox reminded the Policy Board that they can approve the budget as is, without the TTC's recommended approval. The Policy Board agreed to hold the discussion until the June board meeting.

***No MOTION.***

**C3. Human Resources Contract with West Fargo**

Chair Rasmussen presented an amendment to the original MOU with the City of West Fargo outlining HR services for Metro COG. The City's administrator, the Executive Committee, and the City of West Fargo's attorney drafted and agreed on the final amendment presented at the meeting. The original MOU granted HR services pro bono. During the past year, Metro COG has

heavily relied on the HR services provided by the city. The amendment states that HR services will be provided at no cost up to 120 hours per year, and will be invoiced at the end of the year for any hours exceeding 120 at an hourly rate.

***MOTION: Approve Amendment 1 to the Memorandum of Understanding between Metro COG and the City of West Fargo.***

**Ms. Elmer moved, seconded by Ms. May.**

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

**C4. Executive Director Update**

Chair Rasmussen informed the board that an offer of employment as Executive Director was extended to Cindy Gray, to which she has accepted. Ms. Gray currently works at SRF Consulting, and has worked for Metro COG in the past. Chair Rasmussen detailed the negotiations that took place, and apologized for not including the board, explaining that he was in contact with members of the Executive Committee for negotiations, receiving their approval on terms. Negotiations included starting salary, PTO accrual, and the use of an agency cell phone. Members of the Policy Board expressed their discomfort with how the negotiations were held, but ultimately agreed that all terms are adequate.

***MOTION: Approve the hiring of Cindy Gray as the Executive Director, as offered, contingent upon a favorable Sheriff's report.***

**Mr. Gehrtz moved, seconded by Ms. Elmer.**

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

**D. Additional Business**

Chair Rasmussen asked the board to consider how it should handle rescheduling meetings when the Diversion Authority holds meetings on the same days as scheduled Policy Board meetings.

**E. Adjourn**

***MOTION: Adjourn the 554<sup>th</sup> Meeting of the FM Metro COG Policy Board***

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

***MOTION, passed. 11-0.***

**Motion carried unanimously.**

The 554<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, May 17, 2018 was adjourned at 4:57 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JUNE 21, 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