

**541st Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, Thursday, May 11, 2023 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

|          |             |   |
|----------|-------------|---|
| Jonathan | Atkins      | City of Moorhead Traffic Engineering                  |
| Nicole   | Crutchfield | City of Fargo Planning                                |
| Jeremy   | Gorden      | City of Fargo Transportation Engineering              |
| Ben      | Griffith    | Metro COG   |
| Jace     | Hellman     | City of Horace – Community Development Director       |
| Robin    | Huston      | City of Moorhead Planning                             |
| Matthew  | Jacobson    | Clay County Planning                                  |
| Kelly    | Krapu       | Freight Representative - TrueNorth Compliance Service |
| Don      | Lorsung     | City of Dilworth Community Development                |
| Joe      | Raso        | GFMEDC  |
| Justin   | Sorum       | Clay County Engineering                               |
| Tom      | Soucy       | Cass County Highway (alternate for Jason Benson)      |
| Andrew   | Wrucke      | City of West Fargo Engineering                        |
| Wayne    | Zacher      | NDDOT – Local Government Division                     |

**Members Absent:**

|       |            |   |
|-------|------------|---|
| Jason | Benson     | Cass County Highway Engineering (alt present) |
| Julie | Bommelmann | City of Fargo, MATBUS                         |
| 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                      |

**Others Present:**

|          |             |   |
|----------|-------------|---|
| Adam     | Altenburg   | Metro COG                                   |
| Paul     | Bervik      | Metro COG                                   |
| Heather  | Betts       | ND Clean Cities / American Lung Association |
| Angie    | Bolstad     | Stantec                                     |
| Jaron    | Capps       | Metro COG                                   |
| Luke     | Champa      | SRF   |
| James    | Dahlman     | City of Horace / Interstate Engineering     |
| Ari      | Del Rosario | Metro COG                                   |
| Dylan    | Dunn        | Moore Engineering / City of Casselton       |
| Dan      | Farnsworth  | Metro COG                                   |
| Robert   | Frampton    | Public Member                               |
| Nicholas | Gubbels     | Apex  |
| Sharijad | Hasan       | ATAC/UGPTI                                  |
| Gretchen | Hjelmstad   | Valley News Live                            |
| Patrick  | Hollister   | PartnerShip 4 Health                        |
| Matt     | Huettl      | HDR   |

|         |           |              |
|---------|-----------|--------------|
| Matt    | Kinsella  | Apex         |
| Paul    | Jensen    | Greenways2Go |
| Savanna | Leach     | Metro COG    |
| Michael | Maddox    | Metro COG    |
| Brent   | Muscha    | Apex         |
| Ayden   | Schaffler | Metro COG    |
| Erika   | Shepard   | MnDOT        |
| Kristen | Sperry    | FHWA - ND    |
| Dave    | Sweeney   | SRF          |

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on May 11, 2023 by Chair Griffith. A quorum was present.

**2. Approve the 541 TTC Meeting Agenda**

Chair Griffith asked if there were any questions or changes to the 541 TTC Meeting Agenda.

***Motion: Approve the 541 TTC Meeting Agenda.  
Mr. Lorsung moved, seconded by Mr. Atkins  
MOTION, PASSED.  
Motion carried unanimously.***

**3. APPROVE April 13, 2023 TTC MEETING MINUTES**

Chair Griffith asked if there were any questions or changes to the April 13, 2023 TTC Meeting Minutes.

***Motion: Approve the April 13, 2023 TTC Minutes.  
Mr. Hellman moved, seconded by Mr. Krapu  
MOTION, PASSED  
Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

**5. MnSHIP Presentation**

Brad Utecht from MnDOT presented an update to the MnDOT 20-Year State Highway Investment Plan (MnSHIP).

**6. Housing Needs & Market Analysis Contract Amendment #1**

Mr. Altenburg presented an amendment to the Housing Needs and Market Analysis Study.

HR&A has proposed an add-on scope of work to support the community roll-out of the needs analysis study. The four tasks included as part of this add-on are: 1) a virtual joint presentation to commissions and councils in the metro area that would inform elected officials about study findings, 2) a presentation in July at the Eggs and Issues event hosted by the FMWF Chamber, 3) participation in

individual jurisdiction presentations to present materials and answer questions as part the approval process, and, 4) a stakeholder implementation charette and workshop with partner organizations that will be directly or indirectly involved with the implementation of new housing strategies.

Amendment #1 is intended to cover the first three tasks at the fee schedule listed below:

|  |                          |
|--|--------------------------|
| Task 1: Joint Presentation to Commissions and Councils | \$2,500                  |
| Task 2: Presentation at FMWF Chamber Eggs and Issues   | \$8,000                  |
| Task 3: Individual Jurisdiction Presentations          | \$1,500 per jurisdiction |

The City of Fargo has agreed to fund Task 1 and Task 2 in their entirety. The City of Fargo is the only jurisdiction opting to include Task 3 as part of the study's final approval process which would also be 100 percent locally funded. The total amount for Amendment #1 is \$12,000.

The fourth task for a charette and workshop is expected to be done through a separate amendment with SRF and HR&A as part of the MTP later this summer. SRF is the prime consultant for the MTP and coordinated stakeholder outreach as a subconsultant for the Housing Needs and Market Analysis.

Ms. Huston asked about Task 4, and curious who all would be participating in that task, as the amount was raising significantly. Ms. Crutchfield said that this was an optional task that could potentially be added, and could be funded with additional CPG addressed in the UPWP Amendment #2 being discussed later. Ms. Huston said she is not comfortable with the added cost, and does not find it necessary after the three tasks in the amendment are completed.

Mr. Lorsung asked if Task 4 could potentially be funded by the Home Builders Association or similar organizations. Mr. Altenburg said that the amendment can move forward without the addition of Task 4.

Mr. Raso asked if the draft study has been shared. Mr. Altenburg said that shareholders have the draft, and the final report will be shared after this amendment's Task 1 is completed. Mr. Raso said he is happy to share the final analysis through EDC means.

***Motion: Recommend Policy Board approval of Amendment #1, pursuant to a proposal from HR&A with Tasks 1, 2, and 3, without Task 4 added, to the contract with HR&A for the Housing Needs and Market Analysis.***

**Mr. Atkins moved, seconded by Ms. Huston**

**Ms. Huston asked for a friendly amendment for Task 3 being funded only by the City of Fargo. Mr. Atkins agreed to this amendment to his original motion.**

**MOTION, PASSED**

**Motion carried unanimously.**

Ms. Crutchfield suggested that a potential meeting of the Steering Committee for this project happen before the Eggs & Issues event, and the jurisdictional meetings.

**7. 2023-2026 Transportation Improvement Program (TIP) Administrative Adjustment #2 and #3**

Mr. Bervik presented Administrative Adjustments #2 & 3 to the 2023-2026 Transportation Improvement Program (TIP). At the request of City of Moorhead Transit, Metro COG processed two (2) administrative adjustments to the 2023-2026 Transportation Improvement Program (TIP). Each of the project changes requested totaled less than 20%

The administrative adjustments to the 2023-2026 TIP are as follows:

1. Modification of Project 5233024: Purchase of an Advanced Traffic Management Software (ATMS) and a computer and screens to monitor the system for Moorhead, MN (2023) by City of Moorhead. Change in local cost share (+\$2,500) and total project cost (+\$2,500; +4.2%).
2. Modification of Project 5233025: Construction of transit hub improvements at Walmart in Dilworth, MN (2023) by Moorhead Transit. Change in local funding (+\$2,800) and total federal funding (-\$2,800). No change to total project cost.

**8. Carbon Reduction Program (CRP) Project Technical Evaluation: FY 2024 & FY 2025**

Mr. Bervik presented the Carbon Reduction Program (CRP) and held a discussion and evaluation for these projects. Starting October 1, 2023, Metro COG's urbanized area (UZA) will be designated a Transportation Management Area (TMA), and as such will be given the responsibility to solicit, program, select, and track projects utilizing the funding sources it receives as a direct-suballocation. CRP is one of those funding sources.

This is a new process not only because of Metro COG achieving TMA status, but also because CRP is a new funding source created through the Infrastructure Investment and Jobs Act (IIJA). The intent of the funding program is to invest in transportation infrastructure that can lower carbon emissions. There are many eligible projects that can be funded through CRP, including (but not limited to):

- Purchase of electric vehicles or electric vehicle charging infrastructure
- Construction of bicycle and pedestrian facilities
- Replacement of roadway lighting with L.E.D.s

Technical Evaluation – Technical Soundness, Impact to Transportation System, Timeliness/Urgency, Impact to Title VI/EJ Populations

### **MN Projects (FY 2024):**

**LED Streetlight Upgrade (Moorhead):** yes to all evaluation metrics

**Rectangular Rapid-Flash Beacon at Intersection of 9<sup>th</sup> Street SW/4<sup>th</sup> Ave NW (Dilworth):** yes to evaluation metrics, moderate to Title VI/EJ Metric

Ms. Shepard asked if this project would be eligible for CRP funding. Ms. Sperry said FHWA would be allowing this, as it does tie into SRTS, and the cost is low impact due to solar energy source. Ms. Sperry suggested including these in the applications.

### **ND Projects (FY 2024):**

**25<sup>th</sup> Street Shared-Use Path (Fargo):** Technical Soundness – yes, Impact to Transportation System – moderate, Timeliness – moderate/no, Title VI/EJ – no.

**Drain 27 near Deer Creek (Fargo):** Technical Soundness – moderate, Impact to Transportation System – yes, Timeliness – moderate, Title VI/EJ – no.

**Electric Vehicles and Chargers (West Fargo):** Technical Soundness – yes, Impact to Transportation System –no, Timeliness – yes, Title VI/EJ – no.

**LED Streetlight Upgrade (West Fargo):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

**Governors Drive Shared Used Path (Casselton):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

### **ND Projects (FY 2025):**

**Red River Trail near the VA Hospital (Fargo):** Impact to Transportation System – yes, Technically Sound (will need environmental evaluation) - moderate, Timeliness/Urgency – Moderate, and Impact to Title VI/EJ – no.

**Electric Vehicles (West Fargo):** Technical Soundness – yes, Impact to Transportation System – no, Timeliness – yes, Title VI/EJ - no

**Governors Drive Shared Use Path (Casselton):** Technical Soundness – yes, Impact to Transportation System – yes, Timeliness – yes, Title VI/EJ – no.

Mr. Bervik will be compiling the comments and evaluations for the Policy Board review next week.

***Motion: Recommendation of projects and their associated technical feasibility to the Policy Board for prioritization and selection.***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**9. TH 10 Corridor Study thru Dilworth – Final Plan Approval**

Mr. Maddox and Mr. Muscha presented the final plan for the TH10 Corridor Study through Dilworth.

Mr. Hollister made the public comment on behalf of PartnerShip 4 Health that they are in favor of alternative 1, and submitted two documents for the record: Metro COG's Complete Streets Policy (2010), and Dilworth's adoption of Metro COG's Complete Streets Policy (2011).

***Motion: Recommend Policy Board approval of the TH 10 Corridor Study through Dilworth.***

**Mr. Lorsung moved, seconded by Ms. Crutchfield**

**MOTION, PASSED**

**Motion carried unanimously.**

**10. 2023-2024 UPWP Amendment #2**

Mr. Maddox presented Amendment #2 to the 2023-2024 UPWP. In 2023, the North Dakota CPG amount is approximately \$2,816,030. This includes federal funds from both FHWA and FTA. That amount is likely to increase to approximately \$2.87M in 2024, assuming an approximate increase of 2% annually. There are two main issues requiring our attention at this time:

1. Starting in 2024, Minot will be designated as an MPO, necessitating their use of a portion of the state's CPG. Metro COG, BisMan MPO, and GF/EGF have been meeting periodically to discuss various ways of splitting the funds. This topic will be addressed in another agenda item.
2. Separate from the addition of Minot, the state as a whole has a backlog of CPG funds dating back to the 2021 CPG. As a result, NDDOT asked each MPO to provide an updated budget.

Operations and Overhead: Cost such as salaries, health insurance, liability insurance, and financial audit have all experienced increases that were beyond the amount estimated when the budget was prepared in 2022. In addition, Metro COG is in need of a new and upgraded server at a cost of approximately \$12,100 and we have also started the switch to ArcGIS Pro. Since IJA funding opportunities are evaluated heavily on environmental justice characteristics, we propose adding ESRI extensions that will allow us to carry out more finely grained EJ analyses. This combination of ESRI upgrades has a cost of approximately \$9,000 more than what was originally budgeted.

The increase in operations and overhead is \$50,507 (\$40,405 in Federal funds and \$10,102 in local match).

#### Projects

1. Metropolitan Transportation Plan Workshop with tie to Housing Analysis (Shared Local Match) – After coordination with the MTP consultant (SRF), the budget for this additional task was updated to reflect SRF's personnel and travel expense estimate in completing this task (\$20,000 HR&A, approximately \$10,000 SRF). Per previous conversation, Ms. Crutchfield said that the City of Fargo is able to contribute the \$6,000 local match if other jurisdictions are interested in the workshop discussed.
2. Metro Railroad Needs Study (BNSF Local Match)
3. University Drive and 10th Street (Uni10) Corridor Study Amendment (Fargo Local Match)
4. Horace Downtown/Core Neighborhood Plan (Horace Local Match)
5. SS4A Safety Action Plan (Shared Local Match)

Based on the updated information for 2023, the estimates for 2024 have also been updated.

Operations and Overhead: Personnel costs were updated based on the 2023 salary levels, and other costs were updated based on 2023 cost increases. An increase of \$55,352 is anticipated over the original estimate. This consists of \$44,282 in CPG funds and \$11,070 in local match.

#### Projects

Projects included in the 2024 work program were reviewed relative to budget and scope. Input has been received regarding the need to complete the Heartland Trail Alignment Study sooner rather than later to put Clay County in the position of receiving funding for the project, so the study was moved into 2024 rather than spread over two years. This change includes a request to NDDOT to waive the local match on the half of the study that was originally in the 2025 work program in keeping with the Completes Streets / Safety and Accessibility opportunity that was put forward with the IJJA. If the local match can be waived on half of the study, it would keep the project budget neutral for 2024.

Mr. Atkins said that Moorhead does not see the 15<sup>th</sup> Avenue North study as needing additional funding. Mr. Maddox said that Metro COG sees an impact to the roadway with Origin Destination Data. Mr. Atkins said that Moorhead will not have the capacity to provide a local match. Mr. Lorsung said that this corridor is more than just a Dilworth issue.

Additional budget is requested for three other projects to better serve the needs of those projects. West Fargo in particular specifically asked if an analysis of the 26<sup>th</sup> Street W extension could be included in the study of extending either 15<sup>th</sup> Street W or 13<sup>th</sup> Avenue over the Sheyenne Diversion and I-94.

***Motion: Recommend Approval of Amendment 2 to the 2023-2024 UPWP to the Policy Board, with changes as discussed.***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**11. ND DOT MPO CPG Funding Formula**

Mr. Griffith presented Scenario D as the preferred funding scenario to be presented to the NDDOT/FHWA. At our last meeting on April 27, the three MPOs agreed on Scenario D and that we would present our recommendations to our respective tech committees and policy boards.

Scenario D was selected as it seemed to be the most equitable division of funds to the current MPOs while still providing enough funding for the new MPO in Minot. Cindy had pointed out that the MPO in Mankato, MN was the newest MPO in Minnesota and the first-year funding for Minot was approximately what Mankato would be receiving for FY 2024.

Mr. Zacher said that this will be a recommendation to the NDDOT, which may or may not be recommended to the FHWA.

***Motion: Recommend the recommendation of MPO CPG Funding Scenario "D" to the Policy Board***

**Mr. Gorden moved, seconded by Mr. Wrucke**

**MOTION, PASSED. (10-1, Mr. Lorsung voting nay)**

**Motion carried.**

**12. RFP for Transit Routing, Street Design, and Transit Scheduling Software**

Mr. Del Rosario presented a Request for Proposals (RFP) for Transit Routing, Street Design, and Transit Scheduling software. MetroCOG and MATBUS use transit routing and street design software for planning studies and transit operations. Metro COG currently procures this software through Via (Remix). This contract expires on June 30, 2023.

Metro COG is releasing an RFP to solicit software vendors who can provide a suite of software that has the following functionality: Transit Routing Software, Street Design, and Transit Scheduling Software – MATBUS is potentially interested in procuring software that can assist them in route scheduling. Currently all fixed-route transit scheduling is done manually, which is time intensive. In order to implement more advanced scheduling concepts, MATBUS may require software specifically designed for this purpose.



Mr. Zacher had a few comments on the RFP, mainly that it had a very tight turnaround period for proposals received and making a decision. He also found language relating to public engagement, which should be removed, as it is not necessary for this RFP.

***Motion: Recommend Policy Board approval of the RFP soliciting transit routing, street design, and transit scheduling software – with revisions as discussed***

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

**MOTION, PASSED**

**Motion carried unanimously.**

**13. Agency Updates**

None.

**14. Additional Business**

None.

**15. Adjourn**

The 541 Regular Meeting of the TTC was adjourned on May 11, 2023 at 12:46 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD June 8, 2023, 10:00 A.M.**

Respectfully Submitted,

Savanna Leach  
Executive Assistant