

**535<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, November 17<sup>th</sup>, 2016 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Steve	Gehertz	Moorhead City Council
Frank	Gross	Clay County Commission
John	Gunkelman	Fargo Planning Commission
John Q.	Paulsen	Fargodome Board
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Tim	Solberg	West Fargo Commission (alternate for Mark Simmons)
Kevin	Spaulding	Dilworth City Council
Jan	Ulferts Stewart	Fargo Planning Commission

**Members Absent:**

Brenda	Elmer	Moorhead City Council
Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Rick	Steen	Cass County Commission
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo Commission

**Others Present:**

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Savanna	Leach	Metro COG
Steve	Salwei	NDDOT
Bob	Walton	NDDOT
Michael	Johnson	NDDOT
Kirsten	Sperry	NDDOT
Stephanie	Hickman	FHWA – via Phone

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

The meeting was called to order at 4:00 pm, on Thursday, November 17<sup>th</sup>, by Chair Piepkorn; noting a quorum was present. Introductions were made.

**A1. DOT Fast Act Presentation and CPG Discussion**

Steve Salwei of the North Dakota DOT presented on the new transportation act, Fixing America's Surface Transportation (FAST) Act. He provided a brief presentation on "Federal-Aid 101" to illustrate the federal funding procedures and policies. The presentation was intended to make more clear the process related to CPG funds and how those funds may be spent.

***No MOTION***

Steve Salwei, Michael Johnson, and Kristen Sperry excused themselves from the meeting at 4:45 pm.

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

Chair Piepkorn asked for approval for the overall agenda.

***MOTION: Approve the contents of the Overall Agenda of the 535<sup>th</sup> Policy Board Meeting.***

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

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**A3. Approve Minutes of the October 20, 2016 Policy Board, approved**

Chair Piepkorn asked for approval of the Minutes of the October 20<sup>th</sup>, 2016 Meeting.

***MOTION: Approve the October 20<sup>th</sup>, 2016 Policy Board Meeting Minutes.***

**Mr. Paulsen moved, seconded by Ms. Ulferts Stewart.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**A4. Monthly Bills, approved**

Chair Piepkorn asked for approval of the November 2016 Bills as listed on Attachment 1.

***MOTION: Approve the November 2016 Bills List.***

**Ms. Ulferts Stewart moved, seconded by Mr. Paulsen.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**B. CONSENT AGENDA**

Chair Piepkorn asked for approval of Items 1-3 on the Consent Agenda.

**B1. 2017 Policy Board, Executive Committee, and Transportation Technical Committee Meeting Schedule**

Motion: Approve the 2017 meeting schedule and instruct staff to publish in the Fargo Forum the 2017 Policy Board and Transportation Technical Committee schedules.

**B2. 2017-2020 Transportation Improvement Program, Amendment #1**

Motion: Approve the proposed Amendment #1 to the 2017-2020 Metro COG Transportation Improvement Program.

**B3. Demographic Forecast Contract Extension**

Motion: Approve the extension of the Long-Range Data Development Plan/Demographic Forecast Update Contract to June of 2017

**MOTION: Approve Items 1-3 on the Consent Agenda.**

**Ms. Ulferts Stewart moved, seconded by Mr. Schneider.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

Chair Piepkorn opened the Public Comment Opportunity. No Public Comments were made or received.

**No MOTION**

**C2. UPWP Budget Revision**

Mr., Christian presented the UPWP Budget Revision. As of September 2016 the Metro COG UPWP budget has been exceeded in two categories, 400 Transportation Plan/Program Maintenance (100.8%) and 700 Bicycle, Pedestrian, Transit Planning (100.2%). This was anticipated due to Metro COG developing the Bike/Ped Plan in house in lieu of contracting of the service. Staff is proposing the revision to reflect actual costs for these two categories. Doing so will provide a cleaner audit. Such adjustments are common, as long as they are reasonable and combined do not exceed 10% of the total budget. Given previous revisions of the 2016 element of the UPWP, we have exceeded the 10% and this UPWP budget revision will require NDDOT and FHWA concurrence.

**MOTION: Approve the UPWP Budget Revision as presented.**

**Mr. Gross moved, seconded by Mr. Paulsen.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C3. October 2016 Month End Report**

Mr. Christian presented the October 2016 Month End Report. There are two copies, one with the revision based on approval of agenda item C2 and one without the proposed revision. Staff is requesting approval of the month-end report as revised by action on agenda item C2.

**MOTION: Approve as presented the revised October 2016 Month End Budget Report**

**Mr. Paulsen moved, seconded by Ms. Ulferts Stewart.**

**MOTION, passed**

**Motion carried unanimously. Vote of 10 -0.**

**C4. Consolidated Planning Grant Discussion**

Mr. Christian opened a discussion on the CPG balance. He stated that the staff report is out of date. It was written to reflect how Metro COG has responded to requests for CPG transfers in the past. He was instructed by the Executive Committee to find projects to use all available CPG

funds for projects in the region. He stated that a meeting with local jurisdictions is scheduled to discuss potential planning projects to spend down current CPG balances.

Mr. Schneider suggested that a transfer to Grand Forks of \$120,000 be considered pending the outcome of the meeting with the jurisdictions and that this be discussed again in December.

Ms. Hickman noted that the issues with CPG spending has been an on-going issue at the Metro COG and the other MPOs for at least 10 years. The possibly exists that the MPOs need to revisit the funding formula to provide Grand Forks with adequate CPG and to minimize the large CPG balances held by Fargo and Bismarck.

***MOTION: Approve the Transfer of CPG Funds to Grand Forks MPO pending input from the upcoming meeting with local jurisdictions. Amount not to exceed \$120,000, and will need to revisit the discussion at the December Policy Board meeting.***

**Mr. Schneider moved, seconded by Ms. Ulferts Stewart.**

***MOTION, passed***

**Motion carried unanimously. Vote of 10 -0.**

**C5. 2016, 2017, 2018 Audit Services**

Mr. Christian presented options for audit services. The recommendations are either to extend contract services for another year with Brady Martz, or release an RFP for competing firms to apply, not excluding Brady Martz. Mr. Gehrtz suggested using the RFP. Ms. Ulferts Stewart pointed out that the transition to the current firm was a long, difficult process; and that whoever does receive the contract services, should be recommended to see the Metro COG through the 2020/2022 transition.

It was discussed to extend the contract with Brady-Martz to perform the audit for 2016. Staff was instructed to develop a RFP for audit services for 2017 and beyond, and provide it for review and disposition at the June, 2017 Policy Board meeting.

***MOTION: Extend contract with Brady - Martz audit services for one additional year, and submit RFP for audit services in June 2017.***

**Ms. Ulferts Stewart moved, seconded by Mr. Gunkelman.**

***MOTION, passed***

**Motion carried unanimously. Vote 10-0.**

**C6. 2017 NDDOT UPWP Contract**

Mr. Christian stated that the NDDOT has not yet provided the UPWP Agreement to any of the three MPOs as of today. The UPWP is approved by NDDOT and FHWA/FTA and no CPG funds can be spent until the UPWP agreement is in place. The MPO signs the agreement and forwards it to the NDDOT for execution. Staff is hopeful that the agreement will be provided to Metro COG and the other two MPOs in the next couple of weeks. Given the importance of the document, staff is requesting that once received, it may forward it to Chair Piepkorn for his signature and forward the signed agreement to NDDOT without further action of the Policy Board.

***MOTION: Approve the Policy Board Chair to sign on behalf of Metro COG the Unified Planning Work Program contract with NDDOT once it is received and to return the NDDOT for execution. This will be done without further Policy Board action.***

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

**MOTION, passed**  
**Motion carried unanimously. Vote 10-0.**

**C7. Round Table Discussion**

No Additional Discussion

**NO MOTION**

**D. Additional Business**

No Additional Business.

**E. Adjourn**

The 535<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, November 17<sup>th</sup>, 2016 was adjourned at 5:19 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 19<sup>th</sup>, 2017, 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