

532nd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, August 18, 2016 – 4:00 pm
West Fargo City Hall – 800 4th Avenue East

Members Present:

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Frank	Gross	Clay County Commission
John	Gunkelman (Alternate for Rocky Schneider)	Fargo Planning Commission
John	Paulsen	City of Fargo Representative
Dave	Piepkorn (Chair)	Fargo City Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
Rick	Steen	Cass County Commission
John	Strand	Fargo City Commission
Jan	Ulferts-Stewart	Fargo Planning Commission
Bob	Walton	North Dakota DOT (Ex-Officio Member)
Mark	Wentz	West Fargo City Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Steve	Gehertz	Moorhead City Council
Jody	Martinson	MnDOT (Ex-Officio Member)

Others Present:

Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Nakhaly	Swearingen	Metro COG
Charlie	Francis	Casselton City Council (Associate Member)

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order at 4:00 pm, on August 18, 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 August 2016 Policy Board.**

Mr. Simmons moved, seconded by Mr. Spaulding.

MOTION, passed

Motion carried unanimously. Vote of 12-0

A3. Past Meeting Minutes

Chair Piepkorn asked for approval of the Minutes of the July 21, 2016 Meeting.

***MOTION:* Approve the July 21, 2016 Policy Board Meeting Minutes.**

Mr. Gross moved, seconded by Mr. Gunkelman.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0

A4. Approve August 2016 Bills

Chair Piepkorn asked for approval of the August 2016 bills as listed in Attachment A-4. A revised bill list was presented as one of the invoices came later. Chair Piepkorn asked if there's anything Mr. Christian would like to note about the bills. Mr. Christian noted that the bills list presented to the board is standard.

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

Mr. Simmons moved, seconded by Mr. Gross.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0

B. CONSENT AGENDA

***MOTION:* To remove Agenda Item #3 2015 Audit Final Report from the Consent Agenda and place it on the Regular Agenda for disposition.**

Mr. Simmons moved, seconded by Mr. Spaulding.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0

Chair Piepkorn asked for approval of Items 1 through 2 on the Consent Agenda.

1. Approve the August 2016 Month End Report.

Motion: Approve the August 2016 Month End Report.

2. Metro COG Regional Freight Plan Contract.

Motion: Approval of the contract between Metro COG and Quetica for the Metro COG Regional Freight Plan and to instruct staff to invoice local jurisdiction for the 20% local match of Consolidated Planning Grant (CPG) funds for the project.

***MOTION:* Approve Items 1 through 2 on the Consent Agenda.**

Mr. Wentz moved, seconded by Mr. Spaulding.

***MOTION,* passed**

Motion carried unanimously. Vote of 12-0

C. REGULAR AGENDA

C1. Public Comment Opportunity

Chair Piepkorn opened the Public Comment Opportunity. No public comments were received and Chair Piepkorn closed the Public Comment Opportunity.

C2. Draft 2017-2018 Unified Planning Work Program (UPWP)

Mr. Christian stated the Metro COG produces a two-year Unified Planning Work Program (UPWP). It is a requirement established in federal legislation under 23 CFR 450. The UPWP documents Metro COG's planning-related activities and projects for calendar years 2017 and 2018. It contains work activities and sub-tasks identifying the work Metro COG staff will accomplish in each of the years covered. The UPWP is the only document produced by Metro COG that our federal planning partners at FHWA and FTA officially approve.

Mr. Christian stated the document was reformatted to include additional information usually required in a UPWP, as well as a reorganization of work activities and sub tasks. A late request for Cass County and the City of Casselton for Metro COG assistance in the development of comprehensive plans will be added to the 2018 portion of the draft once additional information from each jurisdiction is secured. He reminded the members no activities in 2017 can receive federal funding reimbursement until the UPWP is approved.

MOTION: Approve the draft 2017-2018 UPWP and forward to Federal and State oversight agencies for review and concurrence.

Mr. Paulsen moved, seconded by Ms. Ulferts-Stewart

MOTION, passed

Motion carried unanimously. Vote of 12-0

Mr. Strand arrived at 4:20.

C3. Clay County Comprehensive & Transportation Plan Request for Proposals (RFP).

Mr. Altenburg stated the Metro COG and Clay County are in the process of initiating an update to the 2002 Clay County Comprehensive Plan. Comprehensive plans are important tools for both cities and counties to guide future development of land and ensure a positive environment for residential, commercial, industrial, and public activities. Comprehensive plans also help identify important issues which help cities and counties to stay ahead of trends and better accommodate change. Metro COG and Clay County have developed a detailed scope of work for this project which provides the basis for development of the RFP.

It is envisioned that the contracted consultant will be responsible for the physical development of the Comprehensive and Transportation Plan, with assistance from Clay County staff, Metro COG, and a Study Review Committee with additional officials from MnDOT, Clay County Public Health, the Minnesota Department of Natural Resources (DNR), and the Greater Fargo-Moorhead Economic Development Corporation (GFMEDC). Metro COG has developed the RFP to specifically identify consultant tasks in relation to the overall scope of work in an attempt to clearly set forth the collective vision/framework for the project.

The project will be funded in part with federal transportation funds and has a not-to-exceed budget of \$150,000. Federal participation on the project will be determined by NDDOT after they review the Scope of Services and determine which parts of the plan are federal aid -

eligible. The proposal due date for all RFP submittals is 4:00 pm on Thursday, September 15 at the Metro COG office. Consultants may ask for clarifications on the RFP by submitting written questions by Friday, August 26, 2016. It is anticipated that short-listed firms will be interviewed the week of September 26, with a 'Notice to Proceed' to be issued on October 21.

MOTION: Approve the draft Clay County Comprehensive & Transportation Plan RFP.
Mr. Gross moved, seconded by Mr. Paulsen
MOTION, passed
Motion carried unanimously. Vote of 13-0

C4. Purchase of Remix Transit Planning Software

Mr. Maddox informed the Policy Board that MATBUS requested that Metro COG purchase on their behalf, Remix transit planning software. Mr. Maddox stated that this purchase would consist of 80 percent Consolidated Planning Grant (CPG) funds and 20 percent local match provided by Fargo Transit and Moorhead Transit.

Mr. Maddox explained the benefits of the software in the planning of routing decisions. It was stated that purchasing the software would run an estimated \$15,000 a year.

MOTION: Approve the use of Consolidated Planning Grant (CPG) funds for the purchase of Remix Transit Planning Software and a procurement strategy deemed appropriate by the North Dakota Department of Transportation (NDDOT).
Mr. Grindberg, seconded by Mr. Spaulding
MOTION, passed
Motion carried unanimously. Vote of 13-0.

C5. 2015 Audit Final Report

Mr. Christian stated included in the packet for review is the copy of the 2015 Audit Final Report. Overall no deficiencies or corrective actions were noted in the report. Mr. Christian asked for comments or questions. None were given.

MOTION: Review and File the final 2015 Audit.
Ms. Ulferts-Stewart moved, seconded by Mr. Paulsen.
MOTION, passed
Motion carried unanimously. Vote of 13-0

D. Additional Business

Mr. Christian informed the committee that a meeting with NDDOT Director Grant Levi and the Senior NDDOT Staff is scheduled for September 15, 2016 from 1:00 pm – 3:00 pm at the West Fargo City Hall. Discussions to be covered by NDDOT include: NDDOT next biennium projects, Planned for use of Federal Funds within the communities, upcoming legislation and local concerns. He encouraged members to attend if they choose to do so.

Mr. Christian also stated that the Administration of Planning Research Grants Training was coming up to be held on October 18 & 19 in Bismarck at the FHWA Resource Center. Personnel's include Professional Staff and TTC and Policy Board members. Since space is limited Mr. Christian encouraged members who wanted to participate to contact Mr. Christian as soon as possible.

Mr. Christian reminded the members that the search for the Executive Secretary position is still ongoing and a published notice was made in the Fargo Forum, JobsHQ, Metro COG's webpage and Metro COG's Social Media page. So far we've received 23 applicants with 2-3 potential candidates. The Short List and Interviews should be done by late August / early September with recommendations for the position provided at the next Policy Board Meeting.

Ms. Ulferts-Stewarts expressed her thanks to Mrs. Swearingen, the outgoing Executive Secretary.

E. Adjourn

The 532nd Meeting of the FM Metro COG Policy Board held Thursday, August 18, 2016 was adjourned at 4:45 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD September 15, 2016, 4:00 P.M. Location to be determined.

Respectfully Submitted,

Nakhaly Swearingen
Executive Secretary