

**519th Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, July 8, 2021 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
James	Dahlman	City of Horace / Interstate Engineering (alt for Russ Sahr)
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Kim	Lipetsky	Fargo Cass Public Health
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT – District 4
Justin	Sorum	Clay County Engineering
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Wolter	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

**Members Absent:**

Maegin	Elshaug	West Fargo Planning
Joe	Raso	GFMEDC
Russ	Sahr	City of Horace Planning (alternate present)
Brit	Stevens	NDSU – Transportation Manager

**Others Present:**

Adam	Altenburg	Metro COG
Angela	Bolstad	Stantec
Luke	Champa	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Matt	Huettl	HDR
Matt	Kinsella	Apex Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering
Anna	Pierce	MnDOT
Jordan	Smith	City of Fargo / MATBUS
Tom	Soucy	Cass County Highway Department
Steve	Strack	Houston Engineering
Jamie	Wark	SRF

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on July 8, 2021 by Chair Gray. A quorum was present.

**2. Approve the 519th TTC Meeting Agenda**

Chair Gray asked if there were any questions or changes to the 519th TTC Meeting Agenda.

***Motion: Approve the 519 TTC Meeting Agenda.  
Ms. Bommelman moved, seconded by Mr. Atkins  
MOTION, PASSED.  
Motion carried unanimously.***

**3. APPROVE May 13, 2021 TTC MEETING MINUTES**

Chair Gray asked if there were any questions or changes to the May 13, 2021 TTC Meeting Minutes.

***Motion: Approve the May 13, 2021 TTC Minutes.  
Ms. Bommelman moved, seconded by Ms. Lipetzky  
MOTION, PASSED  
Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

**Mr. Gorden left the meeting at 11:00 a.m.**

**5. Draft 2022-2025 TIP**

Mr. Champa presented the draft 2022-2025 Transportation Improvement Program (TIP). Mr. Champa briefly described the proposed projects and local match obligations. The draft TIP in its entirety is available on Metro COG's website for public review. A public engagement opportunity will be held in August. The request is for the TTC to recommend the Policy Board open a public comment period for this TIP.

Chair Gray asked why the NDDOT Median Tension Wire project was removed. Mr. Zacher said he is not sure if it has been completely removed, but it does span multiple jurisdictions.

Mr. Atkins asked for a clarification on a Moorhead project cost, showing a lesser amount than budgeted for. Mr. Champa said that since it spans across two years, it is split that way. Mr. Atkins asked if the total project cost can just be shown as full cost, rather than the amounts split per year. Mr. Champa said he would coordinate with MnDOT to see if the total cost can be shown as described.

Ms. Pierce asked if the PTSAP and Performance Measures would be added to the draft TIP before the public comment period is opened. Mr. Champa and Mr. Maddox both assured that these changes would be added before the draft TIP is

submitted to both NDDOT and MnDOT. Mr. Atkins asked how many changes to the draft will be necessary before it is released to public comment. Chair Gray said that at this stage of completion, Metro COG puts the draft project list out for public review without the document itself being fully updated. The project list will continue to be refined as more information comes in from the local jurisdictions, MnDOT and NDDOT. In addition, further updates will be incorporated before the draft is presented to the Policy Board at their meeting next Thursday. Mr. Champa reminded the committee that this TIP draft is still a working rough draft, and a formal final draft will be submitted to the TTC and Policy Board for review in September.

**Motion: Recommend opening a public comment period for the Draft 2022-2025 Transportation Improvement Program (TIP) to the Policy Board, with the assurance that the remaining TIP document items are incorporated prior to the Policy Board review.**

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

**MOTION, PASSED**

**Motion carried unanimously.**

**\*Ms. Bommelman and Ms. Van Beek left the meeting at 11:45 a.m.**

**6. 2021-2022 UPWP Amendment #2**

Ms. Gray presented amendment #2 to the 2021-2022 Unified Planning Work Program (UPWP). Following the mid-year MPO review with NDDOT, it was recommended that Metro COG accelerate the rate of planning grant expenditures, to enable the opening of the 2021 CPG funding allocation near the end of the year. Metro COG is operating on 2020 CPG funding, and only three grant years can be open at one time, per federal regulations. It can create problems for other MPOs in the state, such as The Forks MPO, since they are often able to spend down their funds more quickly due to having a smaller work program. Ms. Gray brought forward proposed projects to help accelerate Metro COG's current spending.

Metro COG has also coordinated with member jurisdictions in regards to additional projects that could potentially be done in house by Metro COG staff. Ms. Gray also said that with the transition to a TMA, she recommends an additional Transportation Planner be added to the staff. This will help with the additional of in-house studies and moving towards the TMA transition.

Mr. Atkins asked if the preliminary work for projects can be done ahead of time, such as the RFP release, consultant selection, scoping and contracting be done in the prior year, and the project starting at the start of the scheduled year. Ms. Gray said that she has attempted this in the past, with NDDOT warning Metro COG that there is a limit to how much work we can do on a project prior to the year in which the project is included in the UPWP, and furthermore, staff are often deep into the wrap-up of the prior years' projects at that point in the year, as well as funding solicitation submittals, etc. Ms. Gray explained that if the projects are not identified in that year's UPWP, the staff time put towards the

work would not be accurately charged. Mr. Atkins asked if the pre-project development could be added to the UPWP and be allowed by the DOTs. Mr. Zacher said that would be acceptable to NDDOT.

Mr. Atkins reminded Ms. Gray that the jurisdictions are all in their budget-planning process, and if an additional planner is added, there could potentially be a change to the jurisdictions' dues to Metro COG. Ms. Gray said there may be a slight change to the dues, and reminded the committee that a final budget will be presented to the TTC and Policy Board in September of this year. Mr. Atkins asked if the addition of the staff member could be removed from this amendment until finalized numbers can be provided.

**Motion: Recommend approval to the Policy Board of the proposed UPWP amendments as discussed, with the removal of the staff person until further discussion.**

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

**MOTION, PASSED**

**Motion carried unanimously.**

**7. Red River Greenway Study Request for Proposals (RFP)**

Mr. Champa presented the request for proposals (RFP) for the Red River Greenway Study.

**Motion: Recommend Policy Board approval of the Red River Greenway Study RFP.**

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

**MOTION, PASSED**

**Motion carried unanimously.**

**8. Agency Updates**

Cass County – Diversion P3 selection, but still finalizing the financial plans.

**9. Additional Business**

No additional business.

**10. Adjourn**

The 519th Regular Meeting of the TTC was adjourned on July 8, 2021 at 12:09 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD August 12, 2021, 10:00 A.M.**

Respectfully Submitted,

Savanna Leach  
Executive Assistant