637th Policy Board Meeting

Fargo-Moorhead Metropolitan Council of Governments

Thursday, December 19, 2024 – 2:00 PM



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

The meeting was called to order at 2:00 PM, on December 19, 2024 by Chair Mongeau, noting that a quorum was present. Introductions were made. Mr. Vettel requested to abstain from voting in this meeting as he is new and has not had a chance to study the information.

## 1b. Approve Order and Contents of Overall Agenda, approved

Chair Mongeau asked for approval for the overall agenda with moving 3c to the consent agenda (2i) just for the purpose of time as members had other meetings to go to. The Federal Functional Classification did not have a public hearing therefore could be with consent.

*MOTION*: Approve the contents of the Overall Agenda of the December 19, 2024 Policy Board Meeting.

Mr. Peipkorn moved, seconded by Mr. Olson

*MOTION,* passed

Motion carried unanimously.

## 1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the November 21, 2024 Meeting.

*MOTION*: Approve the November 21, 2024 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Mr. Jorgenson

*MOTION*, passed

Motion carried unanimously.

## 1d. Monthly Bills, approved

Chair Mongeau asked for approval of the December 2024 Bills as listed on Attachment 1d.

*MOTION*: Approve the December 2024 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-i on the Consent Agenda.

## November End of Month Report

## ND Rural Transportation Alternatives (TA) Applications

## ND Highway Safety Improvement Program (HSIP) Applications

## ND Urban Grants Program (UGP) Applications

## ND Urban Regional Highway System (RHS) Applications

## 2025 NDDOT-Metro COG CPG Contract

## 2025 MnDOT-Metro COG State Planning Agreement

## Assistant Transportation Planner Employment Offer

## Moorhead Federal Functional Classification (moved from 3c)

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

Mr. Strand moved, seconded by Mr. Jorgenson

*MOTION*, passed

Motion carried unanimously.

# 3. REGULAR AGENDA

## 3a. Public Comment Opportunity

No public comments were provided or received.

## 3b. 2025-2028 TIP Amendment 2

Mr. Bervik presented Amendment 2 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, November 27, 2024, and comments accepted until 12:00 noon on Thursday, December 12, 2024. No written comments were received.

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

1. **Modification of Project 5250035:** Moorhead MATBUS purchase of one (1) class 400 bus and related equipment (2025). Update funding source.
2. **New Project 8251043:** MnDOT districtwide guard rail installation. (2025)
3. **New Project 8251044:** MnDOT installation of a NEVI charging station along I-94. (2025)

*MOTION:* Approve Amendment 2 of the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Mr. Peipkorn moved, seconded by Mr. Olson

*MOTION*, passed

Motion carried unanimously.

## 3c. Moorhead Federal Functional Classification

Moved to 2i – Consent Agenda

## 3d. 2025 Employee Salary Adjustment

## Mr. Griffith presented information regarding salary adjustments collected for 2025 local jurisdictions. The average of the local jurisdictions is 3.43%. The total Personnel loaded wage budgeted is $1,025,470. The increase/decrease for every quarter of a percent is approximately $2,564. The Executive Committee recommended an annual salary adjustment of 3.25% for Metro COG employees.

## Ms. Mongeau stated part of the conversation at the Executive Committee meeting was they understood some jurisdictions could not vote higher than what they had agreed upon at their own jurisdiction.

## Mr. Peipkorn stated the City of Fargo had some wage adjustments that would not be reflected in the percentage also.

## Mr. Olson asked if a budget amendment would need to be done? Mr. Griffith stated no as we have had some staff turnover.

*MOTION*: Approve 2025 Metro COG Annual Employee Salary Adjustment of 3.25%.

Mr. Peipkorn moved, seconded by Mr. Jorgenson

*MOTION*, passed

Motion carried unanimously.

## 3e. Summary of Employee Benefits Presentation

## Mr. Griffith presented the 2024 Summary of Employee Benefits as it states in Article III. Section 3.01 in the Personnel Policy Manual:

## Training is provided including workshops, conferences, and on the job

## Professional Dues and Certifications for memberships in relevant organizations

## Vacation Leave is accrued depending on years of service Accumulate up to 200 hours per year as a maximum with 100% pay out for unused time at the time of resignation

## Sick leave accrued at 1 day per month

## Holiday Leave – listed holidays

## FMLA, Jury Duty, Military, and Funeral Leave

## Insurance includes Health, HSA, Dental, Vision

## FSA applies to Dependent Care

## Simple IRA through Bell Bank with a match of 3% from MetroCOG

## Workers Comp, Travel Insurance, State Unemployment, Life Insurance, Accidental Death and Dismemberment

## Employee assistance program

## A list of the current staff, grade, and step of each was presented to the group

## Mr. Peipkorn asked if we are anticipating adding more interns. Mr. Griffith answered no, just one going forward with a maximum of 1,040 hours total.

*Information Only – no action taken.*

1. Additional Business

Mr. Griffith provided three updates:

* Since Metro COG was no longer allowed to “carry over” Consolidated Planning Grant funding for projects from one year to the next, there was no year-end UPWP Amendment as has been the usual practice. Instead, staff will be closing out the year in January, as the accountant would prefer, to get accurate numbers and prepare for our annual audit.
* The long-awaited server changeover is complete – at least they think it is. Several laptops for staff members have been replaced, as well as the small computers in the conference rooms used to operate Zoom and run public meetings. New, larger monitors have been ordered to replace the two smaller ones at the back of the conference room. Waiting so late in the year to purchase them allowed for better pricing.
* Last but not least, intern Mackenzie Mueller will be graduating from NDSU tomorrow with a major in Emergency Management.

# 5. Adjourn

***Ms. Mongeau, Board Chairperson adjourned the 637th Meeting of the FM Metro COG Policy Board***

The 637th Meeting of the FM Metro COG Policy Board held Thursday, December 19, 2024 was adjourned at 2:27 PM.

# THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JANUARY 16, 2025, AT 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh  
Office Manager