METROCOG Fargo-Moorhead Metropolitan Council of Governments

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# The 651st Policy Board Meeting
# Fargo-Moorhead Metropolitan Council of Governments
# THURSDAY, January 15, 2026 – 2:00 PM
# AGENDA

1. Call to Order and Introductions
   a. Introductions & Roll Call
   b. Election of Metro COG Chair and Vice Chair — Action Item
   c. Approve Order and Contents of the Overall Agenda — Action Item
   d. Approve Meeting Minutes of December 18, 2025 — Action Item
   e. Approve January 2026 Accounts Payable (bills) — Action Item
2. Consent Agenda — **Action Item**
   a. December 2025 End-of-Month Report
   b. Metro COG Q4/Annual Report
3. Regular Agenda
   a. Public Comment Opportunity — Public Input
   b. 2026-2029 TIP Amendment 1 — **Action Item**
   c. 2025 UPWP Amendment #1 — **Action Item**
   d. 2025 NDDOT CPG Contract Amendment — **Action Item**
   e. SS4A Blood Sync Network Grant Acceptance — **Action Item**
4. Additional Business — Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held
**Thursday, February 19, 2026 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/89719103440?pwd=5joY7ACfXW8cnJgll8tgT3YaQEk1Mv.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.

# 650th Policy Board Meeting
# Fargo-Moorhead Metropolitan Council of Governments
# Thursday, December 18, 2025 – 2:00 PM

**Members Present:**

| | | |
|---|---|---|
| Chuck | Hendrickson | Moorhead City Council |
| Jim | Kapitan | Cass County Commission |
| Denise | Kolpack | Fargo City Commission |
| Stephanie | Landstrom | Horace City Council |
| Nicole | Mattson | Moorhead City Council |
| Sebastian | McDougall | Moorhead City Council |
| Jenny | Mongeau | Clay Co. Commission (Chair of meeting starting at Item 3d) |
| Brad | Olson | West Fargo City Commission |
| Dave | Piepkorn | Fargo City Commission |
| Mike | Reitz | MATBUS Representative |
| Dave | Steichen | Dilworth City Council |
| Aaron | Murra | NDDOT Fargo District Engineer *(ex-officio)* |

**Members Absent:**

| | | |
|---|---|---|
| Rory | Jorgensen | West Fargo City Commission |
| Art | Rosenberg | Fargo Planning Commission |
| Thomas | Schmidt | Fargo Planning Commission |
| John | Strand | Fargo City Commission |
| Maranda | Tasa | Fargo Planning Commission |
| Michelle | Turnberg | Fargo City Commission |
| Shiloh | Wahl | MnDOT District 4 Engineer *(ex-officio)* |

**Others Present:**

| | | |
|---|---|---|
| Adam | Altenburg | Metro COG |
| Karissa | Beierle Pavek | Metro COG |
| Dan | Farnsworth | Metro COG |
| Ben | Griffith | Metro COG |
| Aiden | Jung | Metro COG |
| Nicole | Lipinoga | Metro COG |
| Angela | Brumbaugh | Metro COG |
| Will | Hutchings | NDDOT - Local Government Division |
| Joel | Vettel | Cass County Commission |
| Dan | Bergerson | HDR |
| Luke | Champa | SRF |

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, <u>convened</u>**

The meeting was called to order at 2:00 PM, on Thursday, December 18, 2025 by Vice Chair Olson, noting a quorum was present. Introductions were made.

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**1b. Approve Order and Contents of Overall Agenda, <u>approved</u>**

Vice Chair Olson asked for approval for the overall agenda, with inclusion of the addition of 2h. Resubmittal of Cass County/Kindred TA Application.

***MOTION*: Approve the contents of the Overall Agenda of the December 18, 2025 Policy Board Meeting, including 2h. Resubmittal of Cass County/Kindred TA Application.**
**Ms. Kolpack moved, seconded by Mr. Steichen**
***MOTION*, passed**
**Motion carried unanimously.**

**1c. Past Meeting Minutes, <u>approved</u>**

Vice Chair Olson asked for approval of the Minutes of the November 20, 2025 Meeting.

***MOTION*: Approve the November 20, 2025 Policy Board Meeting Minutes.**
**Mr. Hendrickson moved, seconded by Mr. McDougall.**
***MOTION*, passed**
**Motion carried unanimously.**

**1d. Monthly Bills, <u>approved</u>**

Vice Chair Olson asked for approval of the December 2025 Bills as listed on Attachment 1d.

***MOTION*: Approve the December 2025 Bills List.**
**Mr. Kapitan moved, seconded by Ms. Landstrom.**
***MOTION*, passed**
**Motion carried unanimously.**

**2. CONSENT AGENDA**

Vice Chair Olson asked for approval of Items a-h on the Consent Agenda:

a. November 2025 End-of-Month Report
b. 2026-2029 TIP Administrative Modifications #1 and #2
c. ND Highway Safety Improvement Program (HSIP) Applications
d. ND Urban Regional Highway System (RHS) Applications
e. Railway-Highway Crossings (Section 130) Program Projects
f. Metro COG Paid Holidays
g. 2026 Employee Salary Adjustment
h. Resubmittal of Cass County/Kindred TA Application

***MOTION*: Approve Items a-e on the Consent Agenda.**
**Ms. Mattson moved, seconded by Ms. Kolpack.**
***MOTION*, passed**
**Motion carried unanimously.**



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## 3. REGULAR AGENDA

### 3a. Public Comment Opportunity

No public comments were made or received.

### 3b. 2026 Employment and Household Data Purchase

Mr. Jung stated two vendors were contacted and provided the same specifications sheets outlining the data needs for acquiring regional household and employment datasets: Data-Axle and Claritas.

After reviewing both proposals, it was determined that Data-Axle can provide the required datasets and is within the programmed budgeted amount for 2026. The total cost is $7,492.24.

> ***MOTION*: Approval of Selection of Data-Axel as the preferred vendor to supply employment and household data to Metro COG, and subsequent authority for the Metro COG Executive Director to enter into a contract with Data-Axle.**
> **Ms. Kolpack moved, seconded by Mr. Kapitan**
> ***MOTION*, passed**
> **Motion carried unanimously.**

### 3c. Metro COG Regional Freight Plan RFP

Mr. Altenburg stated the Regional Freight Plan is used to help with short and long-term strategies and guidance for processes and policies to guide future investments in truck and rail freight movements. Metro COG is seeking proposals to complete the Freight Plan in 2026. The last plan was completed in 2018. There is a not-to-exceed budget amount of $175,000.

> ***MOTION*: Approve the Metro COG Regional Freight Plan RFP**
> **Mr. Kapitan moved, seconded by Mr. Steichen**
> ***MOTION*, passed**
> **Motion carried unanimously.**

***Chair Mongeau was in attendance****

### 3d. West 94 Area Transportation Plan

Mr. Farnsworth presented the West 94 Area Transportation Plan. He stated the plan was started in 2024 in partnership with West Fargo.

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The plan looked at transportation infrastructure that would be necessary to meet the needs of future growth. Public engagement included handwritten postcards to property owners, Open Houses, social media, Marketing signs, Posters, News coverage, and press release.

Feedback from the engagements showed preference for an interchange at 13th Avenue/15th Street with concerns from Elmwood and Brooks Harbor Neighborhoods about increased traffic. NDDOT has concerns with an additional access onto I-94.

***MOTION*: Approval of the West 94 Area Transportation Plan**
**Mr. McDougall moved, seconded by Mr. Piepkorn**
***MOTION*, passed**

**3e. Horace Downtown Neighborhood Plan**

Mr. Griffith introduced Luke Champa with SRF Consulting Group and stated Metro COG contracted with SRF in April of 2024 to complete the Horace Downtown Neighborhoods Plan.

Mr. Champa stated Community Engagement and Stakeholder meetings were held. The plan process included guiding principles:

- Rural Small-Town Identity
- A Community Accessible by Walking, Biking, and Driving
- Utility Improvements and Maintenance
- High Quality of Life
- Activities for Everyone

The final Downtown concept was people were more interested in keeping the grain elevators than removing them and no building taller than two stories. The next step would be to build momentum and establish policy and guidelines.

***MOTION*: Approval of the final report of the Horace Downtown Neighborhoods Plan**
**Ms. Landstrom moved, seconded by Mr. Olson**
***MOTION*, passed**

**3f. 2026-2030 Transit Development Plan**

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Mr. Altenburg stated Metro COG and MATBUS contracted with Bolton and Menk to develop the 2026-2030 TDP. The TDP is a federally- and state-required document outlining a five-year strategy for improving public transit services. Mr. Altenburg presented the plan assessments:

- Current transit operations
- Identifies community needs
- Establish goals, performance measures, and implementation strategies

Public input was gathered with an online interactive map, virtual open house, and an online survey. Areas they would like to see improvements are less transfers and reliability, service frequency, equity and accessibility, fare structure and funding.

MATBUS Coordination Committee recommended approval at their October 15th meeting.

***MOTION*: Approval of the 2026-2030 Transit Development Plan**
**Ms. Kolpack moved, seconded by Ms. Mattson**
***MOTION*, passed**

**3g. Metro Railroad Needs Study**

Mr. Griffith introduced Dan Bergerson with HDR stating the study began in June of 2024 and included a Study Review Committee and Public engagement. There were fifteen study locations in the metro area. The key objectives are evaluating existing conditions, assessing potential improvements, and recommending infrastructure enhancements. The scoring matrix in order of rank:

1. Magnitude of Project Benefits
2. Emergency Service Access
3. Community Impacts
4. Magnitude of Project Costs
5. Discretionary Funding Potential
6. Multimodal Mobility and Active Transportation
7. School Bus Traffic
8. Train Traffic
9. Railroad Support

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***MOTION*: Recommend approval of the Metro Railroad Needs Study.**
**Mr. Olson moved, seconded by Mr. Steichen**
***MOTION*, passed**

**3h. Summary of Employee Benefits Presentation**

Mr. Griffith presented information regarding employee compensation and benefits. He stated career development and training are encouraged. Other benefits include compensatory time, vacation, sick leave, holidays, health insurance, a Health Savings Account and IRA for retirement.

***No motion necessary. Information only.***

**4. Additional Business**

Mr. Griffith reported that Metro COG had received executed copies of the NDDOT 2026 CPG Contract and the MnDOT State Planning Grant. He also reported a productive discussion regarding Metro COG finances at the December 1 Executive Committee meeting. Mr. Griffith reported that Duane Brightling was the new Cass County representative to the Policy Board and that Jim Kapitan was the Cass County alternate.

**5. Adjourn**

The 650th Meeting of the FM Metro COG Policy Board held Thursday, December 18, 2025 was adjourned by Chair Mongeau at 3:15 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, JANUARY 15, 2026 at 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh
Office Manager

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| | Vendor | Date | Num | Memo/Description | Due Date | Open Balance |
|---|---|---|---|---|---|---|
| **American United Life Insurance Company** | | | | | | |
| | American United Life Insurance Company | 02/01/2026 | G00622518 02/26 | | 02/11/2026 | 137.92 |
| **Total for American United Life Insurance Company** | | | | | | **$ 137.92** |
| **Balance Tax & Accounting** | | | | | | |
| | Balance Tax & Accounting | 01/01/2026 | 6453 | | 01/11/2026 | 1,650.00 |
| **Total for Balance Tax & Accounting** | | | | | | **$ 1,650.00** |
| **Blue Cross Blue Shield Of ND** | | | | | | |
| | Blue Cross Blue Shield Of ND | 02/01/2026 | 260114074682 | | 02/28/2026 | 10,593.13 |
| **Total for Blue Cross Blue Shield Of ND** | | | | | | **$ 10,593.13** |
| **Cardmember Services** | | | | | | |
| | Zoom | 12/01/2025 | | | | 95.97 |
| | Amazon | 12/01/2025 | | | | 35.67 |
| | Facebook | 12/01/2025 | | | | 4.96 |
| | Microsoft | 12/08/2025 | | | | 49.57 |
| | Column Public Notice | 12/16/2025 | | Jan statement - incl per audit | | 65.36 |
| | Costco | 12/17/2025 | | Jan statement - incl per audit | | 57.93 |
| | Hotel Booking | 12/18/2025 | | Jan statement - incl per audit | | 17.99 |
| | Office Depot | 12/19/2025 | | Jan statement - incl per audit | | 516.28 |
| | Radisson Hotel | 12/19/2025 | | Jan statement - incl per audit | | 384.66 |
| | American Planning Association | 12/23/2025 | | Jan statement - incl per audit | | 716.44 |
| | Association of State Floodplain Managers | 12/23/2025 | | Jan statement - incl per audit | | 180.00 |
| | Zoom | 12/26/2025 | | Jan statement - incl per audit | | 47.97 |
| **Total for Cardmember Services** | | | | | | **$ 2,172.80** |
| **Case Plaza LLC** | | | | | | |
| | Case Plaza LLC | 02/01/2026 | 02/26 Rent | | 02/28/2026 | 7,885.41 |
| **Total for Case Plaza LLC** | | | | | | **$ 7,885.41** |
| **Dan Farnsworth** | | | | | | |
| | Dan Farnsworth | 01/15/2026 | 01.15.26 Reimb | | 01/31/2026 | 30.17 |
| **Total for Dan Farnsworth** | | | | | | **$ 30.17** |
| **Eide Bailly LLP** | | | | | | |
| | Eide Bailly LLP | 01/06/2026 | SI00048107 | | 01/16/2026 | 1,082.00 |
| **Total for Eide Bailly LLP** | | | | | | **$ 1,082.00** |
| **ESRI, Inc.** | | | | | | |
| | ESRI, Inc. | 11/21/2025 | 26321019 | | 12/01/2025 | 5,225.00 |
| | ESRI, Inc. | 12/31/2025 | Q-564630 | | 01/10/2026 | 120.00 |
| **Total for ESRI, Inc.** | | | | | | **$ 5,345.00** |

| | Vendor | Date | Num | Memo/Description | Due Date | Open Balance |
|---|---|---|---|---|---|---|
| **FMWF Chamber of Commerce** | | | | | | |
| | FMWF Chamber of Commerce | 01/01/2026 | 358569 | | 01/11/2026 | 500.00 |
| **Total for FMWF Chamber of Commerce** | | | | | | **$ 500.00** |
| **HDR Engineering Inc** | | | | | | |
| | HDR Engineering Inc | 12/05/2025 | 1200779938 | | 12/31/2025 | 4,367.29 |
| | HDR Engineering Inc | 12/31/2025 | 1200790167 | | 01/31/2026 | 6,729.77 |
| | HDR Engineering Inc | 12/31/2025 | 1200789512 | | 01/31/2026 | 39,115.30 |
| **Total for HDR Engineering Inc** | | | | | | **$ 50,212.36** |
| **Liberty Business Systems Inc** | | | | | | |
| | Liberty Business Systems Inc | 01/06/2026 | 577120 | | 01/16/2026 | 625.72 |
| **Total for Liberty Business Systems Inc** | | | | | | **$ 625.72** |
| **Liberty Business Systems, Inc** | | | | | | |
| | Liberty Business Systems, Inc | 01/12/2026 | 41013226 | | 01/31/2026 | 182.93 |
| **Total for Liberty Business Systems, Inc** | | | | | | **$ 182.93** |
| **Marsh & McLennan Agency** | | | | | | |
| | Marsh & McLennan Agency | 01/07/2026 | 67411 | | 01/17/2026 | 2,678.00 |
| **Total for Marsh & McLennan Agency** | | | | | | **$ 2,678.00** |
| **Metro COG Staff** | | | | | | |
| | Metro COG Staff | 12/15/2025 | 146 | Staff Money | 12/15/2025 | 35.00 |
| | Metro COG Staff | 12/31/2025 | 150 | Staff Money | 12/31/2025 | 35.00 |
| **Total for Metro COG Staff** | | | | | | **$ 70.00** |
| **Midco Business** | | | | | | |
| | Midco Business | 01/11/2026 | 16879260215174 | | 01/21/2026 | 335.10 |
| **Total for Midco Business** | | | | | | **$ 335.10** |
| **Mutual of Omaha** | | | | | | |
| | Mutual of Omaha | 02/01/2026 | 2014567721 | | 02/11/2026 | 234.59 |
| **Total for Mutual of Omaha** | | | | | | **$ 234.59** |
| **NDSU Grant and Contract Accounting** | | | | | | |
| | NDSU Grant and Contract Accounting | 12/31/2025 | FAR-0000108284 | | 01/10/2026 | 2,500.00 |
| | NDSU Grant and Contract Accounting | 12/31/2025 | FAR-00000108264 | | 01/10/2026 | 4,615.92 |
| **Total for NDSU Grant and Contract Accounting** | | | | | | **$ 7,115.92** |
| **Payroll Professionals Inc** | | | | | | |
| | Payroll Professionals Inc | 12/15/2025 | | Payroll Professionals | 12/15/2025 | 80.00 |
| | Payroll Professionals Inc | 12/31/2025 | 150 | Payroll Professionals | 12/31/2025 | 80.00 |
| **Total for Payroll Professionals Inc** | | | | | | **$ 160.00** |
| **ReadiTech** | | | | | | |

| | Vendor | Date | Num | Memo/Description | Due Date | Open Balance |
|---|---|---|---|---|---|---|
| | ReadiTech | 01/01/2026 | 2586800 01/26 | | 01/11/2026 | 69.00 |
| **Total for ReadiTech** | | | | | | **$ 69.00** |
| **Vision Software LLC** | | | | | | |
| | Vision Software LLC | 11/02/2025 | MC2026 | | 11/12/2025 | 4,209.61 |
| **Total for Vision Software LLC** | | | | | | **$ 4,209.61** |
| **Wex Health Inc** | | | | | | |
| | Wex Health Inc | 12/31/2025 | 2286486-IN | | 01/10/2026 | 25.00 |
| **Total for Wex Health Inc** | | | | | | **$ 25.00** |
| **TOTAL** | | | | | | **$ 95,314.66** |

| | |
|---|---|
| **Payroll Liabilities** | |
| Federal Withholding | 3,489.20 |
| Federal Social Security - ee | 1,758.18 |
| Federal Social Security - er | 1,758.17 |
| Federal Medicare - ee | 411.19 |
| Federal Medicare - er | 411.18 |
| Minnesota Withholding | 123.00 |
| North Dakota Withholding | 188.00 |
| Health Savings | 385.34 |
| Employee IRA | 275.00 |
| Employer IRA | 598.75 |
| Total | **$ 9,398.01** |
| Grand Total | **$ 104,712.67** |

# Agenda Item 2a Attachment 1

| Metro COG Month End Budget Summary December 2025 | | | |
|---|---|---|---|
| **Unified Planning Work Program** | | | |
| **Staff Time Categories** | **Budget[3]** | **Spent** | **% Spent** |
| 100 - Policy/Admin Forums | $80,164.30 | $59,450.45 | 74.2% |
| | | | |
| 200 - Contracted Planning Services | $135,814.31 | $97,379.13 | 71.7% |
| | | | |
| 300 - Federal Transportation Planning | $188,367.17 | $179,998.19 | 95.6% |
| | | | |
| 400 - Technical Transportation Data | $113,720.29 | $146,047.53 | 128.4% |
| | | | |
| 500 - Transit Planning | $21,007.13 | $18,653.54 | 88.8% |
| | | | |
| 600 - Bicycle & Pedestrian Planning | $63,187.35 | $63,783.53 | 100.9% |
| | | | |
| 700 - Local Planning Assistance | $77,321.83 | $24,902.02 | 32.2% |
| | | | |
| 800 - General Administration[1] | $309,507.09 | $251,054.52 | 81.1% |
| | | | |
| 900 - Publications, Public Info & Comms | $15,810.70 | $13,359.12 | 84.5% |
| | | | |
| 1000 - Community Planning (local only)[2] | $20,569.70 | $18,746.96 | 91.1% |
| | | | |
| ***Internal Program Subtotal*** | ***$1,025,469.87*** | ***$873,374.99*** | **85.2%** |
| | | | |
| 800a - 800r - Overhead (Fed Elig.) | $400,438.77 | $421,643.45 | 105.3% |
| 801 - Overhead (local only) | $3,800.00 | $816.27 | 21.5% |
| | | | |
| **Sub Total Internal Program Operations** | **$1,429,708.64** | **$1,295,834.71** | **90.6%** |
| | | | |
| **1100 - Contracted Planning Services** | **$826,400.92** | **$792,723.90** | 95.9% |
| | | | |
| **Summary of UPWP Costs** | **$2,256,109.56** | **$2,088,558.61** | **92.57%** |
| | | | |
| **Breakdown of Personnel Costs** | **Budget** | **Actual YTD** | % Spent |
| Payroll Salaries | $808,755.67 | $782,884.03 | 96.8% |
| Health, Vision, Dental Insurance[4] | $107,244.34 | $83,349.10 | 77.7% |
| Life & AD&D Insurance (Mutual of Omaha) | $1,440.00 | $1,150.96 | 79.9% |
| Employer Simple IRA Contribution | $23,701.07 | $15,423.82 | 65.1% |
| Payroll Tax Expense - FICA | $61,869.81 | $55,645.48 | 89.9% |
| Employer HSA Contribution | $20,400.00 | $18,150.00 | 89.0% |
| Misc. Payroll, Recruitment | | | N/A |
| North Dakota Unemployment Insurance | | | N/A |
| ***Total*** | **$1,023,410.89** | **$956,603.39** | **93.5%** |

[1]Includes vacation, sick and holiday leave in addition to general administration

[2]Includes contracts with local entities (Assistance to Food Comm., Dilworth Comp Plan)

[3]Employer Contribution Only

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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**To:** Policy Board members
**From:** Ben Griffith, AICP, Executive Director
**Date:** January 9, 2026
**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, Ms. Mongeau (Clay County) would step down as Chair, Mr. Olson (West Fargo) would move from Vice Chair to Chair, and Ms. Sandstrom (Horace) 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 Ms. Mongeau for serving as Chair and thank Mr. Olson for serving as Vice Chair this past year. Their hard work and dedication to our organization have been greatly appreciated!

**Requested Action:** Nominate and elect a Policy Board Chair and Vice Chair for 2026, based on the rotation schedule in the Policy Board Bylaws.

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

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# Unified Planning Work Program

## Quarterly and Annual

Quarterly Progress Report: October 1, 2025 to December 31, 2025

Annual Report: 2025

Approved by Policy Board: January 15, 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, 2025 to December 31, 2025, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percentage complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent from October 1, 2025 through December 31, 2025, and the percentage of the budget spent

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For more information regarding the information presented,

please contact the Fargo-Moorhead Metropolitan Council of Governments

*FM Metro COG*
*1 – 2nd Street North*
*Case Plaza, Suite 232*
*Fargo, ND 58102-5807*

*701-532-5100*
*fmmetrocog.org*
*metrocog@fmmetrocog.org*

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## 2025 Staff Activities by UPWP Work Element

| 2025 UPWP Work Element | 2025 | | 2025* | |
|---|---|---|---|---|
| | Budget | Staff Hours | Revised Budget* | Revised Staff Hours* |
| 100 Policy and Administrative Forums | ~~$80,164.30~~ | ~~1,260~~ | $80,164.30 | 1,260 |
| 200 Contracted Planning | ~~$156,604.22~~ | ~~2,555~~ | $135,814.31 | 2,274 |
| 300 Federal Transportation Planning & Documentation | ~~$175,004.77~~ | ~~2,749~~ | $188,367.17 | 2,929 |
| 400 Technical Transportation Data & Analysis | ~~$108,854.99~~ | ~~2,188~~ | $113,720.29 | 2,258 |
| 500 Transit Planning | ~~$18,479.45~~ | ~~360~~ | $21,007.13 | 384 |
| 600 Bicycle & Pedestrian Planning | ~~$60,857.75~~ | ~~1,344~~ | $63,187.35 | 1,384 |
| 700 Local Planning Assistance | ~~$89,443.45~~ | ~~1,587~~ | $77,321.83 | 1,344 |
| 800 General Administration** | ~~$304,134.36~~ | ~~5,006~~ | $309,507.09 | 5,126 |
| 900 Publications Public Information and Communication | ~~$22,236.62~~ | ~~441~~ | $15,810.70 | 311 |
| 1000 Community Planning and Technical Assistance | ~~$9,689.96~~ | ~~190~~ | $20,569.70 | 410 |
| **TOTALS** | **$1,025,469.87** | **17,680** | **$1,025,469.87** | **17,680** |

**2025 Budget and Staff Hours revised by Administrative Modification on May 15, 2025*

***Includes estimates of staff leave time (holiday, vacation and sick leave)*

**Please Note** that on May 15, 2025, Metro COG approved an Administrative Modification to its 2025-2026 UPWP, adjusting staff hours (as seen in the table above), along with contracted planning projects funding amounts and completion dates. These were budget neutral adjustments that did not increase overall staff hours or funding amounts. These changes have been reflected throughout this quarterly report.

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# 100 Policy and Administrative Forums

| Task 100 | Policy and Administrative Forums | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 55% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $80,164.30 | $43,856.21 | | |

**Objective:** To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas, and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

## 101 Metro COG Policy Board

***Status: 100% Complete***

- Prepared for and attended Policy Board Meetings on January 16, February 20, and March 20 in Metro COG's large conference room
- Prepared for and attended Policy Board Meetings on April 17, May 15, and June 19 in Metro COG's large conference room
- Prepared for and attended Policy Board Meetings on July 17, emergency call meeting July 26, August 21, and September 25 in Metro COG's large conference room
- Attended staff meetings regarding development of Policy Board agendas
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review Policy Board draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated Policy Board Orientation Guide and created separate handout for acronyms
- Conducted orientation sessions for new Policy Board members
- Updated Policy Board member contact information and distribution lists

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- Prepared for and attended Policy Board Meetings on October 16th, Novemer 20th, and December 18th in Metro COG's large conference room
- Review PB draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated PB member contact information and distribution lists as needed
- Prepare agendas, minutes, and packets

## 102 Metro COG Executive Committee

***Status: 100% Complete***

- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes
- Prepare for and attend Executive Committee meetings on January 6, February 3 and March 3 in Metro COG's large conference room
- Prepare for and attend EC meetings on April 7, May 5 and June 2 in Metro COG's large conference room
- Prepare for and attend EC meetings on August 4 and September 8 in Metro COG's large conference room (the July 7 meeting was cancelled)
- Review EC draft meeting minutes, agenda prep and meeting packet review, assembly, and distribution
- Review Executive Committee draft meeting minutes, agenda prep and meeting packet review and assembly
- Prepare for and attend EC meetings on October 6, November 3 and December 1 in Metro COG's large conference room
- Review EC draft meeting minutes, agenda prep and meeting packet review, assembly, and distribution
- Setup and fowarded calendar invites for 2026 meetings
-

## 103 Transportation Technical Committee (TTC)

***Status: 100% Complete***

- Prepared for and attended TTC meetings on January 9 and February 13. The meeting for March 13 was cancelled due to lack of agenda items

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- Prepared for and attended TTC meetings on April 10, May 8. The June 12th meeting was cancelled.
- Prepared for and attended TTC meetings on July 10, August 14, and September 11.
- Attended staff meetings regarding development of TTC agendas
- 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
- Updated TTC member contact information and distribution lists
- Research and draft TTC Bylaw amendment to formally establish Prioritization Committee as a TTC sub-committee – adopted by Policy Board on September 25
- Prepare for and attended TTC meetings on November 13th, and December 11th. The October 9th meeting was cancelled.
- Update TTC Mailchimp template
- Review TTC draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated TTC member contact information and distribution lists as needed
- Prepare agendas, minutes, and packets
-

## 104 Federal, State, and Local Committee Meetings

***Status: 100% Complete***

Quarter 1:

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in Regional Traffic Safety Advocates roundtable meeting on January 22
- Follow up items from Regional Traffic Safety Advocates roundtable meeting
- Attend annual Clay County Intergovernmental Retreat
- Participate in MNDOT I-94 Corridor Study Review Committee meeting on February 6
- Attended Cass Clay Food Commission Meeting on January 8 and March 12
- Attended GIS Committee Meeting on January 17
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on January 27

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- Participated in LRRB EV Charging Infrastructure TAP meeting on February 3
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on February 26
- Participated in ICLEI CGC meetings on February 27 and 28
- Participated in WCI session on March 6
- Reviewed REVIR Working Group meeting materials and correspondence
- Attend Clay County Intergovernmental Retreat
- Attended ND Legislative Freight Advisory Committee meetings via Teams on January 2, February 6, and March 6
- Attended FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination January 28-30
- Reviewed NDDOT Urban Grant Program applications and related materials
- Attended NDDOT Urban Grant Program Committee meeting via Teams on March 31 to score and prioritize project applications
- Attend bi-weekly NDDOT-MPO Directors Teams meetings
- Attend monthly NDDOT MPO Directors Teams meetings
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Attended/facilitated 1Q NDDOT-MPO meeting via Teams on February 28
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on March 12

Quarter 2:

- Attended MnDOT MPO Directors meeting in St. Cloud via Teams on May 13th
- Attended MnDOT West Central District 4 ATP meetings in Fergus Falls on April 4th and June 6th
- Annual MnDOT West Central District 4 Leadership meeting with Metro COG on May 29th
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on June 18th
- Attended ND Legislative Freight Advisory Committee meetings via Teams on April 3rd and June 5th
- Attended NDDOT Directors Advisory Council meeting for Transportation Connection LRTP Update via Teams on May 28th
- Attended ND MPO Office Operations meeting organized by MPO Liaison via Teams on June 2nd
- Participated in LRRB EV Charging Infrastructure TAP meeting on April 23rd

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- Reviewed REVIR Working Group meeting materials and correspondence
- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in MN Toward Zero Deaths Roundtable meeting on April 29th
- Participated in Regional Traffic Safety Advocates roundtable meeting on April 16th
- Participated in ND-ATAC meeting on May 7th
- Participated in MnDOT I-94 Corridor Study Study Review Committee meeting on May 1st

Quarter 3:

- Participate in MnDOT I-94 Corridor Study Review committee meeting on August 14
- Participated in LRRB EV Charging Infrastructure TAP meeting on September 4
- Reviewed REVIR Working Group meeting materials and correspondence
- Monthly meetings with ND MPO Directors via Teams
- Attend bi-weekly MPO Directors meetings with Will Hutchings and other ND MPO Directors, except when there's a conflict with MATBUS Coordination Committee meetings on third Wednesdays
- Attended Metro COG Mid-Year Review with NDDOT, MnDOT, FHWA and FTA on Tuesday, July 22
- Attended MnDOT-MPO Directors Summer Workshop in Mankato Wednesday, July 30 through Friday, Aug 1
- Attend quarterly NDDOT-MPO Office Operations meetings viat Teams with NDDOT MPO Coordinator
- Coordination with NDDOT MPO Coordinator for Fall Directors meeting agenda preparation
- Attended NDDOT-MPO Fall Directors meeting in Bismarck on Tuesday, September 30
- Attended NDDOT Freight Advisory Committee meeting on Thursday, September 4 via Teams

Quarter 4:

- Participated in MnDOT I-94 Corridor Study focus group meeting on October 2nd
- Participated in MnDOT I-94 Corridor Study review committee meeting on November 6th
- Participated in MnDOT Corridor Study Handbook Technical Advisory Committee meeting on October 20th and November 4th
- Reviewed materials for MnDOT Corridor Study Handbook Technical Advisory Committee meeting
- Participated in Regional Traffic Safety Advocates meeting on November 19th

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- Monthly meetings with ND MPO Directors via Teams
- Attend bi-weekly MPO Directors meetings with Will Hutchings and other ND MPO Directors, except when there's a conflict with MATBUS Coordination Committee meetings on third Wednesdays of the month
- Attended quarterly NDDOT-MPO Office Operations meeting #3 on October 27 via Teams with NDDOT MPO Coordinator
- Attended MnDOT D4 ATP meeting in Fergus Falls on October 3
- Attended MPO Fall ATAC Partnership meeting at NDSU on October 7
- Attended NDDOT Transportation Connection Meeting #1 on November 10
- Attended NDDOT Transportation Connection Meeting #2 on December 2
- Attended Prioritization Committee meeting on November 14
- Attended Cass County Road Advisory Committee meeting on November 17
- Attended MnDOT-MPO Directors Fall Quarterly Meeting via Teams on November 24
- Attended NDDOT Traffic Monitoring Strategic Plan Customer Engagement meeting for FM Metro COG area on December 15
- Participated in bi-weekly Clay County FRC community discussions in November and December

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## 200 Contracted Planning Services

| Task 200 | Contracted Planning Services | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 60% | 86% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $135,814.31 | $80,989.76 | | |

**Objective:** To conduct Metro COG's annual contracted planning projects for the purpose of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

### 201 NDSU ATAC Participation (Technical Support) (Year 1 of 3)

| Task 201 | NDSU ATAC Participation | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $2,500.00 | $2,500.00 | 100% | 8% |
| 2025 | $10,000.00 | $2,500.00 | 25% | 25% |
| Project Total | $32,500.00 | $5,000.00 | 15% | 33% |

***Status: 33% Complete***

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Q1: Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Q2: Attended ND MPO Spring ATAC Partnership meeting at NDSU on May 7 and review of ATAC contract invoice.

Q3: (No 3Q invoice received as of this date)

Q4: ATAC/MPO/NDDOT meeting on October 7th

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## 205 Moorhead Intersection Data Collection (Year 1 of 3)

| **Task 205** | **Moorhead Intersection Data Collection** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | | |
| Financial | Programmed | Expended | | |
| 2025 | $16,492.00 | $4,947.40 | 30% | 75% |
| Project Total | $49,474.00 | $4,947.40 | 10% | 25% |

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third (⅓) of intersections within the City of Moorhead.

***Status: 25% Complete***

Q1: Work during the 1st quarter included initial project kick-off tasks and coordination of the upcoming tasks.

Q2: During the 2nd quarter work included field data collection, video data recording, and turning movement counts.

Q3: During the third quarter work included collecting turning movement counts and updating the Synchro model. (No 3Q invoice received as of this date)

Q4: During the fourth quarter, work included updating the traffic signal timings, updating the Synchro model, and implementing the new signal timings.

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## 207 Moorhead I-94 & 20th Street Interchange Analysis (Year 3 of 3)

| **Task 207** | **Moorhead I-94 & 20th St Interchange Analysis** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 6/2025 | | |
| Financial | Programmed | Expended | | |
| 2023 | $169,182.87 | $62,330.93 | 90% | 37% |
| 2024 | $107,639.62 | $79,055.08 | 73% | 84% |
| 2025 | $27,768.39 | $27,768.37 | 100% | 100% |
| Project Total | $169,182.87 | $169,154.38 | 100% | 100% |

The purpose of this project is to reanalyze interchange concepts at I-94 and 20th Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's Street Network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed, and new or modified concepts will further examine the feasibility of modifying this interchange.

***Status: 100% Complete***

Q1: The first quarter consisted of typical project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule and next steps. Stakeholder meetings were held on February 3 with follow-up communication with some individual stakeholders. On February 25 the fourth Study Review Committee meeting was held. The second public engagement phase was held in March, which consisted of online engagement as well as a public open house on March 11. Analysis and documentation of public input followed the public input opportunity. Coordination was also held with the city of Moorhead to refine interchange alternatives and discuss roadway connections.

Q2: The second quarter consisted of project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule. During the second quarter the draft document was developed and reviewed by Metro COG staff. The draft document was then sent to SRC members and oversight agencies for review and comments. Comments were then reviewed and incorporated accordingly into the document before sending to the public for review.

Q3: The I-94 & 20th St Interchange Analysis was wrapped up in the third quarter. This entailed review and implementation of comments received, and presentations to Moorhead City Council, TTC and Policy Board. Other activities included progress meetings when necessary and other project closeout efforts such as review and approval of the final invoice. Adopted by Policy Board September 2025.

Q4: The I-94 & 20th St Interchange Analysis wrapped up in the third quarter. The only additional work in the fourth quarter was the completion of the consultant evaluation. Review draft of final report.

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## 208 West Metro Perimeter Highway Corridor Study (Year 3 of 3)

| Task 208 | West Metro Perimeter Highway Corridor Study | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 6/2025 | | |
| Financial | Programmed | Expended | | |
| 2023 | $250,000.00 | $46,968.64 | 19% | 19% |
| 2024 | $150,000.00 | $114,302.56 | 76% | 65% |
| 2025 | $99,791.08 | $38,317.98 | 38% | 38% |
| Project Total | $250,000.00 | $199,589.18 | 80% | 80% |

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion Project is available for a portion of the corridor north of I-94. In the future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way. The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

***Status: 72% Complete***

Q1: The first quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth Study Review Committee meeting was held on January 13 which entailed coordination and preparation prior to the meeting. A follow-up meeting was held with Metro COG staff to discuss potential highway alignment alternatives. In February Metro COG project management was handed off from Dan Farnsworth to Michael Maddox.

The new project manager reviewed the project in order to understand what scope items had been completed and which are outstanding. Metro COG desires a change in direction regarding this project to consider feedback received from the City of Horace. The project manager met with the consultants to talk about this

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new direction for the study. The study is currently on hold while the new direction for the scope of work is worked out with the consultant.

Q2: Review West Metro Perimeter Highway Corridor Study proposed scope modification from HDR to study alternatives. Coordinated and attended internal staff meetings and discussions regarding City of Horace's opposition to study alternatives. Project has been on hold for rescoping.

Q3: Metro COG met with the project stakeholders to discuss the new direction and kick-off the new direction of the study. Staff and consultants met to discuss strategy and schedule meetings.

Q4: Metro COG met with the project stakeholders to discuss the new direction in order to discuss jurisdiction ownership alternatives for the west perimeter route. These conversations were used to develop roadway requirements for scenarios with different jurisdictional owners. Project leadership also discussed east/west connections and design requirements for local roadways that could connect to the north/south route. Management reviewed draft of final report and attended meetings with consultants and West Fargo staff.

## 209 Horace Downtown Core Neighborhoods Plan (Year 2 of 2)

| **Task 209** | **Horace Downtown Core Neighborhoods Plan** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 9/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $128,777.39 | $128,582.41 | 100% | 100% |
| 2025 | $67,890.46 | $67,695.48 | 100% | 100% |
| Project Total | $196,472.75 | $196,472.75 | 100% | 100% |

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall

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accessibility to the City's core.

***Status: 98% Complete***

Q1: Metro COG and the consultant hosted two large public engagement events that provided alternatives for the public to weigh in on regarding integration of path and streetscape improvements within the core areas of Horace. A presentation was also made to the Horace City Council.

Q2: During the second quarter the consultant and Metro COG worked to finalize the draft study document as well as to formulate and approach to approve the final plan. This included discussing on how to address Horace City Council concerns with the content of the plan and a broad-level misunderstanding of the purpose of the plan. The consultant also finalized the neighborhood connections part of the document. One SRC meeting was held.

Q3: Metro COG and the consultant met multiple times to discuss the progress of the project and to develop a draft plan. The consultant delivered a draft plan for internal review. The project team scheduled informational meetings with Horace elected officials to bring them up to speed on the direction of the planning effort and to see if they had any comment on components of the draft plan.

Q4: The consultant concluded the plan in the fourth quarter. This involved compiling a draft plan, review by local and oversight agencies, and integrating comments. Metro COG and the consultant met with Horace representatives to inform them of the final outcomes of the plan. The final plan was then brought forward through Metro COG's TTC and Policy Board for approval.
Management reviewed draft of final report and coordinated meeting with consultant and City leadership.

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## 211 Heartland Trail Alignment Analysis (Year 2 of 2)

| Task 211 | Heartland Trail Alignment Analysis | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 6/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $187,500.00 | $180,938.89 | 96% | 72% |
| 2025 | $68,889.94 | $68,433.72 | 84% | 100% |
| Project Total | $250,000.00 | $249,372.61 | 99.8% | 100% |

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

***Status: 100% Complete***

Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. On January 15, Metro COG presented Heartland Trail Study information to PartnerSHIP 4 Health and on January 29 the fourth Study Review Committee meeting was held. In March, the draft report was developed and reviewed by Metro COG, prior to the review by the public and SRC. Other coordination included discussing an optimal trail rest stop location with the City of Dilworth.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Coordination meetings with BNSF occurred during the second quarter. The fifth and final SRC meeting was held on April 24 and the draft document was developed. The draft document was distributed to the SRC, stakeholders, oversight agencies, and the public for review and comment. Comments

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were received, reviewed and incorporated into the document accordingly. In late May Metro COG staff began presentations to local jurisdictions boards. These included: Clay Co Board of Commissioners, Moorhead City Council, Moorhead Park Board, and Hawley City Council. Review of Heartland Trail draft report.

Q3: The Clay Co Heartland Trail Routing Analysis wrapped up in the third quarter. Presentations were given to the following jurisdictions: Dilworth Planning Commission, Dilworth City Council, Glyndon City Council. Presentations were then provided to TTC and Policy Board. Adopted by Policy Board in August 2025. Other activities included a meeting in Frazee to discuss future trail planning efforts, research of other trails in the region, review and approval of the final invoice, and other project closeout efforts such as completion of the consultant evaluation form.

## 212 MATBUS 2026-2030 Transit Development Plan (Year 2 of 2)

| **Task 212** | **2026-2030 Transit Development Plan** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $99,790.47 | $113,562.06 | 114% | 57% |
| 2025 | $99,790.47 | $86,018.88 | 86% | 43% |
| Project Total | $199,580.94 | $199,580.94 | 100% | 99% |

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

***Status: 99% Complete***

Q1: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #2 on January 30 and focus group meetings on January 30 and 31; assisted with open house on March 7 and additional route surveys for West Fargo and Dilworth.

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Q2: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on May 19; assisted with additional route surveys for West Fargo and Dilworth and draft deliverables. Review monthly invoices for accuracy.

Q3: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on August 19 and virtual public open house on August 27; reviewed and provided comments on final draft deliverables including coordinated human services transportation plan.

Q4: Assisted with presentation to the MATBUS Coordination Committee in October; attended and presented to city councils/commission in October and November; facilitated final review by federal partners; approved by TTC and Policy Board in December 2025. Attended Project Manager meetings and TDP approval meetings at City of Fargo, Dilworth, and West Fargo.

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## 214 West 94 Area Transportation Plan (Year 2 of 2)

| **Task 214** | **West 94 Area Transportation Plan** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 6/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $225,000.00 | $224,902.14 | 100% | 69% |
| 2025 | $100,073.40 | $100,050.87 | 100% | 98% |
| Project Total | $324,974.78 | $324,953.01 | 100% | 98% |

The purpose of this project is to build upon the concept that was developed as part of West Fargo's 13th Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates. The study will also need to examine the future right-of-way needs of the corridor,

along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

***Status: 98% Complete***

Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Three Study Review Committee meetings were held in the first quarter – one on January 15, one on February 19, and another on March 19. A public open house was held on February 27 with coinciding online engagement. Aside from the direct public engagement, this effort also entailed public outreach and notifications, development and preparation of public engagement materials, follow-up items, review and documentation of results, and more. Development of the draft report will begin in April.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Activities during the second quarter consisted of developing the draft document, reviewing and commenting on the draft document, and then distributing the draft document to the SRC, stakeholders, oversight agencies, and the public for review and comment. Review of West 94 ATP draft report.

Q3: The third quarter consisted of project management activities such as progress calls and review of invoices and progress reports. During the third quarter staff reviewed and responded to the draft comments on the draft document. Comments from NDDOT were also reviewed in detail and discussed with the study team to determine next steps for the study's completion. Meetings were held with consultants and West Fargo staff.

Q4: The West 94 Area Transportation Plan was wrapped up in the fourth quarter. This final work included completing the final draft document, including providing comments, and then presentations of the Plan to West Fargo Planning/Zoning Commission, West Fargo City Commission, TTC, and Policy Board. Project closeout items then followed, which included completion of Metro COG's consultant evaluation. The final draft report was reviewed and met with consultants and West Fargo staff.

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## 215 Metro Railroad Needs Study (Year 2 of 2)

| Task 215 | Metro Railroad Needs Study | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 9/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $100,000.00 | $109,578.47 | 109% | 27% |
| 2025 | $290,421.53 | $200,414.34 | 69% | 78% |
| Project Total | $390,421.53 | $309,992.81 | 79% | 99% |

BNSF Railroad participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They offered $150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

***Status: 99% Complete***

Q1: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended pop-up event at the Rouke Museum for Moorhead Frostival Winter Event with consultant on February 1. Attended pop-up event at Spring-a-Ding-Fling/Kiwanis Pancake Karnival with consultant at the Fargodome on February 8. Attended Stakeholder Committee meeting #1 in Metro COG's large conference room on February 6. Attended SRC meeting #2 in Metro COG's large conference room on March 19.

Q2: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended Stakeholder Committee meeting #2 in Metro COG's large conference room on April3. Reviewed public engagement plan and prepare for upcoming public meetings in July.

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Q3: Attended bi-weekly check-in meetings with project consultant via Teams. Attended Metro Railroad Needs Study public meeting at West Fargo Rustad Recreation Center on Tuesday, July 1. Attended Metro Railroad Needs Study public meeting at Fargo Downtown Public Library on Tuesday, July 8. Attended Metro Railroad Needs Study public meeting at Hjemkomst Center in Moorhead on Thursday, July 10. Attended Metro Railroad Needs Study public meeting at City Depot in Dilworth on Monday, July 14. Reviewed draft of Metro Rail Needs Study 2025 Public Outreach Report from HDR and provided comments and feedback. Scheduled final SRC meeting for Wednesday, October 15 with consultant and reserved Metro COG conference room.

Q4: Attended bi-weekly check-in meetings with project consultant via Teams. Attended Final Metro Railroad Needs SRC meeting and reviewed the final draft report and appendices. Provided presentations of the final report to the Moorhead City Council on November 10; the Cass County Board on November 17; the Fargo City Commission on November 24; the Clay County Board on November 25; the West Fargo City Commission on Monday, December 1; and the Dilworth City Council on December 8. Final approval of Metro Railroad Neeeds Study by Policy Board on December 18. Reached out to local jurisdictions for preference of receipt of copy of final report. Waiting for final report for posting on Metro COG website, forwarding to local jurisdictions and to NDDOT for archiving.

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## 225 University Drive & 10th Street Corridor Study (Year 5 of 5)

| **Task 225** | **University Drive and 10th Street Corridor Study** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 6/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $129,655.57 | $113,984.13 | 88% | 88% |
| 2025 | $20,454.58 | $20,367.04 | 99% | 99% |
| Project Total | $400,000.00 | $399,908.54 | 99% | 99% |

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10th Street (Hwy 81) from a one-way pair to two-way streets between 19th Avenue

N and 13th Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified

and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts on transit routes, bicyclists and pedestrians will be identified and addresses as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified. Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning-level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.
Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue into 2024 and 2025. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10th Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal friendly.

***Status: 99% Complete***

Q1: Metro COG met with City leadership and news media about elements of the plan. Staff met with the consultant to work out billing issues. The consultant is currently producing the draft plan.

Q2: Metro COG staff worked with the consultant to develop a draft document, which was then released for review, first by Metro COG staff and then by the entire SRC. Staff has spent substantial time in reviewing the document as well as coordinating comments with local jurisdictions and NDDOT. Staff began to lay out an approval process timeline for the plan.

Q3: The approval process was determined in coordination with the project SRC. One SRC meeting was conducted. Staff provided the draft plan to the state and federal agencies for comment. Met with the

attorney regarding State Open Meeting Law interpretations. Attended NDDOT Management Presentation on Wednesday, September 3 via Teams. The project consultant and staff presented the plan to NDDOT management.

Q4: The project was approved in the fourth quarter. Presentations were made to the City of Fargo and to Metro COG's TTC and Policy Board. The consultant and Metro COG coordinated with State and local agencies on the finalization of the plan as well as an oversight review. Comments were integrated into the final plan. Director reviewed draft of final report.

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## 228 Kindred Comprehensive Plan (Year 2 of 2)

| **Task 228** | **Kindred Comprehensive & Transportation Plan** | | **Percent Billed** | **Task Percent Complete** |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 9/2025 | | |
| Financial | Programmed | Expended | | |
| 2024 | $62,991.57 | $44,344.83 | 70% | 44% |
| 2025 | $55,641.77 | $46,260.74 | 83% | 56% |
| Project Total | $99,986.60 | $90,605.57 | 76% | 100% |

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

***Status: 100% Complete***

Q1: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on February 21; provided assistance and additional comments on draft deliverables.

Q2: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on April 23; provided assistance and additional comments on draft deliverables; attended Planning Commission meeting on June 16. Reviewed Comp Plan document and provided comments and worked with consultants to find RPZ in Kindred.

Q3: Attended Kindred City Council on July 2nd; approved by TTC and Policy Board in August 2025

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# 300 Federal Transportation Planning and Documentation

| Task 300 | Federal Transportation Planning Documentation | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 82% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $188,367.17 | $153,531.28 | | |

**Objective:** To develop, research, and implement Federal transportation planning directives and regulations.

## 301 Transportation Improvement Plan (TIP)

***Status: 100% Complete***

Quarter 1:

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination with NDDOT regarding FHWA TA Reporting
- Planning, Organizing, Facilitating, and Implementing Prioritization Committee, Public Input, TTC and Policy Board Meetings. Preparing and sending out funding award letters, and notifying NDDOT, MnDOT, and each jurisdiction of funding selection.
- Coordination and preparing for draft 2026-2029 TIP Timeline and Document.
- Coordination, Documentation, and presenting Amendment #4 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation Amendment #5 for 2025-2028 TIP.
- Assit with Transit Improvement Plan documents
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Attended TTC Prioritization Committee meetings to discuss project soliciations

Quarter 2:

- MN TA special funding application coordination
- Assist with TIP chapter 7 on Performance Measures

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- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination, preparing for, and integration of draft 2026-2029 TIP Timeline, Document, and Project List.
- Presenting Amendment #5 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting of Amendment #6 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Administrative Modification #1 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Amendment #7 for 2025-2028 TIP
- Preparing for, presenting at, and leading the discussion at the fifth and sixth meeting of the Prioritization Committee.
- Reading the 2050 MTP that was approved on April 17, 2025
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Review project solcitations follow-up with staff
- Attended TTC Prioritization Committee meetings to discuss project soliciations, prioritization and programming of construction projects

Quarter 3:

- TA and CRP solicitation review
- Review Draft TIP
- Develop map of Projects
- Environmental Considerations projects and mapping
- Meeting with Metro COG staff
- Coordinate with the jurisdictions
- Attended 2026-2029 TIP development meetings
- Reviewed drafts of 2026-2029 TIP
- Attended public input session at Hjemkomst Center on Tuesday, Sep. 2
- Coordination, preparing for, integration of comments, updating document, preparing for public input meeting, and attending public input meeting of draft 2026-2029 TIP Timeline, Document, and Project List.

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- Coordination, Documentation, and presenting of Amendment #7 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting of Amendment #8 for 2025-2028 TIP to TTC and Policy Board.
- Review and finalization of 2026-2029 TIP

Quarter 4:

- TA and CRP solicitation coordination
- Review and ranking of TA applications
- Reviewed STBG, CRP and TA project proposals
- Review proposed Administrative Modifications to TIP
- Coordination and preparation of Administrative Modifications #1 and #2 and Amendment #1 for the 2026-2029 TIP

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## 302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

***Status: 100% Complete***

Quarter 1:

- Meetings to discuss current project status and budgets
- Review of project budgets
- Review current 2025 UPWP for potential amendment
- Begin preparations for 2026-2027 UPWP

Quarter 2:

- Review of 2025 UPWP Amendment #1
- Meeting to discuss current project status and budgets
- Review of project budgets
- Prepare 2025 UPWP Administrative Modification #1
- Prepare DRAFT 2026-2027 UPWP & Budget
- Meet with local jurisdictions to discuss proposed planning projects and funding for 2026-2027 UPWP

Quarter 3:

- Meeting to discuss current project status and budgets
- Meeting to discuss 2025 and 2026 charge codes
- Developed estimated hours and scopes of work for 2026 and 2027 projects
- Developed RFP for 2026 Area-Wide Traffic Counts
- Provided estimated 2026 hours for next UPWP
- Reviewed 2026-2027 UPWP
- Review and preparation of 2025 UPWP Administrative Modification #1
- Review 2026-2027 overhead budget and spreadsheets with Angela
- Follow-up with local jurisdictions on proposed planning projects for UPWP
- Prepare draft 2026-2027 UPWP and Budget for July approval and submittal to oversight agencies for comments
- Prepare updated self-certifications for inclusion in TIP and UPWP
- Incorporation of comments and feedback received from oversight agencies of July draft of 2026-2027 UPWP and Budget
- Prepare final draft of 2026-227 UPWP and Budget for Sepotember adoption and submittal to oversight agencies
- Preparation of quarterly reports

Quarter 4:

- Meeting to discuss current project status and budgets
- Developed & released RFP for 2026 Area-Wide Traffic Counts
- Reviewed proposal for 2026 Area-Wide Traffic Counts
- Prepare updated self-certifications for inclusion in TIP and UPWP
- Prepareed updated Title VI assurances for 2026-2027 UPWP and CPG Contract
- Review RFP proposals for 2055 MTP-related studies in 2026
- Review 2 CFR 200 materials regarding TIP and UPWP amendments and administrative modifications for inclusion in Metro COG's PPP
- Incorporated revisions specific to Complete Streets programming into the 2026-227 UPWP after meetings with oversight agencies

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- Coordinate with state DOTs regarding edits to 2026-2027 UPWP
- Multiple revisions and updates to funding spreadsheets in 2026-2027 UPWP per oversight agency directions
- Preparation of quarterly reports
- Discussed projects and staff assignments for the 2026-2027 Unified Planning Work Program

## 303 Public Participation

***Status: 100% Complete***

Quarter 1:

- Developed public participation outreach and materials for Moorhead I-94 & 20th St Interchange Study
- Attend Moorhead I-94 & 20th St Interchange Open House
- Developed summary of Moorhead I-94 & 20th St Interchange survey and public comments
- Public participation outreach for the West 94 Area Transportation Plan
- Review Public Participation Plan requirements for 2050 MTP update

Quarter 2:

- Developed public participation outreach and materials for the West Fargo SRTS Study public engagement
- Pop-up event for West Fargo SRTS Plan on May 14th
- Attended Kindred Comp Plan open house on April 23rd
- Review Public Participation Plan requirements for 2050 MTP update
- Reviewed public engagement plan for rail study and prepared for upcoming public meetings in July.

Quarter 3:

- Loco Daze – Dilworth Comp Plan Public Event
- Internal meetings and discussions regarding proposed updates to Metro COG's Public Participation Plan
- Attended 12th/15th Avenue Bridge public meeting at Horace Mann Elementary School in Fargo on Tuesday, September 16
- Attended 12th/15th Avenue Bridge public meeting at St. Fancis Catholic Church in Moorhead on Thursday, September 18

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Quarter 4:

- Attend Dilworth Comprehensive Plan open house
- Compiled interested persons lists for recent studies and provided to jurisdictions
- Internal meetings and discussions regarding proposed updates to Metro COG's Public Participation Plan
- Review ND Century Code regarding development of Public Comment Policy for governmental bodies
- Reviewed Metro COG's public participation requirements as part of its Public Participation Plan

## 304 Congestion Management Process

***Status: 100% Complete***

Quarter 1:

- Review revisions and comments responses to updated CMP
- Incorpation of CMP into TIP

Quarter 2:

- Assisted to incorporate the CMP into the TIP
- Incorporation of the CMP into the Metro Profile
- Review revisions and comments responses to oversight agencies regarding updated CMP
- Discuss implentation and reporting for CMP

Quarter 3:

- Incorporate the CMP into TIP
- Incorporate the CMP into Metro Profile
- Review transportation software options for congestion management reporting

Quarter 4:

- Incoporation of the CMP into the Metro Profile
- Review transportation software options for congestion management reporting

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## 305 Federal and State Rules and Regulations Compliance and Maintenance

***Status: 100% Complete***

Quarter 1:

- Review updated 3C Agreement between Metro COG,NDDOT, MnDOT, and MATBUS (City of Fargo)
- Review and distribute MnDOT GHG (Greenhouse Gas) Reduction Target materials to TTC and Policy Board members
- Review Q4 and Annual Report

Quarter 2:

- Review and format content for Q1 Report
- Coordinate on quarterly report format and content with MPO Liaison
- Review and verify information of projects and UPWP for Q1 Report
- Participated in Federal TPM Insights: MPO Perspectives survey and discussion via Teams

## 306 Civil Rights/Title VI/LEP/Environmental Justice

***Status: 100% Complete***

- LEP data and population numbers for the FM Metropolitan area
- Completed annual Title VI/ADA training
- Staff discussion regarding pending/potential program changes
- Prepare for and submit Title VI/LEP materials to NDDOT Office of Civil Rights for 2024 Title VI/LEP audit
- On-site Title VI/LEP audit review by NDDOT on September 9
- Ongoing review of potential changes to Title VI/LEP
- Preparation for Metro COG TitleVI/LEP Plan in 2026

## 307 2050 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

***Status: 100% Complete***

Quarter 1:

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Staff have been working to address issues with the draft 2050 MTP. Metro COG staff have been working with the consultant to integrate comments made by its oversight agencies and to prepare the document for adoption. This also included regularly bi-weekly meetings with Metro COG's oversight agencies to discuss comments and find agreement on ways to move the document forward to adoption. A public meeting was held at the Fargo Downton Public Library on January 9

Quarter 2:

- Attend bi-weekly meetings with state and federal oversight agencies to discuss progress on 2050 MTP update
- Review and respond to emails from oversight agencies regarding 2050 MTP update
- Review website postings for 2050 MTP updates
- Prepare for adoption of updated 2050 MTP by Policy Board on April 17

## 308 US Census Coordination and Technical Assistance

***Status: 100% Complete***

Quarter 1:

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

Quarter 2:

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

Quarter 3:

- Reviewed monthly ND census reports

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- Reviewed U.S. Census updates
- Reviewed IPUMS updates

Quarter 4:
- Reviewed monthly ND census reports
- Reviewed U.S. Census updates
- Reviewed IPUMS updates

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## 309 TMA Transition

***Status: 100% Complete***

- Meetings and phone calls with NDDOT staff regarding bid lettings and status of construction projects and funds; TMA Status of Funds and Year-End Close-Out

## 310 TIP Project Monitoring

***Status: 100% Complete***

Quarter 1:
- Coordinating with MATBUS, NDDOT, and MNDOT
- Meeting with City of Fargo for coordinating trails including VA trail including Public Input Meeting
- Coordinating with City of Fargo, West Fargo, Horace, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting for update of Fargo River Trail project
- 17th Avenue Reconstruction Coordination Meeting
- Attended regular review meetings to discuss TIP amendments and progress

Quarter 2:
- Mapping, managing shapefiles, updating shapefiles
- Coordination with local jurisdictions, NDDOT, MnDOT and MATBUS

- Meeting with City of Fargo for coordinating trails including the VA trail
- Attended regular review meetings to discuss TIP amendments and progress

Quarter 3:

- Developed 2026-2029 TIP Dashboard
- coordinating with MATBUS
- Coordinating with NDDOT
- Coordinating with MNDOT
- Coordinating with City of Fargo
- Coordinating with City of West Fargo
- Coordinating with City of Horace
- Coordinating with City of Moorhead
- Coordinating with City of Dilworth
- Coordinating with Cass County
- Meeting with City of Fargo for coordinating trails including the VA trail
- Attended regular meetings with local jurisdictions regarfding TIP projects
- Attended project management meetings for TIP projects

Quarter 4:

- Attended regular monthly meetings with local jurisdictions regarding TIP construction projects
- Attended project management meetings for TIP and other construction projects
- Coordination with area jurisdictions on current and future TIP project needs

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# 400 Technical Transportation Data and Analysis

| Task 400 | Technical Transportation Data & Analysis | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 93% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $113,720.29 | $105,620.82 | | |

**Objective:** To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

## 401 Performance Measures

***Status: 100% Complete***

Quarter 1:

- Reviewed performance measures developed as part of Metro COG's performance-based planning needs
- Compile data from various agencies
- Present data to TTC and Policy Board
- Submit data to Federal Highway Administration
- Attended regular Performance Measures staff meetings in prepartion foradoption in February
- Discuss distribution of NDDOT Performance Measure data with FHWA-ND
- Performance Measure data discussion between NDDOT and Metro COG staff via Teams

Quarter 2:

- Coordinating the gathering of data, PM 1

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- Prep data for July 22nd Mid-Year Review

Quarter 3:
- Coordinate with NDDOT and MnDOT for 2026 Targets
- Internal meetings and discussions regarding NDDOT's PM1 Safety Targets for 2026
- Review of transportation software applications used for PM anlysis

Quarter 4:
- Coordination with NDDOT and MnDOT for 2026 Targets
- Crash data compilation and analysis
- Internal meetings and discussions regarding Performacne Measure adoption for 2026
- Review of transportation software applications used for PM anlysis
- Review Performance Measure materials provided by MnDOT
-

## 402 Federal Functional Classification Update

***Status: 100% Complete***

Quarter 1:
- Review of guidelines and documents used for decision-making
- Data collection
- Develop Timeline
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

Quarter 2:
- MN jurisdiction meetings
- Mapping and data management
- Coordination with MnDOT
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network

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- Follow-up with MnDOT on Moorhead FFC request submittal

Quarter 3:

- Proposed map and change log
- Submit proposed materials to relevant jurisdictions
- Update and produce FFC maps and related database
- Jurisdiction meetins and coordination
- Created TTC and Policy Board memos, presentations, resolutions and presented to each committee/board
- Coordination with staff, local jurisdictions and MnDOT regarding update of Federal Functional Classiification in Clay County, Minnesota

Quarter 4:

- Updating FFC shapefile for use in other projects
- Discuss proposed FFC update request from City of Fargo staff
- Assisted with FFC update request from the City of Fargo

## 403 Travel Demand Model (TDM) Maintenance and Operation

***Status: 100% Complete***

Quarter 1:

- Provided TAZ data to Moorhead as requested
- Provided future traffic volumes to West Fargo per request

Quarter 2:

- Provided NDDOT with TDM data
- Review & comment on ATAC online interactive TDM map/dashboard

Quarter 3:

- 2026 TDM discussion. ATAC draft addendum review
- Coordinated minor TDM update with consultant/ATAC

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Quarter 4:

- Began preparation of new TAZ boundaries for the next TDM

## 404 Freight and Goods Movement

***Status: 100% Complete***

Quarter 1:

- No activities reported this quarter

Quarter 2:

- Attended Chamber of Commerce's Midwest Summit on Agriculture at Red River Valley Fairgrounds on June 10

Quarter 3:

- Attended "Talking Freight: Bureau of Transportation Statistics Presents Freight Data and Analytics" webinar from FHWA on Tuesday, September 23

Quarter 4:

- Discussed proposed Metro COG Freight Plan Update in 2026 with interested parties
- Reviewed metropolitan freight needs for the upcoming regional freight plan

## 405 FM Metropolitan Profile

***Status: 100% Complete***

Quarter 1:

- Data collection and management
- Document Outline Creation
- Developing a timeline and dividing tasks

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- Researching data release timeframe from the ACS and other data organizations

Quarter 2:

- Document Outline Creation
- Incorporation of the System performance chapter
- Coordination with local jurisdictions for data collection
- Attended Check-In meetings
- Data gathering from jurisdictions
- Coordination meetings to discuss progress
- Development of outline of chapters, including changes to additional information

Quarter 3:

- Created document outline
- Incorporate the System Performance chapter
- Coordination with local jurisdictions for data collection
- Attend check-in meetings
- Collect, coordinate, and present data

Quarter 4:

- Document Outline Creation
- Document Development
- Incorporation of the System performance chapter
- Check-In meetings with Michael & Karissa
- Creation of TTC & Policy Board Memo's
- Reviewed draft Metro Profile
- Finalize and present document
- Review and provide comments and feedback for 2025 Metropolitan Profile

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## 406 Traffic Data Collection & Analysis

***Status: 100% Complete***

Quarter 1:

- Developed scope of work for 2026 metro area-wide traffic counts
- Internal meeting to discuss 2026 metro area-wide traffic
- Coordination with MNDOT Traffic Counting staff on MNDOT / MPO data collection

Quarter 2:

- Developed scope of work for 2026 metro area-wide traffic counts
- Assisted city of Fargo with deploying traffic counters
- Developed 2024 metro-wide traffic count map
- Provided traffic count data to developer as requested
- Participated in MnDOT webinar regarding traffic counts

Quarter 3:

- Deployed traffic counting equipment and sent data to City of Moorhead
- Developed 2024 metro-wide traffic count map
- Provided traffic count data to developer as requested
- Comparison of DOT and Metro COG traffic counts to Urban SDK data
- Provided forecasted traffic counts to West Fargo Engineering per request
- Gather data and develop 2024 Traffic Count Map

Quarter 4:

- Used Urban SDK and Streetlight to verify accuracy of counts
- Collected and processed traffic data as requested by Cass Co & Reed Township
- Conducted traffic counts on Hwy 18 in Casselton
- Set out traffic camera along Veterans Blvd per request of City of West Fargo

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- Set out traffic counter on 6th St W in West Fargo per request
- Met with ATAC to discuss 2026 metro area-wide traffic counts
- Provided traffic count data to business owner as requested
- Provided resident with traffic trend data as requested
- Set out traffic counters along 18th St near Gold Dr per request of City of Fargo
- Traffic count map – Rural MPA

## 407 Metropolitan Transportation Technical Assistance

***Status: 100% Complete***

Quarter 1:

- Participated in 64th Ave Interchange progress meeting
- Provided information to MN DNR for Buffalo River State Park Management plan
- Meeting with City of Fargo & NDDOT to discuss safety project coordination
- Attended to miscellaneous metropolitan technical assistance needs

Quarter 2:

- Attended to miscellaneous metropolitan technical assistance needs
- Wrote a letter of support for former ATAC employee as requested
- Discussion with City of Casselton about ND Hwy 18
- Coordination with local partners on SS4A grant application

Quarter 3:

- Provided RFP example to a MN MPO staff member
- Provided consultant project checklists to NDDOT and other MPOs
- Attended to miscellaneous metropolitan technical assistance needs

Quarter 4:

- Created specifications sheet for Data Purchase

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- Coordinated with data providers
- Data Purchase Memo's for TTC & Policy Board
- Reviewed development plat and provided comments
- Participated in stakeholder meeting for the West Fargo growth plan
- Participated in meeting with NDDOT and City of Fargo to discuss safety concerns at intersections of I-29 and 13th Ave S
- Attended to miscellaneous metropolitan technical assistance needs

## 408 ITS/Traffic Operations Technical Assistance

***Status: 100% Complete***

Quarter 1:

- SMART Grant coordination
- Attended ND Traffic Roundtable meeting on March 19th & 20th

Quarter 2:

- Review of ATAC project invoices
- Provided preliminary traffic analysis of Hwy 18 at new development in Casselton
- Provided information to FHWA contractor regarding local TSMO efforts

Quarter 2:

- Nothing to report this quarter

Quarter 4:

- Reviewed future ATAC project scopes of work
- Participated in SMART Signals steering committee meeting on November 7th
- Attended Far-Moor SMART Signals System and TOC Planning meeting on November 7
- Researched ITS Regional Architecture proposal by ATAC

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## 409 GIS Management, Mapping & Graphics

***Status: 100% Complete***

Quarter 1:

- Assisted with coordination GIS request from city of Moorhead
- Assisted with GIS analyses for Metro COG internal projects
- Create existing conditions maps in GIS for West Fargo SRTS Plan
- Create an interactive map for the Dilworth Comprehensive Plan
- Create an interactive map for the West Fargo Safe Routes to School Plan
- Maintain, update and manage critical data sets to support the implementation of and development of required documents.
- Gather GIS data from local jurisdictions and the DOTs as needed
- Performance measures data collection and presentation to TTC and Policy Board
- Minnesota Federal Functional Classification update mapping
- Various mapping requests from staff
- General maintenance of GIS files

Quarter 2:

- Assisted with GIS analyses for Metro COG internal projects
- Wrote letter of support for former ATAC employee as requested
- Discussion with city of Casselton about ND Hwy 18
- Coordination with local partners on SS4A grant application
- Interactive map for the Dilworth Comprehensive Plan (Maintenance & Updates)
- Interactive map for the West Fargo SRTS Plan (Maintenance & Updates)
- Meeting with Metro COG staff and Moorhead GIS staff to discuss changes to Metro COG bike map app
- Supporting staff requests for mapping, graphics and other data management assistance
- Technical meeting with Moorhead GIS staff
- Dilworth Comp Plan Future Land Use Map
- FM Bike Map Web App Development

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- MN FFC Map for visualization and update of the FFC system
- Attending webinars, meetings and educational content to keep up to date with the latest technology
- Urban SDK training and check-in meetings

Quarter 3:

- Maintenance and updates to Interactive map for West Fargo SRTS Plan
- Meeting to discuss changes to Metro COG bike map app
- Mapping for various projects: FFC, TIP, Dilworth Comp Plan
- Data Management
- Gather GIS Data from Local, County, State, and National Sources
- Maintain updated GIS database
- Coordinating the GIS Committee Fall Meeting
- Urban SDK, Streetlight, and ESRI consultant access management
- Assisted with GIS analyses for Metro COG internal projects

Quarter 4:

- Meeting to discuss changes to Metro COG bike map app
- Embedding Bike Map App into website
- Tip Dashboard implementation
- Coordinated updates to GIS files with Metro COG GIS staff member
- Gathered GIS crash shapefiles for crash evaluation map
- Mapping for various projects: FFC, TIP, Dilworth Comp Plan
- Data Management
- Gathering GIS data from Local, County, State and National sources
- Maintain updated GIS database
- Coordinating the GIS Committee Fall Meeting
- Urban SDK, StreetLight and ESRI and consultant access management
- Assisted with GIS analyses for Metro COG internal projects

DRAFT

# 500 Transit Planning

| Task 500 | Transit Technical Assistance | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 69% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $21,007.13 | $14,532.03 | | |

**Objective:** To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

## 501 Transit Technical Assistance

***Status: 100% Complete***

Quarter 1:

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs
- Discuss TTC Bylaw amendment regarding MATBUS representation with MATBUS staff and with legal counsel
- Prepare TTC Bylaw amendment regarding MATBUS representation
- NDDOT/Metro COG/MATBUS coordination meeting with Becky Hanson via Teams
- Discussions with MATBUS and Metro COG staff regarding Remix software

Quarter 2:

- Meeting with Resource Connect on June 11 with additional follow-up
- Attended to miscellaneous transit technical assistance needs
- Researched nonprofit eligibility of 5310, 5307, & 5339 grants
- Discussions with MATBUS and Metro COG staff and Remix regarding activation of additional software module

Quarter 3:

- Work on Transit section of Metro Profile

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- Attend public hearing at the Fargo City Commission for the proposed MATBUS cuts
- Attend Fargo City Commission meeting for Proposed MATBUS cuts
- Composed meeting minutes for July, August, September special call, and September MATBUS meetings
- Attended to miscellaneous transit technical assistance needs
- Attended MATBUS Transit Development Plan project management meeting
- Attended various meetings with MATBUS staff on various transit planning issues

Quarter 4:

- Working on Transit section of Metro Profile
- Meeting minutes for the October, November, and December MCC meetings
- Coordinated grant question with Handi-Wheels and Metro COG staff
- Reviewed final draft of 2026-2030 MATBUS Transit Development Plan
- Attended various meetings with MATBUS staff on various transit planning issues
- Attended NDDOT Statewide Coordinated Public Transit Human Service Plan and Intercity Bus Plan meeting on October 29
- Attended to miscellaneous transit technical assistance needs

## 502 MATBUS Coordinating Board

***Status: 100% Complete***

Quarter 1:

- Prepared the agenda and packet materials for the January, February, and March MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Attend MCC meetings January 15th, February 19th, and March 19th
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on January 15, February 19, and March 19 in Metro COG's large conference room

Quarter 2:

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- Prepared the agenda and packet materials for the April and May MATBUS Coordinating Committee meetings (June meeting was cancelled)
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on April 16 and May 21 in Metro COG's large conference room (the June 18 MATBUS Coordination Committee meeting was cancelled)

Quarter 3:

- Prepare the agenda and packet materials for the July 16, August 20, Special call meeting on September 10th, and September 17th
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Review agendas for and attend MATBUS Coordination Committee meetings on July 16, August 20, September 10 (special call meeting) and September 17

Quarter 4:

- MCC Meetings on October 15th, November 19th, and December 17th
- Reviewed agendas for and attend MATBUS Coordination Committee meetings on October 15, November 19 and December 17
- Prepared the agenda and packet materials for the October, November, and December MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings

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# 600 Bicycle and Pedestrian Planning

| Task 600 | Bicycle & Pedestrian Planning | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 83% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $63,187.35 | $52,424.57 | | |

**Objective:** To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

## 601 Bicycle-Pedestrian Activities and Technical Assistance

***Status: 100% Complete***

Quarter 1:

- Finalization of Moorhead Safe Routes to School Plan
- Presentations to Moorhead City Council and Moorhead School Board on January 13
- Follow-up from Bicycle Friendly Communities designation
- Developed bylaws for Bicycle & Pedestrian Committee
- Reviewed Dilworth's MN safe routes to school infrastructure grant
- Technical assistance regarding ADA transition plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on January 14th and March 11
- Bicycle & Pedestrian Committee meeting on March 12
- Follow-up items from Bicycle & Pedestrian Committee meeting
- Updating the 2025 Pedestrian Count Report
- Collecting Bicycle and Pedestrian Data
- Creation of the new Fargo-Moorhead Bike map app in Arc-Online

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Quarter 2:

- Participated in downtown Fargo bike infrastructure tour with Strong Towns on May 8th
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Coordination of bicycle safety education materials
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo on May 13th
- Development of new online FM bikeway map
- Coordinated bicycle roundtable meeting with PeopleForBikes President
- Bicycle & Pedestrian Committee meeting on June 18th
- Helped Maintain Eco-Counters by validating data
- Assisted with the yearly Bike-Ped Count report

Quarter 3:

- Assist in maintaining Eco-Counters by validating data
- Put up/take down bike/ped counters for annual count report
- Assist with creation of the bike map app
- Attend Fargo-Moorhead Bicycle Roundtable meeting on July 23.
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo on July 8th
- Coordinated Fargo-Moorhead Bicycle Roundtable meeting for July 23rd
- Coordination of new FM bikeway map
- Provided best practices to West Fargo City Commissioner regarding bicycle ordinances
- Interview with Forum about pedestrian safety
- Presentation at Moorhead Town Hall on Aug 21st regarding Moorhead Safe Routes to School
- Development and advertisement of citizen representative application
- Fargo-Moorhead Bike Map Development and Presentation
- Attended Metro COG Fall Bike-Ped Committee meeting on Wednesday, September 24

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Quarter 4:

- Helped Maintain Eco-Counters by validating data
- Put up/Take down of Bike/Ped Counters for yearly count report
- Assist with creation of the Bike Map App
- Coordination of new physical FM bikeway map
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Correspondence with City of Fargo to discuss missing sidewalk on 13th Ave near I-29
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo
- Coordinated Bike/Ped Committee citizen rep applications and selection with selection committee
- Field visit to verify Moorhead SRTS projects
- Field visit to verify Fargo SRTS projects
- Development of Bike Map
- Reviewed materials regarding Complete Streets  programming of funds for Bike-Ped programs
- Met with oversight agencies regarding Complete Streets Program

## 602 Bicycle and Pedestrian Counts and Analysis

***Status: 100% Complete***

Quarter 1:

- Collecting bike/ped data
- Updated the 2024 Bike/Pedestrian Count Report
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters

Quarter 2:

- Reviewed 2025 Bike/Ped Count Report
- Review & documentation of quotes from vendors for automated bike/ped counters
- Research into bike/ped counters PL fund eligibility

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- Meeting with Metro COG staff regarding bike/ped counter purchase eligibility
- Collecting bike/ped data.
- Updating Pedestrian Count Report.
- Internal coordination on analysis for Count Report
- Preparing for and attending Bike Ped Committee Meeting
- Organizing and coordinating RFQ for pedestrian counters; coordination internally, with NDDOT, and with vendors.
- Assisting with the West Fargo Safe Routes to School site visits
- West Fargo Safe Routes to School Bike Rodeo Outreach Event
- Attending and presenting at the Bike/Ped Committee meeting on June 18th

Quarter 3:

- Download data and review video from counters
- Met with Eco Counter to discuss bike/ped counter purchase
- Replaced batteries in Metro COG bike/ped counters
- Coordination of annual bicycle/pedestrian counts
- Set up / picked up cameras for annual bike/pedestrian counts
- Preparing for and attending Bike Ped Committee Meeting on July 23,2025
- Organizing and coordination for pedestrian counters purchase. Coordination internally, with NDDOT, and with vendors.
- Attending the Bike/Ped Committee meeting on July 23,2025
- Attended various meetings with staff regarding purchase of Bike-Ped Counters

Quarter 4:

- Met with Eco Counter to discuss bike/ped counters
- Replaced batteries in bike/ped counters
- Set up new automated bike/ped counters
- Reviewed automated bike/ped counter data
- Attended various meetings with staff regarding purchase of Bike-Ped Counters
- Reviewed materials regarding Complete Streets programming of funds for Bike-Ped programs
- Met with oversight agencies regarding Complete Streets Program

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## 603 Heartland Trail Extension (Countywide Coordination – Clay County Portion)

***Status: 100% Complete***

This activity is separate from the Heartland Trail Study currently underway and expected to be completed in June 2025.

- Participated in Becker Co Heartland Trail coordination meeting

Quarter 3:

- Researched differences of state vs regional trail per request of Clay Co Commission
- Coordinated new Heartland Trail Task Force

Quarter 4:

- Coordinated membership of new Heartland Trail Task Force
- Held first Heartland Trail Task Force meeting on November 20th
- Analyzed alternative trail alignment per suggestion of Task Force

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## 604 West Fargo School District Safe Routes to Schools Plan Update (Year 1 of 2)

***Status: 100% Complete***

This SRTS project is led by Metro COG staff and expected to take two years to complete, due to the size of the West Fargo School District and the number of schools in the district.

Quarter 1:

- Project kickoff
- Created documentation
- Gathered existing conditions
- Developed PRZ maps
- Development of public/parent surveys

- Site observation coordination
- Study Review Committee meeting #1 on March 17th
- Coordination with West Fargo regarding project kick off
- Scheduling for on-site observations

Quarter 2:

- Development of public/parent outreach, notifications, and survey
- School site observations
- Meetings with school PTOs
- Development of public engagement materials
- Review of public comments
- Pop-up event at West Fargo Bike Rodeo on May 14th
- Document Creation
- Coordination with West Fargo and Harwood about marketing materials
- Conducted on-site observations for each of the schools
- Created materials for online public engagement (Interactive online map, Survey, etc)
- Created materials for in-person public engagement (Bike Safety Rodeo) on May 14th
- Developing observed challenges tables and maps
- Coordinated SRC #2 in Mid-July
- Presented to Parent teacher associations about the plan and public engagement opportunity
- Attended Chamber of Commerce presentation on May 6th entitled: Pulse of Crime: Safety, Perception, and Business Impact
- Review and discuss West Fargo SRTS scope of work and purchase memo for compliance with CS/SATO requirements and follow-up with MPO Liaison

Quarter 3:

- Ordered bicycle/pedestrian counters for West Fargo SRTS plan
- Documentation of observed challenges portion of report
- Coordinate with stakeholders about marketing material

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- Developed observed challenges tables and maps
- Developed Recommendations tables and maps
- Assisted with identifying lead agencies and prioritize each recommendation
- Held the SRC #2 in Mid-July
- Held the SRC #3 in Mid-September

Quarter 4:

- Document Development
- Developed/reviewed Safe Routes to School Maps
- Development of Existing Conditions pages
- Installed bike/ped counters for project data collection
- Picked up bike/ped counters for project data collection

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# 700 Local Planning Assistance

| Task 700 | Local Planning Assistance | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 18% | 75% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $77,321.83 | $13,971.39 | | |

**Objective:** Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

## 701 Agency Outreach

***Status: 100% Complete***

Quarter 1:

- No activities this quarter

Quarter 2:

- Participated in panel discussion as part of MnDOT Complete Streets training on June 25th
- Various meetings with local consulting firms, local jurisdictions and other organizations

Quarter 3:

- Submitted and coordinated presentation for ND Transportation Conference
- Provided letter of support to Hawley for MHFP grant application
- Meet with Fowiza at Immigrant Development Center in Moorhead

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Quarter 4:

- Coordinated presentation for ND Transportation Conference
- Interviewed by students at U of Minn about greenways studies
- Interview with FM Extra to discuss I-94/20th St Study and Rail Needs Study
- Attended public open house for West Fargo pedestrian bridge project
- Presentation of the Heartland Trail to the Optimist Club on Nov 5th
- Met with consultant to discuss upcoming UPWP projects (as requested by consultant)
- Wrote letter of support for Dilworth 4th Ave / 60th St grant application
- Responded to public records request from consultant asking for 2021 FM Metro Area-Wide Traffic Counts award information
- Met to discuss upcoming Clay Co Intergovernmental Retreat presentation
- Meetings with local consultants to review transportation development
- Coordinate presentations for Clay County Intergovernmental retreat

## 702 Local Planning Assistance

***Status: 100% Complete***

Quarter 1:

- Coordination with the City of Casselton regarding transportation funding sources for roadway improvements
- Presented to Strong Towns on January 8
- Attended to miscellaneous local planning assistance needs
- Discussion with MATBUS about service level
- Supporting Dilworth Comp Plan Project
- Various meetings with local consulting firms, local jurisdictions and other organizations
- Attend Dilworth Planning Committee Meeting
- Attend City Hall Meeting

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Quarter 2:

- Coordination with regional trauma and EMS regions with 2025 SS4A application for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs
- Planning assistance for the Dilworth Comprehensive Plan
- Attended Dilworth Future Land Use Planning Meetings

Quarter 3:

- Attend local planning commission meetings in Dilworth
- Education and Outreach efforts
- Followed up with 2025 SS4A application for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs
- Attended Big Sky Passenger Rail Authority meeting on train station development on Monday, August 11

Quarter 4:

- Document Creation
- Coordination with stakeholders
- Followed-up with 2025 SS4A application for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs

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# 800 General Administration

| Task 800 | General Administration | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 63% | 100% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $309,507.09 | $196,481.37 | | |

**Objective:** To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and report on activities of the agency. Includes estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

## 801 General Administration, Management, IT, and Secretarial

***Status: 100% Complete***

Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickhoff 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
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Regular and ongoing file maintenance and organization
- Scanned approved timesheets
- Update Monthly and Quarterly reports

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- Title VI Training Videos
- Attend to daily emails, voicemails, and document organization
- Updated Quarterly reports
- Timesheets
- Attended Staff meetings
- Organize files
- Regular and ongoing file maintenance and organization
- Exit Interview
- File organization
- Printer troubleshooting
- Completion of self-evaluation
- Quarterly report
- Timesheets
- Staff meetings
- Interviews for intern position
- Completed reference survey for past Metro COG employee
- IT assistance from Eide Bailly
- Completed self-evaluation
- Meeting to discuss future software subscriptions
- Installation of Windows 11
- Daily responses to emails and phone calls on a variety of subjects
- Regular and ongoing file maintenance and organization

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Management

- Various discussions and consultations with MPO liaison on various MPO topics
- Prepare for and facilitate bi-weekly staff meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet report for NDDOT reimbursement request

- Assemble and forward job descriptions and evaluation forms to Minot MPO Director and follow-up call to discuss in more detail
- Prepare powerpoint presentation for and attend FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination
- Attended MnDOT/Moorhead TH 10/75 Open House meeting at Hjemkomst Center on January 14
- Drafted and submitted response letter to NDDOT's letter regarding 2050 MTP Federal Findings
- Prepare latest 3C Agreement for Policy Board adoption
- Regular meetings with staff project managers for project status updates
- Prepare and process bi-weekly payroll
- Prepare and conduct annual employee evaluations
- Attended various passenger rail study meetings, both in-person and virtually
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Prepare and review formatting of Quarterly Reports for oversight agencies
- Review APTA Surface Transportation Re-Authorization Recommendations from MATBUS
- Attended West Fargo Growth Area Master Plan Open House on May 21st
- Various discussions and consultations with MPO liaison on various MPO topics
- Prepare agendas for and facilitate bi-weekly Metro COG staff meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet reports for NDDOT reimbursement requests
- Prepare and process bi-weekly payroll
- Regular meetings with staff project managers for project status updates
- Regular one-on-one check-in meetings with staff
- Completed annual performance evaluations
- Reviewed applications and interviewed candidates for Transportation Planning Intern position
- Completed annual performance evaluations

IT Management

- IT assistance from Eide Bailly for various computer and system issues
- Software application coordination
- Plotter training

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- Remix transit scheduling software application coordination
- Renew Firewall contract for 3 years
- Review various transportation and office software applications for annual budgeting, including Urban SDK
- IT assistance from Eide Bailly for various individual computer, software, and system issues
- Review various transportation and office software applications for annual budgeting, including StreetLight, Urban SDK, Remix-VIA and NPMRDS

## 802 Financial Budgeting and Tracking

***Status: 100% Complete***

- Revise and update time codes in timekeeping software for new year
- Attended NDDOT Indirect Rate Exit Interview meeting via Teams on January 2
- Review and approve bills and invoices for payment processing
- Various discussions and close coordination with MPO liaison on various MPO budgeting topics, especially 2024 End-of-Year Closeout preparation
- 2024 End-of-Year Closeout preparation; preparation and review of spreadsheets; comparison/analysis of budget and expenditures
- Review and approve purchase orders
- Review and approve monthly bank and credit card statements
- Renew Sam.gov entity registration; also updated administrator rights and other information
- Prepared and sent out invoices for local jursidictions' 2025 annual dues and 2025 local match for projects
- Review and approve monthly NDDOT reimbursement request packet
- Review and finalize updated Annual Report to NDDOT and FHWA
- Submittal of supplemental reimbursement requests for 2024 invoices and direct cost purchases
- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Prepare and submit NDDOT reimbursement requests
- Preparatios for 2024 annual audit the week of April 21
- Prepare and respond to auditor's questions and requests for information for 2024 annual audit

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- Preliminary budget presentation to Clay County Board of Commissioners on May 6th
- Respond to requests for information and materials from the NDDOT Financial Audit Office regarding Indirect Rate Review
- Provided Presentation to Clay County (MN) Commissioners Budget hearing on Tuesday, July 15
- Provided Presentation to Cass County (ND) Commissioners Budget Hearing on Wednesday, July 23
- Submitted revised Indirect Rate Request and copy of 2024 finanical audit report to NDDOT Financial Adit Office for Indirect Rate Review
- Review and approve bills and invoices for payment processing
- Respond to requests for information and materials from the NDDOT Financial Audit Office regarding Indirect Rate Review
- Research and review historical Metro COG cash flow issues
- Discussions with NDDOT regarding MnDOT FTA redistributed funding transfers and review of estimated End-of-Year Budget and Close-Out, as well as potential impacts on 2026 budget
- Renewed Metro COG's SAM.gov registration in late December and received electronic confirmation.

## 803 Professional Development, Education, and Training

***Status: 100% Complete***

- Attended National Highway Institute – Basics of Transportation Training
- Attended 2025 NDDOT Transportation Conference March 3-5
- Attended North Dakota Traffic Operations Roundtable March 19-20
- Attended Census Webinars
- Research development of dashboards and utilization of ArcGIS Online
- Researched 2025 training opportunities for staff
- Attended various webinars and training sessions for professional development and certificate maintenance
- Attended Bicycle Friendly Communities Workshop in Bismarck on May 21-22
- Participated in AASHTO Bike Guide webinar series
- Attended National Highway Institute – Basics of Transportation Training

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- Attended ITOP Short Course
- Attended GIS-T in Portland, connection with other GIS staff at various MPOs across the USA
- Census Webinars
- VertiGIS Transforming Transportation with GIS Webinar
- HSIP Webinar / AI and Safety Performance Monitoring
- Attended various webinars and training sessions for professional development and certificate maintenance
- Researched 2025 training opportunities for staff
- Attended TRB "Tools of the Trade" conference in Albuquerque June 23-25
- Attended AARP ND (Re) Legalizing Smaller and More Affordable Housing
- Attended MN MPO Workshop in Mankato July 30 – Aug 1
- Attend Census Webinar
- GIS-P Study, continuing education
- Attend FHWA Webinars
- Began CFR 200 on-line training courses through NHI/Blackboard on-line platform
- Attended TDM-CP online information session
- TDM-CP Certification information
- Participated in ND Traffic Roundtable meeting on Oct 13th & 14th
- Census Webinars
- Training with ArcGIS and ArcOnline
- Training courses for NHI Performance Measure
- Attended various webinars and training sessions for professional development and certificate maintenance
- Began 2 CFR 200 on-line training courses through NHI/Blackboard on-line platform

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# 900 Publications, Public Information, and Communications

| Task 900 | Publications, Public Information, and Communications | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 67% | 100% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $15,810.70 | $10,639.73 | | |

**Objective:** To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

## 902 Website and Social Media

***Status: 100% 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
- Produced social media materials for the West Fargo Safe Routes to School Plan
- Produced social media materials for the Dilworth Comprehensive Plan
- Review of website and list needed updates

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- Update project webpage for West Fargo Safe Routes to School
- Updated project webpage for West Fargo Safe Routes to School
- Updated project webpage for Dilworth Comprehensive Plan
- Update projects website updates
- 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

DRAFT

# 1000 Community Planning and Technical Assistance

| Task 1000 | Community Planning & Technical Assistance | | Percent Billed | Task Percent Complete |
|---|---|---|---|---|
| Task Start/End | 1/2025 | 12/2025 | 87% | 100% |
| Staff Hours | Programmed | Expended | | |
| 2025 | $20,569.70 | $17,842.20 | | |

**Objective:** To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

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## 1001 Cass-Clay Food Systems Advisory Commission

***Status: 100% Complete***

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

## 1002 Dilworth Comprehensive Plan Update (Year 1 of 1)

***Status: 100% Complete***

Quarter 1:

- Metro COG kicked off the Dilworth Comprehensive in February 2025. Activities that were completed in the first quarter of 2025 include: creation of project website, development of a public engagement plan, preparations for the first study review committee meeting on March 5, preparation and distribution of an online community input survey, development of an interactive comment map, preparation for a community open house, including media and community notifications, ongoing development of a

community profile, weekly internal coordination meetings, monthly staff meetings with Dilworth, and monthly updates with the Dilworth Planning Commission.

- Dilworth Comprehensive Plan Update Data Coordination

Quarter 2:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the second quarter of 2025 include: preparation of community notifications and materials for a community open house on April 24th, analyses and categorization of public comments received through community surveys and interactive comment map, development of community profile charts and graphs, initial analysis of recent transportation study recommendations, and development of a future land use map with assistance of Planning Commissioners and city staff.

Quarter 3:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the third quarter of 2025 include: analyses of public comments received, analysis of recent transportation study recommendations, and refinements of future land use map with assistance of Planning Commissioners and city staff. Coordinated with the city of Dilworth for data and developed the document. Attended the focus group meeting with planning commission.

Quarter 4:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the fourth quarter of 2025 include: review of goals and policies, refinements of future land use plan with assistance of Planning Commissioners and city staff, and public open house and public hearing for the comprehensive plan and future land use on December 3.

DRAFT

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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**To:** Policy Board
**From:** Adam Altenburg, AICP
**Date:** January 9, 2026
**Re:** **2026-2029 Transportation Improvement Program (TIP) Amendment 1**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a public meeting both in person and virtually on Thursday, January 15, 2026 at 4:00 PM to consider public comments regarding a proposed amendment to the 2026-2029 Transportation Improvement Program (TIP) for the FM metropolitan area.

The proposed amendment to the 2026-2029 TIP is as follows:

1. **Modification of Project 9220011:** NDDOT deck overlay, retrofit, selective grade and riprap of ND10E (2026). Moving project year from 2027 to 2026.
2. **New Project 9260062:** NDDOT asphalt overlay of ramps at I-29 Harwood Interchange (2026)
3. **Modification of Project 4240011:** Fargo reconstruction of 17th Avenue S (2026). Connecting original STBG-funded project with additional CRP funding
4. **New Project 4260063:** Fargo reconstruction of 17th Avenue S (2026). Adding additional CRP funding and connecting it to original STBG-funded project
5. **Modification of Project 4250014:** Fargo reconstruction of 1st Avenue N from 10th Street to Roberts Street (2027). Modifying project limits to extend from 10th Street N to 3rd Street N and incorporating project 4250015.
6. **Removal of Project 4250015:** Fargo reconstruction of 1st Avenue N from Roberts Street to 3rd Street N (2027). Removing of existing project and incorporating project funding and project limits with project 4250014.
7. **Removal of Project 3250022:** West Fargo construction of shared use path and pedestrian bridge across Sheyenne River at River's Bend (2026). Removal of existing project and federal funding.
8. **New Project 8251044:** MnDOT installation of electric vehicle charging station within one mile of Exit 22 on I-94 (2026).

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

**Requested Action:** Approve Amendment 1 to Metro COG's 2026-2029 Transportation Improvement Program (TIP).

# Agenda Item 3b Attachment 1

| Lead Agency | Metro COG ID State Number | Project Year | Project Location | Length | Project Limits From | Project Limits To | Project Description | Improvement Type | Total Project Cost | Federal Revenue Source | Federal Revenue | State Revenue | Local Revenue |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Amendment 1 - 2026-2029 Metro COG TIP<br>New and existing projects with changes | | | | | | | | | | | | | |
| NDDOT | 9220011<br>23774 | ~~2027~~<br>2026 | ND 10E | | 4 Miles East of ND 18 | | Deck Overlay, Rail Retrofit, Selective Grade, Riprap | Rehabilitation | $132,128 | Non NHSS | $106,931 | $25,197 | |
| NDDOT | 9260062<br>24812 | 2026 | I-29 | | Harwood Interchange | | Asphalt Overlay | Rehabilitation | $541,000 | IM | $486,900 | $51,400 | |
| City of Fargo | 4240011<br>24237 | 2026 | 17th Ave S | | 25th St S | University Dr | Reconstruction of 17th Ave S in Fargo (Connected to 4260063) | Reconstruction | $9,960,000 | STBG | $5,400,000 | | $4,560,000 |
| City of Fargo | 4260063<br>24237 CRP | 2026 | 17th Ave S | | 25th St S | University Dr | Reconstruction of 17th Ave S in Fargo (Connected to 4240011) | Reconstruction | $808,750 | CRP | $647,000 | | $161,750 |
| City of Fargo | 4250014<br>24430 | 2028 | 1st Avenue N | | 10th Street N | ~~Roberts Street~~ 3rd Street North | Reconstruction of 1st Avenue North | Reconstruction | ~~$13,634,516~~<br>$23,434,324 | STBG | ~~$5,613,716~~<br>$10,693,894 | | ~~$8,020,800~~<br>$12,740,430 |
| MnDOT | 8251044<br>8824-260 | 2026 | I-94 | | Within 1 Mile of Exit 22 | | **NEVI**DISTRICTWIDE INSTALL NEVI CHARGING STATION WITHIN 1 MILE FROM EXIT 22 ON I-94 | New Construction | $658,149 | Not Applicable (Non SRC SF) | | $519,938 | $138,211 |
| Amendment 1 - 2026-2029 Metro COG TIP<br>Removal of existing projects | | | | | | | | | | | | | |
| ~~City of Fargo~~ | ~~4250015<br>24430~~ | ~~2028~~ | ~~1st Avenue N~~ | | ~~Roberts Street~~ | ~~3rd Street North~~ | ~~Reconstruction of 1st Avenue North~~ | ~~Reconstruction~~ | ~~$9,799,808~~ | ~~STBG~~ | ~~$5,080,178~~ | | ~~$4,719,630~~ |
| ~~City of West Fargo~~ | ~~3250022<br>24260~~ | ~~2026~~ | ~~River's Bend Area~~ | | ~~Sheyenne Street~~ | ~~23rd Avenue South~~ | ~~Construction of a shared use path and pedestrian bridge crossing the Sheyenne River.~~ | ~~New Construction~~ | ~~$1,070,000~~ | ~~CRP~~ | ~~$746,536~~ | | ~~$323,464~~ |

METROCOG Fargo-Moorhead Metropolitan Council of Governments

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**To:** Policy Board members
**From:** Ben Griffith, AICP, Executive Director
**Date:** January 9, 2025
**Re:** **Approval of Metro COG 2025 UPWP Amendment #1**

Metro COG staff was recently informed that certain funding amounts have changed for various reasons and that in order for us to begin our year-end close-out, an amendment to the CPG Contract would be required, which necessitates the need for an amendment to Metro COG's 2025 UPWP (Unified Planning Work Program). There will be an overall reduction of $38,849.79 in CPG funds. There will also be a slight increase in funds in 2026, which means the 2026 UPWP must now be amended, along with the 2026 NDDOT CPG Contract.

Primary changes are required to Figure 9, the table detailing the sources and amounts of the various CPG funds, Figure 10, the table detailing the numbers of staff hours and funding amounts per program task section, and some specific verbiage added to the text in Section 600 for Bicycle and Pedestrian Planning regarding the use and expenditure of Complete Streets funds. A more detailed explanation will be provided at the Policy Board meeting.

The draft 2025 UPWP Amendment document may be found on the Metro COG website at the following location:

https://fmmetrocog.org/application/files/4817/6799/8821/Metro_COG_2025_UPWP_Amendment_1-9-2026.pdf

**Requested Action:** Approval of Metro COG's 2025 Unified Planning Work Program & Budget, with the inclusion of any minor revisions required by oversight agencies.

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**To:** Policy Board members
**From:** Ben Griffith, AICP, Executive Director
**Date:** January 9, 2026
**Re:** **2025 NDDOT CPG Contract Amendment**

Due to the decreased amount of 2025 CPG (Consolidated Planning Grant) funds from NDDOT, Metro COG and NDDOT must amend the 2025 CPG Contract for Metro COG's 2025 UPWP (Unified Planning Work Program) to reflect the adjusted amount by $38,849.79 from the original funding amount of $1,720,254.33 to $1,681,904.54. For this reason, Metro COG must first amend the 2025 UPWP to reflect the new "actual" amount, so we can begin our 2025 year-end close-out.

Approval of the 2025 CPG Contract Amendment must follow the approval of the 2025 UPWP Amendment, hence the placement of this item immediately following UPWP Amendment Item 3c.

**Requested Action:** Approval of the 2025 NDDOT CPG Contract Amendment and authorization for the Policy Board Chair and Executive Director to execute said document when it is made available for signature.

**North Dakota Department of Transportation**

**AMENDMENT TO CONTRACT NO. 38241564**

**Project No. CPG-2025(003)**

THIS AMENDMENT to the above-referenced contract is entered into by and between the State of North Dakota, acting through its Director of Transportation, hereinafter known as NDDOT, whose address is 608 East Boulevard Avenue, Bismarck, North Dakota 58505-0700, and Fargo-Moorhead Metropolitan Council of Governments, hereinafter known as the Contractor, whose address is Case Plaza Suite 232, One Second Street North, Fargo, North Dakota 58102.

WHEREAS, the parties entered into a contract on December 10, 2024; and

WHEREAS, A portion of 2025 MN FTA funds were removed from this contract to be added to contract number 38251326; and

NOW THEREFORE, the Contractor and NDDOT agree that the "Total Amount of Federal Funds Obligated to the subrecipient" is now $1,681,904.54; the "Total Federal Award" becomes $2,102,380.68 including local match; Section 3 "Compensation" will now be $1,681,904.54.

DRAFT

All other terms and conditions of the above-referenced contract are incorporated herein by reference and remain in full force and effect.

EXECUTED the date last below signed.

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

To be signed by **Owner**; **Partner**; **Corp. Pres**., **Vice Pres**., or **other authorized Corp. Officer**. (If signed by other authorized Corp. Officer, please attach copy of Power of Attorney or other documentation showing authority to sign.)

CONTRACTOR:

COMPANY NAME

OFFICER'S NAME (TYPE OR PRINT)

SIGNATURE

TITLE

DATE

WITNESS:

NAME (TYPE OR PRINT)

SIGNATURE

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION

DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

APPROVED as to substance by:

DIVISION DIRECTOR (TYPE OR PRINT)

SIGNATURE

DATE

DRAFT

CLA 52494 (Div. 06)
L.D. Approved 5-19-00; 5-03

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**To:** Policy Board
**From:** Adam Altenburg, AICP
**Date:** January 9, 2026
**Re:** **SS4A Rural Midwest Trauma BloodSync Network Grant Award**

Late last spring, USDOT announced a Notice of Funding Opportunity (NOFO) for grant funding of projects furthering the work of organizations and agencies that had previously utilized SS4A (Safe Streets and Roads For All) grant funding. The SS4A program funds regional, local, and Tribal initiatives through grants to prevent roadway fatalities and serious injuries. Metro COG applied for and received SS4A grant funds in 2023 to develop the Regional Comprehensive Safety Action Plan, adopted by the Policy Board in November 2024.

When USDOT announced the NOFA last year, Metro COG encouraged local jurisdictions to apply for SS4A grant funding for implementation projects and stated they would be available to assist with any grant applications. While Metro COG did not hear from local jurisdictions, MnDOT's Toward Zero Deaths Program Coordinator and Sanford Ambulance reached out about a potential regional rural traffic safety post-crash care project. This type of project is in line with the SS4A program, which encourages collaborative safety partnerships with healthcare providers and timely access to healthcare and medical services when crashes occur. Metro COG was sought out to help with the grant application because it was an eligible bi-state applicant that could serve both North Dakota and Minnesota, where the project was envisioned taking place.

The application that was submitted was for a Rural Midwest Trauma BloodSync Network. This project would enhance Metro COG's Comprehensive Safety Action Plan for rural North Dakota and west-central Minnesota by creating a regional blood-sharing network to ensure low-titer O+ whole blood or liquid plasma access within 30 minutes, delivering ArcGIS hot-spot mapping, an emergency medical services routing dashboard, feasibility studies, and four 10-month pilots to reduce time-to-transfusion and inform Action Plan Updates. Funding for the $1.2 million project would include $960,000 in federal funding from the SS4A program and a $240,000 non-federal match and in-kind contributions from Vitalant, Sanford Health, Essentia Health, Minnesota's Northwest and West Central EMS regions, North Dakota's trauma regions, and other state and local sources.

Metro COG was notified that the project was awarded $960,000 on December 23. The next step will be to negotiate and execute a grant agreement with the Federal Highway Administration (FHWA) in the coming weeks. It is expected that Metro COG's role in this project would primarily be administrative by facilitating the grant agreement, assisting with reimbursement requests and reporting requirements, and provide guidance on developing an EMS routing dashboard (based on Metro COG's experience developing the Safety Action Plan Dashboard). The majority of planning activities for this project would be overseen by a multijurisdictional taskforce (ND trauma regions, MN Northwest and West Central EMS regions, Vitalant, Sanford, Essentia, and Sanford Ambulance).

**Requested Action:** Accept the grant award for the SS4A Rural Midwest Trauma BloodSync Network project.