

The 642nd Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, May 15, 2025 – 4:00 PM

AGENDA

1. Call to Order and Introductions
 - a. Introductions & Roll Call
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Meeting Minutes of April 17, 2025 Action Item
 - d. Approve May 2025 Bills Action Item
2. Consent Agenda **Action Item**
 - a. April 2025 End-of-Month Report
 - b. Firewall Protection Services Agreement
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2025-2028 TIP Amendment 6 **Action Item**
 - c. 2025-2026 UPWP Administrative Modification # 1 **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held

Thursday, June 19, 2025 at 4:00 PM.

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at brumbaugh@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM 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/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

Bolded Action Items require roll call votes.

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

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

641st Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, April 17, 2025 – 4:00 PM

Members Present:

Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mike	Reitz	MATBUS Representative
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Joel	Vettel	Cass County Commission

Members Absent:

Rory	Jorgensen	West Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer (<i>ex-officio</i>)
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Shiloh	Wahl	MnDOT District 4 Engineer (<i>ex-officio</i>)

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT - Local Government Division
Luke	Champa	SRF Engineering
Paul	Morris	SRF Engineering

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 PM, on Thursday, April 17, 2025 by Chair Mongeau, noting a quorum was present. Introductions were made.

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

Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the April 17, 2025 Policy Board Meeting.

Mr. Olson moved, seconded by Ms. Kolpack

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the March 20, 2025 Meeting.

MOTION: Approve the March 20, 2025 Policy Board Meeting Minutes.

Ms. Kolpack moved, seconded by Mr. McDougall.

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the April 2025 Bills as listed on Attachment 1d.

MOTION: Approve the April 2025 Bills List.

Mr. Piepkorn moved, seconded by Ms. Mattson.

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-b on the Consent Agenda.

a. March 2025 Month End Report

b. Metro COG 1st Quarter Report

MOTION: Approve Items a-b on the Consent Agenda.

Mr. Peipkorn moved, seconded by Ms. Kolpack.

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2050 Metropolitan Transportation Plan (MTP) Presentation

Mr. Maddox presented a brief overview and introduced Luke Champa and Paul Morris with SRF Engineering.

Mr. Morris discussed refinement to the MTP goals, the MTP is data driven elements of the plan, and talked about the Congestion Management Process (CMP), specifically how the linkage between CMP requirements and the MTP was reinforced.

Mr. Champa presented details on information that was added to the plan based upon federal, state, and local comments:

- Comment/response was updated to include those comments received and addressed pursuant to the new approval process
- The MTP was checked for ADA accessibility, and minor formatting was completed
- Chapters 1-5 have been updated in order to reinforce Metro COG's policy positions, to reinforce performance-based planning and programming methodology, and to indicate linkages to ITS and CMP elements.
- Chapter 2 shows existing conditions and performance. This chapter was updated to include baseline performance as well as to simplify graphics.
- Chapter 3 has objectives and goals to highlight policy objectives more clearly
- Performed high level analysis on programs, strategy, and policy
- Environmental Mitigation efforts were solidified and explained throughout the document.
- Appendix H outlines the regulations and agencies, including official letters to regulatory agencies
- Updates to the MTP, in regards to the CMP, include policy positions reflective of the low levels of congestion experienced in the FM Region.
- Comments received pursuant to the comment period were expressly stated to the Policy Board, and also included how those comments were addressed.

Questions and comments discussed

- Does the plan include railroad speed? This plan doesn't get into that level of detail.
- Is there any collaboration with ND Safety Council? Metro COG works with the Vision Zero Program in North Dakota and the Toward Zero Deaths Program in Minnesota.

- Does the congestion plan include air traffic?
- There is so much useful information, would like to see us step up the use of the document.
- Members of the Policy Board felt there were many opportunities given for public comments and were impressed with everyone having the opportunity to be included.

Metro COG staff answered questions and discussed elements that were of interest to members of the Policy Board. Metro COG also discussed the process that had led to the MTP updates and the review process that had been undertaken by its federal, state, and local partners. After discussion, the Policy Board stated that they were comfortable with the information in the plan and felt that staff had addressed all of the concerns that had been raised. Members of the Board also commented that this comfortability was aided by the comment/response table that had been provided to them.

3c. 2050 Metropolitan Transportation Plan (MTP) Public Input Opportunity

Chair Mongeau asked if there were any members of the public who would like to comment?

Will Hutchings, from the NDDOT Local Government Division, stated that some oversight agencies have not seen all responses to their comments, especially FHWA-ND, related to enhanced environmental mitigation.

3d. Updated 2050 Metropolitan Transportation Plan

MOTION: Approval of the 2050 Metropolitan Transportation Plan, understanding that staff has addressed comments as stated in its presentation to the Policy Board, and any additional comments or corrections will be made and included addressing comments from the Federal Highway Administration regarding the environmental section. Mr. Olson moved, seconded by Ms. Kolpack. MOTION, passed Motion carried unanimously.

3e. 2025-20258 Transportation Improvement Program (TIP) Amendment 5

Mr. Bervik presented Amendment 4 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, March 26, 2025, which advertised the public meeting, detailed how to request additional information, and provided information

on how to provide public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, April 10, 2025. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 3240009:** West Fargo 2025 purchase of electric vehicles (N/A). Federal funding removed by Policy Board in February.
2. **Modification of Project 9240031:** NDDOT spall repair of I-29 north bound traffic(2025). NDDOT is removing the project.
3. **Modification of Project 9240033:** NDDOT spall repair of I-29 south bound traffic(2025). NDDOT is removing the project.
4. **Modification of Project 3254049:** West Fargo reconstruction of shared use path and pedestrian ramps of 8th Street West (2025). Additional 2025 TA funding (+ \$244,964.83).
5. **Modification of Project 9255050:** NDDOT installation of Weight in Motion (WIM) and Auto Traffic Recording (ATR) as well as preventative maintenance (2025).

MOTION: Approval of Amendment 5 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Mr. Piepkorn moved, seconded by Ms. Kolpack

MOTION, passed

Motion carried unanimously.

3f. 2025 Bicycle and Pedestrian Count Report

Mr. Bervik presented information on the Bicycle and Pedestrian Count Report. It included the manual and automated counts and gives data regarding bicycle and pedestrian activity.

Information can be found on Metro COG's website.

Information only

4. Additional Business

- Mr. Griffith reported that he was working on a budget amendment to the 2025 UPWP that would be on the May 15 agenda.

- He also reported that he had received official notice that Metro COG would be receiving \$170,000 in unused 2024 CPG funds which would be included for use in the 2026-2027 UPWP.
- Mr. Griffith stated that he had started working on the 2026-2027 UPWP and was reaching out to local jurisdiction staff to discuss potential projects and other needs.
- Mr. Piepkorn and Ms. Kolpack referenced funding from the North Dakota state legislature for transit.
- Mr. Strand asked about the Metro COG recreation study for the Diversion.

5. Adjourn

The 641st Meeting of the FM Metro COG Policy Board held Thursday, April 17, 2025 was adjourned by Chair Mongeau at 5:16 PM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, MAY 15, 2025 at 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager



To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: May 8, 2025
Re: **Firewall Protection Services Agreement**

A “firewall” is a computer network security system that monitors and controls incoming and outgoing email traffic based on predefined security rules. It acts as a barrier, separating a trusted internal network from untrusted external networks like the internet. A strong firewall is required for computer system safety and security and allows Metro COG staff members to work remotely and still be able to access emails and files on the Metro COG network.

Metro COG has a three-year lease agreement with ReadITech to provide firewall services to our network. This agreement is separate from our managed IT contract with Eide Bailly. The ReadITech agreement is due to expire at the end of May. A lapse of firewall protection in this day and age is unthinkable!

In accordance with the NDDOT Consultant Administration Services (CAS) Procedure Manual, this would be a “Level 1 Micro Purchase” since it would be less than \$10,000. Per the CAS manual and the North Dakota Century Code (§54-44.4-11), Metro COG is required to obtain at least one fair and reasonable quote.

Metro COG received two quotes from Eide Bailly and from ReadITech. Eide Bailly’s quote provided two options for the one-time purchase of new Firewall equipment, software and licensing for one year and three years. ReadITech’s quote also provided two options to continue leasing their firewall equipment, along with required software and licensing, for one and for three years. A breakdown of the quotes with single-year extended amounts is provided below for your reference and comparison.

Quote Type	Quote Amounts	Extended Amounts
Eide Bailly 1-year	\$2,161.43 purchase	\$2,161.43
Eide Bailly 3-year	\$4,088.82 purchase	\$4,088.82
ReadITech 1-year	\$85.00 per month lease	\$1,020.00
ReadITech 3-year	\$69.00 per month lease	\$828.00

A little research revealed that firewall equipment is generally good for 6-8 years, barring a lightning strike, etc. The current leased firewall equipment was purchased and installed by ReadITech in May 2022, so we should have 3 more

good years of service with the current equipment. Three years from now, we will evaluate our options and decide whether a lease or purchase would be the best option. Metro COG currently pays Read iTech \$135.00 per month to lease the firewall equipment. With the decreased monthly lease amount of \$69.00 per month, Metro COG would see a savings of \$66.00 per month or \$792.00 per year with Read iTech's proposed 3-year lease agreement.

Based on a thorough review of the quotes and research on firewall protection services, Metro COG staff recommends continuing with Read iTech via 3-year lease agreement at \$69.00 per month.

Requested Action: Approve continuation of Read iTech's firewall equipment lease for three years at \$69.00 per month and authorize the Executive Director to execute the attached lease agreement.



May 06, 2025

FM Metro COG

Firewall as a Service Agreement

PREPARED BY:

Mark Westacott

Senior Sales Account Executive

ReadiTech

434 Main St N,
Horace, ND 58047

FM Metro COG - Firewall as a Service Agreement

Monthly Recurring 3 yYear Agreements

Item ID	Description	Recurring	Qty	Ext. Recurring
3 Year Agreement	Firwwall Changes and Management. Gateway Anti-Virus, Intrusion Prevention, Application Control, Content Filtering Service, Comprehensive Anti-Spam, Basic DNS Security Filters for ransomware & encrypted malware. Includes 3 Year SonicWall Essential Protect	\$69.00	1	\$69.00

Recurring Subtotal: **\$69.00**

FM Metro COG - Firewall as a Service Agreement

Prepared by:
 Readitech
 Mark Westacott
 218-779-1692
 mwestacott@readitech.com

Prepared for:
 FM Metro COG
 1 2ND ST N SUITE 232
 FARGO, ND 58102
 Angela Brumbaugh
 brumbaugh@fmmetrocog.org
 (701) 532-5100

Quote Information:
 Quote #: 008191
 Version: 1
 Delivery Date: 05/06/2025
 Expiration Date: 05/28/2025

Recurring Expenses Summary

Description	Amount
Monthly Recurring 3 yYear Agreements	\$69.00
Recurring Subtotal:	\$69.00
Recurring Estimated Tax:	\$5.18
Recurring Total:	\$74.18

By signing this quote you acknowledge that you have read the attached agreement contract and agree to the terms. If you have any questions please give us a call. Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

 Signature

 Date

To: Policy Board
From: Paul Bervik, Assistant Transportation Planner
Date: May 9, 2025
Re: **2025-2028 Transportation Improvement Program (TIP) Amendment 6**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in person and via Zoom Video Communications on Thursday, May 8, 2025 at 10:00 AM to consider public comments regarding a proposed amendment to the 2025-2028 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2025-2028 TIP reflects modified federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, April 23, 2025, which advertised the public meeting, detailed how to request additional information, and provided information on how to submit public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, May 8, 2025. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 8250006:** MnDOT mill and overlay of Highway 75 from CSAH 12 to 46th Avenue South (2026). Updating the project description. Updated total project cost (-\$320,134 [-20%]) and cost breakdown.
2. **New Project 8256051:** MnDOT right-of-way purchase for districtwide snow fence installation local funds. (2026)
3. **New Project 8256052:** MnDOT engineering for districtwide snow fence installation local funds. (2026)
4. **New Project 8256053:** MnDOT advanced construction for right-of-way purchase for districtwide snow fence installation federal funds. (2027)
5. **New Project 8256054:** MnDOT advanced construction for engineering for districtwide snow fence installation federal funds. (2027)
6. **New Project 9256055:** NDDOT rehabilitation of railroad crossing and signal radar installation (2025).
7. **New Project 9256056:** NDDOT hazard elimination improvements at railroad crossing (2025).

8. **New Project 9256057:** NDDOT hazard elimination improvements at railroad crossing (2025).
9. **New Project 4256058:** The City of Fargo reconstruction of 1st Avenue North from University Drive to 10th Street (2027).

Metro COG staff presented the information contained in Amendment 6 to the TTC at their regularly scheduled meeting on May 8, 2025. A member of the TTC requested to add to the 2025-2028 TIP one of the projects from the February Policy Board selection of projects (see 9. New Project 4256058 above). This will allow the project to start the NEPA documentation process and project design. The TTC unanimously recommended the Policy Board approve the TIP amendment, with the addition of the Number 9 project above (4256058). No comments were received from the public during the public comment period.

Please see **Attachment 1** for more detailed project information.

Requested Action: Approval of Amendment 6 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

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
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Amendment 6 - 2025-2028 Metro COG TIP

Existing projects with changes

MnDOT	8250006 1406-79	2026	Highway 75		CSAH 12 46th Avenue South	ON US 75, FROM SOUTH OF CSAH 12 TO SOUTH OF 46TH AVE, GRADING, MILL AND OVERLAY, ADA IMPROVEMENTS ON US 75, FROM 0.1 MILES NORTH OF CSAH 12 TO 1.3 MILES NORTH OF CSAH 12, CIR/MILL AND OVERLAY	Rehabilitation	\$1,300,000 \$1,620,134	STBG	State	\$1,058,460 \$1,319,113 \$241,540 \$301,021
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Amendment 6 - 2025-2028 Metro COG TIP

New project

MnDOT	8256051 8824-261RW	2026	DISTRICTWIDE			**AC**: WEST CENTRAL MINNESOTA, I-94, FROM MOORHEAD TO ALEXANDRIA, BLOWING AND DRIFTING SNOW CONTROL PROJECT (FUNDED FEDERALLY FROM PROTECT GRANT, NOT PROTECT FORMULA FUNDS) RIGHT OF WAY, AC PROJECT, PAYBACK IN 2027	Safety	\$380,000		State	\$380,000
MnDOT	8256X052 8824-261PE	2026	DISTRICTWIDE			**AC**: WEST CENTRAL MINNESOTA, I-94, FROM MOORHEAD TO ALEXANDRIA, BLOWING AND DRIFTING SNOW CONTROL PROJECT (FUNDED FEDERALLY FROM PROTECT GRANT, NOT PROTECT FORMULA FUNDS) PRELIMINARY ENGINEERING, AC PROJECT, PAYBACK IN 2027	Safety	\$280,000		State	\$280,000
MnDOT	8256053 8824-261RWAC	2027	DISTRICTWIDE			**AC**: WEST CENTRAL MINNESOTA, I-94, FROM MOORHEAD TO ALEXANDRIA, BLOWING AND DRIFTING SNOW CONTROL PROJECT (FUNDED FEDERALLY FROM PROTECT GRANT, NOT PROTECT FORMULA FUNDS) RIGHT OF WAY, AC PROJECT, PAYBACK 1 OF 1	Safety	\$1,520,000	Protect		\$1,520,000
MnDOT	8256054 8824-261PEAC	2027	DISTRICTWIDE			**AC**: WEST CENTRAL MINNESOTA, I-94, FROM MOORHEAD TO ALEXANDRIA, BLOWING AND DRIFTING SNOW CONTROL PROJECT (FUNDED FEDERALLY FROM PROTECT GRANT, NOT PROTECT FORMULA FUNDS) PRELIMINARY ENGINEERING, AC PROJECT, PAYBACK 1 OF 1	Safety	\$1,120,000	Protect		\$1,120,000
NDDOT	9256055 24579	2025	Intersection		ND 18 Railroad	Railroad crossing signal radar install DOT-AAR NO. 071103U	Rehabilitation	\$202,415	RRS	State	\$182,173.50 \$20,242.50
NDDOT	9256056 24580	2025	Intersection		ND 18 Railroad	Rail road crossing hazard elimination improvements DOT-AAR NO. 071103U	Rehabilitation	\$286,570	RRS	Local	\$143,285 \$143,285
NDDOT	9256057 24582	2025	Intersection		4th Street N Railroad	Rail road crossing hazard elimination improvements DOT-AAR NO. 070807A	Rehabilitation	\$155,483	RSU	Local	\$77,741.50 \$77,741.50

City of Fargo	4256058	2027	1st Avenue North		University Drive 10th Street	Reconstruction of 1st Avenue North	Reconstruction	\$11,515,888	STBG	Local	\$6,324,210 \$5,191,678
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To: Policy Board Members
From: Ben Griffith, AICP, Executive Director
Date: May 8, 2025
Re: **2025-2026 UPWP Administrative Modification #1**

With new processes and procedures being initiated for Unified Planning Work Program (UPWP) reporting and the elimination of the “carryover” of unused Consolidated Planning Grant (CPG) funds from one year to the next, it became apparent that an Administrative Modification to Metro COG’s 2025-2026 UPWP would be required early in the current year to make some minor adjustments to planning projects and staff hours in the 2025-2026 UPWP.

Figure 10 in the 2025-2026 UPWP details staff hours by program area and it was noticed that staff hours in some areas were higher than others when Metro COG submitted its First Quarter Report to NDDOT. This table is now included in our Quarterly & Annual Reports to NDDOT and is another tool to help us better track our expenditures throughout the year. The single largest difference was noticed in the placement of staff hours for the Dilworth Comprehensive Plan in both the 700 and 1000 program areas when they should have been in the 1000 program area only. A closer look at all program areas, revealed other areas that needed minor adjustments going forward from the First Quarter of the year, particularly in the number of staff hours used for the 2050 Metropolitan Transportation Plan (MTP) update. The table below shows the staff hours and budget amounts for program areas for 2025 from the current 2025-2026 UPWP.

Figure 10 – from page 25 of the current 2025-2026 Metro COG UPWP

Program Area	2025	
	Budget	Staff Hours
100 Policy and Administrative Forums	\$80,164.30	1,260
200 Contracted Planning	\$156,604.22	2,555
300 Federal Transportation Planning & Documentation	\$175,004.77	2,749
400 Technical Transportation Data & Analysis	\$108,854.99	2,188
500 Transit Planning	\$18,479.45	360
600 Bicycle & Pedestrian Planning	\$60,857.75	1,344
700 Local Planning Assistance	\$89,443.45	1,587
800 General Administration*	\$304,134.36	5,006
900 Publications Public Information and Communication	\$22,236.62	441
1000 Community Planning and Technical Assistance	\$9,689.96	190

*Includes estimates of staff leave time (holiday, vacation and sick leave)

The first attached table (Agenda Item 3c – Attachment 1) to this staff memo shows an expanded Figure 10 from the previous page, to include current 2025 Budget and Staff Hours in Columns 2 and 2, proposed Budget and Staff Hours in Columns 4 and 5, and the differences between the two in Columns 6 and 7. You will note that the Budget amounts in Columns 2 and 4 are the same, as are the total staff hours shown in Columns 3 and 5. Column 6 shows the differences in amounts between current and proposed Budgeted amounts, while Column 7 shows that while some staff hours shifted among program areas, the overall amount of 17,680 staff hours did not change.

When this table was presented to the TTC (Transportation Technical Committee), it showed a difference of \$32.53 which Metro COG staff attributed to rounding errors in the Excel spreadsheet when the hours were moved and the totals recalculated because the hourly loaded wage rates for Metro COG staff were not changed. NDDOT and FHWA expressed concerns about the amounts not totaling zero, which could possibly lead to a CPG contract amendment with NDDOT. While understandable, Metro COG staff responded that the \$32.53 difference could be adjusted withing the internal overhead balance before the end of the year, while still maintaining that the difference was due to Excel rounding errors.

When the motion to approve the UPWP Administrative Modification, there was a condition placed on it that the changes to Staff Hours would not be made until such time that Metro COG staff could show that the proposed budgeted amount changes were equal to zero. Metro COG staff immediately began a review of the Excel spreadsheet and while taking most of the afternoon, found and corrected the rounding errors so there is no longer a \$32.53 balance difference.

NDDOT's annual requirement and elimination of "carryover" of unused CPG funds required us to program specific funding amounts for projects to be expended during that particular year. Without the ability to carry over unused project funds from one year to the next, this becomes more of an art than a science. The second attached table (Agenda Item 3c – Attachment 2) details all of Metro COG's currently active planning projects.

The first column with dollar amounts, Column 3, shows the dollar amounts currently programmed in the 2025-2026 UPWP for these planning projects. Column 4 shows the total amount of funding which would be needed to complete the individual projects. These amounts are based on a number of factors, including the amounts programmed and expended in 2024, and estimates from the consultants and the individual Metro COG Project Manager,

necessary to complete the project. With the beginning of 2025, some projects were better positioned (funding-wise) than others.

Columns 5 and 6 show proposed decreases and increases in programmed funding amounts necessary to complete the projects. Column 7 that follows to the right shows what the proposed programming amounts for each project would be in 2025. You will notice that the totals for Columns 3 and 7 are equal and the total of the numbers of increases and decreases in Columns 5 and 6 are also equal. The intent here is to show that there is no overall increase in CPG funding, but a redistribution of existing funds to existing projects in order to complete them and meet the contracted amounts for each project.

Metro COG staff, in consultation with Cass County and the City of Horace, has asked the consultant to pause all work on the West Metro Perimeter Highway Corridor Study (project #208) in order to allow time to resolve issues the City of Horace has raised with the study. In doing so, the project, which was expected to be completed in the Fourth Quarter of this year, may extend into 2026, which would require programming of additional funds in 2026. Metro COG staff feels that this is perhaps the best path forward for all parties involved for now.

Last, but certainly not least, Column 8 at the far right of the table shows expected dates of completion for projects by Quarter. Metro COG staff is proposing to extend six of the projects out one quarter this year in order to provide adequate time for review of final reports or plans prior to adoption. Some projects are currently on track for their estimated completion date and do not require change at the present time. The two ATAC projects (projects #201 and #205) are intended to be phased, three-year projects, and for the time being, Metro COG will take a “wait and see” approach with the West Metro Perimeter Highway Corridor Study (project #208) to see how it proceeds.

These proposed changes will not result in an overall increase of staff hours or CPG funding and will allow Metro COG to continue ongoing work on planning projects currently underway. Since this is a new process, Metro COG will take guidance and direction from our oversight agencies as to how these proposed changes would be incorporated into the current 2025-2026 UPWP document, if approved.

Requested Action: Recommend approval of the proposed Administrative Modification to Metro COG's 2025-2026 Unified Planning Work Program with the proposed changes as shown.

Agenda Item 3c - Attachment 1

1 2 3 4 5 6 7

Figure 10 - Metro COG 2025-2026 UPWP Operating Budget by Program Area

Program Area	Current 2025		PROPOSED 2025		Difference	
	Budget	Staff Hours	Budget	Staff Hours	Budget	Staff Hours
100 - Policy and Administrative Forums	\$ 80,164.30	1,260	\$ 80,164.30	1,260	\$ -	0
200 - Contracted Planning	\$ 156,604.22	2,555	\$ 135,814.31	2,274	\$ (20,789.91)	-281
300 - Federal Transportation Planning & Documentation	\$ 175,004.77	2,749	\$ 188,367.17	2,929	\$ 13,362.40	180
400 - Technical Transportation Data & Analysis	\$ 108,854.99	2,188	\$ 113,720.29	2,258	\$ 4,865.30	70
500 - Transit Planning	\$ 18,479.45	360	\$ 21,007.13	384	\$ 2,527.68	24
600 - Bicycle & Pedestrian Planning	\$ 60,857.75	1,344	\$ 63,187.35	1,384	\$ 2,329.60	40
700 - Local Planning Assistance	\$ 89,443.45	1,587	\$ 77,321.83	1,344	\$ (12,121.62)	-243
800 - General Administration*	\$ 304,134.36	5,006	\$ 309,507.09	5,126	\$ 5,372.73	120
900 - Publications Public Information and Communication	\$ 22,236.62	441	\$ 15,810.70	311	\$ (6,425.92)	-130
1000 - Community Planning and Technical Assistance	\$ 9,689.96	190	\$ 20,569.70	410	\$ 10,879.74	220
TOTALS	\$ 1,025,469.87	17,680	\$ 1,025,469.87	17,680	\$ 0.00	0

*Includes estimates of staff leave time (holiday, vacation and sick leave)

Agenda Item 3c - Attachment 2

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May 2025 Project Status Report							
Project No.	Project Name	Currently Programmed in 2025 UPWP	Funding Needed to Complete Project and Contracted Amounts	Decrease	Increase	Proposed Programming for 2025 UPWP	Complete By 2025
201	NDSU ATAC Annual Participation (Year 1 of 3) (\$30,000-3 years)	\$10,000.00	\$10,000.00			\$10,000.00	4Q*
205	Moorhead Intersection Data Collection (Year 1 of 3) (\$49,474-3 years)	\$16,492.00	\$16,492.00			\$16,492.00	4Q*
207	Moorhead I-94 & 20th Street Interchange Analysis (Year 3 of 3)	\$20,000.00	\$27,768.39		\$7,768.39	\$27,768.39	3Q
208	West Metro Perimeter Highway Corridor Study (Year 2 of 2)	\$99,791.08	\$88,519.88	\$17,041.11		\$82,749.97	4Q
209	Horace Downtown Core Neighborhoods Plan (Year 2 of 2)	\$67,695.48	\$67,890.46		\$194.98	\$67,890.46	3Q 4Q
211	Clay County Heartland Trail Analysis (Year 2 of 2)	\$62,500.00	\$68,889.94		\$6,389.94	\$68,889.94	2Q 3Q
212	MATBUS 2026-2030 Transit Development Plan (TDP) (Year 2 of 2)	\$99,580.94	\$86,018.88	\$13,562.06		\$86,018.88	3Q 4Q
214	West 94 Area Transportation Plan (Year 2 of 2)	\$99,974.78	\$100,073.40		\$98.62	\$100,073.40	3Q
215	Metro Railroad Needs Study (Year 2 of 2)	\$300,000.00	\$290,421.53	\$9,578.47		\$290,421.53	3Q 4Q
225	University Drive & 10th Street Corridor Study (Year 5 of 5)	\$20,370.66	\$20,454.58		\$83.92	\$20,454.58	2Q 3Q
228	Kindred Comprehensive & Transportation Plan (Year 2 of 2)	\$29,995.98	\$55,641.77		\$25,645.79	\$55,641.77	2Q 3Q
	Totals	\$826,400.92	\$832,170.83	\$40,181.64	\$40,181.64	\$826,400.92	

*phased 3-year project to be completed in 2027