

**491st Transportation Technical Committee
Fargo-Moorhead Metropolitan Council of Governments
THURSDAY, November 8, 2018 – 10:00 a.m.
Metro COG Conference Room**

AGENDA

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|---|------------------|
| 1. Call to Order and Introductions | |
| 2. Approve the Agenda | Action Item |
| 3. Consider Minutes of the October 11 th , 2018 TTC Meeting | Action Item |
| 4. Public Input Opportunity | Public Input |
| 5. F-M Bikeways Gap Analysis Consultant Selection | Action Item |
| 6. Horace Comprehensive and Transportation Plan Consultant Selection | Action Item |
| 7. Amendment to MATBUS Transit Facility Analysis and Development Strategy | Action Item |
| 8. Fargo/West Fargo Parking & Access Requirement Study Final Report | Action Item |
| 9. 2019-2020 Unified Planning Work Program | Action Item |
| 10. High Tension Guardrail Projects | Discussion Item |
| 11. Agency Updates | Discussion Item |
| a. City of Fargo | |
| b. City of Moorhead | |
| c. City of West Fargo | |
| d. City of Dilworth | |
| e. City of Horace | |
| f. Cass County | |
| g. Clay County | |
| h. Other Member Jurisdictions | |
| 2. Additional Business | Information Item |
| 3. Adjourn | |

REMINDER: The next TTC meeting will be held **Thursday, December 13, 2018** in the Metro COG Conference Room at 10:00 a.m.



Red Action Items require roll call votes.

NOTE: Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org> – Committees

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**490th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, October 11th, 2018 – 10:00 am
Metro COG Conference Room**

Members Present:

| | | |
|----------|----------|---|
| Jonathan | Atkins | City of Moorhead Traffic Engineering |
| Jason | Benson | Cass County Highway Engineering |
| James | Dahlman | City of Horace (alternate for Russ Sahr) |
| Cindy | Gray | Metro COG |
| Jeremy | Gorden | City of Fargo Transportation Engineering |
| Michael | Johnson | NDDOT – Local Government Division |
| Kim | Lipetsky | Fargo Cass Public Health |
| Aaron | Nelson | Fargo City Planning |
| Matthew | Peterson | MATBUS (alternate for Julie Bommelman) |
| Seth | Pfeifer | Clay County (alternate for David Overbo) |
| Mary | Safgren | MnDOT – District 4 |
| Russ | Sahr | City of Horace Planning |
| Tim | Solberg | City of West Fargo Planning |
| Tom | Soucy | Cass County (alternate for Hali Durand) |
| Brit | Stevens | NDSU – Transportation Manager |
| Stan | Thurlow | City of Dilworth Planning |
| Chad | Zander | West Fargo Public Works (alternate for Chris Brungardt) |

Members Absent:

| | | |
|---------|-----------|---|
| Julie | Bommelman | City of Fargo, MATBUS |
| Chris | Brungardt | West Fargo Public Works |
| Hali | Durand | Cass County Planning |
| Kristie | Leshovsky | City of Moorhead Planning/Zoning |
| David | Overbo | Clay County Engineering |
| Lori | Van Beek | City of Moorhead, MATBUS |
| Mark | Wolter | Freight Representative, Midnite Express |

Others Present:

| | | |
|---------|------------|-------------------------|
| Adam | Altenburg | Metro COG |
| Dan | Bergerson | HDR |
| Jason | Carbee | HDR |
| Luke | Champa | Metro COG |
| Dan | Farnsworth | Metro COG |
| Ryan | Frolek | Moore Engineering Inc |
| Andrew | Krog | Bolton & Menk |
| Savanna | Leach | Metro COG |
| Michael | Maddox | Metro COG |
| Anna | Pierce | Metro COG |
| Adam | Ruud | Houston Engineering Inc |

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on October 11th, 2018 by Chair Gray. A quorum was present.

2. Approve the 490th TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 490th TTC Meeting Agenda. Ms. Gray noted the date for the previous minutes on the .agenda is listed as August 9th, 2018, and should be September 13th,

Motion: Approve the 490th TTC Meeting Agenda, with revisions.

Mr. Benson moved, seconded by Mr. Thurlow.

MOTION, PASSED. 14-0.

Motion carried unanimously.

3. APPROVE September 13, 2018 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the September 13, 2018 TTC Meeting Minutes.

Motion: Approve the September 13, 2018 TTC Minutes.

Mr. Atkins moved, seconded by Mr. Soucy.

MOTION, PASSED. 14-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

*Mr. Solberg joined the meeting at 10:07am.

5. 76th Avenue Corridor Study Consultant Selection and Contract

Mr. Maddox presented the 76th Avenue Corridor Study Consultant Selection as Stantec. The scope of work and fee schedule were provided as a lay-down item to the committee. Mr. Maddox noted that the contract would be presented to the Policy Board next week. Mr. Solberg asked if Horace was ready for future land use planning and future growth because of the proposed school. Mr. Sahr assured Mr. Solberg that land use is a large factor in the study, and Mr. Maddox added that land use planning and scenario planning were discussed at-length during scope negotiations with Stantec. Mr. Johnson asked what other firms submitted, Mr. Maddox said that KLJ and Houston were the other two firms that submitted and both were interviewed.

Motion: Recommend Policy Board approval of the selection of Stantec and the subsequent contract with Stantec (inclusive of the scope of work) to complete the 76th Avenue South Corridor Study.

Mr. Gorden moved, seconded by Mr. Sahr.

MOTION, PASSED. 16-0.

Motion carried unanimously.

*Mr. Nelson joined the meeting at 10:14am.

6. Fargo Safe Routes to School Plan Consultant Selection

Mr. Farnsworth presented the Fargo Safe Routes to School Plan Consultant selection as Atla, with sub consultant KLJ. Mr. Farnsworth noted that follow-up clarifications thus far have included some questions about the amount of Metro COG and City of Fargo staff time that are expected by Alta to complete the field data collection, and information about the consultant's resulting breakdown of task hours, and documentation of a state-approved indirect rate. Mr. Johnson asked what other firms submitted, Mr. Farnsworth said that Stantec with NDSU, and SRF with Toole submitted proposals and were interviewed.

Motion: Recommend Policy Board approval of Metro COG entering into contract negotiations with Alta/KLJ for the Fargo Safe Routes to School Plan, provided the above information can be provided to Metro COG.

Mr. Gorden moved, seconded by Mr. Nelson.

MOTION, PASSED. 16-0.

Motion carried unanimously.

7. 2018 Metro Profile

Ms. Pierce presented the 2018 Metropolitan Profile. She noted that the profile has been shifted towards a more graphic, versus text-heavy layout. Mr. Atkins noted that some of the fonts are difficult to read. The committee discussed inconsistencies, revisions, and updates needed. Ms. Pierce asked that any comments, feedback or updated information be sent to her as soon as possible.

Motion: Recommend Policy Board approval of the draft 2018 Metropolitan Profile, with revisions discussed.

Mr. Solberg moved, seconded by Mr. Thurlow.

MOTION, PASSED. 16-0.

Motion carried unanimously.

8. Performance Measures #2 and #3 Resolution

Ms. Pierce presented the Resolutions of Performance Measures 2 and 3. PM2 covers Pavement and Bridge Conditions, and PM3 covers System Reliability. As required by the FHWA, Metro COG is to either agree to each state's targets, or establish MPO-specific targets. Metro COG is moving forward with agreement to program projects in each state's portion of the MPA to support the performance targets established by both NDDOT and MnDOT. Discussion included concerns over state set targets versus MPO set targets.

Motion: Recommend Policy Board approval of the North Dakota and Minnesota resolutions for the Fargo-Moorhead Metropolitan Planning Area on Performance Measure #2 – Infrastructure and Performance Measure 3 – System Reliability.

Mr. Atkins moved, seconded by Mr. Gorden.

MOTION, PASSED. 16-0.

Motion carried unanimously.

*Mr. Sahr left the meeting at 11:08 am; Mr. Dahlman stepped in as his alternate.

*Mr. Gorden left the meeting at 11:20am.

9. Section 5339 Transit Grant Applications

Mr. Farnsworth presented the Section 5339 Transit Grant Applications. The only application received is for a facility upgrade to the Ground Transportation Center (GTC).

Motion: Recommend Policy Board approval of the City of Fargo/MATBUS's Section 5339 Transit application for \$2,000,000 in upgrades to the Ground Transportation Center (GTC).

Mr. Atkins moved, seconded by Ms. Lipetzky.

MOTION, PASSED. 15-0.

Motion carried unanimously.

10. NDDOT/MnDOT Rail Safety Project Solicitations

Mr. Farnsworth presented project solicitations for NDDOT/MnDOT Rail Safety. Mr. Farnsworth went through the applicable projects, the project matrix, and to whom to contact if jurisdictions are interested.

No motion.

11. NDDOT Vision Zero Infrastructure Safety Awards

Mr. Farnsworth presented the NDDOT Vision Zero Infrastructure Safety Awards opportunities. There are three different categories: single person, project, or community initiative that promoted safety initiatives. Ms. Gray noted that the jurisdictions would need to nominate themselves or their projects before December 21st.

No motion.

12. Transportation Alternatives (TA) Grant Opportunity

Mr. Farnsworth presented the TA grant opportunities. A matrix was provided for application deadlines and respective states. Ms. Safgren noted that there is a TA grant application workshop at West Central Initiative on Monday, October 15th, at 12 pm.

No motion.

13. Autonomous Vehicles/Connected Vehicles Strategic Planning and Informational Workshop

Mr. Altenburg presented information for an Autonomous Vehicles/Connected Vehicles Planning and Informational workshop. There will be a workshop locally on December 11th, from 9 am to 12 pm, at the Hjemkomst Center in Moorhead. Ms. Gray noted that the workshop is open to the public, and urged jurisdictions and consultants to attend.

No motion.

*Ms. Lipetzky left the meeting at 11:38am

14. Agency Updates

Mr. Benson said that Hali Durand has accepted a position with Clay County. Mr. Atkins noted that the intersection at 20th Street and Main Avenue South in Moorhead would be closing for the next year.

15. Additional Business

No additional business.

*Mr. Benson left the meeting at 11:49am.

16. LRTP Existing Conditions and Public Engagement Presentation

Mr. Carbee presented an update on the Long Range Transportation Plan.

17. Adjourn

The 490th Regular Meeting of the TTC was adjourned on October 11th, 2018 at 11:53 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD November 8th, 2018, 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

To: Transportation Technical Committee
From: Dan Farnsworth
Date: November 1, 2018
Re: **FM Metro Bikeways Gap Analysis Consultant Selection**

In September, the Metro COG Policy Board approved the request for proposals (RFP) for the Fargo-Moorhead Bikeways Gap Analysis being led by Metro COG. The Plan has a budgeted amount of \$150,000 (\$120,000 from Federal CPG funds and \$30,000 from local funds provided by Clay County, Fargo, Moorhead, and West Fargo).

The deadline for consulting teams to submit proposals was October 19th. Metro COG received proposals from four consulting teams (KLJ, SRF, Toole, and Vireo). Metro COG and the consultant selection committee will meet the morning of Friday November 2nd to interview and select one of the four consultants.

Since consultant selection will not occur until after the writing of this memo, Metro COG will send out a revised memo prior to the TTC meeting stating the recommended consulting team for the Plan.

Requested Action:

Recommend Policy Board approval of the consulting team as recommended by the study's consultant selection committee and recommend Policy Board approval to enter into a contract with said consulting team.

To: Transportation Technical Committee
From: Adam Altenburg, AICP
Date: November 2, 2018
Re: **Horace Comprehensive and Transportation Plan Consultant Selection**

The Fargo-Moorhead Metropolitan Council of Governments and the City of Horace are in the process of initiating an update of the 2007 Horace Comprehensive Plan. This planning effort will focus on two primary components: an innovative comprehensive plan reflective of the changing dynamics of the city; and a detailed citywide transportation plan incorporating a flexible policy framework for addressing vehicular and multi-modal transportation system improvements.

In September, Metro COG's Policy Board approved the RFP to secure a consultant to complete the technical and planning tasks outlined in the scope of work under an approved budget of \$160,000. Metro COG received five (5) proposals prior to the October 19 closing date. The selection committee met with and interviewed all five consultants on October 31 and November 1 to further understand each consultant's technical qualifications, task deliverables, and past project experience. The selection committee is expected to arrive at a decision on a consultant by November 6.

If a recommendation is made in time for the TTC meeting, Metro COG will provide more information on the consultant selection for the comprehensive and transportation plan as a laydown item.

Requested Action: None

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 2, 2018
Re: **Amendment to MATBUS Transit Facility Analysis and Development Strategy Contract**

Metro COG has been working with MATBUS and its consultant KLJ to complete an analysis of current and future MATBUS facilities such as the MTG, GTC, and West Acres Transit Hub. KLJ has asked for a contract extension for the project. Staff has indicated the willingness to allow for a schedule extension with the following conditions:

1. All public engagement is to be completed at least one week prior to Thanksgiving
2. A draft of the document would be presented to Metro COG and MATBUS before Thanksgiving
3. The final document be presented to TTC and Policy Board for approval in December
4. There will be no project expenditures after December 31st
5. The final project invoice be submitted to Metro COG no later than January 15, 2019 so that it can be paid at the January Policy Board meeting.

KLJ accepted these conditions. Staff is asking that the contract to the project be amended to include the extension of the schedule until December 31, 2018 and include the above conditions. Staff will file this memo with the contract and treat it as an amendment.

Requested Action: Recommendation of approval of the schedule extension, inclusive of the aforementioned conditions, for the MATBUS Transit Facility Analysis and Development Strategy to the Policy Board.

To: Transportation Technical Committee
From: Michael Maddox, AICP
Date: November 2, 2018
Re: **Fargo/West Fargo Parking and Access Requirement Study Final Report**

Last year Metro COG contracted with Ulteig to conduct a study which sought to analyze parking and access management practices within Fargo and West Fargo. The goal of the study was to ultimately provide best practices in the two aforementioned focus areas, in the hopes of drawing more efficiency out of the transportation network.

The recommendations of the study include different ways that Fargo and West Fargo can deal with parking, roadway typologies, a conceptual local functional classification system, and development examples that integrate these philosophies.

Metro COG staff would like to present the draft report to TTC for their review, and subsequent recommendation to the Policy Board for approval. The document will be a lay down item at the meeting, but can also be found on the Metro COG website.

Requested Action: Recommendation of approval of the Fargo/West Fargo Parking and Access Management Study to the Policy Board.



Fargo-Moorhead Metropolitan
Council of Governments

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To: Transportation Technical Committee
From: Cindy Gray
Date: November 2, 2018
Re: **2019-2020 UPWP**

The 2019-2020 Unified Planning Work Program (UPWP) is in final stages of preparation. However, the document is not ready for distribution with the mailing of this packet. The 2019-2020 projects include those that need to be carried over from 2018, as well as projects that were included in the budget that was approved this past summer.

The draft 2019-2020 UPWP will be presented to the TTC as a lay down item.

Requested Action: Recommend approval of the 2019-2020 UPWP to the Policy Board.