

## The 638<sup>th</sup> Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, January 16, 2025 – 4:00 PM AGENDA

1. Call to Order and Introductions
  - a. Introductions & Roll Call Information Item
  - b. Election of Metro COG Chair and Vice Chair **\*Changed to Action not Information\*** Action Item
  - c. Approve Order and Contents of the Overall Agenda Action Item
  - d. Approve Minutes (December 19, 2024 Board Meeting) Action Item
  - e. Approve January 2025 Bills Action Item
2. Consent Agenda **Action Item**
  - a. December 2024 End of Month Report
  - b. Metro COG Q4 Report/Annual Report **\*Added Annual Report\***
3. Regular Agenda
  - a. Public Comment Opportunity Public Input
  - b. 2025-2028 TIP Amendment 3 **Action Item**
  - c. Moorhead Safe Routes to School Plan **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, February 20, 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](mailto: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.

**Please use the following link to join this meeting online:**

<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



**To:** Policy Board members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** January 9, 2025  
**Re:** **Election of Metro COG Chair and Vice Chair**

Each year, the Metro COG Policy Board is required to elect a Chair and Vice Chair. Based on the Policy Board Bylaws, a rotation has been established, alternating between North Dakota and Minnesota. The chart below is from Appendix A of the Policy Board Bylaws.

Year(s)	Chair Representative	Vice Chair Representative
2022, 2029, 2036, 2043	City of Fargo	City of Moorhead
2023, 2030, 2037, 2044	City of Moorhead	Cass County
2024, 2031, 2038, 2045	Cass County	Clay County
2025, 2032, 2039, 2046	Clay County	City of West Fargo
2026, 2033, 2040, 2047	City of West Fargo	City of Horace
2027, 2034, 2041, 2048	City of Horace	City of Dilworth
2028, 2035, 2042, 2049	City of Dilworth	City of Fargo

Appendix A. – Metro COG Policy Board Chair and Vice Chair Rotation Schedule

Per the rotation, Mr. Breitling (Cass County) would step down as Chair, Ms. Mongeau (Clay County) would move from Vice Chair to Chair, and Mr. Olson (West Fargo) would become Vice Chair. The Policy Board Bylaws acknowledge that the order of the rotation may need to be changed from time to time to accommodate members' ability to serve in this capacity.

Metro COG staff wishes to thank Mr. Breitling for serving as Chair and also thank Ms. Mongeau for serving as Vice Chair this past year. Their hard work and dedication to our agency has been greatly appreciated!

**Requested Action:** Nominate and elect a Policy Board Chair and Vice Chair for 2024, based on the rotation schedule in the Policy Board Bylaws.

**637<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, December 19, 2024 – 2:00 PM**

**Members Present:**

Chuck	Hendrickson	Moorhead City Council
Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
John	Strand	Fargo City Commission
Michelle	Turnberg	Fargo City Commission
Joel	Vettel	Cass County Commission

**Members Absent:**

Ryan	Nelson	Moorhead City Council
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Deb	White	Moorhead City Council
Aaron	Murra	NDDOT - Fargo District (ex-officio)

**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
Wayne	Zacher	NDDOT
Kristen	Sperry	FHWA - ND

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**  
The meeting was called to order at 2:00 PM, on December 19, 2024 by Chair Mongeau, noting that a quorum was present. Introductions were made. Mr. Vettel requested to abstain from voting in this meeting as he is new and has not had a chance to study the information.

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

Chair Mongeau asked for approval for the overall agenda with moving 3c to the consent agenda (2i) just for the purpose of time as members had other meetings to go to. The Federal Functional Classification did not have a public hearing therefore could be with consent.

**MOTION: Approve the contents of the Overall Agenda of the December 19, 2024 Policy Board Meeting.**

**Mr. Peipkorn moved, seconded by Mr. Olson**

**MOTION, passed**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Mongeau asked for approval of the Minutes of the November 21, 2024 Meeting.

**MOTION: Approve the November 21, 2024 Policy Board Meeting Minutes.**

**Mr. Olson moved, seconded by Mr. Jorgenson**

**MOTION, passed**

**Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the December 2024 Bills as listed on Attachment 1d.

**MOTION: Approve the December 2024 Bills List.**

**Mr. Olson moved, seconded by Mr. Strand**

**MOTION, passed**

**Motion carried unanimously.**

**2. CONSENT AGENDA**

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

- a. November End of Month Report
- b. ND Rural Transportation Alternatives (TA) Applications
- c. ND Highway Safety Improvement Program (HSIP) Applications
- d. ND Urban Grants Program (UGP) Applications
- e. ND Urban Regional Highway System (RHS) Applications
- f. 2025 NDDOT-Metro COG CPG Contract
- g. 2025 MnDOT-Metro COG State Planning Agreement
- h. Assistant Transportation Planner Employment Offer
- i. Moorhead Federal Functional Classification (moved from 3c)

**MOTION: Approve Items a-i on the Consent Agenda.**

**Mr. Strand moved, seconded by Mr. Jorgenson**

**MOTION, passed**

**Motion carried unanimously.**

### **3. REGULAR AGENDA**

#### **3a. Public Comment Opportunity**

No public comments were provided or received.

#### **3b. 2025-2028 TIP Amendment 2**

Mr. Bervik presented Amendment 2 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, November 27, 2024, and comments accepted until 12:00 noon on Thursday, December 12, 2024. No written comments were received.

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

- 1. Modification of Project 5250035:** Moorhead MATBUS purchase of one (1) class 400 bus and related equipment (2025). Update funding source.
- 2. New Project 8251043:** MnDOT districtwide guard rail installation. (2025)
- 3. New Project 8251044:** MnDOT installation of a NEVI charging station along I-94. (2025)

**MOTION: Approve Amendment 2 of the Metro COG 2025-2028 Transportation Improvement Program (TIP).**

**Mr. Peipkorn moved, seconded by Mr. Olson**

**MOTION, passed**

**Motion carried unanimously.**

#### **3c. Moorhead Federal Functional Classification**

Moved to 2i – Consent Agenda

#### **3d. 2025 Employee Salary Adjustment**

Mr. Griffith presented information regarding salary adjustments collected for 2025 local jurisdictions. The average of the local jurisdictions is 3.43%. The total Personnel loaded wage budgeted is \$1,025,470. The increase/decrease for every quarter of a percent is approximately \$2,564. The Executive Committee recommended an annual salary adjustment of 3.25% for Metro COG employees.

Ms. Mongeau stated part of the conversation at the Executive Committee meeting was they understood some jurisdictions could not vote higher than what they had agreed upon at their own jurisdiction.

Mr. Peipkorn stated the City of Fargo had some wage adjustments that would not be reflected in the percentage also.

Mr. Olson asked if a budget amendment would need to be done? Mr. Griffith stated no as we have had some staff turnover.

**MOTION: Approve 2025 Metro COG Annual Employee Salary Adjustment of 3.25%.**

**Mr. Peipkorn moved, seconded by Mr. Jorgenson**

**MOTION, passed**

**Motion carried unanimously.**

**3e. Summary of Employee Benefits Presentation**

Mr. Griffith presented the 2024 Summary of Employee Benefits as it states in Article III, Section 3.01 in the Personnel Policy Manual:

1. Training is provided including workshops, conferences, and on the job
2. Professional Dues and Certifications for memberships in relevant organizations
3. Vacation Leave is accrued depending on years of service  
Accumulate up to 200 hours per year as a maximum with 100% pay out for unused time at the time of resignation
4. Sick leave accrued at 1 day per month
5. Holiday Leave – listed holidays
6. FMLA, Jury Duty, Military, and Funeral Leave
7. Insurance includes Health, HSA, Dental, Vision
8. FSA applies to Dependent Care
9. Simple IRA through Bell Bank with a match of 3% from MetroCOG
10. Workers Comp, Travel Insurance, State Unemployment, Life Insurance, Accidental Death and Dismemberment
11. Employee assistance program
12. A list of the current staff, grade, and step of each was presented to the group

Mr. Peipkorn asked if we are anticipating adding more interns. Mr. Griffith answered no, just one going forward with a maximum of 1,040 hours total.

***Information Only – no action taken.***

**4. Additional Business**

Mr. Griffith provided three updates:

- Since Metro COG was no longer allowed to “carry over” Consolidated Planning Grant funding for projects from one year to the next, there was no year-end UPWP Amendment as has been the usual practice. Instead, staff will be closing out the year in January, as the accountant would prefer, to get accurate numbers and prepare for our annual audit.
- The long-awaited server changeover is complete – at least they think it is. Several laptops for staff members have been replaced, as well as the small computers in the conference rooms used to operate Zoom and run public meetings. New, larger monitors have been ordered to replace the two smaller ones at the back of the conference room. Waiting so late in the year to purchase them allowed for better pricing.
- Last but not least, intern Mackenzie Mueller will be graduating from NDSU tomorrow with a major in Emergency Management.

5. **Adjourn**

***Ms. Mongeau, Board Chairperson adjourned the 637<sup>th</sup> Meeting of the FM Metro COG Policy Board***

The 637<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, December 19, 2024 was adjourned at 2:27 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JANUARY 16, 2025, AT 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

DRAFT

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance
<b>American United Life Insurance Company</b>	American United Life Insurance Company	02/01/2025	G00622518 02/25		02/11/2025	110.48
<b>Total for American United Life Insurance Company</b>						<b>\$ 110.48</b>
<b>Balance Tax &amp; Accounting</b>	Balance Tax & Accounting	01/01/2025	3892		01/11/2025	1,575.00
<b>Total for Balance Tax &amp; Accounting</b>						<b>\$ 1,575.00</b>
<b>Blue Cross Blue Shield Of ND</b>	Blue Cross Blue Shield Of ND	02/01/2025	250114303536		02/28/2025	11,166.92
<b>Total for Blue Cross Blue Shield Of ND</b>						<b>\$ 11,166.92</b>
<b>Cardmember Services</b>	Bright White Paper	12/01/2024				863.60
	Amazon	12/01/2024				116.16
	Zoom	12/01/2024				95.97
	Column Public Notice	12/01/2024				73.72
	Column Public Notice	12/01/2024				64.60
	Amazon	12/01/2024				22.95
	Office Sign Company	12/01/2024				15.00
	APA	12/06/2024				803.85
	microsoft	12/08/2024				49.45
	Walmart.com	12/10/2024				116.04
	Facebook	12/10/2024				45.00
	ND PELS	12/11/2024				110.00
<b>Total for Cardmember Services</b>						<b>\$ 2,376.34</b>
<b>Case Plaza LLC</b>	Case Plaza LLC	02/01/2025	02/25 Rent		02/28/2025	7,516.00
<b>Total for Case Plaza LLC</b>						<b>\$ 7,516.00</b>
<b>Dawson Insurance</b>	Dawson Insurance	01/17/2025	GL-0003537-02 25-26		01/27/2025	2,644.00
<b>Total for Dawson Insurance</b>						<b>\$ 2,644.00</b>
<b>Eide Bailly LLP</b>	Eide Bailly LLP	01/06/2025	66571		01/16/2025	1,247.00
<b>Total for Eide Bailly LLP</b>						<b>\$ 1,247.00</b>
<b>Forum Communications Company</b>	Forum Communications Company	12/31/2024	MP179031224		01/10/2025	300.00
<b>Total for Forum Communications Company</b>						<b>\$ 300.00</b>
<b>HDR Engineering Inc</b>	HDR Engineering Inc	12/31/2024	1200687744		01/31/2025	47,256.81
	HDR Engineering Inc	12/31/2024	1200687770		01/31/2025	9,593.73
	HDR Engineering Inc	12/31/2024	1200686385		01/31/2025	7,057.44
<b>Total for HDR Engineering Inc</b>						<b>\$ 63,907.98</b>
<b>Liberty Business Systems Inc</b>						



	Liberty Business Systems Inc	01/06/2025	551534		01/16/2025	<u>433.19</u>
<b>Total for Liberty Business Systems Inc</b>						<b>\$ 433.19</b>
<b>Liberty Business Systems, Inc</b>						
	Liberty Business Systems, Inc	01/13/2025	38315612		01/31/2025	<u>182.93</u>
<b>Total for Liberty Business Systems, Inc</b>						<b>\$ 182.93</b>
<b>Metro COG Staff</b>						
	Metro COG Staff	12/13/2024		Employee withholding	12/13/2024	35.00
	Metro COG Staff	12/31/2024		Employee withholding	12/31/2024	<u>35.00</u>
<b>Total for Metro COG Staff</b>						<b>\$ 70.00</b>
<b>Metro Sales Inc</b>						
	Metro Sales Inc	12/30/2024	F-00		01/09/2025	9,032.45
	Metro Sales Inc	01/08/2025	INV2683062		01/18/2025	<u>92.45</u>
<b>Total for Metro Sales Inc</b>						<b>\$ 9,124.90</b>
<b>Midco Business</b>						
	Midco Business	01/11/2025	16879260214497		01/21/2025	<u>332.68</u>
<b>Total for Midco Business</b>						<b>\$ 332.68</b>
<b>Mutual of Omaha</b>						
	Mutual of Omaha	02/01/2025	1820208295		02/11/2025	<u>235.96</u>
<b>Total for Mutual of Omaha</b>						<b>\$ 235.96</b>
<b>NetCenter Technologies, Inc</b>						
	NetCenter Technologies, Inc	11/15/2024	197578		11/25/2024	<u>370.00</u>
<b>Total for NetCenter Technologies, Inc</b>						<b>\$ 370.00</b>
<b>Payroll Professionals</b>						
	Payroll Professionals	12/13/2024				70.00
	Payroll Professionals	12/20/2024	**following up with Payroll Professionals on this			70.00
	Payroll Professionals	12/31/2024				<u>70.00</u>
<b>Total for Payroll Professionals</b>						<b>\$ 210.00</b>
<b>ReadiTech</b>						
	ReadiTech	01/01/2025	2586800 01/25		01/11/2025	<u>135.00</u>
<b>Total for ReadiTech</b>						<b>\$ 135.00</b>
<b>SRF Consulting Group, Inc.</b>						
	SRF Consulting Group, Inc.	12/31/2024	17185.00-11		01/10/2025	16,797.61
	SRF Consulting Group, Inc.	12/31/2024	16443.00-7		01/10/2025	26,717.84
	SRF Consulting Group, Inc.	12/31/2024	15722.00-19		01/10/2025	<u>3,496.15</u>
<b>Total for SRF Consulting Group, Inc.</b>						<b>\$ 47,011.60</b>
<b>Stantec Consulting Services Inc</b>						
	Stantec Consulting Services Inc	12/31/2024	2334849		01/10/2025	<u>3,569.66</u>
<b>Total for Stantec Consulting Services Inc</b>						<b>\$ 3,569.66</b>
<b>Vision Software LLC</b>						
	Vision Software LLC	12/23/2024	MC2025		01/02/2025	<u>4,087.00</u>
<b>Total for Vision Software LLC</b>						<b>\$ 4,087.00</b>
<b>Wex Health Inc</b>						

	Wex Health Inc	12/31/2024 2077107-IN	01/10/2025	25.00
<b>Total for Wex Health Inc</b>				<u>\$ 25.00</u>
<b>TOTAL</b>				<u>\$ 156,631.64</u>

**Payroll Liabilities**

Federal Withholding	3,178.37
Federal Social Security - ee	1,784.27
Federal Social Security - er	1,784.24
Federal Medicare - ee	417.26
Federal Medicare - er	417.28
Minnesota Withholding	133.00
North Dakota Withholding	1,987.00
Health Savings	506.17
Employee IRA	1,008.03
Employer IRA	500.60
Total	<u>\$ 11,716.22</u>
Grand Total	<u>\$ 168,347.86</u>

## Agenda Item 2a Attachment 1

<b>Metro COG Month End Budget Summary December 2024</b>			
<b>Unified Planning Work Program</b>			
<b>Staff Time Categories</b>	<b>Budget<sup>3</sup></b>	<b>Spent</b>	<b>% Spent</b>
100 - Policy/Admin Forums	\$75,508.10	\$66,530.72	88.1%
200 - Contracted Planning Services	\$151,875.70	\$148,651.54	97.9%
300 - Federal Transportation Planning	\$155,440.43	\$202,110.44	130.0%
400 - Technical Transportation Data	\$103,435.23	\$115,308.19	111.5%
500 - Transit Planning	\$20,942.30	\$11,535.81	55.1%
600 - Bicycle & Pedestrian Planning	\$28,920.38	\$57,522.24	198.9%
700 - Local Planning Assistance	\$77,585.56	\$27,324.90	35.2%
800 - General Administration <sup>1</sup>	\$285,816.86	\$207,622.42	72.6%
900 - Publications, Public Info & Comms	\$20,589.16	\$13,201.02	64.1%
1000 - Community Planning (local only) <sup>2</sup>	\$22,799.68	\$4,540.19	19.9%
<b>Internal Program Subtotal</b>	<b>\$942,913.40</b>	<b>\$854,347.47</b>	<b>90.6%</b>
800a - 800r - Overhead (Fed Elig.)	\$302,970.00	\$368,038.14	121.5%
801 - Overhead (local only)	\$2,800.00	\$1,401.49	50.1%
<b>Sub Total Internal Program Operations</b>	<b>\$1,248,683.40</b>	<b>\$1,223,787.10</b>	<b>98.0%</b>
1100 - Contracted Planning Services	\$813,896.00	\$1,713,812.87	210.6%
<b>Summary of UPWP Costs</b>	<b>\$2,062,579.40</b>	<b>\$2,937,599.97</b>	<b>142.42%</b>
<b>Breakdown of Personnel Costs</b>	<b>Budget</b>	<b>Actual YTD</b>	<b>% Spent</b>
Payroll Salaries	\$780,647.10	\$784,533.77	100.5%
Health, Vision, Dental Insurance <sup>4</sup>	\$59,312.49	\$80,615.76	135.9%
Life & AD&D Insurance (Mutual of Omaha)	\$2,976.00	\$1,400.35	47.1%
Employer Simple IRA Contribution	\$23,048.61	\$15,917.65	69.1%
Payroll Tax Expense - FICA	\$58,773.96	\$55,972.76	95.2%
Employer HSA Contribution	\$18,150.00	\$17,600.00	97.0%
Misc. Payroll, Recruitment			N/A
North Dakota Unemployment Insurance			N/A
<b>Total</b>	<b>\$942,908.16</b>	<b>\$956,040.29</b>	<b>101.4%</b>

<sup>1</sup>Includes vacation, sick and holiday leave in addition to general administration

<sup>2</sup>Includes contracts with local entities (Assistance to Food Comm., Mapleton Comp Plan)

<sup>3</sup>Amounts as approved in 2023-2024 Amendment #5, which is still under review

<sup>4</sup>Employer Contribution Only

# METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

## Unified Planning Work Program

Quarterly Progress Report: October 1, 2024 to December 30, 2024

Approved: January 16, 2025

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from October 1, 2024 to December 31, 2024, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percent complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent October 1, 2024 through December 31, 2024, and the percent of the budget spent

For more information regarding the information presented,  
please contact the Fargo-Moorhead Metropolitan Council of Governments

*FM Metro COG  
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## 2024 Staff Activities by UPWP Work Element (October 1, 2024 through December 31, 2024)

### 100 Policy and Administrative Forum

2024 Budget	Amount Billed	Percent Billed
\$75,508.10		

#### 101 Metro COG Policy Board

**Status: 100% Complete**

- Prepared for and attended Policy Board Meetings on October 17<sup>th</sup>, November 17<sup>th</sup>, and December 19<sup>th</sup>
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board coordination agenda items discussions
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated Policy Board members and information as necessary
- Review materials for Policy Board packets



## 102 Metro COG Executive Committee

### **Status: 100% Complete**

- Prepared for and attended Executive Committee meetings on October 6<sup>th</sup>, November 3<sup>rd</sup>, and December 1<sup>st</sup>
- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes

## 103 Transportation Technical Committee (TTC)

### **Status: 100% Complete**

- Prepared for and attended TTC meetings on October 10<sup>th</sup>, November 15<sup>th</sup>, December 12<sup>th</sup>
- Attended staff meetings regarding development of TTC agendas
- Participated in miscellaneous TTC coordination agenda items discussions
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets

## 104 Federal, State, and Local Committee Meetings

### **Status: 100% Complete**

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Attend MPO Directors Conference at the end of October
- Participated in weekly NDDOT-MPO Director discussions via Teams.
- Attended Cass County Road Advisory Committee meeting.
- Attended and participated in MnDOT Twin Cities-St. Cloud-Fargo/Moorhead Passenger Rail Study meetings, virtually and in-person.
- Attended MN State Rail Plan PAC meetings.
- Attended USDOT/FHWA 2024 Information Seminar via Zoom.
- Attended Metro COG Bike-Ped Committee meeting on December 4.
- Attended MnDOT West Central District #4 ATP meeting via Zoom on December 6.
- Participated in an interview with the U.S. Department of Energy regarding the North Dakota Clean Cities coalition - October 4
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on November 4
- Participated in the REVIR Working Group meeting on November 22
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on December 4
- Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams

- Attended monthly ND MPO Directors Coordination meetings

## 200 Contracted Planning Services

2024 Budget	Amount Billed	Percent Billed
\$151,875.70		

### 201 NDSU ATAC Participation

**Status: 75% Complete**

- Attended ATAC Traffic Data Collection meeting via Teams.
- Attended Fall ND MPO Partnership meeting at ATAC on NDSU campus
- Reviewed and renewed 3-year ATAC Master Agreement.

### 202 Metropolitan Transportation Plan 2050

**Status: 90% Complete**

Discussed solicitation process internally, with SRF, and the jurisdictions. The MTP effort was reopened in the fourth quarter. Metro COG worked with its consultant to incorporate comments into the document. Metro COG also met with NDDOT and FHWA to coordinate on re-adoption of the document. Reviewed the draft 2050 MTP Document and the draft Congestion Mitigation process. Met with FHWA-ND, FHWA-MN, and FTA representatives regarding potential findings regarding the 2050 MTP adoption process.

### 204 Electric Vehicle Readiness Study

**Status: 90% Complete**

Continued bi-weekly coordination and internal check-in meetings; worked with SRC members for review and provide comments on final study materials; prepared for and facilitated a special session with area jurisdictions on incorporating EV charging into local zoning codes on November 8; approved the Electric Vehicle Readiness Study on November 21.

### 205 Moorhead Intersection Data Collection

**Status: 100% Complete**

- No activities reported this quarter

## 206 Signalized Intersection Data (carryover)

**Status: 100% Complete**

- No activities reported this quarter

## 207 I-94 & 20<sup>th</sup> Street Interchange Analysis (carryover)

**Status: 70% Complete**

The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4<sup>th</sup> and with major efforts toward the development of the interchange alternatives. Metro COG staff also reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

## 208 West Perimeter Highway Corridor Study (carryover)

**Status: % Complete**

The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. Metro COG coordinated study efforts with various jurisdictions, including NDDOT, the city of West Fargo, Cass County, and the city of Horace. A stakeholder meeting was held on October 24<sup>th</sup>. Coordination with Horace followed the October 24<sup>th</sup> stakeholder meeting which included correspondence with a councilmember, a meeting with the mayor and city administrator, and a presentation to the City Council on December 2<sup>nd</sup>. Metro COG staff also reviewed study materials including tech memos.

## 209 Horace Core Neighborhood Plan

**Status: % Complete**

Metro COG, the City of Horace, and the project consultant worked to establish a vision for Horace's core neighborhoods. This involved multiple rounds of public engagement and the development of streetscape alternatives, retrofitting bicycle and pedestrian infrastructure, and incorporating residents' ideas on how the City's downtown should look, feel, and function.

## 210 Safe Streets and Roads for All (SS4A)

### **Status: 89% Complete**

Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on October 15; worked with SRC members for review and provide comments on final study materials; developed public engagement materials advertising draft plan; approved the Regional Comprehensive Safety Action Plan on November 21.

## 211 Clay County Heartland Trail Routing Analysis

### **Status: 48% Complete**

The fourth quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Various public involvement occurred in late October. This included a landowner meeting on October 22nd, stakeholder meetings on October 23rd, and a public open house on October 23rd. There was coordination between the 15th Ave Corridor Study team and the Heartland Trail Study team to discuss trail placement along the corridor. There was also coordination with the DNR to discuss trail planning efforts related to the state park, coordination with BNSF to discuss trail crossings with the railroad, and coordination with Buffalo Red Watershed District to discuss trail placement near drains. Metro COG staff attended the Buffalo River State Park Management Plan public open house on December 10th to help coordinate the trail near/through the state park. Metro COG staff provided a presentation at the Clay County Township Officers meeting on November 18th.

## 212 2026-2030 Transit Development Plan

### **Status: 17% Complete**

Continued bi-weekly coordination and internal check-in meetings; participated in the TDP Planning Workshop on December 10.

## 213 15<sup>th</sup> Avenue North Corridor Study

### **Status: 100% Complete**

This Study concluded in the fourth quarter of 2024, with the principal consultant work on the plan concluding. The consultant held multiple SRC meetings as well as stakeholder meetings to develop the framework for what the jurisdictional ownership will be in the short- and long-term. This was also tied to the cross-section and layout alternatives. Coordination took place between this study, the 8<sup>th</sup> Avenue Study, and the Heartland Trail Study. Metro COG staff will be responsible for the approval of the plan in 2025.

## 214 West 94 Area Transportation Plan

### **Status: 45% Complete**

The fourth quarter consisted of regular project management activities such as progress meetings, review of invoices and progress reports. Significant work occurred in the fourth quarter including SRC meetings 4 and 5, focus group meetings, review of project materials and a stakeholder meeting held on October 25th. Due to the significant progress, work halted for the year in late November as Metro COG can no longer carry over funds from one year to the next.

### 215 BNSF Rail Study

**Status: 20% Complete**

Prepared scope of work and the contract for execution by Metro COG and the Consultant. Participated in bi-weekly check-in meetings with the Consultant. Attended and participated in SRC meeting #1 on December 10th.

### 225 University Drive & 10th Street Corridor Study (Carryover)

**Status: 80% Complete**

Metro COG worked with its consultant to refine alternatives for Phase II of the Uni10 Study. This included refining alternatives to address concerns voiced by the public in Phase I of the study. The consultant team and Metro COG also conducted public engagement efforts in the fourth quarter, which included two public pop-up events, meeting with FM Strong Towns group, and displaying information at a Roosevelt Neighborhood Association event.

### 227 Dilworth 8th Avenue Extension Study

**Status: 30% Complete**

This Study was completed in the fourth quarter of 2024. The consultant developed multiple cross-section and alignment alternatives. They also developed land use scenarios and assessed how the utilization of the land and future neighborhood roadway network would be affected by the alignment alternatives. The consultant conducted a round of public and stakeholder engagement. The principal development of the plan that the consultant was responsible for was completed. Metro COG staff will be responsible for the approval of the plan in 2025.

### 228 Kindred Comprehensive Plan

**Status: 65% Complete**

Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #1 on October 3 and meeting # 2 on December 19; assisted with pop-up meeting on November 24; provided assistance and additional comments on draft deliverables.

### 300 Federal Transportation Planning and Documentation

2024 Budget	Amount Billed	Percent Billed
\$155,440.43		

#### 301 Transportation Improvement Plan (TIP)

**Status: 90% Complete**

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordinated, reviewed, and submitted 5339 transit grant
- Coordinated TA Solicitation
- Discussion with Dilworth regarding SRTS grant
- Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting.
- Attend project solicitation meetings with local jurisdictions to review potential projects and determine project feasibility.
- Planning, organizing, facilitating, and implementing solicitation/prioritization committee meetings with all jurisdictions
- Coordination, Documentation, and presenting Amendment #1 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #2 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #3 for 2025-2028 TIP to TTC and Policy Board.

#### 302 Unified Planning Work Program (UPWP)

**Status: 100% Complete**

- Submit NDDOT controlled Federal Funding applications. Preparing all necessary documents, presentations, and application packages.
- Reading 2050 MTP and CMP to ensure current solicitation process is in conformance with these new documents.
- North Dakota Traffic Roundtable Meeting
- Participated in discussion regarding contracted project transition from 2024 to 2025

- Meet with local jurisdictions to discuss potential future projects for inclusion in UPWP.
- Meetings with consultants to discuss upcoming projects
- Discussed projects and staff assignments for the 2025-2026 Unified Planning Work Program (UPWP) amendment
- Meeting to discuss current project status and budget
- Project budgets for 2025
- Assist with TIP solicitation
- Research, prepare and draft 2025-2026 UPWP and budget
- Meet with local jurisdictions to discuss potential future projects for inclusion in the UPWP
- Review 2025 CPG Contract and prepare contract and supporting documentation materials for approval
- Review and respond to FHWA comments on 2025-2026 UPWP

### 303 Public Participation

**Status: 100% Complete**

- Public engagement prep for Heartland Trail Study
- Reviewed Metro COG's public participation requirements as part of its Public Participation Plan

### 304 Congestion Management Process

**Status: 100% Complete**

- Participated in various meetings to develop updated Congestion Management Process.
- Review final draft of Congestion Management Process.

### 305 Federal and State Rules, Regulations, Comprehension, and Maintenance

**Status: 100% Complete**

- Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics
- Reviewed CFR Section 134 for purchase compliance

### 306 Civil Rights/Title VI/LEP/Environmental Justice

**Status: 100 % Complete**

- Complete & submit Equity Survey for FHWA Volpe Center.

- Reviewed current EJ areas in the FM metropolitan area

### 307 2045 LRTP Implementation

**Status: 100% Complete**

- No activities reported this quarter

### 308 2020 Census Coordination and Technical Assistance

**Status: 100% Complete**

- Reviewed monthly ND census reports
- Reviewed U.S. Census updates

### 309 TMA Transition

**Status: 100 % Complete**

- No Activities reported this quarter

### 310 TIP Project Monitoring

**Status: 100% Complete**

- Coordinating with MATBUS, NDDOT, and MNDOT
- Coordinating with City of Fargo and attending Fargo PWPEC meetings including 17th Avenue Public Input Meeting
- Coordinating with City of West Fargo, Horace, Casselton, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting with City of Fargo for coordinating trails including VA trail and the Public Input Meeting
- Meeting for update of Fargo River Trail project
- Coordination with Moore Engineering for Casselton CRP project
- Attended regular (usually weekly) meetings to review progress and status of Metro COG's TIP and review upcoming and potential TIP amendments

## 400 Technical Transportation Data and Analysis

2024 Budget	Amount Billed	Percent Billed
\$103,435.23		



## 401 Performance Measures

**Status: 100% Complete**

- Assisted with performance measure calculations and analyses
- Compile resources and research
- Data collection and management from NDDOT and MnDOT
- Update graphics used in the PM report
- Separate data on each side of the Red River to reflect the state's portion of the AUZA
- Statistical analysis of data to relate to baseline and State targets
- Compile information for draft memos for February TTC and PB
- Performance Measures training and review with new staff member
- Review performance measures to incorporate them into the TIP
- Review and monitor emailed updates from state DOTs regarding Federal Performance Measures

## 402 Federal Functional Classification Update

**Status: 100% Complete**

- Assisted with the 2024 MnDOT Federal Functional Classification update

## 403 Travel Demand Model (TDM) Maintenance and Operations

**Status: 100% Complete**

- No activities reported this quarter

## 404 Freight and Goods Movement

**Status: 100% Complete**

- No activities reported this quarter

## 405 FM Metro Profile

**Status: 75% Complete**

- Data collection and management
- Review and provide comments and feedback on the 2023 Metro Profile.
- Coordinate with local jurisdictions for updated statistical data
- Statistical analysis of data and creation of charts and graphs
- Reviewed draft Metro Profile

- Reviewed bicycle/pedestrian section of profile
- Assisted with and finalized the Metro Profile
- Collecting Community Profile Data from American Census Survey 2024
- Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities for compilation in Metro Profile

#### 406 Metropolitan Traffic Counting Program

**Status: 100% Complete**

- Provided traffic count data to member of the public
- Provided traffic counts to city of Fargo planning staff as requested for application
- Set out, picked up, and downloaded traffic counter data at 76<sup>th</sup> Ave S
- Set up traffic counters and ped cameras

#### 407 Metropolitan Technical Assistance

**Status: 100% Complete**

- Provided letter to HDR for award submittal
- Meeting with vendor to (Citian) to learn more about product
- Attended to miscellaneous metropolitan technical assistance needs

#### 408 ITS/Traffic Operations Technical Assistance

**Status: 100% Complete**

- SMART Grant coordination
- NDDOT/MPO meeting with ATAC on October 14<sup>th</sup>
- Attended ND Traffic Roundtable meeting on October 22<sup>nd</sup>
- Prep for next Traffic Operations Working Group meeting
- 2024 ATAC project invoice approvals

#### 409 GIS

**Status: 100% Complete**

- General maintenance of GIS files
- Managed local requests for shapefiles and printed maps
- Transfer of SS4A / HIN Dashboard

- NDDOT Federal Functional Classification Update, mapping requests and assisting with calculation of mileage
- Federal Functional Classification Updated Shapefile
- SS4A Dashboard Final transfer and maintenance
- Assisted with GIS analyses for Metro COG internal projects

## 500 Transit Planning

2024 Budget	Amount Billed	Percent Billed
\$20,942.30		

### 501 Transit Technical Assistance

**Status: 100% Complete**

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs

### 502 MAT Coordinating Board

**Status: 100% Complete**

- Attended and participated in new MATBUS Coordination Committee meetings.
- Prepared the agenda and packet materials for the November and December MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings

## 600 Bicycle and Pedestrian Planning

2024 Budget	Amount Billed	Percent Billed
\$28,920.38		

## 601 Bicycle/Pedestrian Activities and Technical Assistance

**Status: 100 % Complete**

- Moorhead Safe Routes to School Plan oversight and review of draft Plan
- Handoff of Moorhead Safe Routes to School workload to other Metro COG staff
- Participated in meeting for Fargo Parks Master Plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on November 22<sup>nd</sup>
- Wrote Letter of support for Fargo Parks' Special Roads Fund application
- Bicycle & Pedestrian Committee meeting on December 4th
- Bicycle & Pedestrian Committee citizen rep applications and selection
- Review of Bike/Ped Committee Citizen Rep applications
- Criteria meeting for Bike/Ped Committee Citizen Rep

## 602 Bicycle/Pedestrian Counts and Analysis

**Status: 100% Complete**

- Collecting bike/ped data.
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters
- Internal, jurisdictional, and vender coordination for new pedestrian counters.
- Coordination and organization for the purchase of additional pedestrian counters.
- Reviewing pedestrian counter data validation.
- Assisting with updating Moorhead Safe Routes to School plan.
- Preparing for and presenting at Bicycle and Pedestrian Committee Meeting on December 3, 2024.

## 603 Heartland Trail Extension

**Status: 100% Complete**

- No activities reported this quarter

## 700 Local Planning Assistance

2024 Budget	Amount Billed	Percent Billed
\$77,585.56		

## 701 Agency Outreach

**Status: 100% Complete**

- Provided presentation to Moorhead Park Board on Nov 26th regarding the Heartland Trail
- Presentation to Fargo Strong Towns on regarding FM bicycle network

## 702 Local Planning Assistance

**Status: 75% Complete**

- Developed a presentation for the Red River Zoo Board on regional demographics
- Developed enrollment projections for the DGF school district
- Presented to the Sustainability and Resiliency Committee on December 10

## 800 General Administration

2024 Budget	Amount Billed	Percent Billed
\$285,816.86		

## 801 General Administration, Management, IT, and Secretarial

**Status: 100% Complete**

### Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop.
- Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop
- Prepare, process and review bi-weekly payroll

- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly and Quarterly reports
- Attend to daily emails, voicemails, and document organization
- Updated Quarterly report
- Timesheets
- Attended Staff meetings
- Developed instructions for Zoom Login
- Annual self-evaluation
- IT & computer updates

#### Management

- Prepared agendas for and facilitated bi-weekly staff meetings with Metro COG staff.
- Conducted Metro COG staff project management meetings to discuss projects' status and progress.
- Prepared and reviewed Q3 reports for MnDOT and NDDOT.
- Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop.
- Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop.
- Bi-weekly timesheet review and approval; prepare monthly timekeeping reports as part of monthly NDDOT reimbursement submittal.
- Prepare and process bi-weekly payroll
- Conducted Metro COG staff project management meetings to discuss projects' status and progress.
- Prepare and review Quarterly Report for July-August-September.
- Conducted in-person Metro COG orientation sessions for new Policy Board members.
- Prepare and conduct annual performance evaluations for Metro COG staff.
- Conducted internal recruitment for Assistant Transportation Planner position.
- Review computer and technology needs and coordinate purchase and installation of new equipment.
- Attended 2024 Upper Great Plains Transportation Institute's Annual Awards Banquet.
- Participated in planning meetings for FHWA/NDDOT Peer Exchange.
- Coordinate Policy Board meeting times with Diversion Authority meeting times with Diversion Authority staff in order to ensure quorums for both agencies' board meetings in November and December.
- Review latest 3C Agreement and prepare for adoption.
- Employee evaluation meetings.

#### IT Management

- Assist with coordinating IT questions with Eide Bailly
- Coordinate the installation of the new server, laptops, and large tv monitors in conference room

- Discussed replacement of server, laptops, and firewall
- Reviewed quotes for and ordered new server due to current server is past useful life expectancy

## 802 Financial Budgeting and Tracking

**Status: 100% Complete**

- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Review project budgets status with internal project managers
- Prepare and submit NDDOT reimbursement requests
- Begin preparations for closing out 2024 UPWP budget year.
- Prepare and review of monthly NDDOT reimbursement materials – prepare resubmittals as needed.
- Met with BCBS representative and reviewed health insurance plans for upcoming year.
- Review general liability insurance renewals for upcoming year.

## 803 Professional Development, Education, and Training

**Status: 100% Complete**

- Attended and participated in the 2024 Bi-State MPO Workshop Oct 29-31
- Attended various webinars and training sessions for professional development and certificate maintenance.
- Researched 2025 Training opportunities and various upcoming trainings and webinars
- Attended various professional development/training webinars on various transportation-related topics.

## 900 Publications, Public Information, and Communications

2024 Budget	Amount Billed	Percent Billed
\$20,589.16		46%

## 901 Metro COG Newsletter

**Status: 75% Complete**

- No activities reported this quarter

## 902 Website and Social Media

**Status: 75% Complete**

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Reviewed Metro COG website and social media needs with staff to identify updates and improvements.

## 1000 Community Planning and Technical Assistance

2024 Budget	Amount Billed	Percent Billed
\$22,799.68		16%

## 2024-1001 Cass-Clay Food Systems Advisory Commission

**Status: 100% Complete**

- Prepared the agenda and packet materials for the November Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings



# METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

## 2024 Annual Report

Approved January 16, 2025

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# 2024 Staff Activities by UPWP Work Element

## 100 POLICY AND ADMINISTRATIVE FORUMS

2024 Budget	Amount Billed	Percent Billed
\$75,508.10		

### 101 – Metro COG Policy Board

**Status: 100% Complete.**

- Attended staff meetings regarding preparation of the Policy Board agenda
- Prepared Agenda and Packet Materials for, presented at, and participated in monthly Policy Board meetings
- Prepared power point presentations for Policy Board meetings
- Coordinated with consultants and local or State DOT staff regarding presentations to the Policy Board
- Recorded and prepared minutes from previous Policy Board Meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated board, alternate, and ex-officio members list, email contacts, and information as necessary after new appointments were made
- New member orientation discussions
- Scheduling and advertising of 2024 Policy Board meeting schedule
- Prepared for and presented annual staff salary and benefits presentation

### 102 – Metro COG Executive Committee

**Status: 100% Complete.**

- Scheduled and facilitated Executive Committee meetings
- Prepared Agenda and Packet materials for Executive Committee
- Recorded and prepared minutes from previous EC meetings
- Recorded voting actions and outcomes
- Updated Executive Committee membership and information as necessary
- Scheduling and notification of Executive Committee meetings

### 103 – Transportation Technical Committee

**Status: 100% Complete.**

- Attended staff meeting regarding preparation for TTC meeting agendas, packets and presentation materials
- Prepared Agenda and Packet Materials for, presented at, and participated in monthly TTC meetings
- Prepared power point presentations for the TTC meetings
- Coordinated with consultants and local or State DOT staff regarding presentations to the TTC
- Recorded and prepared minutes from previous TTC Meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated committee, alternate, and ex-officio members list and information as necessary

### 104 – Federal, State, and Local Committee Meetings

**Status: 100% Complete.**

- Q1: Response to NDDOT/consultant regarding I-29 & 40th Ave N Interchange study; Participated in Fargo 64th Ave / 76th Ave Interchange meetings; Responded to request to be on MN Corridor Planning Tech Advisory Committee; Participated in ND MPO Directors Meeting; Attended MnDOT D4 ATP meetings on January 12 and March 8 via Teams; Attended West Fargo EV CRP Project Discussion with NDDOT and FHWA via Teams; Attended various GHG Performance Measure meetings with MnDOT and NDDOT; Meeting with MnDOT regarding Metro COG CRP Toolkit for current and future projects; Attended MnDOT/MPO Directors Quarterly meeting via Teams on Tuesday, February 6; Attended Metro COG Traffic Operations Working Group meeting on Friday, March 1; Attended BIP Grant discussion with City of Fargo and NDDOT via Teams; Attended Cass County Road Advisory Committee at County Courthouse meeting on Monday, March 18; Attended Metro COG Bike-Ped Committee meeting on Wednesday, March 20; Attended weekly NDDOT-MPO Directors Discussion meetings; Attended the Clay County Intergovernmental Retreat on January 26; Participated in the FRA Long-Distance Study Midwest Working Group on February 14; Attended the Community Conversation on Ending Homelessness on February 21
- Q2: Participated in MNDOT Corridor Planning Guidebook TAC meetings; Attended North Dakota Renewable Energy Council meeting on April 15; Participated in North Dakota Housing Initiative meeting on May 17; Participated in MnDOT NEVI Annual Plan Update meeting on June 18; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended MnDOT D4 ATP meetings at the public library on April 5 and June 7 in Fergus Falls; Attended various meetings on Performance Measures with MnDOT and NDDOT staff via Teams; Attended Minnesota State Rail Policy Advisory Committee meeting via Teams on June 24
- Q3: Participated in North Dakota Human Services Division meeting on July 31; Participated in the AANW North Dakota Rail Passengers discussion on September 12; Participated in MnDOT Corridor Planning Guidebook TAC meetings; Participated in MnDOT Moorhead I-94 Corridor Study meeting; Participated in Fargo 64th Ave / 76th Ave Interchange meetings; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended monthly ND MPO Directors Coordination meetings; Attended MnDOT MPO Directors Quarterly Meeting at MnDOT District 1 Office in Duluth for GHG Workshop; Attended NDDOT MPO Directors Fall Quarterly Meeting at NDDOT Office in Bismarck
- Q4: Participated in MnDOT Corridor Planning Guidebook TAC meetings; Attend MPO Directors Conference at the end of October; Participated in weekly NDDOT-MPO Director discussions via Teams; Attended Cass County Road Advisory Committee meeting; Attended and participated in MnDOT Twin Cities-St. Cloud-Fargo/Moorhead Passenger Rail Study meetings, virtually and in-person; Attended MN State Rail Plan PAC meetings; Attended USDOT/FHWA 2024 Information Seminar via Zoom; Attended Metro COG Bike-Ped Committee meeting on December 4; Attended MnDOT West Central District #4 ATP meeting via Zoom on December 6; Participated in an interview with the U.S. Department of Energy regarding the North Dakota Clean Cities coalition - October 4; Participated in the North Dakota Clean Cities Advisory Roundtable meeting on November 4; Participated in the REVIR Working Group meeting on November 22; Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on December 4; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended monthly ND MPO Directors Coordination meetings; Attended NDDOT MPO Directors Fall Quarterly Meeting at NDDOT Office in Bismarck

## 200 CONTRACTED PLANNING SERVICES

2024 Budget	Amount Billed	Percent Billed
\$151,875.70		



## 201 – NDSU ATAC Participation

### **Status: 100% Complete.**

- Q1: No activities reported for first quarter
- Q2: Attended ATAC Spring Partnership meeting at UGPTI conference room at NDSU campus on May 13
- Q3: Attended ATAC Traffic Data Collection meeting via Teams. Reviewed and renewed 3-year ATAC Master Agreement
- Q4: Attended ATAC Traffic Data Collection meeting via Teams; Attended Fall ND MPO Partnership meeting at ATAC on NDSU campus; Reviewed and renewed 3-year ATAC Master Agreement.

## 202 – Metropolitan Transportation Plan 2050

### **Status: 100% Complete.**

- Q1: The MTP continued in the first quarter. The consultant worked with Metro COG to craft goals and objectives which is the start of the project pipeline. The consultant also conducted one SRC meeting and the second round of subcommittee meetings. The consultant gathered future project from the subcommittees that will be integrated into the plan. The consultant worked with Metro COG to kick off the Congestion Management Process that is being updated as part of the MTP.
- Q2: The baseline performance report was finalized in the second quarter. Metro COG staff worked with the consultant to gather projects from Metro COG's jurisdictions to be included in the plan. Two SRC meetings were conducted as well as planning for summer public engagement. One of those public engagement sessions occurred in the second quarter. Staff worked with the consultant to lay out the final document and to start calculating fiscal constraint. Multiple "check-in" meetings were held with Metro COG and with local jurisdictions to forward elements of the plan. TDM modeling efforts for future conditions kicked-off in the second quarter.
- Q3: The MTP effort concluded in the third quarter with the adoption of the plan in September. Metro COG and the consultant worked to finalize the inclusion of projects, the fiscal constraint, and the prioritization of the projects. This took multiple meetings with the SRC. Public comments were solicited with public engagement at the Street Fair, two public input session held at the Hjemkomst Center and various other public engagement events..
- Q4: Discussed solicitation process internally, with SRF, and the jurisdictions. The MTP effort was reopened in the fourth quarter. Metro COG worked with its consultant to incorporate comments into the document. Metro COG also met with NDDOT and FHWA to coordinate on re-adoption of the document.

## 204 – Electric Vehicle Readiness Study

### **Status: 100% Complete.**

- Q1: Kicked-off project on February 9 with bi-weekly coordination and internal check-in meetings. assisted with data requests and Study Review Committee meeting # 1 on February 29. Researched potential stakeholders and reviewed survey questions and materials in anticipation of public engagement meetings in April.
- Q2: Continued bi-weekly coordination and internal check-in meetings. Assisted with data and utility requests and participated in Study Review Committee meeting #2 on April 1 and meeting #3 on June 25. Developed public engagement resources and participated in the EV



Readiness Open Housing on April 17 and a series of EV workshops on April 18. Formed an EV working group and met with members on May 23 and jointly with the SRC on June 25.

- Q3: Continued bi-weekly coordination and internal check-in meetings. Assisted with data and utility requests and participated in joint Working Group/Study Review Committee meeting #4 on July 17 and meeting #5 on September 16. Coordinated public engagement pop-up meeting on July 28 and set up additional meeting with utilities on September 23. Reviewed and distributed information on an online public open and provided comments on the utilities and grid analysis review and strategies content.
- Q4: Continued bi-weekly coordination and internal check-in meetings; worked with SRC members for review and provide comments on final study materials; prepared for and facilitated a special session with area jurisdictions on incorporating EV charging into local zoning codes on November 8; approved the Electric Vehicle Readiness Study on November 21.

### **205 – Moorhead Intersection Data Collection (2023 & 2024)**

#### **Status: 100% Complete.**

- Q1: Coordination with Metro COG staff and City of Moorhead; Meeting with Sharma for March check-in
- Q2: Set up cameras, coordination with Metro COG staff and City of Moorhead, monthly meetings with Sharma at ATAC for check-ins.
- Q3: Set up cameras, coordination with Metro COG staff and City of Moorhead, monthly meetings with Sharma at ATAC for check-ins. Reviewed and approved a three-year ATAC-Moorhead agreement.
- Q4: No activities reported in the fourth quarter

### **206 – Signalized Intersection Data Collection**

#### **Status: 100% Complete.**

- Q1: Study on hold, pending UPWP Amendment
- Q2: Monthly meetings with Sharma for check-in
- Q3: Coordinate with Metro COG and attend monthly meetings with Sharma at ATAC
- Q4: No activities reported in the fourth quarter

### **207 – I-94 & 20th Street Interchange Analysis**

#### **Status: 75% Complete.**

- Q1: Study on hold, pending UPWP Amendment
- Q2: Little work was completed in the second quarter as the project has been on hold since the beginning of January 2024. However, the project was approved to move forward on June 13<sup>th</sup> so work was re-commenced. A project 'restart' meeting was held with the consultant followed by a regular check-in meeting a few weeks later. Since the project 'restart', the consultant has begun modeling efforts.
- Q3: The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. A lot of effort in the third quarter consisted of determining the best methodology and optimizing future traffic projections for the study's planning year. The study moved into the initial alternatives screening task toward the end of the third quarter.
- Q4: The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4<sup>th</sup> and with major efforts toward the development of the interchange alternatives. Metro COG staff also

reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

### **208 – West Perimeter Highway Corridor Study (Amendment 1)**

#### **Status: 85% Complete.**

- Q1: Study on hold, pending UPWP Amendment
- Q2: Little work was completed in the second quarter as the project has been on hold since the beginning of January 2024. However, the project was approved to move forward on June 13th so work was recommenced. A project 'restart' meeting was held with the consultant followed to kick off the project. The consultant submitted an updated schedule and has coordinated with staff to restart the project.
- Q3: The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. Metro COG reviewed study documents including tech memos in the third quarter. Stakeholder meetings were held on August 6th and the third SRC meeting was held on September 17th. A meeting with the Diversion Authority was also held in the third quarter to discuss excess Diversion Authority lands
- Q4: The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4th and with major efforts toward the development of the interchange alternatives. Metro COG staff also reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

### **209 – Horace Core Neighborhood Plan (Amendment 3)**

#### **Status: 65% Complete.**

- Q1: Metro COG staff released an RFP for consultant services to conduct the planning effort, conducted interviews, and selected the consultant. This project is currently on hold, with no consultant work occurring during the first quarter.
- Q2: Metro COG staff interviewed and contracted with a consultant to complete the planning effort in the second quarter. Staff prepared and submitted the QBS packet to NDDOT. The plan officially started subsequent to the UPWP Amendment #4 being approved, which occurred in the second quarter.
- Q3: Work commenced on the effort and was in full swing in the third quarter. Staff coordinated and held public engagement efforts for the plan. This included both in person at Horace Bean Days as well as virtual engagement efforts. A field review was conducted to provide the SRC and the consultants with specific understanding of the infrastructure issues in the core of the community.
- Q4: Metro COG, the City of Horace, and the project consultant worked to establish a vision for Horace's core neighborhoods. This involved multiple rounds of public engagement and the development of streetscape alternatives, retrofitting bicycle and pedestrian infrastructure, and incorporating residents' ideas on how the City's downtown should look, feel, and function.

### **210 – Safe Streets and Roads for All (SS4A) – Comprehensive Safety Action Plan (Amendment 2)**

#### **Status: 100% Complete.**

- Q1: Continued bi-weekly coordination and internal check-in meetings. Compiled feedback from November 18 public engagement event and prepared for/facilitated Study Review Committee meeting #2 on January 29. Worked on safety analysis and High Injury Network analysis and transportation equity review/regional indicators. Coordinated on dashboard and toolkit direction.
- Q2: Continued bi-weekly coordination and internal check-in meetings. Continued to work on safety analysis, High Injury Network analysis, dashboard and toolkit, and transportation equity review/regional indicators. Coordinated the second round of public engagement opportunities on May 14 and June 26.
- Q3: Continued bi-weekly coordination and internal check-in meetings. Continued to work on High Injury Network analysis, dashboard and toolkit content, transportation equity review/regional indicators, and implementation measures. Participated in Study Review Committee meeting #3 on August 5. Provided comments on administrative draft report and prepped story board ahead of October online public video and comment period.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on October 15; worked with SRC members for review and provide comments on final study materials; developed public engagement materials advertising draft plan; approved the Regional Comprehensive Safety Action Plan on November 21.

## 211 – Clay County Heartland Trail Routing Analysis

### **Status: 70% Complete.**

- Q1: The first quarter consisted of project kickoff activities including a project kickoff meeting and the development of SRC members, Stakeholder members, and project schedule coordination. The first SRC was held on March 19th which was followed by a site visit with SRC members of the study corridor. The first quarter also consisted of regular project coordination with the consultant, including invoice review, review of study materials, and progress meetings. Metro COG staff also provided an update of the project to the Clay County Township officers in March.
- Q2: The second quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Coordination of public engagement activities occurred in the second quarter with a pop-up event at MSUM on April 25th. Three media interviews were conducted in the second quarter – these interviews were with KVRR, The Forum, and Prairie Public radio. SRC meeting #2 and the first round of stakeholder meetings occurred on May 22nd and May 23rd respectively. Other work included review of study materials and research into a similar trail (Heart of the Lakes Trail) which included a site visit and meeting with Otter Tail County.
- Q3: The third quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Metro COG secured additional needed local funds for the study in the third quarter. Two presentations were given by Metro COG to both the Clay County Intergovernmental Committee and the Clay County Board of Commissioners. The third quarter consisted of pop-up events in Hawley, Glyndon, and Moorhead as well as a public open house on July 16th. The third SRC meeting was held on September 16th. Other meetings during the third quarter included attending the Becker County Heartland Trail group meeting and hold a meeting with the DNR and MSUM Science Center to discuss the trail through Buffalo River State Park.
- Q4: The fourth quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Various public involvement occurred in late

October. This included a landowner meeting on October 22nd, stakeholder meetings on October 23rd, and a public open house on October 23rd. There was coordination between the 15th Ave Corridor Study team and the Heartland Trail Study team to discuss trail placement along the corridor. There was also coordination with the DNR to discuss trail planning efforts related to the state park, coordination with BNSF to discuss trail crossings with the railroad, and coordination with Buffalo Red Watershed District to discuss trail placement near drains. Metro COG staff attended the Buffalo River State Park Management Plan public open house on December 10th to help coordinate the trail near/through the state park. Metro COG staff provided a presentation at the Clay County Township Officers meeting on November 18th.

## **212 – 2026-2030 Transit Development Plan**

### **Status: 50% Complete.**

- Q2: QBS Packet development for NDDOT, compose letter for future consultant, contract negotiations meeting with Bolton & Menk.
- Q3: Provided assistance on SRC needs for the TDP and attend TDP meeting #1 with SRC.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in the TDP Planning Workshop on December 10.

## **213 – 15<sup>th</sup> Avenue North Corridor Study**

### **Status: 100% Complete.**

- Q2: Metro COG staff released a RFP for consultant services, interviewed, and selected a consultant in the second quarter. Staff compiled and submitted a QBS packet to NDDOT. The project officially kicked-off in June and staff has worked with the consultant to set up regular meetings as well as to set up public engagement, the SRC, and establish a schedule that will complete the plan by the end of 2024.
- Q3: The project got into full swing during the third quarter. The consultant prepared an analysis of existing conditions. The consultant also reached out to landowners along the corridor to provide them with knowledge of the project as well as an opportunity to provide input into the effort. Staff and the consultant convened a corridor owners committee to talk about jurisdictional ownership issues that are currently occurring as well as to coordinate what entity would have eventual ownership of the corridor in the long term.
- Q4: This Study concluded in the fourth quarter of 2024, with the principal consultant work on the plan concluding. The consultant held multiple SRC meetings as well as stakeholder meetings to develop the framework for what the jurisdictional ownership will be in the short- and long-term. This was also tied to the cross-section and layout alternatives. Coordination took place between this study, the 8<sup>th</sup> Avenue Study, and the Heartland Trail Study. Metro COG staff will be responsible for the approval of the plan in 2025.

## **214 – West 94 Area Transportation Plan**

### **Status: 60% Complete.**

- Q2: RFP prepared, approved and distributed. Consultant interviews conducted and negotiating contract with selected firm.
- Q3: The West 94 Area Transportation Plan was kicked off in late-June. Significant work occurred in the third quarter including the project kick-off meeting with the consultant, SRC

meetings 1, 2, and 3, the addition of contract amendment #1, as well as other project activities. Metro COG staff was also involved in regular project management activities such as progress calls and review of invoices, progress reports, and the review of project materials.

- Q4: The fourth quarter consisted of regular project management activities such as progress meetings, review of invoices and progress reports. Significant work occurred in the fourth quarter including SRC meetings 4 and 5, focus group meetings, review of project materials and a stakeholder meeting held on October 25th. Due to the significant progress, work halted for the year in late November as Metro COG can no longer carry over funds from one year to the next.

### **215 – BNSF Rail Study**

#### **Status: 25% Complete.**

- Q2: RFP prepared, approved and distributed
- Q3: There has been preliminary preparation work on the Metro Railroad Needs Study. The interviews were scheduled and conducted, the consultant was selected, and the contract was executed. After execution of the contract it was submitted to NDDOT for approval as part of the QBS process. Assisted in identifying and organizing the SRC members.
- Q4: Prepared scope of work and the contract for execution by Metro COG and the Consultant. Participated in bi-weekly check-in meetings with the Consultant. Attended and participated in SRC meeting #1 on December 10th.

### **219 – Dynamic Traffic Assignment Scenario Analyses (Carryover)**

#### **Status: 100% Complete.**

- Q2: Discussion with staff and preparation for presentations at upcoming TTC meetings by NDSU-ATAC staff
- Q3: Project completed in the third quarter.

### **225 – University Drive & 10<sup>th</sup> Street One-Way Pair Study**

#### **Status: 80% Complete.**

- Q1: Study on hold, pending UPWP Amendment
- Q2: The project proceeded after a hiatus awaiting the approval of Metro COG's UPWP in the second quarter. Staff worked with the consultant to kick the project back off.
- Q3: Metro COG restarted this study in the third quarter. Metro COG met with the consultant multiple times to talk about Phase II of the project. Metro COG and the consultant coordinated the public engagement efforts that were going to take place for Phase II tasks.
- Q4: Metro COG worked with its consultant to refine alternatives for Phase II of the Uni10 Study. This included refining alternatives to address concerns voiced by the public in Phase I of the study. The consultant team and Metro COG also conducted public engagement efforts in the fourth quarter, which included two public pop-up events, meeting with FM Strong Towns group, and displaying information at a Roosevelt Neighborhood Association event.

### **227 – Dilworth 8<sup>th</sup> Avenue Extension Study**

#### **Status: 100% Complete.**

- Q1: Nothing to report first quarter
- Q2: Nothing to report second quarter



- Q3: Metro COG released a RFP, selected a consultant, and kicked off the project in the third quarter. One SRC has been conducted as well as outreach to the Dilworth Planning Commission. Currently the consultants investigating development pressures along the corridor, seeking to understand the City's vision, and developing alignment alternatives and roadway characteristics that forward the goals of the project.
- Q4: This Study was completed in the fourth quarter of 2024. The consultant developed multiple cross-section and alignment alternatives. They also developed land use scenarios and assessed how the utilization of the land and future neighborhood roadway network would be effected by the alignment alternatives. The consultant conducted a round of public and stakeholder engagement. The principal development of the plan that the consultant was responsible for was completed. Metro COG staff will be responsible for the approval of the plan in 2025

### 228 – Kindred Comprehensive Plan

**Status: 40% Complete.**

- Q3: Kicked off the project in August and assisted with public engagement materials for Kindred Days on August 9 and 10. Set up weekly coordination and internal check-in meetings, assisted with data and document collection, and provided assistance on the project story map website link.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #1 on October 3 and meeting # 2 on December 19; assisted with pop-up meeting on November 24; provided assistance and additional comments on draft deliverables.

### 300 FEDERAL TRANSPORTATION PLANNING DOCUMENTATION

2024 Budget	Amount Billed	Percent Billed
\$ 155,440.43		

### 301 – Transportation Improvement Program (TIP)

**Status: 100% Complete.**

- Q1: Coordinating with all jurisdictions for Draft 2025-2028 TIP Project List; Coordination, Documentation, and presenting Amendment #3, 4, 5, & 6 for 2024-2027 TIP to TTC and Policy Board; Coordination for STBG, TA, and CRP combined solicitation, application, TTC technical scoring, and Policy Board project selection; Coordinating with MnDOT about newly selected CRP projects in Minnesota; Attending City of Fargo PWPEC 1/29/2024, 2/12/2024, 2/26/2024, 3/11/2024; Meeting with NDDOT and Fargo to discuss construction safety for the reconstruction of 40th Avenue North Interchange; Meeting with ATAC, Fargo, West Fargo, and Moorhead for coordination meeting; Attending Day 1 of Spring 2024 ND Traffic Operations Roundtable Meeting; Rec Trails Program grant coordination; Reviewed procedure for STBG projects scoring; TA scoring coordination with TTC; Aided Paul with the creation, visualizations, and analysis of solicited projects for the latter years of the TIP cycle; Compiled information from the public and for our technical committee for the policy board.
- Q2: Coordination of 2024 TA funding; Researched new ATIP grant; Coordination, Documentation, and presenting Amendment #6, 7, 8, & 9 for 2024-2027 TIP to TTC and Policy

Board; Meeting with Metro COG staff; Coordinating with jurisdictions for Draft 2025-2028 TIP Project List, Document, and Public Input; Attended meetings to discuss TIP Amendments to current 2024-2027 TIP and preparation for 2025-2028 TIP; Coordinating with the jurisdictions; Coordinating with MnDOT about new CRP projects in Minnesota

- Q3: Meeting with Metro COG staff; Review performance measures and incorporate them into the TIP; Participated in webinars for MnDOT SRTS Grant and MnDOT Active Transportation Grant; Coordinating with the jurisdictions; Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting; Coordination, Documentation, and presenting Amendment #9 for 2024-2027 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #10 for 2024-2027 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #11 for 2024-2027 TIP to TTC and Policy Board.
- Q4: Meeting with Metro COG staff; Coordinating with the jurisdictions; Coordinated, reviewed, and submitted 5339 transit grant; Coordinated TA Solicitation; Discussion with Dilworth regarding SRTS grant; Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting; Attend project solicitation meetings with local jurisdictions to review potential projects and determine project feasibility; Planning, organizing, facilitating, and implementing solicitation/prioritization committee meetings with all jurisdictions; Coordination, Documentation, and presenting Amendment #1 for 2025-2028 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #2 for 2025-2028 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #3 for 2025-2028 TIP to TTC and Policy Board.

### **302 – Unified Planning Work Program (UPWP)**

**Status: 100% Complete.**

- Q1: Revisions to contract template; Coordination of 2024 projects; Discussion, analysis, and meeting about West Fargo 13th Ave I-94 overpass study; 2024 project funding meeting and research; Meeting to discuss funding for future projects; Developed RFP for West Fargo 13th Ave I-94 overpass study; Meeting with NDDOT staff regarding non-approval of pending UPWP; Amendments and need for another UPWP amendment for CPG contract; Preparation of UPWP Amendment #6 and supporting materials for submittal to NDDOT; Attended Dilworth City Council meeting to provide review and update on UPWP Amendment #6
- Q2: Coordination of 2024 TA funding; Researched new ATIP grant; Coordination, Documentation, and presenting Amendment #6, 7, 8, & 9 for 2024-2027 TIP to TTC and Policy Board; Meeting with Metro COG staff; Coordinating with jurisdictions for Draft 2025-2028 TIP Project List, Document, and Public Input; Attended meetings to discuss TIP Amendments to current 2024-2027 TIP and preparation for 2025-2028 TIP; Coordinating with the jurisdictions; Coordinating with MnDOT about new CRP projects in Minnesota
- Q3: Coordination of 2025 and 2026 projects; Discussed new projects and staff assignments for the 2023-2024 Unified Planning Work Program (UPWP) amendment; Participated in discussion regarding contracted project transition from 2024 to 2025; Meeting to discuss consultant invoice review and process; Meeting to discuss contracted project transition from 2024 to 2025; Developed QBS packets for NDDOT; Coordination of project amendment to West 94 Area Transportation Plan; Meetings with consultants to discuss upcoming projects; Participated in UPWP Meeting to review purchasing budget; Respond to comments from FHWA and NDDOT for 2024 UPWP Amendment #5 and resubmit to NDDOT thru FTP site; Preliminary preparation work on Metro Railroad Needs Study; Prepare and draft 2025-2026 UPWP and Budget

- Q4: Submit NDDOT controlled Federal Funding applications. Preparing all necessary documents, presentations, and application packages; Reading 2050 MTP and CMP to ensure current solicitation process is in conformance with these new documents; North Dakota Traffic Roundtable Meeting; Participated in discussion regarding contracted project transition from 2024 to 2025; Meet with local jurisdictions to discuss potential future projects for inclusion in UPWP; Meetings with consultants to discuss upcoming projects; Discussed projects and staff assignments for the 2025-2026 Unified Planning Work Program (UPWP) amendment; Meeting to discuss current project status and budget; Project budgets for 2025; Assist with TIP solicitation; Research, prepare and draft 2025-2026 UPWP and budget; Meet with local jurisdictions to discuss potential future projects for inclusion in the UPWP; Review 2025 CPG Contract and prepare contract and supporting documentation materials for approval; Review and respond to FHWA comments on 2025-2026 UPWP

### 303 – Public Participation Plan

#### **Status: 100% Complete.**

- Q1: Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Q2: Pop-up open house at Horizon Middle School; Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Q3: Pop-up open house for Heartland Trail at the farmer's market event (August 13th); Pop-up open house for Heartland Trail at Glyndon Days event (August 6th); Reviewed Metro COG's public participation requirements as part of its Public Participation Plan; Participated in MTP public participation at Fargo Street Fair; Participated in Metro 2050 Public Participation events at the Hjemkomst Center
- Q4: Public engagement prep for Heartland Trail Study; Reviewed Metro COG's public participation requirements as part of its Public Participation Plan

### 304 – Congestion Management Process

#### **Status: 100% Complete.**

- Q1: No activities reported in the first quarter
- Q2: No activities reported in the second quarter
- Q3: No activities reported in the third quarter
- Q4: Participated in various meetings to develop updated Congestion Management Process; Review final draft of Congestion Management Process.

### 305 – Federal/State Rules and Regulations Compliance and Maintenance

#### **Status: 100% Complete.**

- Q1: Attended "Cutting Carbon From Transportation – State and Local Best Practices" for latest regulatory updates; Phone call conversations with NDDOT staff regarding G/L insurance, UPWP Carryover Funds and pending UPWP Amendments; Attended "Prioritization Process Pilot Program (PPPP) Grant Pre-NOFA" webinar from FHWA; Attended "Equity By Design: Developing a Framework for Inclusive Vision Zero Planning" webinar; Attended "TPM General NPRM" webinar from FHWA; Attended "Every Day Counts" GHG webinar from FHWA; Attended "FTA Bus Procurement Best Practices Update" webinar from FTA; Attended MnDOT D4 Resilience Improvement Plan Engagement webinar



- Q2: Attended monthly meetings with ND MPO Directors via Teams; Attend Quarterly MnDOT-MPO Directors meetings via Teams and in-person; Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Participated in annual mid-year review for Metro COG on May 9 with representatives from NDDOT, MnDOT, FHWA and FTA; Attended FHWA TAMP Guidance Workshop at NDDOT Office in Bismarck on June 12
- Q3: Attended monthly meetings with ND MPO Directors via Teams; Attend Quarterly MnDOT-MPO Directors meetings via Teams and in-person; Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Reviewed CFR Section 134 for purchase compliance
- Q4: Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Reviewed CFR Section 134 for purchase compliance

### **306 – Civil Rights / Title VI / LEP / Environmental Justice**

#### **Status: 100% Complete.**

- Q1: Annual Title VI training; Updated LEP data and population numbers for the FM metropolitan area
- Q2: Annual Title VI training for Metro COG staff; Updated LEP data and population numbers for the FM metropolitan area
- Q3: Annual Title VI training for Metro COG staff; Updated LEP data and population numbers for the FM metropolitan area
- Q4: Complete & submit Equity Survey for FHWA Volpe Center; Reviewed current EJ areas in the FM metropolitan area

### **307 – 2045 L RTP Implementation**

#### **Status: 100% Complete.**

- Q1: No activities recorded 1<sup>st</sup> quarter
- Q2: No activities recorded 2<sup>nd</sup> quarter
- Q3: No Activities recorded 3<sup>rd</sup> quarter
- Q4: No activities recorded 4<sup>th</sup> quarter

### **308 – 2020 Census Coordination and Technical Assistance**

#### **Status: 100% Complete.**

- Q1: Reviewed monthly ND census reports; Reviewed U.S. Census updates
- Q2: Reviewed monthly ND census reports; Reviewed U.S. Census updates
- Q3: Reviewed monthly ND Census reports; Reviewed U.S. Census updates
- Q4: Reviewed monthly ND Census reports; Reviewed U.S. Census updates

### **309 – TMA Transition**

#### **Status: 100% Complete.**

- Q1: No activities reported 1st quarter
- Q2: No activities reported 2nd quarter
- Q3: Prepare end-of-year TMA Funding letter and supporting documentation for submittal to NDDOT Local Government Division staff
- Q4: MATBUS representative appointed to Policy Board

### 310 – TIP Project Monitoring

**Status: 100% Complete.**

- Q1: Coordination with MNDOT; PROTECT projects; Meeting with MnDOT for GHG PM Discussion; Resilience Improvement Plan Engagement Webinar; Attending MnDOT MPO Director's Meeting; Attending MnDOT ATP 4 on 3/8/2024; Attending NDDOT MPO Director's Meeting; Coordination with MATBUS; Coordination with NDDOT; Meeting with NDDOT for GHG PM Discussion; Coordination with City of Fargo and attending Fargo PWPEC meetings; Coordination with West Fargo, Horace, Casselton, Dilworth; Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Reviewing projects received with solicitation and coordinating with jurisdictions and DOTs; Preparing for January TTC and Policy with technical evaluation and project selection; Attending Public Input Meeting for Drain 27 Crossing on 3/12/2024.
- Q2: Attending MnDOT MPO Director's Meeting; Assisted with TIP project monitoring questions; Attending MnDOT ATP 4 meetings; Attending NDDOT MPO Director's Meeting; Coordination with MATBUS, NDDOT and MnDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, and Dilworth; Attend Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Public Input Meeting for I-29 at 40th Avenue North Interchange; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Meetings with consultants and NDDOT staff regarding progress of Casselton trail project; Attend TIP Project Monitoring meetings with various jurisdictions at their offices.
- Q3: Coordinating with MATBUS, NDDOT, and MNDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, and Duluth; Attended Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Review amendments to 2024-2027 TIP; Review 2025-2028 TIP document; Assisted with TIP project monitoring questions; Attending MnDOT ATP 4 meetings; Coordination with MATBUS, NDDOT and MnDOT
- Q4: Coordinating with MATBUS, NDDOT, and MNDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings including 17th Avenue Public Input Meeting; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, Dilworth, and Cass County; Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail and the Public Input Meeting; Meeting for update of Fargo River Trail project; Coordination with Moore Engineering for Casselton CRP project; Attended regular (usually weekly) meetings to review progress and status of Metro COG's TIP and review upcoming and potential TIP amendments

### 400 TECHNICAL TRANSPORTATION DATA & ANALYSIS

2024 Budget	Amount Billed	Percent Billed
\$103,435.23	\$	

### 401 – Performance Measures

**Status: 100% Complete.**

- Q1: Meeting with MNDOT (Deanna) about Performance Measure 4; Collaborate with Jaron to set Targets; GHG Performance Measure meetings and information; PM1 - Analyzing crash rates for both the North Dakota and Minnesota portions of the MPA; Required data retrieval from DOTs (VMT); Analyzing proposed targets with observed trends to determine the scope of support; Communicated with DOT partners for clarifications (Wayne and Deanna); Worked with Michael and Chelsea to develop clear, concise, and appropriate language for presentations; Performance Measure 3: GHG Gas Discussions with both MnDOT and NDDOT; Visualizations of PM 1 for TTC and Policy Board; Resolutions of support for state targets for NDDOT and MnDOT.
- Q2: Attend FHWA / MNDOT PM2 webinar; Attended meetings and informational webinars on various Federal Performance Measure programs
- Q3: Assisted with performance measure calculations and analyses; Review performance measures to incorporate them into the TIP; Review and monitor emailed updates from state DOTs regarding Federal Performance Measures
- Q4: Inventory of all roadways within extended UZA Boundary; Coordinate with Fargo, West Fargo, and Horace about roadway classifications and potential upgrades; Internal Staff meetings; progress meetings; Inventory list of all roadway reclassifications – For NDDOT; Create map in GIS – For NDDOT; Site Visits to new roadways; Prepare spread sheet for DOT submittal; Prepare presentation materials; Received guidance from NDDOT to start evaluating functional classification for the North Dakota portion of the updated urbanized area; Read through FHWA guidance; Read through previous Metro COG submittals; Retrieved Functional Classification Shapefiles from NDDOT; Started file structure and organized shapefiles to begin roadway identification; Began identifying roadways that were newly incorporated with the UZA expansion; Set expectations for roadway designations; Began identifying new roadways within the old UZA boundary to incorporate; Identify unpaved roadways; Begin filling out attributes for roadways; Help with internal meetings for progress reports; Began plugging in roadways through attributes and drawn geographies; QA/QC Spreadsheet and Shapefile as I went; Created maps for progress reports; Coordinated with local jurisdictions; Continued adding roadways to spreadsheet and shapefile; Continued internal progress reports; Prepared for draft submittal through the finalization of spreadsheet, shapefile, classification breakdown, memos, and draft functional classification map.

#### **402 – Federal Functional Classification Update**

**Status: 100% Complete.**

- Q1: Inventory of all roadways within extended UZA Boundary; Coordinate with Fargo, West Fargo, and Horace about roadway classifications and potential upgrades; Internal Staff meetings; progress meetings; Inventory list of all roadway reclassifications – For NDDOT; Create map in GIS – For NDDOT; Site Visits to new roadways; Prepare spread sheet for DOT submittal; Prepare presentation materials; Received guidance from NDDOT to start evaluating functional classification for the North Dakota portion of the updated urbanized area; Read through FHWA guidance; Read through previous Metro COG submittals; Retrieved Functional Classification Shapefiles from NDDOT; Started file structure and organized shapefiles to begin roadway identification; Began identifying roadways that were newly incorporated with the UZA expansion; Set expectations for roadway designations; Began identifying new roadways within the old UZA boundary to incorporate; Identify unpaved roadways; Begin filling out attributes for roadways; Help with internal meetings for progress reports; Began plugging in

roadways through attributes and drawn geographies; QA/QC Spreadsheet and Shapefile as I went; Created maps for progress reports; Coordinated with local jurisdictions; Continued adding roadways to spreadsheet and shapefile; Continued internal progress reports; Prepared for draft submittal through the finalization of spreadsheet, shapefile, classification breakdown, memos, and draft functional classification map.

- Q2: Attended meetings and informational webinars on Federal Functional Classification; Finalize spread sheet for DOT submittal incorporating NDDOT comments and resubmit; Prepare presentation materials for TTC & Policy Board including memo, power point slides, presentation, & resolution
- Q3: Review NDDOT's notes, make document revisions, resubmit revised FFC documents; Review submittal update to NDDOT; Finalize spread sheet for DOT submittal incorporating NDDOT comments and resubmit; Prepare presentation materials for TTC & Policy Board including memo, power point slides, presentation, & resolution
- Q4: Assisted with the 2024 MnDOT Federal Functional Classification update

#### **403 – Travel Demand Model (TDM) Maintenance and Operation**

##### **Status: 100% Complete**

- Q1: Meetings with HDR & ATAC to discuss TDM outputs; Reviewed TDM outputs
- Q2: Coordination of updated travel demand model
- Q3: Coordination of updated travel demand model
- Q4: No activities reported in the fourth quarter

#### **404 – Freight and Goods Movement**

##### **Status: 100% Complete.**

- Q1: No activities reported in the first quarter
- Q2: Discussed potential freight plan update needs as part of the Metro Railroad Needs Study
- Q3: Discussed potential freight plan update needs as part of the Metro Railroad Needs Study; Attended various freight movement meetings and webinars
- Q4: Attended various freight movement meetings and webinars

#### **405 – FM Metropolitan Profile**

##### **Status: 100% Complete.**

- Q1: No activities reported in the first quarter
- Q2: Gather data; Coordinate with local jurisdictions for updated statistical data
- Q3: Gather data; Assisted with the Metro profile community profile; Coordinate with local jurisdictions for updated statistical data; Statistical analysis of data and creation of charts and graphs; Create Metro Profile document; Reviewed and aided with bicycle/pedestrian section of profile; Collecting Community Profile Data from American Census Survey 2024; Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities
- Q4: Data collection and management; Review and provide comments and feedback on the 2023 Metro Profile; Coordinate with local jurisdictions for updated statistical data; Statistical analysis of data and creation of charts and graphs; Reviewed draft Metro Profile; Reviewed bicycle/pedestrian section of profile; Assisted with and finalized the Metro Profile; Collecting Community Profile Data from American Census Survey 2024; Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities

#### 406 – Metropolitan Traffic Counting Program

##### **Status: 100% Complete.**

- Q1: Provided requested traffic data to developer; Provided answers to questions by grad student regarding local traffic count data
- Q2: Provided requested traffic data to developer; Set up traffic counters and ped cameras; Coordinated speed and pedestrian count at the request of the City of West Fargo; Traffic equipment quotes for purchasing; Set out, picked up, and downloaded traffic speed counters at the request of the City of West Fargo
- Q3: Provided requested traffic data to developer; Set up traffic counters and ped cameras; Purchased Traffic data collection cameras; Set out, picked up, and downloaded traffic speed counters at the request of the City of West Fargo; Collecting and Analyzing 2023 Cass and Clay Crash data
- Q4: Provided traffic count data to member of the public; Provided traffic counts to city of Fargo planning staff as requested for application; Set out, picked up, and downloaded traffic counter data at 76<sup>th</sup> Ave S; Set up traffic counters and ped cameras

#### 407 – Metropolitan Technical Assistance

##### **Status: 100% Complete.**

- Q1: Attended to miscellaneous metropolitan technical assistance needs; Provided letter of support to City of Moorhead for grant application; Reviewed consultant proposals for MnDOT I-94 Moorhead Study; Participated in consultant selection for MnDOT's I-94 Moorhead Study; Moorhead I-94 & 20th St Interchange Analysis coordination; West Metro Perimeter Highway Study coordination
- Q2: Discussed growth information with developer per request; Peer review of pedestrian report by ATAC; Participation with MnDOT's I-94 Red River to Hwy 336 Study; Attended to miscellaneous metropolitan technical assistance needs
- Q3: Meeting with vendor to discuss crash analysis tool; Attended to miscellaneous metropolitan technical assistance needs
- Q4: Provided letter to HDR for award submittal; Meeting with vendor to (Citian) to learn more about product; Attended to miscellaneous metropolitan technical assistance needs

#### 408 – ITS/Traffic Operations Technical Assistance

##### **Status: 100% Complete.**

- Q1: Traffic Operations Working group meeting on March 1st; Attended I-94 SMART Corridor public meeting; Dynamic Traffic Assignment DTA model discussions; Traffic Operations Center research; SMART Grant research, correspondence, and coordination; Meeting with ATAC to discuss progress of Signalized Intersection Data Collection project; Correspondence between West Fargo & ATAC about future work regarding Intersection Data Collection project; Attended ND Traffic Roundtable meeting
- Q2: Traffic Operations Working group 2 meeting on June 6th; SMART Grant research, correspondence, and coordination; Scheduling of next Traffic Operations Working Group; Attended June 6 Metro COG Traffic Operations Working Group meeting.
- Q3: Nothing to report for 3<sup>rd</sup> quarter
- Q4: SMART Grant coordination; NDDOT/MPO meeting with ATAC on October 14th; Attended ND Traffic Roundtable meeting on October 22<sup>nd</sup>; Prep for next Traffic Operations Working Group meeting; 2024 ATAC project invoice approvals



## 409 – GIS

### **Status: 100% Complete.**

- Q1: Ongoing - point of contact for data and information for the various items: Crashes, TIP project locations, roadway information, and communications between local GIS Managers; QA/QC information within GIS; Reviewed and visualized TDM model; Created visualizations
- Q2: Coordinated update of bikeways, shared use paths, and sidewalks shapefiles; Developed map for Dilworth about sidewalk conditions; GIS training from outgoing GIS Specialist; Assisted with GIS analyses for Metro COG internal projects
- Q3: Update of sidewalk, bikeways, and shared use path shapefiles; Assisted with GIS analyses for Metro COG internal projects; Update of sidewalk, bikeways, and shared use path shapefiles; Reviewing GIS geodatabases and shapefiles; Beginning training on UrbanSDK, StreetLight and Remix/Via; Gathered information for renewal of license for StreetLight and ArcGIS Pro
- Q4: General maintenance of GIS files; Managed local requests for shape files and printed maps; Transfer of SS4A/HIN Dashboard; NDDOT Federal Functional Classification Update, mapping requests and assisting with calculation of mileage; Federal Functional Classification Updated Shapefile; SS4A Dashboard Final transfer and maintenance; Assisted with GIS analyses for Metro COG internal projects

## 500 – TRANSIT PLANNING

2024 Budget	Amount Billed	Percent Billed
\$20,942.30	\$	%

## 501 – Transit Technical Assistance

### **Status: 100% Complete**

- Q1: Internal Study, Transit Service to North Mhd. Clay Co. Detox & DMV - Remix & GIS software, Research existing routes, busses, turning radii, etc.; Reach out to Cass County staff about study; Meeting with MATBUS about study; MATBUS reorganization Study, KLJ meetings - Review MATBUS Reorganization Draft Document; Attended MATBUS public hearing at Moorhead City Council at Hjemkomst Center on Monday, January 22; Prepare MATBUS Safety Plan memo and Resolutions for adoption by Policy Board and forward signed Resolutions to MATBUS
- Q2: Internal Study, Transit Service to North Mhd. Clay Co. Detox & DMV – Collect data, Develop timeline, Meet with Jenny Mojo; MATBUS reorganization Study, KLJ meetings; Coordinate 2026-2030 Transit Development Plan study with MATBUS; Discussions regarding new northern Dilworth route for MATBUS with Metro COG staff and others; Attended MATBUS Transit Reorganizational meetings.
- Q3: Participated in MATBUS reorganization Study, KLJ meetings; Assist with MATBUS related items including responding to emails; Coordinate 2026-2030 Transit Development Plan study with MATBUS; Discussions regarding new northern Dilworth route for MATBUS with Metro COG staff and others.
- Q4: Reviewed TTC Bylaws regarding changing MATBUS representation; Attended to miscellaneous transit technical assistance needs

## 502 – MAT Coordinating Board

### **Status: 100% Complete**

- Prepared Agenda and Packet Materials for, presented at, and participated in MAT Coordinating Board meetings
- Recorded and prepared minutes from previous meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated current committee, alternates, and ex-officio members list and information as necessary
- Scanned and uploaded additional materials provided at meetings to website
- Attended new MATBUS Coordination Committee meetings in November and December

## 600 BICYCLE & PEDESTRIAN PLANNING

2024 Budget	Amount Billed	Percent Billed
\$28,920.38	\$	%

## 601 – Bicycle/Pedestrian Activities and Technical Assistance

### **Status: 100% Complete.**

- Q1: Moorhead Safe Routes to School Plan – Develop scope of work and project timeline; Create a study review committee; Develop maps of study area; Create online parent survey; Research Safe Routes to School (Nationally & Minnesota); 1st SRC meeting – Feb. 23, 2024 - Develop agenda, minutes, and handouts; Create project website; Respond to city staff and other SRC members emails; Prepare online parent survey form; Create Metro COG Safe Routes to School website; Schedule and develop Site Observation Schedule; Communicate with schools and principals as needed; Set up informational booth about Safe Routes to School at Horizon Middle School's Parent/Teacher Night (Feb. 29th, 2024); Moorhead Safe Routes to School Plan oversight; BIKE FM coordination; Safe Routes to School grant coordination; Bicycle Friendly Communities application; Coordinated with PartnerSHIP 4 Health about summer intern; Researched glowing shared use paths per request of Policy Board member; Coordinated improvements to downtown river corridor with local entities; Fargo-Moorhead Bike Map app coordination; Reviewed 2024 Bicycle & Pedestrian Count Report; Prep for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on March 20th; Reviewed FM Trailbuilders application and provided letter of support for Rec Trails Program grant; Wrote letter of support for ND Rec Trail Program applicant
- Q2: Moorhead Safe Routes to School Plan – Develop maps of study area; Create a study review committee; Create online parent survey; Research Safe Routes to School (Nationally & Minnesota); 2nd SRC meeting – May 29, 2024 - Develop agenda, minutes, and handouts; Update Metro COG Safe Routes to School website; Respond to city staff and other SRC members emails; Analyze online parent survey form; Site Observations at Horizon Middle School, Ellen Hopkins Elementary, Probstfield Elementary, Dorothy Dodds Elementary, Robert Asp Elementary, & SG Rienertsen Elementary; Communicate with schools and principals as needed; Create interactive boards, sign in sheet, schedule & coordinate dates, locations, and times for Open House; Pop-up open house at Horizon Middle School; Develop existing conditions & site observations; Develop summaries for each schools existing conditions, Create graphics and images; Moorhead Safe Routes to School Plan oversight; Provided sidewalk condition data to City of Dilworth; Trails & open spaces meeting with City of Fargo on May 30th; Safe Routes to School grant coordination; Bicycle Friendly Communities application; Coordinated improvements to downtown river corridor with local entities; Meeting with local

entities/departments to discuss downtown river corridor; Lighting audit along Red River trail; Fargo-Moorhead Bike Map app coordination; Prep for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on June 5th; Bicycle & Pedestrian Committee Meeting follow-up; Moorhead Safe Routes to School Plan field visits/site observations; Wrote letter of support for ND Rec Trail Program applicant

- Q3: Moorhead Safe Routes to School Plan including Develop maps of study area, Research Safe Routes to School (Nationally & Minnesota), Respond to city staff and other SRC members emails, Create graphs, charts, and graphic from statistical data received from surveys, update Metro COG Safe Routes to School website as necessary, Communicate with schools and principals as needed, Pop-up open house at Horizon Middle School April 16th; Develop recommendations maps, Develop summaries for each school's recommendations including graphics and images; Moorhead Safe Routes to School Plan oversight; Update of FM bike map app; Attended Trails & Open Spaces meeting with City of Fargo on July 25th; Wrote letter of support for Fargo Parks' Outdoor Heritage Fund application; Preparation for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on September 11th; Inventory of existing on-street bike marking conditions and existing bike route signage; Attended Bike-Ped Committee meeting
- Q4: Moorhead Safe Routes to School Plan oversight and review of draft Plan; Handoff of Moorhead Safe Routes to School workload to other Metro COG staff; Participated in meeting for Fargo Parks Master Plan; Coordination with bike map app developer; Participated in Trails & Open Spaces meeting with City of Fargo on November 22nd; Wrote Letter of support for Fargo Parks' Special Roads Fund application; Bicycle & Pedestrian Committee meeting on December 4th; Bicycle & Pedestrian Committee citizen rep applications and selection; Review of Bike/Ped Committee Citizen Rep applications; Criteria meeting for Bike/Ped Committee Citizen Rep

## 602 – Bicycle and Pedestrian Counts and Analysis

### **Status: 100% Complete.**

- Q1: Correspondence with DCP about downtown current bike-ped data collection; Collecting bike/ped data; Updating Pedestrian Count Report; Requesting quotes for pedestrian counters; Researching equipment for traffic/ pedestrian counting tools and equipment
- Q2: Collecting bike/ped data; Updating and presenting Pedestrian Count Report; Preparing for and attending Bike Ped Committee Meeting; Internal, jurisdictional, and vender coordination for new pedestrian counters; Moorhead Safe Routes to School internal coordination and site visits; Attending Safe Routes to School Pop-Up Public Input Event
- Q3: Collecting bike/ped data; Coordinated ordering and installation locations of new bicycle/pedestrian counters; Picked up cameras recording manual bike ped counts; Recording and filing bike/ped count videos; Preparing for and attending Bike Ped Committee Meeting; Internal, jurisdictional, and vender coordination for new pedestrian counters; Coordination and organization for the purchase of additional pedestrian counters; Meeting with MnDOT to discuss their Moorhead counter
- Q4: Collecting bike/ped data; Maintaining Pedestrian Count Equipment; Installing new pedestrian counters; Internal, jurisdictional, and vender coordination for new pedestrian counters; Coordination and organization for the purchase of additional pedestrian counters; Reviewing pedestrian counter data validation; Assisting with updating Moorhead Safe Routes to School plan; Preparing for and presenting at Bicycle and Pedestrian Committee Meeting on December 3, 2024.



## 603 – Heartland Trail Extension

### **Status: 100% Complete.**

- Q1: See 211 – Clay County Heartland Trail Routing Analysis
- Q2: See 211 – Clay County Heartland Trail Routing Analysis
- Q3: See 211 – Clay County Heartland Trail Routing Analysis
- Q4: No Activities reported 4th quarter

## 700 LOCAL PLANNING ASSISTANCE

2024 Budget	Amount Billed	Percent Billed
\$77,585.56		

## 701 – Agency Outreach

### **Status: 100% Complete.**

- Q1: Responded to citizen comment regarding West Fargo intersection; Met with consultants about future projects; Presentation to PartnerSHIP 4 Health Leadership Team regarding Heartland Trail; Prepared for and attended Fargo-West Fargo Legislative Event at Fargo City Hall on January 12; Attended Clay County (MN) Joint Powers Intergovernmental Retreat at the Clay County Law Enforcement Center in Moorhead; Met with the GFMEDC, FMWF Chamber, and BIA on March 20 to discuss creation of a regional housing commission
- Q2: Participated in interview with KVRR regarding bicycle safety; Provided information and participated in interview with The Forum regarding pedestrian safety; Meet with the City of Fargo about River Corridor; Attend Various meetings with outside agencies & organizations interested in Metro COG & its various projects & activities; Met with various organizations to discuss creation of a regional housing commission
- Q3: Safe Routes to School interview with FM Extra; Attended Romkey Park press conference on August 15th; Presentation to Moorhead Rotary Club for project updates on August 13; Attend various meetings with outside agencies & organizations interested in Metro COG & its various projects & activities; Met with various organizations to discuss creation of a regional housing commission
- Q4: Provided presentation to Moorhead Park Board on Nov 26th regarding the Heartland Trail; Presentation to Fargo Strong Towns on regarding FM bicycle network

## 702 – Local Planning Assistance

### **Status: 100% Complete.**

- Q1: Made revisions to a draft Joint Power Agreement to create a regional housing commission and prepared information for potential commission entities; Researched and provided housing assistance to the City of Casselton
- Q2: Attend MnDOT MPO Director's Meeting; Meeting with Kindred City Auditor to discuss Associate Membership and preparation of Comprehensive & Transportation Plan; Meet with local organizations and assist with creation of commission; Responded to data request by the ACLU and GFMEDC; Followed-up on Casselton housing/land use assistance; Assisted with land development coded questions from West Fargo and Horace; Continued with additional housing commission preparation and outreach needs
- Q3: Attend MnDOT MPO Director's Meeting; Coordinated future land use needs between Cass County and West Fargo; Helped Glyndon with zoning and planning assistance; Helped West

Fargo with community development assistance; Continued with additional housing commission preparation and met with the Steering Committee on September 4

- Q4: Developed a presentation for the Red River Zoo Board on regional demographics; Developed enrollment projections for the DGF school district; Presented to the Sustainability and Resiliency Committee on December 10<sup>th</sup>

## 800 GENERAL ADMINISTRATION

2024 Budget	Amount Billed	Percent Billed
\$285,816.86		

### 801 – General Administration, Management, IT, and Secretarial

**Status: 100% Complete.**

- General Administration: Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll; Mailed invoices, invoice payments, correspondence, etc.; Prepared purchase orders for office supply procurement; Ordered office supplies and maintained inventory; Prepared and authorized payroll through Payroll Professionals; Updated payroll as necessary; Maintained and authorized Discovery Benefits payments; Created and shared various Doodle Polls; Prepared for, attended and participated in weekly Staff Meetings; Submitted finalized timesheets to Christy Eickoff/Payroll Professionals; Prepared and submitted bi-weekly timesheets for approval; Scanned approved timesheets; Calculated and updated current leave balances, submitted to Payroll Professionals; Finalized and submitted 2023 Final Report to MnDOT; W4 update/W2 Distribution; Posted job opening on various websites and social media outlets; Renewed SAM.gov annual registration; Set up and coordinated interviews for open position; Started onboarding paperwork and added to various benefit accounts
- Management: Prepared agendas for and facilitated bi-weekly staff meetings with Metro COG staff; Conducted Metro COG staff project management meetings to discuss projects' status and progress; Prepared and reviewed Q3 reports for MnDOT and NDDOT; Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop; Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop; Bi-weekly timesheet review and approval; prepare monthly timekeeping reports as part of monthly NDDOT reimbursement submittal; Prepare and process bi-weekly payroll; Conducted Metro COG staff project management meetings to discuss projects' status and progress; Prepare and review Quarterly Report for July-August-September; Conducted in-person Metro COG orientation sessions for new Policy Board members; Prepare and conduct annual performance evaluations for Metro COG staff; Conducted internal recruitment for Assistant Transportation Planner position; Review computer and technology needs and coordinate purchase and installation of new equipment; Attended 2024 Upper Great Plains Transportation Institute's Annual Awards Banquet; Participated in planning meetings for FHWA/NDDOT Peer Exchange; Coordinate Policy Board meeting times with Diversion Authority meeting times with Diversion Authority staff in order to ensure quorums for both agencies' board meetings in November and December; Review latest 3C Agreement and prepare for adoption; Employee evaluation meeting
- IT Management: Assist with coordinating IT questions with Eide Bailly; Coordinate the installation of the new server, laptops, and large tv monitors in conference room; Discussed replacement of server, laptops, and firewall; Reviewed quotes for and ordered new server due to current server is past useful life expectancy

## 802 – Financial Budgeting and Tracking

### **Status: 100% Complete.**

- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Review project budgets status with internal project managers
- Prepare and submit NDDOT reimbursement requests
- Began preparations for closing out 2024 UPWP budget year.
- Prepare and review of monthly NDDOT reimbursement materials – prepare resubmittals as needed.
- Met with BCBS representative and reviewed health insurance plans for upcoming year.
- Review general liability insurance renewals for upcoming year.
- Provide additional materials to auditors for annual 2023 Financial Audit report
- Review annual 2023 Financial Audit report and present to Policy Board
- Uploaded final 2023 Financial Audit report to Federal Audit Clearinghouse website and forwarded to NDDOT, MnDOT and other agencies who had requested a copy
- Initiated Indirect Rate review with NDDOT Audit Services
- Attended Cass County (ND) Commission budget hearings

## 803 – Professional Development, Education, and Training

### **Status: 100% Complete.**

- Q1: Review of new MUTCD manual; Registration for conference; MATBUS Traveler Trainer workshop; Attended ND Transportation Conference (March 5-6); Best Practices When Thinking About the Geo in Geospatial Data Governance – March 13th; 2024 ND MPO Directors' 1st Quarter Meeting; FHWA webinar: Prioritization Process Pilot Program (PPPP) Grant: 1/30/2024; Attended APA webinar entitled: "Planning & Zoning for Battery Energy Storage Systems (BESS)"; Completed the Road Safety Champion Program online courses from National Center for Rural Road Safety at the Western Transportation Institute at Montana State University; Attended APA webinar entitled: "Holistic Vision Zero – Equitable & Healthy School Safety"; WTS Q1 Meeting; Webinar – Diversity and Inclusion in the Workplace; Webinar – Drafting Legally Sound Job Descriptions; Webinar – Communicate with Confidence and Credibility; Webinar – The Importance and Impact of Employee Wellness; Webinar – Leading Project Teams for Non-Project Managers; Webinar – AI for Assistants
- Q2: Attended TAMP Workshop in Bismarck on June 12th; Participated in MnDOT performance measure webinar on June 27th; Attend the Chamber: Eggs and Issues: Behind the Scene: Community Safety Update (4/2/2024); Attend FHWA webinar: MUTCD 11th Edition Updates (4/11/2024); Attend FHWA webinar: Programmatic Mitigation Planning (4/22/2024); Attend USDOT webinar: Climate Change Center 2024 Webinar Series (4/26/2024); Attend AMPO webinar: Active Transportation Quarter 2 Webinar (6/13/2024); Attend USDOT webinar: Meaningful Public Involvement in Transportation Decision Making Training (6/14/2024); Attend Congress for the New Urbanism webinar: On the Park Bench - Author's Forum: Killed by a Traffic Engineer (6/25/2024); Attended various professional development/training webinars on various transportation-related topics.
- Q3: Attended the ND Planning Association Annual Conference on September 18; Participated in the Post Disaster Housing Resilience webinar on August 27; Attended Safe Routes to School Infrastructure grants webinar September 11; Attended USDOT webinar: Equity in Roadway Safety Webinar Series: Roadway Safety for People Experiencing Homelessness (9/4/2024); Ongoing research regarding Metro COG policies and procedures; Reading and review of

documents, MTP, PPP, TIP, and UPWP with appropriate staff; Researched 2025 Training opportunities and various upcoming trainings and webinars; Attended various professional development/training webinars on various transportation-related topics.

- Q4: Attended and participated in the 2024 Bi-State MPO Workshop Oct 29-31; Attended various webinars and training sessions for professional development and certificate maintenance; Researched 2025 Training opportunities and various upcoming trainings and webinars; Attended various professional development/training webinars on various transportation-related topics.

## 900 PUBLICATIONS, PUBLIC INFORMATION, AND COMMUNICATIONS

2024 Budget	Amount Billed	Percent Billed
\$20,589.16	\$	%

### 901 – Metro COG Newsletter

**Status: 100% Complete.**

- Q1: no activities reported in the first quarter
- Q2: no activities reported in the second quarter
- Q3: no activities reported in the third quarter
- Q4: no activities reported in the fourth quarter

### 902 – Website and Social Media

**Status: 100% Complete.**

- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and maintenance on BIKEFM website
- Released Request for Proposals, with supplemental and subsequent information
- Reviewed the website for overall updates and consistency
- Reviewed status of projects on website and reminded staff to update project information
- Posted TIP information to website and social media accounts
- Worked with Consultant Teams to place Public Input opportunities on Metro COG's Facebook page and project websites, strategized ad placement and ad boosts for Public Input opportunities

## 1000 COMMUNITY PLANNING AND TECHNICAL ASSISTANCE\*

2024 Budget	Amount Billed	Percent Billed
\$22,799.68	\$	N/A

\*This category is paid for using 100 percent local funds, with hourly billing rates plus an indirect rate multiplier, as approved by NDDOT. Amount billed reflects staff time only, and not the use of the indirect rate. Because of this, the percent billed is not applicable.

## 2024-1001 – Cass-Clay Food Systems Advisory Commission

### **Status: 100% Complete.**

- Preparation of agenda and packet materials for Cass Clay Food Commission meetings
- Transcribed minutes from previous meetings
- Preparation and participation of steering committee meetings
- Metropolitan Food Systems Plan update
- Staffed public input table at various events

## 2024 Financials

### Budget Summary by Unified Work Program (UPWP) Element

Metro COG programmed 2024 operations and overhead budget of approximately \$312,205 and a 2024 contracted planning budget of approximately \$1,047,474.00 in the original 2023-2024 Unified Planning Work Program (UPWP) on September 14, 2022.

At the end of 2023, Metro COG prepared a “carryover” amendment for projects which were already underway, and projects scheduled for 2023 that had been delayed, both of which were to utilize 2023 programmed funds. This had been the normal practice for Metro COG and all the North Dakota MPOs for many years. At the Fall NDDOT-MPO Directors meeting in Bismarck on September 15, 2023, NDDOT informed the MPOs that beginning in 2025, CPG funds would be distributed via one-year contracts, not two-year contracts, which had been the usual practice. It was also announced that there would no longer be any “carryover” of CPG funds from one year to the next, but that any projects that were already underway “would be kept whole” by re-obligation of funds after the first of the year. Metro COG’s “carryover” amendment (Amendment #5) was approved by Policy Board on December 21, 2023 and forward to NDDOT and FHWA for final approval.

At a meeting with NDDOT on February 1, 2024, Metro COG staff was informed that there would be no “carryover” of 2023 funds because they had decided to move up the annual distribution schedule from 2025 to 2024. This created a budget shortfall of approximately \$812,274 for projects that were currently underway and projects that were programmed with 2023 CPG funds that had not yet begun. This meant that “carryover” Amendment #5 was not approved by NDDOT or FHWA and that a new UPWP amendment was necessary to revise and update the UPWP budget for 2024. Metro COG staff immediately began preparing its first UPWP amendment of 2024. A total of two amendments to the 2023-2024 UPWP were approved by the Policy Board in 2024. A summary of the two UPWP amendments adopted in 2024 follows.

### **Amendment #1**

UPWP Amendment #5 (numbered as “5” since an earlier amendment numbered “5” was never approved. This amendment was prepared to reallocate 2024 CPG funds to projects due to the shortfall of the \$812, 274 “carryover” amount which was not carried over. With projects unfunded and others partially funded, Metro COG staff reprogrammed projects and funding utilizing the available 2024 funds and pushed several others out into 2025. The listing below details how this was proposed:



Projects Programmed for 2024 and Proposed for 2024 Funding:

- NDSU-ATAC Annual Participation
- 2050 Metropolitan Transportation Plan Update (Year 2 of 3)
- 2050 Metropolitan Transportation Plan Update (Year 3 of 3)
- West Perimeter Highway Corridor Study
- Moorhead I-94/20<sup>th</sup> Street Interchange Analysis (Year 1 of 2)
- Moorhead I-94/20<sup>th</sup> Street Interchange Analysis (Year 2 of 2)
- Uni-10 Corridor Study (Year 3 of 3)
- Signalized Intersection Data Collection and Reporting (Year 2 of 3)
- Moorhead Intersection Traffic Data Collection (Year 2 of 3)
- Moorhead Intersection Traffic Data Collection (Year 3 of 3)
- Horace Downtown/Core Neighborhoods Plan (Year 1 of 2)
- Horace Downtown/Core Neighborhoods Plan (Complete Streets)
- Heartland Trail Alignment Analysis (Year 1 of 2)

Projects to be Programmed for 2025 Funding:

- Heartland Trail Alignment Analysis (Year 2 of 2)
- Horace Downtown/Core Neighborhoods Plan (Year 2 of 2)
- Metro Railroad Needs Study
- Vehicular Bridge Crossing Study at 76<sup>th</sup> Avenue S & 100<sup>th</sup> Avenue S
- 15<sup>th</sup> Avenue N Corridor Study in Dilworth
- 13<sup>th</sup> Avenue S (or 15<sup>th</sup> Street W) Overpass at I-94 & Sheyenne Diversion
- Signalized Intersection Data Collection and Reporting-Exp. (Year 3 of 3)

This amendment was reluctantly approved by the Policy Board on February 15 and forwarded to NDDOT and FHWA for review. Metro COG staff worked with NDDOT and FHWA to revise the project listing and funding for two months with very little progress made.

On March 4, 2024, a letter was sent to North Dakota Governor Doug Burgum from the Policy Board requesting re-obligation of the \$812,274 in 2023 CPG funds which had not been carried over to 2024. After a meeting with NDDOT Director Ron Henke and several Policy Board members, the funds were re-obligated and work began in earnest on a new UPWP amendment to program the funds for projects.

## **Amendment #2**

Work began on UPWP Amendment #5 (again, numbered "5" since the February UPWP amendment had not been approved) to program the additional \$812, 274 in re-obligated CPG funds. Realizing that by the time the funds could be approved that only half the year would remain to expend those funds, Metro COG staff met with local jurisdictions to develop new projects which could utilize the CPG funds in a timely manner. The list below includes both newly programmed projects and increased funding for others:

- Dilworth 8<sup>th</sup> Avenue Extension Study – new
- Dilworth 15<sup>th</sup> Avenue Corridor Study – new
- Kindred Comprehensive Plan – new
- West 94 Area Transportation Plan – project scope expanded and funding increased
- Heartland Trail Alignment Analysis – funding increased for 2024 to expedite completion

Metro COG overhead was also increased to accommodate the purchase of a new system server, laptop computers, the large-size plotter and the two smaller video monitors in the conference room. The third Amendment #5 was approved by the Policy Board on June 24 and forwarded to NDDOT and FHWA, which approved the amendment on July 16.

### **2025-2026 UPWP and Proposed Budget**

Metro COG completed its 2025-2026 UPWP in early October. No new CPG-funded consultant projects were proposed for 2025. However, many 2024 projects which are still underway, will be completed in 2025, utilizing programmed 2025 CPG funds. Two new projects for 2025 will be completed in-house by Metro COG staff: West Fargo Public Schools Safe Routes to School Plan Update (which will conclude in 2026) and an update to Dilworth's Comprehensive & Transportation Plan. Only one new planning project has been proposed for the 2026 UPWP due to the amount of estimated funding provided by NDDOT for that year, although a list of potential projects have been identified in the UPWP, should additional funding become available.

### **2025 Consolidated Planning Grant (CPG) Contract**

Metro COG received its 2025 UPWP Contract on November 26, which was approved by the Policy Board on December 19. The contract amount was for \$1,720,254.33. Metro COG received authorization from FHWA on December 30, so work could begin on January 1, 2025, utilizing the 2025 funds without delay.

### **2024 Year-End UPWP and Budget Closeout**

Throughout 2024, various NDDOT-MPO meetings and discussions have been held regarding the process to re-obligate unused CPG funds to the MPOs. As of this date, no process has been adopted or implemented by NDDOT. However, it has been indicated that once the MPOs have closed out their UPWP Budgets for the previous year and an accurate accounting of the unused CPG funds can be completed, NDDOT will redistribute what will be the unused 2024 CPG funds to the MPOs for inclusion into their 2026 UPWP budgets. This would take place at the end of March or beginning of April. No formula or guidelines for how to distribute the re-obligation funds has been developed or approved and there is still the lingering question by the MPOs about the possible re-obligation of unused 2024 CPG funds in 2025 in order to complete projects which are nearing completion, instead of having them placed on hold until the following year, if unable to receive funds any sooner.

With the traditional process of "carrying over" of funds no longer in place, closing out the UPWP and Budget is very different than in years past, and is now more akin to a year-end accounting procedure, since any unused funds will be "lost" by the MPOs and become part of the proposed "re-obligation amount" which NDDOT has indicated could be incorporated into the MPOs 2026 UPWP Budgets. Depending on the amount, Metro COG may need to prepare a UPWP or an administrative modification to close out the 2024 UPWP budget. Metro COG had planned to close out its 2024 budget in January, but with the Policy Board meeting so close to the middle of the month, staff has still not received all invoices from December and will have to close out the 2024 budget year in February.

**To:** Policy Board  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** January 10, 2025  
**Re:** **2025-2028 Transportation Improvement Program (TIP) Amendment 3**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in person and via Zoom Video Communications on Thursday, January 9, 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, December 25, 2024, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, January 9, 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 4220019:** Fargo rehabilitation of bridge on 36<sup>th</sup> Street South at Rose Coulee (2025). Updated project cost.
2. **Modification of Project 9240029:** NDDOT deck overlay and approach slabs of I-29 North bound at Rose Coulee (2025). Updated project cost. And moving project year from 2027 to 2025.
3. **Modification of Project 9240030:** NDDOT deck overlay and approach slabs of I-29 South bound at Rose Coulee (2025). Updated project cost. And moving project year from 2027 to 2025.
4. **Modification of Project 9240051:** NDDOT safety improvements at I-29 and ND 46 (2025). Updated project cost and breakdown.
5. **New Project 3253045:** West Fargo Rail Road overpass for 9<sup>th</sup> Street NE (2025).
6. **New Project 4253046:** Fargo removing negative left turn offsets at the intersection of 19<sup>th</sup> Avenue North and University Drive (2025).
7. **New Project 9253047:** NDDOT installation of cameras, Dynamic Message Signs, and other Intelligent Transportation Systems (2026).



Metro COG staff presented the information contained in Amendment 3 to the TTC at their regularly scheduled meeting on January 9, 2025. The TTC commented that project 9253047 was shown in 2025 but is actually a 2026 project. The year of this project has been verified and updated to 2026. The TTC unanimously recommended the Policy Board approve the TIP amendment. No comments were received from the public during the public comment period.

At the TTC meeting, NDDOT informed the group that the 2025-2028 STIP and TIP have been approved and signed by FHWA and FTA.

See **Attachment 1** for more detailed project information.

**Requested Action:** Approve Amendment 3 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

**To:** Metro COG Policy Board  
**From:** Dan Farnsworth, Transportation Planner  
**Date:** January 10, 2025  
**Re:** **Moorhead Safe Routes to School Plan**

Per the request of the City of Moorhead, Metro COG developed the Moorhead Safe Routes to School Plan, which began in early 2024. The planning study was conducted in cooperation with the Moorhead School District, City of Moorhead, and PartnerSHIP 4 Health. The plan also involved public and parent engagement as well as student surveys to help inform and guide the study.

The purpose of the study is to lay out a framework to make walking and biking to school safe and more inviting for students. The study identifies existing challenges, safety concerns, policies, and recommends improvements which can improve the walking and biking to/from Moorhead's public schools.

The draft plan can be viewed at the following link:  
[www.fmmetrocog.org/MoorheadSRTS/FinalPlan](http://www.fmmetrocog.org/MoorheadSRTS/FinalPlan).

At their regular meeting on Thursday, January 9<sup>th</sup>, the TTC unanimously recommended approval of the plan to the Policy Board. Metro COG staff will be presenting this plan to the Moorhead City Council and Moorhead Public Schools on Monday, January 13<sup>th</sup> and will be bringing this plan forward to Metro COG's Policy Board on January 16<sup>th</sup>.

**Requested Action:** Approval of the Moorhead Safe Routes to School Plan.