

**521st Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, September 9, 2021 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Julie	Bommelmann	City of Fargo, MATBUS
Brenda	Derrig	Fargo City Engineering (alternate for Jeremy Gorden)
Maegin	Elshaug	West Fargo Planning
Cindy	Gray	Metro COG
Matthew	Jacobson	Clay County Planning
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT– District 4
Russ	Sahr	City of Horace Planning
Justin	Sorum	Clay County Engineering
Lori	Van Beek	City of Moorhead, MATBUS
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jeremy	Gorden	City of Fargo Transportation Engineering (alt present)
Robin	Huston	City of Moorhead Planning
Kim	Lipetsky	Fargo Cass Public Health
Joe	Raso	GFMEDC
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express

Others Present:

Adam	Altenburg	Metro COG
Angie	Bolstad	Stantec
Luke	Champa	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Matthew	Huettl	HDR
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering
Joe	Peyerl	NDDOT
Anna	Pierce	MnDOT
Jordan	Smith	City of Moorhead - MATBUS
Tom	Soucy	Cass County Highway Engineering
Steve	Strack	Houston Engineering
Jamie	Wark	SRF Consulting

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on September 9, 2021 by Chair Gray. A quorum was present.

2. Approve the 521st TTC Meeting Agenda

Chair Gray asked if there were any questions about or changes to the 521st TTC Meeting Agenda.

**Motion: Approve the 521st TTC Meeting Agenda.
Mr. Mastera moved, seconded by Ms. Bommelman
MOTION, PASSED.
Motion carried unanimously.**

3. APPROVE August 12, 2021 TTC MEETING MINUTES

Chair Gray asked if there were any questions about or changes to the August 12, 2021 TTC Meeting Minutes.

**Motion: Approve the August 12, 2021 TTC Minutes.
Mr. Sahr moved, seconded by Mr. Atkins
MOTION, PASSED
Motion carried unanimously.**

4. Public Comment Opportunity

No public comments were made or received.

5. ATAC Master Agreement

Ms. Gray presented the 2021-2024 Master Agreement with NDSU, Advanced Traffic Analysis Center (ATAC), and the Upper Great Plains Transportation Institute (UGPTI). ATAC assists Metro COG with travel demand modeling, traffic operations support, Intelligent Transportation Systems (ITS) support, data collection, and other similar activities. There are four outstanding addendums to the 2018 (current) agreement, including: Intersection Data Collection and Reporting, Automated Traffic Signal Performance Measures (ATSPM), Dynamic Traffic Assignment (DTA) model, and Moorhead Intersection Traffic Data Collection. Metro COG has scoped the following projects for the 2021-2022 UPWP: Assistance with Household and Job Data, DTA Analysis, Travel Demand Model Update, Interstate Operations Analysis SRC participation, and ITS Plan Update. Ms. Gray noted that some updates were made to the master agreement in an effort to improve the requirements of the scopes of work and schedules for the project addendums.

**Motion: Recommend Policy Board approval of the North Dakota MPO Planning Support Program Master Agreement.
Ms. Bommelman moved, seconded by Mr. Mastera
MOTION, PASSED
Motion carried unanimously.**

6. 2022-2025 TIP Final Adoption

Mr. Champa presented the final draft of the 2022-2025 Transportation Improvement Program (TIP).

The Final Draft 2022-2025 TIP is comprised of projects as currently listed in NDDOT and MnDOT Draft State Transportation Improvement Programs (STIPs). Since the initial draft document was released in July, Metro COG updated language throughout the document to reflect minor changes or clarifications and to address comments received by planning partners. Other sections with major updates include the Introduction, Project Locator Map, Detailed Project Listings, Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, and Public Involvement sections. Appendix A, public input, and Appendix C, local CIPs, were also updated.

Specific items to highlight since the initial Draft Metro COG 2022-2025 TIP document was released in July:

- Locally Funded and Illustrative projects (page 32)
- Detailed project listings (pages 45-54)
- Lump sum projects (page 55)
- Performance measures (pages 83-96)
- Public involvement (pages 105-107)
- Appendix A (pages 113-134)
- Appendix C (pages 137-146)

Motion: Pending Public Comment, recommend Policy Board approval of the Final Draft Metro COG 2022-2025 Transportation Improvement Program (TIP).

Mr. Atkins moved, seconded by Mr. Benson.

MOTION, PASSED

Motion carried unanimously.

7. Red River Greenway Study Consultant Selection

Mr. Champa presented Confluence, Inc. (with subconsultants Toole Design and AE2S) as the highest-ranked consultant for the Red River Greenway Study. Four firms submitted proposals: Confluence, HKGi, SRF, and Stantec. Confluence's cost proposal came in at \$155,000, which is the project's budget. The project is slated to be completed in November of 2022.

Motion: Recommend Policy Board approval of Metro COG entering into contract with Confluence, Inc. to complete the Red River Greenway Study.

Mr. Nelson moved, seconded by Ms. Derrig

MOTION, PASSED

Motion carried unanimously.

8. Mapleton Comprehensive Plan Contract

Mr. Altenburg presented the contract with the City of Mapleton to complete the Mapleton Comprehensive and Transportation Plan.

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, revised goals and policies, and an action and implementation matrix to achieve community goals and initiatives.

The total cost for the performance of work pursuant to this agreement shall not exceed a total of \$47,900.00. This amount shall include all project costs including labor, general and administrative overhead, travel, fixed fees, materials, supplies, and other miscellaneous costs. Metro COG shall be responsible for \$28,797.35, which is 80 percent of eligible project costs. The City of Mapleton shall be responsible for the additional \$19,078.96, which consists of 20 percent of eligible project costs and 100 percent of non-eligible project costs.

Mr. Zacher noted that in the contract, Mapleton's local share varies from \$19,078.96 (exact) to \$19,100 (rounded up). Mr. Zacher said either amount is acceptable, but whatever final amount chosen should be consistent in the contract.

Motion: Recommend Policy Board approval of the contract and scope of work for the Mapleton Comprehensive and Transportation Plan.

Mr. Benson moved, seconded by Mr. Sahr

MOTION, PASSED

Motion carried unanimously.

9. Date of November TTC Meeting

Ms. Gray noted that the November TTC meeting would fall on Thursday, November 11th, which is also Veterans Day, a Federal holiday. The Metro COG meeting schedule that was published in the Fargo Forum in January of 2021 has the meeting scheduled for Wednesday, November 10th. Ms. Gray wanted to ensure all members were aware of this. No committee members stated any issues with the rescheduled date. Ms. Gray stated that Metro COG would follow up with a meeting invitation for Wednesday, November 10th at 10:00 AM.

10. Agency Updates

Fargo – initiating a Growth Management Plan update

Moorhead – Final cutover for underpass in October. Transit – mobile ticketing and best fare updates.

West Fargo – Sheyenne Street project into Phase III.

Cass County – FM Diversion work continuing on control structures and I-29 bypasses.

Clay County – Clay County Comp Plan underway

MnDOT- SMTP Performance Measure workshop will be on Tuesday, September 14th from 10:30-12:30. Work Group members have been invited to participate in this event and an Equity Workshop on Monday, October 4th. TA/ SRTS Solicitation opening soon. HSIP solicitation open.

NDDOT – I-29 bypasses of diversion channel underway

11. Additional Business

No additional business

12. Adjourn

The 521st Regular Meeting of the TTC was adjourned on September 9, 2021 at 10:57 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD October 14, 2021, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant