

**557th Transportation Technical Committee**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**THURSDAY, September 12, 2024 – 10:00 a.m.**  
**Metro COG Conference Room**  
**AGENDA**

- |   |                    |
|---|--------------------|
| 1. Call to Order and Introductions                    |                    |
| 2. Approve the Agenda                                 | Action Item        |
| 3. Consider Minutes of the August 8, 2024 TTC Meeting | Action Item        |
| 4. Public Input Opportunity                           | Public Input       |
| 5. 2024-2027 TIP Amendment #11                        | <b>Action Item</b> |
| 6. 2025-2028 TIP Adoption                             | <b>Action Item</b> |
| 7. Approval of the ATAC-Moorhead Agreement            | <b>Action Item</b> |
| 8. Agency Updates                                     | Discussion Item    |
| a. City of Fargo                                      |                    |
| b. City of Moorhead                                   |                    |
| c. City of West Fargo                                 |                    |
| d. City of Dilworth                                   |                    |
| e. City of Horace                                     |                    |
| f. Cass County  |                    |
| g. Clay County  |                    |
| h. Other Member Jurisdictions                         |                    |
| 9. Additional Business                                | Information Item   |
| 10. Adjourn   |                    |

REMINDER: The next TTC meeting will be held **Thursday, October 10, 2024** at 10:00 a.m.

Metro COG is encouraging citizens to provide their comments on agenda items via email to [brumbaugh@fmmetrocog.org](mailto:brumbaugh@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 a.m. on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

**For Public Participation, please REGISTER with the following link:**

[https://us02web.zoom.us/webinar/register/WN\\_dISd4WBsS1Kb6foN0Sdv5A](https://us02web.zoom.us/webinar/register/WN_dISd4WBsS1Kb6foN0Sdv5A)

**Bolded** Action Items require roll call votes.

**NOTE: Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org> – Committees**

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PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

**556<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, August 8, 2024 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Maegin	Elshaug	City of Fargo Planning (alternate for Nicole Crutchfield)
Jeremy	Gorden	City of Fargo Transportation Engineering
Ben	Griffith	Metro COG
Cole	Hansen	Cass County Planning
Jace	Hellman	City of Horace Planning
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Don	Lorsung	City of Dilworth Planning
Kyle	McCamy	City of West Fargo Engineering
Leslie	McGillivray-Rivas	City of West Fargo Planning (Alternate for Aaron Nelson)
Mary	Safgren	MnDOT – District 4
Justin	Sorum	Clay County Engineering
Tom	Soucy	Cass County Highway Engineering
Forrest	Steinhoff	City of Moorhead Planning
Cole	Swingen	MATBUS
Lori	Van Beek	City of Moorhead, MATBUS
Wayne	Zacher	NDDOT – Local Government Division

**Members Absent:**

Jonathan	Atkins	City of Moorhead Engineering
Jason	Benson	Cass County Highway
Julie	Bommelman	Fargo Transit
Nicole	Crutchfield	Fargo Planning (alternate present)
Kelly	Krapu	Freight
Aaron	Nelson	West Fargo Engineering (alternate present)
Seth	Pfeifer	Clay County Engineering
Joe	Raso	GFMEDC
Brit	Stevens	ND University Rep

**Others Present:**

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Dan	Farnsworth	Metro COG
Chelsea	Levorsen	Metro COG
Michael	Maddox	Metro COG
Aiden	Jung	Metro COG

Mackenzie	Mueller	Metro COG
Angela	Brumbaugh	Metro COG
John	Forman	Ulteig Engineers
Scott	Middaugh	KLJ
Anthony	Sommerfeld	WSB
Brent	Muscha	Apex
Brian	King	HDR
Cavin	Berube	Stantec
Daniel	Triller	SHE
Dylan	Dunn	Moore
Matthew	Hueth	HDR
Paul	Jensen	Green Ways 2 Go
Sam	Trebilcock	Houston Engineering
Kristen	Sperry	FHWA - ND
Jim	Dahlman	Interstate Engineering (City of Horace)

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on August 8, 2024, by Chair Griffith. A quorum was present.

**2. Approve the 556 TTC Meeting Agenda**

Chair Griffith asked if there were any questions or changes to the 556 TTC Meeting Agenda.

**Motion: Approve the 556 TTC Meeting Agenda.**

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

**MOTION, PASSED.**

**Motion carried unanimously.**

**3. APPROVE July 11, 2024, TTC MEETING MINUTES**

Chair Griffith asked if there were any questions or changes to the July 11, 2024, TTC Meeting Minutes.

**Motion: Approve the July 11, 2024, TTC Minutes.**

**Ms. Huston moved, seconded by Ms. Elshaug.**

**MOTION, PASSED**

**Motion carried unanimously.**

**4. Public Comment Opportunity**

No public comments were made or received.

**5. 2024-2027 TIP Amendment #10**

Mr. Bervik presented Amendment #10 regarding the 2024-2027 Transportation Improvement Program (TIP). A public notice was published on Wednesday, July 24<sup>th</sup>, 2024, and comments accepted until 12:00 noon

on Thursday, August 8<sup>th</sup>, 2024. As of the date of the memo, no comments were received.

The proposed Amendment to the 2024-2027 TIP is as follows:

1. **Modification of Project 9240007:** NDDOT technological upgrades fiber network, camera sites, ess, and roadside improvements (2024). Updating total project cost and cost breakdown.
2. **Modification of 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 (2024). The project year was shifted from 2025 to 2024.
3. **Modification of Project 5245068:** Moorhead reconstruction of 34<sup>th</sup> Street from 4<sup>th</sup> Avenue North to 3<sup>rd</sup> Avenue North (2025). Updating project description.
4. **Modification of Project 5245069:** Moorhead reconstruction of 34<sup>th</sup> Street from 4<sup>th</sup> Avenue North to 3<sup>rd</sup> Avenue North (2025). Updating project description.
5. **New Project 9241071:** NDDOT Preliminary Engineering for the reconstruction of Main Avenue from 45<sup>th</sup> Street to 25<sup>th</sup> Street in the City of Fargo (2024).

Mr. Zacher noted project 9241071 should be a rehab project and not a reconstruction project.

**Motion: Recommend approval of Amendment 10 of the Metro COG 2024-2027 Transportation Improvement Program (TIP) to the Policy Board.**

**Ms. Safgren moved, seconded by Mr. Steinhoff.**

**MOTION, PASSED**

**Motion carried unanimously.**

#### **6. Purchasing Pedestrian Counters**

Mr. Bervik presented information on the purchase of pedestrian counters. Re-obligated CPG (Consolidated Planning Grant) funds were included in amendment #4 and would be used to purchase eight (8) counters. The quote is \$49,149.25 which includes the purchase of eight (8) counters, three-year software purchase for the eight new counters and the existing

three counters. After coordinating with the jurisdictions, a list of potential locations has been identified.

**Motion: Recommend Policy Board approval to purchase pedestrian counters and pedestrian counting software from Eco-Counter.**

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

**MOTION, PASSED**

**Motion carried unanimously.**

**7. Continuation of the Development of the Final Draft 2025-2028 TIP**

Mr. Bervik presented an update on the development of the Final Draft 2025-2028 TIP. The TIP is being developed in coordination with NDDOT, MnDOT, MATBUS, and local jurisdictions. The initial draft was released in July. Language and projects have been updated with coordination from state and local governments. Appendix A details changes after the Public Open House was held. The changes will be highlighted at the September TTC and Policy Board meetings.

**Motion: Information Only**

**8. Agency Updates**

- a. **City of Fargo** – 52<sup>nd</sup> Ave project will be starting soon.
- b. **Fargo City Planning** - Transportation plan will go for approval in September, Growth plan presented to Planning last Tuesday and City commission on August 19<sup>th</sup>.
- c. **MATBUS** – Talking with agency to try and secure some additional funding. Starting the 5-year development process.
- d. **Cass County** – Horace project is nearly completed. South of Horace to west of Cheyenne bridge is complete. County 17 to 29 is still in the process.
- e. **Cass County Planning** – Nothing new to report
- f. **Clay County** – Working on bridge replacement and pavement projects.
- g. **Clay County Planning** – Nothing new to report
- h. **City of Dilworth** – Public Hearing for the 2<sup>nd</sup> mixed use for comp plan amendments

- i. **City of Horace** – Working on land use document updates, completing some major roads
  - j. **City of Moorhead** – Finished three growth area plans and working on a complete rewrite of zoning code and updating subdivision codes.
  - k. **Moorhead City Planning** – Nothing new to report
  - l. **Moorhead Transit** – Nothing new to report
  - m. **City of West Fargo** – Wrapping up overlays with milling and asphalt
  - n. **West Fargo Planning** – Updating zoning ordinances by section and close to issuing an RFP for the Growth Area Master Plan
  - o. **NDDOT** – Nothing new to report
  - p. **MnDOT** – Nothing new to report
  - q. **Federal Highway** – There will be an open position in the office in October.
9. **Additional Business**  
There was no additional business to report.
10. **Adjourn**  
The 556<sup>th</sup> Regular Meeting of the TTC was adjourned on August 8, 2024, at 10:37 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 12<sup>th</sup>, 2024, 10:00 A.M.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** September 6, 2024  
**Re:** **2024-2027 Transportation Improvement Program (TIP) Amendment 11**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a public meeting both in person and via Zoom Video Communications on Thursday, September 19<sup>th</sup>, 2024 at 10:00 AM to consider public comments regarding a proposed amendment to the 2024-2027 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2024-2027 TIP reflects modified federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, September 4<sup>th</sup>, 2024, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, September 19<sup>th</sup>, 2024. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2024-2027 TIP is as follows:

1. **Modification of 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). The project year was shifted from 2024 to 2025.

See **Attachment 1** for more detailed project information.

**Requested Action:** Recommend approval of Amendment 11 of the Metro COG 2024-2027 Transportation Improvement Program (TIP) to the Policy Board.

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					From	To						
City of Fargo	4232022 23946	2025 <del>2024</del>	Drain 27 Crossing	0.2			Construction for new shared use path and crossing connecting two existing trail networks at Drain 27.	Bike/Ped	\$875,045	TA	Local	\$700,036 \$175,009



**To:** Transportation Technical Committee  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** September 6, 2024  
**Re:** **Final Draft Metro COG 2025-2028 Transportation Improvement Program (TIP) Adoption**

Metro COG staff has developed the Final Draft 2025-2028 TIP document, which lists federally funded transportation projects for the named four federal fiscal-year period. The TIP was developed in coordination with NDDOT, MnDOT, MATBUS, and local jurisdictions. It contains all federally funded, regionally significant, and projects of local significance in the Fargo Moorhead Region.

Metro COG solicited public input throughout the development of the TIP in accordance with Metro COG's Public Participation Plan (PPP) and 23 CFR 450.316, Metro COG will hold a public input meeting at the September Policy Board meeting on September 19, 2024. Metro COG also held a public open house introducing the elements of the Final Draft 2025-2028 TIP to the public on July 16, 2024. The Final Draft TIP was also made available for review on Metro COG's website: <https://www.fmmetrocog.org/TIP>.



Metro COG posted a legal notice in the July 3, 2024 edition of The Forum of Fargo-Moorhead which commenced the official mandatory 30-day TIP comment period as well as the public open house on July 16<sup>th</sup>, 2024 where the Final Draft 2025-2028 TIP would be presented. The public open house was held on July 16, 2024 from 4:00 – 6:00 PM at the Downtown Fargo Public Library Conference Room.

Throughout this process, Metro COG has been in collaboration with and received various comments/questions from planning partners including NDDOT, MnDOT, City of Fargo, City of Moorhead, City of West Fargo, City of Dilworth, City of Horace, Fargo Transit, Moorhead Transit, Cass County, and Clay County. A summary of comments/questions received, along with Metro COG responses, can be found in Appendix A of the Final Draft 2025-2028 TIP.

A public input meeting held on August 15<sup>th</sup>, 2024 was advertised in the July 3, 2024 edition of the Forum. An additional public meeting will be held on September 19, 2024 at 4:00 PM at the regularly scheduled Metro COG Policy Board meeting for final public input. Approval of the Final Draft 2025-2028 TIP will occur at the final public meeting on September 19, 2024 at 4:00 PM in

conjunction with the regularly scheduled Policy Board meeting. The public comments will be taken until 12:00 noon on September 19, 2024.

A public meeting will be held on September 19, 2024 at the regularly scheduled Metro COG Policy Board meeting for final public input. This public input meeting was advertised in the September 4, 2024 of the Forum. Approval of the Final Draft 2025-2028 TIP will occur at the final public meeting on September 19, 2024 at 4:00 PM in conjunction with the regularly scheduled Policy Board meeting. The public comments will be taken until 12:00 noon on September 19, 2024.

Aside from legal notices published in The Forum of Fargo-Moorhead, Metro COG utilized electronic outreach methods to reach the public including press releases and website updates.

Since the initial draft document was released in July, Metro COG updated language throughout the document as well as updating projects through its coordination with state and local governments. These changes were reflected in the Final Draft 2025-2028 TIP that was presented at the Public Open House. Subsequent changes to the document that occurred after the Public Open House are detailed in Appendix A.

**Requested Action:** Pending public comment, recommend approval of the Final Draft Metro COG 2025-2028 Transportation Improvement Program (TIP) to the Policy Board.

**To:** TTC members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** September 6, 2024  
**Re:** **Approval of the ATAC 2025-2027 Turning Movement Counts and Traffic Signal Timing Agreement for the City of Moorhead**

Every three years, the Advanced Traffic Analysis Center (ATAC) at the Upper Great Plains Transportation Institute (UGPTI) at NDSU provides an addendum to its Master Agreement with Metro COG for the provision of turning movement counts and traffic signal optimization support for the City of Moorhead. ATAC and Moorhead Engineering staff conduct this work on approximately one-third of Moorhead's intersections per year on a rotating basis. Moorhead Engineering staff worked closely with ATAC staff to develop the attached scope of work.

The total amount of the agreement is estimated to be \$49,474 which is broken down to \$16,492 per year for 2025, \$16,491 for 2026 and \$16,491 for 2027. ATAC invoices Metro COG on a quarterly basis throughout the duration of the agreement. These are CPG-eligible expenses and the City of Moorhead has budgeted the 20% local match for the agreement. Please note that this amount is not to be confused with the Master Agreement for travel demand modeling and other related services which are divided up among all of the local jurisdictions and included in their annual dues. These amounts have remained fairly constant over the years, with minor adjustments for inflation, changes in technology costs and NDSU overhead rates.

**Requested Action:** Recommend approval of the 2025-2027 ATAC Turning Movement Counts and Traffic Signal Timing Agreement for the City of Moorhead to the Policy Board and authorize the Executive Director to execute said agreement.

To: Ben Griffith, FM Metro COG

From: Kshitij Sharma, UGPTI/ATAC

**Re: Turning Movement Counts and Traffic Signal Timing Optimization Support for City of Moorhead 2025 - 2027.**

Date: September 3, 2024

### **Background/Purpose**

With support from the Fargo Moorhead Metropolitan Council of Governments (Metro COG), Upper Great Plains Transportation Institute's Advanced Traffic Analysis Center (ATAC) recently completed assisting the City of Moorhead and Minnesota Department of Transportation's District 4 with optimization of their respective signalized intersections within the region. The purpose of this project is to assist these agencies in their planned yearly traffic data collection as well as to continue the 3-year traffic signal retiming/ optimization, progression design, and Synchro traffic model updates. This effort will in part inform the regional planning efforts and provide the traveling public with streamlined operations and increased safety. Over the three years of its duration, this project will consider approximately one-third of the City's network per year for a total of up to 54 intersections.

### **Project Tasks**

ATAC has outlined the project tasks as follows. Note that these tasks will repeat every year for approximately one-third of the City's network per year:

1. **Field Data Collection (City)**  
The associated City staff will collect field data such as geometrics, lane assignments, storage-bay lengths, detector lengths and locations etc. at any intersections where such features have changed in the recent past or in case an update is desired or deemed necessary.
2. **Video Data Recording (City and FM Metro COG)**  
The associated City and Metro COG staff will record traffic solely for turning movement count purposes for two hours each during the AM-, Midday-, and PM-peak periods.
3. **TMC Data Collection (ATAC)**  
ATAC staff will count traffic from the videos recorded by the City and FM Metro COG. If possible, the data will be collected in per-lane format instead of the conventional per lane-group format, which will help in the simulation model calibration and validation.
4. **Synchro Model Update (ATAC)**

ATAC staff will enter the data collected from tasks 1 through 3 into the Synchro traffic model.

5. Signal Timing Update (ATAC & City)  
ATAC staff, in coordination with the City staff will update the Signal Timing in the Synchro model.
6. Synchro Model Optimization (ATAC & City)  
ATAC staff, in coordination with City staff will then run the up-to-date SimTraffic model for optimization purposes ensuring that it conforms to local existing conditions.
7. Timing Implementation (City)  
City staff, will implement the optimized signal timing into their respective traffic signal controllers on their own time.

**Major Milestones and Deadlines**

The major milestones for this project and their deadlines are:

Milestone	Deadline
Kickoff	January 31, 2025
TMC video recording – up to 18 intersections	May 31, 2025
Counting + Modeling + Optimization – up to 18 intersections	December 31, 2025
TMC video recording – up to 36 intersections	May 31, 2026
Counting + Modeling + Optimization – up to 36 intersections	December 31, 2026
TMC video recording – up to 54 intersections	May 31, 2027
Counting + Modeling + Optimization – up to 54 intersections	December 31, 2027

**Resources Required**

ATAC’s requirements are listed below:

1. City staff to provide any change-records and updated geometric measurements and/or lane assignments
2. City and COG staff to provide recorded turning movement count videos
3. City staff to coordinate with ATAC staff on signal timing update
4. City staff to coordinate with ATAC staff on synchro model optimization
5. City staff to update traffic signal controller programming based on optimized models

**Deliverables**

Deliverables in this project will consist of the following:

- Optimized synchro models for 1/3<sup>rd</sup> of signalized intersections by December 31<sup>st</sup> every year during the 2025-2027 timeframe. Note that unforeseen circumstances may extend this deadline.

# North Dakota MPO Planning Support Program Master Agreement

## *Fargo Moorhead Metro COG Addendum to the Master Agreement*

Upon execution by the parties below, this Addendum and any attachments shall become attached to and incorporated into the 'North Dakota MPO Planning Support Program Master Agreement' between 'Fargo Moorhead Metro COG' and North Dakota State University.

1. **Project Title: Turning Movement Counts and Traffic Signal Timing Optimization Support for City of Moorhead 2025 - 2027**
2. **Effective Dates: January 1, 2025 through December 31, 2027**
3. **Statement of Work:** ATAC will assist on a yearly basis in processing turning movement counts and traffic signal timing optimization for 1/3<sup>rd</sup> of signalized intersections within City of Moorhead.
4. **Principal Investigator:** Kshitij Sharma
5. **Desired Deliverables:**
  1. Updated synchro models  
City staff will reprogram the traffic signal controllers accordingly
6. **Contract Amount (Estimate ONLY):** \$ 49,474

### **SOURCE(S) of FUNDING**

- Federal Source: \$

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CFDA #	/	Federal Award Date	/	Federal Award Identification Number
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- Federal Source: \$

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CFDA #	/	Federal Award Date	/	Federal Award Identification Number
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- State: \$
- Other: \$

### **AUTHORIZATION:**

**Fargo Moorhead Metro COG**

**North Dakota State University**

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Authorized                      Signature

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Authorized                      Signature

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Name and Title                      Date

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Name and Title                      Date

**BUDGET:**

**Project Title: Turning Movement Counts and Traffic  
Signal Timing Optimization Support for City of Moorhead  
2025 - 2027**

Cost Item	Amount
Staff Salaries	
Benefits	
Grad Student Salaries	
Undergrad Student Salaries	
Benefits	
Operating	
Total direct costs	
NDSU overhead (43.2%)	
	\$ 49,474
	2025: \$ 16,492
	2026: \$ 16,491
<b>Total project cost (Estimate ONLY)</b>	<b>2027: \$ 16,491</b>

DRAFT