

January 13, 2022

Ms. Kristen Sperry
Environment Program Manager & Planning Specialist
Federal Highway Administration
4503 Coleman Street North, Suite #205
Bismarck, ND 58503

FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS 2021-2022 UNIFIED PLANNING
WORK PROGRAM AMENDMENT #3

Please accept this letter and enclosures from the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) for an amendment to their 2021-2022 Unified Planning Work Program (UPWP).

The Metro COG Policy Board approved amendment #3 on December 16, 2021. The amendment addresses project and overhead expense carryover from 2021 to 2022 along with realignment of staff hours. Metro COG indicated this amendment was more of an administrative adjustment, but the NDDOT did not have documentation on this revision.

The North Dakota Department of Transportation recommends approval of this request for amendment based on the enclosed documentation. Please also see the attached concurrence from Minnesota Department of Transportation on the amendment. Your timely approval will be most appreciated.

If you have any comments or questions, please contact me at 701-328-4469 or Wayne A. Zacher at 701-328-4828.



STACEY M. HANSON, P.E., ASSISTANT LOCAL GOVERNMENT ENGINEER

38/waz

c: Cindy Gray, FM Metro COG
Anna Pierce, MnDOT

Zacher, Wayne A.

From: Safgren, Mary (DOT) <mary.safgren@state.mn.us>
Sent: Thursday, January 13, 2022 12:49 PM
To: Zacher, Wayne A.; Pierce, Anna (DOT)
Subject: RE: Request for approval for UPWP Amendment 3 - Metro COG

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Wayne,

I have no concerns.

Thanks,

Mary

Mary Safgren
Planning Director
MnDOT District 4
1000 Highway 10 West
Detroit Lakes, MN 56501

(218) 846-7987

From: Zacher, Wayne A. <wzacher@nd.gov>
Sent: Thursday, January 13, 2022 12:18 PM
To: Pierce, Anna (DOT) <Anna.M.Pierce@state.mn.us>; Safgren, Mary (DOT) <mary.safgren@state.mn.us>
Subject: FW: Request for approval for UPWP Amendment 3 - Metro COG

This message may be from an external email source.

Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Anna and/or Mary,

I am just checking to see if you have any concerns with the attached UPWP amendment.

Wayne Zacher
701-328-4828

From: Cindy Gray <gray@fmmetrocog.org>
Sent: Monday, December 20, 2021 7:46 PM

Zacher, Wayne A.

From: Pierce, Anna (DOT) <Anna.M.Pierce@state.mn.us>
Sent: Thursday, January 13, 2022 12:39 PM
To: Zacher, Wayne A.; Safgren, Mary (DOT)
Subject: Re: Request for approval for UPWP Amendment 3 - Metro COG

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

I have no concerns with the amendment. Thank you for checking with us.

- Anna

From: Zacher, Wayne A. <wzacher@nd.gov>
Sent: Thursday, January 13, 2022 12:17 PM
To: Pierce, Anna (DOT) <Anna.M.Pierce@state.mn.us>; Safgren, Mary (DOT) <mary.safgren@state.mn.us>
Subject: FW: Request for approval for UPWP Amendment 3 - Metro COG

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Anna and/or Mary,

I am just checking to see if you have any concerns with the attached UPWP amendment.

Wayne Zacher
701-328-4828

From: Cindy Gray <gray@fmmetrocog.org>
Sent: Monday, December 20, 2021 7:46 PM
To: Zacher, Wayne A. <wzacher@nd.gov>; Johnson, Michael E. <mijohnson@nd.gov>
Subject: Request for approval for UPWP Amendment 3 - Metro COG

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Wayne and Michael,

I am requesting NDDOT's review and circulation to the necessary agencies for approval of Amendment 3 of Metro COG's 2021-2022 UPWP. The amendment is described in the attachment, along with documentation of approval by the Policy Board.

Please let me know if additional information is needed. Thank you.

Cindy

Cindy Gray, AICP

December 20, 2021

Wayne Zacher, PE
Local Government Division, NDDOT
608 E Boulevard Ave
Bismarck, ND 58505

Subject: Amendment 3 of Metro COG's 2021-2022 Unified Planning Work Program
(UPWP)

Dear Mr. Zacher:

Metro COG recently brought Amendment 3 to our 2021-2022 UPWP to the Transportation Technical Committee (TTC) and Policy Board for consideration. The amendment was recommended for approval by the TTC on December 9, 2021 and approved by the Policy Board on December 16, 2021. The proposed amendment is summarized below:

- 2021 Staff Hours and Operations Costs – Metro COG requests the carryover of up to \$45,000 of staff time (operations) into 2022 (\$36,000 Federal, \$9,000 local). The use of these funds will be brought to the TTC and Policy Board early in 2022 for a decision on the use of the funds. At this time, I am looking into our options for filling the gap left by the change to the StreetLight arrangement through MNDOT's contract and expect to use all or some of these carryover funds for this purpose.
- 2021 Overhead Expenses – Metro COG requests the carryover of up to \$3,322.86 in overhead expenses (\$2,658.29 Federal, \$664.57 local). As described above, a proposal for the use of these funds will be brought to the TTC and Policy Board for approval in early 2022. As with the operations carryover, I expect to use all or some of these carryover funds to replace the changes in our access to StreetLight data.
- Project Carryover Amounts – Metro COG requests the carryover of up to \$284,000 (\$227,200 Federal and \$56,800 local). The following table shows a project-by-project breakout of this amount. As described to the TTC and Policy Board, one of the projects (Veterans Boulevard Corridor Study) is a 2020 project that was amended in 2021, adding to the scope of work and schedule. All other projects are 2021 projects.

2019-2020 UPWP and 2021 UPWP Carryover Projects into 2022							
2019-2020 or 2021 UPWP Project	Jurisdiction(s)	Total Budget through 2021	Total Estimated Carryover ⁶	Federal %	Federal Share	Local %	Local Share
Veterans Boulevard Corridor Extension Study	Fargo/Horace/Cass Co/West Fargo	\$ 244,150.50	\$ 32,000	80%	\$ 25,600	20%	\$ 6,400
Bicycle and Pedestrian Plan Update (\$75K/\$95K) ¹	All	\$ 75,000.00	\$ 9,000	80%	\$ 7,200	20%	\$ 1,800
2050 Demographic Forecast Update	All	\$ 50,000.00	\$ 38,000	80%	\$ 30,400	20%	\$ 7,600
Fargo Transportation Plan ²	Fargo	\$ 75,000.00	\$ (20,000)	80%	\$ (16,000)	20%	\$ (4,000)
Red River Greenway Study ³	Fargo	\$ 25,000.00	\$ 10,000	80%	\$ 8,000	20%	\$ 2,000
Interstate Operations Analysis ⁴	All	\$ 100,000.00	\$ 30,000	80%	\$ 24,000	20%	\$ 6,000
University Drive and 10th Street Corridor Study ⁵	Fargo	\$ 100,000.00	\$ 100,000	80%	\$ 80,000	20%	\$ 20,000
25th Street S Corridor Study ⁵	Fargo	\$ 85,000.00	\$ 85,000	80%	\$ 68,000	20%	\$ 17,000
Subtotal		\$ 754,150.50	\$ 284,000		\$ 227,200		\$ 56,800

¹Project budget is already split between multiple years

²Budget is \$175,000 with city's \$10,000 overmatch, with \$75,000 budgeted for 2021 and \$100,000 budgeted for 2022.

³Budget is \$170,000 including \$25,000 budgeted for 2021, and \$145,000 budgeted for 2022 of which \$15,000 is overmatch from Fargo Park District

⁴Budget is \$399,928.70 including \$100,000 budgeted for 2021, and the remainder for 2022-2023.

⁵Projects are partially funded in 2021, with remaining amounts budgeted for 2022-2023.

⁶Estimated carryover amounts are likely to be higher than actual.

A statement attesting to the approval of the amendment by the Policy Board at their December 16th meeting has been signed by our Chair and attached to this letter. Our December 16th Policy Board minutes are also attached for your reference, along with my memo to the Policy Board regarding the UPWP Amendment. The amounts reflected in the project carryover table shown above were reduced after the writing of the Policy Board memo, due to having more complete project budget information in the days leading up to the Policy Board meeting. The table above is the one presented at the meeting.

Please let me know if you need further information about Amendment 3 to Metro COG's 2021-2022 UPWP.

Sincerely,



Cindy Gray, AICP
Executive Director
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

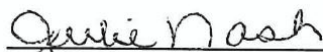
Attachments:

1. Statement Attesting Policy Board Approval of Amendment 3 to the 2021-2022 UPWP
2. Memo to Metro COG Policy Board regarding Amendment 3 to the 2021-2022 UPWP
3. Policy Board minutes, December 16, 2021

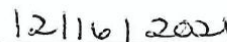
cc: Michael Johnson, Local Government Division, NDDOT

2021-2022 Unified Planning Work Program Amendment 3

I attest that the Fargo-Moorhead Metropolitan Council of Governments Policy Board, serving as the region's Metropolitan Planning Organization (MPO), approved Amendment 3 to the 2021-2022 Unified Work Program (UPWP) at its regular meeting of December 16, 2021, as recommended by the Transportation Technical Committee and by the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) Executive Director, and as reflected in the minutes of the December 16, 2021 Policy Board meeting.



Julie Nash, Chair
Fargo-Moorhead Metropolitan Council of Governments



Date



Fargo-Moorhead Metropolitan
Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.532.5100 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Policy Board
From: Cindy Gray, Executive Director
Date: December 3, 2021
Re: 2021-2022 UPWP Amendment #3

The purpose of this memo is to address changes to operations and overhead costs for 2021, as well as a couple of related matters in the 2021-2022 UPWP.

2021 Staff Hours and Operation Costs

Now that we are at the end of 2021, it is necessary to adjust our staff hours to address variations in staff time that were anticipated in the UPWP. Table 1 summarizes the changes to 2021 staff hours by UPWP category, based on 22 of the 24 pay periods in 2021 and estimates for the month of December.

Table 1

UPWP Amendment #3 - Adjustment to 2021 Staff Hours									
UPWP Category	Hours Budgeted	% of Hours	Total Est. Cost	Hours Actual	% of Hours	Change in Hours	% Change from Original Budget	Total Actual Cost	
100 - Policy & Administrative Forums	1210	7.7%	\$63,937	943	6.0%	-267	-22.1%	\$53,663	
200 - Contracted Planning Services	2517	16.0%	\$129,995	1928.5	12.3%	-588.5	-23.4%	\$108,973	
300 - Federal Transportation Planning Documentation	1621	10.3%	\$89,884	1224.5	7.8%	-396.5	-24.5%	\$70,159	
400 - Transportation Technical Data & Analysis	2076	13.2%	\$88,621	2573	16.4%	497	23.9%	\$108,675	
500 - Transit Planning	310	2.0%	\$16,627	166.5	1.1%	-143.5	-46.3%	\$9,224	
600 - Bicycle & Pedestrian Planning	570	3.6%	\$25,732	431.5	2.7%	-138.5	-24.3%	\$20,349	
700 - Local Planning Assistance	2016	12.8%	\$93,316	1880.5	12.0%	-135.5	-6.7%	\$87,378	
800 - General Administration	3257	20.8%	\$159,795	3183	20.3%	-74	-2.3%	\$159,287	
900 - Publications, Public Information & Communication	291	1.9%	\$12,966	205.5	1.3%	-85.5	-29.4%	\$8,709	
1000 - Community Planning (local \$)	425	2.7%	\$17,718	508.5	3.2%	83.5	19.6%	\$21,481	
Floating Holidays									
Sick Leave*									
Vacation Leave*	1400	8.9%	\$74,773	1655	10.5%	255	18.2%	\$82,344	
Holidays									
Funeral Leave*									
Total	15693	100.0%	\$773,365	14699.5	93.7%	-993.5	-6.3%	\$730,242	
Difference									\$43,123

*Use exceeded estimates due to required use of vacation, unexpected illnesses or family deaths.

Despite efforts to hire an intern earlier in the year, Metro COG did not find a suitable intern until this fall, resulting in unused intern hours. In the summer of 2021, UPWP Amendment 2 was approved. As part of that amendment, the Policy Board approved the addition of another staff member at the Assistant Planner level. The approved amendments were incorporated into an updated document and the UPWP amendment was approved by state and federal agencies in late summer. The hiring process was initiated in September and completed in November. The new staff person will move to the area this month, and will start either the last week of December or the first week of January. The delay in getting this position filled, combined with fewer intern hours, resulted in a lower operations budget than anticipated.

Significantly fewer hours were spent on Contracted Planning Services in 2021, likely due to delays in getting projects started. The Interstate Operations Analysis, for example, was delayed at least a couple months due to a long process of contractual procedures. More hours were spent on Transportation Technical Data and Analysis due to time spent on the West Fargo Traffic Calming Study, the Federal Functional Classification Update, and the Metropolitan Traffic Counting Program.

The reduced staff hours described above, resulted in unspent funds of approximately \$43,000, which Metro COG proposes to carry over into 2022. Metro COG recommends reallocation of those funds into the second year of the UPWP and will present recommendations for the use of the funds.

2021 Overhead Expenses

The continuation of virtual meetings and reduced opportunities for conferences and training resulted in changes to overhead costs, most of which were accounted for in Amendment 2. Table 2 shows the amount budgeted in Amendment 2 and the estimated actual expenses through the end of 2021. The unspent dollars in the 800 category, which involves the 80/20 split of Federal and Local funds, is estimated to be \$3,323. The remaining local funds in the 801 category (\$582.68) will be retained as Metro COG reserves.

Table 2

Overhead Costs - 2021 Budget and Estimate of Actual

800 Overhead		2021 Budget	2021 Actual	Difference
800a	Travel / Registrations/ Training/etc..	\$6,560.00	\$2,477.37	\$4,082.63
800b	Dues / Subscriptions	\$8,625.00	\$7,776.50	\$848.50
800c	Office Supplies	\$3,000.00	\$2,339.50	\$660.50
800d	Postage	\$1,450.00	\$737.25	\$712.75
800e	Advertising	\$2,000.00	\$1,448.29	\$551.71
800f	Office Rent	\$71,120.00	\$69,821.58	\$1,298.42
800g	Insurance	\$8,100.00	\$7,016.97	\$1,083.03
800h	Communications	\$3,720.00	\$3,690.31	\$29.69
800i	Information Systems	\$69,679.00	\$69,130.42	\$548.58
800j	Audit	\$11,500.00	\$11,250.00	\$250.00
800k	Office Equipment	\$500.00	\$0.00	\$500.00
800l	Printing	\$5,399.92	\$2,800.18	\$2,599.74
800m	Legal Services	\$1,000.00	\$2,158.00	-\$1,158.00
800n	Accounting Services	\$16,200.00	\$16,212.00	-\$12.00
800o	HR Services	\$500.00	\$0.00	\$500.00
800p	Traffic Count Equipment Maintenance and Replacement	\$500.00	\$9,774.69	-\$9,274.69
800q	Payroll Services	\$1,560.00	\$1,458.00	\$102.00
800r	Newsletter Printing and Mailing	\$0.00	\$0.00	\$0.00
Total Overhead¹		\$211,413.92	\$208,091.06	\$3,322.86
801 Overhead (Funded Locally)		2021		
801a	Bike Map App Updates and misc. locally funded supplies	\$1,700.00	\$2,117.32	-\$417.32
801b	Traffic Count Equipment Replacement Fund	\$1,000.00	\$0.00	\$1,000.00
Total Overhead (Funded Locally)²		\$2,700.00	\$2,117.32	\$582.68
Total 2021 and 2022 Overhead Costs		\$214,113.92	\$210,208.38	\$3,905.54

Summary of Proposed Operations and Overhead Changes to 2019-2020 UPWP

An itemized list of the proposed amendments to the 2019-2020 UPWP is as follows:

1. Carry over of up to \$45,000 of 2021 staff costs (operations) into 2022, and
2. Carry over of the remaining 800 category overhead budget, including \$3,323 into 2022.

Specific proposals for the use of these funds at this time include:

- Purchase of Vision Timekeeping software for \$4,087.00

Potential uses for the remaining funds include:

- Purchase of StreetLight data license for origin destination data. In the past, we have purchased this through an arrangement MnDOT has with StreetLight. They are still offering the licensing arrangement to MPOs for \$6,000.00 (up from \$5,000 in past years), but are limiting the use of the platform purchased through this arrangement to data within the state of Minnesota, which significantly reduces the value and applicability to Metro COG and our local partners. We are currently exploring other ways to access this data because we have significant need for the data in 2022. Cost is currently unknown, but a purchase of a license for the whole metro area may require most of the unspent funds.
- Remodeling of the recently leased offices in the SW corner of the 2nd floor is something that should be pursued, but use of these funds for that purpose would require additional funds in 2023, when more funds could be budgeted. If we successfully budget for a remodel in 2023, we could use a portion of these funds to complete the demolition in late 2022, with the fit-up budgeted for 2023.

Other than the purchase of Vision Timekeeper software, I am not asking for a recommendation on the use of the funds at this time. I am only asking for a recommendation to carry the remaining funds over into 2022, with a decision on the use of the funds forthcoming in early 2022 after more is known about the cost of a StreetLight license. Metro COG is currently in discussions with NDDOT and the other two MPOs in North Dakota to determine if there are advantages to moving forward collaboratively with either a data purchase or a software license.

Project Carryover Amounts

Consultant led projects are expected to have unspent 2021 budgets that must be carried over into 2022. Anticipated carryover amounts are shown in in Table 3 on the next page. Estimates are most likely on the high side to ensure we carry over sufficient funds into 2022 to cover projects for which we are under contract or about to be under contract. The carryover amount totals approximately \$296,000 and is split between seven projects. Several of the projects were budgeted from the outset to span across

multiple years. One project, the Fargo Transportation Plan, has already exceeded the amount budgeted for 2021, as reflected in Table 3. Similar to the addition of the new staff person, we experienced delays in getting RFPs out for the University Drive and 10th Street Corridor Study and the 25th Street Corridor Study, resulting in little to no funds being spent on those projects in 2021.

Please let me know if you have any questions about the proposed amendment.

Requested Action: 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.

Table 3

2019-2020 UPWP and 2021 UPWP Carryover Projects into 2022							
2019-2020 UPWP Project	Jurisdiction(s)	Total Budget through 2021	Total Estimated Carryover ⁶	Federal %	Federal Share	Local %	Local Share
Veterans Boulevard Corridor Extension Study	Fargo/Horace/Cass Co/West Fargo	\$ 244,150.50	\$ 32,000	80%	\$ 25,600	20%	\$ 6,400
Bicycle and Pedestrian Plan Update (\$75K/\$95K) ¹	All	\$ 75,000.00	\$ 15,000	80%	\$ 12,000	20%	\$ 3,000
2050 Demographic Forecast Update	All	\$ 50,000.00	\$ 40,000	80%	\$ 32,000	20%	\$ 8,000
Fargo Transportation Plan ²	Fargo	\$ 75,000.00	\$ (16,000)	80%	\$ (12,800)	20%	\$ (3,200)
Red River Greenway Study ³	Fargo	\$ 25,000.00	\$ 10,000	80%	\$ 8,000	20%	\$ 2,000
Interstate Operations Analysis ⁴	All	\$ 100,000.00	\$ 30,000	80%	\$ 24,000	20%	\$ 6,000
University Drive and 10th Street Corridor Study ⁵	Fargo	\$ 100,000.00	\$ 100,000	80%	\$ 80,000	20%	\$ 20,000
25th Street S Corridor Study ⁵	Fargo	\$ 85,000.00	\$ 85,000	80%	\$ 68,000	20%	\$ 17,000
Subtotal		\$ 754,150.50	\$ 296,000		\$ 236,800		\$ 59,200

¹Project budget is already split between multiple years

²Budget is \$175,000 with city's \$10,000 overmatch, with \$75,000 budgeted for 2021 and \$100,000 budgeted for 2022.

³Budget is \$170,000 including \$25,000 budgeted for 2021, and \$145,000 budgeted for 2022 of which \$15,000 is overmatch from Fargo Park District

⁴Budget is \$399,928.70 including \$100,000 budgeted for 2021, and the remainder for 2022-2023.

⁵Projects are partially funded in 2021, with remaining amounts budgeted for 2022-2023.

⁶Estimated carryover amounts are likely to be higher than actual.

Agenda Item 1c, 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