

Agenda Item 1d, Attachment 1

**596th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 16, 2021 – 4:00 pm
Zoom Web Conference**

Members Present:

Amanda	George	West Fargo City Commission
Matthew	Gilbertson	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Chelsey	Johnson	Horace City Council (alternate for Jeff Trudeau)
Steve	Lindaas	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Jim	Kapitan	Cass County Commission
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Jeff	Trudeau	Horace City Council

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Ari	Del Rosario	Metro COG
Brenda	Derrig	City of Fargo Engineering
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo District

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

The meeting was called to order at 4:00 pm, on December 16, 2021 by Chair Nash, noting a quorum was present. Introductions were made.

1b. Appreciation for Policy Board Chair Julie Nash
Ms. Gray thanked Chair Nash for her service as the 2021 Policy Board Chair.

1c. Approve Order and Contents of Overall Agenda, approved
Chair Nash asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the December 16, 2021 Policy Board Meeting.

Mr. Lindaas moved, seconded by Mr. Olson

MOTION, passed

Motion carried unanimously.

1d. Past Meeting Minutes, approved
Chair Nash asked for approval of the Minutes of the November 18, 2021 Meeting.

MOTION: Approve the November 18, 2021 Policy Board Meeting Minutes.

Mr. Lindaas moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

1e. Monthly Bills, approved
Chair Nash asked for approval of the December 2021 Bills as listed on Attachment 1d.

MOTION: Approve the December 2021 Bills List.

Mr. Olson moved, seconded by Ms. Preston

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA
Chair Nash asked for approval of Items a-d on the Consent Agenda.

- a. November Month End Report
- b. Section 5310/5339 Transit Grant Applications
- c. Approval and Prioritization of TAP Applications
- d. Metro COG 2022 Meeting Schedule

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

Mr. Lindaas moved, seconded by Mr. Piepkorn

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity
No public comments were made or received.

3b. MTP Amendment #2

Mr. Maddox presented Amendment #2 to the Metropolitan Transportation Plan: MetroGROW 2045. Metro COG is processing an amendment to the MTP to address the application for funding for the reconstruction of the North Broadway Bridge over the Red River between Fargo and Clay County. This project was not anticipated when the MTP was completed in 2019 and is an example of changing conditions that must be addressed throughout the planning, programming, and project development process.

Ms. Mongeau praised Metro COG for being a great partnership for local jurisdictions, as Cass County, Fargo, Clay County, and Moorhead are all working together to address this project.

A public hearing was opened at 4:17p.m. No comments were received. The public hearing was closed at 4:18p.m.

Ms. Gray added that Metro COG's Public Participation Plan requires that any amendments to the MTP must have three public comment opportunities. The first, was held Wednesday, December 8, the second being the TTC meeting held December 9, and the final opportunity at this Policy Board meeting.

MOTION: Approve Amendment #2 to the Metropolitan Transportation Plan, MetroGROW 2045.

Mr. Schneider moved, seconded by Mr. Lindaas.

MOTION, passed

Motion carried unanimously.

***Mr. Hendrickson joined the meeting**

3c. 2021-2022 UPWP Amendment #3

Ms. Gray presented Amendment #3 to the 2021-2022 Unified Planning Work Program. Ms. Gray explained that this is a normal process, as the spending and staff hours can vary from estimates that are made in the development of the UPWP.

Review of the 2021 Staff Hours and Operation Costs showed an unspent amount of over \$43,000 in staff hours, due to the newest planner not starting until 2022. The overhead costs found an unspent amount of \$3,323, but could be somewhat less as the agency closes out the fiscal and calendar year. The potential use for these overages are for a timekeeping software, the purchase of StreetLight data license, and remodeling of the newly acquired office space. Ms. Gray stated that Savanna Leach has reached out to several providers of timekeeping software and has identified the software that both meets our needs and is the most affordable.

Project carryover totals approximately \$284,000, which is due to multi-year projects, and late starts on at least two programmed projects. She pointed out that the amount shown in the power point slide was lower than the amount

shown in the staff memo, as recent invoices have allowed safely reducing the carryover amounts. The goal is to not underestimate carryover.

MOTION: Approve Amendment #3 of the 2021-2022 UPWP, which includes the carryover of unused operations, overhead, and consultant fees, and authorize the Executive Director to purchase Vision Timekeeping Software for use during 2022.

Ms. Preston moved, seconded by Mr. Lindaas

MOTION, passed

Motion carried unanimously.

****Ms. Mongeau left the meeting**

3d. Approval and Prioritization of STBG Urban Roads Applications

Mr. Champa presented the applications received for the Urban Roads Program (Surface Transportation Block Grant Program – STBGP). All submittal packages are prioritized by Metro COG and then sent to NDDOT to go through the State's project prioritization and selection process. Metro COG has received no project applications for the Urban Regional Roads Program this year.

Urban Roads Program [Surface Transportation Block Grant Program (STBGP) – Metro COG has received six (6) projects for FY 2026 solicitation.

- North Broadway Bridge Reconstruction (Fargo) – Demolition of the existing roadway bridge and reconstruction of a new concrete span bridge to accommodate two driving lanes and a new sidewalk. A portion of roadway leading up to bridge will need geotechnical stabilization. The estimated total project cost is \$7,500,000, of which \$4,200,000 (56%) is requested through federal funds, \$1,050,000 (14%) through local matching funds, and \$2,250,000 (30%) through non-participating Clay County funding sources.
- 45th St – 16th Ave N to I-94 North Ramp Concrete Pavement Repair (Fargo) – Concrete pavement rehabilitation project to replace concrete panels that have broken. The estimated total project cost is \$10,800,000, of which \$8,640,000 (80%) is requested through federal funds, and \$2,160,000 (20%) through local matching funds.
- Bicycle and Pedestrian bridge over the Red River at 40th Avenue S River (Fargo) – Construction of a pedestrian bridge over the Red River. The estimated total project cost is \$4,000,000, of which \$1,760,000 (44%) is requested through federal funds, \$440,000 (11%) through local matching funds, and \$1,800,000 (45%) through non-participating City of Moorhead funding sources.
- Shared Use Paths at Drain 27 from 52nd to 63rd Ave S, River Drive S from Harwood Dr S to 40th Ave S, and Drain 53 from 64th to 73rd Ave S (Fargo) – Construction of new shared use paths. The estimated total project cost is \$2,400,000, of which \$1,920,000 (80%) is requested through federal funds and \$480,000 (20%) through local matching funds.
- Capital Bus Purchase (Fargo) – Purchase of replacement fixed route transit vehicles. The estimated total project cost is \$1,250,000, of which \$1,000,000 (80%) is requested through federal funds and \$250,000 (20%) through local matching funds.
- Sheyenne Street Reconstruction from 40th Ave S to 52nd Ave S (West Fargo). Reconstruction from a 2-lane rural roadway section to a 2- to 4-lane urban roadway section with bicycle and pedestrian facilities. The estimated total project cost is

\$18,000,000, of which \$14,400,000 (80%) is requested through federal funds and \$3,600,000 (20%) through local matching funds.

Ms. George said that while she does not downplay the importance of the Sheyenne Street project, she does not want to see the local share be passed onto the area residents in the form of specials. She said the project more benefits Horace than it does West Fargo, and is wondering if a cost share is possible. Ms. Gray reminded the board that all of these projects will be submitted to the NDDOT, and this is a matter of prioritization, and this prioritization is for FY2026. Metro COG will be in transition to TMA status, and funding sources and amounts are subject to change.

Mr. Champa explained that during the discussion at the Transportation Technical Committee meeting on December 9, the TTC recommended Policy Board approval of a combination of projects for distribution of funds with a ranking following Combination #1 as shown in the presentation (N Broadway, 40th Ave Ped Bridge, Shared Use Path, Capital Bus Purchase), or a second combination/ranking (45th St CPR, 40th Ave Ped Bridge, Shared Use Paths) as the second rank. Other projects not prioritized will still be submitted to NDDOT as the lowest priorities. The board agreed with the TTC's recommendation for combination 1 (N Broadway bridge, 40th Ave Ped Bridge, Shared Use Path, and Capital Bus Purchase) and a motion was made to reflect that.

MOTION: Approve the prioritized list of projects, as prioritized by the Policy Board, for the NDDOT Urban Roads Program solicitations and subsequent submittal of proper project application materials to the NDDOT by the December 31, 2021 deadline.

**Mr. Lindaas moved, seconded by Ms. George
MOTION, passed
Motion carried unanimously.**

***Mr. Schneider left the meeting**

3e. Approval and Prioritization of HSIP Applications

Mr. Champa presented the NDDOT HSIP applications for prioritization and approval. The North Dakota Department of Transportation (NDDOT) is soliciting projects to be funded through the Highway Safety Improvement Program (HSIP) for fiscal year (FY) 2026, in the development of the 2023-2026 State Transportation Improvement Program (STIP). All submittal packages are prioritized by Metro COG and then sent to NDDOT to go through the State's project prioritization and selection process.

Highway Safety Improvement Program – Metro COG has received four (4) projects for FY 2026 solicitation.

- **19th Ave N & University Drive, 45th Street and 23rd Ave S (Fargo)** – Removal of negative left turn offsets. The estimated total project cost is \$350,838, of which \$315,754 (90%) is requested through federal funds and \$35,084 (10%) through local matching funds.

- **Southbound 45th St between 19th Ave S and I-94 bridge (Fargo)** – Addition of an auxiliary lane. The estimated total project cost is \$379,933, of which \$341,940 (90%) is requested through federal funds, and \$37,993 (10%) through local matching funds.
- **Veterans Blvd and 36th Ave E, Veterans Blvd and 40th Ave E (West Fargo)** – Removal of negative left turn offsets. The estimated total project cost is \$337,000 of which \$303,300 (90%) is requested through federal funds and \$33,700 (10%) through local matching funds.
- **19th Ave E and 9th St E, 38th Ave W and Sheyenne St, and 32nd Ave E and 4th St E (West Fargo)** – Removal of negative left turn offsets. The estimated total project cost is \$461,500, of which \$415,350 (90%) is requested through federal funds and \$46,150 (10%) through local matching funds.

All of the projects submitted for Highway Safety Improvement Program (HSIP) funding are consistent with the goals, objectives, and policies of the Metro COG MTP and no amendment is required to request federal funds for these projects. A top priority project was identified by the North Dakota Department of Transportation's 2018-2020 high crash location publication, released in 2021. The TTC discussion found priorities to be as follows:

1. Veterans Blvd and 36th Ave E, Veterans Blvd and 40th Ave E (West Fargo)
2. 19th Ave N & University Drive, 45th Street and 23rd Ave S [1 High Crash Location] (Fargo)
3. Southbound 45th St between 19th Ave S and I-94 bridge [2 High Crash Locations] (Fargo)
4. 19th Ave E and 9th St E, 38th Ave W and Sheyenne St, and 32nd Ave E and 4th St E (West Fargo)

MOTION: Approve the prioritized list of projects, as prioritized by the Policy Board, for the NDDOT Highway Safety Improvement Program (HSIP) solicitations and subsequent submittal of proper project application materials to NDDOT by the December 31, 2021 deadline.

Mr. Olson moved, seconded by Mr. Gunkelman

MOTION, passed.

Motion carried unanimously.

3f. University & 10th Street Study Consultant Selection

Mr. Maddox presented Bolton and Menk as the highest-ranked consultant for the University and 10th Street Corridor Study. Two firms proposed on the project, and both were interviewed. Bolton and Menk was ranked higher than SRF Consulting.

MOTION: Approval of Bolton & Menk as the preferred firm to complete the University Drive and 10th Street Corridor Study, and to authorize Metro COG to enter into a contract, following successful contract negotiations.

Mr. Piepkorn moved, seconded by Ms. Preston

MOTION, passed.

Motion carried unanimously.

3g. Employee Salary Adjustment

Ms. Gray presented a request for a 2022 adjustment in Employee Salaries, formerly known as Cost of Living Adjustment (COLA). The 2021-2022 UPWP

budgeted for a 3% increase. At the December 8 Executive Committee meeting, there was a recommendation of at least a 3% increase, but potentially more depending on discussion at the Policy Board meeting. Ms. Gray presented budgeting options of 3, 3.5, and 4% in combination with 2022 health insurance premiums, which were less than budgeted, and showed how they affect the 2022 budget.

MOTION: Approve a 3.5% adjustment to Metro COG employee salaries, effective January 1, 2022.

Ms. George moved, Seconded by Mr. Lindaas

MOTION, passed.

Motion carried unanimously

3h. Summary of Benefits Presentation

Per the Metro COG Policies and Procedures, the Executive Director is required to provide a summary of employee benefits every year. Ms. Gray gave a brief presentation of all of the benefits that Metro COG offers its employees.

4. Additional Business

No additional business.

5. Adjourn

The 596th Meeting of the FM Metro COG Policy Board held Thursday, December 16, 2021 was adjourned at 5:31 p.m.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 20, 2021, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant