

**536th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 8, 2022 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Maegin	Elshaug	City of Fargo Planning (alternate for Nicole Crutchfield)
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Don	Lorsung	City of Dilworth Community Development
Aaron	Nelson	West Fargo City Planning
Grace	Puppe	Cass County Planning
Mary	Safgren	MnDOT – District 4
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering
Nicole	Crutchfield	City of Fargo Planning (alternate present)
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Joe	Raso	GFMEDC
Justin	Sorum	Clay County Engineering

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Ethan	Bialik	Moore Engineering
Angie	Bolstad	Stantec
Jaron	Capps	Metro COG
Luke	Champa	SRF
Dylan	Dunn	Moore Engineering
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Sharijad	Hasan	NDSU/UGPTI
Matthew	Huettl	HDR
Joe	Klein	MnDOT
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	MnDOT
Bobbi	Retzlaff	FHWA – MN
Kristen	Sperry	FHWA – ND
Kalvin	Strecker	Houston Engineering

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on December 8, 2022 by Chair Gray. A quorum was present.

2. Approve the 536 TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 536 TTC Meeting Agenda.

**Motion: Approve the 536 TTC Meeting Agenda.
Mr. Hellman moved, seconded by Mr. Lorsung
MOTION, PASSED.
Motion carried unanimously.**

3. APPROVE November 10, 2022 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the November 10, 2022 TTC Meeting Minutes.

**Motion: Approve the November 10, 2022 TTC Minutes.
Mr. Atkins moved, seconded by Mr. Hellman
MOTION, PASSED
Motion carried unanimously.**

4. Public Comment Opportunity

No public comments were made or received.

5. 2021-2022 Unified Planning Work Program Amendment #7

Ms. Gray presented amendment #7 to the 2021-2022 Unified Planning Work Program (UPWP). Staff hours were approximately 300 less than budgeted due to a staff change mid-year that resulted in an unfilled position for a period of two months. Some of the hours were made up by an increase in intern time, but at a much lower hourly rate. We anticipated this, and used approximately \$15,500 in carryover funds from 2021 and \$17,000 of the unused 2022 operations budget in the last UPWP amendment (#6) to purchase the Urban SDK license.

Metro COG's 2022 overhead expenditures are very close to the amount budgeted. The table in the staff memo shows estimated and actual overhead expenses for the year. The only category that went overbudget is the maintenance of traffic count equipment.

An estimated \$31,653 remains in the 2022 overhead budget, which Metro COG recommends carrying over into the 2023 budget. We recommend shifting \$700 from Category 800a, the travel/training budget to cover the overage in 800p, traffic count equipment maintenance.

The recommended 2022 year-end amendment is summarized as follows:

- Amend the staff hours and costs as discussed
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.

- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

Motion: Recommend approval to the Policy Board of the 2022 year-end UPWP Amendment, consisting of the changes identified below:

- Amend the staff hours and costs as shown in the table on p. 1.
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.
- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

Mr. Atkins moved, seconded by Mr. Lorsung

MOTION, PASSED

Motion carried unanimously.

6. 2023-2024 Unified Planning Work Program Amendment #1

Ms. Gray presented amendment #1 to the 2023-2024 Unified Planning Work Program (UPWP). The purpose of this amendment is to consider additional projects to utilize approximately \$210,000 in unprogrammed CPG funds for the 2023 work program and approximately \$32,000 in unused 2022 overhead funds, for a total of approximately \$244,000.

She stated that since completion of the 2023-2024 UPWP earlier this fall, a few other project requests have been put forth that were not under consideration when we prepared the 2023 budget or the 2023-2024 UPWP. We do not have enough funding in our 2023 budget to do all of the projects, and at this time, we don't have flexibility in our 2024 budget either, so it will be important to choose carefully and focus broadly on the future transportation needs of the region.

The projects that have been suggested are as follows:

- West Metro Perimeter Highway Study – Cass County (referred to as a ring route in the interstate operations analysis)
- Horace Downtown Neighborhood Plan – City of Horace
- BNSF Railroad Grade Separation Study at 14th St NE in Dilworth – No local sponsor identified at this time

In addition to these projects, interest has also been expressed in moving the beginning of the Heartland Trail Study up into 2023. The project has been programmed to begin in 2024 and be completed in 2025.

Ms. Gray stated that the West Metro Perimeter Highway Study is recommended as the highest priority project for the use of CPG funds, because it has the highest level of regional planning significance and is important from a timing perspective due to the short-term need to sell the excess right-of-way purchased for the diversion.

The Horace Downtown Neighborhood Plan is recommended for partial funding because it is significantly less regional in nature and more focused on a neighborhood planning process. Metro COG could provide staff assistance for the project to supplement funds. The challenge with a project of this size is that the federal funding pushes it into a full Qualifications Based Selection (QBS) process, which is expensive for consultants to go through in pursuit of a small-scale project. The City of Horace will need to take this into consideration.

Ms. Gray stated that the BNSF project in Dilworth is not recommended as a CPG-funded project at this time. She stated that a feasibility study would need to get into some level of preliminary engineering, which is difficult or not allowed to be incorporated into a CPG-funded project. She said that past studies have documented the intended location, and she is open to further discussion, but the incorporation of this project at this time isn't recommended with CPG funding. Furthermore, more funding than what we have available would likely be needed. Mr. Lorsung said that it is very rare for BNSF to want to partner or do any updates/construction, and we should seize the opportunity before we lose it. Ms. Safgren said that MnDOT likely will not be the lead local partner on a project like this. Ms. Gray stated there are other opportunities for funding that would allow for more engineering work to occur as part of the project.

Motion: Recommend approval of amendment #1 to the 2023-2024 Unified Planning Work Program to the Policy Board
Mr. Hellman moved, seconded by Ms. Huston
MOTION, PASSED
Motion carried unanimously.

7. Public Participation Plan Update Adoption

Ms. Gray presented the updated Public Participation Plan. In October, 2022, the TTC and Policy Board approved the opening of the required 45-day public comment period for the updated Public Participation Plan.

Public notice was published in The Forum on October 26, 2022 and November 16, 2022. Metro COG's mailing list was also used to notify the public about the opportunity to comment on the document, and the opportunity to comment was also posted on our website. A press release was also sent out to regional media outlets.

One comment was received by a member of the public describing the document as "wordy" and suggesting that an Executive Summary be provided. The document contains a table of contents and an introductory section that allows the reader to quickly determine the purpose of the document and the location of relevant information. This is not the type of document that would benefit from a separate Executive Summary, so thus far, none has been provided.

Mr. Zacher said that he should have comments submitted by the end of the day, as the comment period is still open until Friday, December 9.

Motion: Recommend approval and adoption of the Public Participation Plan Update to the Policy Board
Mr. Lorsung moved, seconded by Ms. Huston
MOTION, PASSED
Motion carried unanimously.

8. Transit Section 5310/5339 Grant Applications

Mr. Farnsworth presented the Transit Section 5310 and 5339 Grant applications. The NDDOT recently solicited applications for annual transit grants under FTA Section 5310 and Section 5339. Section 5310 provides funding for transit projects that improve mobility for the elderly and persons with disabilities while Section 5339 provides funding for transit projects that involve replacement of buses, improvements to bus facilities, and more. Awarded projects involving ADA-accessible vehicles are funded up to 85% Federal funds with a required 15% local match; awarded capital projects (including mobility manager salaries) are funded up to 80% Federal funds with a required 20% local match; and operations requests are awarded 50% Federal funds with a required 50% local match.

All applicants with projects within Metro COG's planning area are required to submit their applications to Metro COG for review and approval by Metro COG's Policy Board. Two applicants submitted applications – the City of Fargo and Handi-Wheels.

Below are the FTA Section 5310 and 5339 projects Metro COG has received. The 5310 and 5339 applications will be submitted to NDDOT before the December 30th, 2022 deadline.

Section 5310 – Urban

- Mobility Manager (submitted by City of Fargo)
 - Total cost: \$102,000 (\$81,600 Federal / \$20,400 local)
 - Eligible funding match: 80% Federal / 20% local
- General Operations (submitted by Handi-Wheels)
 - Total cost: \$60,000 (\$30,000 Federal / \$30,000 local)
 - Eligible funding match: 50% Federal / 50% local

Section 5339 – Urban (Submitted by City of Fargo)

- Replacement of a 35-foot fixed route bus
 - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a 35-foot fixed route bus
 - Total cost: \$575,000 (\$488,750 Federal / \$86,250 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
 - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
 - Eligible funding match: 85% Federal / 15% local
- Replacement of a paratransit vehicle
 - Total cost: \$145,000 (\$123,250 Federal / \$21,750 local)
 - Eligible funding match: 85% Federal / 15% local
- Finalize renovation of GTC bus deck
 - Total cost: \$1,000,000 (\$800,000 Federal / \$200,000 local)

- Eligible funding match: 80% Federal / 20% local
- Purchase of paratransit and fixed route AVL/AVA software/hardware
 - Total cost: \$700,000 (\$560,000 Federal / \$140,000 local)
 - Eligible funding match: 80% Federal / 20% local
- Replacement service vehicle (skid steer)
 - Total cost: \$64,000 (\$51,200 Federal / \$12,800 local)
 - Eligible funding match: 80% Federal / 20% local

Motion: Recommend Policy Board approval of the FTA Section 5310 and 5339 transit grant applications as shown above.

Ms. Bommelman moved, seconded by Ms. Van Beek

MOTION, PASSED

Motion carried unanimously.

9. Electric Vehicle Readiness Study

Metro COG has drafted an RFP for an electric vehicle (EV) readiness study for the Fargo-Moorhead metropolitan area. It is envisioned that this study will provide local jurisdictions with public understanding of EV feasibility and benefits, assist in identifying current and potential barriers to EV adoption, and inform cities, counties, and other planning partners on infrastructure-related best practices to meet current and future EV needs of the metropolitan area. This is similar in scope to plans developed by cities and regional areas throughout the United States, which take an impartial look at EV trends and how best communities should lay the groundwork to become EV-ready. This study will also tie into recent National Electric Vehicle Infrastructure (NEVI) plans completed by NDDOT and MnDOT, including goals, strategies, and key takeaways identified in each plan.

TTC members are encouraged to reach out with any questions regarding this study. The RFP will be brought forward for consideration by the TTC and Policy Board in either January or February.

10. 2023-2026 Transportation Improvement Program Amendment #2

Mr. Bervik presented amendment #2 to the 2023-2026 Transportation Improvement Program (TIP).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, November 30, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that all public comments will be accepted until 12:00 p.m. (noon) on Thursday, December 15, 2022. No written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 9200031:** NDDOT is rehabilitating the 25th Street I-94 interchange (2023). The project cost increased by 132%.
2. **Modification of Project 9221006:** NDDOT will be repairing a slide along Main Avenue in West Fargo (2023). The project year was shifted from 2024.
3. **Modification of Project 9231005:** NDDOT will be reconstructing the I-94 interchange at Lynchburg. (2024) The project year shifted from 2025.

4. **Modification of Project 9231005:** Moorhead Transit will be purchasing a new utility vehicle (2023). The project description is being modified.
5. **New Project 4232020:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2024). This is for the federal funding in fiscal year 2024 for 4232021.
6. **New Project 4232021:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2025). This is for the federal funding in fiscal year 2025 for 4232020 and the local portion.
7. **New Project 4232022:** City of Fargo construction of a shared use path and drain crossing on Drain 27. This project will connect two existing trail networks (2025).
8. **New Project 7232023:** City of Horace construction of a shared use path along the east side of Country Road 17. (2024).

Motion: Recommend approval of Amendment #2 of the Metro COG 2023-2026 Transportation Improvement Program (TIP) to the Policy Board.

Mr. Hellman moved, seconded by Mr. Gorden

MOTION, PASSED

Motion carried unanimously.

11. 2023-2024 NDDOT MPO Contract

Ms. Gray presented the 2023-2024 Metropolitan Planning Organization (MPO) Grant contract with North Dakota Department of Transportation (NDDOT). This contract sets forward the agency's planning activities and funding for the next two years, according to the 2023-2024 UPWP.

12. Agency Updates

Fargo – 52nd Ave construction, city growth plan interviewing consultants

Moorhead – 12th avenue/20th street South railroad crossing has a pre-signal installed (first of its kind in the region). 2022 Comprehensive Plan completed, starting process for Southwest Growth Plan.

MATBUS – Dilworth transit hub construction update

West Fargo – Downtown Master Plan grant from ND

Dilworth – TH10 Stakeholder meeting yesterday

Horace – Land Use Ordinance close to completion

Cass County – 76th Ave/45th St connection working well, 52nd Ave Roundabout bidding open

NDDOT – Functional Class training in February

MnDOT – staffing changes, Carbon Reduction Program FY23/24 bid opening

FHWA – staffing changes and openings

13. Additional Business

No additional business

14. Adjourn

The 536 Regular Meeting of the TTC was adjourned on December 8, 2022 at 11:25 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 12, 2023, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant