

**619th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, September 21, 2023 – 4:00 pm**

Members Present:

Duane	Breitling	Cass County Commission
John	Gunkelman	Fargo Planning 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
Scott	Stofferahn	Fargo Planning Commission
Deb	White	Moorhead City Council

Members Absent:

Amanda	George	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Sebastian	McDougall	Moorhead City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
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
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Paul	Krabbenhoff	Clay County Commission
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Ayden	Schaffler	Metro COG
Emma	Schmit	Lakes & Prairies Community Action Partnership

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

The meeting was called to order at 4:00 pm, on September 21, 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 September 21, 2023 Policy Board Meeting.

Ms. Nash moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Hendrickson asked for approval of the Minutes of the August 17, 2023 Meeting.

**MOTION: Approve the August 17, 2023 Policy Board Meeting Minutes.
Mr. Breitling moved, seconded by Ms. Nash
MOTION, passed
Motion carried unanimously.**

1d. Monthly Bills, approved

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

**MOTION: Approve the September 2023 Bills List.
Mr. Olson moved, seconded by Ms. White
MOTION, passed
Motion carried unanimously.**

2. CONSENT AGENDA

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

- a. August Month End Report
- b. Title VI & Non-Discrimination Plan / Limited English Proficiency Plan Update

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

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. Assistant Transportation Planner Employment Offer

Mr. Griffith presented Chelsea Levorsen as the preferred candidate for the vacant Assistant Transportation Planner. The Executive Committee recommended approval, starting at Grade 13, Step 1. Ms. Levorsen indicated she would be able to start at Metro COG in early October.

Metro COG received more than 20 applicants, staff interviewed four candidates virtually, and three candidates interviewed in person.

**MOTION: Authorize the Executive Director to extend an offer of employment to Chelsea Levorsen as Assistant Transportation Planner at a Grade 13, Step 1, along with the usual package of benefits.
Ms. Preston moved, seconded by Mr. Breitling.**

MOTION, passed
Motion carried unanimously.

3c. 2023-2026 Transportation Improvement Program Amendment #8

Mr. Bervik presented Amendment 8 to the 2023-2026 Transportation Improvement Program (TIP). A public notice was published in The Forum of Fargo-Moorhead on Wednesday, August 30, 2023. The public notice advertised that public comments are accepted until 8:00 am on Thursday, September 14, 2023. No written comments were received.

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

1. **Modification of Project 4210002:** City of Fargo reconstruction of 32nd Avenue South. (2024). Rephrasing the project and splitting construction costs.
2. **Modification of Project 4240010:** City of Fargo reconstruction of 32nd Avenue South. (2026). Rephrasing the project and splitting construction costs.
3. **Modification of Project 9240007:** NDDOT fiber network, utilities, camera sites, ess, and roadside improvements (2024). Change in lead agency. Updating Metro COG ID number.
4. **New Project 9241054:** NDDOT preventative maintenance concrete pavement repair of I-94 from Veterans Boulevard to Red River (2025).
5. **New Project 5241055:** City of Moorhead funding for the 11th Street grade separation using STBG funding (2027).
6. **New Project 4241056:** City of Fargo construction of a crushed gravel surface which continues the existing trail system in Orchard Glen Park (2023).
7. **New Project 4241058:** City of Fargo removal of negative left turn offsets at various intersections throughout the city (2026).
8. **New Project ILLUSTRATIVE:** City of Moorhead construction of a pedestrian bridge over the Red River at 50th Avenue South (2027). Project is currently illustrative.

MOTION: Approve of Amendment 8 of the Metro COG 2023-2026 Transportation Improvement Program (TIP).

Mr. Breittling moved, seconded by Mr. Gunkelman.

MOTION, passed
Motion carried unanimously.

3d. 2024-2027 Transportation Improvement Program Amendment #1

Mr. Bervik presented amendment 1 to the Transportation Improvement Program (TIP). A public notice was published in The Forum of Fargo-Moorhead on Wednesday, August 30, 2023. The public notice advertised that public comments are accepted until 8:00 am on Thursday, September 14, 2023. No written comments were received.

The proposed amendment to the 2024-2027 TIP is as follows:

1. **Modification of Project 4210002:** City of Fargo reconstruction of 32nd Avenue South. (2024). Rephrasing the project and splitting construction costs.
2. **Modification of Project 4240010:** City of Fargo reconstruction of 32nd Avenue South. (2026). Rephrasing the project and splitting construction costs.

3. **Modification of Project 9240007:** NDDOT fiber network, utilities, camera sites, ess, and roadside improvements (2024). Change in lead agency. Updating Metro COG ID number.
4. **New Project 9241054:** NDDOT preventative maintenance concrete pavement repair of I-94 from Veterans Boulevard to Red River (2025).
5. **New Project 5241055:** City of Moorhead funding for the 11th Street grade separation using STBG funding (2027).
6. **New Project 4241056:** City of Fargo construction of a crushed gravel surface which continues the existing trail system in Orchard Glen Park (2023).
7. **New Project 4241058:** City of Fargo removal of negative left turn offsets at various intersections throughout the city (2026).
8. **New Project ILLUSTRATIVE:** City of Moorhead construction of a pedestrian bridge over the Red River at 50th Avenue South (2027). Project is currently illustrative.

The TTC suggested changes be made to the project table. Those recommended changes were integrated and are reflected in attachments to this item in the packet. NDDOT and FHWA questioned the process of making an amendment to a TIP that had not yet been approved. Staff assured them that this process had been established through practice over the years. NDDOT will hold processing of Amendment 1 to the 2024-2027 TIP until it has been officially approved by FHWA. The TTC agreed with that approach and unanimously approved the amendment.

MOTION: Approval of Amendment 1 to the Metro COG 2024-2027 Transportation Improvement Program (TIP) contingent upon approval of the 2024-2027 TIP.
Mr. Olson moved, seconded by Mr. Gunkelman
MOTION, passed
Motion carried unanimously.

3e. 2023 Unified Planning Work Program Amendment #3

Mr. Griffith presented amendment 3 to the 2023 Unified Planning Work Program (UPWP). The Moorhead I-94/20th Street Interchange Study got underway in July. When developing the RFP for the project, it was assumed that the future travel demand model had outputs ready to go from the Interstate Operations Analysis. Once the project got underway and the consultant (Stantec) requested the outputs from the travel demand model, it became apparent that the outputs did not provide the specificity needed for analysis of the 20th Street Interchange and other impacted intersections within the vicinity.

Stantec has provided a cost estimate of \$19,182.87 for them to conduct the traffic analysis in-house. A local match would be required by the City of Moorhead of \$3,836.57, which the Engineering Dept has indicated has been authorized just this week. This activity requires a third amendment to the 2023-2024 UPWP, which will require approval by the Policy Board, NDDOT and FHWA-ND.

MOTION: Approval of UPWP Amendment #3 for traffic analysis to be added to the Moorhead I-94/20th Street Interchange Study.
Ms. White moved, seconded by Ms. Mongeau

MOTION, passed
Motion carried unanimously.

3f. I-94 & 20th Street Interchange Analysis Contract Amendment #1

Mr. Farnsworth presented amendment 1 to the contract with Stantec for the I-94 & 20th Street Interchange Analysis. Mr. Farnsworth reiterated the information Mr. Griffith presented, as the UPWP amendment needs to be approved before the contract amendment can be approved.

The total proposed fee is \$19,182.87. The City of Moorhead has agreed fund the required local match of 20%, which amounts to \$3,836.57.

MOTION: Approval of the Amendment #1 to I-94 & 20th St Interchange Analysis contract with Stantec.

Ms. White moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

3g. Clay County Heartland Trail Routing Analysis Request for Proposals

Mr. Farnsworth presented the request for proposals for the Clay County Heartland Trail Routing Analysis. The purpose of this study is to take initial planning efforts and provide detailed analysis which will evaluate routing options as well as detailed analysis within each alternative. Planning-level cost estimates will be developed for each routing alternative and a preferred alternative will be recommended. Public and stakeholder engagement will also be an important aspect of this study.

The Clay County Heartland Trail Routing Analysis will be a consultant-led study and is in Metro COG's Unified Planning Work Program (UPWP) to begin in 2024. The budget for this study is \$250,000 with 80% (\$200,000) coming from Metro COG's CPG funds and the 20% local match coming from a combination of Clay County, the cities of Moorhead, Dilworth, Glyndon, and PartnerSHIP 4 Health.

Ms. White asked if there were any bonding requests for this project. Mr. Farnsworth said there is a current bonding request for funding from Park Rapids to Moorhead (\$1.87M request). The bonding request included everything from design up to construction.

MOTION: Approval of the Clay County Heartland Trail Routing Analysis RFP

Mr. Gunkelman moved, seconded by Ms. White

MOTION, passed

Motion carried unanimously.

3h. Fargo-Moorhead Regional Housing Needs Analysis & Strategies

Mr. Altenburg presented the Fargo-Moorhead Regional Housing Needs Analysis & Strategies final report. This study includes an analysis of the region's existing housing supply, current housing production in the area, and market forecasts for near- and long-term housing needs. It is expected that local leaders, planning departments,

and community development officials will use this study to assist with decision-making around housing needs and to improve the overall quality of the regional housing market.

Ms. White asked how these strategies can be applied, and not just studied. Mr. Griffith said that Mr. Altenburg is researching how other metros have addressed this, and plans to share a "whitepaper" with the Policy Board. Mr. Schneider suggested he look into the "Affordable Housing Audit" that was done for Bozeman, MT.

**MOTION: Approve the Regional Housing Needs Analysis and Strategies Report, request staff to provide a recommendation on a housing Ms. Preston moved, seconded by Mr. Gunkelman
MOTION, passed
Motion carried unanimously.**

4. Additional Business

Mr. Griffith presented the following updates:

ND MPO Funding Formula: NDDOT will be moving towards option D with set base funding amounts- \$400,000 for Metro COG, \$300,000 for BisMan, Forks MPO, and the incoming Minot MPO. Any unused funds will be deobligated at the end of each year. NDDOT is still determining how they will redistribute the funds.

Complete Streets Set-Aside: There is \$55,000 total to be split amongst the four MPOs. NDDOT has not yet determined how to structure the distribution of funds.

FHWA: Complimented the TIP Dashboard created by Metro COG staff, and also commended staff for continued Public Participation outreach efforts.

NDDOT: Indirect Rate Audit still underway.

I-94 & 20th Street Study: Open House last Tuesday. Good turnout and participation, received a lot of comments.

NDSU/ATAC/UGPTI: SMART Grant application towards a study regarding a Regional Transportation Hub, requesting a Letter of Support.

5. Adjourn

The 619th Meeting of the FM Metro COG Policy Board held Thursday, September 21, 2023 was adjourned at 5:12 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD October 19, 2023, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant