

**542nd Transportation Technical Committee**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**THURSDAY, June 8, 2023 – 10:00 a.m.**  
**Metro COG Conference Room**  
**AGENDA**

- |  |                  |
|--|------------------|
| 1. Call to Order and Introductions                   |                  |
| 2. Approve the Agenda                                | Action Item      |
| 3. Consider Minutes of the May 11, 2023 TTC Meeting  | Action Item      |
| 4. Public Input Opportunity                          | Public Input     |
| 5. NDDOT UPWP 2023 Contract Amendment                | Action Item      |
| 6. West Perimeter Highway Study Consultant Selection | Action Item      |
| 7. MPA Job and Household Assignments                 | Information Item |
| 8. 2023-2026 TIP Administrative Adjustment #4        | Information Item |
| 9. 2024-2027 TIP Development                         | Information Item |
| 10. NDDOT Mid-Year Review Update                     | Information Item |
| 11. Agency Updates                                   | Discussion Item  |
| a. City of Fargo                                     |                  |
| b. City of Moorhead                                  |                  |
| c. City of West Fargo                                |                  |
| d. City of Dilworth                                  |                  |
| e. City of Horace                                    |                  |
| f. Cass County                                       |                  |
| g. Clay County                                       |                  |
| h. Other Member Jurisdictions                        |                  |
| 12. Additional Business                              | Information Item |
| 13. Adjourn  |                  |

REMINDER: The next TTC meeting will be held **Thursday, July 13, 2023** at 10:00 a.m.

Metro COG is encouraging citizens to provide their comments on agenda items via email to [leach@fmmetrocog.org](mailto:leach@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. 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/webinar/register/WN\\_R7d0IBkuSgWQ9pMNU6UBIQ](https://us02web.zoom.us/webinar/register/WN_R7d0IBkuSgWQ9pMNU6UBIQ)

Red Action Items require roll call votes.

**NOTE: Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org> – Committees**

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**541st Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, Thursday, May 11, 2023 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Nicole	Crutchfield	City of Fargo Planning
Jeremy	Gorden	City of Fargo Transportation Engineering
Ben	Griffith	Metro COG
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Don	Lorsung	City of Dilworth Community Development
Joe	Raso	GFMEDC
Justin	Sorum	Clay County Engineering
Tom	Soucy	Cass County Highway (alternate for Jason Benson)
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

**Members Absent:**

Jason	Benson	Cass County Highway Engineering (alt present)
Julie	Bommelmann	City of Fargo, MATBUS
Aaron	Nelson	West Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT – District 4
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS

**Others Present:**

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Heather	Betts	ND Clean Cities / American Lung Association
Angie	Bolstad	Stantec
Jaron	Capps	Metro COG
Luke	Champa	SRF
James	Dahlman	City of Horace / Interstate Engineering
Ari	Del Rosario	Metro COG
Dylan	Dunn	Moore Engineering / City of Casselton
Dan	Farnsworth	Metro COG
Robert	Frampton	Public Member
Nicholas	Gubbels	Apex
Sharijad	Hasan	ATAC/UGPTI
Gretchen	Hjelmstad	Valley News Live
Patrick	Hollister	PartnerShip 4 Health
Matt	Huettl	HDR

Matt	Kinsella	Apex
Paul	Jensen	Greenways2Go
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex
Ayden	Schaffler	Metro COG
Erika	Shepard	MnDOT
Kristen	Sperry	FHWA - ND
Dave	Sweeney	SRF

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on May 11, 2023 by Chair Griffith. A quorum was present.

**2. Approve the 541 TTC Meeting Agenda**

Chair Griffith asked if there were any questions or changes to the 541 TTC Meeting Agenda.

***Motion: Approve the 541 TTC Meeting Agenda.  
Mr. Lorsung moved, seconded by Mr. Atkins  
MOTION, PASSED.  
Motion carried unanimously.***

**3. APPROVE April 13, 2023 TTC MEETING MINUTES**

Chair Griffith asked if there were any questions or changes to the April 13, 2023 TTC Meeting Minutes.

***Motion: Approve the April 13, 2023 TTC Minutes.  
Mr. Hellman moved, seconded by Mr. Krapu  
MOTION, PASSED  
Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

**5. MnSHIP Presentation**

Brad Utecht from MnDOT presented an update to the MnDOT 20-Year State Highway Investment Plan (MnSHIP).

**6. Housing Needs & Market Analysis Contract Amendment #1**

Mr. Altenburg presented an amendment to the Housing Needs and Market Analysis Study.

HR&A has proposed an add-on scope of work to support the community roll-out of the needs analysis study. The four tasks included as part of this add-on are: 1) a virtual joint presentation to commissions and councils in the metro area that would inform elected officials about study findings, 2) a presentation in July at the Eggs and Issues event hosted by the FMWF Chamber, 3) participation in

individual jurisdiction presentations to present materials and answer questions as part the approval process, and, 4) a stakeholder implementation charette and workshop with partner organizations that will be directly or indirectly involved with the implementation of new housing strategies.

Amendment #1 is intended to cover the first three tasks at the fee schedule listed below:

Task 1: Joint Presentation to Commissions and Councils	\$2,500
Task 2: Presentation at FMWF Chamber Eggs and Issues	\$8,000
Task 3: Individual Jurisdiction Presentations	\$1,500 per jurisdiction

The City of Fargo has agreed to fund Task 1 and Task 2 in their entirety. The City of Fargo is the only jurisdiction opting to include Task 3 as part of the study's final approval process which would also be 100 percent locally funded. The total amount for Amendment #1 is \$12,000.

The fourth task for a charette and workshop is expected to be done through a separate amendment with SRF and HR&A as part of the MTP later this summer. SRF is the prime consultant for the MTP and coordinated stakeholder outreach as a subconsultant for the Housing Needs and Market Analysis.

Ms. Huston asked about Task 4, and curious who all would be participating in that task, as the amount was raising significantly. Ms. Crutchfield said that this was an optional task that could potentially be added, and could be funded with additional CPG addressed in the UPWP Amendment #2 being discussed later. Ms. Huston said she is not comfortable with the added cost, and does not find it necessary after the three tasks in the amendment are completed.

Mr. Lorsung asked if Task 4 could potentially be funded by the Home Builders Association or similar organizations. Mr. Altenburg said that the amendment can move forward without the addition of Task 4.

Mr. Raso asked if the draft study has been shared. Mr. Altenburg said that shareholders have the draft, and the final report will be shared after this amendment's Task 1 is completed. Mr. Raso said he is happy to share the final analysis through EDC means.

***Motion: Recommend Policy Board approval of Amendment #1, pursuant to a proposal from HR&A with Tasks 1, 2, and 3, without Task 4 added, to the contract with HR&A for the Housing Needs and Market Analysis.***

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

**Ms. Huston asked for a friendly amendment for Task 3 being funded only by the City of Fargo. Mr. Atkins agreed to this amendment to his original motion.**

**MOTION, PASSED**

**Motion carried unanimously.**

Ms. Crutchfield suggested that a potential meeting of the Steering Committee for this project happen before the Eggs & Issues event, and the jurisdictional meetings.

**7. 2023-2026 Transportation Improvement Program (TIP) Administrative Adjustment #2 and #3**

Mr. Bervik presented Administrative Adjustments #2 & 3 to the 2023-2026 Transportation Improvement Program (TIP). At the request of City of Moorhead Transit, Metro COG processed two (2) administrative adjustments to the 2023-2026 Transportation Improvement Program (TIP). Each of the project changes requested totaled less than 20%

The administrative adjustments to the 2023-2026 TIP are as follows:

1. Modification of Project 5233024: Purchase of an Advanced Traffic Management Software (ATMS) and a computer and screens to monitor the system for Moorhead, MN (2023) by City of Moorhead. Change in local cost share (+\$2,500) and total project cost (+\$2,500; +4.2%).
2. Modification of Project 5233025: Construction of transit hub improvements at Walmart in Dilworth, MN (2023) by Moorhead Transit. Change in local funding (+\$2,800) and total federal funding (-\$2,800). No change to total project cost.

**8. Carbon Reduction Program (CRP) Project Technical Evaluation: FY 2024 & FY 2025**

Mr. Bervik presented the Carbon Reduction Program (CRP) and held a discussion and evaluation for these projects. Starting October 1, 2023, Metro COG's urbanized area (UZA) will be designated a Transportation Management Area (TMA), and as such will be given the responsibility to solicit, program, select, and track projects utilizing the funding sources it receives as a direct-suballocation. CRP is one of those funding sources.

This is a new process not only because of Metro COG achieving TMA status, but also because CRP is a new funding source created through the Infrastructure Investment and Jobs Act (IIJA). The intent of the funding program is to invest in transportation infrastructure that can lower carbon emissions. There are many eligible projects that can be funded through CRP, including (but not limited to):

- Purchase of electric vehicles or electric vehicle charging infrastructure
- Construction of bicycle and pedestrian facilities
- Replacement of roadway lighting with L.E.D.s

Technical Evaluation – Technical Soundness, Impact to Transportation System, Timeliness/Urgency, Impact to Title VI/EJ Populations

### **MN Projects (FY 2024):**

**LED Streetlight Upgrade (Moorhead):** yes to all evaluation metrics

**Rectangular Rapid-Flash Beacon at Intersection of 9<sup>th</sup> Street SW/4<sup>th</sup> Ave NW (Dilworth):** yes to evaluation metrics, moderate to Title VI/EJ Metric

Ms. Shepard asked if this project would be eligible for CRP funding. Ms. Sperry said FHWA would be allowing this, as it does tie into SRTS, and the cost is low impact due to solar energy source. Ms. Sperry suggested including these in the applications.

### **ND Projects (FY 2024):**

**25<sup>th</sup> Street Shared-Use Path (Fargo):** Technical Soundness – yes, Impact to Transportation System – moderate, Timeliness – moderate/no, Title VI/EJ – no.

**Drain 27 near Deer Creek (Fargo):** Technical Soundness – moderate, Impact to Transportation System – yes, Timeliness – moderate, Title VI/EJ – no.

**Electric Vehicles and Chargers (West Fargo):** Technical Soundness – yes, Impact to Transportation System –no, Timeliness – yes, Title VI/EJ – no.

**LED Streetlight Upgrade (West Fargo):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

**Governors Drive Shared Used Path (Casselton):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

### **ND Projects (FY 2025):**

**Red River Trail near the VA Hospital (Fargo):** Impact to Transportation System – yes, Technically Sound (will need environmental evaluation) - moderate, Timeliness/Urgency – Moderate, and Impact to Title VI/EJ – no.

**Electric Vehicles (West Fargo):** Technical Soundness – yes, Impact to Transportation System – no, Timeliness – yes, Title VI/EJ - no

**Governors Drive Shared Use Path (Casselton):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

Mr. Bervik will be compiling the comments and evaluations for the Policy Board review next week.

***Motion: Recommendation of projects and their associated technical feasibility to the Policy Board for prioritization and selection.***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**9. TH 10 Corridor Study thru Dilworth – Final Plan Approval**

Mr. Maddox and Mr. Muscha presented the final plan for the TH10 Corridor Study through Dilworth.

Mr. Hollister made the public comment on behalf of PartnerShip 4 Health that they are in favor of alternative 1, and submitted two documents for the record: Metro COG's Complete Streets Policy (2010), and Dilworth's adoption of Metro COG's Complete Streets Policy (2011).

***Motion: Recommend Policy Board approval of the TH 10 Corridor Study through Dilworth.***

**Mr. Lorsung moved, seconded by Ms. Crutchfield**

**MOTION, PASSED**

**Motion carried unanimously.**

**10. 2023-2024 UPWP Amendment #2**

Mr. Maddox presented Amendment #2 to the 2023-2024 UPWP. In 2023, the North Dakota CPG amount is approximately \$2,816,030. This includes federal funds from both FHWA and FTA. That amount is likely to increase to approximately \$2.87M in 2024, assuming an approximate increase of 2% annually. There are two main issues requiring our attention at this time:

1. Starting in 2024, Minot will be designated as an MPO, necessitating their use of a portion of the state's CPG. Metro COG, BisMan MPO, and GF/EGF have been meeting periodically to discuss various ways of splitting the funds. This topic will be addressed in another agenda item.
2. Separate from the addition of Minot, the state as a whole has a backlog of CPG funds dating back to the 2021 CPG. As a result, NDDOT asked each MPO to provide an updated budget.

Operations and Overhead: Cost such as salaries, health insurance, liability insurance, and financial audit have all experienced increases that were beyond the amount estimated when the budget was prepared in 2022. In addition, Metro COG is in need of a new and upgraded server at a cost of approximately \$12,100 and we have also started the switch to ArcGIS Pro. Since IJA funding opportunities are evaluated heavily on environmental justice characteristics, we propose adding ESRI extensions that will allow us to carry out more finely grained EJ analyses. This combination of ESRI upgrades has a cost of approximately \$9,000 more than what was originally budgeted.

The increase in operations and overhead is \$50,507 (\$40,405 in Federal funds and \$10,102 in local match).

#### Projects

1. Metropolitan Transportation Plan Workshop with tie to Housing Analysis (Shared Local Match) – After coordination with the MTP consultant (SRF), the budget for this additional task was updated to reflect SRF's personnel and travel expense estimate in completing this task (\$20,000 HR&A, approximately \$10,000 SRF). Per previous conversation, Ms. Crutchfield said that the City of Fargo is able to contribute the \$6,000 local match if other jurisdictions are interested in the workshop discussed.
2. Metro Railroad Needs Study (BNSF Local Match)
3. University Drive and 10th Street (Uni10) Corridor Study Amendment (Fargo Local Match)
4. Horace Downtown/Core Neighborhood Plan (Horace Local Match)
5. SS4A Safety Action Plan (Shared Local Match)

Based on the updated information for 2023, the estimates for 2024 have also been updated.

Operations and Overhead: Personnel costs were updated based on the 2023 salary levels, and other costs were updated based on 2023 cost increases. An increase of \$55,352 is anticipated over the original estimate. This consists of \$44,282 in CPG funds and \$11,070 in local match.

#### Projects

Projects included in the 2024 work program were reviewed relative to budget and scope. Input has been received regarding the need to complete the Heartland Trail Alignment Study sooner rather than later to put Clay County in the position of receiving funding for the project, so the study was moved into 2024 rather than spread over two years. This change includes a request to NDDOT to waive the local match on the half of the study that was originally in the 2025 work program in keeping with the Completes Streets / Safety and Accessibility opportunity that was put forward with the IJJA. If the local match can be waived on half of the study, it would keep the project budget neutral for 2024.

Mr. Atkins said that Moorhead does not see the 15<sup>th</sup> Avenue North study as needing additional funding. Mr. Maddox said that Metro COG sees an impact to the roadway with Origin Destination Data. Mr. Atkins said that Moorhead will not have the capacity to provide a local match. Mr. Lorsung said that this corridor is more than just a Dilworth issue.

Additional budget is requested for three other projects to better serve the needs of those projects. West Fargo in particular specifically asked if an analysis of the 26<sup>th</sup> Street W extension could be included in the study of extending either 15<sup>th</sup> Street W or 13<sup>th</sup> Avenue over the Sheyenne Diversion and I-94.

***Motion: Recommend Approval of Amendment 2 to the 2023-2024 UPWP to the Policy Board, with changes as discussed.***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**11. ND DOT MPO CPG Funding Formula**

Mr. Griffith presented Scenario D as the preferred funding scenario to be presented to the NDDOT/FHWA. At our last meeting on April 27, the three MPOs agreed on Scenario D and that we would present our recommendations to our respective tech committees and policy boards.

Scenario D was selected as it seemed to be the most equitable division of funds to the current MPOs while still providing enough funding for the new MPO in Minot. Cindy had pointed out that the MPO in Mankato, MN was the newest MPO in Minnesota and the first-year funding for Minot was approximately what Mankato would be receiving for FY 2024.

Mr. Zacher said that this will be a recommendation to the NDDOT, which may or may not be recommended to the FHWA.

***Motion: Recommend the recommendation of MPO CPG Funding Scenario "D" to the Policy Board***

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

**MOTION, PASSED. (10-1, Mr. Lorsung voting nay)**

**Motion carried.**

**12. RFP for Transit Routing, Street Design, and Transit Scheduling Software**

Mr. Del Rosario presented a Request for Proposals (RFP) for Transit Routing, Street Design, and Transit Scheduling software. MetroCOG and MATBUS use transit routing and street design software for planning studies and transit operations. Metro COG currently procures this software through Via (Remix). This contract expires on June 30, 2023.

Metro COG is releasing an RFP to solicit software vendors who can provide a suite of software that has the following functionality: Transit Routing Software, Street Design, and Transit Scheduling Software – MATBUS is potentially interested in procuring software that can assist them in route scheduling. Currently all fixed-route transit scheduling is done manually, which is time intensive. In order to implement more advanced scheduling concepts, MATBUS may require software specifically designed for this purpose.

Mr. Zacher had a few comments on the RFP, mainly that it had a very tight turnaround period for proposals received and making a decision. He also found language relating to public engagement, which should be removed, as it is not necessary for this RFP.

***Motion: Recommend Policy Board approval of the RFP soliciting transit routing, street design, and transit scheduling software – with revisions as discussed***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**13. Agency Updates**

None.

**14. Additional Business**

None.

**15. Adjourn**

The 541 Regular Meeting of the TTC was adjourned on May 11, 2023 at 12:46 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD June 8, 2023, 10:00 A.M.**

Respectfully Submitted,

Savanna Leach  
Executive Assistant



**To:** Transportation Technical Committee  
**From:** Savanna Leach, Office Manager; Ben Griffith, Executive Director  
**Date:** 05/31/2023  
**Re:** **2023-2024 UPWP Contract with NDDOT - Amendment**

Every two years, Metro COG and NDDOT enter into a new contract. The current contract coincides with our 2023-2024 UPWP, which was approved by the Policy Board, NDDOT, MnDOT, FHWA, and FTA.

NDDOT is amending the contract with Metro COG to remove the last year (2024) of the two-year contract as NDDOT moves towards annual UPWP contracts. The annual contract is in response to the subrecipient monitoring process update.

A new contract will be entered for the year removed with this amendment at a later date.

At their June 5<sup>th</sup> meeting, the Executive Committee recommended approval of the contract amendment with NDDOT.

**Requested Action: Recommend Policy Board approval of the 2023-2024 UPWP Contract Amendment with NDDOT.**

**MEMO TO:** Ronald J. Henke  
Director

**FROM:** Wayne A. Zacher, P.E.

**DATE:** 05/17/2023

**SUBJECT:** 38221622A: Fargo-Moorhead Metropolitan Council of Governments  
2023-2024 UPWP Contract Amendment

This amendment removes the second year of a two-year contract as the Department moves towards annual MPO Contracts. The annual contract is in response to the subrecipient monitoring process update.

This is a standard contract amendment; no one-time changes were necessary.

If there are any questions, contact Wayne Zacher at (701)328-4828

38/waz

Contract Amendment Routing:  
Stacey Hanson;  
Paul Benning;  
Shannon Sauer;  
Ben Griffith, MPO Executive Director;  
MPO Policy Board Chairperson;  
MPO Witness;  
Wayne Zacher;  
Clint Morgenstern;  
Chad Orn;  
Laurie Martin, NDDOT Witness

VOID

NDDOT Contract No. 38221622A

**North Dakota Department of Transportation**  
**AMENDMENT TO CONTRACT NO. 38221622**  
**Project No. 2023-2024 FM Metro COG UPWP Contract**

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter known as the Contractor, whose address is Case Plaza Suite 232, One 2<sup>nd</sup> Street North, Fargo, ND 58102.

WHEREAS, the parties entered into a contract on December 23, 2022; and

WHEREAS, NDDOT and the metropolitan planning organizations need to transition to annual UPWP contracts as an update to the subrecipient monitoring process. A new contract will be entered with the Contractor for 2024; and

NOW THEREFORE, the Contractor and NDDOT agree that the contract termination date is now December 31, 2023.

VOID





**To:** Transportation Technical Committee  
**From:** Dan Farnsworth, Transportation Planner  
**Date:** June 2, 2023  
**Re:** **West Metro Perimeter Highway Study – Consultant Selection**

In April, the Metro COG Policy Board approved the request for proposals (RFP) for the West Metro Perimeter Highway Study. This project has a budgeted amount of \$250,000 (\$200,000 funded using Federal CPG funds with Cass County providing the \$50,000 local match).

The deadline for consulting firms to submit proposals was May 19<sup>th</sup>. Metro COG received proposals from three firms – HDR, KLJ, and WSB.

At the writing of this memo, consultant selection did not yet occur. The consultant selection panel will be interviewing the firms on June 7<sup>th</sup> and will select a firm for this project prior to the June 8<sup>th</sup> TTC meeting. TTC members can expect to receive a revised memo noting the selected firm.

**Requested Action: TBD**

**To:** Transportation Technical Committee  
**From:** Jaron Capps, GIS Coordinator/Assistant Transportation Planner  
**Date:** June 2, 2023  
**Re:** **MPA Job and household Assignments**

Over the past few months, Metro COG has been attempting to characterize future growth patterns for the entirety of the Metropolitan Planning Area (MPA). Breaking down jurisdictional data into Transportation Analysis Zones (TAZs), this granular approach has been taken to ensure information accuracy for future Metro COG projects. The approach involves synthesizing information at a TAZ level that illustrates full build, 2050, and 2035 development scenarios. These analyses will then be implemented into our regional travel demand model (TDM) and will be used to provide context of growth dynamics for the Metropolitan Transportation Plan (MTP). The methodological approach that Metro COG has taken pares down the full build scenario to 2050 conditions, and further to 2035 conditions. To ensure accurate growth patterns, Metro COG has reached out to jurisdictions after each pare-down to provide status reports, get feedback, and make necessary changes. The final products have been sent to the jurisdictions and GIS files are available upon request.

For jurisdictional breakdown, please refer to the methodology memo that is attached (**Agenda Item 7 Attachment 1**).

**Requested Action: None - Information item only**

**To:** transportation Technical Committee  
**From:** Jaron Capps, Metro COG  
**Date:** June 2, 2023  
**Re:** **Future Job and Household Assignments for the MPA**

## Abstract:

Over the past few months, Metro COG has been attempting to characterize future growth patterns for the entirety of the Metropolitan Planning Area (MPA). Breaking down jurisdictional data into Transportation Analysis Zones (TAZs), this granular approach has been taken to ensure information accuracy for future Metro COG projects. The approach involves synthesizing information at a TAZ level that illustrates full build, 2050, and 2035 development scenarios. These analyses will then be implemented into our regional travel demand model (TDM) and will be used to provide context of growth dynamics for the Metropolitan Transportation Plan (MTP). The methodological approach that Metro COG has taken pares down the full build scenario to 2050 conditions, and further to 2035 conditions. To ensure accurate growth patterns, Metro COG has reached out to jurisdictions after each pare-down to provide status reports, get feedback, and make necessary changes. The final products have been sent to the jurisdictions and GIS files are available upon request.

## Initial Assessments (October 2022 – November 2022):

After the reevaluation of TAZ sizes and boundaries within the MPA in early 2022, Metro COG was tasked with determining the scope of future development of 809 TAZs. TAZs were classified into six different categories to aid in analysis: within jurisdictions, TAZs were classified as **Stable**, **Redevelopment**, or **Infill**, while fringe development was classified as **Stable**, **Development Highly Likely**, **Development Moderately Likely**, and **Development Unlikely**. The explanation of each assignment can be seen in **TABLE 1** Below.

**TABLE 1: Description of Initial TAZ Assignments**

Assignment	Description
Stable	Little to no expected change
Redevelopment	Increase in jobs and/or households
Infill	Empty land and jobs and/or household growth
Development Highly Likely	High chance of fringe development by 2050
Development Moderately Likely	Medium chance of fringe development by 2050
Development Unlikely	Low chance of fringe development by 2050

The assignment for each TAZ in this initial phase of the investigation was based on jurisdictional comprehensive plans, consultant-led studies, and sub-area plans. For Fargo, the **2007 Growth Plan, Downtown InFocus Plan, Core Neighborhood Plan, and 2021 Southwest Fargo Pond Growth Plan**. For West Fargo, the **2018 West Fargo 2.0 Comprehension Plan**. For Horace, the **2045 Horace Comprehension Plan**. For Moorhead, the **2022 Onward Moorhead Comprehensive Plan**. For Dilworth, the **2018 Dilworth Comprehensive Plan**. For all other jurisdictions, the most relevant, up-to-date comprehensive plan was used. Lastly, for consultant-led studies, the **Northwest Metro Transportation Plan, Southwest Metro Transportation Plan, and the Veterans Boulevard Corridor Extension Study** were heavily used for fringe development.

After the draft assessment, Metro COG staff visited all the jurisdictions and the Airport Authority to determine full build patterns. Changes were made from the discussions, setting up the quantification of TAZ development.

### Full Build Methodology (November 2022 – March 2023):

The purpose of preparing a full build-out scenario was to provide a hypothetical development scenario for the analysis of a perimeter highway route surrounding the metropolitan area. The use of 25-year projections simply does not provide enough urban growth to evaluate the eventual need for and use of a perimeter highway route, although such a route does attract traffic in the 20–25-year time frame.

Metro COG’s full build-out methodology was informed by future land use patterns from comprehensive plans, consultant-led, corridor, or sub-area studies. Metro COG used this information to identify net change between current conditions and a full build-out scenario. At a TAZ level, Metro COG acquired 2021 household and job data through **Data Axle**, which allowed for the ability to quantify **Stable, Redevelopment, and Infill** TAZs. The methodologies for each are elaborated in **TABLE 2**.

**TABLE 2: Full Build Quantification Explanation**

Assignment	Description
Stable	For full build-out, each TAZ designated as <b>Stable</b> is either at full build-out capacity or has no anticipated growth. This results in the same 2021 job and household values.
Redevelopment	Each TAZ slated for redevelopment for full build-out followed future land use patterns from comprehensive plans. Then, job and household densities are assigned based on land use acreage (use of GIS to determine acreage), and assignment values are comparable to the <b>Northwest Metro Transportation Study and Veterans Boulevard Corridor Extension Study</b> . Please see <b>TABLE 3</b> for values.
Infill	Each TAZ designated as Infill for full build-out used vacant parcel acreage from GIS or plats in tandem with future land use patterns to quantify anticipated growth ( <b>TABLE 3</b> ).

Full build-out for fringe development followed the same procedure where the scope of development was limited to everything within extraterritorial boundaries or joint planning area limits. In a buildout scenario, Metro COG assumed that many of the growth barriers that exist today will be resolved and that growth will logically progress. Metro COG made this assumption in south Moorhead, for example, assuming that, in the buildout scenario, the development would extend south of 80<sup>th</sup> Avenue S and as far east as US Hwy 52. It is recognized that current barriers will not all be resolved by 2050, but the full build scenario extends far beyond 2050. For this area, Metro COG used the **2022 Onward Moorhead Comprehensive Plan** as a template and used low commercial density and medium-density residential values along potential future arterials, and low-density residential values ranging from 1-3 units/acre in the center of TAZs (See TABLE 3). This approach was emulated for the areas north of Dilworth. For other TAZs where there was limited background information in the form of a future land use plan, Metro COG used its best judgment to make logical assumptions about future land uses and densities.

**TABLE 3: Job and Household Values**

Land Use Category	Jobs/Acre	Jobs/Acre Source:	HHs/Acre	Note
Low Density Residential	0	-	3	-
Med Density Residential	0	-	10	-
High Density Residential	0	-	20	-
Low Density Commercial	13.1	2020 NW Metro Transportation Plan	0	-
Medium Density Commercial	16.1	Same as commercial + 3 jobs/acre	9.5	-
Higher Density Commercial	19.1	Same as commercial + 6 jobs/acre	20	If mixed-use outside of Downtown Fargo used this category.
Industrial	5.0	-	0	If larger complexes, 9 Jobs/Acre
Downtown Fargo Mixed Use	100.0	-	60	Newly added

**Full Build-Out Results:**

Metro COG prepared a map of all 809 TAZs within the MPA depicting full build job and household values. **TABLE 4** provides a jurisdictional breakdown of jobs and households in a full-build scenario. Maps have been provided to respected jurisdictions highlighting full build-out totals and net growth over the 2021 base year at a TAZ level.

**TABLE 4: Full Build Numbers**

Jurisdictions	Full Build Households	Full Build Jobs
Fargo	101,072	172,781
West Fargo	42,968	60,744
Horace	9,918	7,363
Rural Cass County	12,301	27,894
Moorhead	84,333	83,115
Dilworth	8,939	12,057
Rural Clay County	11,619	17,661

**Jurisdictional Input:**

In late January and early February of 2023, Metro COG reached out to all the jurisdictions to pare down full build numbers to match 2035 and 2050 growth projections in Metro COG's **2050 Demographic Study**. Metro COG used input from each of the local jurisdictions as a starting point, but some assumptions were made in order to match the desired demographic study projections.

**Full Build Travel Demand Model for Interstate Analysis (March 2023):**

HDR and ATAC were given Metro COG's full build scenario, but a breakdown of jobs in the categories used by the travel demand model (TDM) was not provided – HDR used Metro COG's input about the nature of future non-residential land use (i.e., schools, industries, offices, retail, mixed-use, etc.) to break down jobs into the following: **Manufacturing, Construction, Retail, Service, Agriculture, Wholesale, and Education**. This breakdown was sent to ATAC to use in a full build travel demand modeling scenario, which will allow us to see the stratification of traffic generators, origin destinations, and areas of the metro that are hot spots for traffic.

**2050 Build Out (January 2023 – May 2023):**

**2050 Jurisdictional Changes:**

After completing the full build scenario, it became apparent that there were some errors in the total number of TAZs in the following Jurisdictions: **Fargo, West Fargo, Moorhead, and Dilworth**. Since the Travel Demand Model is a regional model, these errors did not affect traffic generation. However, it does affect which jurisdiction provides input on growth within these areas and affects the total 2050 projections for each jurisdiction. TAZ assignments were corrected for the development of the 2050 and 2035 scenarios for the Metropolitan Transportation Plan – please see **Table 5** for the number of TAZs within each Jurisdiction.

**TABLE 5: Number of TAZs in Each Jurisdiction**

Jurisdictions	Number of TAZs
Fargo	317
West Fargo	133
Horace	50
Rural Cass County	59
Moorhead	136
Dilworth	51
Rural Clay County	63

**Initial Assessments:**

After collecting feedback and guidance from all jurisdictions, Metro COG began to pare down the full build scenario to match projections of the **2050 Demographic Study** (see **TABLES 6** and **7** for current conditions and 2050 numbers). Metro COG used development patterns that were discussed during jurisdictional meetings to determine expected growth within each TAZ by 2050 and 2035. To quantify the capacity for future job and household growth, ArcGIS was used to identify acreage available for new development as well as the acreage and potential for jobs and households in redevelopment areas. In some unique portions of the metro area, such as downtown Fargo, ArcGIS assessed existing conditions to guide the number of jobs and households for future conditions. As a result of these analyses, a 2050 growth map was prepared along with maps highlighting net change within our MPA.

**TABLE 6: Current Conditions**

Jurisdiction	2021 Jobs	2021 HHs
Fargo	110,819	56,946
West Fargo	15,985	14,468
Horace	593	1,069
Rural Cass County	3,365	2,940
Moorhead	17,280	16,996
Dilworth	1,257	1,891
Rural Clay	3,546	4,296

**TABLE 7: 2050 Most Likely Scenario**

Jurisdiction	2050 Jobs	2050 HHs
Fargo	131,045	74,762
West Fargo	41,159	23,083
Horace	2,704	4,338
Rural Cass County	7,370	4,932
Moorhead	42,585	25,267
Dilworth	4,181	2,676
Rural Clay County	5,527	4,928

Metro COG's approach to estimating 2050 TAZ growth within the metro stemmed from paring down from the full build scenario to the **2050 Demographic Forecast Study's** most likely scenario for jobs and household numbers.

**Quantification of TAZs – 2050:**

Within GIS, development percentages were given to TAZs based on discussions with local jurisdictions; this served as the initial pass-through to reach the Demographic Study's 2050 numbers. While this was a good starting point, estimates for all jurisdictions were above the threshold, resulting in the need to adjust. The following methodology was used in GIS: Lowering future land-use densities, lowering built-out percentages, and relocating job and household numbers to locations where growth is more in line with future projections. After the pare-down, all jurisdictions satisfied the job and household projections of the most likely scenario.

**Jurisdictional Input – 2050:**

Throughout late April and May, Metro COG reached out to all jurisdictions with our preliminary 2050 findings. Through these meetings, Metro COG was able to make needed changes and begin a pared-down analysis of the 2035 conditions. The only jurisdiction that was not involved with this was the City of Horace due to unavailability. Final 2050 deliverables were sent in mid-May with no final comments from the jurisdictions.

**2035 Build Out (May 2023):**

**Quantification of TAZs – 2035:**

After the quantification of 2050 conditions, Metro COG weighted jurisdictional input heavily to determine the spread of 2035 conditions. The methodology of this operation was conducted through the removal of 2050 growth within historical flood footprints, and

limit potential growth that is dependent on the Fargo-Moorhead Area Diversion Project. With that, all jurisdictions except for West Fargo satisfied the job and household projections of the most likely scenario for 2035. For West Fargo, Metro COG used West Fargo Planning and Engineering Departments' guidance to focus on infill and place 0% growth in areas that are at risk for flooding. Metro COG was able to satisfy the household projection, but since most job growth is anticipated within flood-prone areas, 2035 jobs for West Fargo fall significantly below the 2035 benchmark. Please see **TABLE 8** for the 2035 most likely scenario for each jurisdiction, and **TABLE 9** for actual jurisdictional breakdown for 2035.

**TABLE 8: 2035 Most Likely Scenario**

Jurisdiction	2035 Jobs	2035 HHs
Fargo	116,354	64,900
West Fargo	34,302	17,705
Horace	2,389	2,999
Rural Cass County	5,875	4,254
Moorhead	38,916	20,687
Dilworth	3,771	2,293
Rural Clay	5,616	4,424

**TABLE 9: 2035 Jurisdictional Breakdown**

Jurisdiction	2035 Jobs	2035 HHs
Fargo	116,354	64,900
West Fargo	27,607	17,705
Horace	2,389	2,999
Rural Cass County	5,875	4,254
Moorhead	38,916	20,687
Dilworth	3,771	2,293
Rural Clay	5,616	4,424

**Jurisdictional Input – 2035:**

No meetings were conducted for the 2035 job and household assignments since most of the conducted analysis was the result of prior jurisdictional meetings. However, maps

were sent out to all the jurisdictions and there have been no additional comments or additional changes.

## Assumptions & Jurisdictional Correction Factors:

### Assumptions:

In order to satisfy the projections from the **2050 Demographic Forecast Study**, Metro COG had to make numerous assumptions to pare down full build conditions. For the analysis, we applied national trends to the metro in order to decrease job numbers – here are some major assumptions that were applied: More remote jobs equated to a decrease in jobs at the Microsoft Complex in South Fargo; Big box stores and the West Acres Mall along the 13<sup>th</sup> Avenue South Corridor will lose jobs due to remote work, online shopping, and overall desire to redevelop those facilities; 2026 is the start of a national trend where universities will start losing enrollment numbers due to low birth rates, meaning that the TAZs directly or are adjacent to NDSU will lose job numbers; and conversion of different zoning types will result in loss of jobs – this was seen in Downtown Fargo in order to satisfy the **Downtown InFocus Plan**. For households, the major assumption made was adding households into locations that were losing jobs – this was on a case-by-case basis.

An assumption on the job and household numbers had to be made for MPA Rural Cass and Clay Counties. The **2050 Demographic Forecast Study** collected projections at an MSA level, which is a larger geography than Metro COG's current MPA Boundary. With that, we used the study to satisfy job and household assignments for all communities outside of the urbanized area. From there, Metro COG aimed to be below the demographic study's numbers for Rural Cass and Clay County – these numbers have been implemented in all the tables and figures within this document.

### Jurisdictional Correction Factors:

As Metro COG was wrapping up TAZ assignments, we noticed low household growth within each jurisdiction. We discovered that the metro's current household numbers were very exaggerated. From this, we created a new base year estimate that used 2020 household numbers from the Demographic Forecast Study in addition to 2020 permit data from the Homebuilders Association. We then corrected this error by providing a jurisdiction-specific correction factor to every TAZ that resides within the affiliated jurisdiction. Please see **TABLE 10** for correction factors.

**TABLE 10: Jurisdictional Correction Factors**

Jurisdiction	Correction Factor [Unitless]
Fargo	0.89587
West Fargo	0.86206
Horace	0.80920
Mapleton	0.86055
Moorhead	0.90602
Dilworth	0.94410
Barnesville	0.61403509

### Conclusion:

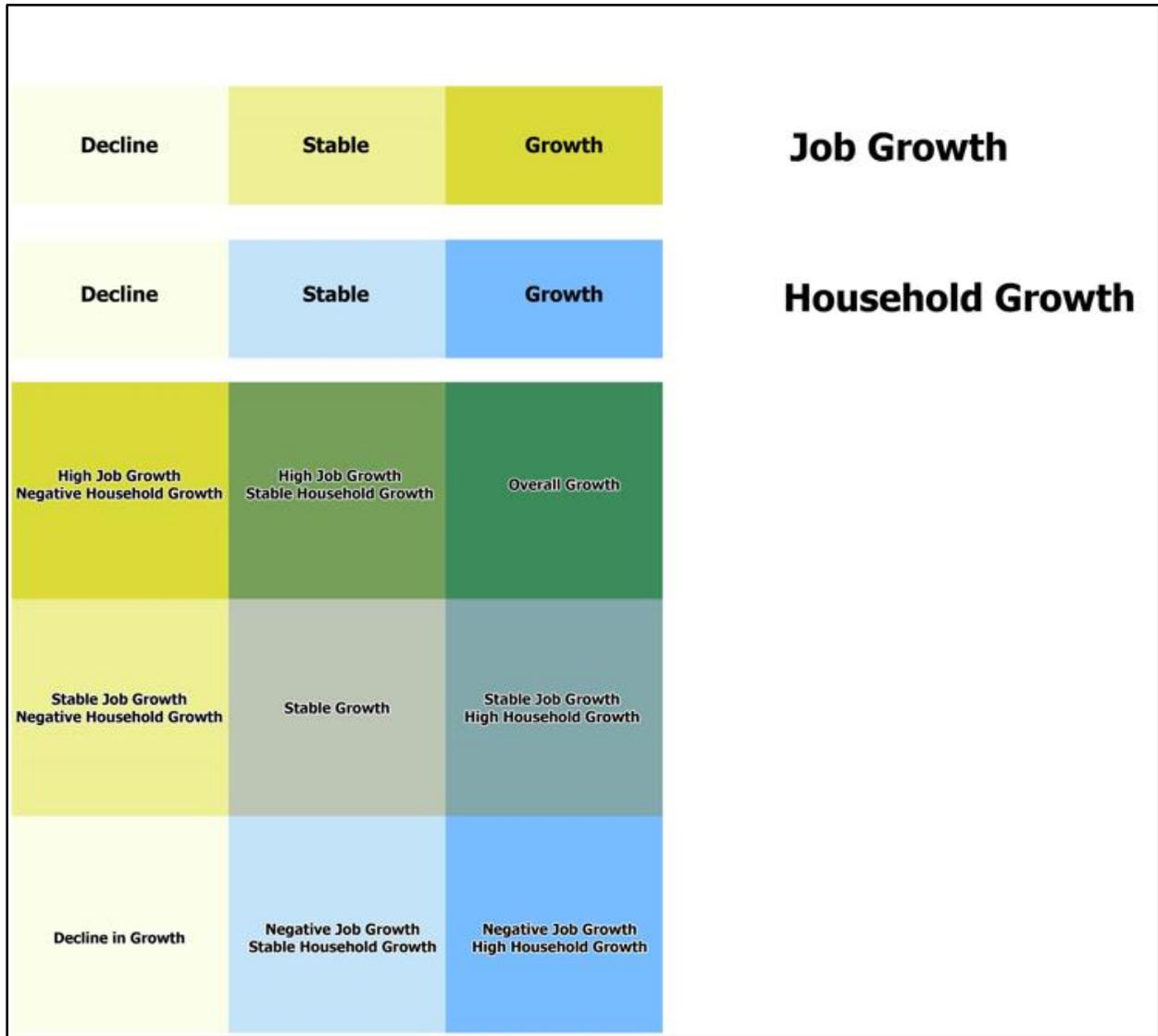
Each jurisdiction in the metro area has been sent maps that highlight areas of growth with text elements showing current conditions for 2050 and 2035 growth. **See Figures 1 & 2** for map legend breakdown and example map. The maps will show the total growth projected for each TAZ as well as the net change between 2021 and the conditions of our benchmark years. **See TABLE 11 for Overall Net Growth.**

**TABLE 11: Overall Growth**

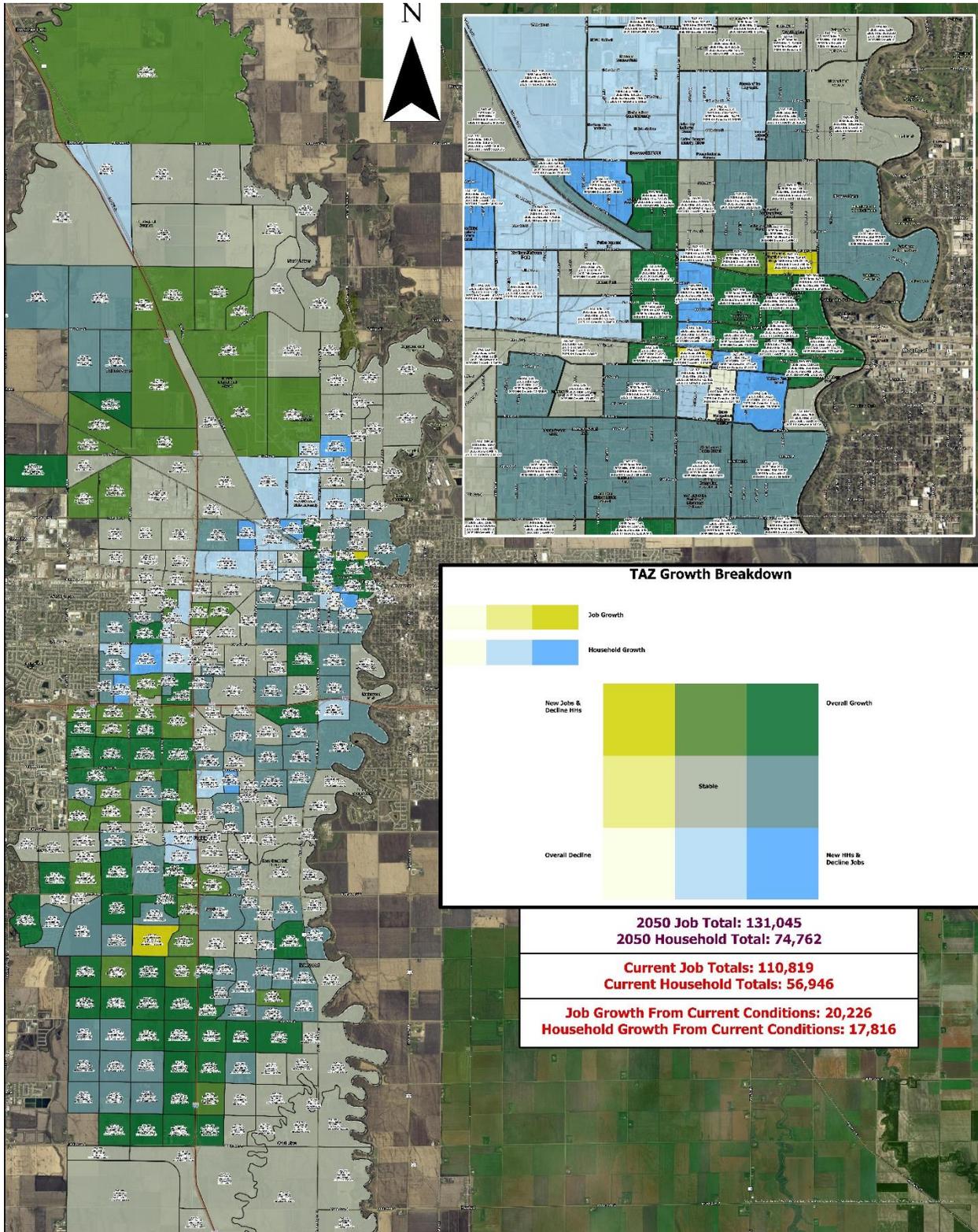
Jurisdiction	Job Growth	Household Growth
Fargo	20,226	17,816
West Fargo	25,178	8,615
Horace	2,111	3,269
Rural Cass County	4,005	1,992
Moorhead	25,305	8,271
Dilworth	2,927	785
Rural Clay	1,981	632

The final step of this analysis is the implementation of our findings into the Travel Demand Model. This is an essential component in the development of the Metropolitan Transportation Plan. In addition to serving as a basis for the MTP, these products, including

the full build scenario, will be utilized in future Metro COG projects and consultant-led studies.



**FIGURE 1:** Bivariate Map Legend where Job and Household growth are compared in one visual setting. A total of 9 (3 Job Classifications – by – 3 Households Classifications) classes are visualized depicting differentiated growth patterns within the map. The breakdown of visualization follows: **“Decline”** is quantified from minimal value to -25; **“Stable”** is quantified from the range -25 to 25; and **“Growth”** is quantified from 25 to maximum value.



**FIGURE 2: 2050 Fargo Jobs and Households Growth Map**

**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** June 2, 2023  
**Re:** **2023-2026 Transportation Improvement Program (TIP)  
Administrative Adjustment #4**

At the request of NDDOT, Metro COG processed an administrative adjustment to the 2023-2026 Transportation Improvement Program (TIP). The project change requested deferred a project within TIP years with no change to cost or scope; thus, pursuant to the established amendment and administrative adjustments policy located in Section 10 of the Metro COG 2023-2026 TIP, Metro COG can make the changes administratively by submitting a letter to NDDOT and Metro COG cognizant agencies detailing the changes as well as announcing the change at the next scheduled TTC meeting.

This memo summarizes the change made to the Metro COG 2023-2026 TIP. The attached project table shows the updated project included in this administrative adjustment.

The administrative adjustment to the 2023-2026 TIP is as follows:

1. **Modification of Project 9162667:** Rehabilitation of I-94W with a 10.9-mile thin mill and overlay project from East of Casselton to near West Fargo (2024). Project year changed from 2023.

See attachment for more detailed project information.

**Attachment 1** – 2023-2026 TIP Administrative Adjustment 4

**Requested Action: None - Information item only**

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
Administrative Adjustment 4 - 2023-2026 Metro COG TIP												
NDDOT	9162667 22599-8007	2024 <del>2023</del>	I-94W	10.9	E Casselton	Near W Fargo	Thin Mill and Overlay	Rehabilitation	\$4,521,200	IM	State	\$4,069,080 \$452,120

**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** June 2, 2023  
**Re:** **2024-2027 Transportation Improvement Program (TIP) Development**

Metro COG has begun to developed a draft 2024-2027 TIP that lists federally funded transportation projects as well as regionally significant locally funded projects for a four federal fiscal year period. A legal notice will be printed in the June 14, 2023 edition of The Forum to begin the official TIP comment period. The Draft TIP will be available for review on the Metro COG website on June 14, 2023 and can be viewed by following this link: <https://www.fmmetrocog.org/TIP> and clicking through the materials provided.

The Draft 2024-2027 TIP is comprised of transportation projects in coordination with NDDOT and MnDOT Draft State Transportation Improvement Programs (STIPs). Unlike past TIPs, this TIP includes projects utilizing Metro COG TMA directly suballocated federal funds that were solicited and chosen by Metro COG. As the development of the TIP continues, Metro COG staff will be refining all the necessary components of the TIP, including glossary with definitions and acronyms, "locally funded projects of note" referenced from local jurisdictions' Capital Improvement Programs (CIPs), financial plan and fiscal constraint, overview of federal aid programs, performance measures, and environmental considerations.

Excluding minor annual updates to all sections of the Draft 2024-2027 TIP, Metro COG staff will also be delineating Federal Highway and Federal Transit funding more carefully throughout the document. The update will expand upon efforts made last year to track applicable Highway and Transit funds that are directly suballocated to the region as a result of the designation as a Transportation Management Area (TMA). Sections of the document where this delineation may occur will include but shall not be limited to the following sections of the Draft TIP: Financial Plan and Fiscal Constraint, Overview of Federal Aid Programs, Performance Measures, and Environmental Considerations.

In addition to the public comment period announcement, Metro COG will announce further public input opportunities including a public input meeting on July 25<sup>th</sup>, 2023. Alternative participation options in which the public can review and comment on the document will be provided upon request. This will be done via legal notice, email distribution, social media, and frequent updates to the Metro COG website shown at the top of this memo.

**Requested Action: None - Information item only**

**To:** TTC members  
**From:** Ben Griffith, Executive Director  
**Date:** May 31, 2023  
**Re:** Mid-Year Review Update

On Thursday, May 25, 2023, Metro COG underwent its annual MPO Mid-Year Review. Attendees included Michael Maddox, Savanna Leach and myself, along with ND DOT staff, MnDOT staff, FHWA staff, for the North Dakota and Minnesota offices, as well as FTA staff. Those attending in person met in Metro COG's large conference room while others attended via Teams. The meeting lasted approximately three hours.

Subjects discussed included: Transportation Management Area, Consolidated Planning Grant, Transportation Improvement Program, Unified Planning Work Program, Federal Review and other topics such as Title VI, QBS, Transit and Consultant Evaluation Process. Metro COG staff will be reaching out to individual jurisdictions to follow up on specific projects for updates.

The following three items could be of interest to TTC members:

- It was suggested that Metro COG staff be included in local road authorities' project meetings to keep current on the status of construction projects as Metro COG transitions towards TMA status.
- Status of transit agencies as part of Metro COG's transition towards TMA status.
- Development of 2024-2027 TIP, 2024 UPWP and 2050 MTP.

**Requested Action: None - Information item only**