

**518th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, May 13, 2021 – 10:00 am
Metro COG Conference Room**

Members Present:

Jason	Benson	Cass County Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Grace	Puppe	Cass County Planning
Joe	Raso	GFMEDC
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS, City of Moorhead (alt for Lori Van Beek)
Tim	Solberg	City of West Fargo Planning
Justin	Sorum	Clay County Engineering
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jeremy	Gorden	City of Fargo Transportation Engineering
Matthew	Jacobson	Clay County Planning
Kim	Lipetsky	Fargo Cass Public Health
Jaclynn	Maahs	Concordia College
Mary	Safgren	MnDOT – District 4
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS (alternate present)
Mark	Wolter	Freight Representative, Midnite Express

Others Present:

Adam	Altenburg	Metro COG
Angie	Bolstad	Stantec
Luke	Champa	Metro COG
Cody	Christianson	Bolton & Menk
Jim	Dahlman	Interstate Engineering, City of Horace
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Scott	Harmstead	SRF
Matt	Huettl	HDR
Matt	Kinsella	Apex Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Jim	Mertz	Bolton & Menk
Brent	Muscha	Apex Engineering
Anna	Pierce	MnDOT
Bobbi	Retzlaff	DOT
Kristen	Sperry	FHWA
Steve	Strack	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on May 13, 2021 by Chair Gray. A quorum was present.

2. Approve the 518th TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 518th TTC Meeting Agenda.

Motion: Approve the 518th TTC Meeting Agenda.

Mr. Sahr moved, seconded by Ms. Huston

MOTION, PASSED.

Motion carried unanimously.

3. APPROVE April 8, 2021 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the April 8, 2021 TTC Meeting Minutes.

Motion: Approve the April 8, 2021 TTC Minutes.

Mr. Smith moved, seconded by Ms. Bommelman

MOTION, PASSED

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. FM Metro Bicycle and Pedestrian Plan Update Consultant Selection

Mr. Farnsworth presented Alta Planning + Design as the highest ranked consultant for the FM Metro Bicycle and Pedestrian Plan Update. Metro COG received three proposals from Alta, Ulteig Engineering, and Toole Design.

Alta's cost proposal came in at \$169,951, which is within the project's budgeted amount of \$170,000.

Motion: Recommend Policy Board approval of Metro COG entering into a contract with Alta Planning + Design for the Fargo-Moorhead Metropolitan Bicycle & Pedestrian Plan Update.

Mr. Mastera moved, seconded by Ms. Bommelman

MOTION, PASSED

Motion carried unanimously.

6. 17th Street N Corridor Study Final Report

Mr. Farnsworth introduced Mr. Champa as the project lead, and Mr. Champa introduced Mr. Mertz and Mr. Christianson as the Consultant project managers from Bolton and Menk. Mr. Mertz and Mr. Christianson presented the final report for the Moorhead 17th Street North Corridor Study.

The recommended alternatives include on-street bike lanes, 10' shared-use paths, and marked crosswalks.

The project had a 100% virtual Public Input, as the project spanned most of the COVID-19 pandemic and nationwide shut down. Despite the virtual approach, there was a high turnout for returned surveys and public comment.

Motion: Recommend Approval of the 17th Street N Corridor Study to the Metro COG Policy Board.

Ms. Huston moved, seconded by Mr. Smith

MOTION, PASSED

Motion carried unanimously.

7. Employment & Household Data – Vendor Selection

Mr. Maddox presented Data-Axel (formerly Infogroup USA) as the preferred vendor for the Employment and Household Data purchase. NDSU/ATAC's Diomo Motuba contributed greatly to the specifications provided to vendors and also in the selection of vendors.

Out of four vendors solicited, Data-Axel (formerly Infogroup USA), Cochava, and Replica submitted proposals. \$5,534 was the final amount for the purchase of one month's worth of data. As this amount is less than \$10,000, this purchase falls under the Level 1 Micro Purchase, which does not require a full RFP process.

Motion: Recommend selection of Data-Axel to the Policy Board as the preferred vendor to supply employment and household data to Metro COG.

Mr. Benson moved, seconded by Mr. Sahr

MOTION, PASSED

Motion carried unanimously.

***Mr. Nelson left the meeting at 10:56 a.m.**

8. Draft 2022 Budget

Ms. Gray presented the draft 2022 budget, including local share amounts for member jurisdictions.

Mr. Solberg stated that West Fargo would not have an issue with the increase in the dues formula for their jurisdiction. Mr. Solberg said that the agency should trust its own population estimates and forecasting, and feels comfortable moving forward with the revised formula. He did also state that he will make the motion, but will default to the Policy Board to make the final decision at their meeting.

Motion: Recommend approval of the draft 2022 budget to the Policy Board using a revised dues formula based on the 2019 population estimates.

Mr. Solberg moved, seconded by Mr. Raso

MOTION, PASSED

Motion carried unanimously.

9. COVID-19 Analysis and Monitoring Report

Mr. Champa presented a COVID-19 Analysis and Monitoring Report. Mr. Champa and Mr. Del Rosario used StreetLight Data and Strava to compile the data for this report. Mr. Raso expressed interest in collaborating with Metro COG and other jurisdictions to share this type of data.

10. FM Metro Area-Wide Traffic Count Project Update

Mr. Farnsworth presented an update on the Fargo-Moorhead Metro Area-Wide Traffic Count project. The consultant has completed almost 60% of the counts, with 50% of those counts having been reviewed and completed. The counts will be completed by this fall, as they plan to finish the counts when the area colleges/universities are back in regular session.

11. Agency Updates

MnDOT – Let’s Talk Transportation <https://minnesotago.org/stories>

GFMEDC – Rolling out three Document Ready (Shovel Ready) sites in the region.

Fargo – Street Fair scheduled

West Fargo – West Fest and RRVF both scheduled for this summer

Dilworth – Loco Daze scheduled

12. Additional Business

No additional business.

13. Adjourn

The 518th Regular Meeting of the TTC was adjourned on May 13, 2021 at 12:05 p.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD June 10, 2021, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant