

**488<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, August 9<sup>th</sup>, 2018 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead, Traffic Engineering
Jason	Benson	Cass County, Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
James	Dahlman	Interstate Engineering for City of Horace (alternate for Russ Sahr)
Dan	Farnsworth	Metro COG (Temporary Chair for Cindy Gray)
Jeremy	Gorden	City of Fargo, Transportation Engineering
Erik	Hove	Clay County Highway Department (Alternate for David Overbo)
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Aaron	Nelson	City of Fargo, Planning
Mary	Safgren	MnDOT – District 4
Tim	Solberg	City of West Fargo, Planning
Stan	Thurlow	City of Dilworth, Planning
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Vaux	GFMEDC
Chad	Zander	City of West Fargo, Public Works

**Members Absent:**

Chris	Brungardt	City of West Fargo, Public Works
Hali	Durand	Cass County, Planning
Kristie	Leshovsky	City of Moorhead, Planning/Zoning
David	Overbo	Clay County, Engineering
Russ	Sahr	City of Horace, Planning and Zoning Committee
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express

**Others Present:**

Adam	Altenburg	Metro COG
Mike	Bittner	KLJ
Luke	Champa	Metro COG
Ryan	Frolek	Moore Engineering
Cindy	Gray	Metro COG
Matthew	Huettl	HDR
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Meagan	Mantato	Fargo Cass Public Health
Jim	Mertz	Bolton & Menk
Anna	Pierce	Metro COG
Jamie	Wark	SRF Consulting

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on August 9<sup>th</sup>, 2018 by Temporary Chairman Farnsworth. A quorum was present.

**2. Approve the 488<sup>th</sup> TTC Meeting Agenda**

Temporary Chairman Farnsworth asked if there were any questions or changes to the 488<sup>th</sup> TTC Meeting Agenda.

***Motion: Approve the 488<sup>th</sup> TTC Meeting Agenda.***

***Mr. Solberg moved, seconded by Mr. Vaux***

***MOTION, PASSED. 14-0.***

***Motion carried unanimously.***

**\*\*Erik Hove and Julie Bommelman joined the meeting at 10:05am**

**3. APPROVE July 12<sup>th</sup>, 2018 TTC MEETING MINUTES**

Temporary Chairman Farnsworth asked if there were any questions or changes to the July 12<sup>th</sup>, 2018 TTC Meeting Minutes.

***Motion: Approve the July 12<sup>th</sup>, 2018 TTC Minutes.***

***Ms. Lipetzky moved, seconded by Mr. Gorden.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**5. Moorhead ADA Transition Plan**

Mr. Altenburg and Mr. Wark from SRF Consulting presented the final Moorhead ADA Transition Plan.

Mr. Thurlow questioned if there would be any state or federal approval. Mr. Atkins said that the plan is currently with the city attorney, but it is considered a local study. There are plans in motion to merge the document with federal standards with proper transition.

***Motion: Recommend Policy Board approval of the Moorhead ADA Transition Plan, pending final approval by the Moorhead City Council.***

***Mr. Atkins moved, seconded by Ms. Van Beek.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**6. Administrative Modification to 2017-2018 UPWP Amendment #8**

Ms. Gray presented a requested Administrative Modification to the 2017-2018 UPWP Amendment #8. Moorhead has decided to drop their 30<sup>th</sup> Avenue S Corridor Study from the UPWP, freeing up \$60,000 in federal transportation planning dollars allotted for that study. After internal discussion during the

preparation of RFPs, it was found that the Fargo Safe Routes to School RFP and the 76<sup>th</sup> Ave Corridor Study could benefit from larger budgets. Ms. Gray received approval to handle this as an Administrative Modification from Michael Johnson at NDDOT. The proposed modification will add \$40,000 to the Fargo Safe Routes to School plan (\$50,000 with the local match), and \$20,000 (\$25,000 with local match) for the 76<sup>th</sup> Avenue Corridor Study. Mr. Gorden said that the City of Fargo has no issue with the higher local match for the SRTS Plan. Ms. Gray said discussion about the local match for the 76<sup>th</sup> Avenue Corridor Study's would help solidify the approach. Cass County, Fargo, and Horace will be responsible for the local match on the study.

**Motion: Recommend Policy Board approval of an Administrative Modification to eliminate the 30<sup>th</sup> Ave S Study in Moorhead and reallocate the funds previously designated for this project to the Fargo SRTS Plan for \$50,000 and the 76<sup>th</sup> Avenue S Corridor Study for \$25,000.**

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

**MOTION, PASSED. 16-0.**

**Motion carried unanimously.**

Mr. Gorden suggested that the split for the 76<sup>th</sup> Avenue study should be split equally three ways, as each jurisdiction has high interest in the project. Mr. Benson agreed in the equal split. Mr. Dahlman agreed that it makes sense, however, he is not in a position to make any decisions in regards to money. Ms. Gray said she could discuss this further with Horace.

A friendly amendment was suggested that the recommendation come with a caveat that Horace will have a chance to discuss and agree with the recommendation. After discussion, the friendly amendment was pulled.

**Motion: Recommend to the Policy Board a 3-way equal split of local match for the 76<sup>th</sup> Avenue Corridor Study from Cass County, Fargo, and Horace.**

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

**MOTION, PASSED. 16-0.**

**Motion carried unanimously.**

## **7. Fargo Safe Routes to School Plan RFP**

Mr. Farnsworth presented the Fargo Safe Routes to School Plan RFP. The administrative modification added \$50,000 to the budget, as staff felt there would be more involved than previous SRTS plans, due to the number of schools included in the study. Mr. Solberg asked if Liberty and Freedom Elementary schools in West Fargo could be included, as a portion of the students who attend these schools live within Fargo.

**Motion: Recommend Policy Board approval of the Fargo SRTS Plan RFP, with the inclusion of Liberty and Freedom Elementary Schools in West Fargo in the scope, and a proposed project budget of \$200,000.**

**Mr. Solberg moved, seconded by Mr. Gorden.**

**MOTION, PASSED. 16-0.**

**Motion carried unanimously.**

**\*\*Mr. Vaux left the meeting at 11:00 am**

**8. 76<sup>th</sup> Avenue Corridor Study RFP**

Mr. Maddox presented the 76<sup>th</sup> Avenue Corridor Study RFP. Mr. Nelson asked if there could be a larger focus on safety, as it is not explicitly stated in the scope of work. Mr. Maddox agreed, and that he will update the language. The objective is to identify the future needs of the corridor, considering future growth and the fact that school facilities are planned along the corridor. Discussion included various factors to add to the scope including coordination with the Horace Comprehensive and Transportation Plan. Mr. Solberg suggested that scenario planning may be beneficial to the analysis. Mr. Gorden asked about the release date, as it currently says March of 2018. Mr. Maddox explained that he hadn't changed the dates listed in the RFP since he wasn't sure when it would be approved for distribution to consultants. Mr. Solberg commented that the RFP release might want to wait until the bonding bill approval. Mr. Maddox and Ms. Gray discussed having either the due date or the interview process delayed until after the school district vote takes place in September.

**Motion: Recommendation of approval of the 76<sup>th</sup> Avenue Corridor Study RFP to the Policy Board with changes discussed, including the addition of safety features and scenario planning.**

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

**MOTION, PASSED. 15-0.**

**Motion carried unanimously.**

**\*\*Mr. Thurlow left the meeting at 11:20 am**

**9. F-M Metro Bikeways Gap Analysis RFP**

Mr. Farnsworth presented the FM Metro Bikeways GAP Analysis RFP. He also reviewed three scenarios for handling the split of the local match. Mr. Atkins and Mr. Solberg expressed some apprehension due to limitations in their remaining 2018 budgets. Mr. Atkins suggested tabling the RFP until next month so the participating jurisdictions can have a more in-depth discussion on funding splits.

**Motion: Table RFP until next month.**

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

**MOTION, PASSED**

**Motion carried unanimously.**

**\*\*Mr. Solberg left the meeting at 11:33 am**

**10. 2017-2020 TIP Amendment #8**

Mr. Maddox presented Amendment #8 to the 2017-2018 UPWP. The amendment included the addition of the Sheyenne Street reconstruction to include lane widening and addition of bicycle facilities and the 52<sup>nd</sup> Avenue S reconstruction from 45<sup>th</sup> Street to Sheyenne Street.

A public hearing was opened. No comments were received. The Public Hearing was closed.

***Motion: Recommendation of approval of Amendment #8 to the 2017-2020 TIP to the Policy Board.***

***Mr. Gorden moved, seconded by Mr. Zander.***

***MOTION, PASSED. 13-0.***

***Motion carried unanimously.***

**11. US10/US75 Consultant Selection and Contract**

Mr. Maddox presented the US10/US75 Consultant Selection and Contract. The selection committee selected SRF Consulting as the top-ranking firm. On Tuesday, August 7, 2018 a meeting was held to discuss the scope and fee. Ms. Safgren will prepare revisions to the scope as desired by MnDOT, and the Contract will be presented to the Policy Board for approval.

***Motion: Recommendation of approval of the selection of SRF Consulting Group and the subsequent contract with SRF (inclusive of the scope of work) to complete the US10/75 Corridor Study to the Policy Board.***

***Mr. Atkins moved, seconded by Ms. Lipetzky.***

***MOTION, PASSED. 13-0.***

***Motion carried unanimously.***

***\*\*Mr. Hove left the meeting at 11:42 am***

**12. Metro COG Website Launch**

Ms. Pierce presented an update on the new website. The new website is planned to be live end of August.

***No MOTION***

**13. Agency Updates**

No agency updates.

**14. Additional Business**

Ms. Gray asked the committee to consider the Bike-Ped, GIS, Traffic-Ops, Prioritization, Freight, and Safety-Incident Management Committees and possible consolidation or elimination of some committees in an effort to eliminate redundant committee obligations for TTC members and others involved in these committees. She stated that Metro COG staff will bring observations and recommendations about these committees to them at the September meeting.

**15. Adjourn**

The 488<sup>th</sup> Regular Meeting of the TTC was adjourned on August 9<sup>th</sup>, 2018 at 11:58 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 13, 2018, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach  
Executive Secretary