

Agenda Item 1c, Attachment 1

**576th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, April 16, 2020 – 4:00 pm
 Zoom Webconference**

Members Present:

Duane	Breitling	Cass County Commission
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Sara	Watson Curry	Moorhead City

Members Absent:

David	Fenelon	Horace City Council
Tony	Gehrig	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG

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

The meeting was called to order at 4:00 pm, on April 16, 2020 by Chair Olson, noting a quorum was present. Introductions were made.

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

Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the April 16, 2020 Policy Board Meeting.

Mr. Breitling moved, seconded by Mr. Judd

MOTION, passed. 13-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the March 19, 2020 Meeting.

MOTION: Approve the March 19, 2020 Policy Board Meeting Minutes.

Ms. Mongeau moved, seconded by Mr. Breitling

MOTION, passed. 13-0

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Olson asked for approval of the April 2020 Bills as listed on Attachment 1d.

MOTION: Approve the April 2020 Bills List.

Mr. Piepkorn moved, seconded by Mr. Breitling

MOTION, passed. 13-0

Motion carried unanimously.

2. CONSENT AGENDA

Chair Olson asked for approval of Items a-f on the Consent Agenda.

- a. March Month End Report
- b. MATBUS Transit Authority Study Contract Amendment
- c. 76th Avenue South Corridor Study Contract Amendment
- d. Northwest Metro Transportation Plan Contract Amendment
- e. Metro COG First Quarter Report
- f. Engagement of Brady Martz to conduct Metro COG's 2019 Financial Audit

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

Mr. Strand moved, seconded by Mr. Gunkelman

MOTION, passed. 13-0

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2019-2020 UPWP Amendment #6

Ms. Gray presented amendment #6 to the 2019-2020 Unified Planning Work Program (UPWP). The Veterans Boulevard Corridor Extension Study was originally budgeted for \$150,000, but after consideration and discussion of the study area, other study area complexities, and the need for the project to relate to ongoing studies currently being completed by local jurisdictions, an updated budget of \$180,000 is suggested for the study. This is a total addition of \$30,000 to the overall budget, which Metro COG can accommodate, but will likely require further review by NDDOT and FHWA, as the change puts the cumulative total of all of our amendments over the maximum threshold of 10%. Both Fargo and Horace have consented to the budgetary increase to their respective jurisdictional local match.

MOTION: Approve 2019-2020 UPWP Amendment #6 to add \$30,000 to the Veterans Boulevard Corridor Extension Study.

Mr. Gunkelman moved, seconded by Mr. Breitling.

MOTION, passed. 13-0

Motion carried unanimously.

3c. Veterans Boulevard Corridor Extension Study Consultant Selection

Mr. Farnsworth presented KLJ (SRF Consulting as subconsultant) as the top-ranked consulting firm for the Veterans Boulevard Corridor Extension Study. The sealed cost proposal provided a budget of \$180,000.

MOTION: Approve Metro COG entering into contract with KLJ for the Veterans Boulevard Corridor Extension Study.

Mr. Grindberg moved, seconded by Ms. Watson Curry.

MOTION, passed. 13-0

Motion carried unanimously.

3d. FTA Section 5310/5339 ND Transit Grant Application

Mr. Farnsworth presented the FTA ND 5310 (Transit Projects for mobility)/5339 (Transit projects for Capital Purchases) grant applications. The City of Fargo applied for a Mobility Transit Manager (\$103,000) for the 5310 Grant, and the purchase of six informational kiosks (\$210,000), and Miscellaneous Equipment purchase for the MTC – garage door replacement, hoist and tool upgrades (\$300,000) for the 5339 Grant.

Chair Olson asked if the projects need to be vetted through Metro COG. Mr. Farnsworth and Ms. Gray answered yes, as the NDDOT prefers having local government acknowledgement and approval.

MOTION: Approval of the FTA Section 5310 and 5339 Transit Grant Applications as discussed.

Mr. Hendrickson moved, seconded by Mr. Breitling.

MOTION, passed. 13-0

Motion carried unanimously.

3e. Dynamic Traffic Assignment Model – ATAC Proposed Scope of Work

Ms. Gray presented Addendum #5 to the Master Agreement with ATAC. The Dynamic Traffic Assignment model was budgeted and programmed into the 2019-2020 UPWP, with the budget set for \$30,000. ATAC provided the scope of work that was recommended for approval by the TTC at their April 9 meeting.

MOTION: Approve the Dynamic Traffic Assignment model scope of work as proposed by ATAC and Master Agreement Addendum #5.

Mr. Strand moved, seconded by Mr. Judd.

MOTION, passed. 13-0

Motion carried unanimously.

3f. Electronic Voting Policy and Procedure

Ms. Gray asked the board if any of their respective jurisdictions had any policies or procedures in place for electronic voting (Survey Monkey, DoodlePoll, e-mail, etc). During times when there is little need for a meeting, such as last summer when NDDOT needed a TIP amendment acted upon on short notice, it would be advantageous to have a procedure in place for electronic voting.

4. Additional Business

Ms. Gray informed the board that Metro COG staff member Anna Pierce had her baby on March 26, 2020.

Mr. Breitling asked how he can contact Metro COG Executive Assistant, Savanna Leach or other staff during the time when the office is closed. Ms. Gray said he could call the Metro COG office line and leave a voicemail, as the voicemail is automatically sent to Ms. Leach's email. Ms. Leach's personal cell phone number was also given to Mr. Breitling.

5. Adjourn

**MOTION: Adjourn the 576th Meeting of the FM Metro COG Policy Board
Mr. Gunkelman moved, seconded by Mr. Hendrickson
MOTION, passed. 13-0
Motion carried unanimously.**

The 576th Meeting of the FM Metro COG Policy Board held Thursday, April 16, 2020 was adjourned at 4:37 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 21, 2020, 4:00 P.M. Tentatively, the meeting is planned to occur in the Metro COG Conference Room at 4:00 p.m., but a remote meeting alternative may be used if social distancing measures remain in effect.

Respectfully Submitted,

Savanna Leach
Executive Assistant