

# Agenda Item 1c, Attachment 1

**558<sup>th</sup> Policy Board Meeting  
Fargo-Moorhead Metropolitan Council of Governments  
Thursday, September 20, 2018 – 4:00 pm  
Metro COG Conference Room**

**Members Present:**

Brenda	Elmer	Moorhead City Council
Steve	Gehrtz	Moorhead City Council
Eric	Gjerdevig	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
John	Koerselman	Horace City Commission
Brad	Olson	West Fargo City Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Kevin	Spaulding	Dilworth City Council

**Members Absent:**

Roger	Buscher	Moorhead Planning Commission
Shara	Fischer	Fargo Planning Commission
Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
John	Strand	Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Jason	Benson	Cass County
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Bob	Walton	NDDOT – Fargo District

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

The meeting was called to order at 4:00 pm, on September 20, 2018 by Chair Rasmussen noting a quorum was present. Introductions were made.

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

Chair Rasmussen asked for approval for the overall agenda. Mr. Schneider asked that item 2e be moved to the Regular Agenda as item 3g.

**MOTION: Approve the contents of the Overall Agenda of the 558<sup>th</sup> Policy Board Meeting, with amended items.**

**Mr. Spaulding moved, seconded by Ms. Elmer.**

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Rasmussen asked for approval of the Minutes of the August 16, 2018 Meeting.

**MOTION: Approve the August 16, 2018 Policy Board Meeting Minutes.  
Mr. Gunkelman moved, seconded by Mr. Spaulding.  
MOTION, passed. 9-0.  
Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Rasmussen asked for approval of the September 2018 Bills as listed on Attachment 1.

**MOTION: Approve the September 2018 Bills List.  
Mr. Schneider moved, seconded by Ms. Elmer.  
MOTION, passed. 9-0.  
Motion carried unanimously.**

**2. CONSENT AGENDA**

**Chair Rasmussen asked for approval of Items a-f on the Consent Agenda.**

- a. August 2018 End of Month Report
- b. Transit Asset Management Resolution of Support
- c. ATAC Master Agreement
- d. 2017 Audit Financial Report
- e. Response to Draft Supplemental Environmental Impact Statement (DSEIS) for the Fargo-Moorhead Flood Risk Management Project  
**(Moved to Regular Agenda, Item 3g)**
- f. Final Draft 2019-2022 TIP

**MOTION: Approve Items a-f on the Consent Agenda.  
Mr. Gunkelman moved, seconded by Mr. Spaulding.  
MOTION, passed  
Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

**No MOTION**

**3b. Horace Comprehensive and Transportation Plan**

Mr. Altenburg presented the Horace Comprehensive and Transportation Plan RFP. The project has a not-to-exceed budget of \$160,000, with a proposed cost split of 50% CPG/50% Horace local share.

**MOTION: Approve the RFP for the Horace Comprehensive and Transportation Plan  
Mr. Gehrtz moved, seconded by Mr. Gunkelman.**

**MOTION, passed. 9-0.**  
**Motion carried unanimously.**

**3c. MATBUS Transit Authority Study**

Mr. Maddox presented the MATBUS Transit Authority Study RFP. The study will analyze MATBUS's current and future financial situation, delve into the cost/benefits of alternate funding schemes, study local government effects, and help MATBUS realize and implement the recommendations of the analysis.

**MOTION: Approve the RFP for the MATBUS Transit Authority Study**  
**Mr. Spaulding moved, seconded by Mr. Schneider.**

**MOTION, passed. 9-0.**  
**Motion carried unanimously.**

**3d. F-M Metro Bikeways Gap Analysis RFP**

Mr. Farnsworth presented the F-M Metro Bikeways Gap Analysis RFP. Participating jurisdictions are the cities of West Fargo, Fargo, Moorhead, and Clay County, with a budget not to exceed \$150,000.

**MOTION: Approve the RFP for the F-M Metro Bikeways Gap Analysis, and proposed local share funding split.**

**Mr. Schneider moved, seconded by Mr. Olson.**

**MOTION, passed. 9-0.**  
**Motion carried unanimously.**

**3e. Administrative Policies and Procedures Revision**

Ms. Gray presented proposed changes to the Administrative Policies and Procedures. Currently, the policy contains conflicting language regarding who has authorization to sign contracts. Suggested clarifications allow either the Executive Director or the Policy Board Chair to sign contracts for services approved by the Policy Board. Ms. Gray explained that upon the Executive Committee's review of the proposed clarifications, the Committee recommended amending the amount of contracts for which the Executive Committee has authority to approve contracts from \$30,000 to \$50,000 or less for work or services within an approved UPWP. Other recommended changes to the policy clarify that the Executive Director's authority to execute service agreements up to \$1,500 for services performed by Metro COG staff pertain to planning, programming, and administrative services.

**MOTION: Approve the proposed changes to Section 2.04 Contracts, of the Administrative Policies and Procedures, pending NDDOT approval.**

**Mr. Olson moved, seconded by Mr. Koerselman.**

**MOTION, passed. 9-0.**  
**Motion carried unanimously.**

**3f. 2018 Bicycle & Pedestrian Count Report**

Mr. Farnsworth presented the 2018 Bicycle and Pedestrian Count Report.

**No MOTION**

**3g. \*\*Item moved from Consent Agenda item 2e.**

**Response to Draft Supplemental Environmental Impact Statement (DSEIS) for the Fargo-Moorhead Flood Risk Management Project.**

Ms. Gray brought forward a Draft Supplemental Environmental Impact Statement (DSEIS) for proposed Plan B of the Fargo-Moorhead Flood Risk Management Project (also known as the Fargo-Moorhead Area Diversion Project) as released by the Minnesota Department of Natural Resources. Ms Gray explained that the Executive Committee recommended that Metro COG respond stating that Metro COG wishes to continue coordinating with the FM Area Diversion Authority on transportation-related elements of the Diversion. Discussion included whether or not a letter is necessary, but ultimately, Policy Board members expressed that a letter of support for the project should be provided from Metro COG in response to the DNR. Commissioner Schneider, Commissioner Gunkelman, and Councilman Gehrtz volunteered to review draft wording of such a response.

**Motion: Draft letter in support of the current plan of the Draft Supplemental Environmental Impact Statement (DSEIS) for the Fargo-Moorhead Flood Risk Management Project.**

**Mr. Gehrtz moved, seconded by Ms. Elmer.**

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

**\*Mr. Gehrtz left the building at 5:35 pm**

**4. Additional Business**

Ms. Gray updated the Policy Board on the status of the office-remodeling project budgeted for 2019 and provided a reminder that a remodel committee would be called upon soon for input.

**5. Adjourn**

**MOTION: Adjourn the 558<sup>th</sup> Meeting of the FM Metro COG Policy Board**

**Mr. Koerselman moved, seconded by Mr. Spaulding.**

**MOTION, passed. 8-0.**

**Motion carried unanimously.**

The 558<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, September 20, 2018 was adjourned at 5:35 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD Thursday, October 18, 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