

**622nd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 21, 2023 – 4:00 pm**

Members Present:

John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Sebastian	McDougall	Moorhead City Council
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Jeff	Trudeau	Horace City Council
Deb	White	Moorhead City Council

Members Absent:

Duane	Breitling	Cass County Commission
Amanda	George	West Fargo City Commission
Jenny	Mongeau	Clay County Commission
Aaron	Murra	NDDOT – Fargo District (ex-officio)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Savanna	Leach	Metro COG
Chelsea	Levorsen	Metro COG
Michael	Maddox	Metro COG
Scott	Middaugh	KLJ
Ayden	Schaffler	Metro COG

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on December 21, 2023 by Chair Hendrickson, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Hendrickson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the December 21, 2023 Policy Board Meeting.

Mr. Olson moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Hendrickson asked for approval of the Minutes of the November 16, 2023 Meeting.

**MOTION: Approve the November 16, 2023 Policy Board Meeting Minutes.
Ms. Kolpack moved, seconded by Mr. Piepkorn
MOTION, passed
Motion carried unanimously.**

1d. Monthly Bills, approved

Chair Hendrickson asked for approval of the December 2023 Bills as listed on Attachment 1d.

**MOTION: Approve the December 2023 Bills List.
Ms. Nash moved, seconded by Mr. Piepkorn
MOTION, passed
Motion carried unanimously.**

2. CONSENT AGENDA

Chair Hendrickson asked for approval of Items a-i on the Consent Agenda.

- a. November Month End Report
- b. 2024 NDDOT-Metro COG Contract
- c. 2024 MnDOT-Metro COG Contract
- d. Rural Transportation Alternatives Applications
- e. Balance Accounting Contract Addendum
- f. 2024 Meeting Schedule
- g. Executive Director 6-Month Performance Evaluation
- h. Approval of Proposed HSIP Projects
- i. NDDOT Urban Grant Program Approval of Proposed Projects

**MOTION: Approve Items a-i on the Consent Agenda.
Mr. Strand moved, seconded by Mr. McDougall
MOTION, passed
Motion carried unanimously.**

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2023-2024 UPWP Amendment #5

Mr. Griffith presented Amendment 5 to the 2023-2024 Unified Planning Work Program (UPWP). Metro COG staff hours were approximately 300 hours under what was budgeted due to a resignation leaving an unfilled position vacant for thirteen weeks, as well as a one-week vacancy between Executive Directors. There were differences in staff hours on various projects in various programming categories, which have been reconfigured into other categories, maintaining a budget neutral approach to the reconfiguring of these staff hours.

The total amount of this “carryover” project funding amount is \$812,273.62 and should be included in this year-end UPWP amendment.

With NDDOT's new single-year contract policy and no written procedures in place, there appears to be no orderly process in place for the carryover of these funds. Therefore, Metro COG staff requests that the Policy Board approve the carryover amounts for the planning projects listed on the attached spreadsheet as part of the year-end amendment to the 2023-2024 UPWP. Until such time as NDDOT develops and shares their process for funding incomplete projects, Metro COG staff has no other alternative available at this time.

Metro COG staff is requesting an End of Year Amendment to the 2023 UPWP for operations and overhead costs and budgeted time and as follows:

- Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2 of this memo.
- Amend the 2023-2024 UPWP to include the \$812,273.62 in carryover funding for the projects listed on the attached spreadsheet.

MOTION: Recommend approval to the Policy Board of the 2023 year-end UPWP Amendment (#5), consisting of the changes identified below:

- Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2.
- Amend the 2023-2024 UPWP to include the \$812,273.62 in carryover funding for the projects listed on the attached spreadsheet.

Ms. White moved, seconded by Mr. Olson

MOTION, passed

Motion carried unanimously.

3c. Horace Core Neighborhoods Plan Request for Proposals

Mr. Maddox presented the Horace Core Neighborhoods Plan Request for Proposals (RFP).

The objective of the Horace Downtown Neighborhood Plan is to provide a long-range community vision for Downtown Horace. This vision should incorporate multimodal transportation infrastructure that balances bicycle and pedestrian movements with vehicular traffic, the relationship between the roadway and the surrounding land uses, streetscape and other such improvements that delineate Horace's downtown, and the connection of the downtown area to surrounding neighborhoods.

The Horace Downtown Neighborhood Plan will be a consultant-led study and is in Metro COG's Unified Planning Work Program (UPWP) to begin in 2024. The budget for this project is \$196,473 (\$92,000 CPG, \$23,000 local match, \$81,473 Complete Street Set-Aside).

MOTION: Approval of the Horace Core Neighborhood Plan RFP and its subsequent release.

Mr. Gunkelman moved, seconded by Ms. Kolpack.

MOTION, passed

Motion carried unanimously.

3d. 2023 Metro Profile

Ms. Levorsen presented the 2023 Metro Profile. This annual report is prepared by Metro COG to provide a snapshot of the Fargo-Moorhead metropolitan area based on data from 2022. Like last year, the report is divided into five sections (community profile, roadways, freight, bike & pedestrian, and transit) with metrics to be continually tracked in the future to identify larger trends.

MOTION: Approve the final draft of the 2023 Metropolitan Profile.

Mr. Schneider moved, seconded by Ms. White

MOTION, passed

Motion carried unanimously.

3e. 25th Street Corridor Study – Final Report

Mr. Maddox introduced Mr. Middaugh from consultant KLJ, to present the 25th Street Corridor Study Final Report. The City of Fargo and Metro COG partnered on a study in 2022 to identify any improvements that could be made to improve vehicular circulation, improve bicycle and pedestrian movements, enhance the context/character of the roadway, and forward the goals of Fargo's Go2030 Comprehensive Plan to the 25th Street Corridor between 32nd Ave S and 64th Ave S in advance of the reconstruction of the roadway.

KLJ worked with Metro COG, the City of Fargo, stakeholders adjacent to the corridor and members of the public, to identify and study issues in the study area. KLJ has successfully delivered the results of their investigation and analysis. The 25th Street Corridor Study includes alternatives that will be forwarded once the project moves forward into design.

Ms. Preston asked about implementation timing after this study is approved. Mr. Middaugh said that according to the city traffic engineer,

MOTION: Approval of the 25th Street Corridor Study Final Report.

Ms. Nash moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

3f. 2024 Salary Adjustment

Mr. Griffith presented a 3% salary adjustment for staff, starting January 1, 2024. COG's jurisdictions are offering their staff 2%, 3%, and 4%. Mr. Griffith noted that the 2024 budget did allow for a 3% salary adjustment. At their regularly scheduled meeting on December 4, the Executive Committee voted unanimously to recommend the Policy Board approve a 3% salary adjustment for Metro COG staff for 2024.

MOTION: Recommend approval of 2024 Metro COG salary adjustment of 3%.

Mr. Piepkorn moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

3g. Preview of Received Projects

Mr. Bervik presented an overview on the project applications received for the Transportation Improvement Program (TIP) solicitation.

Metro COG opened a solicitation for Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), and Carbon Reduction Program (CRP) on Friday, October 6 for the funding in the following federal fiscal years:

- TA – FY25 & FY26 & FY27
- CRP – FY26 & FY27
- STBG – FY27 & FY28

The project applications were due on Thursday, November 30, 2023. Metro COG staff received the following applications:

Minnesota

TA

- Metro COG is not Soliciting for TA funding in Minnesota at this time.

CRP

- Reconstruction of Shared Use Path along 34th Street North (4th Ave S – 3rd Ave N) Moorhead, MN and Dilworth, MN
- LED Lighting on 1st Avenue North (Red River – 8th St N) Moorhead, MN

STBG

- Reconstruction of 34th Street North (28th Ave S – 3rd Ave N) Moorhead, MN and Dilworth, MN

North Dakota

TA

- Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
- Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
- Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 2 from (Drain 27 - 63rd St) Fargo, ND
- Construction of a new pedestrian crossing at Drain 53 (near 58th Ave S) Fargo, ND

- Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
- Construction of a new shared use path in the area of the Water Reclamation Facility (Broadway - 0.5 miles east) Fargo, ND
- Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
- Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
- Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND

CRP

- Construction of a new shared use path along Governor's Drive (8th St S - 37 St SE) Casselton, ND
- Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
- Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
- Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
- Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
- Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
- Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND
- 45th Street Adaptive Traffic Signal Corridor (9th Ave S - 44th Ave S) Fargo, ND

STBG

- Reconstruction of 1st Avenue North from (10th Street - Roberts Street) Fargo, ND
- Reconstruction of 1st Avenue North from (Roberts Street - 3rd Street) Fargo, ND
- Reconstruction of 17th Avenue from (38th Street - 42nd Street) Fargo, ND
- Reconstruction of 13th Avenue from (Sheyenne Street - 9th Street) West Fargo, ND
- Reconstruction of the Broadway Bridge (Crossing the Red River Fargo, ND and Moorhead, MN)

3h. Summary of Benefits Presentation

Mr. Griffith presented the annual summary of benefits presentation.

4. Additional Business

NDDOT approved Metro COG's indirect rate at 100.637%

NDDOT has approved Metro COG's Adjusted Urbanized Boundary.

MnDOT sent out the MPO contracts excluding the updated language that was being contested by the MPOs.

NDDOT has presented a new 3C agreement to Metro COG.

NDDOT RMA mandates a \$2M liability policy, staff is working with the insurance provider.

TMA transition going slowly with NDDOT oversight.
Office closures December 25 and January 1.
Mr. Griffith thanked Mr. Hendrickson for his service as chair in 2023.
Mr. Hendrickson thanked the rest of the board for their patience with a difficult year for Metro COG.

5. Adjourn

***MOTION: Adjourn the 622nd Meeting of the FM Metro COG Policy Board
Ms. Nash moved, seconded by Mr. Gunkelman
MOTION, passed.
Motion carried unanimously.***

The 622nd Meeting of the FM Metro COG Policy Board held Thursday, December 21, 2023 was adjourned at 5:26 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JANUARY 18, 2024,
4:00 P.M.**

Respectfully Submitted,

Savanna Leach
Executive Assistant