

Agenda Item 1c, Attachment 1

**557th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, August 16, 2018 – 4:00 pm
 Metro COG Conference Room**

Members Present:

| | | |
|--------|------------|---|
| Roger | Buscher | Moorhead Planning Commission |
| Brenda | Elmer | Moorhead City Council (via telephone) |
| Shara | Fischer | Fargo Planning Commission |
| John | Gunkelman | Fargo Planning Commission |
| Jim | Haney | Clay County Commission (alternate for Jenny Mongeau) |
| John | Koerselman | Horace City Commission |
| Brad | Olson | West Fargo City Commission |
| Chad | Peterson | Cass County Commission (alternate for Arland Rasmussen) |
| Dave | Piepkorn | Fargo City Commission |
| Kevin | Spaulding | Dilworth City Council |
| John | Strand | Fargo City Commission |
| Scott | Stofferahn | Fargo Planning Commission (alternate for Rocky Schneider) |

Members Absent:

| | | |
|--------|-----------|----------------------------|
| Tony | Gehrig | Fargo City Commission |
| Steve | Gehrtz | Moorhead City Council |
| Eric | Gjerdevig | West Fargo City Commission |
| Tony | Grindberg | Fargo City Commission |
| Jenny | Mongeau | Clay County Commission |
| Arland | Rasmussen | Cass County Commission |
| Rocky | Schneider | Fargo Planning Commission |

Others Present:

| | | |
|---------|------------|------------------------|
| Adam | Altenburg | Metro COG |
| Luke | Champa | Metro COG |
| Dan | Farnsworth | Metro COG |
| Cindy | Gray | Metro COG |
| Savanna | Leach | Metro COG |
| Michael | Maddox | Metro COG |
| Anna | Pierce | Metro COG |
| Michael | Rietz | City of Barnesville |
| Bob | Walton | NDDOT – Fargo District |
| Jamie | Wark | SRF Consulting |

****Both Chair Rasmussen and Vice Chair Mongeau were absent from the meeting. Dave Piepkorn was voted to be the temporary chair for the meeting.**

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on August 16th, 2018 by Temporary Chair Piepkorn, noting a quorum was present. Introductions were made.

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

Temporary Chair Piepkorn asked for approval for the overall agenda. Ms. Gray asked that three items be added to the agenda, to be discussed after agenda item 2g.

MOTION: Approve the contents of the Overall Agenda of the 557th Policy Board Meeting, with added items discussed.

Mr. Peterson moved, seconded by Mr. Gunkelman.

MOTION, passed. 12-0.

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Temporary Chair Piepkorn asked for approval of the Minutes of the July 19, 2018 Meeting. Mr. Olson noted that his name was spelled incorrectly.

MOTION: Approve the July 19, 2018 Policy Board Meeting Minutes.

Mr. Gunkelman moved, seconded by Ms. Fischer.

MOTION, passed. 12-0.

Motion carried unanimously.

1d. Monthly Bills, approved

Temporary Chair Piepkorn asked for approval of the August 2018 Bills as listed on Attachment 1.

MOTION: Approve the August 2018 Bills List.

Mr. Strand moved, seconded by Mr. Spaulding.

MOTION, passed. 12-0.

Motion carried unanimously.

2. REGULAR AGENDA

2a. Public Comment Opportunity

No public comments were made or received.

No MOTION

2b. Moorhead ADA Transition Plan

Mr. Altenburg introduced Jamie Wark from SRF to present the final draft of the Moorhead ADA Transition Plan. There were questions regarding how private firms will be affected in terms of compliance, and also how Metro COG can play a role in providing ADA information to jurisdictions, as the regulations are constantly changing.

MOTION: Approve the Moorhead ADA Transition Plan, pending final approval by the Moorhead City Council.

Mr. Peterson moved, seconded by Mr. Koerselman.

MOTION, passed. 12-0.

Motion carried unanimously.

2c. Administrative Modification to 2017-2018 UPWP Amendment #8

Ms. Gray presented an administrative modification to the 2017-2018 UPWP Amendment #8. The city of Moorhead has decided to drop the 30th Avenue S Study, freeing up \$60,000 in CPG funding. The proposed modification moves \$40,000 to the Fargo Safe Routes to School (SRTS) plan study, and \$20,000 to the 76th Avenue S Corridor Study. NDDOT will allow this modification, pending Policy Board decision.

MOTION: Policy Board approval of an Administrative Modification to eliminate the 30th Avenue S study in Moorhead and reallocate the funds previously designated for this project to the Fargo SRTS Plan for \$50,000, and the 76th Avenue S Corridor study for \$25,000.

**Mr. Gunkelman moved, seconded by Mr. Spaulding.
MOTION, passed. 12-0.
Motion carried unanimously.**

2d. Fargo Safe Routes to School Plan RFP

Mr. Farnsworth presented the Fargo Safe Routes to School (SRTS) plan RFP.

**MOTION: Approve the Fargo Safe Routes to School Plan RFP with a proposed budget of \$200,000.
Mr. Spaulding moved, seconded by Mr. Haney.
MOTION, passed. 12-0.
Motion carried unanimously.**

2e. 76th Avenue S Corridor Study RFP

Mr. Maddox presented the 76th Avenue S Corridor Study RFP. The RFP includes interests from Cass County, the city of Fargo, and the city of Horace. The money allocated from the Administrative Modification will provide more focus on robust scenario planning, modeling, and future visioning.

**MOTION: Approval of the draft 76th Avenue S Corridor study RFP, pending comment from NDDOT.
Mr. Strand moved, seconded by Mr. Haney.
MOTION, passed. 12-0.
Motion carried unanimously.**

2f. 2017-2020 TIP Amendment #8

Mr. Maddox presented amendment #8 to the 2017-2020 TIP. The NDDOT is still operating on the 2017 TIP, instead of developing a new one for 2018. Metro COG is currently developing its new TIP, the 2019-2022 document, but the projects listed will be bid within the next couple of months. To be safe, NDDOT is making sure that the projects in the current operable TIP reflect the current costs figures and construction timing.

**MOTION: Policy Board approval of Amendment #8 to the 2017-2020 TIP.
Mr. Buscher moved, seconded by Ms. Fischer.
MOTION, passed. 12-0.
Motion carried unanimously.**

2g. US10/75 Consultant Selection and Contract

Mr. Maddox presented the US10/75 Consultant Selection and Contract. There was a question in regards to the responsibility of the local match. Mr. Maddox said that MnDOT will be responsible for the local match, and asked MnDOT to document that pledge in writing for Metro COG's records.

**MOTION: Policy Board approval of the consultant selection and enter into contract with SRF Consulting Group for the completion of the US10/75 Corridor study, and; Policy Board authorization of the Chair to sign the MnDOT Joint Powers Agreement.
Mr. Haney moved, seconded by Ms. Elmer.
MOTION, passed. 12-0.
Motion carried unanimously.**

***Agenda Revised added updates discussion and action added here**

Printer Contract

Ms. Gray explained that the current printer contract with Laser Systems is due to expire at the end of 2018. Staff provided a new contract with Liberty Business to start January of 2019. Mr. Strand asked the difference between leasing and buying outright. Ms. Gray explained that it was not budgeted to buy outright, and leasing will also provide maintenance, supplies, and parts as needed.

MOTION: Approve the contract with Liberty Business for a 60-month printer lease.

Mr. Olson moved, seconded by Mr. Gunkelman.

MOTION, passed. 12-0.

Motion carried unanimously

Internet Provider Contract

Ms. Gray explained that Metro COG is currently month-to-month with 702 Communications for internet and telephone service. Staff would like to switch providers to Midcontinent for internet/phone service, as there is a significant savings in costs, as well as better service. The phone system will be upgraded to VoIP, which uses high-speed internet for communications, rather than the current POTS (plain old telephone system).

MOTION: Approve the 3-year contract with Midcontinent to provide internet/phone service to Metro COG.

Mr. Gunkelman moved, seconded by Mr. Peterson.

MOTION, passed. 12-0.

Motion carried unanimously

Phone Hardware Purchase

Ms. Gray reminded the board that they approved a phone upgrade purchase with Amendment #6 to the 2017-2018 TIP. Network Center Communications will provide quality hardware, software, installation, and assurance under the budget.

MOTION: Approve the purchase of a new agency phone system from Network Center Communications.

Mr. Haney moved, seconded by Mr. Koerselman.

MOTION, passed. 12-0.

Motion carried unanimously

2h. Metro COG Website Launch

Ms. Pierce provided an update on the upcoming launch of Metro COG's new website, set for early September. The board asked for a list of agency acronyms to be included on the site.

No MOTION

2i. Salary Grade Discussion

Ms. Gray explained that Mr. Altenburg has worked for Metro COG since 2014 as the Community and Transportation Analyst. Mr. Altenburg is currently at Grade 13/Step 5, which is the same Grade as Ms. Pierce, whose title is Assistant Planner. Mr. Farnsworth has worked a similar length of time in the Agency, and doing similar work, but is at Grade 15. Based on experience and current responsibility, Ms. Gray and the Executive Committee recommend regrading Mr. Altenburg to a grade 15/Step 1. Ms. Gray provided budgeting information as to where funding for this decision will come from; explaining that, due to

staffing shortages and open positions for long amounts of time, there is money in the 2018 budget for this pay increase.

MOTION: Approve the regrade and pay increase of Adam Altenburg.

Mr. Koerselman moved, seconded by Ms. Fischer.

MOTION, passed. 12-0.

Motion carried unanimously.

3. Additional Business

No additional business.

4. Adjourn

The 557th Meeting of the FM Metro COG Policy Board held Thursday, August 16, 2018 was adjourned at 5:30 pm.

5. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD September 20, 2018, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary