

The 633rd Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, SEPTEMBER 19, 2024 – 4:00 PM AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes (August 15, 2024 Board Meeting) Action Item
 - d. Approve September 2024 Bills Action Item
2. Consent Agenda **Action Item**
 - a. August End of Month Report
 - b. Approval of ATAC-Moorhead Agreement
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2024-2027 TIP Amendment #11 **Action Item**
 - c. 2025-2028 TIP Adoption **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, October 17, 2024 at 4:00 PM.

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at brumbaugh@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM 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_-nXG9D41Qg-4niFMGMulmQ

Bolded Action Items require roll call votes.

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

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

**632nd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, August 15, 2024 – 4:00 PM**

Members Present:

Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council
Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Ryan	Nelson	Moorhead City Council
Brad	Olson	West Fargo City Commission
Dave	Peipkorn	Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Deb	White	Moorhead City Council

Members Absent:

Art	Rosenberg	Fargo Planning Commission
John	Strand	Fargo City Commission
Maranda	Tasa	
Aaron	Murra	NDDOT – Fargo District (ex-officio)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Aiden	Jung	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Angela	Brumbaugh	Metro COG
Chelsea	Levorsen	Metro COG
Michael	Maddox	Metro COG
Mackenzie	Mueller	Metro COG
Paul	Krabbenhoff	Clay County Commission
Wayne	Zacher	NDDOT

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 PM, on August 15, 2024, by Chair Breitling, noting a quorum was present. Introductions were made.
- 1b. Approve Order and Contents of Overall Agenda, approved**
Chair Breitling asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the August 15, 2024, Policy Board Meeting.

Mr. Peipkorn moved, seconded by Mr. Olson.

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Breitling asked for approval of the Minutes of the July 18, 2024, Board Meeting and the July 29, 2024, Special Call Board Meeting.

MOTION: Approve the July 18, 2024, Policy Board Meeting and the July 29, 2024 Special Call Board Meeting Minutes.

Ms. Kolpack moved, seconded by Ms. Mongeau.

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Breitling asked for approval of the August 2024 Bills as listed on Attachment 1d.

MOTION: Approve the August 2024 Bills List.

Ms. Mongeau moved, seconded by Mr. White.

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Breitling asked for approval of Items a-e on the Consent Agenda.

- a. July Month End Report
- b. Approval of GIS Specialist Employment
- c. Approval of Attorney Engagement Letter
- d. Approval of ATAC Master Agreement
- e. Approval of BNSF Study Agreement

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

Mr. Olson moved, seconded by Ms. Nash.

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2024-2027 TIP Amendment #10

Mr. Bervik presented the 2024-2027 TIP Amendment #10. A public notice was published in the Forum on Wednesday, July 24, 2024, with public comments accepted until 12:00 noon on Thursday, August 8, 2024. No written or verbal comments were received.

The proposed 10th 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 8240050:** MnDOT installation of fiber communication, cameras, and dynamic message signs. (2025) Adding additional funding, increase total project cost, and updating project description.
3. **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.
4. **Modification of Project 5245068:** Moorhead reconstruction of 34th Street from 4th Avenue North to 3rd Avenue North (2025). Updating project description.
5. **Modification of Project 5245069:** Moorhead reconstruction of 34th Street from 4th Avenue North to 3rd Avenue North (2025). Updating project description.
6. **Modification of Project 8250032:** MnDOT installation of fiber communication, cameras, and dynamic message signs. (2025)
Updating project description.
7. **New Project 9241071:** NDDOT Preliminary Engineering for the reconstruction of Main Avenue from 45th Street to 25th Street in the City of Fargo (2024).
8. **New Project 8241072:** MnDOT installation of fiber communication, cameras, and dynamic message signs. (2025)

MOTION: Approval of Amendment #10 to the Metro COG 2024-2027
Mr. Peipkorn moved, seconded by Ms. Kolpack.
MOTION, passed
Motion carried unanimously.

3c. Continuation of the Development of the Final Draft 2025-2028 TIP

Mr. Bervik presented information regarding the development of the Final Draft 2025-2028 TIP document. The TIP is coordinated by Metro COG between NDDOT, MnDOT, MATBUS, and local F-M area jurisdictions. All federally funded, regionally significant, and projects of local significance in the Fargo Moorhead Region are included.

The Fiscal Constraint Section, Environmental Considerations Section, and the Revisions Section have been or are being updated.

Information Only – No motion

4. Additional Business

Mr. Griffith provided the following updates to the attendees:

- Work continues on the 2025-2026 UPWP. 2025 will be very lean year with Metro COG's CPG funding estimated to be \$1.34M by NDDOT, primarily due to the addition of a fourth MPO in Minot and no additional FHWA funds for MPOs. No new CPG planning projects are proposed in order to complete 2024 projects not completed by December 31, 2024. If funding is even tighter than expected, Metro COG may need to convert a portion of STBG funds which are normally used for construction projects into planning funds in order to complete any projects which will continue into 2025. We'll have a much better idea as we get closer to the end of the year.
- Work continues on the 2025-2028 TIP, as reported earlier by Paul Bervik. We're communicating regularly with both MnDOT and NDDOT as well as our local partners, as they make minor revisions heading towards the end of the year. We've also taken a little more time to beef up the Environmental Justice and Title VI sections. Adoption of the 2025-2028 TIP is scheduled for the September 19th Policy Board meeting.
- We received a draft of the 2023 financial audit and I'm in the process of drafting a narrative for the auditors to incorporate into the final report. Our accountant was provided with a list of adjusting entries to be made.
- We've begun our annual review of our Indirect Rate with the NDDOT Finance Office and they need a copy of the final audit report, as does the NDDOT Local Government Division and the FHWA, so I should have it within the coming days and will place it on the September agenda.
- The September 19th Policy Board meeting is going to be a very busy meeting for us. We'll be adopting the 2025-2028 TIP, the 2025-2026 UPWP and the 2050 MTP (Metropolitan Transportation Plan). Once adopted, we'll need to take the MTP to each of the local jurisdictions to schedule adoption by your individual councils, commissions and boards. Our goal is to have the MTP adopted by all jurisdictions before the end of the year.

5. Adjourn

**MOTION: Adjourn the 632nd Meeting of the FM Metro COG Policy Board
Mr. Peipkorn moved, seconded by Ms. Mongeau.
MOTION, passed.
Motion carried unanimously.**

The 632nd Meeting of the FM Metro COG Policy Board held Thursday, August 15, 2024, was adjourned at 4:22 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD SEPTEMBER 19, 2024, 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

DRAFT

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: September 12, 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. These amounts will be included in the 2025-2026 UPWP. 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 agreement is not to be confused with the Master Agreement for travel demand modeling and other related services which was approved by the Policy Board last month. These amounts have remained fairly constant over the years, with minor adjustments for inflation, changes in technology costs and NDSU overhead rates.

At their regular meeting on Thursday, September 12, the Transportation Technical Committee (TTC) unanimously recommended approval of the agreement to the Policy Board.

Requested Action: Approval of the 2025-2027 ATAC Turning Movement Counts and Traffic Signal Timing Agreement for the City of Moorhead 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 1/3rd of signalized intersections by December 31st 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 1/3rd 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: \$

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

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

AUTHORIZATION:

Fargo Moorhead Metro COG

North Dakota State University

Authorized Signature

Authorized Signature

Name and Title Date

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
Total project cost (Estimate ONLY)	2027: \$ 16,491

DRAFT

To: Policy Board
From: Paul Bervik, Assistant Transportation Planner
Date: August 12, 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, 2024 at 4:00 PM 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 4th, 2024, which advertised the public meeting, detailed how to request additional information, and provided information on how to provide public comments regarding the proposed amendment. Public comments will be accepted until 12:00 noon on Thursday, September 19, 2024. As of the writing of this memo, no written or verbal comments were 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.

Metro COG staff presented the information contained in Amendment #11 to the TTC at their regularly scheduled meeting on September 12, 2024. The TTC did not have any additional comments and unanimously recommended the Policy Board approve the TIP amendment. No comments were received from the public during the public comment period.

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

Requested Action: Approval of Amendment 11 to the Metro COG 2024-2027 Transportation Improvement Program (TIP).

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 2024	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: Policy Board
From: Paul Bervik, Assistant Transportation Planner
Date: September 12, 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>.



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 and Metro COG responses can be found in Appendix A of the Final Draft 2025-2028 TIP.

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 edition 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 p.m. (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.

Metro COG staff presented Final Draft 2025-2028 TIP to the TTC at their regularly scheduled meeting on September 12, 2024. The TTC did not have any additional comments and unanimously recommended the Policy Board approve the Final Draft 2025-2028 TIP. No additional comments were received from the public during the public comment period.

Requested Action: Approval of the Final Draft Metro COG 2025-2028 Transportation Improvement Program (TIP).