

**491st Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, November 8, 2018 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
Hali	Durand	Clay County Planning
Cindy	Gray	Metro COG
Jeremy	Gorden	City of Fargo Transportation Engineering
Erik	Hove	Clay County Engineering (alternate for David Overbo)
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Kyle	Litchy	Cass County Highway (alternate for Jason Benson)
Aaron	Nelson	Fargo City Planning
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Dustin	Scott	City of West Fargo Engineering
Tim	Solberg	City of West Fargo Planning
Stan	Thurlow	City of Dilworth Planning
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Wolter	Freight Representative, Midnite Express

Members Absent:

Kristie	Leshovsky	City of Moorhead Planning/Zoning
David	Overbo	Clay County Engineering
Brit	Stevens	NDSU – Transportation Manager

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
James	Dahlman	Interstate Engineering/City of Horace
Dan	Farnsworth	Metro COG
Ryan	Frolek	Moore Engineering
Austin	Gruebele	Red River Valley & Western Railroad
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG
Kshitij	Sharma	NDSU/UGPTI/ATAC
Jordan	Smith	MATBUS
Steven	Wahler	Bolton & Menk
Kyle	Wieler	HDR

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on November 8, 2018 by Chair Gray. A quorum was present.

2. Approve the 491st TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the 491st TTC Meeting Agenda. Ms. Gray asked that Agenda Item 9 (2019-2020 UPWP) be moved in front of Agenda Item 5, as Mr. Benson will need to leave early.

Motion: Approve the 491st TTC Meeting Agenda.

Mr. Thurlow moved, seconded by Mr. Atkins.

MOTION, PASSED.

Motion carried unanimously.

3. APPROVE October 11, 2018 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the October 11, 2018 TTC Meeting Minutes.

Motion: Approve the October 11, 2018 TTC Minutes.

Mr. Wolter moved, seconded by Mr. Benson.

MOTION, PASSED. 16-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

****Agenda Item 9: 2019-2020 Unified Planning Work Program**

Ms. Gray presented the draft version of the 2019-2020 Unified Planning Work Program Mr. Gorden asked why the Red River Greenway study was not included in the list of projects. Mr. Atkins reminded Mr. Gorden that since Moorhead recently completed a river corridor study, the Bike Gap Analysis Study was presented as an alternative. Mr. Gorden asked that the Greenway Study be included in a future project list.

Mr. Benson mentioned an added project 200-216: FM Diversion Rec Plan. Ms. Gray noted that with a unused budget associated with a current contract and an adjustment to the budget of a 2020 project (Moorhead 17th Street Study) there would be enough CPG funds to add this study, with a local match to be provided by the Diversion Authority. This study focuses on preparation of a plan for a greenway, trail, and other recreational features along the FM Diversion. Committee discussion questioned why this project was added, when there were other projects previously discussed and prioritized that were not considered. Ms. Gray responded that this would be completely budget neutral for the jurisdictions, as the Diversion Authority would be covering the local match. Mr. Benson added that the Policy Board has been eager to include Metro COG as an influential voice with the Diversion Authority, and this project is a step in that direction.

Ms. Gray introduced Mr. Sharma from NDSU's ATAC. In the 2017-2018 UPWP, there was an item for Intersectional Traffic Counting. The project was never initiated, but the budget amount was \$38,000. It remained at that amount as part of the amendments approved in early 2018, and was, therefore, carried over into this new UPWP as a \$38,000 project. ATAC has indicated a need to increase the budget to both enlarge it, and to account for increased costs such as salary rates. Ms. Gray explained that this change never carried through to local matches in the past. To keep this budget-neutral for the time

being, only \$38,000 can be carried over into the 2019-2020 UPWP. Discussion included the desirability of the project, and how to utilize the lower budget as economically possible.

Motion: Favorable recommendation to the Policy Board of the 2019-2020 UPWP approval, with any pending TTC comments being forwarded along to Policy Board.

Mr. Solberg moved, seconded by Mr. Atkins.

MOTION, PASSED. 16-0.

Motion carried unanimously.

*Mr. Benson left the meeting; Mr. Litchy sat in as his alternate.

5. F-M Bikeways Gap Analysis Consultant Selection

Mr. Farnsworth presented Toole (with Bolton & Menk sub) as the highest-ranking firm. KLJ, SRF, and Vireo also proposed on this project. The cost proposal came in at \$149,959, under the project budget of \$150,000.

Motion: Recommend Policy Board approval of Metro COG entering into contract negotiations with Toole Design for the FM Metro Bikeways Gap Analysis.

Ms. Lipetzky moved, seconded by Mr. Gorden.

MOTION, PASSED. 16-0.

Motion carried unanimously.

6. Horace Comprehensive and Transportation Plan Consultant Selection

Mr. Altenburg Presented Stantec (with Land Elements sub) as the highest-ranking firm. KLJ, SRF, and WSB also proposed on this project. The cost proposal came in at \$159,974.04. This study is both Comprehensive and Transportation, so the local match to CPG will be 50/50.

Motion: Recommend Policy Board approval of the contract with Stantec to complete the Horace Comprehensive and Transportation Plan, pending contract negotiations, to finalize the scope and fee, and the development of a final contract document.

Mr. Sahr moved, seconded by Mr. Solberg.

MOTION, PASSED. 16-0.

Motion carried unanimously.

7. Amendment to MATBUS Transit Facility Analysis and Development Study

Mr. Maddox presented a proposed schedule extension to the MATBUS Transit Facility Analysis and Development Study. KLJ has asked for a contract extension for the project, staff is willing to allow the extension under conditions of expected Public Participation dates, document and presentation dates, and final billing cutoffs.

Motion: Recommendation of approval of the schedule extension, inclusive of the aforementioned conditions, for the MATBUS Transit Facility Analysis and Development Strategy to the Policy Board.

Ms. Van Beek moved, seconded by Mr. Thurlow.

MOTION, PASSED. 16-0.

Motion carried unanimously.

8. Fargo/West Fargo Parking & Access Requirement Study Final Report

Mr. Maddox presented the Fargo/West Fargo Parking and Access Requirement Study Final Report. Mr. Maddox apologized for not having a draft of the report available, as he

was waiting for final comments. There is currently a draft of the pre-comment version on the Metro COG website. Mr. Maddox highlighted the recommendations and study findings of the final report through presentation. Ms. Van Beek asked that transit friendly features and accommodations be specifically called out in the report graphics. The group agreed with this and discussed the report recommendations further. TTC members indicated a very positive response to this study and its future use and application and asked if they would be able to use the study as a reference even if they weren't part of the project. Mr. Maddox responded that anyone in the metro area should feel free to use the study as a reference. Members of the project SRC also indicated a desire to spend a little more time reviewing and commenting on the document. Mr. Maddox stated there is no need to adopt the document at this meeting, and that it can be tabled until December.

Motion: Table until next month.

Mr. Gorden moved, seconded by Mr. Nelson.

MOTION, PASSED.16-0.

Motion carried unanimously.

9. High Tension Guardrail Projects

Mr. Johnson presented on the NDDOT High Tension Guardrail Projects slated for construction in 2019. These projects will install High Tension and Concrete Median Guardrails on North Dakota interstates, similar to those in Minnesota. These projects will be state-funded, and will receive no federal funding.

No MOTION

10. Agency Updates

Fargo: construction should be wrapping up soon.

West Fargo: Dustin Scott has been hired as their City Engineer, and will be sitting on the TTC.

Clay County: Hali Durand is now the Planning Director.

11. Additional Business

12. Adjourn

The 491st Regular Meeting of the TTC was adjourned on November 8th, 2018 at 11:43 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD December 13, 2018, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary