

Agenda Item A3, Attachment 1

549th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, January 19th, 2018 – 4:00 pm
Metro COG Conference Room

Members Present:

Chris	Brungardt	City of West Fargo (alternate for Mark Wentz)
Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission

Members Absent:

Shara	Fischer	Fargo Planning Commission
Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Sharon	May	Horace City Commission (via telephone)
Mark	Wentz	West Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

- A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 9:00 AM, on January 19, 2018 by out-going Chair Elmer, noting a quorum was present. Introductions were made.
- A2. Election of Metro COG Policy Board Officers**
Out-going Chair Elmer presented the Policy Board chair rotation schedule. Chair Rasmussen talked about a possible two-year chair term, as it is a large learning curve. Mr. Simmons stated a number of concerns, but suggested more involvement from the Vice Chair. Discussion continued, with Chair Rasmussen suggesting the discussion be tabled until a new Executive Director has been hired.
- MOTION: Approve the Election of Arland Rasmussen (Cass County) as Chair, and Jenny Mongeau (Clay County) as Vice Chair of the 2018 Policy Board.***
Mr. Strand moved, seconded by Mr. Simmons.
MOTION, passed. 11-0.
Motion carried unanimously.
- A3. Approve Order and Contents of Overall Agenda, approved**
Chair Rasmussen asked for approval for the overall agenda, stating that the December meeting did not meet quorum, so a number of the items have been added to the Consent Agenda. Any items that need further discussion can be moved into the Regular Agenda if necessary. Chair Rasmussen noted that item #9 has been revised to remove the “Annual Reports,” as the contents need updating.
- MOTION: Approve the contents of the Overall Agenda of the 549th Policy Board Meeting, as amended.***
Ms. Mongeau moved, seconded by Mr. Simmons.
MOTION, passed. 11-0.
Motion carried unanimously.
- A4. Past Meeting Minutes, approved**
Chair Rasmussen asked for approval of the Minutes of the November 16th, 2017 Meeting. Ms. Leach noted one revision since the original mailing of the packet; incorrect wording under Consent Agenda Item 3 concerning the Fargo Area Public Information Coordinator, and that it was previously held by Flint Communications, not currently held, as previously stated.
- MOTION: Approve the November 16, 2017 Policy Board Meeting Minutes.***
Mr. Spaulding moved, seconded by Ms. Elmer.
MOTION, passed. 11-0.
Motion carried unanimously.
- A5. Past Meeting Minutes, approved**
Chair Rasmussen asked for approval of the Minutes of the December 21st, 2017 Meeting.
- MOTION: Approve the December 21, 2017 Policy Board Meeting Minutes.***
Mr. Simmons moved, seconded by Ms. Elmer.
MOTION, passed. 11-0.
Motion carried unanimously.

A6. Monthly Bills, approved

Chair Rasmussen asked for approval of the January 2018 Bills as listed on Attachment 1.

MOTION: Approve the January 2018 Bills List.

Mr. Gunkelman moved, seconded by Mr. Simmons.

MOTION, passed. 11-0.

Motion carried unanimously.

B. CONSENT AGENDA

B1. Chair Rasmussen asked for approval of Items 1-10 on the Consent Agenda.

1. December 2017/January 2018 Month End Budget Reports
2. Auditing Services Consultant Selection and Contract
3. Metro COG 2045 LRTP Consultant Selection and Contract
4. Policy Board 2018 Meeting Schedule
5. Metro COG Administrative Policies
6. Metro COG Personnel Policies
7. Prioritize Transportation Alternative (TA) Applications
8. Casselton Comprehensive & Transportation Plan Contract and Scope of Work
9. 2017 Fourth Quarter Report
10. FHWA Performance Measure #1

MOTION: Approve Items 1-10 on the Consent Agenda.

Ms. Mongeau moved, seconded by Mr. Spaulding.

MOTION, passed. 11-0.

Motion carried unanimously.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public comments were made or received.

No MOTION

C2. Metro COG UPWP Amendment #5

Mr. Maddox presented the UPWP Amendment #5. The amendment includes the carryover balance of contracted projects, the hiring of an additional planner, and reconciliation of hour overages in the work categories. Ms. Elmer questioned if the studies necessitated by the possible Diversion could possibly get their local match from the Diversion Authority. Mr. Piepkorn stated that it could be a likely possibility, and discussion followed with how to include Metro COG into the Diversion Authority.

MOTION: Approve the proposed Amendment #5 to the Unified Planning Work Program (UPWP)

Mr. Simmons moved, seconded by Mr. Gunkelman.

MOTION, passed. 11-0

Motion carried unanimously.

C3. Contract Extension with Your CFO, Inc.

Mr. Maddox and the Executive Committee came forward with a recommendation to extend the current contract with Your CFO, Inc for six (6) months, and wait until a new Executive Director has been hired.

MOTION: Approve the proposed Addendum #1 to the Accounting Services contract with Your CFO, Inc.

Ms. Elmer moved, seconded by Mr. Simmons.

MOTION, passed. 11-0.

Motion carried unanimously.

C4. Metro COG Articles of Association

Mr. Maddox presented a revised version of the Articles of Association. When Horace was added as a voting member, the Bylaws were updated, but not the Articles of Association.

MOTION: Approve the proposed modifications to the Articles of Association

Mr. Piepkorn moved, seconded by Mr. Spaulding.

MOTION, passed. 11-0.

Motion carried unanimously.

C5. Metro COG Organizational Structure

Mr. Maddox presented a proposed revised Organizational Structure for the agency. Currently, the structure is flat. The proposed change would have the Senior Transportation planner as an oversight for the planning studies, while leaving the director more opportunity for community outreach and administrative tasks. Discussion included concerns over the flat structure, and then questioning whether this is the appropriate time to be changing policies, etc.

MOTION: Table the motion

Mr. Strand moved, seconded by Ms. Mongeau.

MOTION, failed. 6-5.

MOTION: Approve changes to the Metro COG Organizational Structure

Mr. Simmons moved, seconded by Mr. Gunkelman.

MOTION, Passed. 6-5.

C6. 2018 Competitive Wage Adjustment

Mr. Maddox presented the 2018 Competitive Wage Adjustment. The standing policy is to follow the City of Fargo's pay scale, and the City of Fargo just approved a 2% competitive wage adjustment to its employees, starting January 1st.

MOTION: Approve the 2% Competitive Wage Adjustment for 2018

Mr. Simmons moved, seconded by Mr. Schneider.

MOTION, passed. 11-0.

Motion carried unanimously.

C7. Metro COG Policy Board Chair Term

Chair Rasmussen noted that this topic was discussed during Agenda Item A2, the election of Policy Board Officers.

No MOTION.

C8. Additional CPG Projects

Mr. Maddox presented an update on the CPG balances, and provided a list of possible projects that the CPG could be applied to, with local match.

No MOTION.

C9. Title VI Optional Reporting Request

Mr. Altenburg informed voting Policy Board members of an optional, anonymous survey, as part of the annual Title VI report.

No MOTION.

D. Additional Business

Chair Rasmussen gave an update on the Executive Director interview process. A compensation for Mr. Maddox's interim period was also discussed. Mr. Piepkorn suggested the Executive Committee figure out what is "owed," and that it can appear on the next meeting's Consent Agenda.

E. Adjourn

MOTION: Adjourn the 549th Meeting of the FM Metro COG Policy Board

Ms. Elmer moved, seconded by Ms. Mongeau.

MOTION, passed. 11-0.

Motion carried unanimously.

The 549th Meeting of the FM Metro COG Policy Board held Friday, January 9th, 2018 was adjourned at 10:28 a.m.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD February 8th, 2018, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary