

**478th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, October 12th, 2017 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineer
Shane	Bakken	Clay County Highway (Alternate for Dave Overbo)
Julie	Bommelman	City of Fargo, MATBUS
William	Christian	Metro COG
Hali	Durand	Cass County Planner
Jeremy	Gorden	City of Fargo Transportation Engineering
Michael	Johnson	NDDOT – Local Government Division (via telephone)
Aaron	Nelson	City of Fargo Planning (Alternate for Jim Gilmour)
Russ	Sahr	City of Horace Planning
Stan	Thurlow	City of Dilworth Planner
Lori	Van Beek	City of Moorhead, MATBUS
Larry	Weil	City of West Fargo Planning
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	City of West Fargo (Alternate for Chris Brungardt)

Members Absent:

Jason	Benson	Cass County Highway Engineer
Chris	Brungardt	West Fargo Public Works
Jim	Gilmour	City of Fargo Planner
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Kim	Lipetsky	Fargo Cass Public Health
Tim	Magnusson	Clay County Planner
David	Overbo	Clay County Engineer
Mary	Safgren	MnDOT – District 4
Brit	Stevens	NDSU – Transportation Manager
Mark	Vaux	GFMEDC

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
James	Dahlman	Interstate Engineering / City of Horace
Dan	Farnsworth	Metro COG
Cindy	Gray	SRF
Matthew	Huettl	HDR
Andrew	Krog	Bolton & Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering Group
Adam	Ruud	Houston Engineering
Steven	Wahler	Bolton & Menk

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on October 12th, 2017 by Chairman Christian. A quorum was present.

2. Approve the 478th TTC Meeting Agenda

Chairman Christian asked if there were any questions or changes to the 478th TTC Meeting Agenda.

Motion: Approve the 478th TTC Meeting Agenda.

Mr. Weil moved, seconded by Mr. Thurlow.

MOTION, PASSED. 14-0.

Motion carried unanimously.

3. APPROVE September 21st, 2017 TTC MEETING MINUTES

Chairman Christian asked if there were any questions or changes to the September 21st, 2017 TTC Meeting Minutes.

Motion: Approve the September 21st, 2017 TTC Minutes.

Mr. Weil moved, seconded by Ms. Durand.

MOTION, PASSED. 14-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

5. Final Draft Metro COG Railroad Crossing Safety Study Report

Chair Christian presented the final draft of the Railroad Safety Crossing Study Report. Metro COG entered into contract with HDR, Inc. to develop the study last October, 2016. The primary purpose of the study was to evaluate each of the crossings for predicted accidents based on quantifiable data. The data was reviewed in the context of local traffic and pedestrian uses. The report identified ten crossings and provides recommendations that would improve the safety at each.

Motion: Favorable Recommendation to the Policy Board to approve the Final Draft Metro COG Railroad Crossing Safety Study Report.

Mr. Atkins moved, seconded by Mr. Wolter.

MOTION, PASSED. 14-0.

Motion carried unanimously.

6. Fargo / West Fargo Parking and Access Requirement Study

Mr. Maddox presented Ulteig, partnering with Sam Schwartz, as the selected consultant for the Fargo / West Fargo Parking and Access Requirement study. Metro COG originally released the RFP July 14, 2017, with a submittal date of August 4, 2017. Metro COG did not receive any proposals. The RFP was released again on August 16, 2017, with a submittal date of September 6, 2017. Ulteig, partnering with Sam Schwartz, was the only firm to apply for the second proposal opportunity. An interview was conducted October 9, 2017. A contract is not yet ready

to be executed and approved, as the scope and Federal funding eligibility will need to be reviewed.

Mr. Thurlow asked if there is already an Access/Requirement practice currently in place? Mr. Weil verified that there is currently a practice in place. Mr. Gorden added that while there is a practice currently in place, it has not been updated any time recently, and highly suggests that it is necessary. Mr. Gorden continued by saying he approves of the consultant selection, but also agrees that a clearer scope is necessary before contract negotiations. Mr. Johnson reiterated that the scope includes a very narrow eligibility, and that FHWA will be examining this study closely. Mr. Sahr asked if there was a timeline for completion, where Mr. Maddox concluded it would be around eight months, as stated in the RFP.

Motion: Favorable Recommendation to the Policy Board to approve Ulteig/Sam Schwartz as the selected Consultant for the Fargo / West Fargo Parking and Access Requirement Study.

Mr. Gorden moved, seconded by Ms. Bommelman.

MOTION, PASSED. 14-0.

Motion carried unanimously.

7. Bicycle / Pedestrian Committee Citizen Appointment

Mr. Farnsworth presented the selected Citizen Appointee for the Bicycle/Pedestrian Committee. A total of six applications were received. Jason Gates was chosen by a three-person selection committee, based on an application process. This candidate selection came with a favorable recommendation by both the three-person selection committee, and the Metropolitan Bicycle & Pedestrian Committee.

Motion: Favorable Recommendation to the Policy Board to select Jason Gates as the citizen representative to the Metropolitan Bicycle & Pedestrian Committee.

Mr. Atkins moved, seconded by Ms. Van Beek.

MOTION, PASSED. 14-0.

Motion carried unanimously.

8. Update on Aerial Photography/LiDAR Completion

Ms. Leach provided an update on the Aerial Photography/LiDAR project completion. The consultant, Merrick, has delivered the final sets of Aerial photos, LiDAR, and Digital Ortho Imagery to Metro COG; and anticipates the final elevation, contour mapping, and the Planimetrics compilation and impervious surface data to be done by the close of the year. All jurisdictions will have the opportunity to review the final data sets prior to accepting the final product delivery.

Mr. Johnson stated that this type of project should be updated every three years by the various jurisdictions, and that the NDDOT has access to similar data provided by Google. It would be prudent to check on the availability of alternative sources of aerial photography before starting the next similar project. Mr. Atkins asked how Minnesota would be covered if Metro COG utilized NDDOT's data source. He asked if Dilworth, Moorhead, and Clay County be included in that data? Mr. Johnson said he is not sure what the exact data would cover, but more than likely, it would include only a slight overlap into Minnesota and likely not cover the entirety of Metro COG's Planning Area in Minnesota.

No MOTION

9. Upcoming TA Grant Solicitations

Mr. Farnsworth presented the annual Transportation Alternatives (TA) program's upcoming grant solicitation opportunities.

The NDDOT has not officially announced the 2018 solicitation, but jurisdictions are encouraged to begin initial work on their applications. Applications should be submitted to Metro COG no later than December 5th, 2017, and no letter of intent is necessary in North Dakota.

The MnDOT grant solicitation was announced on October 2nd, 2017. Those seeking to apply will need to submit a letter of intent on MnDOT's website, by October 31st, 2017. If the project is deemed eligible, applications need to be returned to Wayne Hurley by January 12th, 2018.

No MOTION.

10. Additional Business

MS. Durand stated that for the Cass County Comprehensive Plan, there is currently an online survey that all are encouraged to participate.

Mr. Christian reminded the committee of the upcoming Transportation Incident Management's (TIM) Train-the-Trainer course will be held Tuesday, October 24th, and that the registration

11. Adjourn

The 478th Regular Meeting of the TTC was adjourned on October 21st, 2017 at 10:44 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD NOVEMBER 9th, 2017, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary