

## The 565<sup>th</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

**THURSDAY, April 18, 2018 – 4:00 p.m.**  
**Metro COG Conference Room**  
**One 2<sup>nd</sup> Street North, Suite 232**  
**Fargo, North Dakota**

### OVERALL AGENDA

1. Call to Order and Introductions
  - a. Introductions Information Item
  - b. Approve Order and Contents of the Overall Agenda Action Item
  - c. Approve Minutes of the March 21, 2018 Board Meeting Action Item
  - d. Approve April 2019 Bills Action Item
2. Consent Agenda **Action Item**
  - a. March Month End Report
  - b. 2018 Title VI Annual Report
  - c. 2019 First Quarter Report
3. Regular Agenda
  - a. Public Comment Opportunity Public Input
  - b. Follow-up on March discussion of NDDOT Billing Information Item
  - c. Follow-up on Temporary Lease and Moving Dates Information Item
  - d. Case Plaza Lease Agreement with City of Fargo **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting is scheduled for Thursday, May 16, 2019 at 4:00 p.m. in the **River Room, Fargo Civic Center Offices (207 4<sup>th</sup> Street North)**.

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Secretary, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

## Agenda Item 1c, Attachment 1

**564<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, March 21, 2019 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Jonathan	Judd	Moorhead City Council
Nicole	Mattson	Moorhead Planning Commission (alternate for Jonathan Judd)
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission

**Members Absent:**

Duane	Breitling	Cass County Commission
Shara	Fischer	Fargo Planning Commission
Tony	Gehrig	Fargo City Commission
Eric	Gjerdevig	West Fargo City Commission
Johnathan	Judd	Moorhead City Council
John	Koerselman	Horace City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Matt	Huettl	HDR
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

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

The meeting was called to order at 4:00 pm, on March 21, 2019 by Chair Mongeau, noting a quorum was present. Introductions were made.

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

Chair Mongeau asked for approval for the overall agenda.

**MOTION: Approve the contents of the Overall Agenda of the 564<sup>th</sup> Policy Board Meeting.**

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

**MOTION, passed. 10-0**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Mongeau asked for approval of the Minutes of the February 21, 2019 Meeting.

**MOTION: Approve the March 21, 2019 Policy Board Meeting Minutes.**

**Mr. Olson moved, seconded by Mr. Jesme.**

**MOTION, passed. 10-0**

**Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the March 2019 Bills as listed on Attachment 1d.

**MOTION: Approve the March 2019 Bills List.**

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

**MOTION, passed. 10-0**

**Motion carried unanimously.**

**2. CONSENT AGENDA**

**Chair Mongeau asked for approval of Items a-b on the Consent Agenda.**

a. February Month End Report

b. Federal Functional Class Update – North Dakota

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

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

**MOTION, passed. 10-0**

**Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

**No MOTION**

\*Mr. Schneider joined the meeting at 4:06 pm

**3b. 13<sup>th</sup> Avenue Corridor Study Report**

Mr. Farnsworth, Metro COG Transportation Planner and Mr. Huettl from HDR presented the 13<sup>th</sup> Avenue Corridor Study final report.

**MOTION: Approve the 13<sup>th</sup> Avenue Corridor Study final report**

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

**MOTION, passed. 11-0**

**Motion carried unanimously.**

**3c. FM Diversion Rec Plan Request for Proposals (RFP)**

Mr. Altenburg presented the RFP for the FM Diversion Rec Plan. Mr. Gunkelman asked the location of a potential greenway. Ms. Gray said that would likely be an early topic of discussion, but at this stage, it is anticipated to be primarily on the side of the channel that's closest to the adjacent communities, so residents can easily access the space.

**MOTION: Approve the RFP for the Diversion Rec Plan, contingent on inclusion of comments received by staff from Jason Benson, Cass County Engineer, shortly before the Policy Board meeting.**

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

**MOTION, passed. 11-0**

**Motion carried unanimously.**

\*Mr. Judd joined the meeting at 4:26 pm

**3d. 2019-2020 UPWP Amendment #2**

Ms. Gray presented amendment #2 to the 2019-2020 UPWP. Ms. Gray explained that the 17<sup>th</sup> Avenue Corridor Study was complete at the end of 2017 and was not originally carried over into the 2019 work program. Due to public input, the City of Fargo and Metro COG chose to continue the project into 2019 to allow time for another public presentation and open house and online survey before final action by the City of Fargo. Additional work will be paid for by the City of Fargo with local funds only.

Ms. Gray explained that the Executive Committee approved the purchase of traffic counting equipment that was not budgeted in 2019 using a combination of leftover overhead dollars, which had been designated for traffic counting equipment) from 2018, supplemented with local funds Metro COG currently has in its reserves. She explained that this action of amending the UPWP is simply to document the use of funds for this purpose.

Ms. Gray added that the amendment is an administrative modification only, not requiring NDDOT and FHWA approval, since it constitutes a change to less than one percent of the budget. When we reach a cumulative level of 10 percent change, any amendments will need to be submitted to NDDOT and FHWA for approval.

**MOTION: Approve 2019-2020 UPWP Amendment #2, an administrative modification**

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

**MOTION, passed. 11-0 (Mr. Judd abstained from the vote; alternate voted)**

**Motion carried unanimously.**

**\*Mr. Judd took over as the voting member for Ms. Mattson**

**3e. 17<sup>th</sup> Avenue South Corridor Study – Contract Amendment #1**

Ms. Gray presented contract amendment #1 to the 17<sup>th</sup> Avenue South corridor study. Ms. Gray explained that the 17<sup>th</sup> Avenue Corridor Study in Fargo was not

originally carried over into the 2019 work program, because the report was completed and was going through the review and approval process with the City of Fargo near the end of the year. Due to public input received around that time, the City and Metro COG made the decision to continue the project into 2019 to allow time for one more public open house and an online survey before final action by the City of Fargo. The extra cost will be covered 100% by the City of Fargo.

**MOTION: Approve amendment #1 of the contract with KLJ Engineering for the 17<sup>th</sup> Avenue S Corridor Study**

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

**MOTION, passed. 11-0**

**Motion carried unanimously.**

**3f. Affirm 2020 Contracted Projects; Future Project Solicitation**

Ms. Gray presented the project list currently programmed for the 2020 UPWP. Ms. Mattson asked about the Moorhead 17<sup>th</sup> Street N Study. Ms. Gray explained that the intent of the study is to look at possible reprogramming of the extra-wide street and right of way that exists on that roadway, and possibly apply the planning level concepts developed for this project on other corridors in Moorhead and throughout the rest of the metropolitan area. Ms. Gray also presented a project solicitation form to be used as a way for local staff, policy makers and the public to submit ideas for future studies and plans that are needed in the metro area. The intent is to use this information to prepare and maintain an on-going project list to be used as a reference when budgeting and preparing the UPWP.

**MOTION: Affirm the 2020 projects, including those continued from 2019 and new projects initiated in 2020.**

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

**MOTION, passed. 11-0**

**Motion carried unanimously.**

**3g. 2018 Indirect Rate: Billing to NDDOT for Additional Funds and Effect on Local Match**

Ms. Gray presented a request for local funds for the 20% local match to an additional reimbursement amount from NDDOT, as a result of an unapplied indirect rate in 2018.

**MOTION: Approve the invoicing of NDDOT for 2018 overhead costs using the approved indirect rate, and invoicing the local jurisdictions for their share of the local match.**

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

**MOTION, passed. 11-0**

**Motion carried unanimously.**

**3h. Temporary Lease between City of Fargo and Metro COG for use of Fargo Civic Center Space**

Ms. Gray presented the lease between the City of Fargo and Metro COG for the temporary use of the Fargo Civic Center office space during the agency

remodel. She explained the breakdown of the lease costs (base rent, CAM, etc.). Mr. Judd questioned the "aggravation fee" added into the lease. Ms. Gray explained that the 25% upcharge is due to the inconvenience of the short-term nature of the lease. The Board discussed the 25% upcharge and asked Ms. Gray to counter-offer to drop the fee. Mr. Piepkorn stated that the Finance Committee and City Commission will be discussing this matter and that he and Mr. Strand will be part of those discussions.

**MOTION: Authorize the Executive Director to submit a counter-offer to the lease without the "aggravation fee" and to sign the lease without the addition of this fee.**

**Mr. Gehrtz offered a friendly amendment to the motion, asking if the counter-offer fails, if the Executive Committee can make a decision on the board's behalf to sign the lease with the inclusion of the 25% upcharge. Mr. Piepkorn rejected the amendment, stating that he and Mr. Strand will discuss this with others at the City and urge the elimination of the 25% upcharge.**

**Mr. Piepkorn moved, seconded by Mr. Strand.  
MOTION, passed. 11-0.  
Motion carried unanimously.**

\*Ms. Mattson left the meeting at 4:55pm

#### **4. Additional Business**

Metro COG staff informed the Board that the Fargo Safe Routes to Schools study field data collection kicks off soon. Ms. Gray added that Metro COG has hired two interns to assist in that process and to help prepare for moving out of the building.

Mr. Piepkorn stated that the bridges spanning the Red River from Fargo to Moorhead all need to be above the water level after the FM Diversion is built. As they stand now, not all bridges are at the appropriate level. Mr. Piepkorn suggested that the Metro COG be involved in the process of identifying which bridges need to be upgraded.

#### **5. Adjourn**

The 564<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, March 21, 2019 was adjourned at 5:01 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD April 18, 2019, 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



**To:** Policy Board  
**From:** Adam Altenburg, AICP  
**Date:** April 11, 2019  
**Re:** **2018 Title VI Report**

In compliance with federal guidelines, Metro COG has prepared the annual report on Title VI activities for Metro COG for calendar year 2018.

The term "Title VI" refers to the policies and regulations stemming from Title VI of the Civil Rights Act of 1964, which prohibits federal agencies and sub-recipients from discriminating on the basis of race, color, or national origin. Subsequent legislation broadened the scope to include discrimination based on sex, age, disability/handicap, and income status and included provisions to discourage programs, policies, and activities with disproportionately high and adverse health or environmental effects on minority or low-income populations. Metro COG is committed to complying with these regulations in all programs, services, and activities administered, regardless of whether those program and activities were federally funded or not.

This year marks the fourth time this information is compiled into a comprehensive report. This report provides an overview of both Metro COG's Title VI program and the activities and accomplishments that occurred in 2018. The document provides a summary of the following:

- Metro COG's Title VI program and policies;
- The demographics of the Fargo-Moorhead metropolitan area, Metro COG staff, and its governing body;
- Environmental Justice areas and Limited English Proficiency populations in the planning area; and
- Title VI accomplishments and a list of all public participation activities undertaken in 2018.

**Requested Action: Approve the 2018 Title VI Report.**

# **2018 Title VI Annual Report**

Annual Update and Accomplishment Report of the Title VI Program

PREPARED BY:

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

**ADOPTON: ###**

One 2nd Street N, Suite 232, Fargo ND 58102

visit our webpage at:

[www.fmmetrocog.org](http://www.fmmetrocog.org)



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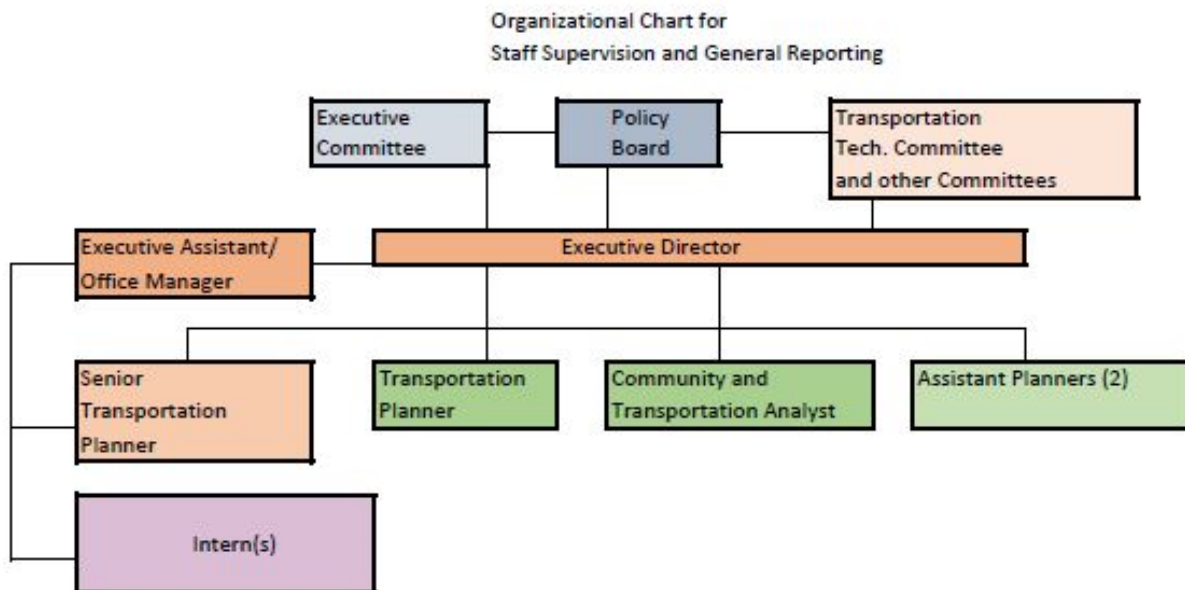
# Fargo-Moorhead Metropolitan Council of Governments (Metro COG) 2018 Title VI Annual Report

## I. What is Metro COG?

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) is both the designated Council of Governments (COG) and Metropolitan Planning Organization (MPO) for the greater Fargo-Moorhead Metropolitan Area. An MPO is a transportation policy-making organization comprised of representatives from local government and transportation authorities. The Federal Surface Transportation Assistance Act of 1973 requires the formation of a MPO for any urbanized area with a population greater than 50,000. MPOs ensure that existing and future expenditures for transportation projects and programs are based on a comprehensive, cooperative, and continuing planning process, known as the “3-C” process. The following are the five core functions of an MPO:

- Establish a fair and impartial setting for effective regional decision making;
- Evaluate transportation alternatives by collecting data, understanding issues, and creating a vision for the region;
- Develop and update a Long Range Transportation Plan, covering a planning horizon of at least 20 years, that fosters mobility for people and goods; efficient transportation performance and preservation; and quality of life;
- Develop a Transportation Improvement Program (TIP) based on the Long Range Transportation Plan and designed to serve area transportation goals; and
- Involve the general public and all the significantly affected sub-groups in the four functions listed above.

An organizational chart depicting the composition of Metro COG’s boards, committees and staff is depicted in Figure 1 below.



**Figure 1: Metro COG Organizational Chart**

# Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

## 2018 Title VI Annual Report

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### II. Overview

The Metro COG Title VI Program includes both administrative and oversight activities as well as activities associated with fulfilling the transportation planning process. This report is intended to provide a summary of the following:

- Policies guiding Metro COG's Title VI Program;
- The demographics of the Fargo-Moorhead metropolitan area;
- Environmental Justice areas and Limited English Proficiency populations within the Metro COG Metropolitan Planning Area (MPA) boundary;
- Demographics of Metro COG staff and Policy Board members;
- An accomplishment report for both administrative/oversight activities as well as metropolitan transportation planning process activities for the 2018 calendar year; and
- The 2018 Public Participation database report.

### III. Metro COG's Title VI Program

#### **Title VI Policy**

The revised *Title VI Non-Discrimination and Limited English Proficiency Plan* was approved on March 16, 2017 by Metro COG's governing body, the Policy Board. Metro COG is committed to compliance with Title VI of the Civil Rights Act of 1964, 49 CFR, part 2, the Civil Rights Restoration Act of 1987, and all related regulations and directives.

#### **Metro COG's Commitment to Nondiscrimination and Title VI Assurances**

Metro COG's commitment to the Title VI program assures that no person or groups(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability/handicap, and income status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered by the Agency, regardless of whether those programs and activities are federally funded or not. Metro COG also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations. In addition, Metro COG will provide meaningful access to services for persons with Limited English Proficiency.

#### **Title VI Complaint Procedure**

Metro COG is committed to providing a means for any person or group of persons who believes that, on the basis of race, color, sex, age, national origin, income status, sexual orientation, or disability, was excluded from or denied the benefits of, or subjected to discrimination by Metro COG in any program or activity administered by Metro COG. Metro COG has adopted a formal complaint procedure for addressing and resolving such complaints, which is detailed in the *Title VI Non-Discrimination and Limited English Proficiency Plan*.

Pursuant to the *Title VI Non-Discrimination and Limited English Proficiency Plan*, Metro COG maintains a list of complaints filed alleging discrimination towards any individual or group in any program or activity administered by Metro COG. This list includes a summary of the investigation, lawsuit or complaint; the status of the allegation; the actions taken in response to the allegation; and the date it was filed.

# Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

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Metro COG had no Title VI complaints, investigations, or lawsuits during this reporting period.

### **Limited English Proficiency (LEP)**

In order to fulfill Metro COG's responsibilities in regards to compliance with the Title VI of the Civil Rights Act of 1964, as well as Executive Order 13166, Metro COG has adopted the *Title VI Non-Discrimination and Limited English Proficiency Plan*, which was approved in March of 2017. This plan outlines the steps for providing language assistance to persons with limited English proficiency who wish to access Metro COG services and be involved in the Metropolitan Planning Process. The *Title VI Non-Discrimination and Limited English Proficiency Plan* specifies that Metro COG will monitor compliance and report upon the adherence to the goals of this plan on an annual basis. The 2017 annual report on LEP activities is provided in Section IV of this document. The full *Title VI Non-Discrimination and Limited English Proficiency Plan* is included is available on the Metro COG website, [www.metrocog.org](http://www.metrocog.org).

### **Title VI Outreach, Monitoring, and Notification Policies**

Metro COG current Public Participation Plan (PPP) was adopted and approved in May 2016. As required by 23 CFR 450.316, the PPP provides substantive guidance to Metro COG as it implements programs and projects within the Metro COG planning area. Pursuant to the PPP, Metro COG has an identified list of interested persons and stakeholders, which includes individuals and groups representative of low income and minority populations within the Metro COG planning area. All Metro COG meetings are held in ADA accessible locations, and as per the PPP, and direct notifications are provided to all known low income and minority groups. Metro COG's PPP identifies low-income and minority populations as a targeted outreach group. Metro COG also coordinates its activities with the Metro Mobility Manager of MATBUS to ensure coordination of its programs with human services and public transportation resources. In all cases, Metro COG uses its website, legal notices, box ads, and press releases to provide additional notification to interested persons, including low income and minority populations, in the planning area.

In July 2016, Metro COG approved an updated Environmental Justice (EJ) database as part of the 2016 *Fargo-Moorhead Metropolitan Profile*. This data set is reviewed and, as appropriate, updated annually as new census data becomes available. The EJ database is critical to Metro COG's overall transportation planning program and is used as area wide and subarea projects are developed. A summary and map of 2018 EJ areas is included in Section IV of this document.

In accordance with the Public Participation Plan, Metro COG publishes and distributes its newsletter, *Metro Connection*, at least three times annually. The *Metro Connection* contains pertinent and timely information regarding implementation of Metro COG programs and projects. *Metro Connection* is sent to all known low-income and minority persons and groups included within the Metro COG list of interested persons, and provides clear guidance on how to engage in the transportation planning process.

### **Monitoring of Sub-recipients for Title VI Compliance**

Metro COG ensures the compliance of all consultants and, if applicable, sub-consultants with state and federal Title VI and Non-Discrimination Assurances as a condition of receiving federal financial assistance. Included in all Metro COG contracts and Requests for Proposals (RFPs) are assurances requiring the consultant and sub-consultant to agree with Title VI provisions governing Metro COG, as well as developing and following a Title VI program and policy for their firm. During the performance of any contracted service, the consultant, its assignees, and successors agree to assurances governing the following:

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## 2018 Title VI Annual Report

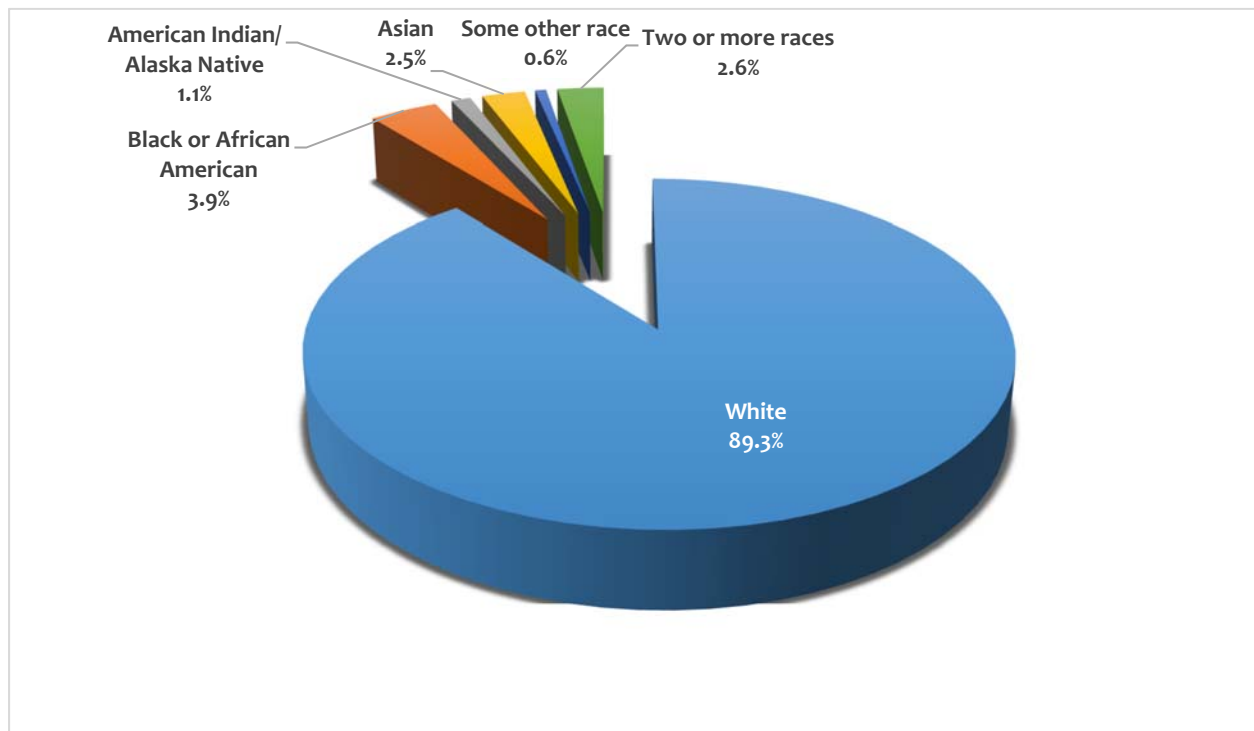
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- Compliance with Title 49, Code of Federal Regulations, Part 21 (hereafter referred to as the Regulations);
- Nondiscrimination, including restrictions on participation in discrimination prohibited by Section 21.5 of the Regulations;
- Solicitations for subcontracts, including procurements of materials and equipment;
- Information and reports, including access to any information to ensure consultant compliance with Title VI regulations;
- Sanctions for noncompliance, such as withholding of payments and/or cancellation/termination of the contract; and
- Incorporation of all Title VI provisions in every subcontract.

DRAFT

#### IV. Demographics and Environmental Justice Areas

As part of the Title VI program, Metro COG closely monitors and tracks statistical demographic data on race, national origin, age, language spoken, income level, persons with disabilities, and sex of the population of the Fargo-Moorhead metropolitan area. Since 2015, this data has been incorporated into the annual *Metropolitan Profile*, a document designed for use by both professional staff within Metro COG's jurisdictions as well as the public at large. Figure 2 (below) depicts the racial composition of the Fargo-Moorhead Metropolitan Statistical Area (MSA) according to the U.S. Census Bureau's 2013-2017 American Community Survey (ACS) estimates.



**Figure 2: Race/Ethnicity of Residents of the Fargo-Moorhead Metro Area (figures based on 2013-2017 ACS)**

##### **2018 Environmental Justice Areas in the Fargo-Moorhead Urbanized Area**

Pending the availability of data, Metro COG annually updates the Environmental Justice database to most accurately identify and map these areas. Environmental Justice areas are identified, considered, and addressed in all aspects of the transportation planning and programming process. Figure 3 shows the spatial distribution of minority and low income populations in the urbanized area. Maps and data pertaining to Environmental Justice areas are published in the annual *Metropolitan Profile* and available on Metro COG's website.

**Low Income Populations.** The currently approved definition of low-income is a block group with a median household income less than 1.25 times the poverty level (per 2018 U.S. Department of Health and Human Services federal poverty guidelines). The median household income used was obtained from the 2013-2017 American Community Survey.

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To determine the annual household income to use for poverty based on U.S. Department of Health and Human Services (HHS) federal guidelines, the average household size for the Fargo-Moorhead MSA was used. The average household size in Fargo-Moorhead per the 2017 ACS is 2.41 persons, therefore linear interpolation of the HHS values was performed in order to determine the annual household income threshold to define poverty.

To calculate the low income threshold per the definition described above, the poverty guideline as established by HHS was multiplied by 1.25:

$$\$18,231.20 * 1.25 = \$22,789.00$$

As of 2018, block groups with an annual median household income less than \$22,789.00 are considered to be “low income” block groups. This definition was determined with the intent of maintaining consistency with previous low income definitions, which allows for better monitoring of any potential changes/shifts in low income populations.

**2010 Minority Populations.** The currently adopted methodology defines minority populations as those blocks with minority populations equaling or exceeding 25 percent of the total block population. As the ACS does not provide block-level race estimates, 2010 census data is still used for this analysis.

A minority is defined as any individual who reports anything other than “white-alone” on their census questionnaire.



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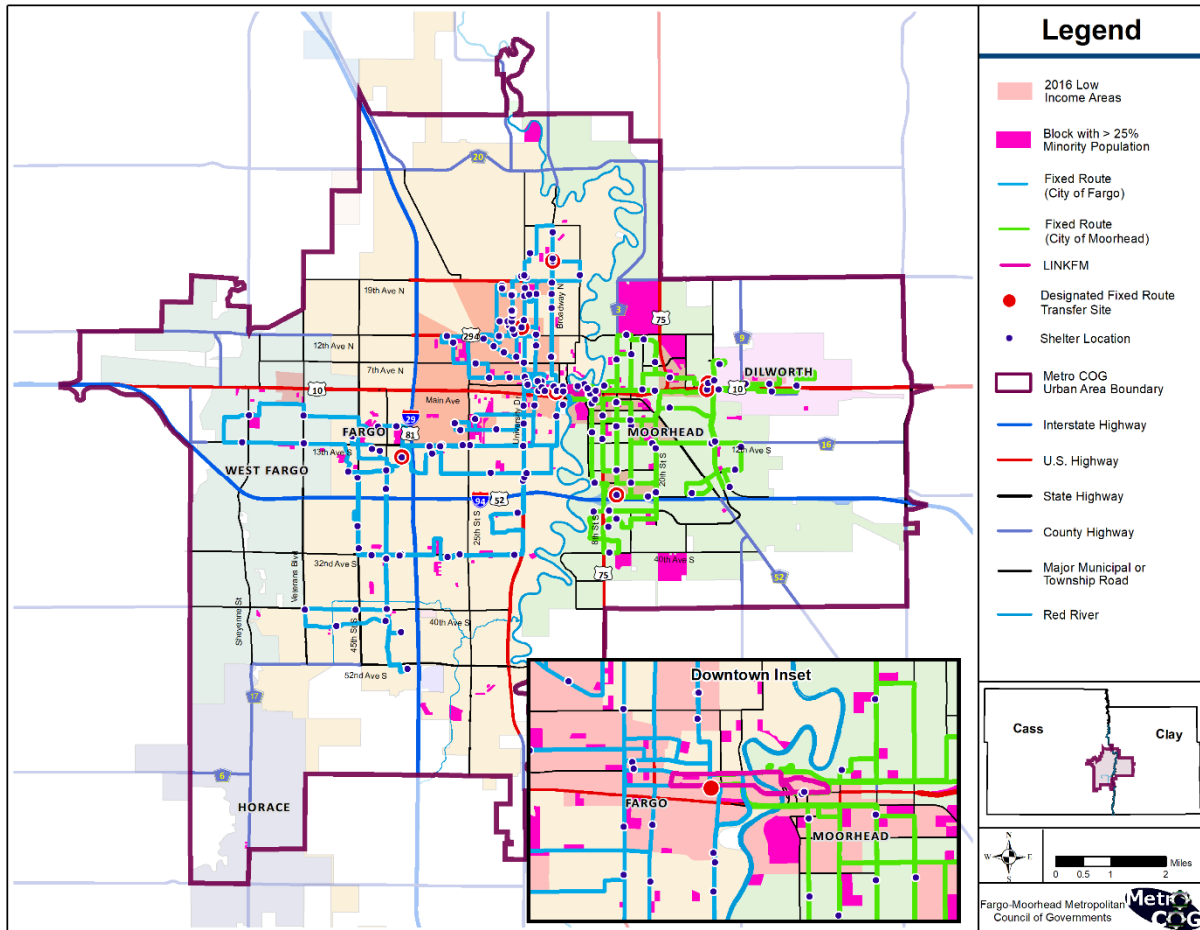


Figure 3: Environmental Justice Areas as of 2018

## Limited English Proficiency

Pursuant to the four-factor analysis described in the *Title VI Non-Discrimination and Limited English Proficiency Plan*, Metro COG monitors both the total number and proportion of LEP persons within the metropolitan planning area (MPA). These figures were updated in March of 2018 to reflect the most recent numbers from the American Community Survey (ACS).

Based upon figures gathered from the 2013-2017 ACS, there were approximately 2,165 limited English-speaking households within the MPA. This represents approximately 2.93 percent of all households within the MPA. Of the 14,864 persons speaking a language other than English, 5,442 have limited English proficiency; that is, they speak English “less than very well.” This represents 2.72 percent of the overall population of the MPA.

Of households within the MPA whose primary language is something other than English, other Indo-European was the single most widely-used language, used as the primary language by approximately 3.14 percent of the all households. Of all households whose primary language spoken at home was other Indo-European, 37 percent were classified as having limited English proficiency.

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Spanish language was used as the primary language by approximately 1.5 percent of all households within the MPA; 20.5 percent of these households were considered to have limited English proficiency. Asian and Pacific Island languages were the primary language of approximately 1.5 percent of households within the MPA, and households whose primary language was classified as “other” represented 1.9 percent of all households. While official figures are difficult to obtain, these may be households of New Americans and/or refugees recently placed within the region.

**Language Assistance Measures.** Although there is a relatively low percentage of LEP individuals in the planning area, Metro COG is committed to taking reasonable steps to provide the opportunity for meaningful access to LEP persons who have difficulty communicating English. Per the adopted *Title VI Non-Discrimination and Limited English Proficiency Plan*, the following resources are available to accommodate LEP persons:

- Interpretive services, within reason, for public meetings, if advance notice is provided to Metro COG and such services are readily available; and
- Translated versions of documents/publications (or provide for the interpretation of relevant sections) are available if requested, so long as the request is within a reasonable time frame and if resources permit.

Metro COG includes the following disclaimer on all public meeting notifications:

*“Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact the Metro COG Executive Secretary at 701.232.3242 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in this meeting.”*

**Safe Harbor Stipulation.** Federal law provides a “safe harbor” stipulation so recipients of federal funding can ensure compliance with their obligation to provide written translations in languages other than English with greater certainty. A “safe harbor” means that as long as a recipient (the MPO) has created a plan for the provision of written translations under a specific set of circumstances, such action will be considered strong evidence of compliance with written translation obligations under Title VI. However, failure to provide written translations under the circumstances does not mean there is noncompliance, but rather provides for recipients a guide for greater certainty of compliance in accordance with the four factor analysis.

Evidence of compliance with the recipient’s written translation obligations under “safe harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5 percent or 1,000 persons, whichever is less of eligible persons served or likely to be affected.

The “safe harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and reasonable to provide.

# Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

## 2018 Title VI Annual Report

### V. Organization Administration, Staffing, and Structure

During 2018, Metro COG added two additional staff members. New employees are provided with Metro COG's Title VI Plan and instructed on policies pertaining to Title VI and nondiscrimination. Metro COG's Title VI Coordinator contact information is provided below:

Adam Altenburg  
Metro COG Title VI Coordinator  
Case Plaza, Suite 232  
One 2nd Street North  
Fargo, North Dakota 58102-4807  
altenburg@fmmetrocog.org  
701.232.3242 ext. 34

#### Organization and Committee Race and Sex Composition

Pursuant to Title VI requirements, Metro COG collects data on the race and sex of both staff and other key decision-makers in the transportation planning process. Every year, Metro COG distributes an optional, anonymous survey to staff and members of the Transportation Technical Committee (TTC) and the Policy Board. This voluntary survey invited individuals to self-identify their race/ethnicity and sex, and is used to help determine the extent to which the organization, TTC, and Policy Board reflect the demographic composition of the Fargo-Moorhead metropolitan area. Table 1 (below) summarizes the results of the survey for 2018.

Organization or Committee	Number of Members	White (not Hispanic or Latino)	Black or African American	American Indian/ Alaska Native	Asian	Some other race	Two or more races			No response provided
								Male	Female	
Metro COG Staff	7	100%						57%	43%	
TTC	21	100%						66.7%	33.3%	7
Policy Board	16	100%						87.5%	12.5%	6

FM MSA		90.1%	3.3%	1.1%	2.3%	0.5%	2.6%	50.21%	49.79%	
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Table 1: Demographic Composition of Metro COG Staff, TTC, and Policy Board

### VI. Annual Accomplishment Report for Metro COG Program Areas

#### Public Outreach Activities

As outlined in the recently updated Public Participation Plan, Metro COG strives to provide a proactive public involvement process that ensures the distribution of complete information, timely notices, transparency in program development and implementation, and supports early and continuing involvement of the public in Metro COG's transportation planning program. To this end, the following public outreach activities were conducted during the reporting period of 2018:

- Alerted the public through email blasts, website updates/postings, newsletters, newspaper advertisements, and press releases for Metro COG projects and activities. An annual public participation event tracking database, included in this report, lists the specific activities and the means to which they were advertised in detail.

# Fargo-Moorhead Metropolitan Council of Governments (Metro COG)

## 2018 Title VI Annual Report

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- All Metro COG meetings are held in ADA accessible locations and, per the PPP, direct notifications are provided to all known low income, LEP, and minority groups.

### **Executed Contracts**

During the reporting period of 2018, Metro COG had contracts for the following planning-related services/activities. All projects used a combination of federal and/or local funds.

- **Alternate Routes/Traffic Incident Management Guidebook**
- **17<sup>th</sup> Avenue South Corridor Study**
- **Fargo/West Fargo Parking & Access Requirements Study**
- **MATBUS Transit Facility Analysis & Development Strategy**
- **52<sup>nd</sup> Avenue South Cooperative Planning and Environmental Report**
- **Moorhead ADA Transition Plan**
- **13<sup>th</sup> Avenue South/CR 28 Corridor Study**
- **Cass County Comprehensive & Transportation Plan**
- **Metro COG Metropolitan Transportation Plan**
- **Moorhead 12<sup>th</sup> Avenue South Corridor Study**
- **Cass County Road 18 Extension Study**
- **Fargo Safe Routes to School Plan**
- **Fargo-Moorhead Metro Bikeways Gap Analysis**
- **Horace Comprehensive & Transportation Plan**
- **US 10/75 Corridor Study**
- **76<sup>th</sup> Avenue South Corridor Study**
- **Dilworth Comprehensive & Transportation Plan**
- **Casselton Comprehensive & Transportation Plan**

As with all Metro COG planning projects, the advertisements included the Title VI Assurances, non-discrimination statements, and language pertaining to the incorporation of all Title VI provisions in every subcontract. Additionally, as part of the general RFP requirements for contracted planning studies, Metro COG encourages and supports firms that are verified Disadvantaged Businesses Enterprises (DBE) and/or Minority Business Enterprises (MBE). All RFP's are distributed to an extensive list of contractors, including DBE/MBE firms. Since 2015, Metro COG also publishes all RFP's on NDDOT's portal for consulting services and requires all firms to be pre-qualified by NDDOT in order to be eligible to apply. This further ensures that Metro COG RFP's reach a large audience and that disadvantaged firms are given equal opportunity to participate in Metro COG's projects.

## **VII. Annual Public Participation Event Tracking Database Report**

Metro COG maintains a database of all public participation activities performed as part of both administrative/oversight and transportation planning process activities. This database includes information on how the event was advertised, its location, the number of attendees, and whether public comments were received.

# 2018 Public Participation Database Report

## Appendix A

12/13/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
December TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	16	6	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
3/15/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
2018-2021 TIP Amendment #2	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input checked="" type="checkbox"/>	3/8/2018		<input checked="" type="checkbox"/>	3/15/2018		
5/17/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
2018-2021 TIP Amendment #3	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input checked="" type="checkbox"/>	5/10/2018		<input checked="" type="checkbox"/>	5/17/2018		
12/20/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
2019-2022 TIP Amendment #1	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input checked="" type="checkbox"/>	12/13/2018		<input checked="" type="checkbox"/>	12/20/2018		

1/17/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metropolitan Bicycle and Pedestrian Committee Meeting/Citizen Comments	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	15	1	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
4/18/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metropolitan Bicycle and Pedestrian Committee Meeting/Citizen Comments	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
7/11/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metropolitan Bicycle and Pedestrian Committee Meeting/Citizen Comments	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	1	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
10/17/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metropolitan Bicycle and Pedestrian Committee Meeting/Citizen Comments	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	1	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

12/5/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metropolitan Bicycle and Pedestrian Committee Meeting/Citizen Comments	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	14	2	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
1/17/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	5		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
3/21/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	7	7		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
5/16/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	7		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

7/18/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	9	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
10/10/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	9	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
1/18/2028		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
January Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	11	5	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
2/5/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
February Policy Board SPECIAL Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	11	5	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			



2/15/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
February Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	6	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
3/15/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
March Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	10	6	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
4/19/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
April Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	9	6	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
5/17/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
May Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	11	5	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

6/21/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
June Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	12	7	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
7/19/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
July Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	6	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
8/16/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
August Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	12	7	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/20/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
September Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	9	7	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

10/18/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
October Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	9	7	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
11/15/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
November Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	10	7	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
12/20/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
December Policy Board Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	7	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
1/11/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
January TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	15	4	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

2/8/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
February TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	13	4	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
3/8/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
March TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	16	6	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
4/12/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
April TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	15	5	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
5/10/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
May TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	16	4	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

6/14/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
June TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	14	5	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
7/12/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
July TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	15	5	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
8/9/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
August TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	16	6	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/13/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
September TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	15	5	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

10/11/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
October TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	17	6	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
11/8/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
November TTC Meeting/Public Comment Opportunity	Metro COG - Conference Room One 2nd Street N Ste 232 Fargo ND 58102	18	6	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
11/28/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Area Transit Coordinating Board Meeting	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	9	8		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
1/10/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass Clay Food Commission/Public Comment Opportunity	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	13		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

3/14/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass Clay Food Commission/Public Comment Opportunity	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	11		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
5/9/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass Clay Food Commission/Public Comment Opportunity	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/12/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass Clay Food Commission/Public Comment Opportunity	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	9	9		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
11/7/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass Clay Food Commission/Public Comment Opportunity	Fargo City Commission Chambers 200 3rd Street N Fargo ND 58102	8	10		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

2/8/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
52nd Avenue S Cooperative Planning and Environmental Report - Public Input Meeting	Faith Journey Lutheran Church 640 40th Avenue S West Fargo ND 58078				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
4/3/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
17th Avenue S Corridor Study - Public Input Meeting #2	Fargo South High School Commons 1840 15th Avenue S Fargo ND 58103				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
5/16/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Moorhead ADA Transition Plan - Public Input Meeting	Lake Agassiz Regional Library 118 5th Street S Moorhead MN 56560		9	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
6/12/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass County Comprehensive and Transportation Plan - Public Input Meeting #2	Cass County Highway Department 1201 Main Avenue W West Fargo ND 58078		6	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			



7/19/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - Fargo Street Fair	Downtown Fargo  Fargo ND 58102				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
7/24/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Casselton Comprehensive and Transportation Plan - Public Input Meeting	Veterans Memorial Hall 702 1st Street N Casselton ND 58012		3	20	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
7/28/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - Loco Daze	Whistle Stop Park  Dilworth MN 56529				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
8/16/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - Cruise Night	Downtown West Fargo  West Fargo ND 58078				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

9/6/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - Bridge Bash	Main Avenue and Broadway N  Fargo ND 58102				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/8/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - Bean Days	Downtown Horace  Horace ND 58047				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/15/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow Pop-up Event - WestFest	Downtown West Fargo  West Fargo ND 58078				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
9/20/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Moorhead 12th Avenue S Corridor Study - Public Input Meeting #1	Concordia College - Birkeland Loun 700 12th Avenue S Moorhead MN 56560		11	28	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

10/24/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow: Public Input Meeting - Moorhead	Lake Agassiz Regional Library 118 5th Street S Moorhead MN 56560		7	22	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
10/25/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Metro Grow: Public Input Meeting - West Fargo	Rustad Recreation Center 601 26th Avenue E West Fargo ND 58078		4	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
12/4/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
Cass County Road 18 Extension Study - Public Input Meeting	Kindred High School Commons 255 Dakota Street Kindred ND 58051		3	18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			
12/6/2018		Attendees: Board	Attendees: Staff	Attendees: Public	Website/ Social Media	Email	Public Meeting	Community Flyers	Legal Ad	Box Ad	Press Release
West Fargo 13th Avenue S/CR 26 Corridor Study	West Fargo City Hall 800 4th Avenue E West Fargo ND 58078				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
					TTC Public Hearing	Date		Policy Board Public Hearing	Date		
					<input type="checkbox"/>			<input type="checkbox"/>			

## The United States Department of Transportation (USDOT)

### Standard Title VI/Non-Discrimination Assurances

#### DOT Order No. 1050.2A

The Fargo-Moorhead Metropolitan Council of Governments (herein referred to as the "Recipient"), **HEREBY AGREES THAT**, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through the Federal Highway Administration is subject to and will comply with the following:

#### Statutory/Regulatory Authorities

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled *Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation-Effectuation Of Title VI Of The Civil Rights Act Of 1964*);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

#### General Assurances

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

*"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity," for which the Recipient receives Federal financial assistance from DOT, including the Federal Highway Administration.*

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

#### Specific Assurances

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Federal-Aid Highway Program.

1. The Recipient agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests for

Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal-Aid Highway Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

*"The Fargo-Moorhead Metropolitan Council of Governments, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*

3. The Recipient will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors,

## Appendix B

subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.

10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the Fargo-Moorhead Metropolitan Council of Governments also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing the Federal Highway Administration's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Highway Administration. You must keep records, reports, and submit the material for review upon request to the Federal Highway Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The Fargo-Moorhead Metropolitan Council of Governments gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal-Aid Highway Program. This ASSURANCE is binding on Fargo-Moorhead Metropolitan Council of Governments, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal-Aid Highway Program. The person(s) signing below is authorized to sign this ASSURANCE on behalf of the Recipient.

Jenny Mongeau, Chair

\_\_\_\_\_  
Name (Type/print)

\_\_\_\_\_  
Recipient: Fargo-Moorhead Metropolitan Council  
of Governments

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Fargo-Moorhead Metropolitan Council of Governments, RECIPIENT**  
**APPENDIX A OF THE TITLE VI ASSURANCES**

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees as follows:

1. Compliance with Regulations: The Contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. Non-discrimination: The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Recipient or the Federal Highway Administration as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the Contractor under the contract until the Contractor complies;and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with

## Appendix B

litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

A



**Fargo-Moorhead Metropolitan Council of Governments**  
**APPENDIX B OF THE TITLE VI ASSURANCES**

CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY

The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the Fargo-Moorhead Metropolitan Council of Governments will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code, the Regulations for the Administration of the Federal-Aid Highway Program, and the policies and procedures prescribed by the Federal Highway Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the Fargo-Moorhead Metropolitan Council of Governments all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

(HABENDUM CLAUSE)

TO HAVE AND TO HOLD said lands and interests therein unto the Fargo-Moorhead Metropolitan Council of Governments and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the Fargo-Moorhead Metropolitan Council of Governments, its successors and assigns.

The Fargo-Moorhead Metropolitan Council of Governments, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\* (2) that the Fargo-Moorhead Metropolitan Council of Governments will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and (3) that in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)

**Fargo-Moorhead Metropolitan Council of Governments  
APPENDIX C OF THE TITLE VI ASSURANCES**

CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY, FACILITY,  
OR PROGRAM

The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by Fargo-Moorhead Metropolitan Council of Governments pursuant to the provisions of Assurance 7(a):

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:
  - 1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, Fargo-Moorhead Metropolitan Council of Governments will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, Fargo-Moorhead Metropolitan Council of Governments will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the Fargo-Moorhead Metropolitan Council of Governments and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

**Fargo-Moorhead Metropolitan Council of Governments**  
**APPENDIX D OF THE TITLE VI ASSURANCES**

CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY ACQUIRED UNDER THE ACTIVITY,  
FACILITY OR PROGRAM

The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by Fargo-Moorhead Metropolitan Council of Governments pursuant to the provisions of Assurance 7(b):

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that (1) no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.
- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, Fargo-Moorhead Metropolitan Council of Governments will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, Fargo-Moorhead Metropolitan Council of Governments will there upon revert to and vest in and become the absolute property of Fargo-Moorhead Metropolitan Council of Governments and its assigns.\*

(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)

### Fargo-Moorhead Metropolitan Council of Governments APPENDIX E OF THE TITLE VI ASSURANCES

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the Contractor) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

#### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

**To:** Policy Board Members  
**From:** Cindy Gray, Executive Director  
**Date:** April 12, 2019  
**Re:** **Remodeling Project and Amended Lease with Case Plaza LLC**

In August of 2018, Metro COG first approached Case Plaza LLC about the remodeling of our space in Case Plaza LLC. Shortly after that, I had a conversation with the neighboring tenant and learned that they would be willing to give up some of their square footage to allow us to enlarge our conference room without losing office space and work area.

Over the months, the project has been approved by NDDOT and FHWA as part of our Unified Planning Work Program, and Case Plaza LLC has worked with us by getting cost proposals for the project.

At this point, Case Plaza LLC and Metro COG have received cost proposals for the project. Great States Construction's proposal is approximately \$305,000. Metro COG is awaiting a draft lease for review from Case Plaza LLC. A few outstanding issues remain, and will need to be worked out before Metro COG and Case Plaza LLC arrive at an agreed upon new lease. They include:

- **Tenant Improvement Allowance** – Metro COG has asked if Case Plaza LLC will pay approximately \$65,000 up front as a tenant improvement allowance. This would require Metro COG to pay approximately \$240,000 up front, allowing us to retain \$80,000 for furnishing, fixtures and equipment (FF&E).
- **Capital Improvements to the Building** – Case Plaza LLC is also considering capital improvements to the building in the form of new windows in the Metro COG space, and a boiler heat system, which would need to be connected to our space with the necessary pipes, heat radiators and temperature controls. The cost of these improvements and the extent to which they would affect our lease is currently an item of discussion. Our current lease states that these types of improvements are the responsibility of the owner.
- **Lease Format** – Metro COG currently has a gross lease, meaning we have a flat rent fee that includes rent and all costs associated with owning and operating the building, such as taxes, insurance and utilities). Since Case Plaza is Class B office space, this seems appropriate. It has been suggested to us that the building owner will be gradually changing all of their leases to Net Leases, in which Metro COG would be charged a lower base rent plus a common area maintenance (CAM) amount. The CAM consists of items such as cleaning, taxes, utilities, etc. and may vary from year to year if taxes or utility costs increase.

Some issues have risen with the above items, and we are currently in the process of discussing those issues. As a result, the matter was not ready for a public hearing before the Policy Board at the April 18<sup>th</sup> meeting. In the meantime, the owner has continued to coordinate with the adjacent tenant and consider capital improvement costs described above. They are aware that this item is on our agenda for April 18<sup>th</sup>. A designated member of the remodeling committee has been advising me during this process. I hope to have a lease available for your review on or before April 18<sup>th</sup>. Steps that need to be taken after receipt of the draft lease include:

1. Negotiations regarding tenant allowance, capital improvements, and lease format, if necessary
2. Attorney review of the draft lease
3. Follow-up with the owner if any issues are identified by the attorney
4. Schedule and advertise for a public hearing regarding the lease
5. Hold the public hearing and, if approved, sign the lease

Due to the time sensitive nature of this situation, my intent is to hold the public hearing regarding the lease as part of the Executive Committee meeting on May 1, 2019. I am asking for the Board's approval to advertise for and hold a public hearing before the Executive Committee at their May 1, 2019 meeting to consider public comments on the lease, and based on the outcome of the hearing, authorize the Executive Director to sign the lease amendment.

At this time, I do not know if the lease amendment proposed by Case Plaza LLC will meet our expectations, or if additional negotiations will be necessary.

**Requested Action: Authorize the Executive Director to advertise for and hold a public hearing before the Executive Committee at their May 1, 2019 meeting to consider signing an amended lease for Metro COG office space within Case Plaza.**