

**506th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, April 9, 2020 – 10:00 am
Web Conference**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Kim	Lipetsky	Fargo Cass Public Health
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Emma	Notermann	Clay County Planning (alternate for Matt Jacobson)
Malachi	Peterson	City of West Fargo Engineering
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS, Moorhead (alternate for Lori Van Beek)
Tim	Solberg	City of West Fargo Planning
Justin	Sorum	Clay County Engineering
Tom	Soucy	Cass County Highway Department
Mark	Wolfer	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering (alternate present)
Matt	Jacobson	Clay County Planning
Jaclynn	Maahs	Concordia College
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Luke	Champa	Metro COG
Jim	Dahlman	Interstate Engineering/City of Horace
Dan	Farnsworth	Metro COG
Jay	Forthun	WSB
Scott	Harmstead	SRF
Matthew	Huettl	HDR
Matt	Kinsella	Apex
Grant	Kuper	Bolton and Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Diomo	Motuba	NDSU ATAC/UGPTI
Anna	Pierce	Metro COG
Kshitij	Sharma	NDSU ATAC/UGPTI
Kristin	Sperry	FHWA
Steve	Strack	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on April 9, 2020 by Chair Gray. A quorum was present, via webconference.

2. Approve the April 9, 2020 TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the April 9, 2020 TTC Meeting Agenda.

Motion: Approve the April 9, 2020 TTC Meeting Agenda.

Mr. Sahr moved, seconded by Mr. Raso

MOTION, PASSED. 20-0

Motion carried unanimously.

3. APPROVE February 13, 2020 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the February 13, 2019 TTC Meeting Minutes.

Motion: Approve the February 13, 2020 TTC Minutes.

Mr. Sahr moved, seconded by Mr. Atkins

MOTION, PASSED. 20-0

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. Dynamic Traffic Assignment Model – ATAC Proposed Scope of Work

Ms. Gray mentioned that the staff memo stated the project budget is \$35,000, which is incorrect and should state \$30,000.

Mr. Motuba explained the process that ATAC takes to prepare the Dynamic Traffic Assignment (DTA) Model.

Ms. Gray added that traffic engineering representation from local governments will be asked to participate on a Study Review Committee for this effort, to build an understanding of what the DTA model is capable of, and to get input on specific scenarios that should be analyzed.

Mr. Motuba and Mr. Sharma also presented information on COVID-19 impacts to local traffic volumes.

Motion: Favorable recommendation to the Policy Board for approval of the DTA scope of work as proposed by ATAC and Master Agreement addendum #5.

Ms. Huston moved, seconded by Mr. Mastera.

MOTION, PASSED. 20-0

Motion carried unanimously.

6. 2019-2020 UPWP Amendment #6

Ms. Gray presented amendment #6 to the 2019-2020 UPWP. The Veterans Boulevard corridor Extension Study was originally budgeted for \$150,000, and this proposed amendment, if approved, will increase the budget to \$180,000 to

include more areas of study, including potential access to the Deer Creek subdivision across Drain 27, elevation of land surrounding Drain 27, and funding/alignment matters that relate to the location of the roadway along the Fargo/Horace border. Ms. Gray explained the implications to the local share of the project, which will increase by \$6,000, for which Fargo will be 60% responsible and Horace will be 40% responsible based on the percentage of land adjacent to the corridor in each city. She explained that Metro COG had a small amount of budget flexibility for 2020, but based on her calculations, Ms. Gray stated that she believes this amendment places the accumulation of UPWP amendments slightly over the 10% threshold that may trigger an additional layer of approval from NDDOT and FHWA. After Policy Board approves this amendment, Ms. Gray will coordinate with NDDOT and FHWA for direction on how to proceed.

Motion: Favorable recommendation to the Policy Board for approval of 2019-2020 UPWP #6, to add \$30,000 to the budget for the Veterans Boulevard Corridor Extension Study.

Mr. Sahr moved, seconded by Mr. Gorden

MOTION, PASSED. 20-0

Motion carried unanimously.

7. Veterans Boulevard Corridor Extension Study Consultant Selection

Mr. Farnsworth presented KLJ (with SRF subconsultant) as the top ranked and selected consultant for the Veterans Boulevard Corridor Extension Study. The proposed fee was right at the project budget of \$180,000. Three firms submitted proposals and were interviewed: KLJ (sub SRF), Stantec, and WSB (sub Huston Engineering).

Mr. Sahr asked why Horace was not on the selection committee. Ms. Gray said that Horace was asked to participate, and they declined to participate due to staff workload and availability.

Motion: Recommend Policy Board approval of Metro COG entering into a contract with KLJ (sub SRF) for the Veterans Boulevard Corridor Extension Study

Mr. Gorden moved, seconded by Mr. Sahr

MOTION, PASSED. 20-0

Motion carried unanimously.

8. MATBUS Transit Authority Study Contract Extension

Mr. Maddox presented amendment #1 to the MATBUS Transit Authority Study contract. The consultant, SRF, has requested a schedule extension to September 30, 2020 to ensure ample time for committee participation and input before finishing the study.

Motion: Recommend Policy Board approval of Amendment #1 to the MATBUS Transit Authority Study contract.

Ms. Bommelman moved, seconded by Mr. Smith

MOTION, PASSED. 19-0-1 (Mr. Gorden was absent during the vote)

Motion carried unanimously.

****Mr. Peterson left the meeting at 10:49 a.m.**

9. 76th Avenue South Corridor Study Contract Extension

Mr. Maddox presented Amendment #2 to the 76th Avenue South Corridor Study contract. In July of 2019, an amendment was made to include travel demand modeling and analysis to determine the effects of an interchange at 64th Avenue S on the future traffic volumes on the 76th Avenue S corridor. The consultant, Stantec, has requested a schedule extension to September 30, 2020.

Motion: Recommend Policy Board approval of Amendment #2 to the 76th Avenue South Corridor Study contract

Mr. Sahr moved, seconded by Ms. Huston

MOTION, PASSED. 19-0

Motion carried unanimously.

***Mr. Raso, Mr. Gordon, and Ms. Lipetzky left the meeting at 10:59 a.m.**

10. FTA Section 5310/5339 ND Transit Grant Application

Mr. Farnsworth presented the North Dakota FTA 5339/5310 transit applications. Applications include:

Section 5310 – Urban Metro Mobility Manager, total cost: \$103,640 (\$82,912 Federal / \$20,728 local)

Section 5339 – Urban Informational kiosks for transfer and terminal locations, total cost: \$210,000 (\$168,000 Federal / \$42,000 local)

Miscellaneous equipment for Metro Transit Garage, total cost: \$300,000 (\$240,000 Federal / \$60,000 local)

The 5310/5339 applications will be submitted to NDDOT before the May 1, 2020 deadline.

Motion: Recommend Policy Board approval of the FTA Section 5310 and 5339 Transit Grant applications as discussed.

Ms. Huston moved, seconded by Mr. Smith

MOTION, PASSED. 16-0

Motion carried unanimously.

11. 2020-2023 Transportation Improvement Program (TIP) Amendment #3

Mr. Champa presented amendment #3 to the 2020-2023 Transportation Improvement Program (TIP).

The proposed amendment to the 2020-2023 TIP reflects a new rural transit grant award through the Minnesota Department of Transportation (MnDOT) and Federal Transit Administration (FTA).

A public notice was published in the Forum of Fargo-Moorhead on Monday, March 30, 2020, advertising a public hearing and detailed public comment information such as where to send written comments regarding the proposed amendment. It was advertised that public comments would be accepted until 12:00 p.m. (noon) on Thursday, April 16, 2020.

Due to the COVID-19 Pandemic and resulting Stay at Home Order for Minnesotans, the final information regarding the grant award has not yet been compiled by MnDOT, and no formal action should be taken on the TIP Amendment at this time, except to extend the public comment period to Thursday, May 21, 2020.

A public hearing was opened. No comment were made during the hearing or received via phone or email.

The public hearing was closed.

Motion: Continue the public hearing of Amendment #3 of the Metro COG 2020-2023 Transportation Improvement Program (TIP) to the TTC meeting on Thursday, May 14, 2020, and extend the public comment period to Thursday, May 21, 2020
Mr. Atkins moved, seconded by Ms. Huston
MOTION, PASSED. 16-0
Motion carried unanimously.

12. Northwest Metro Transportation Plan Contract Extension

Mr. Altenburg presented Amendment #1 to the Northwest Metro Transportation Plan contract. This amendment includes an extension to the schedule, allowing for completion by the end of September 2020.

In early fall of 2019, Metro COG asked the consultant if it would be a problem, from a workload perspective, to slow down the pace of work on the project from October through December to ensure that Metro COG did not to exceed Consolidated Planning Grant (CPG) funds as budgeted for fiscal year 2019 in the Unified Planning Work Program (UPWP). The project was also partially delayed in late 2019 by the completion and delivery of Metro COG's Travel Demand Model (TDM), developed as part of the Metropolitan Transportation Plan (MTP).

Motion: Recommend Policy Board approval of amendment #1 to the Northwest Metro Transportation Plan contract, to extend the schedule.
Ms. Bommelman moved, seconded by Mr. Mastera
MOTION, PASSED. 16-0
Motion carried unanimously.

13. Electronic Voting Policy and Procedure

Ms. Gray brought up the electronic voting policies and procedures. During this unprecedented time of pandemic, Metro COG is researching the use of electronic voting policy (via doodle poll, e-mail, etc.), and the legality of the procedure.

14. NDDOT Vision Zero Infrastructure Award – No Zone

Mr. Wolter presented the No Zone program that was given the Vision Zero infrastructure award.

Ms. Bommelman noted that the MATBUS busses have similar “no zones” and would like to collaborate at future events if possible.

Ms. Gray asked if participation in a program like No Zone could be a strategy included in the transit safety performance plan. Ms. Bommelman and Mr. Smith stated that they think it could be used as a transit safety strategy.

TTC members congratulated Mr. Wolter on running this successful program and for being selected for the Vision Zero award.

15. Agency Updates

Fargo: Transit – MATBUS is considered an essential service and facing challenges for social distancing and safety efforts implementation. The GTC has been relocated temporarily to the Public Health building (3rd Ave N/4th St N) to allow for construction at the NP Avenue GTC.

Fargo: Planning – small staff numbers in the office, attempting to keep operations running smoothly, Planning Commission meeting cancelled for April

Moorhead: Planning – Planning Commission meeting for April cancelled, attempting video meetings for May meeting, Moorhead Comprehensive Plan work has slowed due to pandemic and inability to hold public meetings. City Hall is running a rotating schedule with small staff numbers present in the building. Reminded everyone to fill out their census.

Moorhead: Engineering – 20/21st St Underpass underway and still on schedule. There is online bidding open for construction, which has met challenges, but is on track. City-wide lane striping still scheduled

Clay County: opened bids for construction, meetings held in digital format

West Fargo: Engineering/Planning: online bidding is open for construction, anticipating full summer construction season, all meetings are still being held digitally.

Dilworth: Planning commission held last week, Dan Farnsworth presented on the Heartland Trail task force – forwarded recommended to City Council seeking input

Horace: City Council meetings moved to digital format, no planning or zoning meetings yet and dealing with issues for viewing larger files remotely

Cass County: Engineering - most meetings held via digital format, most construction projects have been bid out and set for scheduled starts, sandbags deployed to outlying communities

NDDOT: TIP amendment request sent to Metro COG for consideration, trying to move all meetings and reviews to digital format

MnDOT: most employees working from home, kicking off construction season on schedule, future project processes have some issues in early stages, ATP STIP to be sent to Metro COG tomorrow

Federal Highway: working from home and having digital meetings

Metro COG: all working from home, staff stopping into the office to check mail and ensure smooth ongoing office operations

16. Additional Business

No additional business

17. Adjourn

The 506th Regular Meeting of the TTC was adjourned on April 9, 2020 at 12:01 p.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD May 14, 2020, 10:00 A.M. EITHER AT THE METRO COG CONFERENCE ROOM (1 – 2ND ST N, CASE PLAZA 232, FARGO, ND) OR VIA WEBCONFERENCE.

Respectfully Submitted,

Savanna Leach
Executive Assistant