

**458<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, February 11, 2016 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jason	Benson	Cass County
William	Christian	Metro COG
Hali	Durand	Cass County
Jeremy	Gorden	Fargo
Michael	Johnson	NDDOT
Kim	Lipetzky	Bike/Ped Representative
Tim	Magnusson	Clay County
Mary	Safgren	MnDOT
Larry	Weil	West Fargo
Mark	Wolter	Freight Representative
Chad	Zander (Alternate for Chris Brungardt)	West Fargo
Jon	Atkins	Moorhead
Aaron	Nelson (Alternate for Jim Gilmour)	Fargo Planning
Julie	Bommelman	MATBUS - Fargo

**Members Absent:**

Shawn	Anderson	MN Universities Representative
Chris	Brungardt	West Fargo
Jim	Gilmour	Fargo
Kristie	Leshovsky	Moorhead
David	Overbo	Clay County
Brit	Stevens	ND University Representative
Stan	Thurlow	Dilworth
Tom	Trowbridge	Moorhead
Lori	Van Beek	MATBUS - Moorhead
Mark	Vaux	Economic Development Representative

**Others Present:**

Adam	Altenburg	Metro COG
David	Burns	Metro COG
Dan	Farnsworth	Metro COG
Nakhaly	Swearingen	Metro COG
Wade	Kline	KLJ
Jeff	Lansink	Houston Engineering
Cindy	Gray	SRF Consulting

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:02 am, on February 11, 2016 by Chairman Christian. Introductions were made. A quorum was present.

**2. APPROVE January 2016 TTC MEETING MINUTES**

Chairman Christian asked for any questions on the January 14, 2016 TTC Meeting Minutes.

**Motion: Approve the January 14, 2016 TTC Minutes.**  
**Mr. Atkins moved, seconded by Mr. Benson.**  
**MOTION, PASSED**  
**Motion carried unanimously. 14-0**

**3. Public Comment Opportunity**

No public comments were made or received.

**No MOTION**

**4. Mock Federal Certification Review Preliminary Report**

Mr. Christian stated that in July of 2015 the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) performed a mock federal certification review for the Fargo Moorhead Metropolitan Council of Governments (Metro COG). Metropolitan Planning Organizations (MPOs) with populations of over 200,000 are classified as a Transportation Management Area (TMA) and are required to have a certification review every 5 years to assure that all federal requirements are met. Metro COG is not yet a TMA, which but are quickly approaching it.

Mr. Christian stated that Staff will be developing action plans to address the deficiencies identified in the report. FHWA/FTA will review those action plans, complete the review and forward to the MPO their final report. Although the mock review does not carry with it the authority of a true certification review, Metro COG has agreed to treat it as such and make any changes to its planning process to meet the intent of the review.

Mr. Christian stated that the deadline for input on Metro COG's response is February 29, 2016, and asked the committee to look through it and make any changes deemed necessary. Mr. Christian asked for questions or comments.

**No MOTION**

**5. Update to Metro COG Public Participation Plan**

Mr. Christian stated that under federal legislation, Metro COG must proactively seek public input into its transportation planning process. Metro COG takes this responsibility very seriously as we are a public agency serving the needs of the public. Metro COG maintains a Public Participation Plan (PPP) which sets the course for governing the public involvement in its planning efforts. The PPP is the guide in which all transportation planning efforts are presented to the public for their input. It provides information on Metro COG, the types of public input opportunities and the time frames in which public input will be sought.

The PPP is updated every 4-5 years to reflect changes in policy, federal requirements, or innovations in public participation efforts. Metro staff has completed a draft update to our PPP. The plan, once approved by the Policy Board, will be advertised in the newspaper of record (Fargo Forum) and will undergo a 45-day public comment period. Any comments received through this review will be presented to the TTC and the Policy Board for disposition and once approved; the PPP will guide all public involvement activities for Metro COG transportation planning efforts.

Mr. Christian asked for comments or questions. Mr. Johnson asked for an electronic copy for review in which Mr. Christian answered yes, it will be electronically forwarded to Mr. Johnson. Mr. Benson expressed that he is comfortable with the 45 days review time.

***MOTION: Forward to the Policy Board a favorable recommendation to approve the draft Public Participation Plan and open a 45-day public comment period.***

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

***MOTION, PASSED***

**Motion carried unanimously. Vote of 14-0**

**6. Proposed New Subcommittees**

Mr. Farnsworth discussed the desire for Metro COG to form three new committees. These committees would be the Freight Advisory Committee, the Transportation Safety Committee, and the Incident Management Committee. The need to form these committees comes from the FHWA's mock certification review where it was found that Metro COG should be increasing their efforts in regards to Freight planning and Safety/incident management issues.

Mr. Farnsworth also mentioned that these committees would be used as the study review committees (SRCs) for projects arise pertaining to these efforts. Mr. Farnsworth stated that if need be, the Transportation Safety Committee and the Incident Management Committee could be combined into one committee.

It was asked how often the committees would meet. Mr. Christian responded that the committees would likely meet quarterly. Mr. Atkins suggested that the Transportation Safety Committee and the Incident Management Committee be combined initially and the committees could be split into separate groups if necessary. This is preferred since current jurisdictions are busy and it may be more difficult to dedicate time to three different committees. It was the consensus of the group to combine the Transportation Safety Committee and the Incident Management Committee.

***Motion: Forward to the Policy Board a favorable recommendation of the seating of a Freight Advisory Committee and a combined Transportation Safety Committee / Incident Management Committee.***

**Mr. Atkins moved, seconded by Mr. Benson.**

***MOTION, PASSED***

**Motion carried unanimously. Vote of 14-0**

**7. Consultant Selection for Long-Range Data Development plan and Demographic Forecast Study**

Mr. Burns stated the selection committee interviewed the three short-listed firms for the Long-Range Data Development Plan and Demographic Forecast Study on the afternoon of February 4, 2016. After receiving the scoring sheets and totaling the scores from each member of the selection committee, Mr. Burns revealed that KLJ was the highest rank firm, with a total score of 720 points, followed by SRF Consulting Group and Olsson Associates, who totaled 717 and 626 points, respectively.

Mr. Burns continued by stating that after confirming the scoring results and receiving feedback from NDDOT, Metro COG staff opened the sealed cost proposal of the KLJ bid. The KLJ bid came in at \$145,989.49, which is higher than the \$125,000 not-to-exceed budget. Mr. Atkins inquired if Metro COG staff could proceed to initiate negotiations with the second-ranked firm. Mr.

Johnson clarified that Metro COG is required to make an effort to initiate contract negotiations with the highest-ranked firm at this point. Should contract negotiations fail, Metro COG staff could proceed to the second highest ranked firm at that point.

***No MOTION***

**8. Freight Presentation**

Mr. Wolter from Freight gave a brief power point presentation on the Freight Industry.

**9. Key Project Updates**

Mr. Christian stated that there were issues with 2014 CPG funding. A meeting between the MPO Executive Committee Members and NDDOT will be on March 2, 2016. Mr. Christian will keep the committee updated.

Mr. Farnsworth stated that the Bicycle / Pedestrian Plan is updated every five years. Metro COG is just starting the update to the Plan. Metro COG is currently collecting necessary data for the Plan. A few weeks ago the Bicycle & Pedestrian Committee met to discuss and review the scope of work and schedule of the Plan. Due to budget issues, the Plan will be completed in-house rather than a consultant-led plan as previously anticipated. Metro COG is hoping to have the plan complete by the end of 2016.

Mr. Farnsworth then discussed the status of the Clay County Heartland Trail. He mentioned that obtaining funding for The Clay County portion of the Trail was not successful so they are seeking to include \$200,000 in an upcoming Minnesota bonding bill which will hopefully be passed in 2016. Farnsworth mentioned that in the meantime, planning efforts for the Trail are being pursued between Buffalo River State Park and Hawley.

Mr. Altenburg explained that Metro COG and SRF Consulting Group are wrapping up efforts on the Southwest Metro Transportation Plan. Mr. Altenburg stated that Metro COG has already reviewed the final plan with Stanley Township and that Metro COG would be approaching other jurisdiction involved in the plan including the City of Fargo, City of Horace, and Cass County for resolutions of support. Mr. Altenburg stated that Metro COG was still working with the City of Horace to hold a third and final public input meeting for the plan.

Mr. Altenburg stated that Metro COG had begun work on the Barnesville Comprehensive and Transportation Plan. Mr. Altenburg explained that an initial Study Review Committee meeting had been held in January that took a look at some of the previous goals and objectives. Mr. Altenburg stated that a series of four focus group meetings were schedule for later in February with various community members to glean more information about the community and their expectations for the comprehensive plan.

Mr. Altenburg informed the TTC that Metro COG had begun work on the Glyndon Zoning Ordinance and had met several times with the project review team consisting of city staff and council members. Mr. Altenburg iterated that this project was time-sensitive and that the hope was to have it completed by April 2016.

Mr. Altenburg stated that Metro COG continued to work with the Cass-Clay Food Systems Advisory Commission and that Metro COG had been invited to serve on the advisory committee for the Minnesota Food Access Planning Guide, which will inform how city and county

comprehensive plans may better integrate food access and urban agriculture issues into their plans.

Mr. Burns stated that, in addition to the work he has been putting into the Long-Range Data Development Plan and Demographic Forecast Study, his primary focus at the present time is on the 2016 Metro Profile. Mr. Burns asked that all who have been solicited to submit the requested data as soon as possible. He briefly summarized some of the key changes to the Metro Profile for 2016, noting that there would likely be additional discussion and information on transportation safety, freight, Limited English Proficiency areas, and commuting data.

Mr. Burns also stated that he is currently working with ATAC to develop the TAZ structure and data needs for the 2045 model. The TAZ network is required to be updated to the geographic extent of the current planning area boundary. The TAZs will be used by the consultant to populate the socio-economic data at five-year intervals to 2045.

Mr. Burns stated that he is also working on a funding sources document, an Average Annual Daily Traffic map, depicting 2015 traffic volumes in the metro area, and a top intersection report. The funding sources document will be a resource for member jurisdictions to use in order to better understand some of the funding programs and opportunities that exist for transportation and/or community development projects.

**10. Additional Business**

**11. Adjourn**

The 458<sup>th</sup> Regular Meeting of the TTC was adjourned on February 11, 2016 at 11: 03 am.

**12. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD March 10, 2016 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted

Nakhaly Swearingen  
Executive Secretary