

## The 641<sup>st</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, April 17, 2025 – 4:00 PM

### AGENDA

1. Call to Order and Introductions
  - a. Introductions & Roll Call
  - b. Approve Order and Contents of the Overall Agenda Action Item
  - c. Approve Meeting Minutes of March 20, 2025 Action Item
  - d. Approve April 2025 Bills Action Item
2. Consent Agenda **Action Item**
  - a. March 2025 End-of-Month Report
  - b. Metro COG 1<sup>st</sup> Quarter Report
3. Regular Agenda
  - a. Public Comment Opportunity Public Input
  - b. 2050 Metropolitan Transportation Plan (MTP) Presentation Information Item
  - c. 2050 MTP Public Input Opportunity Public Input
  - d. Updated 2050 Metropolitan Transportation Plan **Action Item**
  - e. 2025-2028 TIP Amendment 5 **Action Item**
  - f. 2025 Bicycle and Pedestrian Count Report Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, May 15, 2025 at 4:00 PM.**

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at [brumbaugh@fmmetrocog.org](mailto:brumbaugh@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 AM on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

**For Public Participation, please REGISTER with the following link:**

<https://us02web.zoom.us/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

**Bolded** 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 Angela Brumbaugh 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

### 640<sup>th</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments Thursday, March 20, 2025 – 4:00 PM

#### Members Present:

Chuck	Hendrickson	Moorhead City Council
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Paul	Krabbenhoff	Clay County Commission (Alt. for J. Mongeau)
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Joel	Vettel	Cass County Commission

#### Members Absent:

Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Jenny	Mongeau	Clay County Commission (Alternate Present)
Mike	Reitz	MATBUS Representative
Thomas	Schmidt	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer ( <i>ex-officio</i> )
Shiloh	Wahl	MnDOT District 4 Engineer ( <i>ex-officio</i> )

#### Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Mackenzie	Mueller	Metro COG
Will	Hutchings	NDDOT - Local Government Division

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**  
The meeting was called to order at 4:00 PM, on Thursday, March 20, 2025 by Vice Chair Olson, noting a quorum was present. Introductions were made.

**1b. Approve Order and Contents of Overall Agenda, approved**  
Vice Chair Olson asked for approval for the overall agenda.

**MOTION: Approve the contents of the Overall Agenda of the March 20, 2025 Policy Board Meeting.**

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

**MOTION, passed**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**  
Vice Chair Olson asked for approval of the Minutes of the February 20, 2025 Meeting.

**MOTION: Approve the February 20, 2025 Policy Board Meeting Minutes.**

**Mr. Vettel moved, seconded by Ms. Mattson.**

**MOTION, passed**

**Motion carried unanimously.**

**1d. Monthly Bills, approved**  
Vice Chair Olson asked for approval of the March 2025 Bills as listed on Attachment 1d.

**MOTION: Approve the March 2025 Bills List.**

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

**MOTION, passed**

**Motion carried unanimously.**

**2. CONSENT AGENDA**  
Vice Chair Olson asked for approval of Items a-b on the Consent Agenda.

- a. February 2025 Month End Report
- b. Revised Metro COG 2024 Annual Report

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

**Mr. Vettel moved, seconded by Ms. Landstrom.**

**MOTION, passed**

**Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**  
No public comments were made or received.

**3b. 2024 UPWP End-of-Year Budget Close-Out**

Mr. Griffith provided background information on how previous years budgets had been addressed at year-end and that no “carryover” of funds was now allowed. He stated that we have been working closely with NDDOT staff on year-end closeout, focusing primarily on ensuring that bills and consultant invoices for 2024 were being paid with 2024 funds and that 2025 bills and consultant invoices were being paid with 2025 funds. Mr. Hutchings from NDDOT reminded everyone that CFR requirements allow 90 days to close out the previous year's budget. Mr. Griffith provided a description of the work efforts undertaken and provided explanations for the three spreadsheet summaries included with the Policy Board packet. He stated that the numbers were accurate but there may be a need to make minor adjustments when submitted to NDDOT, due to such things as direct vs. indirect costs and depreciation on some items.

Mr. Piepkorn asked if current transportation funding would be increased since the new Governor strongly supports transportation. Mr. Griffith answered that he hoped so and that there had been recent talk about North Dakota implementing some type of “bonding bill” similar to what Minnesota does for transportation and infrastructure projects.

Mr. Olson asked if we had the ability to transfer funds in areas where we were over budget to areas where we were under budget. Mr. Hutchings answered that it would be up to NDDOT to decide.

**MOTION: Approval of the Revised Metro COG 2024 Annual Report.**

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

**MOTION, passed**

**Motion carried unanimously.**

**4. Additional Business**

- Mr. Griffith reported that an amendment would be needed for the 2025 UPWP and would like to have it ready for the May 15 Policy Board meeting. He also reported that work was continuing on the adoption of the updated 2050 MTP and that a new public comment period would be opening which would end the day before the April 17 Policy Board meeting when the 2050 MTP was now scheduled for consideration.
- Mr. Strand asked what other areas were doing about transit, particularly in providing door-to-door service someday.

**5. Adjourn**

**MOTION: Adjourn the 640<sup>th</sup> Meeting of the FM Metro COG Policy Board**

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

**MOTION, passed.**

**Motion carried unanimously.**

The 640<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, March 20, 2025 was adjourned at 4:42 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD APRIL 17, 2025, 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

DRAFT

**To:** Policy Board members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** April 9, 2025  
**Re:** **Metro COG 2025 1<sup>st</sup> Quarter Report**

As we prepared to close out the 2024 UPWP budget, NDDOT and FHWA requested that we revise and update our Annual and Quarterly Reports.

The cover page and format are pretty much the same, but additional and more detailed financial information is now being included each quarter, primarily, the tracking of staff hours, planning project costs, along with percentages of billing and project completion. This will presumably help in closing out the 2025 UPWP budget at the end of the year and with the preparation of the 2025 Annual Report for our oversight agencies.

Staff is requesting approval of the 1<sup>st</sup> Quarter Report which then will be transmitted to both NDDOT and MnDOT.

**Requested Action:** Approval of Metro COG 2025 1<sup>st</sup> Quarter Report.

# METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

## Unified Planning Work Program

Quarterly Progress Report: January 1, 2025 to March 31, 2025

Approved: April 17, 2025

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from January 1, 2025 to March 31, 2025, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percentage complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent from January 1, 2025 through March 31, 2025, and the percentage of the budget spent

For more information regarding the information presented,  
please contact the Fargo-Moorhead Metropolitan Council of Governments

*FM Metro COG  
1 – 2<sup>nd</sup> Street North  
Case Plaza, Suite 232  
Fargo, ND 58102-5807*

*701-532-5100  
[fmmetrocog.org](http://fmmetrocog.org)  
[metrocoq@fmmetrocoq.org](mailto:metrocoq@fmmetrocoq.org)*



## Contents

101	Metro COG Policy Board.....	7
102	Metro COG Executive Committee.....	7
103	Transportation Technical Committee (TTC).....	7
104	Federal, State, and Local Committee Meetings.....	8
201	NDSU ATAC Participation (Technical Support) (Year 1 of 3).....	10
205	Moorhead Intersection Data Collection (Year 1 of 3).....	11
207	Moorhead I-94 & 20 <sup>th</sup> Street Interchange Analysis (Year 3 of 3).....	11
208	West Metro Perimeter Highway Corridor Study (Year 2 of 2).....	12
209	Horace Downtown Core Neighborhoods Plan (Year 2 of 2).....	13
211	Heartland Trail Alignment Analysis (Year 2 of 2).....	14
212	MATBUS 2026-2030 Transit Development Plan (Year 2 of 2).....	15
214	West 94 Area Transportation Plan (Year 2 of 2).....	16
215	Metro Railroad Needs Study (Year 2 of 2).....	17
225	University Drive & 10 <sup>th</sup> Street Corridor Study (Year 5 of 5).....	18
228	Kindred Comprehensive Plan (Year 2 of 2).....	19
301	Transportation Improvement Plan (TIP).....	20
302	Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting.....	20
303	Public Participation.....	21
304	Congestion Management Process.....	21
305	Federal and State Rules and Regulations Compliance and Maintenance.....	21
306	Civil Rights/Title VI/LEP/Environmental Justice.....	22
307	2050 Metropolitan Transportation Plan (MTP) Implementation and Maintenance.....	22

308	US Census Coordination and Technical Assistance .....	22
309	TMA Transition.....	22
310	TIP Project Monitoring.....	23
401	Performance Measures .....	24
402	Federal Functional Classification Update .....	24
403	Travel Demand Model (TDM) Maintenance and Operation.....	25
404	Freight and Goods Movement .....	25
405	FM Metropolitan Profile.....	25
406	Traffic Data Collection & Analysis .....	25
407	Metropolitan Transportation Technical Assistance .....	26
408	ITS/Traffic Operations Technical Assistance .....	26
409	GIS Management, Mapping & Graphics .....	26
501	Transit Technical Assistance .....	28
502	MATBUS Coordinating Board .....	28
601	Bicycle-Pedestrian Activities and Technical Assistance .....	29
602	Bicycle and Pedestrian Counts and Analysis.....	29
603	Heartland Trail Extension (Countywide Coordination – Clay County Portion) .....	30
604	West Fargo School District Safe Routes to Schools Plan Update.....	30
701	Agency Outreach .....	31
702	Local Planning Assistance .....	31
801	General Administration, Management, IT, and Secretarial.....	33
802	Financial Budgeting and Tracking .....	35
803	Professional Development, Education, and Training.....	35
902	Website and Social Media .....	37
1001	Cass-Clay Food Systems Advisory Commission .....	39

1002 Dilworth Comprehensive Plan Update ..... 39

DRAFT

## 2025 Staff Activities by UPWP Work Element

2025 UPWP Work Element	2025	
	Budget	Staff Hours
100 Policy and Administrative Forums	\$80,164.30	1,260
200 Contracted Planning	\$156,604.22	2,555
300 Federal Transportation Planning & Documentation	\$175,004.77	2,749
400 Technical Transportation Data & Analysis	\$108,854.99	2,188
500 Transit Planning	\$18,479.45	360
600 Bicycle & Pedestrian Planning	\$60,857.75	1,344
700 Local Planning Assistance	\$89,443.45	1,587
800 General Administration*	\$304,134.36	5,006
900 Publications Public Information and Communication	\$22,236.62	441
1000 Community Planning and Technical Assistance	\$9,689.96	190

\*Includes estimates of staff leave time (holiday, vacation and sick leave)

### 100 Policy and Administrative Forums

Task 100	Policy and Administrative Forums		Percent Billed	Task Percent Complete
	2025	1Q 2025		
Task Start/End	2025	1Q 2025	20%	25%
Staff Hours	Programmed	Expended		
2025	\$80,164.30	\$16,344.61		

**Objective:** To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas, and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

## 101 Metro COG Policy Board

### **Status: 25% Complete**

- Prepared for and attended Policy Board Meetings on January 16, February 20, and March 20
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board coordination agenda items discussions
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review Policy Board draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated Policy Board Orientation Guide and created separate handout for acronyms
- Conducted orientation sessions for new Policy Board members
- Updated Policy Board member contact information and distribution lists

## 102 Metro COG Executive Committee

### **Status: 25% Complete**

- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes
- Prepare for and attend Executive Committee meetings on January 6, February 3 and March 3 in Metro COG's large conference room
- Review Executive Committee draft meeting minutes, agenda prep and meeting packet review and assembly

## 103 Transportation Technical Committee (TTC)

### **Status: 25% Complete**

- Prepared for and attended TTC meetings on January 9 and February 13. The meeting for March 13 was cancelled due to lack of agenda items
- Attended staff meetings regarding development of TTC agendas
- Participated in miscellaneous TTC coordination agenda items discussions
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets
- Updated TTC member contact information and distribution lists

## 104 Federal, State, and Local Committee Meetings

### **Status: 25% Complete**

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in Regional Traffic Safety Advocates roundtable meeting on January 22
- Follow up items from Regional Traffic Safety Advocates roundtable meeting
- Attend annual Clay County Intergovernmental Retreat
- Participate in MNDOT I-94 Corridor Study Review Committee meeting on February 6
- Attended Cass Clay Food Commission Meeting on January 8 and March 12
- Attended GIS Committee Meeting on January 17
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on January 27
- Participated in LRRB EV Charging Infrastructure TAP meeting on February 3
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on February 26
- Participated in ICLEI CGC meetings on February 27 and 28
- Participated in WCI session on March 6
- Reviewed REVIR Working Group meeting materials and correspondence
- Attend Clay County Intergovernmental Retreat
- Attended ND Legislative Freight Advisory Committee meetings via Teams on January 2, February 6, and March 6

- Attended FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination January 28-30
- Reviewed NDDOT Urban Grant Program applications and related materials
- Attended NDDOT Urban Grant Program Committee meeting via Teams on March 31 to score and prioritize project applications
- Attend bi-weekly NDDOT-MPO Directors Teams meetings
- Attend monthly NDDOT MPO Directors Teams meetings
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Attended/facilitated 1Q NDDOT-MPO meeting via Teams on February 28
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on March 12

DRAFT

## 200 Contracted Planning Services

Task 200	Contracted Planning Services		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	19%	25%
Staff Hours	Programmed	Expended		
2025	\$156,604.22	\$30,318.40		

**Objective:** To conduct Metro COG's annual contracted planning projects for the purpose of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

## 201 NDSU ATAC Participation (Technical Support) (Year 1 of 3)

Task 201	NDSU ATAC Participation		Percent Billed	Task Percent Complete
Task Start/End	1/2025	1/2025		
Financial	Programmed	Expended		
2024	\$2,500.00	\$2,500.00	100%	8%
2025	\$10,000.00	\$2,500.00	25%	25%
Project Total	\$32,500.00	\$5,000.00	15%	33%

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.



**Status: 33% Complete**

Review of ATAC contract invoice

205 Moorhead Intersection Data Collection (Year 1 of 3)

Task 205	Moorhead Intersection Data Collection		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2025	\$16,492.00	\$2,473.70	5%	5%
Project Total	\$49,474.00	\$2,473.70	5%	5%

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third (1/3) of intersections within the City of Moorhead.

**Status: 5% Complete**

Review of contract invoice

207 Moorhead I-94 & 20<sup>th</sup> Street Interchange Analysis (Year 3 of 3)

Task 207	Moorhead I-94 & 20 <sup>th</sup> St Interchange Analysis		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2023	\$169,182.87	\$62,330.93	90%	37%
2024	\$107,639.62	\$79,055.08	73%	84%
2025	\$20,000.00	\$20,599.34	102%	96%
Project Total	\$169,182.87	\$161,985.35	96%	96%

The purpose of this project is to reanalyze interchange concepts at I-94 and 20<sup>th</sup> Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's Street Network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed, and new or modified concepts will further examine the feasibility of modifying this interchange.

**Status: 96% Complete**

The first quarter consisted of typical project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule and next steps. Stakeholder meetings were held on February 3 with follow-up communication with some individual stakeholders. On February 25 the fourth Study Review Committee meeting was held. The second public engagement phase was held in March, which consisted of online engagement as well as a public open house on March 11. Analysis and documentation of public input followed the public input opportunity. Coordination was also held with the city of Moorhead to refine interchange alternatives and discuss roadway connections.

**208 West Metro Perimeter Highway Corridor Study (Year 2 of 2)**

<b>Task 208</b>	<b>West Metro Perimeter Highway Corridor Study</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
	Task Start/End			
Financial	1/2025	3/2025		
	Programmed	Expended		
2023	\$250,000.00	\$46,968.64	19%	19%
2024	\$150,000.00	\$114,302.56	65%	65%
2025	\$99,791.08	\$18,419.15	18%	72%
Project Total	\$250,000.00	\$179,690.35	72%	72%

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way

purchased for the Red River Diversion Project is available for a portion of the corridor north of I-94. In the future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way. The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

**Status: 72% Complete**

The first quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth Study Review Committee meeting was held on January 13 which entailed coordination and preparation prior to the meeting. A follow-up meeting was held with Metro COG staff to discuss potential highway alignment alternatives. In February Metro COG project management was handed off from Dan Farnsworth to Michael Maddox.

The new project manager reviewed the project in order to understand what scope items had been completed and which are outstanding. Metro COG desires a change in direction regarding this project to consider feedback received from the City of Horace. The project manager met with the consultants to talk about this new direction for the study. The study is currently on hold while the new direction for the scope of work is worked out with the consultant.

**209 Horace Downtown Core Neighborhoods Plan (Year 2 of 2)**

Task 209	Horace Downtown Core Neighborhoods Plan		Percent Billed	Task Percent Complete
	1/2025	3/2025		
Task Start/End	1/2025	3/2025		
Financial	Programmed	Expended		
2024	\$128,777.39	\$128,582.41	100%	65%
2025	\$67,695.48	\$44,765.63	66%	88.2%
Project Total	\$196,472.75	\$173,348.04	88%	88%

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the City's core.

**Status: 88% Complete**

Metro COG and the consultant hosted two large public engagement events that provided alternatives for the public to weigh in on regarding integration of path and streetscape improvements within the core areas of Horace. A presentation was also made to the Horace City Council.

**211 Heartland Trail Alignment Analysis (Year 2 of 2)**

<b>Task 211</b>	<b>Heartland Trail Alignment Analysis</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
	1/2025	3/2025		
Task Start/End	1/2025	3/2025		
Financial	Programmed	Expended		
2024	\$187,500.00	\$180,938.89	96%	72%
2025	\$62,500.00	\$28,508.79	46%	84%
Project Total	\$250,000.00	\$209,447.68	84%	84%

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

**Status: 84% Complete**

The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. On January 15, Metro COG presented Heartland Trail Study information to PartnerSHIP 4 Health and on January 29 the fourth Study Review Committee meeting was held. In March, the draft report was developed and reviewed by Metro COG, prior to the review by the public and SRC. Other coordination included discussing an optimal trail rest stop location with the City of Dilworth.

212 MATBUS 2026-2030 Transit Development Plan (Year 2 of 2)

Task 212	2026-2030 Transit Development Plan		Percent Billed	Task Percent Complete
	Task Start/End	1/2025		
Financial	Programmed	Expended		
2024	\$99,790.47	\$113,562.06	114%	57%
2025	\$99,580.94	\$31,054.61	31%	16%
Project Total	\$199,580.94	\$144,616.67	73%	73%

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

**Status:73% Complete**

Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #2 on January 30 and focus group meetings on January 30 and 31; assisted with open house on March 7 and additional route surveys for West Fargo and Dilworth.

## 214 West 94 Area Transportation Plan (Year 2 of 2)

Task 214	West 94 Area Transportation Plan		Percent Billed	Task Percent Complete
	Task Start/End	Financial		
	Programmed	Expended		
2024	\$225,000.00	\$224,902.14	100%	69%
2025	\$99,974.78	\$100,050.87	100%	95%
Project Total	\$324,974.78	\$324,953.01	100%	95%

The purpose of this project is to build upon the concept that was developed as part of West Fargo's 13<sup>th</sup> Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates. The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

### **Status: 95% Complete**

The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Three Study Review Committee meetings were held in the first quarter – one on January 15, one on February 19, and another on March 19. A public open house was held on February 27 with coinciding online engagement. Aside from the direct public engagement, this effort also entailed public outreach and notifications, development and preparation of public engagement materials, follow-up items, review and documentation of results, and more. Development of the draft report will begin in April.

## 215 Metro Railroad Needs Study (Year 2 of 2)

Task 215	Metro Railroad Needs Study		Percent Billed	Task Percent Complete
	Task Start/End	Financial		
	1/2025			3/2025
2024	\$100,000.00	\$109,578.47	109%	27%
2025	\$300,000.00	\$99,266.61	33%	52%
Project Total	\$400,000.00	\$208,845.08	52%	52%

BNSF Railroad has participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They have offered \$150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

### **Status: 52% Complete**

Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended pop-up event at the Rourke Museum for Moorhead Frostival Winter Event with consultant on February 1. Attended pop-up event at Spring-a-Ding-Fling/Kiwanis Pancake Karnival with consultant at the Fargodome on February 8. Attended Stakeholder Committee meeting #1 in Metro COG's large conference room on February 6. Attended SRC meeting #2 in Metro COG's large conference room on March 19.

## 225 University Drive & 10<sup>th</sup> Street Corridor Study (Year 5 of 5)

Task 225	University Drive and 10 <sup>th</sup> Street Corridor Study		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	1/2025	3/2025		
	Programmed	Expended		
2024	\$129,655.57	\$113,984.13	88%	88%
2025	\$20,370.66	\$15,927.20	99%	99%
Project Total	\$400,000.00	\$366,773.86	92%	99%

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10<sup>th</sup> Street (Hwy 81) from a one-way pair to two-way streets between 19<sup>th</sup> Avenue N and 13<sup>th</sup> Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified

and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts on transit routes, bicyclists and pedestrians will be identified and addresses as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning-level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue into 2024 and 2025. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10<sup>th</sup> Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal friendly.



**Status: 99% Complete**

Metro COG met with City leadership and news media about elements of the plan. Staff met with the consultant to work out billing issues. The consultant is currently producing the draft plan.

228 Kindred Comprehensive Plan (Year 2 of 2)

Task 228	Kindred Comprehensive & Transportation Plan		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	Programmed	Expended		
2024	\$62,991.57	\$44,344.83	70%	44%
2025	\$29,995.98	\$18,904.72	63%	19%
Project Total	\$99,986.60	\$63,249.55	63%	63%

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city’s future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

**Status: 63% Complete**

Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on February 21; provided assistance and additional comments on draft deliverables.

### 300 Federal Transportation Planning and Documentation

Task 300	Federal Transportation Planning Documentation		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	26%	23%
Staff Hours	Programmed	Expended		
2025	\$175,004.77	\$45,984.73		

**Objective:** To develop, research, and implement Federal transportation planning directives and regulations.

### 301 Transportation Improvement Plan (TIP)

**Status: 25% Complete**

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination with NDDOT regarding FHWA TA Reporting
- Planning, Organizing, Facilitating, and Implementing Prioritization Committee, Public Input, TTC and Policy Board Meetings. Preparing and sending out funding award letters, and notifying NDDOT, MnDOT, and each jurisdiction of funding selection.
- Coordination and preparing for draft 2026-2029 TIP Timeline and Document.
- Coordination, Documentation, and presenting Amendment #4 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation Amendment #5 for 2025-2028 TIP.
- Assit with Transit Improvement Plan documents
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Attended TTC Prioritization Committee meetings to discuss project soliciations

### 302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

**Status: 25% Complete**

- Meeting to discuss current project status and budgets

- Review of project budgets
- Review current 2025 UPWP for potential amendment
- Begin preparations for 2026-2027 UPWP

### 303 Public Participation

#### **Status: 25% Complete**

- Developed public participation outreach and materials for Moorhead I-94 & 20<sup>th</sup> St Interchange Study
- Attend Moorhead I-94 & 20<sup>th</sup> St Interchange Open House
- Developed summary of Moorhead I-94 & 20<sup>th</sup> St Interchange survey and public comments
- Public participation outreach for the West 94 Area Transportation Plan
- Review Public Participation Plan requirements for 2050 MTP update

### 304 Congestion Management Process

#### **Status: 25% Complete**

- Review revisions and comments responses to updated CMP
- Incorporation of CMP into TIP

### 305 Federal and State Rules and Regulations Compliance and Maintenance

#### **Status: 25% Complete**

- Review updated 3C Agreement between Metro COG, NDDOT, MnDOT, and MATBUS (City of Fargo)
- Review and distribute MnDOT GHG (Greenhouse Gas) Reduction Target materials to TTC and Policy Board members
- Review Q4 and Annual Report

### 306 Civil Rights/Title VI/LEP/Environmental Justice

**Status: 25% Complete**

- LEP data and population numbers for the FM Metropolitan area
- Completed annual Title VI/ADA training
- Staff discussion regarding pending/potential program changes

### 307 2050 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

**Status: 25% Complete**

Staff have been working to address issues with the draft 2050 MTP. Metro COG staff have been working with the consultant to integrate comments made by its oversight agencies and to prepare the document for adoption. This also included regularly bi-weekly meetings with Metro COG's oversight agencies to discuss comments and find agreement on ways to move the document forward to adoption. A public meeting was held at the Fargo Downton Public Library on January 9

### 308 US Census Coordination and Technical Assistance

**Status: 25% Complete**

- Reviewed monthly ND and MN census reports
- Reviewed U.S. Census updates

### 309 TMA Transition

**Status: 0% Complete**

- No Activities reported this quarter

### 310 TIP Project Monitoring

**Status: 25% Complete**

- Coordinating with MATBUS, NDDOT, and MNDOT
- Meeting with City of Fargo for coordinating trails including VA trail including Public Input Meeting
- Coordinating with City of Fargo, West Fargo, Horace, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting for update of Fargo River Trail project
- 17<sup>th</sup> Avenue Reconstruction Coordination Meeting
- Attended regular review meetings to discuss TIP amendments and progress

DRAFT

## 400 Technical Transportation Data and Analysis

Task 400	Technical Transportation Data & Analysis		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	30%	27%
Staff Hours	Programmed	Expended		
2025	\$108,854.99	\$33,155.27		

**Objective:** To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

### 401 Performance Measures

**Status: 100% Complete**

- Reviewed performance measures developed as part of Metro COG's performance-based planning needs
- Compile data from various agencies
- Present data to TTC and Policy Board
- Submit data to Federal Highway Administration
- Attended regular Performance Measures staff meetings in preparation for adoption in February
- Discuss distribution of NDDOT Performance Measure data with FHWA-ND
- Performance Measure data discussion between NDDOT and Metro COG staff via Teams

### 402 Federal Functional Classification Update

**Status: 15% Complete**

- Review of guidelines and documents used for decision-making

- Data collection
- Develop Timeline
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

#### 403 Travel Demand Model (TDM) Maintenance and Operation

**Status: 10% Complete**

- Provided TAZ data to Moorhead as requested
- Provided future traffic volumes to West Fargo per request

#### 404 Freight and Goods Movement

**Status: 0% Complete**

- No activities reported this quarter

#### 405 FM Metropolitan Profile

**Status: 20% Complete**

- Data collection and management
- Document Outline Creation
- Developing a timeline and dividing tasks
- Researching data release timeframe from the ACS and other data organizations

#### 406 Traffic Data Collection & Analysis

**Status: 25% Complete**

- Developed scope of work for 2026 metro area-wide traffic counts
- Internal meeting to discuss 2026 metro area-wide traffic

- Coordination with MNDOT Traffic Counting staff on MNDOT / MPO data collection

#### 407 Metropolitan Transportation Technical Assistance

**Status: 25% Complete**

- Participated in 64<sup>th</sup> Ave Interchange progress meeting
- Provided information to MN DNR for Buffalo River State Park Management plan
- Meeting with City of Fargo & NDDOT to discuss safety project coordination
- Attended to miscellaneous metropolitan technical assistance needs

#### 408 ITS/Traffic Operations Technical Assistance

**Status: 25% Complete**

- SMART Grant coordination
- Attended ND Traffic Roundtable meeting on March 19<sup>th</sup> & 20<sup>th</sup>

#### 409 GIS Management, Mapping & Graphics

**Status: 25% Complete**

- Assisted with coordination GIS request from city of Moorhead
- Assisted with GIS analyses for Metro COG internal projects
- Create existing conditions maps in GIS for West Fargo SRTS Plan
- Create an interactive map for the Dilworth Comprehensive Plan
- Create an interactive map for the West Fargo Safe Routes to School Plan
- Maintain, update and manage critical data sets to support the implementation of and development of required documents.
- Gather GIS data from local jurisdictions and the DOTs as needed
- Performance measures data collection and presentation to TTC and Policy Board
- Minnesota Federal Functional Classification update mapping



- Various mapping requests from staff
- General maintenance of GIS files

DRAFT

## 500 Transit Planning

Task 500	Transit Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	22%	25%
Staff Hours	Programmed	Expended		
2025	\$18,479.45	\$4,144.32		

**Objective:** To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

### 501 Transit Technical Assistance

**Status: 25% Complete**

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs
- Discuss TTC Bylaw amendment regarding MATBUS representation with MATBUS staff and with legal counsel
- Prepare TTC Bylaw amendment regarding MATBUS representation
- NDDOT/Metro COG/MATBUS coordination meeting with Becky Hanson via Teams
- Discussions with MATBUS and Metro COG staff regarding Remix software

### 502 MATBUS Coordinating Board

**Status: 25% Complete**

- Prepared the agenda and packet materials for the January, February, and March MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Attend MCC meetings January 15<sup>th</sup>, February 19<sup>th</sup>, and March 19<sup>th</sup>
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on January 15, February 19, and March 19 in Metro COG's large conference room

## 600 Bicycle and Pedestrian Planning

Task 600	Bicycle & Pedestrian Planning		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	31%	25%
Staff Hours	Programmed	Expended		
2025	\$60,857.75	\$18,740.94		

**Objective:** To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

### 601 Bicycle-Pedestrian Activities and Technical Assistance

**Status: 25% Complete**

- Finalization of Moorhead Safe Routes to School Plan
- Presentations to Moorhead City Council and Moorhead School Board on January 13
- Follow-up from Bicycle Friendly Communities designation
- Developed bylaws for Bicycle & Pedestrian Committee
- Reviewed Dilworth's MN safe routes to school infrastructure grant
- Technical assistance regarding ADA transition plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on January 14<sup>th</sup> and March 11
- Bicycle & Pedestrian Committee meeting on March 12
- Follow-up items from Bicycle & Pedestrian Committee meeting
- Updating the 2025 Pedestrian Count Report
- Collecting Bicycle and Pedestrian Data
- Creation of the new Fargo-Moorhead Bike map app in Arc-Online

### 602 Bicycle and Pedestrian Counts and Analysis

**Status: 25% Complete**

- Collecting bike/ped data
- Updated the 2024 Bike/Pedestrian Count Report
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters

### 603 Heartland Trail Extension (Countywide Coordination – Clay County Portion)

**Status: 25% Complete**

- Participated in Becker Co Heartland Trail coordination meeting

### 604 West Fargo School District Safe Routes to Schools Plan Update

**Status: 25% Complete**

- Project kickoff
- Created documentation
- Gathered existing conditions
- Developed PRZ maps
- Development of public/parent surveys
- Site observation coordination
- Study Review Committee meeting #1 on March 17<sup>th</sup>
- Coordination with West Fargo regarding project kick off
- Scheduling for on-site observations

## 700 Local Planning Assistance

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	8%	13%
Staff Hours	Programmed	Expended		
2025	\$89,443.45	\$7,055.95		

**Objective:** Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

### 701 Agency Outreach

**Status: 0% Complete**

- No activities this quarter

### 702 Local Planning Assistance

**Status: 25% Complete**

- Coordination with the City of Casselton regarding transportation funding sources for roadway improvements
- Presented to Strong Towns on January 8
- Attended to miscellaneous local planning assistance needs
- Discussion with MATBUS about service level

- Supporting Dilworth Comp Plan Project
- Various meetings with local consulting firms, local jurisdictions and other organizations
- Attend Dilworth Planning Committee Meeting
- Attend City Hall Meeting

DRAFT

## 800 General Administration

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	31%	25%
Staff Hours	Programmed	Expended		
2025	\$304,134.36	\$94,836.00		

**Objective:** To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and report on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

## 801 General Administration, Management, IT, and Secretarial

**Status: 25% Complete**

### Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickhoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly and Quarterly reports
- Title VI Training Videos

- Attend to daily emails, voicemails, and document organization
- Updated Quarterly report
- Timesheets
- Attended Staff meetings
- Organize files
- Regular and ongoing file maintenance and organization

#### Management

- Various discussions and consultations with MPO liaison on various MPO topics
- Prepare for and facilitate bi-weekly staff meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet report for NDDOT reimbursement request
- Assemble and forward job descriptions and evaluation forms to Minot MPO Director and follow-up call to discuss in more detail
- Prepare powerpoint presentation for and attend FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination
- Attended MnDOT/Moorhead TH 10/75 Open House meeting at Hjemkomst Center on January 14
- Drafted and submitted response letter to NDDOT's letter regarding 2050 MTP Federal Findings
- Prepare latest 3C Agreement for Policy Board adoption
- Regular meetings with staff project managers for project status updates
- Prepare and process bi-weekly payroll
- Prepare and conduct annual employee evaluations
- Attended various passenger rail study meetings, both in-person and virtually
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting

#### IT Management

- IT assistance from Eide Bailly for various computer and system issues
- Software application coordination



## 802 Financial Budgeting and Tracking

### **Status: 25% Complete**

- Revise and update time codes in timekeeping software for new year
- Attended NDDOT Indirect Rate Exit Interview meeting via Teams on January 2
- Review and approve bills and invoices for payment processing
- Various discussions and close coordination with MPO liaison on various MPO budgeting topics, especially 2024 End-of-Year Closeout preparation
- 2024 End-of-Year Closeout preparation; preparation and review of spreadsheets; comparison/analysis of budget and expenditures
- Review and approve purchase orders
- Review and approve monthly bank and credit card statements
- Renew Sam.gov entity registration; also updated administrator rights and other information
- Prepared and sent out invoices for local jurisdictions' 2025 annual dues and 2025 local match for projects
- Review and approve monthly NDDOT reimbursement request packet
- Review and finalize updated Annual Report to NDDOT and FHWA
- Submittal of supplemental reimbursement requests for 2024 invoices and direct cost purchases
- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Prepare and submit NDDOT reimbursement requests

## 803 Professional Development, Education, and Training

### **Status: 25% Complete**

- Attended National Highway Institute – Basics of Transportation Training
- Attended 2025 NDDOT Transportation Conference (03/03-03/05/2025)
- Attended North Dakota Traffic Operations Roundtable (03/19-03/20/2025)
- Attended Census Webinars
- Research development of dashboards and utilization of ArcGIS Online
- Researched 2025 training opportunities for staff

- Attended various webinars and training sessions for professional development and certificate maintenance

DRAFT

## 900 Publications, Public Information, and Communications

Task 900	Publications, Public Information, and Communications		Percent Billed	Task Percent Complete
	Task Start/End	2025		
Staff Hours	Programmed	Expended	16%	25%
2025	\$22,236.62	\$3,572.56		

**Objective:** To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

## 902 Website and Social Media

**Status: 25% Complete**

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Reviewed Metro COG website and social media needs with staff to identify updates and improvements.

DRAFT

## 1000 Community Planning and Technical Assistance

Task 1000	Community Planning & Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	2025	1Q 2025	69%	25%
Staff Hours	Programmed	Expended		
2025	\$9,689.96	\$6,732.28		

**Objective:** To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

### 1001 Cass-Clay Food Systems Advisory Commission

**Status: 25% Complete**

- Prepared the agenda and packet materials for the January and March Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

### 1002 Dilworth Comprehensive Plan Update

**Status: 25% Complete**

- Metro COG kicked off the Dilworth Comprehensive in February 2025. Activities that were completed in the first quarter of 2025 include: creation of project website, development of a public engagement plan, preparations for the first study review committee meeting on March 5, preparation and distribution of an online community input survey, development of an interactive comment map, preparation for a community open house, including media and community notifications, ongoing development of a community profile, weekly internal coordination meetings, monthly staff meetings with Dilworth, and monthly updates with the Dilworth Planning Commission.
- Dilworth Comprehensive Plan Update Data Coordination

**To:** Policy Board  
**From:** Michael Maddox, AICP  
**Date:** April 11, 2025  
**Re:** **2050 Metropolitan Transportation Plan Approval**

Metro COG has been working with FHWA-ND, FHWA-MN, FTA Region 8, NDDOT, and MnDOT to address comments and concerns over the 2050 MTP that was presented in Fall 2024. Specifically Metro COG has been going back and forth with FHWA-ND on inclusion of a couple of items in the MTP. Those items are:

- Environmental Mitigation – FHWA has requested that Metro COG specifically add information that would typically take place during a National Environmental Policy Act (NEPA) review, which takes place when construction projects are being developed. Metro COG feels that this type of information is too in-depth for a regional policy plan. Metro COG has compromised by including some high-level information in Chapter 4 and Appendix H. This information includes an overview of Section 4(f) park properties, National Register of Historic Places, Section 6(f) properties, possible noise impact areas, National Pollution Discharge Elimination System (NPDES) permitting, underground storage tanks, flowage easements, and National Wetland Inventory (NWI) information.
- Performance Measure Baselines – Metro COG included detailed sections on Performance Measurement (PM) data in regards to safety, bridge and roadway condition, and system performance. Metro COG has traditionally supported state targets, and therefore, is not responsible for the reporting. PM1 – Safety has an established baseline, whereas PM2- Bridge and Roadway Condition and PM3 – System Performance, do not. However, FHWA artificially adds a baseline to this data when each state reports its data to them. FHWA requested that Metro COG add these baselines to the MTP.
- CMP Linkage – A requirement of a Transportation Management Area (TMA) is to develop a Congestion Management Process (CMP). This “process” is not a standalone document, but rather a way of evaluating and mitigating congestion within large metropolitan regions. Metro COG feels that congestion is not a major factor within the region (yet), but is required to establish a process. This “process” lives within multiple sections of the MTP (Goals & Objectives, System Analysis, and Project Scoring). Metro COG also refined its approach to data gathering and analysis of congestion which is found within Appendix I. FHWA asked that Metro

COG solidify the linkage of the CMP and MTP by specifically calling out those areas of the plan that are included with the “process”. Additional information was added to the plan to specifically link CMP activities with MTP activities. Metro COG also refined definitions of congestion as well as explaining congestion within the framework of the FM Region.

- City of Moorhead Comments – The City of Moorhead provided comments at the TTC meeting on April 10. These comments were varied, but included:
  - Errant descriptions of pictures within the MTP
  - Comments on survey construction and responses in Chapter 1
  - A comment to clarify “growth” versus “growth rate” and the comparison to other jurisdictions within the region
  - Various misspellings
  - The readability of graphs within the Performance Measurement section of Chapter 2
  - Comment about meeting targets in regard to PM3 in Minnesota
  - Graph labeling of actual data versus targets
  - Requesting to add a date to Figure 10
  - Questions about bridge and roadway condition data used in PM2 analysis
  - Asking for clarification on which bridges are considered in PM2
  - Asking to clarify truck route designation guidelines in Minnesota within the MTP
  - Asking questions about GHG policy
  - Questions about Metro COG's policy of refining local functional classification designations to include land use
  - A comment regarding the process for selection of projects utilizing federal funding
  - A comment about Vision Projects that are on the illustrative project list
  
- Public Comment – a single public comment from a member of the general public was received from Lana Rakow the Chair of the Civic West Steering Committee in West Fargo. She commented that it was hard to discern the impact of the MTP on the City of West Fargo. She also commented she would like a shorter plan just directed at the City of West Fargo. As a regional agency, Metro COG looks at the region holistically and the policies within the MTP are to direct regional efforts and not just one community within the region. Metro COG appreciates the comments, but will not be addressing Ms. Rakow's comments within the scope of the MTP. Metro COG staff will reach out to Ms. Rakow to explain

the role of the agency and to invite her to future planning efforts specific to West Fargo.

A draft of the plan can be found on Metro COG's website: <http://www.fmmetrocog.org/Metro2050>. A version highlighting all of the changes that have been made to date, a clean draft version, and the appendices can be found there. An updated version of the MTP is underway, but as of the drafting of this memo, there is still an open public comment period until Wednesday, April 16.

Metro COG has worked with its local jurisdictions and oversight agencies to address these comments, as well as comments previously received throughout the redevelopment of the MTP. Staff feels that it has adequately addressed comments and has included information within the MTP that meets federal regulations. However, staff acknowledges that there has been disagreement regarding the inclusion of certain information as well as disagreement as to the overall adoption process.

FHWA listed that the approval of the MTP must take place and be submitted before May 15, 2025. Upon conversation with FHWA, it feels that Metro COG should not approve the MTP until such time that all public comments and changes be fully incorporated and reviewed. It is the view of Metro COG staff that comments from its oversight agencies have been received and discussed at length. Staff has chosen a path to address these comments and has communicated how it will address these comments. In order to end the comment/response cycle, the plan must be adopted and the Policy Board give clear guidance on the inclusion of comments responses in the final document.

Metro COG is seeking guidance from the Policy Board on how it wishes to proceed with the adoption of the MTP. The two courses of action are:

- Option 1 - Wait until a clean copy of the MTP is developed. This could mean waiting multiple weeks until all elements, including the public participation section, are updated. This would risk running against the May 15<sup>th</sup> deadline. A consequence of this may be that additional state and federal comments may be received on how staff addressed the previous comments.
- Option 2 - Approve the document with the knowledge that staff has addressed comments as stated in its presentation to the Policy Board, with the understanding that a majority of the comments have been previously addressed and published at the beginning of the April 2 – 16 public



comment period and that the motion would include any additional revisions the Policy Board deems necessary.

At their regularly scheduled meeting of April 10, 2025, the TTC voted unanimously to recommend approval of the updated 2050 MTP with the condition that all public comments be addressed and incorporated into the final document.

Metro COG staff has prepared a meeting agenda which includes a presentation, a separate Public Input Opportunity specific to the updated 2050 MTP, followed by consideration of action by the Policy Board.

**Recommended Action:** Option 1 or Option 2

**To:** Policy Board  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** April 11, 2025  
**Re:** **2025-2028 Transportation Improvement Program (TIP) Amendment 5**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in person and via Zoom Video Communications on Thursday, April 10, 2025 at 10:00 AM to consider public comments regarding a proposed amendment to the 2025-2028 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2025-2028 TIP reflects modified federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, March 26, 2025, which advertised the public meeting, detailed how to request additional information, and provided information on how to provide public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, April 10, 2025. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 3240009:** West Fargo 2025 purchase of electric vehicles (N/A). Federal funding removed by Policy Board in February.
2. **Modification of Project 9240031:** NDDOT spall repair of I-29 north bound traffic(2025). NDDOT is removing the project.
3. **Modification of Project 9240033:** NDDOT spall repair of I-29 south bound traffic(2025). NDDOT is removing the project.
4. **Modification of Project 3254049:** West Fargo reconstruction of shared use path and pedestrian ramps of 8<sup>th</sup> Street West (2025). Additional 2025 TA funding ( + \$244,964.83).
5. **Modification of Project 9255050:** NDDOT installation of Weight in Motion (WIM) and Auto Traffic Recording (ATR) as well as preventative maintenance (2025).

Metro COG staff presented the information contained in Amendment 5 to the TTC at their regularly scheduled meeting on April 10, 2025. The TTC did not have additional comments and unanimously recommended the Policy Board approve the TIP amendment. No comments were received from the public during the public comment period.

Please see **Attachment 1** for more detailed project information.

**Requested Action:** Approval of Amendment 5 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
-------------	---------------------------	--------------	------------------	--------	------------------------	---------------------	------------------	--------------------	------------------------	----------------------	---------

Amendment 5 - 2025-2028 Metro COG TIP

Existing projects with changes

<del>City of West Fargo</del>	<del>3240009</del>	<del>2025</del>				<del>Purchase electric vehicles</del>	<del>Capital Purchase</del>	<del>\$67,076</del>	<del>CRP</del>	<del>Local</del>	<del>\$53,665</del> <del>\$13,411</del>
<del>NDDOT</del>	<del>9240031</del>	<del>2025</del>	<del>29-N</del>		<del>2 Miles South of I-94 Int</del>	<del>Spall Repair, Struct/Incid</del>	<del>Rehabilitation</del>	<del>\$56,000</del>	<del>IM</del>	<del>State</del>	<del>\$50,000</del> <del>\$6,000</del>
<del>NDDOT</del>	<del>9240033</del>	<del>2025</del>	<del>29-S</del>		<del>2 Miles South of I-94 Int</del>	<del>Spall Repair, Struct/Incid</del>	<del>Rehabilitation</del>	<del>\$56,000</del>	<del>IM</del>	<del>State</del>	<del>\$50,000</del> <del>\$6,000</del>
City of West Fargo	3254049 24569	2025	8th Street W	0.5	5th Avenue W 12 1/2 Avenue West	Reconstruction of Shared Use Path and Pedestrian Ramps. Connected to 3254048	Reconstruction	\$472,419 <del>\$166,213</del>	TA	Local	\$377,934.83 <del>\$132,970</del> \$94,484.17 <del>\$33,243</del>

Amendment 5 - 2025-2028 Metro COG TIP

New project

NDDOT	9255050 24567	2025	Various Statewide			WIM, AUTO TRAFFIC RE, PREVENTIVE MAINTENANCE		\$1,111,950	SS	State	\$889,560 \$222,390
-------	------------------	------	-------------------	--	--	--	--	-------------	----	-------	------------------------



**To:** Policy Board  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** April 11, 2025  
**Re:** **2025 Bicycle and Pedestrian Count Report**

Metro COG compiles the data from both the manual counts and automated counters and develops the Count Report. The purpose of this report is to provide data regarding local bicycle and pedestrian activity to the public, elected officials, interested persons, parks departments, local planners and engineers, and more. This information also informs Metro COG of bicycle and pedestrian usage throughout the planning area. In some cases, the data is thorough and on-going, due to the use of counting equipment installed along the facility. In other cases, the data is simply a snapshot of a certain day of the year. Guidance is utilized from the National Bicycle and Pedestrian Documentation Project ([www.bikepeddocumentation.org](http://www.bikepeddocumentation.org)) when counting bicycle and pedestrian traffic.

The 2025 Bicycle and Pedestrian Count Report is found on the FM Metro COG **Metropolitan Bicycle and Pedestrian Committee website** under the "**Committee Resources**" section. Or at the following link:

[https://www.fmmetrocog.org/application/files/2217/4379/2967/2025\\_BikePedReport\\_Final\\_20250404.pdf](https://www.fmmetrocog.org/application/files/2217/4379/2967/2025_BikePedReport_Final_20250404.pdf)

Metro COG staff presented the 2025 Bicycle and Pedestrian Count Report to the TTC on April 10, 2025. The TTC provided no comments on this report.

**Requested Action:** None – Informational Item Only