

**614th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, April 20, 2023 – 4:00 pm**

Members Present:

Brent	Behm	Moorhead Planning Commission (alt for Steve Lindaas)
Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission
Deb	White	Moorhead City Council

Members Absent:

Amanda	George	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Denise	Kolpack	Fargo City Commission
Steve	Lindaas	Moorhead City Council
Jeff	Trudeau	Horace City Council
Aaron	Murra	NDDOT – Fargo District (ex-officio)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Matthew	Huettl	HDR, Inc.
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG

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

The meeting was called to order at 4:00 pm, on April 20, 2023 by Chair Hendrickson, noting a quorum was present. Introductions were made.

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

Chair Hendrickson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the April 20, 2023 Policy Board Meeting.

Mr. Strand moved, seconded by Ms. Nash

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

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

**MOTION: Approve the March 16, 2023 Policy Board Meeting Minutes.
Mr. Olson moved, seconded by Mr. Breitling
MOTION, passed
Motion carried unanimously.**

1d. Past Meeting Minutes, approved

Chair Hendrickson asked for approval of the Minutes of the April 6, 2023 Special Meeting.

**MOTION: Approve the April 6, 2023 Special Policy Board Meeting Minutes.
Mr. Olson moved, seconded by Mr. Breitling
MOTION, passed
Motion carried unanimously.**

1e. Monthly Bills, approved

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

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

2. CONSENT AGENDA

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

- a. March Month End Report
- b. 25th Street Corridor Study – Contract Amendment #1
- c. Fargo Transportation Plan – Contract Amendment #2
- d. Metro COG Q1 Report

**MOTION: Approve Items a-d on the Consent Agenda.
Mr. Breitling moved, seconded by Ms. Nash
MOTION, passed
Motion carried unanimously.**

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2023-2026 Transportation Improvement Program Amendment #6

Mr. Bervik presented Amendment #6 to the 2023-2026 Transportation Improvement Program. A public notice was published in The Forum of Fargo-Moorhead on Wednesday, April 5, 2023, 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 all public comments will be accepted until 12:00 p.m. (noon) on Thursday, April 20, 2023.

The proposed amendment to the 2023-2026 TIP is as follows:

1. Modification of Project 0235032: Electric Vehicle Readiness Study across all Metro COG jurisdictions (2023). Updated project description.
2. New Project 4236033: Replacing lighting heads with LED lighting heads throughout the City of Fargo. (2023).

Chair Hendrickson opened the item for Public Comment. No comments were heard.

**MOTION: Approve Amendment 6 of the Metro COG 2023-2026 Transportation Improvement Program (TIP).
Mr. Olson moved, seconded by Ms. Nash
MOTION, passed
Motion carried unanimously.**

3c. Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan RFP

Mr. Altenburg presented the Safe Streets and Roads for All (SS4A) request for proposals. Metro COG is seeking review and recommendation of the draft Request for Proposals (RFP) for the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan (CSAP). The plan is intended to provide a framework of innovative strategies and implementation actions intended to reduce transportation-related fatalities and serious injuries and support federal safety initiatives.

The CSAP will identify safety issues and specific actions that can be implemented to improve safety for people traveling by any mode throughout the region. The plan will develop recommendations for both motorized and non-motorized modes in the roadway network as well as other elements including land use, transit, freight, and other community factors to create a comprehensive course of action. The plan will address federal and state regulations, including design guidance as well as performance management goals, measures, and targets, and will promote equitable outcomes.

A budget of \$250,000 has been allocated for this study with 80 percent (\$200,000) coming from an SS4A Action Plan Grant that was awarded to Metro COG on January 31. The selection award requires a 20 percent (\$50,000) local match. It is proposed that the project would begin in early June 2023 and be completed by November 2024.

**MOTION: Approve the Safe Streets and Roads for All (SS4A) Comprehensive Safety Action Plan RFP.
Mr. Piepkorn moved, seconded by Ms. Nash**

MOTION, passed
Motion carried unanimously.

3d. Electric Vehicle Readiness Study Consultant Selection

Mr. Altenburg presented HDR as the highest-ranked consultant that proposed on the RFP. In February, Metro COG's Policy Board approved the RFP to secure a consultant to complete the technical and planning tasks outlined in the scope of work under an approved budget of \$150,000. Metro COG received five proposals before the March 24 closing date from the following lead consultants: Alliant, HDR, SRF, Stantec, and WSB. The selection committee met with and interviewed consultants on April 6 and April 10 to further understand each consultant's technical qualifications, task deliverables, and past project experience. Selection committee members included Metro COG, City of West Fargo, City of Fargo, City of Dilworth, City of Moorhead, Cass County, Moorhead Public Service, and Clay County.

Based on scoring criteria, written technical proposals, and in-person interviews, the selection committee has chosen the proposal submitted by HDR.

The initial cost proposal form submitted by HDR is \$149,953.83. Total project costs would be split 80 percent between funding through the Carbon Reduction Program (CRP) and a 20 percent local match from Metro COG's member jurisdictions. A CRP project agreement is required before a contract with the consultant can be signed. It is anticipated that this agreement will be ready in May.

Ms. White asked if the study will look at the existing parking structures, and if they will be able to withstand the extra weight of electric vehicles, as EVs weigh significantly more than non-EV vehicles. Mr. Altenburg said it was not in the scope of work, but will be discussed with the consultant.

MOTION: Approve of the selection of HDR to complete the Electric Vehicle Readiness Study pending contract negotiations to finalize the scope and fee, and the development of a final CRP project agreement with NDDOT.
Mr. Strand moved, seconded by Mr. Olson

MOTION, passed
Motion carried unanimously.

3e. Moorhead I-94 & 20th St Interchange Analysis – Consultant Selection

Mr. Farnsworth presented Stantec as the highest-ranked consulting firm who proposed on the RFP. This project has a budgeted amount of \$150,000 (\$120,000 funded using Federal CPG funds, \$15,000 using MnDOT funds, and \$15,000 using City of Moorhead funds).

The deadline for consulting firms to submit proposals was March 17th. Metro COG received proposals from three firms – KLJ, Stantec, and WSB.

Metro COG and the consultant selection panel met on Tuesday April 11th to interview the firms and select the top ranked firm. Upon interviews with the three consultant teams, Stantec was the highest ranked firm. Stantec's cost proposal came in at \$149,945.56, which is within the budgeted amount.

Mr. Piepkorn asked what the project timeline for this study will be. Mr. Farnsworth said that once the contracts with NDDOT and MnDOT are approved, the study itself would take about a year to complete.

MOTION: Approval of Metro COG entering into a contract with Stantec for the Moorhead I-94 & 20th St Interchange Analysis.

Ms. White moved, seconded by Mr. Behm

MOTION, passed

Motion carried unanimously.

3f. West Metro Perimeter Highway Study RFP

Mr. Farnsworth presented the Request for Proposals for the West Metro Perimeter Highway Study. The purpose of this study is to determine the feasibility, alignment, costs, and right-of-way necessary for a perimeter highway just west of the Fargo-Moorhead metro area. This study will build off of the Interstate Operations Analysis which is approaching completion.

A portion of this perimeter highway is anticipated to be adjacent to the FM Area Diversion where land has been acquired for the Diversion project. The timing of this study is critical in that excess right-of-way purchased for the Diversion project is available for use of a potential perimeter highway. In the near future, this property will need to be placed on the market, however the opportunity exists for the County to purchase this property which could be used for a future highway corridor.

The West Metro Perimeter Highway Study will be a consultant-led study and is in Metro COG's Unified Planning Work Program (UPWP) (Amendment 1) for the year 2023. The budget for this study is \$250,000 with 80% (\$200,000) coming from Metro COG's CPG funds and 20% (\$50,000) from Cass County.

Mr. Olson asked if the study is looking into economics of a potential highway. Mr. Farnsworth said that the study does not intend to study that, but more into land use and jurisdiction. No-build scenarios may tie into the Diversion Recreation Plan as well. Mr. Strand said he would like the study to include allowances for a Diversion recreation component.

MOTION: Approval of the West Metro Perimeter Highway Study RFP

Mr. Schneider moved, seconded by Ms. Nash

MOTION, passed

Motion carried unanimously.

3g. Updated Urbanized Area Boundary Proposal

Mr. Capps presented the proposed updated Urbanized Area Boundary. Metro COG followed parameters as instructed by FHWA and NDDOT to create the proposed boundary:

- Boundary needs to encompass the entire Census Urban Area Boundary
- The boundary should encompass one contiguous area
- Maintain consistency with highway functional classifications
- The boundary should not split roadways or ramps
- Simple, without irregularities
- Align with existing planning boundaries or other physical features
- The boundary should include areas with urban characteristics, such as airports, industrial areas, transportation terminals, major activity centers, etc.

After internal discussion and consideration of the UZA guidance provided by FHWA and NDDOT, we believe the most proactive approach to updating the UZA is to extend the boundary to ¼ mile west of the diversion footprint.

City boundaries were used in some instances where a significant roadway or the diversion alignment did not make sense. The inclusion of the City of Harwood in the UZA is recommended due to the adjacency to the City of Fargo as well as the city's proximity to the interchange at I-29 and County Road 17/22.

MOTION: Policy Board approval of the Proposed Urban Boundary Map for NDDOT Preliminary Submittal.

Ms. Preston moved, seconded by Mr. Breittling

MOTION, passed

Motion carried unanimously.

3h. Potential 2023 and 2024 UPWP Amendments

On March 13 of 2023, Metro COG participated in the ND MPO Directors' Meeting – 1st Quarter 2023. This meeting involves staff from the MPOs, NDDOT, FHWA, FTA, and in this particular case, City of Minot staff, since Minot will be designated as a new MPO starting in FY 2024.

NDDOT explained that FHWA is scrutinizing the lag in spending of Consolidated Planning Grant (CPG) funds designated for North Dakota MPOs. In an effort to get the funds programmed and authorized for use, NDDOT asked the three MPOs for an updated 2023 budget. Metro COG is already in a position where our UPWP needs to be updated to:

- add the Safe Streets for All (SS4A) Safety Action Plan and adjust staff hours to accommodate time spent on the plan,
- adjust a few operations and overhead costs, including the need for a new and upgraded server.

Several project-related opportunities have arisen and have been discussed with local partners.

4. Additional Business

Metro COG Staff wanted to recognize Ms. Gray's last Policy Board meeting, as she will be retiring at the end of the Month.

5. Adjourn

The 614th Meeting of the FM Metro COG Policy Board held Thursday, April 20, 2023 was adjourned at 5:30 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 18, 2023, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant