

525th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, January 21, 2016 – 4:00 pm
Metro COG Conference Room

Members Present:

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Kevin	Spaulding	Dilworth City Council
Rick	Steen	Cass County Commission
Frank	Gross	Clay County Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo Commission
Mark	Wentz	West Fargo Commission
Dave	Piepkorn	Fargo City Commission
Jim	Haney(Proxy for Steve Gehrtz)	Moorhead City Council

Members Absent:

Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Melissa	Sobolik	Fargo City Commission
John	Paulsen	Fargo Planning Commission
Jan	Ulferts Stewart	Fargo Planning Commission
Mike	Williams	Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Charles	Francis	Casselton City Council
Michael	Maddox	Metro COG
Nakhaly	Swearingen	Metro COG

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order at 4:00 pm, on January 21, 2016 by Chair Piepkorn noting a quorum was present.

A2. Approve Order and Contents of Overall Agenda

Chair Piepkorn asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the December 17, 2015 Policy Board

Mr. Simmons moved, seconded by Mr. Gross.

MOTION, passed

Motion carried unanimously. Vote of 10-0

A3. Past Meeting Minutes

Chair Piepkorn asked for approval of the Minutes of the December 17, 2015 Meeting.

MOTION: Approve the December 17, 2015 Policy Board Meeting Minutes.

Mr. Gross moved, seconded by Mr. Buscher.

MOTION, passed

Motion carried unanimously. Vote of 10-0

A4. Approve January 2016 Bills

MOTION: Approve the January 2016 Bills List

Mr. Simmons moved, seconded by Mr. Steen.

MOTION, passed

Motion carried unanimously. Vote of 10-0

B. CONSENT AGENDA

B1. Chair Piepkorn asked for approval of Items 1 through 3 on the Consent Agenda.

1. Resolution Recognizing the MnDOT Statewide Regional ITS Architecture

Motion: Approved the Chair to sign on behalf of Metro COG the Intelligent Transportation Systems Resolution and authorize staff to forward the resolution to the Minnesota Department of Transportation.

2. Executive Director Annual Performance Evaluation

Motion: Endorse the recommendation of the Executive Committee of a Satisfactory rating of the Executive Director for 2015 and approved the step increase in his pay grade from Step 1 to Step 2.

3. 2016-2019 Transportation Improvement Program Amendment #3

Motion: Approve the proposed Amendment #3 to the 2016-2019 TIP.

MOTION: Approve Items 1 through 3 on the Consent Agenda.

Mr. Steen moved, seconded by Mr. Schneider.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public present.

No MOTION

C2. Metro COG 4th Quarter Report and UPWP Adjustment

Mr. Christian stated that attached is the 4th quarter report, which feeds into the Annual Report. Once the UPWP adjustment is approved by the Policy Board, the report will be updated and forwarded to appropriate personnel.

Mr. Christian informed the committee on the overall budget for 2015. He stated that overall Metro COG is under budget for 2015. Two UPWP work elements, 700-Bicycle, Pedestrian, Transit Plan and 800 – Admin/Internal Management exceeded their budgeted amounts. Mr. Christian is requesting a budget adjustment to move funds from work element 600 – Transportation Tech Assistance/Sub Area Plan to cover the overages in these two categories. Also, under Personnel costs, Misc. Payroll came in over anticipated budgeted amounts. Unanticipated costs related to hiring new staff and unemployment insurance took this category beyond the original budget. Staff is also recommending that funds from Payroll (6560) be moved to this category to cover the overage.

Mr. Christians asked for comments or questions. Mr. Simmons asked for clarification of the funds and where the funds come from and if those funds will be take away from projects. Mr. Christian replied that these funds are CPG funds, which are locally matched. Mr. Christian emphasize that Metro COG is not asking for any additional funds, just moving funds around.

Mr. Paulsen needed clarification as to what the Employer Simple Contribution Cost was, in which Mr. Christian replied this is the retirement fund.

MOTION: Approve the Prioritization of CPG-funded Planning Studies

Mr. Steen moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C3. Draft 2015 Metro COG Annual Report

Mr. Christian stated that as part of Metro COG's Unified Planning Work Program (UPWP) reporting requirement, Metro COG is required to provide to the North Dakota and Minnesota Departments of Transportation a summary of the work performed and the status of projects that were identified in the 2015 element of the 2015-2016 UPWP. The document includes a composite list of staff activities compiled from the quarterly reports filed by Metro COG. It also includes a figure representing the percent complete of the project, a justification for those projects that were not 100% complete and a summary of line-item expenses versus the amount budgeted for the UPWP element. Mr. Christian stated that Metro COG still produces quarterly and annual reports.

Mr. Steen asked if the detailed report was a requirement. Mr. Christian stated yes. The requirement is included in 23CFR450. The amount of review the DOT does is not known but detailed reports are necessary because of projects must match hours being worked on, then would be compared to timesheet for accountability. Funding accountability also shows DOT what is being worked on.

MOTION: Approve the 2015 Metro COG Annual Report and authorize staff to forward it to the MNDOT and NDDOT.

Mr. Gross moved, seconded by Simmons.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C4. Metro COG Title VI Report

Mr. Burns presented the final draft of the 2015 Title VI Annual Report, noting that the TTC had forwarded a favorable recommendation of approval to the Policy Board. He explained that reporting upon Title VI accomplishments on an annual basis is requirement of any agency that receives federal funds, as Metro COG does. While Metro COG has previously fulfilled this requirement, this report was the first time the agency has done so in a comprehensive, stand-alone document. He provided a brief synopsis of the layout and content of the document, noting that it provides a summary of the following:

- Metro COG's Title VI Program and policies;
- The demographics of Fargo Moorhead area, Metro COG staff and 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 2015.

Mr. Burns stated that once approved, the document will be forwarded to NDDOT, FHWA, and FTA in order to fulfill federal obligations. Ms. Elmer asked if the document would be posted on the Metro COG website for public viewing. Mr. Christian and Mr. Burns confirmed that this would be posted on the website upon approval.

MOTION: Approve the 2015 Title VI Annual Report

Ms. Elmer moved, seconded by Mr. Steen.

MOTION, passed

Motion carried unanimously. Vote of 10-0

C5. Bicycle Wayfinding Signage Study Final Report

Mr. Maddox gave a brief history of project. It started about three years ago and stated that it never got off the ground until this year. The Bicycle Signage study is a study to put signage along bicycles routes within the Fargo-Moorhead region. The report details facilities that are preferred routes for signage to be placed, destinations that could be signed for, locations of signs and locations of kiosks. The committee is comprised of engineers and planners from the local jurisdictions along with representatives from the park districts.

Discussions were made about the report that included how many number of signs, the names of signs and cost for signs. Mr. Maddox stated that in picking routes, routes were chosen based on destinations, public destination such as parks and pools. This is designed to be a community tool. Further discussion was also made in reference the main routes, logos and the name of routes. Committee members gave input on naming the signs. Chair Piepkorn voiced his opinion in reference to get the community involve in naming the routes. Chair Piepkorn asked about funding in which Mr. Maddox replied that although it is TAP eligible, it's not a priority. Chair Piepkorn asked for other questions.

MOTION: Approve the proposed Bicycle Wayfinding Signage Study.

Mr. Simmons moved, seconded by Mr. Gross.

MOTION, passed

Motion carried. Vote of 10-0

C6. Letter to Governor Regarding De-obligated 2014

Mr. Christian reminded the board that last month we received a letter from North Dakota Department of Transportation Director Levi in response to the correspondence from Metro COG regarding the de-obligation our 2014 Consolidated Planning Grant Funds. The letter received was less favorable than we would have liked. Mr. Christian stated that although Director Levi makes some good points, the response contained in the letter failed to meet the requested action to meet with the Director and his staff to discuss the de-obligation and options available to re-obligate some or all of the 2014 CPG funds. Communication was not receptive by NDDOT.

Mr. Christian stated that Executive Committee instructed staff to draft a letter to Governor Dalrymple, with copies to Senators Hoeven and Heitkamp and Representative Cramer to use the influence of his office to seek additional discussion on the item.

Enclose is a letter requesting a meeting to facilitate communications between Metro COG and NDDOT. Mr. Simmons suggested that the rail study letter should be attached to this letter. Chair Piepkorn wants unity from all jurisdictions and we should at least give it a try. Mr. Schneider asked if the Board had a letterhead. Mr. Christian replied no, but creating one would not be a problem. Chair Piepkorn proposed having all Board member names on the letter to convey a unified effort. Ms. Elmer stated that she exchanged messages with the Chief of Staff and it sounded like the Chief wasn't aware of the issue. While a roll call vote was not required for this agenda item, Chair Piepkorn suggested a roll call vote to show the importance of the matter. It was suggested to include names and a list of projects as part of the letter. Mr. Christian stated that it is included in the letter, but not in the packet.

MOTION: Approve the letter to Governor requesting his office help facilitate discussion with the North Dakota Department of Transportation on the de-obligation of the 2014 Metro COG Consolidate Planning Grant.

Mr. Simmons moved, seconded by Mr. Buscher.

MOTION, passed

Motion carried unanimously. Vote of 10-0

D. Additional Business

There was no additional business.

E. Adjourn

The 525th Meeting of the FM Metro COG Policy Board held Thursday, January 21, 2015 was adjourned at 4:40 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD February 18, 2016, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Nakhaly Swearingen
Executive Secretary