

The 590th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, June 17, 2021 – 4:00 p.m.
Fargo, North Dakota

OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the May 20, 2021 Board Meeting Action Item
 - d. Approve June 2021 Bills Action Item
2. Consent Agenda **Action Item**
 - a. May End of Month Report
 - b. Executive Director Annual Review
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. Outreach to Non-Member Jurisdictions in MPA Update Information Item
 - c. UPWP Project Status Information Item
 - d. MPO Mid-Year Review Summary Information Item
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, July 15, 2021 at 4:00 p.m.

Due to ongoing public health concerns related to COVID-19, Metro COG is encouraging citizens to provide their comments on agenda items via email to leach@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

For Public Participation, please REGISTER with the following link:
https://us02web.zoom.us/webinar/register/WN_hC9SXfKKQe2x-w3N_2Xiyg

Red 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 Savanna Leach, Metro COG Executive Assistant, 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.

Agenda Item 1c, Attachment 1

**589th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, May 20, 2021 – 4:00 pm
Zoom Web Conference**

Members Present:

| | | |
|---------|-------------|----------------------------|
| Amanda | George | West Fargo City Commission |
| Matthew | Gilbertson | Moorhead City Council |
| John | Gunkelman | Fargo Planning Commission |
| Chuck | Hendrickson | Moorhead City Council |
| Jim | Kapitan | Cass County Commission |
| Steve | Lindaas | Moorhead City Council |
| Jenny | Mongeau | Clay County Commission |
| Julie | Nash | Dilworth City Council |
| Brad | Olson | West Fargo City Commission |
| Rocky | Schneider | Fargo Planning Commission |
| John | Strand | Fargo City Commission |
| Scott | Stofferahn | Fargo Planning Commission |
| Jeff | Trudeau | Horace City Council |

Members Absent:

| | | |
|---------|----------|---------------------------|
| Tony | Gehrig | Fargo City Commission |
| Dave | Piepkorn | Fargo City Commission |
| Arlette | Preston | Fargo City Commission |
| Maranda | Tasa | Fargo Planning Commission |

Others Present:

| | | |
|---------|-------------|------------------------|
| Adam | Altenburg | Metro COG |
| Luke | Champa | Metro COG |
| Ari | Del Rosario | Metro COG |
| Dan | Farnsworth | Metro COG |
| Cindy | Gray | Metro COG |
| Savanna | Leach | Metro COG |
| Michael | Maddox | Metro COG |
| Jeremy | Smerage | Horrock Engineers |
| Bob | Walton | NDDOT – Fargo District |
| Shiloh | Wahl | MnDOT – District 4 |

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

The meeting was called to order at 4:00 pm, on May 20, 2021 by Chair Nash, noting a quorum was present. Introductions were made.

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

Chair Nash asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the May 20, 2021 Policy Board Meeting.

Ms. Mongeau moved, seconded by Mr. Lindaas

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Nash asked for approval of the Minutes of the April 15, 2021 Meeting.

MOTION: Approve the April 15, 2021 Policy Board Meeting Minutes.

Mr. Hendrickson moved, seconded by Mr. Kapitan

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Nash asked for approval of the May 2021 Bills as listed on Attachment 1d.

MOTION: Approve the May 2021 Bills List.

Mr. Kapitan moved, seconded by Mr. Olson

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

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

a. April Month End Report

b. 2021 Household and Employment Data Purchase

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

Mr. Strand moved, seconded by Mr. Lindaas

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. FM Metro Bicycle and Pedestrian Plan Update Consultant Selection

Mr. Farnsworth presented Alta Planning + Design as the highest ranked consultant for the FM Metro Bicycle and Pedestrian Plan Update. Metro COG received three proposals from Alta, Ulteig Engineering, and Toole Design.

Alta's cost proposal came in at \$169,951, which is within the project's budgeted amount of \$170,000.

MOTION: Approval of the selection of Alta Planning + Design as the consultant for the Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan Update and authorization of the Executive Director to enter into contract with Alta Planning + Design after negotiations.

Mr. Stofferahn moved, seconded by Ms. Mongeau.

MOTION, passed

Motion carried unanimously.

3c. 17th Street North Corridor Study Final Report

Mr. Farnsworth and Mr. Champa presented the final report for the Moorhead 17th Street North Corridor Study.

The project had a 100% virtual Public Input, as the project spanned most of the COVID-19 pandemic and nationwide shut down. Despite the virtual approach, there was a high turnout for returned surveys and public comment.

The recommended alternatives include on-street bike lanes, 10' shared-use paths, and marked crosswalks.

The Moorhead Planning Commission, Moorhead City Council, and the Transportation Technical Committee all recommended Policy Board approval of the 17th Street North Corridor Study final report.

MOTION: Approve the 17th Street North Corridor Study Final Report.

Mr. Olson moved, seconded by Mr. Kapitan.

MOTION, passed

Motion carried unanimously.

3d. Draft 2022 Budget

Ms. Gray presented the draft 2022 Metro COG budget. Metro COG develops its budget for the next fiscal year in the spring to present to the local jurisdictions for their budget development. The components of Metro COG's 2022 budget include overhead and operations costs, and contracted projects.

Increases from 2021 include estimates of increased medical/dental/vision insurance and HSA costs, an estimated annual salary adjustment, salary step increases, and estimated increases in several areas of overhead. The details of our operations and overhead costs were reviewed with the Executive Committee at their May meeting.

The Transportation Technical Committee was given three options in regards to the potential to change the dues structure:

Option 1 - Recommend approval of the draft 2022 budget to the Policy Board using the approved local dues formula.

Option 2 – Recommend approval of the draft 2022 budget to the Policy Board using a revised dues formula based on the 2019 population estimates.

Option 3 – Recommend approval of the draft 2022 budget to the Policy Board using an interim dues formula that begins to bring the local match roughly halfway between the existing dues formula and the revised calculations based on the 2019 population estimates.

The TTC recommended Option 2 to the Policy Board. Mr. Olson asked if this process will be updated again once the 2020 census is finalized; Ms. Gray confirmed.

MOTION: Option 2 – Recommend approval of the draft 2022 budget to the Policy Board using a revised dues formula based on the 2019 population estimates.

Mr. Olson moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

3e. 2023-2024 Transportation Alternatives Program Grant Awards

Ms. Gray presented the projects awarded grants for the 2023-2024 Transportation Alternatives Program (TAP).

4. Additional Business

No additional business

5. Adjourn

The 589th Meeting of the FM Metro COG Policy Board held Thursday, May 20, 2021 was adjourned at 4:55 p.m.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD June 17, 2021, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board Members
From: Julie Nash, Policy Board Chair
Date: June 7, 2021
Re: **Executive Director Annual Performance Review**

At our June 2nd meeting, the Metro COG Executive Committee completed the annual review for Cindy Gray, Executive Director. Cindy's work anniversary is June 25th.

The Executive Committee provided a successful or exceptional ranking on all areas of review and recommended a salary step increase, which would move Ms. Gray from Grade 22, Step 8 to Grade 22, Step 9.

Cindy and I met separately to discuss the past year and her goals for the upcoming year. The goals cover a variety of topics, but a primary emphasis is on Metro COG's successful transition to a Transportation Management Area (TMA).

Requested Action: Accept the Executive Committee's annual performance review of the Executive Director and approve the recommended salary step increase.

To: Policy Board Members
From: Cindy Gray
Date: June 11, 2021
Re: **Outreach to Cities in Metropolitan Planning Area**

During 2020, efforts were made to contact cities in Metro COG's Metropolitan Planning Area (MPA) to familiarize them with Metro COG and discuss services and assistance that Metro COG can provide. However, due to COVID19, it seemed that most city halls were closed for a period of time, and most city auditors/administrators were not very interested in discussing big picture planning topics with Metro COG. In the spring of 2021, I again reached out to all of the jurisdictions within the MPA and made contact, in one way or another, with all of them.

Attachment 1 to this memo summarizes the contacts made recently. These contacts have resulted in invitations to attend meetings in Mapleton, Harwood, Argusville, and Glyndon. I will be returning to Mapleton to discuss working with them on a comprehensive plan at their next Council meeting on July 13th. In addition to introducing them to Metro COG as an agency, I presented information about what kinds of services we provide, opportunities for collaboration, and information about current and upcoming projects which may be of interest to them.

The City Auditors/Administrators of Barnesville, Sabin and Kindred all said they would talk with their mayors or City Council about scheduling a short presentation by Metro COG at an upcoming meeting. I will be checking back with them in the near future.

Requested Action: No action – informational item only

Metro COG MPA Contacts - 2021

Agenda Item 3b - Attachment 1

| North Dakota City | Current Membership Status | Contact Person | Position | Email | Phone | Outcome |
|--------------------|---------------------------|------------------|----------------------|--|----------------|--|
| Mapleton | Associate Member | Mary Hinchberger | Auditor | city.mapletonnd@midconetwork.com | 701-282-7992 | Spoke at Planning Commission meeting on May 25, 2021. Attended City Council meeting on June 8th and was asked to return on July 13th to present a scope of work, schedule, and budget for a Comprehensive Plan. Auditor indicated a desire for the City to work with Metro COG on Comp Plan update ASAP. |
| | | Brandon Oye | Sr. Project Manager | brandon.oye@mooreengineeringinc.com | 701-282-4692 | Metro COG Provided two letters of support for Rec Trail Funding Applications |
| Harwood | Associate Member | Casey Eggermont | Auditor | auditor@cityofharwood.com | 701-281-0314 | Exchanged phone messages before connecting. Attended Council meeting on June 7th. Gave presentation and discussed various planning related topics. |
| Casselton | Associate Member | Sheila Klevgard | Auditor | cassaudit@casselton.org | 701-347-4861 | Completed Casselton Comp Plan in 2019 - supported Rec Trail Funding Application in 2021; emailed auditor and public works supervisor offering assistance with any updates to Comp Plan (tweaks) and to speak to Council or Planning Commission about things we're working on. Received call from Char Gust on 5/21/21 re. possibility of doing a downtown parking study. Char discussed with Council and Economic Development Director, and will be meeting with Metro COG during the week of June 14th. |
| Kindred | None | Tabitha Arnaud | Auditor | cityofkindrednd.com | (701) 428-3115 | Emailed the City's email address. No phone number provided on website. Heard back from Tabitha. She said she will visit with the Council about my message. |
| Argusville | None | Mary Howatt | Auditor | auditor@cityofargusville.com | 701-484-5095 | Emailed Mary and asked if I could come visit with the Council and if she and I could talk. Spoke at Argusville's Council meeting on June 7th. |
| Minnesota City | Current Membership Status | Contact Person | Position | Email | Phone | Outcome |
| Sabin | None | Wendy Otte | City Clerk | wendy.otte@cityofsabin.com | 218-789-7312 | Talked and followed up with email. Wendy to ask Council about their interest in a presentation or a visit. Haven't heard back. |
| Barnesville | Associate Member | John Chattin | Interim City Admim. | cityadministrator@barnesvillemn.com | 218-354-2722 | Left phone message. Talked with John on 5/24/21. Followed up with email so he could forward it to the mayor to discuss a possible visit with or presentation to Council. |
| Glyndon | Associate Member | Wendy Affield | City Clerk/Treasurer | waffield@glyndonmn.com | 218-498-2578 | Presented to Glyndon City Council on May 26, 2021. City is looking forward to the SRTS project with Dilworth and Glyndon. They may want us to update a couple of their maps, and may also want a traffic study where one of their streets intersects with a county highway as a result of the school construction and reorientation of the building entrance. |
| Hawley | Associate Member | Lisa Jetvig | City Clerk/Treasurer | ljetvit@ci.hawlely.mn.us | | Emailed Lisa regarding ADA Transition Plan or Inventory. No response. Heard back about zoning ordinance on June 7th. Asking for meeting. |

To: Policy Board Members
From: Cindy Gray, Executive Director
Date: June 11, 2021
Re: **Status of UPWP**

Metro COG is well underway to successfully completing our 2021 Work Program, with the expectation that two projects carried over from 2020 will be completed within the next few months. Attachment 1 on the next page provides a brief summary of projects from 2019-2022.

Based on input from NDDOT about the pace with which Metro COG is using our Consolidated Planning Funds (CPG), I would like to consider a UPWP amendment in July that would push two projects in the 2022 work program to 2021. This includes the Demographic Forecast Update and potentially the Travel Demand Model Update.

In addition, I will be looking for other projects that we may want to add to the work program and will provide more information about this at our meeting.

Requested Action: No action – informational item.

UPWP Status

Agenda Item 3c - Attachment 1

| 2019-2020 Work Program | | Status | Notes |
|-------------------------------|--|---------------|--|
| 2019 | West Fargo 9th St Corridor Study | Complete | |
| 2019 | NW Metro Transportation Plan | Complete | |
| 2019 | FM Diversion Rec Plan | Complete | |
| 2019 | ATAC Intersection Traffic Data | Incomplete | Added intersections in West Fargo |
| 2019 | ATAC ATSPM Setup | Incomplete | Had software issues |
| 2019 | Office Remodel | Complete | |
| 2020 Work Program | | | |
| 2020 | Veterans Boulevard Corridor Extension Study | Incomplete | Slight delay due to consultant staffing and COVID19; expect completion in fall 2021 |
| 2020 | MATBUS TDP | Incomplete | Expect completion summer 2021 |
| 2020 | 17th Street Corridor Study | Complete | |
| 2020 | ATAC Moorhead Traffic Data Collection (2020) | Incomplete | Delayed due to COVID19 (traffic volume abnormalities) |
| 2020 | ATAC Dynamic Traffic Assignment (2020) | Incomplete | Model complete - have not been billed final amount |
| 2021-2022 Work Program | | Status | Notes |
| 2021 | ATAC DTA Scenario Analysis | Incomplete | Will be used for Interstate Ops Analysis, etc. Waiting for addendum from ATAC. |
| 2021 | ATAC Review of HH & Jobs Data for TDM | Incomplete | Waiting for addendum from ATAC. |
| 2021 | ATAC Moorhead Traffic Data Collection (2021) | Incomplete | Waiting for addendum from ATAC. |
| 2021 | 2021 FM Area-wide Traffic Counts | Incomplete | Well underway; complete in fall of 2021 |
| 2021 | 2021 Bicycle & Pedestrian Plan Update | Just starting | Under contract; complete in 2022 |
| 2021 | 2021-22 Interstate Operations Analysis | Just starting | About to be under contract; budgeted thru 2022 |
| 2021 | Fargo Transportation Plan | Underway | Complete in early 2022 |
| 2021 | Red River Greenway Study | Fall '21 | Complete RFP ASAP; draft already complete |
| 2021 | HH & Jobs Data | Fall '21 | Purchase underway |
| 2021 | Remix Software Purchase | June, 2021 | Under new contract for purchase as of June 11, 2021 |
| 2021 | Clay County Comprehensive Plan | Underway | Internal Project, to be complete in 2021 |
| 2021 | West Fargo Traffic Calming Study | Underway | Internal Project, to be complete in 2021 |
| 2021 | Dilworth Glyndon SRTS | Delayed | Internal Project, School construction in both towns is delayed - rescheduling for 2022 |
| 2022 Work Program | | | |
| 2022 | ATAC DTA Scenario Analysis | Not started | Will start in 2022 |
| 2022 | ATAC ITS Update | Not started | Will start in 2022 |
| 2022 | Demographic Forecast Update | Not started | Would like to move to 2021 in UPWP |
| 2022 | ATAC Travel Demand Model Update | Not started | Inquire with ATAC about starting in 2021 |
| 2022 | TH 10 Corridor thru Dilworth | Not started | Will start scoping this summer and start project in 2022 |
| 2022 | ATAC Moorhead Intersection Data Collection | Not started | Will start in 2022 |



To: Policy Board Members
From: Cindy Gray, Executive Director
Date: June 11, 2021
Re: **Summary of Mid-Year Review with NDDOT, MnDOT, FHWA and FTA**

Metro COG had a successful Mid-Year Review on the morning of June 11th with our state and federal partners. There were two or three items that I will discuss at the meeting, primarily related to the pace of CPG fund usage, the TMA transition, another Title VI Audit, and the NDDOT review of our Federal Functional Class updates. I will discuss these two items in particular at our June 17 meeting.

Requested Action: No action – informational only