

**479<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, November 9<sup>th</sup>, 2017 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineer
Julie	Bommelman	City of Fargo, MATBUS
Hali	Durand	Cass County Planner
Jeremy	Gorden	City of Fargo Transportation Engineering
Erik	Hove	Clay County (alternate for David Overbo)
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Michael	Maddox	Metro COG
Aaron	Nelson	City of Fargo (alternate for Jim Gilmour)
Russ	Sahr	City of Horace Planning
Brit	Stevens	NDSU – Transportation Manager
Stan	Thurlow	City of Dilworth Planner
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Vaux	GFMEDC
Larry	Weil	City of West Fargo Planning
Chad	Zander	City of West Fargo (alternate for Chris Brungardt)

**Members Absent:**

Chris	Brungardt	West Fargo Public Works
Jim	Gilmour	City of Fargo Planner
Jason	Benson	Cass County Highway Engineer
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Tim	Magnusson	Clay County Planner
Melissa	Olheiser	MState
David	Overbo	Clay County Engineer
Mary	Safgren	MnDOT – District 4
Mark	Wolter	Freight Representative, Midnite Express

**Others Present:**

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR Engineering
James	Dahlman	Interstate Engineering/City of Horace
Dan	Farnsworth	Metro COG
Jay	Forthun	Moore Engineering
Cindy	Gray	SRF Consulting
Savanna	Leach	Metro COG
Brent	Muscha	Apex Engineering
Adam	Ruud	Houston Engineering
Jordan	Smith	MATBUS
Steven	Wahler	Bolton + Menck

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on November 9<sup>th</sup>, 2017 by Chairman Christian. A quorum was present.

**2. Approve the 479<sup>th</sup> TTC Meeting Agenda**

Chairman Christian asked if there were any questions or changes to the 479<sup>th</sup> TTC Meeting Agenda.

***Motion: Approve the 479<sup>th</sup> TTC Meeting Agenda.***

***Mr. Weil moved, seconded by Mr. Atkins.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**3. APPROVE October 12<sup>th</sup>, 2017 TTC MEETING MINUTES**

Chairman Christian asked if there were any questions or changes to the October 12<sup>th</sup>, 2017 TTC Meeting Minutes.

***Motion: Approve the October 12<sup>th</sup>, 2017 TTC Minutes.***

***Ms. Van Beek moved, seconded by Mr. Weil.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**5. 2017-2020 TIP Amendment #6**

Interim Chair Maddox presented Amendment #6 to the 2017-2020 TIP. Mr. Maddox reminded the committee that the NDDOT is currently holding off on passing their 2018-2021 STIP. Mr. Johnson provided an update that a 2018-2021 STIP has been passed, but is still encouraging the local entities to wait on submitting their TIPs for the time being.

The proposed amendment to the 2017-2020 TIP is as follows:

1. Addition of Project 9172702: To perform highway planning by hiring a Fargo Area Public Information Coordinator for 2018/2019. The total project cost is \$350,000 of which \$283,255 is being Federally funded, \$66,745 is being funded through State of North Dakota revenues.

A discussion between Mr. Johnson and Mr. Gorden followed on the intent of swapping two projects, 64<sup>th</sup> Avenue and 52<sup>nd</sup> Avenue, in the current TIP. Mr. Johnson informed Mr. Gorden that while this addendum can be submitted, the NDDOT will not allow it at this time. More discussion followed on the implications of holding the changes, and how current ND government policies are holding up the process.

Mr. Gorden said he would like it to be known on public record, that these swaps are necessary. The committee agreed to approve recommendation of passing the amendment #6, with the provision that the FM Metro COG officially requests the project swaps be made as soon as allowed.

A Public Hearing was opened; no public comments were made or received. The Public Hearing was closed.

**Motion: Approve 2017-2020 TIP Amendment #6, with the addition that the Metro COG Transportation Technical Committee has officially requested that the NDDOT swap the order of the 52<sup>nd</sup> Avenue and 64<sup>th</sup> Avenue City of Fargo projects.**

**Mr. Gorden moved, seconded by Mr. Nelson.**

**MOTION, PASSED. 16-0.**

**Motion carried unanimously.**

**6. 2018-2021 TIP Amendment #1**

Interim Chair Maddox presented Amendment #1 for the 2018-2021 TIP. The proposed amendment to the 2017-2020 TIP is as follows:

1. Modification of Project 518011: project received additional Federal funding bringing the total project cost to \$2,580,000 of which \$1,626,233 is being funded by ATIP managed STBGP funds, \$383,700 from Advanced Construction funds (STBGP payback in 2019), and \$570,067 from matching local funds.
2. Modification of Project 218011: Parke Ave rehabilitation with construction of a multi-use trail. Project total increased to \$5,208,895 of which \$375,000 is being funded by TA funds (for the construction of the trail), and the remainder funded through local means.
3. Addition of Project 5180021: Purchase of one (1) Class 700 fixed-route transit bus. The total project cost is \$495,000 of which \$396,000 is being funded through FTA 5339 funds and \$99,000 through local matching funds.
4. Addition of Project 5180022: ROW Acquisition for the 11<sup>th</sup> Street Railroad Grade Separation. The total project cost is \$531,993 of which \$425,594 is being funded by Federal STBGP funds, and \$106,399 through local matching funds.

Mr. Atkins asked that the language pertaining to 518011 be changed to strike “28<sup>th</sup> Ave from 15<sup>th</sup> to 10<sup>th</sup> RR crossing improvements, and bridge joint repairs” from the description, as those have changed funding sources.

A Public Hearing was opened; no public comments were made or received. The Public Hearing was closed.

Mr. Johnson questioned the mention of “AC payback” in the descriptions. Mr. Maddox stated that those represent TA funds.

**Motion: Recommend Policy Board approval of the 2018-2021 TIP Amendment #1, with the modifications of Project 518011 as discussed.**

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

**MOTION, PASSED. 16-0.**

**Motion carried unanimously.**

**7. Fargo/West Fargo Parking & Access Requirement Study Contract**

Interim Chair Maddox presented the Fargo/West Fargo Parking and Access Requirement Study Contract with Ulteig and sub-consultant Sam Schwartz. He provided a short history of the project work up until this point. There have been negotiations on the scope, as to what is eligible for CPG funding. Mr. Maddox presented the final scopes and fees.

***Motion: Recommend Policy Board approval of the contract with Ulteig and sub-consultant Sam Schwartz, pending comment from local jurisdictions and NDDOT.***

**Mr. Gorden moved, seconded by Mr. Weil.**

***MOTION, PASSED. 16-0.***

**Motion carried unanimously.**

**8. Metro COG Website Update and Development RFP**

Ms. Leach presented the RFP for an update and redevelopment to the Metro COG website. The project is CPG eligible, and was accounted for in the 2018 budget. It was questioned if GIS capability will be featured, Ms. Leach said the capability is outlined in the scope.

***Motion: Recommend Policy Board approval of the Metro COG Website Update and Development RFP, pending comment from NDDOT.***

**Mr. Gorden moved, seconded by Mr. Atkins.**

***MOTION, PASSED***

**Motion carried unanimously.**

**9. Metro COG Staffing Levels**

Interim Chair Maddox brought up the issue of current staffing levels at Metro COG. A new planner, Anna Pierce, will be starting in December, to fill Dave Burns' vacancy. Mr. Maddox asked the committee to consider the addition of an additional planner. In the interview process for Ms. Pierce's position, a close second place candidate would be offered the additional planner position. So a new applicant process would not need to be started. The current workload, and expected workload for 2018 is more than the current staff can aptly handle. A cost analysis was brought forward and discussion followed on where funding for 2018 would come from, as 2018 jurisdiction budgets had already been set. Mr. Maddox suggested that the local match for an additional planner's salary for 2018 could be floated from reserves in savings, and then be allowed to be budgeted for in jurisdiction budgets for 2019.

Mr. Atkins questioned the workload, moving forward, and if there would be enough work to support an additional planner in coming years. Mr. Maddox brought up the lack of community and jurisdiction outreach, and how an additional planner can allow staff more time to actively engage with those communities. Mr. Weil added that this could hopefully end 11<sup>th</sup> hour project identifications, and encourage proactivity.

Mr. Johnson asked if the possible planner in mind would be open to taking a lower pay than advertised for the original position applied for. It was implied that the planner position was filled, so the offering of a lower salary is acceptable. However, it could hinder the process if the chosen applicant rejects the offer.

***Motion:*** Support the concept of hiring an additional planner, using reserve funds for salary coverage in 2018.

**Mr. Thurlow moved, seconded by Mr. Atkins.**

***MOTION, PASSED. 14-0.***

**Motion carried unanimously.**

\*Mr. Weil left the meeting at 10:43 am

\*Ms. Bommelman left the meeting at 10:48 am

\*Mr. Vaux left the meeting at 11:00 am

**10. Additional Business**

Mr. Maddox held a discussion on Federal and State Performance Measures.

\*Mr. Nelson left the meeting at 11:27 am

\*Mr. Hove left the meeting at 11:38 am

\*Ms. Van Beek left the meeting at 11:40 am

***No MOTION***

**11. Adjourn**

The 479<sup>th</sup> Regular Meeting of the TTC was adjourned on November 9<sup>th</sup>, 2017 at 11:51 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 14<sup>th</sup>, 2017, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach  
Executive Secretary