

The 640th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, March 20, 2025 – 4:00 PM

AGENDA

1. Call to Order and Introductions
 - a. Introductions & Roll Call
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Meeting Minutes of February 20, 2025 Action Item
 - d. Approve March 2025 Bills Action Item
2. Consent Agenda **Action Item**
 - a. February 2025 End-of-Month Report
 - b. Revised Metro COG 2024 Annual Report
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2024 UPWP End-of-Year Budget Close-Out **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, April 17, 2025 at 4:00 PM.**

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at brumbaugh@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM 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/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

Bolded 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 Angela Brumbaugh 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.

**639th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, February 20, 2025 – 4:00 PM**

Members Present:

Chuck	Hendrickson	Moorhead City Council (late)
Rory	Jorgensen	West Fargo City Commission
Stephanie	Landstrom	Horace City Council (late)
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mike	Reitz	MATBUS Representative (late)
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Shiloh	Wahl	MnDOT District 4 Engineer (<i>ex-officio</i>)
Aaron	Murra	NDDOT Fargo District Engineer (<i>ex-officio</i>)

Members Absent:

Denise	Kolpack	Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
Joel	Vettel	Cass County Commission

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Scott	Middaugh	KLJ Engineering
Brent	Muscha	Apex Engineering
Tom	Knakmuhs	City of Fargo Engineering Department

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 PM, on Thursday, February 20, 2025 by Chair Mongeau, noting a quorum was present. Introductions were made.

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

Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the February 20, 2025 Policy Board Meeting.

Mr. Piepkorn moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the January 16, 2025 Meeting.

MOTION: Approve the January 16, 2025 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Mr. Piepkorn.

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the February 2025 Bills as listed on Attachment 1d.

MOTION: Approve the February 2025 Bills List.

Mr. Jorgensen moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-c on the Consent Agenda.

- a. January 2025 Month End Report
- b. Metro COG 2024 3-C Agreement
- c. Dilworth Comp Plan Contract

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

Mr. Olson moved, seconded by Mr. Piepkorn.

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. TIP Solicitation

i. North Dakota Carbon Reduction Program (ND CRP)

Mr. Bervik stated applications for ND CRP projects were due by January 24, 2025. The public was invited to rank the projects using an online ranking tool and during two in-person meeting options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. The Prioritization Committee, a sub-committee of the TTC met four times throughout the solicitation process to evaluate the projects. The criteria used were project scope, timeliness, need for the project, estimated traffic use, pavement condition, congestion mitigation, system benefit, and potential challenges.

Mr. Bervik stated that the future of the CRP program was uncertain due to the expiration of the current transportation bill in 2026. Since the CRP is a new funding source in the current bill, it is possible that it may be eliminated from a future transportation bill, and any project programmed with CRP funding in 2027 or later is not guaranteed to receive funding.

MOTION: Approval of projects to be funded by North Dakota Carbon Reduction Program (ND CRP) program funding in FY 2025, FY 2028, and FY 2029

Mr. Piepkorn moved, seconded by Mr. McDougall.

MOTION, passed

Motion carried unanimously.

ii. North Dakota Transportation Alternatives (ND TA)

Mr. Bervik stated applications for ND TA projects were due on November 15, 2024. The public was invited to rank the projects using an online ranking tool and during two in-person meeting options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. All ND TA projects were scored using the Bicycle and Pedestrian Committee's scoring criteria and recommended for approved by said committee.

Policy Board determination:

2025 – 8th Street Shared Use Path - \$132,970

2028 – Drain 27 Shared Use Path Phase 1 - \$870,000

2029 – Drain 27 Shared Use Path Phase 2 - \$460,828

Beaton Drive Shared Use Path - \$419,172

MOTION: Approval of projects to be funded by North Dakota Transportation Alternatives (ND TA) program funding in FY2025, FY2028, and FY2029

**Mr. Piepkorn moved, seconded by Mr. Reitz.
MOTION, passed
Motion carried unanimously.**

iii.) North Dakota Surface Transportation Block Grant (ND STBG)

Mr. Bervik stated applications for ND STBG projects were due on January 24, 2025. The public was invited to rank the projects using an online ranking tool and during two in-person meeting options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. The Prioritization Committee, a sub-committee of the TTC met four times throughout the solicitation process to evaluate the projects. The criteria used were project scope, timeliness, need for the project, estimated traffic use, pavement condition, congestion mitigation, system benefit, and potential challenges.

MOTION: Approval of projects to be funded by North Dakota Surface Transportation Block Grant (ND STBG) program funding in FY2025, FY2027, and FY2029

**Mr. Olson moved, seconded by Mr. Piepkorn.
MOTION, passed
Motion carried unanimously.**

iv.) Minnesota Carbon Reduction Program (MN CRP)

Mr. Bervik stated applications for MN CRP projects were due by January 24, 2025. The public was invited to rank the projects using an online ranking tool and during two in-person options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. The Prioritization Committee, a sub-committee of the TTC met four times throughout the solicitation process to evaluate the projects. The criteria used were project scope, timeliness, need for the project, estimated traffic use, pavement condition, congestion mitigation, system benefit, and potential challenges.

Mr. Bervik stated that the future of the CRP program was uncertain due to the expiration of the current transportation bill in 2026. Since the CRP is a new funding source in the current bill, it is possible that it may be eliminated from a future transportation bill, and any project programmed with CRP funding in 2027 or later is not guaranteed to receive funding.

MOTION: Approval of projects to be funded by Minnesota Carbon Reduction Program (MN CRP) program funding in FY2026.

**Mr. Steichen moved, seconded by Mr. Reitz.
MOTION, passed
Motion carried unanimously.**

v.) Minnesota Transportation Alternatives (MN TA)

Mr. Bervik stated applications for MN TA projects were due by November 15, 2024. The public was invited to rank the projects using an online ranking tool and during two in-person meeting options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. All MN TA projects were scored using the Bicycle and Pedestrian Committee's scoring criteria and recommended for approval by said committee.

MOTION: Approval of projects to be funded by Minnesota Transportation Alternatives (MN TA) program funding in FY2028.

Mr. Olson moved, seconded by Mr. Piepkorn.

MOTION, passed

Motion carried unanimously.

vi.) Minnesota Surface Transportation Block Grant (MN STBG)

Mr. Bervik stated applications for MN STBG projects were due by January 24, 2025. The public was invited to rank the projects using an online ranking tool and during two in-person meeting options.

Projects were required to undergo an extensive technical evaluation against the ten 2050 MTP Goals. The Prioritization Committee, a sub-committee of the TTC met four times throughout the solicitation process to evaluate the projects. The criteria used were project scope, timeliness, need for the project, estimated traffic use, pavement condition, congestion mitigation, system benefit, and potential challenges.

MOTION: Approval of projects to be funded by Minnesota Surface Transportation Block Grant (MN STBG) program funding in FY2027 and FY 2029.

Mr. Olson moved, seconded by Mr. Steichen.

MOTION, passed

Motion carried unanimously.

3c. 2025-2028 TIP Amendment 4

Mr. Bervik presented Amendment 4 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, February 5, 2025, and comments will be accepted until 12:00 noon on Thursday, February 20, 2025. As of today, no comments have been received. The proposed Amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 4220019:** Fargo rehabilitation of Rose Coulee bridge at 36th Street South (2025). Increasing the federal share of the project.
2. **Modification of Project 4240008:** Fargo construction of a shared use path along the Red River in the vicinity of the VA Hospital (2025). Updating project limits.

3. **New Project 3254048:** West Fargo reconstruction of shared use path along 8th Street West from 5th Avenue to 12½ Avenue (2025). 2025 CRP
4. **New Project 3254049:** West Fargo reconstruction of shared use path along 8th Street West from 5th Avenue to 12½ Avenue (2025). 2025 TA

MOTION: Approval of Amendment 4 to the Metro COG 2025-2028 Transportation Improvement Program (TIP)

Mr. Peipkorn moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

DRAFT

3d. Performance Measures (PM)

i) Performance Measure 1 – Highway Safety MN and ND

Ms. Pavek presented information regarding the Highway Safety performance measures for both Minnesota and North Dakota. The following is used to calculate safety: Number of fatalities, Fatality rate per 100 million VMT, Number of serious injuries, Serious injury rate per 100 million VMT, Non-motorized (walking/biking) fatalities and serious injuries.

A percentage of the population is used to calculate a common factor to compare state comparison with our regional MPO. FM Metro COG is 2.35% of the total Minnesota Population and 26.94% of the total North Dakota Population. Metro COG's numbers are within MnDOT and NDDOT targets for 2025.

ii.) Performance Measure 2 – Bridge and Pavement MN and ND

Ms. Pavek presented information regarding the Bridge and Pavement performance measures for both Minnesota and North Dakota. We are currently in the Mid-performance period progress report of 2023 for the performance period of 2022-2026.

MPOs may choose to either support state targets or set their own targets based on specific MPO targets for both Minnesota and North Dakota.

Three bridges classified as poor condition were discussed as one was built in 1939 and the other two in 1968. Classified as poor does not mean they are not safe.

iii.) Performance Measure 3 – System Performance & Freight Movement MN and ND

Ms. Pavek presented information regarding the System Performance & Freight Movement in both Minnesota and North Dakota. MPOs may choose to either support state targets or set their own targets based on specific MPO targets for both Minnesota and North Dakota. Metro COG staff believe the region is contributing to each respective state's targets.

MOTION: Approve support of MNDOT and NDDOT 2025 Highway Safety Performance Measures, MNDOT and NDDOT 2025 Pavement and Bridge Condition Performance Measure Targets, and MNDOT and NDDOT Reliability Performance Measure Targets

Mr. Olson moved, seconded by Mr. Piepkorn.

MOTION, passed

Motion carried unanimously.

3e. TTC Bylaw Extension Study

Mr. Griffith reported that MATBUS has been designated as a “large urban” transit agency by Federal Transit Administration; therefore, Fargo and Moorhead transit agencies are being restructured into a single organization with the City of Fargo being the dedicated recipient. MATBUS members asked if the TTC Bylaws could be revised to include two representatives because of the changes to the restructuring of transit. After legal counsel review, changes were made to the Bylaws.

MOTION: Approve the proposed amendment to the TTC Bylaws regarding MATBUS representation on the TTC, with an effective date of March 1, 2025. Mr. Reitz moved, seconded by Mr. McDougall. MOTION, passed Motion carried unanimously.

3f. 8th Avenue Extension Study

Mr. Maddox introduced Brent Muscha with Apex Engineering. Mr. Muscha presented the information for the 8th Avenue Extension Study project. 8th Avenue North was identified as a corridor to make regional connections as an alternative to TH10. UPWP Amendment #5 had included this study using unspent 2023 CPG funds. Apex Engineering completed the study, and it was presented to the City of Dilworth on January 27, 2025.

The study included plans for the extension of 8th Avenue North, analysis of surrounding land uses, and community engagement. With in-person and virtual engagements, many residents were able to provide their input.

The following was summarized at the end of the study:

- Street/Intersections
 - Control Access
 - 2-Lane Undivided – Residential
 - 2-Lane with Median – Parkway
 - 34th St Walmart Improvements
 - Main Street Connection
- Alignment
 - Northernmost – Park Access/School Use
 - Central – Utilize Existing Utility Corridor
 - Southernmost – Maximize Parcel Flexibility
- Phasing
 - Developer Led vs City Led
 - Reevaluate with Each Phase

MOTION: Approve the Dilworth 8th Avenue Extension Study to include all relevant comments received by Metro COG staff pursuant to its oversight agencies reviews.

Ms. Mattson moved, seconded by Mr. Steichen.

MOTION, passed

Motion carried unanimously.

3g. 15th Avenue Corridor Study

Mr. Maddox introduced Scott Middaugh with KLJ Engineering. Mr. Middaugh presented information for the 15th Avenue North project. 15th Avenue North was identified as a corridor to make regional connections as an alternative to TH10, particularly if a three-lane option were to be selected. UPWP Amendment #4 had included this study using unspent 2023 CPG funds. KLJ Engineering completed the study and presented it to the Dilworth Planning Commission on February 5, 2025.

Three types of traffic volume added to the corridor:

- Background growth rate
- Land use changes
- Traffic diversion from I-94, US 10, and 28th Avenue

The study was coordinated with the Heartland Trail study, since a portion of the proposed trail could parallel 15th Avenue in the future.

The public input meeting was held on November 21, 2024. Next steps would be to develop and execute a memorandum of understanding with the Townships, Clay County, and the City of Dilworth.

MOTION: Approve the final report of the 15th Avenue North Corridor Study to include all relevant comments received by Metro COG staff pursuant to its oversight agencies' review.

Ms. Mattson moved, seconded by Mr. Steichen.

MOTION, passed

Motion carried unanimously.

4. Additional Business

Mr. Griffith provided four updates:

- Metro COG staff is moving the 2024 Year-End Budget Close-Out to the March 20 Policy Board meeting because consultant invoices for work performed in 2024 were still being received.
- Metro COG staff is working diligently on the adoption process of the 2050 MTP and are scheduling it for Policy Board consideration on March 20.
- There are a couple of new Policy Board members that I will be reaching out to schedule orientation sessions with – hopefully before the next Policy Board meeting next month!
- Last week, Metro COG received an updated information packet from MnDOT regarding GHG reduction targets which was forwarded to both the TTC and Policy Board earlier today.

Mr. Piepkorn stated that City of Dilworth Council Member Julie Nash should be recognized in some way for her years of service to Metro COG.

Mr. Jorgensen requested information regarding the TIP and Project Solicitations.

5. **Adjourn**

**MOTION: Adjourn the 639th Meeting of the FM Metro COG Policy Board
Mr. Piepkorn moved, seconded by Mr. Jorgensen.
MOTION, passed.
Motion carried unanimously.**

The 639th Meeting of the FM Metro COG Policy Board held Thursday, February 20, 2025 was adjourned at 5:37 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD MARCH 20, 2025,
4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh
Office Manager

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance
American United Life Insurance Company	American United Life Insurance Company	04/01/2025	G00622518 04/25		04/11/2025	110.48
Total for American United Life Insurance Company						\$ 110.48
Balance Tax & Accounting	Balance Tax & Accounting	03/01/2025	4369		03/11/2025	1,575.00
Total for Balance Tax & Accounting						\$ 1,575.00
Ben Griffith	Ben Griffith	03/05/2025	03.05.25 Reimb		03/15/2025	39.57
Total for Ben Griffith						\$ 39.57
Bervik, Paul	Bervik, Paul	03/14/2025	03.14.25 Reimb		03/24/2025	74.41
Total for Bervik, Paul						\$ 74.41
Blue Cross Blue Shield Of ND	Blue Cross Blue Shield Of ND	04/01/2025	250314290206		04/30/2025	10,916.75
Total for Blue Cross Blue Shield Of ND						\$ 10,916.75
Bolton & Menk, Inc	Bolton & Menk, Inc	02/01/2025	343237		02/11/2025	12,767.64
	Bolton & Menk, Inc	02/17/2025	356442		02/27/2025	11,408.52
	Bolton & Menk, Inc	02/21/2025	356737		03/03/2025	15,927.20
Total for Bolton & Menk, Inc						\$ 40,103.36
Cardmember Services	Zoom	02/01/2025				95.97
	Amazon	02/01/2025				62.69
	BCS Moorhead Community	02/01/2025				55.00
	BCS Moorhead Community	02/01/2025				55.00
	Best Buy	02/01/2025				25.49
	Microsoft	02/07/2025				49.45
Total for Cardmember Services						\$ 343.60
Case Plaza LLC	Case Plaza LLC	04/01/2025	04/25 Rent		04/30/2025	7,516.00
Total for Case Plaza LLC						\$ 7,516.00
Eide Bailly LLP	Eide Bailly LLP	03/04/2025	S100039234		03/14/2025	1,247.00
Total for Eide Bailly LLP						\$ 1,247.00
Farnsworth, Dan						

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance
	Farnsworth, Dan	03/05/2025	03.05.25 Reimb		03/31/2025	322.24
Total for Farnsworth, Dan						\$ 322.24
Forum Communications Company						
	Forum Communications Company	02/28/2025	MP179030225		03/10/2025	350.00
Total for Forum Communications Company						\$ 350.00
HDR Engineering Inc						
	HDR Engineering Inc	02/28/2025	1200700164		03/31/2025	29,578.18
Total for HDR Engineering Inc						\$ 29,578.18
KLJ Engineering LLC						
	KLJ Engineering LLC	02/01/2025	10220611		02/11/2025	29,469.22
Total for KLJ Engineering LLC						\$ 29,469.22
Liberty Business Systems, Inc						
	Liberty Business Systems, Inc	03/11/2025	38756834		03/31/2025	182.93
Total for Liberty Business Systems, Inc						\$ 182.93
Metro COG Staff						
	Metro COG Staff	02/14/2025		Employee withholding	02/14/2025	40.00
	Metro COG Staff	02/28/2025		Employee withholding	02/28/2025	40.00
Total for Metro COG Staff						\$ 80.00
Midco Business						
	Midco Business	03/11/2025	16879260214608		03/21/2025	332.63
Total for Midco Business						\$ 332.63
Mutual of Omaha						
	Mutual of Omaha	04/01/2025	1856435188		04/11/2025	264.93
Total for Mutual of Omaha						\$ 264.93
NetCenter Technologies, Inc						
	NetCenter Technologies, Inc	01/17/2025	198206		01/27/2025	57.50
Total for NetCenter Technologies, Inc						\$ 57.50
Payroll Professionals						
	Payroll Professionals	2/14/2025				80.00
	Payroll Professionals	2/28/2025				80.00
Total for Payroll Professionals						\$ 160.00
Pitney Bowes Credit Corp						
	Pitney Bowes Credit Corp	03/12/2025	3320467852		03/31/2025	171.00
Total for Pitney Bowes Credit Corp						\$ 171.00
ReadiTech						

Vendor	Date	Num	Memo/Description	Due Date	Open Balance
ReadiTech	03/01/2025	2586800 03/25		03/11/2025	135.00
Total for ReadiTech					\$ 135.00
SRF Consulting Group, Inc.					
SRF Consulting Group, Inc.	02/28/2025	17185.00-13		03/10/2025	20,816.13
SRF Consulting Group, Inc.	02/28/2025	15722.00-21		03/10/2025	32,846.89
SRF Consulting Group, Inc.	02/28/2025	16443.00-9		03/10/2025	1,191.99
Total for SRF Consulting Group, Inc.					\$ 54,855.01
Stantec Consulting Services Inc					
Stantec Consulting Services Inc	02/28/2025	2365327		03/10/2025	15,883.80
Total for Stantec Consulting Services Inc					\$ 15,883.80
StreetLight Data Inc					
StreetLight Data Inc	03/04/2025	INV-003318		03/14/2025	43,361.00
Total for StreetLight Data Inc					\$ 43,361.00
Wex Health Inc					
Wex Health Inc	02/28/2025	2112669-IN		03/10/2025	25.00
Total for Wex Health Inc					\$ 25.00
TOTAL					\$ 238,569.61

Payroll Liabilities

Federal Withholding	3,303.08
Federal Social Security - ee	1,871.82
Federal Social Security - er	1,871.85
Federal Medicare - ee	437.76
Federal Medicare - er	437.77
Minnesota Withholding	125.00
North Dakota Withholding	187.00
Health Savings	797.92
Employee IRA	1,198.06
Employer IRA	674.14
Total	\$ 10,904.40
Grand Total	\$ 249,474.01

Agenda Item 2a Attachment 1

Metro COG Month End Budget Summary February 2025			
Unified Planning Work Program			
Staff Time Categories	Budget⁴	Spent	% Spent
100 - Policy/Admin Forums	\$80,165.80	\$13,856.56	17.3%
200 - Contracted Planning Services	\$156,608.13	\$22,691.47	14.5%
300 - Federal Transportation Planning	\$175,011.18	\$29,963.70	17.1%
400 - Technical Transportation Data	\$108,859.44	\$21,755.68	20.0%
500 - Transit Planning	\$18,480.70	\$2,589.54	14.0%
600 - Bicycle & Pedestrian Planning	\$60,859.79	\$11,234.57	18.5%
700 - Local Planning Assistance	\$89,448.61	\$4,597.04	5.1%
800 - General Administration ¹	\$304,140.34	\$43,461.19	14.3%
900 - Publications, Public Info & Comms	\$22,237.67	\$2,784.77	12.5%
1000 - Community Planning (local only) ²	\$9,690.74	\$2,760.52	28.5%
Internal Program Subtotal	\$1,025,502.40	\$155,695.04	15.2%
800a - 800r - Overhead (Fed Elig.)	\$400,438.77	\$116,690.89	29.1%
801 - Overhead (local only)	\$3,800.00	\$0.00	0.0%
Sub Total Internal Program Operations	\$1,429,741.17	\$272,385.93	19.1%
1100 - Contracted Planning Services³	\$826,400.92	\$485,431.59	58.7%
Summary of UPWP Costs	\$2,256,142.09	\$757,817.52	33.59%
Breakdown of Personnel Costs	Budget	Actual YTD	% Spent
Payroll Salaries	\$808,755.67	\$133,828.89	16.5%
Health, Vision, Dental Insurance ⁵	\$107,244.34	\$12,466.45	11.6%
Life & AD&D Insurance (Mutual of Omaha)	\$1,440.00	\$152.82	10.6%
Employer Simple IRA Contribution	\$23,701.07	\$2,382.02	10.1%
Payroll Tax Expense - FICA	\$61,869.81	\$9,496.16	15.3%
Employer HSA Contribution	\$20,400.00	\$9,075.00	44.5%
Misc. Payroll, Recruitment			N/A
North Dakota Unemployment Insurance			N/A
Total	\$1,023,410.89	\$167,401.34	16.4%

¹Includes vacation, sick and holiday leave in addition to general administration

²Includes contracts with local entities (Assistance to Food Comm., Dilworth Comp Plan)

³Employer Contribution Only

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: March 14, 2025
Re: **Revised Metro COG 2024 Annual Report**

At the January 16, 2025 Policy Board meeting, Metro COG staff presented the Annual Report for approval. This report compiles and summarizes the quarterly reports prepared by staff, which are reviewed and approved by the Policy Board, and then submitted to MnDOT and NDDOT.

NDDOT requested that the Annual Report be revised to include project expenditure information now that the last 2024 invoices from consultants have been received for all projects. No changes have been made to the text of the report. Budget expenditures for projects have been added in the "200" section beginning at the top of page 3.

Requested Action: Approval of the Revised Metro COG 2024 Annual Report.



2024 Annual Report

Approved January 16, 2025

Revised March 20, 2025

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100 POLICY AND ADMINISTRATIVE FORUMS

2024 Budget	Amount Billed	Percent Billed
\$75,508.10	\$66,530.72	88%

101 – Metro COG Policy Board

Status: 100% Complete.

- Attended staff meetings regarding preparation of the Policy Board agenda
- Prepared Agenda and Packet Materials for, presented at, and participated in monthly Policy Board meetings
- Prepared power point presentations for Policy Board meetings
- Coordinated with consultants and local or State DOT staff regarding presentations to the Policy Board
- Recorded and prepared minutes from previous Policy Board Meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated board, alternate, and ex-officio members list, email contacts, and information as necessary after new appointments were made
- New member orientation discussions
- Scheduling and advertising of 2024 Policy Board meeting schedule
- Prepared for and presented annual staff salary and benefits presentation

102 – Metro COG Executive Committee

Status: 100% Complete.

- Scheduled and facilitated Executive Committee meetings
- Prepared Agenda and Packet materials for Executive Committee
- Recorded and prepared minutes from previous EC meetings
- Recorded voting actions and outcomes
- Updated Executive Committee membership and information as necessary
- Scheduling and notification of Executive Committee meetings

103 – Transportation Technical Committee

Status: 100% Complete.

- Attended staff meeting regarding preparation for TTC meeting agendas, packets and presentation materials
- Prepared Agenda and Packet Materials for, presented at, and participated in monthly TTC meetings
- Prepared power point presentations for the TTC meetings
- Coordinated with consultants and local or State DOT staff regarding presentations to the TTC
- Recorded and prepared minutes from previous TTC Meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated committee, alternate, and ex-officio members list and information as necessary

104 – Federal, State, and Local Committee Meetings

Status: 100% Complete.

- Q1: Response to NDDOT/consultant regarding I-29 & 40th Ave N Interchange study; Participated in Fargo 64th Ave / 76th Ave Interchange meetings; Responded to request to be on MN Corridor Planning Tech Advisory Committee; Participated in ND MPO Directors Meeting; Attended MnDOT D4 ATP meetings on January 12 and March 8 via Teams; Attended West Fargo EV CRP Project Discussion with NDDOT and FHWA via Teams; Attended various GHG Performance Measure meetings with MnDOT and NDDOT; Meeting with MnDOT regarding Metro COG CRP Toolkit for current and future projects; Attended MnDOT/MPO Directors Quarterly meeting via Teams on Tuesday, February 6; Attended Metro COG Traffic Operations Working Group meeting on Friday, March 1; Attended BIP Grant discussion with City of Fargo and NDDOT via Teams; Attended Cass County Road Advisory Committee at County Courthouse meeting on Monday, March 18; Attended Metro COG Bike-Ped Committee meeting on Wednesday, March 20; Attended weekly NDDOT-MPO Directors Discussion meetings; Attended the Clay County Intergovernmental Retreat on January 26; Participated in the FRA Long-Distance Study Midwest Working Group on February 14; Attended the Community Conversation on Ending Homelessness on February 21
- Q2: Participated in MNDOT Corridor Planning Guidebook TAC meetings; Attended North Dakota Renewable Energy Council meeting on April 15; Participated in North Dakota Housing Initiative meeting on May 17; Participated in MnDOT NEVI Annual Plan Update meeting on June 18; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended MnDOT D4 ATP meetings at the public library on April 5 and June 7 in Fergus Falls; Attended various meetings on Performance Measures with MnDOT and NDDOT staff via Teams; Attended Minnesota State Rail Policy Advisory Committee meeting via Teams on June 24
- Q3: Participated in North Dakota Human Services Division meeting on July 31; Participated in the AANW North Dakota Rail Passengers discussion on September 12; Participated in MnDOT Corridor Planning Guidebook TAC meetings; Participated in MnDOT Moorhead I-94 Corridor Study meeting; Participated in Fargo 64th Ave / 76th Ave Interchange meetings; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended monthly ND MPO Directors Coordination meetings; Attended MnDOT MPO Directors Quarterly Meeting at MnDOT District 1 Office in Duluth for GHG Workshop; Attended NDDOT MPO Directors Fall Quarterly Meeting at NDDOT Office in Bismarck
- Q4: Participated in MnDOT Corridor Planning Guidebook TAC meetings; Attend MPO Directors Conference at the end of October; Participated in weekly NDDOT-MPO Director discussions via Teams; Attended Cass County Road Advisory Committee meeting; Attended and participated in MnDOT Twin Cities-St. Cloud-Fargo/Moorhead Passenger Rail Study meetings, virtually and in-person; Attended MN State Rail Plan PAC meetings; Attended USDOT/FHWA 2024 Information Seminar via Zoom; Attended Metro COG Bike-Ped Committee meeting on December 4; Attended MnDOT West Central District #4 ATP meeting via Zoom on December 6; Participated in an interview with the U.S. Department of Energy regarding the North Dakota Clean Cities coalition - October 4; Participated in the North Dakota Clean Cities Advisory Roundtable meeting on November 4; Participated in the REVIR Working Group meeting on November 22; Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on December 4; Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams; Attended monthly ND MPO Directors Coordination meetings; Attended NDDOT MPO Directors Fall Quarterly Meeting at NDDOT Office in Bismarck

200 CONTRACTED PLANNING SERVICES

2024 Budget	Amount Billed	Percent Billed
\$151,875.70	\$148,651.54	98%

201 – NDSU ATAC Participation (2024 Expended Amount = \$10,000)

Status: 100% Complete.

- Q1: No activities reported for first quarter
- Q2: Attended ATAC Spring Partnership meeting at UGPTI conference room at NDSU campus on May 13
- Q3: Attended ATAC Traffic Data Collection meeting via Teams. Reviewed and renewed 3-year ATAC Master Agreement
- Q4: Attended ATAC Traffic Data Collection meeting via Teams; Attended Fall ND MPO Partnership meeting at ATAC on NDSU campus; Reviewed and renewed 3-year ATAC Master Agreement.

202 – Metropolitan Transportation Plan 2050 (2024 Expended Amount = \$304,160.21)

Status: 100% Complete.

- Q1: The MTP continued in the first quarter. The consultant worked with Metro COG to craft goals and objectives which is the start of the project pipeline. The consultant also conducted one SRC meeting and the second round of subcommittee meetings. The consultant gathered future project from the subcommittees that will be integrated into the plan. The consultant worked with Metro COG to kick off the Congestion Management Process that is being updated as part of the MTP.
- Q2: The baseline performance report was finalized in the second quarter. Metro COG staff worked with the consultant to gather projects from Metro COG's jurisdictions to be included in the plan. Two SRC meetings were conducted as well as planning for summer public engagement. One of those public engagement sessions occurred in the second quarter. Staff worked with the consultant to lay out the final document and to start calculating fiscal constraint. Multiple "check-in" meetings were held with Metro COG and with local jurisdictions to forward elements of the plan. TDM modeling efforts for future conditions kicked-off in the second quarter.
- Q3: The MTP effort concluded in the third quarter with the adoption of the plan in September. Metro COG and the consultant worked to finalize the inclusion of projects, the fiscal constraint, and the prioritization of the projects. This took multiple meetings with the SRC. Public comments were solicited with public engagement at the Street Fair, two public input session held at the Hjemkomst Center and various other public engagement events..
- Q4: Discussed solicitation process internally, with SRF, and the jurisdictions. The MTP effort was reopened in the fourth quarter. Metro COG worked with its consultant to incorporate comments into the document. Metro COG also met with NDDOT and FHWA to coordinate on readoption of the document.

204 – Electric Vehicle Readiness Study (2024 Expended Amount = \$149,992.11)

Status: 100% Complete.

- Q1: Kicked-off project on February 9 with bi-weekly coordination and internal check-in meetings. assisted with data requests and Study Review Committee meeting # 1 on February 29. Researched potential stakeholders and reviewed survey questions and materials in anticipation of public engagement meetings in April.
- Q2: Continued bi-weekly coordination and internal check-in meetings. Assisted with data and utility requests and participated in Study Review Committee meeting #2 on April 1 and meeting #3 on June 25. Developed public engagement resources and participated in the EV

Readiness Open Housing son April 17 and a series of EV workshops on April 18. Formed an EV working group and met with members on May 23 and jointly with the SRC on June 25.

- Q3: Continued bi-weekly coordination and internal check-in meetings. Assisted with data and utility requests and participated in joint Working Group/Study Review Committee meeting #4 on July 17 and meeting #5 on September 16. Coordinated public engagement pop-up meeting on July 28 and set up additional meeting with utilities on September 23. Reviewed and distributed information on an online public open and provided comments on the utilities and grid analysis review and strategies content.
- Q4: Continued bi-weekly coordination and internal check-in meetings; worked with SRC members for review and provide comments on final study materials; prepared for and facilitated a special session with area jurisdictions on incorporating EV charging into local zoning codes on November 8; approved the Electric Vehicle Readiness Study on November 21.

205 – Moorhead Intersection Data Collection (2023 & 2024) (2024 Expended Amount = \$14,844.38)

Status: 100% Complete.

- Q1: Coordination with Metro COG staff and City of Moorhead; Meeting with Sharma for March check-in
- Q2: Set up cameras, coordination with Metro COG staff and City of Moorhead, monthly meetings with Sharma at ATAC for check-ins.
- Q3: Set up cameras, coordination with Metro COG staff and City of Moorhead, monthly meetings with Sharma at ATAC for check-ins. Reviewed and approved a three-year ATAC-Moorhead agreement.
- Q4: No activities reported in the fourth quarter

206 – Signalized Intersection Data Collection (2024 Expended Amount = \$19,302.20)

Status: 100% Complete.

- Q1: Study on hold, pending UPWP Amendment
- Q2: Monthly meetings with Sharma for check-in
- Q3: Coordinate with Metro COG and attend monthly meetings with Sharma at ATAC
- Q4: No activities reported in the fourth quarter

207 – I-94 & 20th Street Interchange Analysis (2024 Expended Amount = \$79,055.08)

Status: 75% Complete.

- Q1: Study on hold, pending UPWP Amendment
- Q2: Little work was completed in the second quarter as the project has been on hold since the beginning of January 2024. However, the project was approved to move forward on June 13th so work was re-commenced. A project 'restart' meeting was held with the consultant followed by a regular check-in meeting a few weeks later. Since the project 'restart', the consultant has begun modeling efforts.
- Q3: The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. A lot of effort in the third quarter consisted of determining the best methodology and optimizing future traffic projections for the study's planning year. The study moved into the initial alternatives screening task toward the end of the third quarter.
- Q4: The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4th and with major efforts toward the development of the interchange alternatives. Metro COG staff also

reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

208 – West Perimeter Highway Corridor Study (Amendment 1) (2024 Expended Amount = \$114,302.56)

Status: 85% Complete.

- Q1: Study on hold, pending UPWP Amendment
- Q2: Little work was completed in the second quarter as the project has been on hold since the beginning of January 2024. However, the project was approved to move forward on June 13th so work was recommenced. A project 'restart' meeting was held with the consultant followed to kick off the project. The consultant submitted an updated schedule and has coordinated with staff to restart the project.
- Q3: The third quarter consisted of project coordination with the consultant, including invoice review and progress meetings. Metro COG reviewed study documents including tech memos in the third quarter. Stakeholder meetings were held on August 6th and the third SRC meeting was held on September 17th. A meeting with the Diversion Authority was also held in the third quarter to discuss excess Diversion Authority lands
- Q4: The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4th and with major efforts toward the development of the interchange alternatives. Metro COG staff also reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

209 – Horace Core Neighborhood Plan (Amendment 3) (2024 Expended Amount = \$128,582.21)

Status: 65% Complete.

- Q1: Metro COG staff released an RFP for consultant services to conduct the planning effort, conducted interviews, and selected the consultant. This project is currently on hold, with no consultant work occurring during the first quarter.
- Q2: Metro COG staff interviewed and contracted with a consultant to complete the planning effort in the second quarter. Staff prepared and submitted the QBS packet to NDDOT. The plan officially started subsequent to the UPWP Amendment #4 being approved, which occurred in the second quarter.
- Q3: Work commenced on the effort and was in full swing in the third quarter. Staff coordinated and held public engagement efforts for the plan. This included both in person at Horace Bean Days as well as virtual engagement efforts. A field review was conducted to provide the SRC and the consultants with specific understanding of the infrastructure issues in the core of the community.
- Q4: Metro COG, the City of Horace, and the project consultant worked to establish a vision for Horace's core neighborhoods. This involved multiple rounds of public engagement and the development of streetscape alternatives, retrofitting bicycle and pedestrian infrastructure, and incorporating residents' ideas on how the City's downtown should look, feel, and function.

210 – Safe Streets and Roads for All (SS4A) – Comprehensive Safety Action Plan (Amendment 2) (2024 Expended Amount = \$162,463.61)

Status: 100% Complete.

- Q1: Continued bi-weekly coordination and internal check-in meetings. Compiled feedback from November 18 public engagement event and prepared for/facilitated Study Review Committee meeting #2 on January 29. Worked on safety analysis and High Injury Network analysis and transportation equity review/regional indicators. Coordinated on dashboard and toolkit direction.
- Q2: Continued bi-weekly coordination and internal check-in meetings. Continued to work on safety analysis, High Injury Network analysis, dashboard and toolkit, and transportation equity review/regional indicators. Coordinated the second round of public engagement opportunities on May 14 and June 26.
- Q3: Continued bi-weekly coordination and internal check-in meetings. Continued to work on High Injury Network analysis, dashboard and toolkit content, transportation equity review/regional indicators, and implementation measures. Participated in Study Review Committee meeting #3 on August 5. Provided comments on administrative draft report and prepped story board ahead of October online public video and comment period.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on October 15; worked with SRC members for review and provide comments on final study materials; developed public engagement materials advertising draft plan; approved the Regional Comprehensive Safety Action Plan on November 21.

211 – Clay County Heartland Trail Routing Analysis (2024 Expended Amount = \$180,938.89)

Status: 70% Complete.

- Q1: The first quarter consisted of project kickoff activities including a project kickoff meeting and the development of SRC members, Stakeholder members, and project schedule coordination. The first SRC was held on March 19th which was followed by a site visit with SRC members of the study corridor. The first quarter also consisted of regular project coordination with the consultant, including invoice review, review of study materials, and progress meetings. Metro COG staff also provided an update of the project to the Clay County Township officers in March.
- Q2: The second quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Coordination of public engagement activities occurred in the second quarter with a pop-up event at MSUM on April 25th. Three media interviews were conducted in the second quarter – these interviews were with KVRR, The Forum, and Prairie Public radio. SRC meeting #2 and the first round of stakeholder meetings occurred on May 22nd and May 23rd respectively. Other work included review of study materials and research into a similar trail (Heart of the Lakes Trail) which included a site visit and meeting with Otter Tail County.
- Q3: The third quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Metro COG secured additional needed local funds for the study in the third quarter. Two presentations were given by Metro COG to both the Clay County Intergovernmental Committee and the Clay County Board of Commissioners. The third quarter consisted of pop-up events in Hawley, Glyndon, and Moorhead as well as a public open house on July 16th. The third SRC meeting was held on September 16th. Other meetings during the third quarter included attending the Becker County Heartland Trail group

meeting and hold a meeting with the DNR and MSUM Science Center to discuss the trail through Buffalo River State Park.

- Q4: The fourth quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Various public involvement occurred in late October. This included a landowner meeting on October 22nd, stakeholder meetings on October 23rd, and a public open house on October 23rd. There was coordination between the 15th Ave Corridor Study team and the Heartland Trail Study team to discuss trail placement along the corridor. There was also coordination with the DNR to discuss trail planning efforts related to the state park, coordination with BNSF to discuss trail crossings with the railroad, and coordination with Buffalo Red Watershed District to discuss trail placement near drains. Metro COG staff attended the Buffalo River State Park Management Plan public open house on December 10th to help coordinate the trail near/through the state park. Metro COG staff provided a presentation at the Clay County Township Officers meeting on November 18th.

212 – 2026-2030 Transit Development Plan (2024 Expended Amount = \$113,562.06)

Status: 50% Complete.

- Q2: QBS Packet development for NDDOT, compose letter for future consultant, contract negotiations meeting with Bolton & Menk.
- Q3: Provided assistance on SRC needs for the TDP and attend TDP meeting #1 with SRC.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in the TDP Planning Workshop on December 10.

213 – 15th Avenue North Corridor Study (2024 Expended Amount = \$149,857.24)

Status: 100% Complete.

- Q2: Metro COG staff released a RFP for consultant services, interviewed, and selected a consultant in the second quarter. Staff compiled and submitted a QBS packet to NDDOT. The project officially kicked-off in June and staff has worked with the consultant to set up regular meetings as well as to set up public engagement, the SRC, and establish a schedule that will complete the plan by the end of 2024.
- Q3: The project got into full swing during the third quarter. The consultant prepared an analysis of existing conditions. The consultant also reached out to landowners along the corridor to provide them with knowledge of the project as well as an opportunity to provide input into the effort. Staff and the consultant convened a corridor owners committee to talk about jurisdictional ownership issues that are currently occurring as well as to coordinate what entity would have eventual ownership of the corridor in the long term.
- Q4: This Study concluded in the fourth quarter of 2024, with the principal consultant work on the plan concluding. The consultant held multiple SRC meetings as well as stakeholder meetings to develop the framework for what the jurisdictional ownership will be in the short- and long-term. This was also tied to the cross-section and layout alternatives. Coordination took place between this study, the 8th Avenue Study, and the Heartland Trail Study. Metro COG staff will be responsible for the approval of the plan in 2025.

214 – West 94 Area Transportation Plan (2024 Expended Amount = \$224,902.14)

Status: 60% Complete.

- Q2: RFP prepared, approved and distributed. Consultant interviews conducted and negotiating contract with selected firm.
- Q3: The West 94 Area Transportation Plan was kicked off in late-June. Significant work occurred in the third quarter including the project kick-off meeting with the consultant, SRC meetings 1, 2, and 3, the addition of contract amendment #1, as well as other project activities. Metro COG staff was also involved in regular project management activities such as progress calls and review of invoices, progress reports, and the review of project materials.
- Q4: The fourth quarter consisted of regular project management activities such as progress meetings, review of invoices and progress reports. Significant work occurred in the fourth quarter including SRC meetings 4 and 5, focus group meetings, review of project materials and a stakeholder meeting held on October 25th. Due to the significant progress, work halted for the year in late November as Metro COG can no longer carry over funds from one year to the next.

215 – BNSF Rail Study (2024 Expended Amount = \$109,578.47)

Status: 25% Complete.

- Q2: RFP prepared, approved and distributed
- Q3: There has been preliminary preparation work on the Metro Railroad Needs Study. The interviews were scheduled and conducted, the consultant was selected, and the contract was executed. After execution of the contract it was submitted to NDDOT for approval as part of the QBS process. Assisted in identifying and organizing the SRC members.
- Q4: Prepared scope of work and the contract for execution by Metro COG and the Consultant. Participated in bi-weekly check-in meetings with the Consultant. Attended and participated in SRC meeting #1 on December 10th.

219 – Dynamic Traffic Assignment Scenario Analyses (Carryover)

Status: 100% Complete.

- Q2: Discussion with staff and preparation for presentations at upcoming TTC meetings by NDSU-ATAC staff
- Q3: Project completed in the third quarter.

225 – University Drive & 10th Street One-Way Pair Study (2024 Expended Amount = \$113,984.13)

Status: 80% Complete.

- Q1: Study on hold, pending UPWP Amendment
- Q2: The project proceeded after a hiatus awaiting the approval of Metro COG's UPWP in the second quarter. Staff worked with the consultant to kick the project back off.
- Q3: Metro COG restarted this study in the third quarter. Metro COG met with the consultant multiple times to talk about Phase II of the project. Metro COG and the consultant coordinated the public engagement efforts that were going to take place for Phase II tasks.
- Q4: Metro COG worked with its consultant to refine alternatives for Phase II of the Uni10 Study. This included refining alternatives to address concerns voiced by the public in Phase I of the study. The consultant team and Metro COG also conducted public engagement efforts in the fourth quarter, which included two public pop-up events, meeting with FM Strong Towns group, and displaying information at a Roosevelt Neighborhood Association event.

227 – Dilworth 8th Avenue Extension Study (2024 Expended Amount = \$147,192.14)

Status: 100% Complete.

- Q1: Nothing to report first quarter
- Q2: Nothing to report second quarter
- Q3: Metro COG released a RFP, selected a consultant, and kicked off the project in the third quarter. One SRC has been conducted as well as outreach to the Dilworth Planning Commission. Currently the consultants investigating development pressures along the corridor, seeking to understand the City's vision, and developing alignment alternatives and roadway characteristics that forward the goals of the project.
- Q4: This Study was completed in the fourth quarter of 2024. The consultant developed multiple cross-section and alignment alternatives. They also developed land use scenarios and assessed how the utilization of the land and future neighborhood roadway network would be effected by the alignment alternatives. The consultant conducted a round of public and stakeholder engagement. The principal development of the plan that the consultant was responsible for was completed. Metro COG staff will be responsible for the approval of the plan in 2025

228 – Kindred Comprehensive Plan (2024 Expended Amount = \$44,344.83)

Status: 40% Complete.

- Q3: Kicked off the project in August and assisted with public engagement materials for Kindred Days on August 9 and 10. Set up weekly coordination and internal check-in meetings, assisted with data and document collection, and provided assistance on the project story map website link.
- Q4: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #1 on October 3 and meeting # 2 on December 19; assisted with pop-up meeting on November 24; provided assistance and additional comments on draft deliverables.

300 FEDERAL TRANSPORTATION PLANNING DOCUMENTATION

2024 Budget	Amount Billed	Percent Billed
\$ 155,440.43	202,110.44	130%

301 – Transportation Improvement Program (TIP)

Status: 100% Complete.

- Q1: Coordinating with all jurisdictions for Draft 2025-2028 TIP Project List; Coordination, Documentation, and presenting Amendment #3, 4, 5, & 6 for 2024-2027 TIP to TTC and Policy Board; Coordination for STBG, TA, and CRP combined solicitation, application, TTC technical scoring, and Policy Board project selection; Coordinating with MnDOT about newly selected CRP projects in Minnesota; Attending City of Fargo PWPEC 1/29/2024, 2/12/2024, 2/26/2024, 3/11/2024; Meeting with NDDOT and Fargo to discuss construction safety for the reconstruction of 40th Avenue North Interchange; Meeting with ATAC, Fargo, West Fargo, and Moorhead for coordination meeting; Attending Day 1 of Spring 2024 ND Traffic Operations Roundtable Meeting; Rec Trails Program grant coordination; Reviewed procedure for STBG projects

scoring; TA scoring coordination with TTC; Aided Paul with the creation, visualizations, and analysis of solicited projects for the latter years of the TIP cycle; Compiled information from the public and for our technical committee for the policy board.

- Q2: Coordination of 2024 TA funding; Researched new ATIP grant; Coordination, Documentation, and presenting Amendment #6, 7, 8, & 9 for 2024-2027 TIP to TTC and Policy Board; Meeting with Metro COG staff; Coordinating with jurisdictions for Draft 2025-2028 TIP Project List, Document, and Public Input; Attended meetings to discuss TIP Amendments to current 2024-2027 TIP and preparation for 2025-2028 TIP; Coordinating with the jurisdictions; Coordinating with MnDOT about new CRP projects in Minnesota
- Q3: Meeting with Metro COG staff; Review performance measures and incorporate them into the TIP; Participated in webinars for MnDOT SRTS Grant and MnDOT Active Transportation Grant; Coordinating with the jurisdictions; Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting; Coordination, Documentation, and presenting Amendment #9 for 2024-2027 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #10 for 2024-2027 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #11 for 2024-2027 TIP to TTC and Policy Board.
- Q4: Meeting with Metro COG staff; Coordinating with the jurisdictions; Coordinated, reviewed, and submitted 5339 transit grant; Coordinated TA Solicitation; Discussion with Dilworth regarding SRTS grant; Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting; Attend project solicitation meetings with local jurisdictions to review potential projects and determine project feasibility; Planning, organizing, facilitating, and implementing solicitation/prioritization committee meetings with all jurisdictions; Coordination, Documentation, and presenting Amendment #1 for 2025-2028 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #2 for 2025-2028 TIP to TTC and Policy Board; Coordination, Documentation, and presenting Amendment #3 for 2025-2028 TIP to TTC and Policy Board.

302 – Unified Planning Work Program (UPWP)

Status: 100% Complete.

- Q1: Revisions to contract template; Coordination of 2024 projects; Discussion, analysis, and meeting about West Fargo 13th Ave I-94 overpass study; 2024 project funding meeting and research; Meeting to discuss funding for future projects; Developed RFP for West Fargo 13th Ave I-94 overpass study; Meeting with NDDOT staff regarding non-approval of pending UPWP; Amendments and need for another UPWP amendment for CPG contract; Preparation of UPWP Amendment #6 and supporting materials for submittal to NDDOT; Attended Dilworth City Council meeting to provide review and update on UPWP Amendment #6
- Q2: Coordination of 2024 TA funding; Researched new ATIP grant; Coordination, Documentation, and presenting Amendment #6, 7, 8, & 9 for 2024-2027 TIP to TTC and Policy Board; Meeting with Metro COG staff; Coordinating with jurisdictions for Draft 2025-2028 TIP Project List, Document, and Public Input; Attended meetings to discuss TIP Amendments to current 2024-2027 TIP and preparation for 2025-2028 TIP; Coordinating with the jurisdictions; Coordinating with MnDOT about new CRP projects in Minnesota
- Q3: Coordination of 2025 and 2026 projects; Discussed new projects and staff assignments for the 2023-2024 Unified Planning Work Program (UPWP) amendment; Participated in discussion regarding contracted project transition from 2024 to 2025; Meeting to discuss consultant invoice review and process; Meeting to discuss contracted project transition from 2024 to 2025; Developed QBS packets for NDDOT; Coordination of project amendment to West 94

Area Transportation Plan; Meetings with consultants to discuss upcoming projects; Participated in UPWP Meeting to review purchasing budget; Respond to comments from FHWA and NDDOT for 2024 UPWP Amendment #5 and resubmit to NDDOT thru FTP site; Preliminary preparation work on Metro Railroad Needs Study; Prepare and draft 2025-2026 UPWP and Budget

- Q4: Submit NDDOT controlled Federal Funding applications. Preparing all necessary documents, presentations, and application packages; Reading 2050 MTP and CMP to ensure current solicitation process is in conformance with these new documents; North Dakota Traffic Roundtable Meeting; Participated in discussion regarding contracted project transition from 2024 to 2025; Meet with local jurisdictions to discuss potential future projects for inclusion in UPWP; Meetings with consultants to discuss upcoming projects; Discussed projects and staff assignments for the 2025-2026 Unified Planning Work Program (UPWP) amendment; Meeting to discuss current project status and budget; Project budgets for 2025; Assist with TIP solicitation; Research, prepare and draft 2025-2026 UPWP and budget; Meet with local jurisdictions to discuss potential future projects for inclusion in the UPWP; Review 2025 CPG Contract and prepare contract and supporting documentation materials for approval; Review and respond to FHWA comments on 2025-2026 UPWP

303 – Public Participation Plan

Status: 100% Complete.

- Q1: Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Q2: Pop-up open house at Horizon Middle School; Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Q3: Pop-up open house for Heartland Trail at the farmer's market event (August 13th); Pop-up open house for Heartland Trail at Glyndon Days event (August 6th); Reviewed Metro COG's public participation requirements as part of its Public Participation Plan; Participated in MTP public participation at Fargo Street Fair; Participated in Metro 2050 Public Participation events at the Hjemkomst Center
- Q4: Public engagement prep for Heartland Trail Study; Reviewed Metro COG's public participation requirements as part of its Public Participation Plan

304 – Congestion Management Process

Status: 100% Complete.

- Q1: No activities reported in the first quarter
- Q2: No activities reported in the second quarter
- Q3: No activities reported in the third quarter
- Q4: Participated in various meetings to develop updated Congestion Management Process; Review final draft of Congestion Management Process.

305 – Federal/State Rules and Regulations Compliance and Maintenance

Status: 100% Complete.

- Q1: Attended "Cutting Carbon From Transportation – State and Local Best Practices" for latest regulatory updates; Phone call conversations with NDDOT staff regarding G/L insurance, UPWP Carryover Funds and pending UPWP Amendments; Attended "Prioritization Process Pilot Program (PPPP) Grant Pre-NOFA" webinar from FHWA; Attended "Equity By Design: Developing a Framework for Inclusive Vision Zero Planning" webinar; Attended "TPM General

NPRM" webinar from FHWA; Attended "Every Day Counts" GHG webinar from FHWA; Attended "FTA Bus Procurement Best Practices Update" webinar from FTA; Attended MnDOT D4 Resilience Improvement Plan Engagement webinar

- Q2: Attended monthly meetings with ND MPO Directors via Teams; Attend Quarterly MnDOT-MPO Directors meetings via Teams and in-person; Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Participated in annual mid-year review for Metro COG on May 9 with representatives from NDDOT, MnDOT, FHWA and FTA; Attended FHWA TAMP Guidance Workshop at NDDOT Office in Bismarck on June 12
- Q3: Attended monthly meetings with ND MPO Directors via Teams; Attend Quarterly MnDOT-MPO Directors meetings via Teams and in-person; Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Reviewed CFR Section 134 for purchase compliance
- Q4: Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics; Reviewed CFR Section 134 for purchase compliance

306 – Civil Rights / Title VI / LEP / Environmental Justice

Status: 100% Complete.

- Q1: Annual Title VI training; Updated LEP data and population numbers for the FM metropolitan area
- Q2: Annual Title VI training for Metro COG staff; Updated LEP data and population numbers for the FM metropolitan area
- Q3: Annual Title VI training for Metro COG staff; Updated LEP data and population numbers for the FM metropolitan area
- Q4: Complete & submit Equity Survey for FHWA Volpe Center; Reviewed current EJ areas in the FM metropolitan area

307 – 2045 LRTP Implementation

Status: 100% Complete.

- Q1: No activities recorded 1st quarter
- Q2: No activities recorded 2nd quarter
- Q3: No Activities recorded 3rd quarter
- Q4: No activities recorded 4th quarter

308 – 2020 Census Coordination and Technical Assistance

Status: 100% Complete.

- Q1: Reviewed monthly ND census reports; Reviewed U.S. Census updates
- Q2: Reviewed monthly ND census reports; Reviewed U.S. Census updates
- Q3: Reviewed monthly ND Census reports; Reviewed U.S. Census updates
- Q4: Reviewed monthly ND Census reports; Reviewed U.S. Census updates

309 – TMA Transition

Status: 100% Complete.

- Q1: No activities reported 1st quarter
- Q2: No activities reported 2nd quarter

- Q3: Prepare end-of-year TMA Funding letter and supporting documentation for submittal to NDDOT Local Government Division staff
- Q4: MATBUS representative appointed to Policy Board

310 – TIP Project Monitoring

Status: 100% Complete.

- Q1: Coordination with MNDOT; PROTECT projects; Meeting with MnDOT for GHG PM Discussion; Resilience Improvement Plan Engagement Webinar; Attending MnDOT MPO Director's Meeting; Attending MnDOT ATP 4 on 3/8/2024; Attending NDDOT MPO Director's Meeting; Coordination with MATBUS; Coordination with NDDOT; Meeting with NDDOT for GHG PM Discussion; Coordination with City of Fargo and attending Fargo PWPEC meetings; Coordination with West Fargo, Horace, Casselton, Dilworth; Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Reviewing projects received with solicitation and coordinating with jurisdictions and DOTs; Preparing for January TTC and Policy with technical evaluation and project selection; Attending Public Input Meeting for Drain 27 Crossing on 3/12/2024.
- Q2: Attending MnDOT MPO Director's Meeting; Assisted with TIP project monitoring questions; Attending MnDOT ATP 4 meetings; Attending NDDOT MPO Director's Meeting; Coordination with MATBUS, NDDOT and MnDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, and Dilworth; Attend Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Public Input Meeting for I-29 at 40th Avenue North Interchange; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Meetings with consultants and NDDOT staff regarding progress of Casselton trail project; Attend TIP Project Monitoring meetings with various jurisdictions at their offices.
- Q3: Coordinating with MATBUS, NDDOT, and MNDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, and Duluth; Attended Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail; Meeting for update of Fargo River Trail project; Attending Casselton Public Works Meeting for Governor's Drive Shared Use Path; Coordination with Moore Engineering for Casselton CRP project; Review amendments to 2024-2027 TIP; Review 2025-2028 TIP document; Assisted with TIP project monitoring questions; Attending MnDOT ATP 4 meetings; Coordination with MATBUS, NDDOT and MnDOT
- Q4: Coordinating with MATBUS, NDDOT, and MNDOT; Coordinating with City of Fargo and attending Fargo PWPEC meetings including 17th Avenue Public Input Meeting; Coordinating with City of West Fargo, Horace, Casselton, Moorhead, Dilworth, and Cass County; Main Avenue Coordination Meeting; Meeting with City of Fargo for coordinating trails including VA trail and the Public Input Meeting; Meeting for update of Fargo River Trail project; Coordination with Moore Engineering for Casselton CRP project; Attended regular (usually weekly) meetings to review progress and status of Metro COG's TIP and review upcoming and potential TIP amendments

400 TECHNICAL TRANSPORTATION DATA & ANALYSIS

2024 Budget	Amount Billed	Percent Billed
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401 – Performance Measures

Status: 100% Complete.

- Q1: Meeting with MNDOT (Deanna) about Performance Measure 4; Collaborate with Jaron to set Targets; GHG Performance Measure meetings and information; PM1 - Analyzing crash rates for both the North Dakota and Minnesota portions of the MPA; Required data retrieval from DOTs (VMT); Analyzing proposed targets with observed trends to determine the scope of support; Communicated with DOT partners for clarifications (Wayne and Deanna); Worked with Michael and Chelsea to develop clear, concise, and appropriate language for presentations; Performance Measure 3: GHG Gas Discussions with both MnDOT and NDDOT; Visualizations of PM 1 for TTC and Policy Board; Resolutions of support for state targets for NDDOT and MnDOT.
- Q2: Attend FHWA / MNDOT PM2 webinar; Attended meetings and informational webinars on various Federal Performance Measure programs
- Q3: Assisted with performance measure calculations and analyses; Review performance measures to incorporate them into the TIP; Review and monitor emailed updates from state DOTs regarding Federal Performance Measures
- Q4: Inventory of all roadways within extended UZA Boundary; Coordinate with Fargo, West Fargo, and Horace about roadway classifications and potential upgrades; Internal Staff meetings; progress meetings; Inventory list of all roadway reclassifications – For NDDOT; Create map in GIS – For NDDOT; Site Visits to new roadways; Prepare spread sheet for DOT submittal; Prepare presentation materials; Received guidance from NDDOT to start evaluating functional classification for the North Dakota portion of the updated urbanized area; Read through FHWA guidance; Read through previous Metro COG submittals; Retrieved Functional Classification Shapefiles from NDDOT; Started file structure and organized shapefiles to begin roadway identification; Began identifying roadways that were newly incorporated with the UZA expansion; Set expectations for roadway designations; Began identifying new roadways within the old UZA boundary to incorporate; Identify unpaved roadways; Begin filling out attributes for roadways; Help with internal meetings for progress reports; Began plugging in roadways through attributes and drawn geographies; QA/QC Spreadsheet and Shapefile as I went; Created maps for progress reports; Coordinated with local jurisdictions; Continued adding roadways to spreadsheet and shapefile; Continued internal progress reports; Prepared for draft submittal through the finalization of spreadsheet, shapefile, classification breakdown, memos, and draft functional classification map.

402 – Federal Functional Classification Update

Status: 100% Complete.

- Q1: Inventory of all roadways within extended UZA Boundary; Coordinate with Fargo, West Fargo, and Horace about roadway classifications and potential upgrades; Internal Staff meetings; progress meetings; Inventory list of all roadway reclassifications – For NDDOT; Create map in GIS – For NDDOT; Site Visits to new roadways; Prepare spread sheet for DOT submittal; Prepare presentation materials; Received guidance from NDDOT to start evaluating functional classification for the North Dakota portion of the updated urbanized area; Read through FHWA guidance; Read through previous Metro COG submittals; Retrieved Functional Classification Shapefiles from NDDOT; Started file structure and organized shapefiles to begin

roadway identification; Began identifying roadways that were newly incorporated with the UZA expansion; Set expectations for roadway designations; Began identifying new roadways within the old UZA boundary to incorporate; Identify unpaved roadways; Begin filling out attributes for roadways; Help with internal meetings for progress reports; Began plugging in roadways through attributes and drawn geographies; QA/QC Spreadsheet and Shapefile as I went; Created maps for progress reports; Coordinated with local jurisdictions; Continued adding roadways to spreadsheet and shapefile; Continued internal progress reports; Prepared for draft submittal through the finalization of spreadsheet, shapefile, classification breakdown, memos, and draft functional classification map.

- Q2: Attended meetings and informational webinars on Federal Functional Classification; Finalize spread sheet for DOT submittal incorporating NDDOT comments and resubmit; Prepare presentation materials for TTC & Policy Board including memo, power point slides, presentation, & resolution
- Q3: Review NDDOT's notes, make document revisions, resubmit revised FFC documents; Review submittal update to NDDOT; Finalize spread sheet for DOT submittal incorporating NDDOT comments and resubmit; Prepare presentation materials for TTC & Policy Board including memo, power point slides, presentation, & resolution
- Q4: Assisted with the 2024 MnDOT Federal Functional Classification update

403 – Travel Demand Model (TDM) Maintenance and Operation

Status: 100% Complete

- Q1: Meetings with HDR & ATAC to discuss TDM outputs; Reviewed TDM outputs
- Q2: Coordination of updated travel demand model
- Q3: Coordination of updated travel demand model
- Q4: No activities reported in the fourth quarter

404 – Freight and Goods Movement

Status: 100% Complete.

- Q1: No activities reported in the first quarter
- Q2: Discussed potential freight plan update needs as part of the Metro Railroad Needs Study
- Q3: Discussed potential freight plan update needs as part of the Metro Railroad Needs Study; Attended various freight movement meetings and webinars
- Q4: Attended various freight movement meetings and webinars

405 – FM Metropolitan Profile

Status: 100% Complete.

- Q1: No activities reported in the first quarter
- Q2: Gather data; Coordinate with local jurisdictions for updated statistical data
- Q3: Gather data; Assisted with the Metro profile community profile; Coordinate with local jurisdictions for updated statistical data; Statistical analysis of data and creation of charts and graphs; Create Metro Profile document; Reviewed and aided with bicycle/pedestrian section of profile; Collecting Community Profile Data from American Census Survey 2024; Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities
- Q4: Data collection and management; Review and provide comments and feedback on the 2023 Metro Profile; Coordinate with local jurisdictions for updated statistical data; Statistical

analysis of data and creation of charts and graphs; Reviewed draft Metro Profile; Reviewed bicycle/pedestrian section of profile; Assisted with and finalized the Metro Profile; Collecting Community Profile Data from American Census Survey 2024; Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities

406 – Metropolitan Traffic Counting Program

Status: 100% Complete.

- Q1: Provided requested traffic data to developer; Provided answers to questions by grad student regarding local traffic count data
- Q2: Provided requested traffic data to developer; Set up traffic counters and ped cameras; Coordinated speed and pedestrian count at the request of the City of West Fargo; Traffic equipment quotes for purchasing; Set out, picked up, and downloaded traffic speed counters at the request of the City of West Fargo
- Q3: Provided requested traffic data to developer; Set up traffic counters and ped cameras; Purchased Traffic data collection cameras; Set out, picked up, and downloaded traffic speed counters at the request of the City of West Fargo; Collecting and Analyzing 2023 Cass and Clay Crash data
- Q4: Provided traffic count data to member of the public; Provided traffic counts to city of Fargo planning staff as requested for application; Set out, picked up, and downloaded traffic counter data at 76th Ave S; Set up traffic counters and ped cameras

407 – Metropolitan Technical Assistance

Status: 100% Complete.

- Q1: Attended to miscellaneous metropolitan technical assistance needs; Provided letter of support to City of Moorhead for grant application; Reviewed consultant proposals for MnDOT I-94 Moorhead Study; Participated in consultant selection for MnDOT's I-94 Moorhead Study; Moorhead I-94 & 20th St Interchange Analysis coordination; West Metro Perimeter Highway Study coordination
- Q2: Discussed growth information with developer per request; Peer review of pedestrian report by ATAC; Participation with MnDOT's I-94 Red River to Hwy 336 Study; Attended to miscellaneous metropolitan technical assistance needs
- Q3: Meeting with vendor to discuss crash analysis tool; Attended to miscellaneous metropolitan technical assistance needs
- Q4: Provided letter to HDR for award submittal; Meeting with vendor to (Citian) to learn more about product; Attended to miscellaneous metropolitan technical assistance needs

408 – ITS/Traffic Operations Technical Assistance

Status: 100% Complete.

- Q1: Traffic Operations Working group meeting on March 1st; Attended I-94 SMART Corridor public meeting; Dynamic Traffic Assignment DTA model discussions; Traffic Operations Center research; SMART Grant research, correspondence, and coordination; Meeting with ATAC to discuss progress of Signalized Intersection Data Collection project; Correspondence between West Fargo & ATAC about future work regarding Intersection Data Collection project; Attended ND Traffic Roundtable meeting
- Q2: Traffic Operations Working group meeting on June 6th; SMART Grant research, correspondence, and coordination; Scheduling of next Traffic Operations Working Group; Attended June 6 Metro COG Traffic Operations Working Group meeting.

- Q3: Nothing to report for 3rd quarter
- Q4: SMART Grant coordination; NDDOT/MPO meeting with ATAC on October 14th; Attended ND Traffic Roundtable meeting on October 22nd; Prep for next Traffic Operations Working Group meeting; 2024 ATAC project invoice approvals

409 – GIS

Status: 100% Complete.

- Q1: Ongoing - point of contact for data and information for the various items: Crashes, TIP project locations, roadway information, and communications between local GIS Managers; QA/QC information within GIS; Reviewed and visualized TDM model; Created visualizations
- Q2: Coordinated update of bikeways, shared use paths, and sidewalks shapefiles; Developed map for Dilworth about sidewalk conditions; GIS training from outgoing GIS Specialist; Assisted with GIS analyses for Metro COG internal projects
- Q3: Update of sidewalk, bikeways, and shared use path shapefiles; Assisted with GIS analyses for Metro COG internal projects; Update of sidewalk, bikeways, and shared use path shapefiles; Reviewing GIS geodatabases and shapefiles; Beginning training on UrbanSDK, StreetLight and Remix/Via; Gathered information for renewal of license for StreetLight and ArcGIS Pro
- Q4: General maintenance of GIS files; Managed local requests for shape files and printed maps; Transfer of SS4A/HIN Dashboard; NDDOT Federal Functional Classification Update, mapping requests and assisting with calculation of mileage; Federal Functional Classification Updated Shapefile; SS4A Dashboard Final transfer and maintenance; Assisted with GIS analyses for Metro COG internal projects

500 – TRANSIT PLANNING

2024 Budget	Amount Billed	Percent Billed
\$20,942.30	\$11,535.81	55%

501 – Transit Technical Assistance

Status: 100% Complete

- Q1: Internal Study, Transit Service to North Mhd. Clay Co. Detox & DMV - Remix & GIS software, Research existing routes, busses, turning radii, etc.; Reach out to Cass County staff about study; Meeting with MATBUS about study; MATBUS reorganization Study, KLJ meetings - Review MATBUS Reorganization Draft Document; Attended MATBUS public hearing at Moorhead City Council at Hjemkomst Center on Monday, January 22; Prepare MATBUS Safety Plan memo and Resolutions for adoption by Policy Board and forward signed Resolutions to MATBUS
- Q2: Internal Study, Transit Service to North Mhd. Clay Co. Detox & DMV – Collect data, Develop timeline, Meet with Jenny Mojo; MATBUS reorganization Study, KLJ meetings; Coordinate 2026-2030 Transit Development Plan study with MATBUS; Discussions regarding new northern Dilworth route for MATBUS with Metro COG staff and others; Attended MATBUS Transit Reorganizational meetings.
- Q3: Participated in MATBUS reorganization Study, KLJ meetings; Assist with MATBUS related items including responding to emails; Coordinate 2026-2030 Transit Development Plan study with

MATBUS; Discussions regarding new northern Dilworth route for MATBUS with Metro COG staff and others.

- Q4: Reviewed TTC Bylaws regarding changing MATBUS representation; Attended to miscellaneous transit technical assistance needs

502 – MAT Coordinating Board

Status: 100% Complete

- Prepared Agenda and Packet Materials for, presented at, and participated in MAT Coordinating Board meetings
- Recorded and prepared minutes from previous meetings
- Recorded voting actions, roll call votes, and voting outcomes
- Updated current committee, alternates, and ex-officio members list and information as necessary
- Scanned and uploaded additional materials provided at meetings to website
- Attended new MATBUS Coordination Committee meetings in November and December

600 BICYCLE & PEDESTRIAN PLANNING

2024 Budget	Amount Billed	Percent Billed
\$28,920.38	\$57,522.24	199%

601 – Bicycle/Pedestrian Activities and Technical Assistance

Status: 100% Complete.

- Q1: Moorhead Safe Routes to School Plan – Develop scope of work and project timeline; Create a study review committee; Develop maps of study area; Create online parent survey; Research Safe Routes to School (Nationally & Minnesota); 1st SRC meeting – Feb. 23, 2024 - Develop agenda, minutes, and handouts; Create project website; Respond to city staff and other SRC members emails; Prepare online parent survey form; Create Metro COG Safe Routes to School website; Schedule and develop Site Observation Schedule; Communicate with schools and principals as needed; Set up informational booth about Safe Routes to School at Horizon Middle School's Parent/Teacher Night (Feb. 29th, 2024); Moorhead Safe Routes to School Plan oversight; BIKE FM coordination; Safe Routes to School grant coordination; Bicycle Friendly Communities application; Coordinated with PartnerSHIP 4 Health about summer intern; Researched glowing shared use paths per request of Policy Board member; Coordinated improvements to downtown river corridor with local entities; Fargo-Moorhead Bike Map app coordination; Reviewed 2024 Bicycle & Pedestrian Count Report; Prep for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on March 20th; Reviewed FM Trailbuilders application and provided letter of support for Rec Trails Program grant; Wrote letter of support for ND Rec Trail Program applicant
- Q2: Moorhead Safe Routes to School Plan – Develop maps of study area; Create a study review committee; Create online parent survey; Research Safe Routes to School (Nationally & Minnesota); 2nd SRC meeting – May 29, 2024 - Develop agenda, minutes, and handouts; Update Metro COG Safe Routes to School website; Respond to city staff and other SRC members emails; Analyze online parent survey form; Site Observations at Horizon Middle School, Ellen Hopkins Elementary, Probstfield Elementary, Dorothy Dodds Elementary, Robert Asp Elementary, & SG Rienertsen Elementary; Communicate with schools and principals as needed; Create interactive boards, sign in sheet, schedule & coordinate dates, locations, and times for Open House; Pop-up open house at Horizon Middle School; Develop existing

conditions & site observations; Develop summaries for each schools existing conditions, Create graphics and images; Moorhead Safe Routes to School Plan oversight; Provided sidewalk condition data to City of Dilworth; Trails & open spaces meeting with City of Fargo on May 30th; Safe Routes to School grant coordination; Bicycle Friendly Communities application; Coordinated improvements to downtown river corridor with local entities; Meeting with local entities/departments to discuss downtown river corridor; Lighting audit along Red River trail; Fargo-Moorhead Bike Map app coordination; Prep for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on June 5th; Bicycle & Pedestrian Committee Meeting follow-up; Moorhead Safe Routes to School Plan field visits/site observations; Wrote letter of support for ND Rec Trail Program applicant

- Q3: Moorhead Safe Routes to School Plan including Develop maps of study area, Research Safe Routes to School (Nationally & Minnesota), Respond to city staff and other SRC members emails, Create graphs, charts, and graphic from statistical data received from surveys, update Metro COG Safe Routes to School website as necessary, Communicate with schools and principals as needed, Pop-up open house at Horizon Middle School April 16th; Develop recommendations maps, Develop summaries for each school's recommendations including graphics and images; Moorhead Safe Routes to School Plan oversight; Update of FM bike map app; Attended Trails & Open Spaces meeting with City of Fargo on July 25th; Wrote letter of support for Fargo Parks' Outdoor Heritage Fund application; Preparation for Bicycle & Pedestrian Committee Meeting; Bicycle & Pedestrian Committee meeting on September 11th; Inventory of existing on-street bike marking conditions and existing bike route signage; Attended Bike-Ped Committee meeting
- Q4: Moorhead Safe Routes to School Plan oversight and review of draft Plan; Handoff of Moorhead Safe Routes to School workload to other Metro COG staff; Participated in meeting for Fargo Parks Master Plan; Coordination with bike map app developer; Participated in Trails & Open Spaces meeting with City of Fargo on November 22nd; Wrote Letter of support for Fargo Parks' Special Roads Fund application; Bicycle & Pedestrian Committee meeting on December 4th; Bicycle & Pedestrian Committee citizen rep applications and selection; Review of Bike/Ped Committee Citizen Rep applications; Criteria meeting for Bike/Ped Committee Citizen Rep

602 – Bicycle and Pedestrian Counts and Analysis

Status: 100% Complete.

- Q1: Correspondence with DCP about downtown current bike-ped data collection; Collecting bike/ped data; Updating Pedestrian Count Report; Requesting quotes for pedestrian counters; Researching equipment for traffic/ pedestrian counting tools and equipment
- Q2: Collecting bike/ped data; Updating and presenting Pedestrian Count Report; Preparing for and attending Bike Ped Committee Meeting; Internal, jurisdictional, and vender coordination for new pedestrian counters; Moorhead Safe Routes to School internal coordination and site visits; Attending Safe Routes to School Pop-Up Public Input Event
- Q3: Collecting bike/ped data; Coordinated ordering and installation locations of new bicycle/pedestrian counters; Picked up cameras recording manual bike ped counts; Recording and filing bike/ped count videos; Preparing for and attending Bike Ped Committee Meeting; Internal, jurisdictional, and vender coordination for new pedestrian counters; Coordination and organization for the purchase of additional pedestrian counters; Meeting with MnDOT to discuss their Moorhead counter
- Q4: Collecting bike/ped data; Maintaining Pedestrian Count Equipment; Installing new pedestrian counters; Internal, jurisdictional, and vender coordination for new pedestrian counters; Coordination and organization for the purchase of additional pedestrian counters;

Reviewing pedestrian counter data validation; Assisting with updating Moorhead Safe Routes to School plan; Preparing for and presenting at Bicycle and Pedestrian Committee Meeting on December 3, 2024.

603 – Heartland Trail Extension

Status: 100% Complete.

- Q1: See 211 – Clay County Heartland Trail Routing Analysis
- Q2: See 211 – Clay County Heartland Trail Routing Analysis
- Q3: See 211 – Clay County Heartland Trail Routing Analysis
- Q4: No Activities reported 4th quarter

700 LOCAL PLANNING ASSISTANCE

2024 Budget	Amount Billed	Percent Billed
\$77,585.56	\$27,324.90	35%

701 – Agency Outreach

Status: 100% Complete.

- Q1: Responded to citizen comment regarding West Fargo intersection; Met with consultants about future projects; Presentation to PartnerSHIP 4 Health Leadership Team regarding Heartland Trail; Prepared for and attended Fargo-West Fargo Legislative Event at Fargo City Hall on January 12; Attended Clay County (MN) Joint Powers Intergovernmental Retreat at the Clay County Law Enforcement Center in Moorhead; Met with the GFMEDC, FMWF Chamber, and BIA on March 20 to discuss creation of a regional housing commission
- Q2: Participated in interview with KVRP regarding bicycle safety; Provided information and participated in interview with The Forum regarding pedestrian safety; Meet with the City of Fargo about River Corridor; Attend Various meetings with outside agencies & organizations interested in Metro COG & its various projects & activities; Met with various organizations to discuss creation of a regional housing commission
- Q3: Safe Routes to School interview with FM Extra; Attended Romkey Park press conference on August 15th; Presentation to Moorhead Rotary Club for project updates on August 13; Attend various meetings with outside agencies & organizations interested in Metro COG & its various projects & activities; Met with various organizations to discuss creation of a regional housing commission
- Q4: Provided presentation to Moorhead Park Board on Nov 26th regarding the Heartland Trail; Presentation to Fargo Strong Towns on regarding FM bicycle network

702 – Local Planning Assistance

Status: 100% Complete.

- Q1: Made revisions to a draft Joint Power Agreement to create a regional housing commission and prepared information for potential commission entities; Researched and provided housing assistance to the City of Casselton
- Q2: Attend MnDOT MPO Director's Meeting; Meeting with Kindred City Auditor to discuss Associate Membership and preparation of Comprehensive & Transportation Plan; Meet with local organizations and assist with creation of commission; Responded to data request by the ACLU and GFMEDC; Followed-up on Casselton housing/land use assistance; Assisted with land

development coded questions from West Fargo and Horace; Continued with additional housing commission preparation and outreach needs

- Q3: Attend MnDOT MPO Director's Meeting; Coordinated future land use needs between Cass County and West Fargo; Helped Glyndon with zoning and planning assistance; Helped West Fargo with community development assistance; Continued with additional housing commission preparation and met with the Steering Committee on September 4
- Q4: Developed a presentation for the Red River Zoo Board on regional demographics; Developed enrollment projections for the DGF school district; Presented to the Sustainability and Resiliency Committee on December 10th

800 GENERAL ADMINISTRATION

2024 Budget	Amount Billed	Percent Billed
\$285,816.86	\$207,622.42	73%

801 – General Administration, Management, IT, and Secretarial

Status: 100% Complete.

- General Administration: Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll; Mailed invoices, invoice payments, correspondence, etc.; Prepared purchase orders for office supply procurement; Ordered office supplies and maintained inventory; Prepared and authorized payroll through Payroll Professionals; Updated payroll as necessary; Maintained and authorized Discovery Benefits payments; Created and shared various Doodle Polls; Prepared for, attended and participated in weekly Staff Meetings; Submitted finalized timesheets to Christy Eickoff/Payroll Professionals; Prepared and submitted bi-weekly timesheets for approval; Scanned approved timesheets; Calculated and updated current leave balances, submitted to Payroll Professionals; Finalized and submitted 2023 Final Report to MnDOT; W4 update/W2 Distribution; Posted job opening on various websites and social media outlets; Renewed SAM.gov annual registration; Set up and coordinated interviews for open position; Started onboarding paperwork and added to various benefit accounts
- Management: Prepared agendas for and facilitated bi-weekly staff meetings with Metro COG staff; Conducted Metro COG staff project management meetings to discuss projects' status and progress; Prepared and reviewed Q3 reports for MnDOT and NDDOT; Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop; Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop; Bi-weekly timesheet review and approval; prepare monthly timekeeping reports as part of monthly NDDOT reimbursement submittal; Prepare and process bi-weekly payroll; Conducted Metro COG staff project management meetings to discuss projects' status and progress; Prepare and review Quarterly Report for July-August-September; Conducted in-person Metro COG orientation sessions for new Policy Board members; Prepare and conduct annual performance evaluations for Metro COG staff; Conducted internal recruitment for Assistant Transportation Planner position; Review computer and technology needs and coordinate purchase and installation of new equipment; Attended 2024 Upper Great Plains Transportation Institute's Annual Awards Banquet; Participated in planning meetings for FHWA/NDDOT Peer Exchange; Coordinate Policy Board meeting times with Diversion Authority meeting times with Diversion Authority staff in order to ensure quorums for both agencies' board meetings in November and December; Review latest 3C Agreement and prepare for adoption; Employee evaluation meeting
- IT Management: Assist with coordinating IT questions with Eide Bailly; Coordinate the installation of the new server, laptops, and large tv monitors in conference room; Discussed

replacement of server, laptops, and firewall; Reviewed quotes for and ordered new server due to current server is past useful life expectancy

802 – Financial Budgeting and Tracking

Status: 100% Complete.

- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Review project budgets status with internal project managers
- Prepare and submit NDDOT reimbursement requests
- Began preparations for closing out 2024 UPWP budget year.
- Prepare and review of monthly NDDOT reimbursement materials – prepare resubmittals as needed.
- Met with BCBS representative and reviewed health insurance plans for upcoming year.
- Review general liability insurance renewals for upcoming year.
- Provide additional materials to auditors for annual 2023 Financial Audit report
- Review annual 2023 Financial Audit report and present to Policy Board
- Uploaded final 2023 Financial Audit report to Federal Audit Clearinghouse website and forwarded to NDDOT, MnDOT and other agencies who had requested a copy
- Initiated Indirect Rate review with NDDOT Audit Services
- Attended Cass County (ND) Commission budget hearings

803 – Professional Development, Education, and Training

Status: 100% Complete.

- Q1: Review of new MUTCD manual; Registration for conference; MATBUS Traveler Trainer workshop; Attended ND Transportation Conference (March 5-6); Best Practices When Thinking About the Geo in Geospatial Data Governance – March 13th; 2024 ND MPO Directors' 1st Quarter Meeting; FHWA webinar: Prioritization Process Pilot Program (PPPP) Grant: 1/30/2024; Attended APA webinar entitled: "Planning & Zoning for Battery Energy Storage Systems (BESS)"; Completed the Road Safety Champion Program online courses from National Center for Rural Road Safety at the Western Transportation Institute at Montana State University; Attended APA webinar entitled: "Holistic Vision Zero – Equitable & Healthy School Safety"; WTS Q1 Meeting; Webinar – Diversity and Inclusion in the Workplace; Webinar – Drafting Legally Sound Job Descriptions; Webinar – Communicate with Confidence and Credibility; Webinar – The Importance and Impact of Employee Wellness; Webinar – Leading Project Teams for Non-Project Managers; Webinar – AI for Assistants
- Q2: Attended TAMP Workshop in Bismarck on June 12th; Participated in MnDOT performance measure webinar on June 27th; Attend the Chamber: Eggs and Issues: Behind the Scene: Community Safety Update (4/2/2024); Attend FHWA webinar: MUTCD 11th Edition Updates (4/11/2024); Attend FHWA webinar: Programmatic Mitigation Planning (4/22/2024); Attend USDOT webinar: Climate Change Center 2024 Webinar Series (4/26/2024); Attend AMPO webinar: Active Transportation Quarter 2 Webinar (6/13/2024); Attend USDOT webinar: Meaningful Public Involvement in Transportation Decision Making Training (6/14/2024); Attend Congress for the New Urbanism webinar: On the Park Bench - Author's Forum: Killed by a Traffic Engineer (6/25/2024); Attended various professional development/training webinars on various transportation-related topics.

- Q3: Attended the ND Planning Association Annual Conference on September 18; Participated in the Post Disaster Housing Resilience webinar on August 27; Attended Safe Routes to School Infrastructure grants webinar September 11; Attended USDOT webinar: Equity in Roadway Safety Webinar Series: Roadway Safety for People Experiencing Homelessness (9/4/2024); Ongoing research regarding Metro COG policies and procedures; Reading and review of documents, MTP, PPP, TIP, and UPWP with appropriate staff; Researched 2025 Training opportunities and various upcoming trainings and webinars; Attended various professional development/training webinars on various transportation-related topics.
- Q4: Attended and participated in the 2024 Bi-State MPO Workshop Oct 29-31; Attended various webinars and training sessions for professional development and certificate maintenance; Researched 2025 Training opportunities and various upcoming trainings and webinars; Attended various professional development/training webinars on various transportation-related topics.

900 PUBLICATIONS, PUBLIC INFORMATION, AND COMMUNICATIONS

2024 Budget	Amount Billed	Percent Billed
\$20,589.16	\$13,201.02	64%

901 – Metro COG Newsletter

Status: 100% Complete.

- Q1: no activities reported in the first quarter
- Q2: no activities reported in the second quarter
- Q3: no activities reported in the third quarter
- Q4: no activities reported in the fourth quarter

902 – Website and Social Media

Status: 100% Complete.

- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and maintenance on BIKEFM website
- Released Request for Proposals, with supplemental and subsequent information
- Reviewed the website for overall updates and consistency
- Reviewed status of projects on website and reminded staff to update project information
- Posted TIP information to website and social media accounts
- Worked with Consultant Teams to place Public Input opportunities on Metro COG's Facebook page and project websites, strategized ad placement and ad boosts for Public Input opportunities

1000 COMMUNITY PLANNING AND TECHNICAL ASSISTANCE*

2024 Budget	Amount Billed	Percent Billed
\$22,799.68	\$4,540.19	20%

*This category is paid for using 100 percent local funds, with hourly billing rates plus an indirect rate multiplier, as approved by NDDOT. Amount billed reflects staff time only, and not the use of the indirect rate. Because of this, the percent billed is not applicable.

2024-1001 – Cass-Clay Food Systems Advisory Commission

Status: 100% Complete.

- Preparation of agenda and packet materials for Cass Clay Food Commission meetings
- Transcribed minutes from previous meetings
- Preparation and participation of steering committee meetings
- Metropolitan Food Systems Plan update
- Staffed public input table at various events

2024 Financials

Budget Summary by Unified Work Program (UPWP) Element

Metro COG programmed 2024 operations and overhead budget of approximately \$312,205 and a 2024 contracted planning budget of approximately \$1,047,474.00 in the original 2023-2024 Unified Planning Work Program (UPWP) on September 14, 2022.

At the end of 2023, Metro COG prepared a “carryover” amendment for projects which were already underway, and projects scheduled for 2023 that had been delayed, both of which were to utilize 2023 programmed funds. This had been the normal practice for Metro COG and all the North Dakota MPOs for many years. At the Fall NDDOT-MPO Directors meeting in Bismarck on September 15, 2023, NDDOT informed the MPOs that beginning in 2025, CPG funds would be distributed via one-year contracts, not two-year contracts, which had been the usual practice. It was also announced that there would no longer be any “carryover” of CPG funds from one year to the next, but that any projects that were already underway “would be kept whole” by re-obligation of funds after the first of the year. Metro COG’s “carryover” amendment (Amendment #5) was approved by Policy Board on December 21, 2023 and forward to NDDOT and FHWA for final approval.

At a meeting with NDDOT on February 1, 2024, Metro COG staff was informed that there would be no “carryover” of 2023 funds because they had decided to move up the annual distribution schedule from 2025 to 2024. This created a budget shortfall of approximately \$812,274 for projects that were currently underway and projects that were programmed with 2023 CPG funds that had not yet begun. This meant that “carryover” Amendment #5 was not approved by NDDOT or FHWA and that a new UPWP amendment was necessary to revise and update the UPWP budget for 2024. Metro COG staff immediately began preparing its first UPWP amendment of 2024. A total of two amendments to the 2023-2024 UPWP were approved by the Policy Board in 2024. A summary of the two UPWP amendments adopted in 2024 follows.

Amendment #1

UPWP Amendment #5 (numbered as “5” since an earlier amendment numbered “5” was never approved. This amendment was prepared to reallocate 2024 CPG funds to projects due to the shortfall of the \$812, 274 “carryover” amount which was not carried over. With projects unfunded and others partially funded, Metro COG staff reprogrammed projects and funding utilizing the available 2024 funds and pushed several others out into 2025. The listing below details how this was proposed:

Projects Programmed for 2024 and Proposed for 2024 Funding:

- NDSU-ATAC Annual Participation
- 2050 Metropolitan Transportation Plan Update (Year 2 of 3)
- 2050 Metropolitan Transportation Plan Update (Year 3 of 3)
- West Perimeter Highway Corridor Study
- Moorhead I-94/20th Street Interchange Analysis (Year 1 of 2)
- Moorhead I-94/20th Street Interchange Analysis (Year 2 of 2)
- Uni-10 Corridor Study (Year 3 of 3)
- Signalized Intersection Data Collection and Reporting (Year 2 of 3)
- Moorhead Intersection Traffic Data Collection (Year 2 of 3)
- Moorhead Intersection Traffic Data Collection (Year 3 of 3)
- Horace Downtown/Core Neighborhoods Plan (Year 1 of 2)
- Horace Downtown/Core Neighborhoods Plan (Complete Streets)
- Heartland Trail Alignment Analysis (Year 1 of 2)

Projects to be Programmed for 2025 Funding:

- Heartland Trail Alignment Analysis (Year 2 of 2)
- Horace Downtown/Core Neighborhoods Plan (Year 2 of 2)
- Metro Railroad Needs Study
- Vehicular Bridge Crossing Study at 76th Avenue S & 100th Avenue S
- 15th Avenue N Corridor Study in Dilworth
- 13th Avenue S (or 15th Street W) Overpass at I-94 & Sheyenne Diversion
- Signalized Intersection Data Collection and Reporting-Exp. (Year 3 of 3)

This amendment was reluctantly approved by the Policy Board on February 15 and forwarded to NDDOT and FHWA for review. Metro COG staff worked with NDDOT and FHWA to revise the project listing and funding for two months with very little progress made.

On March 4, 2024, a letter was sent to North Dakota Governor Doug Burgum from the Policy Board requesting re-obligation of the \$812,274 in 2023 CPG funds which had not been carried over to 2024. After a meeting with NDDOT Director Ron Henke and several Policy Board members, the funds were re-obligated and work began in earnest on a new UPWP amendment to program the funds for projects.

Amendment #2

Work began on UPWP Amendment #5 (again, numbered "5" since the February UPWP amendment had not been approved) to program the additional \$812,274 in re-obligated CPG funds. Realizing that by the time the funds could be approved that only half the year would remain to expend those funds, Metro COG staff met with local jurisdictions to develop new projects which could utilize the CPG funds in a timely manner. The list below includes both newly programmed projects and increased funding for others:

- Dilworth 8th Avenue Extension Study – new
- Dilworth 15th Avenue Corridor Study – new
- Kindred Comprehensive Plan – new
- West 94 Area Transportation Plan – project scope expanded and funding increased
- Heartland Trail Alignment Analysis – funding increased for 2024 to expedite completion

Metro COG overhead was also increased to accommodate the purchase of a new system server, laptop computers, the large-size plotter and the two smaller video monitors in the conference room. The third Amendment #5 was approved by the Policy Board on June 24 and forwarded to NDDOT and FHWA, which approved the amendment on July 16.

2025-2026 UPWP and Proposed Budget

Metro COG completed its 2025-2026 UPWP in early October. No new CPG-funded consultant projects were proposed for 2025. However, many 2024 projects which are still underway, will be completed in 2025, utilizing programmed 2025 CPG funds. Two new projects for 2025 will be completed in-house by Metro COG staff: West Fargo Public Schools Safe Routes to School Plan Update (which will conclude in 2026) and an update to Dilworth's Comprehensive & Transportation Plan. Only one new planning project has been proposed for the 2026 UPWP due to the amount of estimated funding provided by NDDOT for that year, although a list of potential projects have been identified in the UPWP, should additional funding become available.

2025 Consolidated Planning Grant (CPG) Contract

Metro COG received its 2025 UPWP Contract on November 26, which was approved by the Policy Board on December 19. The contract amount was for \$1,720,254.33. Metro COG received authorization from FHWA on December 30, so work could begin on January 1, 2025, utilizing the 2025 funds without delay.

2024 Year-End UPWP and Budget Closeout

Throughout 2024, various NDDOT-MPO meetings and discussions have been held regarding the process to re-obligate unused CPG funds to the MPOs. As of this date, no process has been adopted or implemented by NDDOT. However, it has been indicated that once the MPOs have closed out their UPWP Budgets for the previous year and an accurate accounting of the unused CPG funds can be completed, NDDOT will redistribute what will be the unused 2024 CPG funds to the MPOs for inclusion into their 2026 UPWP budgets. This would take place at the end of March or beginning of April. No formula or guidelines for how to distribute the re-obligation funds has been developed or approved and there is still the lingering question by the MPOs about the possible re-obligation of unused 2024 CPG funds in 2025 in order to complete projects which are nearing completion, instead of having them placed on hold until the following year, if unable to receive funds any sooner.

With the traditional process of "carrying over" of funds no longer in place, closing out the UPWP and Budget is very different than in years past, and is now more akin to a year-end accounting procedure, since any unused funds will be "lost" by the MPOs and become part of the proposed "re-obligation amount" which NDDOT has indicated could be incorporated into the MPOs 2026 UPWP Budgets. Depending on the amount, Metro COG may need to prepare a UPWP or an administrative modification to close out the 2024 UPWP budget. Metro COG had planned to close out its 2024 budget in January, but with the Policy Board meeting so close to the middle of the month, staff has still not received all invoices from December and will have to close out the 2024 budget year in February.

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: March 14, 2025
Re: **2024 UPWP End-of-Year Budget Close-Out**

As a result of NDDOT moving to one-year contracts with MPOs for the distribution of Consolidated Planning Grant (CPG) funds, the “carrying over” of unused funds from one year to the next is no longer allowed. Multi-year projects are now required to have programmed amounts of funding for each year, separate and independent of the other. This action is changing how we close our UPWP budget for the previous year.

Metro COG staff have been working closely with NDDOT staff these past few months preparing for close-out. Primarily, this has included obtaining all outstanding consultant invoices for projects underway in 2024. A few of these projects were completed by year’s end but most have continued into 2025 with budgeted amounts programmed in the 2025 Unified Planning Work Program (UPWP). Metro COG staff have been separating invoices for work performed in 2024 and in 2025, while tracking sorting amounts and funding.

The largest and most high-profile expenditure area is for planning projects – and we had a record number of planning projects for 2024. Most planning projects expended less than programmed amounts and a couple spent down to nearly a zero-dollar balance by year's end. Two projects spent slightly over their programmed amounts, the Transit Development Plan and the Metro Rail Needs Study. It would appear that the 2025 UPWP will need an amendment to redistribute programmed funds to make up the differences for those projects which have continued into 2025. *(Please see Attachment 1)*

Staff hours allocated for various task areas were generally within line of what was programmed, although some areas were extremely high. The 600 Bicycle & Pedestrian Planning task area was nearly double what was budgeted, due to the amount of time expended on completion of the Safe Routes to School (SRTS) Planning Project for Moorhead Public Schools. Since this large-scale project was completed in-house by Metro COG staff without the assistance of a consulting firm, these numbers have helped us program task hours much more accurately for the SRTS Planning Project for the West Fargo School District, which kicked off earlier this week and will extend into 2026 due to its large geographical size and number of schools located within the district. The 300 Federal Transportation Planning & Documentation task area ran over due to our work on the Transportation Improvement Program (TIP), Unified Planning Work

Program (UPWP) and Metropolitan Transportation Plan (MTP). Some of this was due in part to our increasing responsibilities as a Transportation Management Area (TMA) within these three key functional areas for the MPO. *(Please see Attachment 2)*

The third major expense area for Metro COG was our indirect and overhead expenses. In addition to seeing increases in our regular monthly expenses such as office rent and CAM (common area maintenance) charges, along with a substantial increase in our health insurance premiums after a couple of years of relatively low annual increases, Metro COG made some substantial, one-time purchases with part of the extra funding received mid-year as a result of the re-obligation of 2023 Consolidated Planning Grant (CPG) funds. These purchases include replacement of our computer server, our wide-format plotter/scanner, several workstation laptop computers, tabletop computers used in our conference rooms to operate Zoom and other virtual meeting platforms, as well as some additional conference room chairs and new, larger monitors at the rear of the conference room. Most of these purchases came in slightly less than expected due to our waiting until close to the end of the year to place orders when some companies are a little more motivated to give us better pricing. *(Please see attachment 3)*

We provided summaries for the meeting packet since most of the actual spreadsheets are quite large and cannot be easily reduced to fit onto an 8½x11 page, so additional information will be provided at the Policy Board meeting, and ultimately, forwarded to NDDOT. Going forward, with input and guidance from NDDOT and FHWA, we will be able to provide a better summary for our meeting packets.

Requested Action: Approval of 2024 Unified Planning Work Program End-of-Year Budget Close-Out and authorize Executive Director to forward supplemental and supporting accounting documentation to NDDOT, allowing for any minor accounting adjustments as necessary.

2024 End-of-Year Project Status Report					
Project Number	Project Name	Programmed 2024 Funds	Expended 2024 Funds	Under budget / (Over Budget)	Projected 2025 Funding
2023-201	NDSU ATAC Annual Participation	\$10,000.00	\$10,000.00	\$0.00	\$0.00
2023-202	2050 Metropolitan Transportation Plan	\$306,872.05	\$304,160.21	\$2,711.84	\$0.00
2023-204	Electric Vehicle (EV) Readiness Study	\$149,995.12	\$149,992.11	\$3.01	\$0.00
2023-205	Moorhead Intersection Data Collection (Year 2 & 3)	\$18,431.83	\$14,844.38	\$3,587.45	\$0.00
2023-206	Signalized Intersection Data Collection	\$24,127.75	\$19,302.20	\$4,825.55	\$0.00
2023-207	Moorhead I-94 & 20th Street Interchange Analysis	\$107,639.62	\$79,055.08	\$28,584.54	\$20,000.00
2023-208	West Metro Perimeter Highway Corridor Study	\$150,000.00	\$114,302.56	\$35,697.44	\$99,791.08
2023-209	Horace Downtown Core Neighborhoods Plan	\$47,304.27	\$47,109.29	\$194.98	\$67,695.48
2023-209	Horace Downtown Core Neighborhoods Plan - CS*	\$81,473.12	\$81,473.12	\$0.00	\$0.00
2023-210	SS4A - Comprehensive Safety Analysis Plan**	\$193,091.63	\$162,463.61	\$30,628.02	\$0.00
2024-211	Clay County Heartland Trail Analysis	\$187,500.00	\$180,938.89	\$6,561.11	\$62,500.00
2024-212	MATBUS 2026-2030 Transit Development Plan (TDP)	\$100,000.00	\$113,562.06	(\$13,562.06)	\$99,580.94
2024-213	Dilworth 15th Avenue N Corridor Study	\$150,000.00	\$149,857.24	\$142.76	\$0.00
2024-214	West 94 Area Transportation Plan	\$225,000.00	\$224,902.14	\$97.86	\$99,974.78
2024-215	Metro Railroad Needs Study	\$100,000.00	\$109,578.47	(\$9,578.47)	\$300,000.00
2021-225	University Drive & 10th Street Corridor Study	\$129,655.57	\$113,984.13	\$15,671.44	\$20,370.66
2024-227	Dilworth 8th Avenue N Extension Study	\$150,000.00	\$147,192.14	\$2,807.86	\$0.00
2024-228	Kindred Comprehensive & Transportation Plan	\$62,991.57	\$44,344.83	\$18,646.74	\$29,995.98
	Totals	\$2,194,082.53	\$2,067,062.46	\$127,020.07	\$799,908.92

*Complete Streets Funding - NO local match required

**Funded by Direct FHWA grant

2024 Metro COG Staff Hours								
Task Area	Program Area	2024 UPWP		2024 Actual		Budget vs. Actual over/(under)		% of Dollars Expended
		Budget	Staff Hours	Actual \$ Expended	Staff Hours	Dollars	Hours	
100	Policy and Administrative Forums	\$75,508.10	1,260	\$66,530.72	1,051.75	\$8,977.39	208.25	88%
200	Contracted Planning	\$151,875.70	2,607	\$150,517.02	2,620.25	\$1,358.68	(13.25)	99%
300	Federal Transportation Planning & Documentation	\$155,440.43	2,777	\$202,110.44	3,289.00	(\$46,670.01)	(512.00)	130%
400	Technical Transportation Data & Analysis	\$103,435.23	2,246	\$115,308.19	2,628.25	(\$11,872.96)	(382.25)	111%
500	Transit Planning	\$20,942.30	440	\$11,535.81	219.50	\$9,406.49	220.50	55%
600	Bicycle & Pedestrian Planning	\$28,920.38	598	\$57,522.24	1,444.75	(\$28,601.86)	(846.75)	199%
700	Local Planning Assistance	\$77,585.56	1,438	\$34,216.58	621.50	\$43,368.98	816.50	44%
800	General Administration	\$285,816.86	4,996	\$281,948.45	3,904.00	\$3,868.41	1,092.00	99%
900	Publications Public Information & Communication	\$20,589.16	444	\$13,201.02	279.00	\$7,388.14	165.00	64%
1000	Community Planning & Technical Assistance	\$22,799.68	484	\$4,540.19	89.50	\$18,259.49	394.50	20%
	Total	\$942,913.40	17,290	\$937,430.64	16,147.50	\$5,482.76	1,142.50	99%

2024 Metro COG End-of-Year Expense Summary				
COG Acct #		Actual Expenses	Budget Amount	Difference - Under / (Over) Budget
	5001 800a - Travel/Reg/Training	\$ 8,944.77		
	Direct Cost Travel	\$ 2,106.94	\$ 22,800.00	29,637.83
	5002 800b - Dues/Subscriptions	\$ 13,987.11	\$ 10,250.00	(3,737.11)
	5003 800c - Office Supplies	\$ 2,467.24	\$ 4,000.00	1,532.76
	5004 800d - Postage	\$ 1,037.66	\$ 2,184.00	1,146.34
	5005 800e - Advertising	\$ 120.00		
	5005 800e - Advertising	\$ 1,995.11	\$ 2,000.00	(115.11)
	5006 800f - Office Rent	\$ 90,364.10	\$ 90,000.00	(364.10)
	5007 800g - Insurance	\$ 8,670.15	\$ 8,535.00	(135.15)
	5008 800h - Communications	\$ 3,957.40	\$ 4,200.00	242.60
	5009 800i - Information Systems	\$ 154,665.14	\$ 158,684.00	4,018.86
	5010 800j - Audit	\$ 16,700.00	\$ 15,600.00	(1,100.00)
	5011 800k - Office Equipment	\$ 3,119.46	\$ 500.00	(2,619.46)
	5012 800l - Printing	\$ 3,642.26	\$ 4,196.00	553.74
	5012 800m - Legal Services	\$ 1,013.50	\$ 1,500.00	486.50
	5012 800n - Accounting	\$ 18,179.00	\$ 18,000.00	(179.00)
	5015 800p - Traffic Count Equipment	\$ 1,434.51	\$ 20,275.00	18,840.49
	5016 800q - Payroll Services	\$ 1,736.31	\$ 2,180.00	443.69
	Depreciation - Federally Funded	\$ 27,845.40	\$ 364,904.00	
	Depreciation - Indirect	\$ 6,052.08		
	5101 801a - Miscellaneous	\$ 1,401.49	\$ 1,800.00	398.51
210	5200-06 Safe Streets for All Comp Plan	\$ 162,463.61	\$ 193,091.63	30,628.02
216	5200-29 Fargo Transportation Plan	\$ 29,318.68		
	5300-01 ATAC	\$ 2,500.00	\$ 10,000.00	7,500.00
206	5200-29 Fargo Transportation Plan	\$ 19,302.20	\$ 24,127.75	4,825.55
215	This is the same as 5300-53 BNSF Rail Study	\$ 47,256.81	see 215 below, added in	
225	5300-37 University & 10th St Corridor	\$ 113,984.13	\$ 129,655.57	15,671.44
205	5300-41 Turning Movement Counts NDSU Grant & Acctg	\$ 14,844.38	\$ 18,431.83	3,587.45
207	5300-41 Turning Movement Counts-Stantec	\$ 79,055.08	\$ 107,639.62	28,584.54
202	5300-43 2050 Metro Trans Plan Update	\$ 304,160.21	\$ 306,872.05	2,711.84
208	5300-43 2050 Metro Trans Plan Update	\$ 114,302.56	\$ 150,000.00	35,697.44
204	5300-45 Electric Vehicle Readiness Study	\$ 170,811.58	\$ 149,995.12	(20,816.46)
211	5300-46 Clay County Heartland Trail Routing Analysis	\$ 180,938.89	\$ 187,500.00	6,561.11
209	5300-47 Horace Downtown Core Neighborhoods Plan	\$ 128,582.21	\$ 128,777.39	195.18
214	5300-48 West 94 Area Transportation Plan	\$ 224,902.14	\$ 225,000.00	97.86
213	5300-49 15th Ave N Corridor Study	\$ 149,857.24	\$ 150,000.00	142.76
212	5300-50 2026-2030 Transit Development Plan	\$ 113,562.06	\$ 100,000.00	(13,562.06)
227	5300-51 Dilworth 8th Ave Extension Study	\$ 147,192.14	\$ 150,000.00	2,807.86
228	5300-52 Kindred Comprehensive Plan	\$ 44,344.83	\$ 62,991.57	18,646.74
215	5300-53 BNSF Rail Study	\$ 62,321.66	\$ 100,000.00	(9,578.47)
	5500 Payroll and Benefits	\$ 784,533.77	\$ 785,391.00	857.23
	5502 Payroll Tax Expense	\$ 55,972.76	\$ 59,136.87	3,164.11
	5503 Employer Simple Contributions	\$ 15,917.65	\$ 23,190.93	7,273.28
	5504 Health Insurance Premium	\$ 80,615.76	\$ 76,266.00	(4,349.76)
	5505 Flex Plan Admin Expense	\$ 300.00		
	5506 PTO Expense Adjustment	\$ 182.05		
	5507 Worker's Compensation Insurance	\$ 198.36		
	5511 Life/AD&D/LTD	\$ 1,400.35	\$ 2,976.00	1,575.65
	5512 STD	\$ (181.06)	\$ -	
	5513 Employer HSA Contributions	\$ 17,600.00	\$ 17,600.00	0.00
	800p HR Services	\$ -	\$ 500.00	500.00
	Total	\$ 3,435,679.68	\$ 3,890,251.33	\$ 171,272.70