

The 638th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, January 16, 2025 – 4:00 PM AGENDA

1. Call to Order and Introductions
 - a. Introductions & Roll Call
 - b. Election of Metro COG Chair and Vice Chair Information Item
 - c. Approve Order and Contents of the Overall Agenda Action Item
 - d. Approve Minutes (December 19, 2024 Board Meeting) Action Item
 - e. Approve January 2025 Bills Action Item
2. Consent Agenda **Action Item**
 - a. December 2024 End of Month Report
 - b. Metro COG Q4 Report
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2025-2028 TIP Amendment 3 **Action Item**
 - c. Moorhead Safe Routes to School Plan **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held **Thursday, February 20, 2025 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.

Please use the following link to join this meeting online:

<https://us02web.zoom.us/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

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.



To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: January 9, 2025
Re: **Election of Metro COG Chair and Vice Chair**

Each year, the Metro COG Policy Board is required to elect a Chair and Vice Chair. Based on the Policy Board Bylaws, a rotation has been established, alternating between North Dakota and Minnesota. The chart below is from Appendix A of the Policy Board Bylaws.

Year(s)	Chair Representative	Vice Chair Representative
2022, 2029, 2036, 2043	City of Fargo	City of Moorhead
2023, 2030, 2037, 2044	City of Moorhead	Cass County
2024, 2031, 2038, 2045	Cass County	Clay County
2025, 2032, 2039, 2046	Clay County	City of West Fargo
2026, 2033, 2040, 2047	City of West Fargo	City of Horace
2027, 2034, 2041, 2048	City of Horace	City of Dilworth
2028, 2035, 2042, 2049	City of Dilworth	City of Fargo

Appendix A. – Metro COG Policy Board Chair and Vice Chair Rotation Schedule

Per the rotation, Mr. Breitling (Cass County) would step down as Chair, Ms. Mongeau (Clay County) would move from Vice Chair to Chair, and Mr. Olson (West Fargo) would become Vice Chair. The Policy Board Bylaws acknowledge that the order of the rotation may need to be changed from time to time to accommodate members' ability to serve in this capacity.

Metro COG staff wishes to thank Mr. Breitling for serving as Chair and also thank Ms. Mongeau for serving as Vice Chair this past year. Their hard work and dedication to our agency has been greatly appreciated!

Requested Action: Nominate and elect a Policy Board Chair and Vice Chair for 2024, based on the rotation schedule in the Policy Board Bylaws.

637th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, December 19, 2024 – 2:00 PM

Members Present:

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
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
John	Strand	Fargo City Commission
Michelle	Turnberg	Fargo City Commission
Joel	Vettel	Cass County Commission

Members Absent:

Ryan	Nelson	Moorhead City Council
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Deb	White	Moorhead City Council
Aaron	Murra	NDDOT - Fargo District (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT
Wayne	Zacher	NDDOT
Kristen	Sperry	FHWA - ND

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 2:00 PM, on December 19, 2024 by Chair Mongeau, noting that a quorum was present. Introductions were made. Mr. Vettel requested to abstain from voting in this meeting as he is new and has not had a chance to study the information.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Mongeau asked for approval for the overall agenda with moving 3c to the consent agenda (2i) just for the purpose of time as members had other meetings to go to. The Federal Functional Classification did not have a public hearing therefore could be with consent.

MOTION: Approve the contents of the Overall Agenda of the December 19, 2024 Policy Board Meeting.

Mr. Peipkorn moved, seconded by Mr. Olson

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Mongeau asked for approval of the Minutes of the November 21, 2024 Meeting.

MOTION: Approve the November 21, 2024 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Mr. Jorgenson

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Mongeau asked for approval of the December 2024 Bills as listed on Attachment 1d.

MOTION: Approve the December 2024 Bills List.

Mr. Olson moved, seconded by Mr. Strand

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Mongeau asked for approval of Items a-i on the Consent Agenda.

- a. November End of Month Report
- b. ND Rural Transportation Alternatives (TA) Applications
- c. ND Highway Safety Improvement Program (HSIP) Applications
- d. ND Urban Grants Program (UGP) Applications
- e. ND Urban Regional Highway System (RHS) Applications
- f. 2025 NDDOT-Metro COG CPG Contract
- g. 2025 MnDOT-Metro COG State Planning Agreement
- h. Assistant Transportation Planner Employment Offer
- i. Moorhead Federal Functional Classification (moved from 3c)

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

Mr. Strand moved, seconded by Mr. Jorgenson

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were provided or received.

3b. 2025-2028 TIP Amendment 2

Mr. Bervik presented Amendment 2 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, November 27, 2024, and comments accepted until 12:00 noon on Thursday, December 12, 2024. No written comments were received.

The proposed amendment to the 2025-2028 TIP is as follows:

- 1. Modification of Project 5250035:** Moorhead MATBUS purchase of one (1) class 400 bus and related equipment (2025). Update funding source.
- 2. New Project 8251043:** MnDOT districtwide guard rail installation. (2025)
- 3. New Project 8251044:** MnDOT installation of a NEVI charging station along I-94. (2025)

MOTION: Approve Amendment 2 of the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Mr. Peipkorn moved, seconded by Mr. Olson

MOTION, passed

Motion carried unanimously.

3c. Moorhead Federal Functional Classification

Moved to 2i – Consent Agenda

3d. 2025 Employee Salary Adjustment

Mr. Griffith presented information regarding salary adjustments collected for 2025 local jurisdictions. The average of the local jurisdictions is 3.43%. The total Personnel loaded wage budgeted is \$1,025,470. The increase/decrease for every quarter of a percent is approximately \$2,564. The Executive Committee recommended an annual salary adjustment of 3.25% for Metro COG employees.

Ms. Mongeau stated part of the conversation at the Executive Committee meeting was they understood some jurisdictions could not vote higher than what they had agreed upon at their own jurisdiction.

Mr. Peipkorn stated the City of Fargo had some wage adjustments that would not be reflected in the percentage also.

Mr. Olson asked if a budget amendment would need to be done? Mr. Griffith stated no as we have had some staff turnover.

MOTION: Approve 2025 Metro COG Annual Employee Salary Adjustment of 3.25%.

Mr. Peipkorn moved, seconded by Mr. Jorgenson

MOTION, passed

Motion carried unanimously.

3e. Summary of Employee Benefits Presentation

Mr. Griffith presented the 2024 Summary of Employee Benefits as it states in Article III, Section 3.01 in the Personnel Policy Manual:

1. Training is provided including workshops, conferences, and on the job
2. Professional Dues and Certifications for memberships in relevant organizations
3. Vacation Leave is accrued depending on years of service
Accumulate up to 200 hours per year as a maximum with 100% pay out for unused time at the time of resignation
4. Sick leave accrued at 1 day per month
5. Holiday Leave – listed holidays
6. FMLA, Jury Duty, Military, and Funeral Leave
7. Insurance includes Health, HSA, Dental, Vision
8. FSA applies to Dependent Care
9. Simple IRA through Bell Bank with a match of 3% from MetroCOG
10. Workers Comp, Travel Insurance, State Unemployment, Life Insurance, Accidental Death and Dismemberment
11. Employee assistance program
12. A list of the current staff, grade, and step of each was presented to the group

Mr. Peipkorn asked if we are anticipating adding more interns. Mr. Griffith answered no, just one going forward with a maximum of 1,040 hours total.

Information Only – no action taken.

4. Additional Business

Mr. Griffith provided three updates:

- Since Metro COG was no longer allowed to “carry over” Consolidated Planning Grant funding for projects from one year to the next, there was no year-end UPWP Amendment as has been the usual practice. Instead, staff will be closing out the year in January, as the accountant would prefer, to get accurate numbers and prepare for our annual audit.
- The long-awaited server changeover is complete – at least they think it is. Several laptops for staff members have been replaced, as well as the small computers in the conference rooms used to operate Zoom and run public meetings. New, larger monitors have been ordered to replace the two smaller ones at the back of the conference room. Waiting so late in the year to purchase them allowed for better pricing.
- Last but not least, intern Mackenzie Mueller will be graduating from NDSU tomorrow with a major in Emergency Management.

5. **Adjourn**

Ms. Mongeau, Board Chairperson adjourned the 637th Meeting of the FM Metro COG Policy Board

The 637th Meeting of the FM Metro COG Policy Board held Thursday, December 19, 2024 was adjourned at 2:27 PM.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JANUARY 16, 2025, AT 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

DRAFT

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Quarterly Progress Report: October 1, 2024 to December 30, 2024

Approved: January 16, 2025

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from October 1, 2024 to December 31, 2024, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percent complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent October 1, 2024 through December 31, 2024, and the percent of the budget spent

For more information regarding the information presented,
please contact the Fargo-Moorhead Metropolitan Council of Governments

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2024 Staff Activities by UPWP Work Element (October 1, 2024 through December 31, 2024)

100 Policy and Administrative Forum

2024 Budget	Amount Billed	Percent Billed
\$75,508.10		

101 Metro COG Policy Board

Status: 100% Complete

- Prepared for and attended Policy Board Meetings on October 17th, November 17th, and December 19th
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board coordination agenda items discussions
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Updated Policy Board members and information as necessary
- Review materials for Policy Board packets

102 Metro COG Executive Committee

Status: 100% Complete

- Prepared for and attended Executive Committee meetings on October 6th, November 3rd, and December 1st
- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes

103 Transportation Technical Committee (TTC)

Status: 100% Complete

- Prepared for and attended TTC meetings on October 10th, November 15th, December 12th
- Attended staff meetings regarding development of TTC agendas
- Participated in miscellaneous TTC coordination agenda items discussions
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets

104 Federal, State, and Local Committee Meetings

Status: 100% Complete

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Attend MPO Directors Conference at the end of October
- Participated in weekly NDDOT-MPO Director discussions via Teams.
- Attended Cass County Road Advisory Committee meeting.
- Attended and participated in MnDOT Twin Cities-St. Cloud-Fargo/Moorhead Passenger Rail Study meetings, virtually and in-person.
- Attended MN State Rail Plan PAC meetings.
- Attended USDOT/FHWA 2024 Information Seminar via Zoom.
- Attended Metro COG Bike-Ped Committee meeting on December 4.
- Attended MnDOT West Central District #4 ATP meeting via Zoom on December 6.
- Participated in an interview with the U.S. Department of Energy regarding the North Dakota Clean Cities coalition - October 4
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on November 4
- Participated in the REVIR Working Group meeting on November 22
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on December 4
- Attended weekly NDDOT-ND MPO Directors Discussion meetings via Teams

- Attended monthly ND MPO Directors Coordination meetings

200 Contracted Planning Services

2024 Budget	Amount Billed	Percent Billed
\$151,875.70		

201 NDSU ATAC Participation

Status: 75% Complete

- Attended ATAC Traffic Data Collection meeting via Teams.
- Attended Fall ND MPO Partnership meeting at ATAC on NDSU campus
- Reviewed and renewed 3-year ATAC Master Agreement.

202 Metropolitan Transportation Plan 2050

Status: 90% Complete

Discussed solicitation process internally, with SRF, and the jurisdictions. The MTP effort was reopened in the fourth quarter. Metro COG worked with its consultant to incorporate comments into the document. Metro COG also met with NDDOT and FHWA to coordinate on re-adoption of the document. Reviewed the draft 2050 MTP Document and the draft Congestion Mitigation process. Met with FHWA-ND, FHWA-MN, and FTA representatives regarding potential findings regarding the 2050 MTP adoption process.

204 Electric Vehicle Readiness Study

Status: 90% Complete

Continued bi-weekly coordination and internal check-in meetings; worked with SRC members for review and provide comments on final study materials; prepared for and facilitated a special session with area jurisdictions on incorporating EV charging into local zoning codes on November 8; approved the Electric Vehicle Readiness Study on November 21.

205 Moorhead Intersection Data Collection

Status: 100% Complete

- No activities reported this quarter

206 Signalized Intersection Data (carryover)

Status: 100% Complete

- No activities reported this quarter

207 I-94 & 20th Street Interchange Analysis (carryover)

Status: 70% Complete

The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth SRC meeting was held on November 4th and with major efforts toward the development of the interchange alternatives. Metro COG staff also reviewed project tech memos and coordinated interchange alternative layouts with city of Moorhead staff.

208 West Perimeter Highway Corridor Study (carryover)

Status: % Complete

The fourth quarter consisted of project coordination with the consultant, including invoice review and progress meetings. Metro COG coordinated study efforts with various jurisdictions, including NDDOT, the city of West Fargo, Cass County, and the city of Horace. A stakeholder meeting was held on October 24th. Coordination with Horace followed the October 24th stakeholder meeting which included correspondence with a councilmember, a meeting with the mayor and city administrator, and a presentation to the City Council on December 2nd. Metro COG staff also reviewed study materials including tech memos.

209 Horace Core Neighborhood Plan

Status: % Complete

Metro COG, the City of Horace, and the project consultant worked to establish a vision for Horace's core neighborhoods. This involved multiple rounds of public engagement and the development of streetscape alternatives, retrofitting bicycle and pedestrian infrastructure, and incorporating residents' ideas on how the City's downtown should look, feel, and function.

210 Safe Streets and Roads for All (SS4A)

Status: 89% Complete

Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on October 15; worked with SRC members for review and provide comments on final study materials; developed public engagement materials advertising draft plan; approved the Regional Comprehensive Safety Action Plan on November 21.

211 Clay County Heartland Trail Routing Analysis

Status: 48% Complete

The fourth quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Various public involvement occurred in late October. This included a landowner meeting on October 22nd, stakeholder meetings on October 23rd, and a public open house on October 23rd. There was coordination between the 15th Ave Corridor Study team and the Heartland Trail Study team to discuss trail placement along the corridor. There was also coordination with the DNR to discuss trail planning efforts related to the state park, coordination with BNSF to discuss trail crossings with the railroad, and coordination with Buffalo Red Watershed District to discuss trail placement near drains. Metro COG staff attended the Buffalo River State Park Management Plan public open house on December 10th to help coordinate the trail near/through the state park. Metro COG staff provided a presentation at the Clay County Township Officers meeting on November 18th.

212 2026-2030 Transit Development Plan

Status: 17% Complete

Continued bi-weekly coordination and internal check-in meetings; participated in the TDP Planning Workshop on December 10.

213 15th Avenue North Corridor Study

Status: 100% Complete

This Study concluded in the fourth quarter of 2024, with the principal consultant work on the plan concluding. The consultant held multiple SRC meetings as well as stakeholder meetings to develop the framework for what the jurisdictional ownership will be in the short- and long-term. This was also tied to the cross-section and layout alternatives. Coordination took place between this study, the 8th Avenue Study, and the Heartland Trail Study. Metro COG staff will be responsible for the approval of the plan in 2025.

214 West 94 Area Transportation Plan

Status: 45% Complete

The fourth quarter consisted of regular project management activities such as progress meetings, review of invoices and progress reports. Significant work occurred in the fourth quarter including SRC meetings 4 and 5, focus group meetings, review of project materials and a stakeholder meeting held on October 25th. Due to the significant progress, work halted for the year in late November as Metro COG can no longer carry over funds from one year to the next.

215 BNSF Rail Study

Status: 20% Complete

Prepared scope of work and the contract for execution by Metro COG and the Consultant. Participated in bi-weekly check-in meetings with the Consultant. Attended and participated in SRC meeting #1 on December 10th.

225 University Drive & 10th Street Corridor Study (Carryover)

Status: 80% Complete

Metro COG worked with its consultant to refine alternatives for Phase II of the Uni10 Study. This included refining alternatives to address concerns voiced by the public in Phase I of the study. The consultant team and Metro COG also conducted public engagement efforts in the fourth quarter, which included two public pop-up events, meeting with FM Strong Towns group, and displaying information at a Roosevelt Neighborhood Association event.

227 Dilworth 8th Avenue Extension Study

Status: 30% Complete

This Study was completed in the fourth quarter of 2024. The consultant developed multiple cross-section and alignment alternatives. They also developed land use scenarios and assessed how the utilization of the land and future neighborhood roadway network would be affected by the alignment alternatives. The consultant conducted a round of public and stakeholder engagement. The principal development of the plan that the consultant was responsible for was completed. Metro COG staff will be responsible for the approval of the plan in 2025.

228 Kindred Comprehensive Plan

Status: 65% Complete

Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #1 on October 3 and meeting # 2 on December 19; assisted with pop-up meeting on November 24; provided assistance and additional comments on draft deliverables.

300 Federal Transportation Planning and Documentation

2024 Budget	Amount Billed	Percent Billed
\$155,440.43		

301 Transportation Improvement Plan (TIP)

Status: 90% Complete

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordinated, reviewed, and submitted 5339 transit grant
- Coordinated TA Solicitation
- Discussion with Dilworth regarding SRTS grant
- Updating the Draft 2025-2028 TIP Project List, Document, and Public Input including Public Meeting.
- Attend project solicitation meetings with local jurisdictions to review potential projects and determine project feasibility.
- Planning, organizing, facilitating, and implementing solicitation/prioritization committee meetings with all jurisdictions
- Coordination, Documentation, and presenting Amendment #1 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #2 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting Amendment #3 for 2025-2028 TIP to TTC and Policy Board.

302 Unified Planning Work Program (UPWP)

Status: 100% Complete

- Submit NDDOT controlled Federal Funding applications. Preparing all necessary documents, presentations, and application packages.
- Reading 2050 MTP and CMP to ensure current solicitation process is in conformance with these new documents.
- North Dakota Traffic Roundtable Meeting
- Participated in discussion regarding contracted project transition from 2024 to 2025

- Meet with local jurisdictions to discuss potential future projects for inclusion in UPWP.
- Meetings with consultants to discuss upcoming projects
- Discussed projects and staff assignments for the 2025-2026 Unified Planning Work Program (UPWP) amendment
- Meeting to discuss current project status and budget
- Project budgets for 2025
- Assist with TIP solicitation
- Research, prepare and draft 2025-2026 UPWP and budget
- Meet with local jurisdictions to discuss potential future projects for inclusion in the UPWP
- Review 2025 CPG Contract and prepare contract and supporting documentation materials for approval
- Review and respond to FHWA comments on 2025-2026 UPWP

303 Public Participation

Status: 100% Complete

- Public engagement prep for Heartland Trail Study
- Reviewed Metro COG's public participation requirements as part of its Public Participation Plan

304 Congestion Management Process

Status: 100% Complete

- Participated in various meetings to develop updated Congestion Management Process.
- Review final draft of Congestion Management Process.

305 Federal and State Rules, Regulations, Comprehension, and Maintenance

Status: 100% Complete

- Attended various training webinars from USDOT, FHWA, FTA and State DOTs on various transportation topics
- Reviewed CFR Section 134 for purchase compliance

306 Civil Rights/Title VI/LEP/Environmental Justice

Status: 100 % Complete

- Complete & submit Equity Survey for FHWA Volpe Center.

- Reviewed current EJ areas in the FM metropolitan area

307 2045 LRTP Implementation

Status: 100% Complete

- No activities reported this quarter

308 2020 Census Coordination and Technical Assistance

Status: 100% Complete

- Reviewed monthly ND census reports
- Reviewed U.S. Census updates

309 TMA Transition

Status: 100 % Complete

- No Activities reported this quarter

310 TIP Project Monitoring

Status: 100% Complete

- Coordinating with MATBUS, NDDOT, and MNDOT
- Coordinating with City of Fargo and attending Fargo PWPEC meetings including 17th Avenue Public Input Meeting
- Coordinating with City of West Fargo, Horace, Casselton, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting with City of Fargo for coordinating trails including VA trail and the Public Input Meeting
- Meeting for update of Fargo River Trail project
- Coordination with Moore Engineering for Casselton CRP project
- Attended regular (usually weekly) meetings to review progress and status of Metro COG's TIP and review upcoming and potential TIP amendments

400 Technical Transportation Data and Analysis

2024 Budget	Amount Billed	Percent Billed
\$103,435.23		

401 Performance Measures

Status: 100% Complete

- Assisted with performance measure calculations and analyses
- Compile resources and research
- Data collection and management from NDDOT and MnDOT
- Update graphics used in the PM report
- Separate data on each side of the Red River to reflect the state's portion of the AUZA
- Statistical analysis of data to relate to baseline and State targets
- Compile information for draft memos for February TTC and PB
- Performance Measures training and review with new staff member
- Review performance measures to incorporate them into the TIP
- Review and monitor emailed updates from state DOTs regarding Federal Performance Measures

402 Federal Functional Classification Update

Status: 100% Complete

- Assisted with the 2024 MnDOT Federal Functional Classification update

403 Travel Demand Model (TDM) Maintenance and Operations

Status: 100% Complete

- No activities reported this quarter

404 Freight and Goods Movement

Status: 100% Complete

- No activities reported this quarter

405 FM Metro Profile

Status: 75% Complete

- Data collection and management
- Review and provide comments and feedback on the 2023 Metro Profile.
- Coordinate with local jurisdictions for updated statistical data
- Statistical analysis of data and creation of charts and graphs
- Reviewed draft Metro Profile

- Reviewed bicycle/pedestrian section of profile
- Assisted with and finalized the Metro Profile
- Collecting Community Profile Data from American Census Survey 2024
- Created maps and new shape files for TIP Bike & Ped Project, new jurisdiction map, non-motorized crash severe injuries and fatalities for compilation in Metro Profile

406 Metropolitan Traffic Counting Program

Status: 100% Complete

- Provided traffic count data to member of the public
- Provided traffic counts to city of Fargo planning staff as requested for application
- Set out, picked up, and downloaded traffic counter data at 76th Ave S
- Set up traffic counters and ped cameras

407 Metropolitan Technical Assistance

Status: 100% Complete

- Provided letter to HDR for award submittal
- Meeting with vendor to (Citian) to learn more about product
- Attended to miscellaneous metropolitan technical assistance needs

408 ITS/Traffic Operations Technical Assistance

Status: 100% Complete

- SMART Grant coordination
- NDDOT/MPO meeting with ATAC on October 14th
- Attended ND Traffic Roundtable meeting on October 22nd
- Prep for next Traffic Operations Working Group meeting
- 2024 ATAC project invoice approvals

409 GIS

Status: 100% Complete

- General maintenance of GIS files
- Managed local requests for shapefiles and printed maps
- Transfer of SS4A / HIN Dashboard

- NDDOT Federal Functional Classification Update, mapping requests and assisting with calculation of mileage
- Federal Functional Classification Updated Shapefile
- SS4A Dashboard Final transfer and maintenance
- Assisted with GIS analyses for Metro COG internal projects

500 Transit Planning

2024 Budget	Amount Billed	Percent Billed
\$20,942.30		

501 Transit Technical Assistance

Status: 100% Complete

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs

502 MAT Coordinating Board

Status: 100% Complete

- Attended and participated in new MATBUS Coordination Committee meetings.
- Prepared the agenda and packet materials for the November and December MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings

600 Bicycle and Pedestrian Planning

2024 Budget	Amount Billed	Percent Billed
\$28,920.38		

601 Bicycle/Pedestrian Activities and Technical Assistance

Status: 100 % Complete

- Moorhead Safe Routes to School Plan oversight and review of draft Plan
- Handoff of Moorhead Safe Routes to School workload to other Metro COG staff
- Participated in meeting for Fargo Parks Master Plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on November 22nd
- Wrote Letter of support for Fargo Parks' Special Roads Fund application
- Bicycle & Pedestrian Committee meeting on December 4th
- Bicycle & Pedestrian Committee citizen rep applications and selection
- Review of Bike/Ped Committee Citizen Rep applications
- Criteria meeting for Bike/Ped Committee Citizen Rep

602 Bicycle/Pedestrian Counts and Analysis

Status: 100% Complete

- Collecting bike/ped data.
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters
- Internal, jurisdictional, and vender coordination for new pedestrian counters.
- Coordination and organization for the purchase of additional pedestrian counters.
- Reviewing pedestrian counter data validation.
- Assisting with updating Moorhead Safe Routes to School plan.
- Preparing for and presenting at Bicycle and Pedestrian Committee Meeting on December 3, 2024.

603 Heartland Trail Extension

Status: 100% Complete

- No activities reported this quarter

700 Local Planning Assistance

2024 Budget	Amount Billed	Percent Billed
\$77,585.56		

701 Agency Outreach

Status: 100% Complete

- Provided presentation to Moorhead Park Board on Nov 26th regarding the Heartland Trail
- Presentation to Fargo Strong Towns on regarding FM bicycle network

702 Local Planning Assistance

Status: 75% Complete

- Developed a presentation for the Red River Zoo Board on regional demographics
- Developed enrollment projections for the DGF school district
- Presented to the Sustainability and Resiliency Committee on December 10

800 General Administration

2024 Budget	Amount Billed	Percent Billed
\$285,816.86		

801 General Administration, Management, IT, and Secretarial

Status: 100% Complete

Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop.
- Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop
- Prepare, process and review bi-weekly payroll

- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly and Quarterly reports
- Attend to daily emails, voicemails, and document organization
- Updated Quarterly report
- Timesheets
- Attended Staff meetings
- Developed instructions for Zoom Login
- Annual self-evaluation
- IT & computer updates

Management

- Prepared agendas for and facilitated bi-weekly staff meetings with Metro COG staff.
- Conducted Metro COG staff project management meetings to discuss projects' status and progress.
- Prepared and reviewed Q3 reports for MnDOT and NDDOT.
- Organize and schedule speakers for the 2024 Bi-State MPO Fall Workshop.
- Finalize schedule and venue arrangements for Bi-State MPO Fall Workshop.
- Bi-weekly timesheet review and approval; prepare monthly timekeeping reports as part of monthly NDDOT reimbursement submittal.
- Prepare and process bi-weekly payroll
- Conducted Metro COG staff project management meetings to discuss projects' status and progress.
- Prepare and review Quarterly Report for July-August-September.
- Conducted in-person Metro COG orientation sessions for new Policy Board members.
- Prepare and conduct annual performance evaluations for Metro COG staff.
- Conducted internal recruitment for Assistant Transportation Planner position.
- Review computer and technology needs and coordinate purchase and installation of new equipment.
- Attended 2024 Upper Great Plains Transportation Institute's Annual Awards Banquet.
- Participated in planning meetings for FHWA/NDDOT Peer Exchange.
- Coordinate Policy Board meeting times with Diversion Authority meeting times with Diversion Authority staff in order to ensure quorums for both agencies' board meetings in November and December.
- Review latest 3C Agreement and prepare for adoption.
- Employee evaluation meetings.

IT Management

- Assist with coordinating IT questions with Eide Bailly
- Coordinate the installation of the new server, laptops, and large tv monitors in conference room

- Discussed replacement of server, laptops, and firewall
- Reviewed quotes for and ordered new server due to current server is past useful life expectancy

802 Financial Budgeting and Tracking

Status: 100% Complete

- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Review project budgets status with internal project managers
- Prepare and submit NDDOT reimbursement requests
- Begin preparations for closing out 2024 UPWP budget year.
- Prepare and review of monthly NDDOT reimbursement materials – prepare resubmittals as needed.
- Met with BCBS representative and reviewed health insurance plans for upcoming year.
- Review general liability insurance renewals for upcoming year.

803 Professional Development, Education, and Training

Status: 100% Complete

- Attended and participated in the 2024 Bi-State MPO Workshop Oct 29-31
- Attended various webinars and training sessions for professional development and certificate maintenance.
- Researched 2025 Training opportunities and various upcoming trainings and webinars
- Attended various professional development/training webinars on various transportation-related topics.

900 Publications, Public Information, and Communications

2024 Budget	Amount Billed	Percent Billed
\$20,589.16		46%

901 Metro COG Newsletter

Status: 75% Complete

- No activities reported this quarter

902 Website and Social Media

Status: 75% Complete

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Reviewed Metro COG website and social media needs with staff to identify updates and improvements.

1000 Community Planning and Technical Assistance

2024 Budget	Amount Billed	Percent Billed
\$22,799.68		16%

2024-1001 Cass-Clay Food Systems Advisory Commission

Status: 100% Complete

- Prepared the agenda and packet materials for the November Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

To: Policy Board
From: Paul Bervik, Assistant Transportation Planner
Date: January 10, 2025
Re: **2025-2028 Transportation Improvement Program (TIP) Amendment 3**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in person and via Zoom Video Communications on Thursday, January 9, 2025 at 10:00 AM to consider public comments regarding a proposed amendment to the 2025-2028 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2025-2028 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, December 25, 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, January 9, 2025. As of the writing of this memo, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 4220019:** Fargo rehabilitation of bridge on 36th Street South at Rose Coulee (2025). Updated project cost.
2. **Modification of Project 9240029:** NDDOT deck overlay and approach slabs of I-29 North bound at Rose Coulee (2025). Updated project cost. And moving project year from 2027 to 2025.
3. **Modification of Project 9240030:** NDDOT deck overlay and approach slabs of I-29 South bound at Rose Coulee (2025). Updated project cost. And moving project year from 2027 to 2025.
4. **Modification of Project 9240051:** NDDOT safety improvements at I-29 and ND 46 (2025). Updated project cost and breakdown.
5. **New Project 3253045:** West Fargo Rail Road overpass for 9th Street NE (2025).
6. **New Project 4253046:** Fargo removing negative left turn offsets at the intersection of 19th Avenue North and University Drive (2025).
7. **New Project 9253047:** NDDOT installation of cameras, Dynamic Message Signs, and other Intelligent Transportation Systems (2026).

Metro COG staff presented the information contained in Amendment 3 to the TTC at their regularly scheduled meeting on January 9, 2025. The TTC commented that project 9253047 was shown in 2025 but is actually a 2026 project. The year of this project has been verified and updated to 2026. The TTC unanimously recommended the Policy Board approve the TIP amendment. No comments were received from the public during the public comment period.

At the TTC meeting, NDDOT informed the group that the 2025-2028 STIP and TIP have been approved and signed by FHWA and FTA.

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

Requested Action: Approve Amendment 3 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
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Amendment 3 - 2025-2028 Metro COG TIP

Existing projects with changes

City of Fargo	4220019 23773	2025	36th St S		2.0 S of I-94 @ Rose Coulee	Deck Overlay, Rail Retrofit, Reset Approach Guardrail. Previous Metro COG ID Number 9231001.	Rehabilitation	\$470,761 \$261,000	STBG	Local	\$156,000 \$314,761 \$105,000
NDDOT	9240029 23773	2025 2027	29 N		2 Miles South of I-94	Deck Overlay, Approach Slabs	Rehabilitation	\$864,221.60 \$411,000	IM	State	\$777,799.44 \$370,000 \$86,422.16 \$41,000
NDDOT	9240030 23773	2025 2027	29 S		2 Miles South of I-94	Deck Overlay, Approach Slabs	Rehabilitation	\$864,221.60 \$411,000	IM	State	\$777,799.44 \$370,000 \$86,422.16 \$41,000
NDDOT	9240051 24036	2025	I-29	21.5	ND 46 Exit 69	SIGNING,PAVEMENT MARK,DYNAMIC MSG SGN CONC SURF GRIND,ITS	Safety	\$8,953,586 \$4,783,515	HEN	State	\$8,058,226.46 \$4,305,163 \$895,359.54 \$478,352

Amendment 3 - 2025-2028 Metro COG TIP

New project

City of West Fargo	3253045 23537	2025	9th St NE		Main Ave 12th Ave NE	Railroad grade sepatration for the urbanization of 9th St NE (including urbanization of 7th Ave NE from 9th St NE to 45th St N)	Reconstruction	\$29,770,684	Raise	Local	\$23,816,550 \$5,954,134
City of Fargo	4253046 24053	2026	Intersection		19th Avenue North University Drive	Remove Negative Left Turn Offsets	Safety	\$554,926	HUE	State Local	\$499,433 \$27,746.30 \$27,746.30
NDDOT	9253047 24223	2025	Various			Camera Sites, Dynamic Message Signs & Intelligent Transportation Systems	Safety	\$1,524,287	ITS	State	\$1,233,605 \$290,682

To: Metro COG Policy Board
From: Dan Farnsworth, Transportation Planner
Date: January 10, 2025
Re: **Moorhead Safe Routes to School Plan**

Per the request of the City of Moorhead, Metro COG developed the Moorhead Safe Routes to School Plan, which began in early 2024. The planning study was conducted in cooperation with the Moorhead School District, City of Moorhead, and PartnerSHIP 4 Health. The plan also involved public and parent engagement as well as student surveys to help inform and guide the study.

The purpose of the study is to lay out a framework to make walking and biking to school safe and more inviting for students. The study identifies existing challenges, safety concerns, policies, and recommends improvements which can improve the walking and biking to/from Moorhead's public schools.

The draft plan can be viewed at the following link:
www.fmmetrocog.org/MoorheadSRTS/FinalPlan.

At their regular meeting on Thursday, January 9th, the TTC unanimously recommended approval of the plan to the Policy Board. Metro COG staff will be presenting this plan to the Moorhead City Council and Moorhead Public Schools on Monday, January 13th and will be bringing this plan forward to Metro COG's Policy Board on January 16th.

Requested Action: Approval of the Moorhead Safe Routes to School Plan.