

**536th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 15th, 2016 – 4:00 pm
Metro COG Conference Room**

Members Present:

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Steve	Gehrtz	Moorhead City Council
Frank	Gross	Clay County Commission
John	Gunkelman	Fargo Planning Commission
John Q.	Paulsen	Fargo Citizen Appointee
Dave	Piepkorn	Fargo City Commission
Arland	Rasmussen	Cass County Commission
Mark	Simmons	West Fargo Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission
Jan	Ulferts Stewart	Fargo Planning Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Wentz	West Fargo Commission

Others Present:

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Savanna	Leach	Metro COG
Sharon	May	City of Horace
Bob	Walton	NDDOT
Michael	Rietz	City of Barnesville
Russ	Sahr	City of Horace, Planning

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

The meeting was called to order at 4:00 pm, on Thursday, December 15th, by Chair Piepkorn; noting a quorum was present. Introductions were made; Arland Rasmussen was introduced as the newest appointment of the Cass County Commission to the Metro COG Policy Board.

A2. Approve Order and Contents of Overall Agenda, approved

Chair Piepkorn asked for approval for the overall agenda.

***MOTION:* Approve the contents of the Overall Agenda of the 536th Policy Board Meeting.**

Mr. Paulsen moved, seconded by Mr. Simmons.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0.

A3. Approve Minutes of the November 17, 2016 Policy Board, approved

Chair Piepkorn asked for approval of the Minutes of the November 17th, 2016 Meeting.

***MOTION:* Approve the November 17th, 2016 Policy Board Meeting Minutes.**

Ms. Ulferts Stewart moved, seconded by Mr. Gross.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0.

A4. Monthly Bills, approved

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

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

Mr. Paulsen moved, seconded by Ms. Elmer.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0.

B. CONSENT AGENDA

Chair Piepkorn asked for approval of Items 1-4 on the Consent Agenda.

B1. November 2016 Month End Report

Motion: Approve as presented, the November 2016 Month End Budget Report.

B2. Adding Incoming Vice Chair to Metro COG Accounts

Motion: Approve adding the incoming Policy Board Vice Chair, Arland Rasmussen, to the Metro COG bank accounts.

B3. 2015 Origin-Destination Data RFP

Motion: Approve the Origin-Destination Data for North Dakota Travel Demand Modeling RFP, allow Staff to select a Consultant, and authorize Staff to negotiate with the preferred Consultant in order to execute the contract.

B4. Alternate Route Traffic Incident Management Guidebook RFP

Reapprove the RFP for the Alternate Route Traffic Incident Management Guidebook and permission to release it for publication.

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

Mr. Spaulding moved, seconded by Mr. Gehrtz.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0.

C. REGULAR AGENDA

C1. Public Comment Opportunity

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

No MOTION

C2. Contracted Planning Balances Carryover

Mr. Christian presented the existing balances of current projects to be carried over into 2017. The approval of the carryover is required by the NDDOT prior to the end of the current (2016) calendar year.

MOTION: Approve the carryover of contracted planning studies funding balances to 2017.

Mr. Gehrtz moved, seconded by Ms. Ulferts Stewart.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C3. 2017-2018 Unified Planning Work Program Amendment

Mr. Christian presented on the 2017 UPWP Amendment to include new projects to use existing and 2017 CPG funds. Staff met November 18th with local jurisdiction representatives to discuss what planning-level projects would be available for programming. The group developed a list of projects with a tentative priority. The TTC reviewed the list and provided a priority of the projects as a recommendation to the Policy Board. A list of proposed projects was distributed to the committee to decide on prioritization. Discussion ended with the following prioritization for 2017/2018.

2017: 1. ATAC; 2. 17th Avenue South Corridor Study; 3. Fargo/West Fargo Parking Requirement Study; 4. West Acres Transit Hub Planning Study; 5. 52nd Avenue Planning Study; 6. Moorhead ADA Transition Plan; 7. 13th Avenue Corridor Study; 8. Cass County Comprehensive Plan.
2018: 1. Long Range Plan; 2. ATAC; 3. 7th Avenue East; 4. 12th Avenue South Corridor Study (4th Street to 20th Street); 5. Heartland Trail

A brief rundown of the presented UPWP was discussed. Formulas of CPG vs local match on projects as well. A question was asked about the GF MPO; after the jurisdictions met, there was no money left over to transfer to the GF MPO. It would also be prudent to see a current running balance at least quarterly.

MOTION: Approve the proposed amendment to the 2017-2018 Unified Planning Work Program and authorize Staff to submit updated billing requests to jurisdictions adding projects to the UPWP to reflect changes to the UPWP budget.

Ms. Elmer moved, seconded by Mr. Paulsen.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C4. 2017 Competitive Wage Adjustment

Staff is requesting a 2.0% Competitive Wage Adjustment. The 2.0% adjustment is consistent with that provided for the City of Fargo employees. The Executive Committee favored this recommendation. It was questioned if the 2017 budget reflects this wage adjustment, which it does. Ms. Elmer also questioned if the 2.0% adjustment is offered to all employees, which it was. A reassurance is requested for the January meeting that this was applied to the beginning of the year.

MOTION: Approve the proposed Competitive Wage Adjustment of 2.0% and initiate the adjustment as of January 1st, 2017.

Mr. Paulsen moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C5. Payroll Vendor Request for Services

The Executive Committee requested that the Metro COG seek payroll services outside of Your CFO, Inc., who will still be doing our accounting. Four firms submitted cost proposals. Seeking new payroll services will also include a contract amendment with Your CFO, Inc. The contract amendment would decrease the total hours and cost that is allowed for Your CFO, Inc. performing those services sought out by a different vendor. Payroll Professionals came favorably referred, as well as the lowest received proposal.

Discussion among the board included a few favorable recommendations from board members was Payroll Professionals. Mr. Strand questioned if the firms are insured and bonded, and to make sure before moving ahead. Mr. Christian stated that he would follow up with Payroll Professionals to get answers to those questions.

MOTION: Approve amending the 2017-2018 UPWP budget to reflect the change in service, select Payroll Professionals to provide payroll services to Metro COG, to amend the contract with Your CFO, Inc. to reflect removing payroll services currently provided by Your CFO, Inc., and to initiate the service as soon as prudent once the UPWP amendment is approved by NDDOT and FHWA/FTA. Contingent upon the assurance that Payroll Professionals is bonded and insured.

Ms. Ulferts Stewart moved, seconded by Mr. Simmons.

MOTION, passed

Motion carried unanimously. Vote 12-0.

C6. Update/Action on the 2017 Aerial Photography/LiDAR Update Project

Mr. Burns presented on the selection process of the consulting firm for the 2017 Color Digital Ortho Aerial Photography, LiDAR Contour Mapping & Planimetric Update project. Six firms responded to the RFP, four firms were short-listed by the Selection Committee. The Selection Committee interviewed the four short-listed firms via telephone, each lasting around 30 minutes. Interviews consisted of six questions, all provided to the firms prior to the interview. The Selection Committee then individually scored each consultant, and based on the scores, the top-ranking consultant was revealed as Merrick & Company.

The sealed bid submitted by Merrick & Company totaled \$550,214.28. Metro COG will be contributing \$200,000 from CPG, The Diversion Authority will be contributing \$236,000, WF

\$6,150, Clay County will be contributing \$15,000, Moorhead will be contributing \$31,000, Dilworth will be contributing \$1,148, and the City of Fargo will be contributing \$58,518. Cass County just performed a similar project in 2015 and did not want to participate; however, the Diversion Authority's covered area will include most of Cass County. The City of Fargo was originally going to handle the financial oversight, but decided that the Metro COG is capable of handling the responsibility of billing and collection. All jurisdictions included will be invoiced in the first quarter of 2017, prior to the start of photographing.

Chair Piepkorn pointed out that this project is a great example of how the Metro COG works. If each individual entity were to procure these services themselves, it would be very costly, versus the shared cost of the Metro COG.

MOTION: Approve the contract between Metro COG and Merrick & Company to perform the 2017 Color Digital Ortho Aerial Photography, LiDAR Contour Mapping and Planimetric Updates.

Ms. Ulferts Stewart moved, seconded by Mr. Rasmussen.

MOTION, passed

Motion carried unanimously. Vote 12-0.

C7. 2018-2021 NDDOT Urban Solicitation of Projects

Mr. Maddox presented on the 2018-2021 NDDOT Urban Solicitation of Projects. The NDDOT is soliciting projects for the development of FY2021 projects for the 2018-2021 State Transportation Improvement Program (STIP). The City of Fargo submitted two requests for Federal funding FY2021: one for Regional Highway System funding (19th Ave N reconstruction), and one from the Urban Roads Program (32nd Ave S reconstruction). Last year, an agreement between the Metro COG and local jurisdictions was put into place to submit a transit capital project for funding every other year starting in 2017. The transit project submitted is for the purchase of fixed-route transit vehicles (total cost: \$1,250,000; Fed: \$1,000,000, local: \$250,000).

The TTC prioritized the projects within each funding category: Urban Roads Program: 1. Transit Capital- fixed-route transit vehicles; 2. 32nd Ave S reconstruction; and, the Regional Highway System Program: 1. 19th Ave N reconstruction.

Ms. Ulferts Stewart reminded the board that a policy was passed to a commitment to renewable energy for the transit vehicles. It is unknown if the busses purchased will be hybrid diesel, or Compressed Natural Gas (CNG). Mr. Maddox will remind the MAT Board of this Metro COG policy.

MOTION: Approval of the prioritized ranking of projects to be submitted to the NDDOT.

Ms. Ulferts Stewart moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C8. Transportation Alternatives (TA) Applications

Mr. Farnsworth presented on the Transportation Alternatives (TA) Applications. Applications received for North Dakota: 1. Submitted by the City of Fargo- 5th Street Extension Shared-Use Path. 2. Submitted by the City of Fargo- North University Drive Shared-Use Path. 3. Submitted by the City of Horace (sponsored by Cass County)- County Road 17 Shared-Use Path. 4. Submitted by the City of West Fargo- Drain 45 Multiuse Path Phase 1.

Mr. Strand questioned the extension of Island Park to Hawthorne Elementary. Island Park is a Fargo Park and technically closed at night, how will this affect the funding? He would just like this questioned.

Letters of Intent received for Minnesota: 1. Submitted by the City of Barnesville (sponsored by Clay County)- Barnesville Multi-Use Path Phase II- this is the second phase of the Barnesville Multi-Use Trail. 2. Submitted by the City of Dilworth (sponsored by Clay County)- 7th Street NE Multi-Use Path Extension. 3. Submitted by the City of Hawley (sponsored by Clay County)- Hawley Heartland Trail Connection and Safe Routes to School Paths.

Prioritization scores: ND Urban TAP Projects- 1. Fargo 5th Street; 2. Fargo N University Drive; 3. West Fargo; and, 3. Horace. MN TAP Projects: 1. Hawley; 2. Dilworth; and, 3. Barnesville.

MOTION: Approve the Transportation Alternatives (TA) application prioritization as recommended by the Metropolitan Bicycle & Pedestrian Committee and the Transportation Technical Committee.

Mr. Paulsen moved, seconded by Mr. Spaulding.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C9. FTA Section 5339 Grant Recommendations

Mr. Farnsworth presented on the FTA Section 5339 Grant Applications received. Section 5339 grants award funding for the purchase/replacement of busses and improvements to bus facilities. The TTC recommended the following prioritization: 1. City of Fargo (MATBUS) – Three Fixed-Route Busses; 2. City of Fargo (MATBUS)- Support Vehicle; 3. City of Fargo (MATBUS)- One Paratransit Vehicle; and, 4. Valley Senior Services (Metro Senior Ride)- Three Vans.

MOTION: Approve the FTA Section 5339 transit grant application prioritization as approved by the TTC.

Mr. Strand moved, seconded by Mr. Buscher.

MOTION, passed

Motion carried unanimously. Vote of 12-0.

C10. Update on Metro COG Bicycle and Pedestrian Plan

Mr. Farnsworth provided an update on the Bicycle and Pedestrian Plan. The plan started at the beginning of 2016, done entirely in-house with guidance by the study review committee, which consists of all members of the Metropolitan Bicycle and Pedestrian Committee.

A new plan is developed every five years to fit the needs of the changing community and to feed into the Metro COG's five-year Long Range Transportation Plan. A draft version of the plan is

nearing completion and will be available for public comment shortly. The public comment period will be open for a minimum of 15 days. It was questioned if this plan will be available online, and suggested that it be e-mailed to the members of the board. It was also questioned if this plan includes the outlying communities such as Barnesville, Hawley, etc.

No MOTION

C11. Appreciation for Chair Dave Piepkorn

Vice Chair Brenda Elmer presented out-going Chair Dave Piepkorn with a plaque to commemorate his time and efforts as the Metro COG Policy Board Chairman.

D. Additional Business

No Additional Business.

E. Adjourn

The 536th Meeting of the FM Metro COG Policy Board held Thursday, December 15th, 2016 was adjourned at 5:20 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JANUARY 19th, 2017, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary