

Agenda Item A3, Attachment 1

551st Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, February 15th, 2018 – 4:00 pm
Metro COG Conference Room

Members Present:

| | | |
|--------|-------------|---|
| Brenda | Elmer | Moorhead City Council |
| Shara | Fischer | Fargo Planning Commission |
| Tony | Grindberg | Fargo City Commission |
| John | Gunkelman | Fargo Planning Commission |
| Chuck | Hendrickson | Moorhead City Council (alternate for Steve Gehrtz) |
| Mike | Makelky | Fargo Planning Commission (alternate for Tony Gehrig) |
| Sharon | May | Horace City Commission |
| Jenny | Mongeau | Clay County Commission |
| Dave | Piepkorn | Fargo City Commission |
| Arland | Rasmussen | Cass County Commission (via telephone) |
| Rocky | Schneider | Fargo Planning Commission |
| Kevin | Spaulding | Dilworth City Council (via telephone) |
| John | Strand | Fargo City Commission |

Members Absent:

| | | |
|-------|---------|------------------------------|
| Roger | Buscher | Moorhead Planning Commission |
| Tony | Gehrig | Fargo City Commission |
| Steve | Gehrtz | Moorhead City Council |
| Mark | Simmons | West Fargo City Commission |
| Mark | Wentz | West Fargo City Commission |

Others Present:

| | | |
|---------|------------|-----------------------------|
| Adam | Altenburg | Metro COG |
| Luke | Champa | Metro COG |
| Dan | Farnsworth | Metro COG |
| Charlie | Francis | Casselton City Council |
| Savanna | Leach | Metro COG |
| Michael | Maddox | Metro COG |
| Anna | Pierce | Metro COG |
| Mike | Rietz | City of Barnesville |
| Bob | Walton | NDDOT – Fargo District |
| Larry | Weil | City of West Fargo Planning |

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on February 15th, 2018 by Vice Chair Mongeau, noting a quorum was present. Introductions were made.

- A2. Approve Order and Contents of Overall Agenda, approved**
Vice Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 551st Policy Board Meeting.

Ms. Elmer moved, seconded by Mr. Gunkelman.

MOTION, passed. 13-0.

Motion carried unanimously.

- A3. Approve Minutes of the January 19, 2018 Meeting.**
Vice Chair Mongeau asked for approval of the Minutes of the January 19, 2018 Meeting.

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

Mr. Piepkorn moved, seconded by Ms. Elmer.

MOTION, passed. 13-0.

Motion carried unanimously.

- A4. Approve Minutes of the February 5, 2018 Special Board Meeting.**
Vice Chair Mongeau asked for approval of the Minutes of the February 5, 2018 meeting.

MOTION: Approve the February 5, 2018 Policy Board Meeting Minutes.

Ms. Fischer moved, seconded by Mr. Spaulding.

MOTION, passed. 13-0.

Motion carried unanimously.

- A5. Monthly Bills, approved**
Vice Chair Mongeau asked for approval of the February 2018 Bills as listed on Attachment A-5.

MOTION: Approve the February 2018 Bills List.

Ms. May moved, seconded by Mr. Gunkelman.

MOTION, passed. 13-0.

Motion carried unanimously.

B. CONSENT AGENDA

- B1. Vice Chair Mongeau asked for approval of Items 1-7 on the Consent Agenda.**

1. February 2018 Month End Budget Report
2. 2017 Metro COG Annual Report
3. 12th Ave South Corridor Study RFP
4. Cass County Road 18 Extension Study RFP
5. Retroactive Pay for Interim Director Michael Maddox
6. 2019-2022 NDDOT Urban Solicitation of Projects
7. 2017 Title VI Report

MOTION: Approve Items 1-7 on the Consent Agenda.

Mr. Grindberg moved, seconded by Ms. Fischer

MOTION, passed. 13-0.

Motion carried unanimously.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public comments were made or received.

No MOTION

C2. Alternate Route/Traffic Incident Management Guidebook

Mr. Altenburg presented the final report from the Alternate Route/Traffic Incident Management Guidebook. Mr. Gunkelman asked if the DOTs will use this Guidebook, or if they have their own routing procedures. Mr. Walton said that the NDDOT does not use this guidebook, nor does it follow any other- as there are concerns for routing major traffic on county/city roads and the inevitable damage from the heavier traffic. The NDDOT is hesitant to accept the Alternate Route/TIM Guidebook because of these concerns.

Ms. Fischer asked if this will be a “living document” as far as management changes, construction, etc. Mr. Altenburg said that the intention would be to re-sign on an annual basis.

Mr. Grindberg asked if the NDDOT/MnDOT has an on-boarding system for road closures when crossing borders. Mr. Walton answered that there is already a system in place.

MOTION: Approve Alternate Route/Traffic Incident Management Guidebook.

Mr. Piepkorn moved, seconded by Mr. Grindberg.

MOTION, passed. 13-0.

Motion carried unanimously.

C3. City of West Fargo Reimbursement for HR Services

Mr. Maddox directed attention to Attachment C-3, an updated MOU between Metro COG and the City of West Fargo. When the original MOU was signed in June of 2017, the City of West Fargo agreed to “pro-bono” service offering. In regards to the past six months, Metro COG has used Ms. Wilm, West Fargo’s HR representative, more than both parties anticipated. Mr. Maddox took the initiative to write up a new MOU, with a rate table included, to allow the City of West Fargo to start charging for HR services.

MOTION: Approve West Fargo’s reimbursement for HR services to be added to February Approved Bills List, and approve a new MOU, with the addition of a rate table, between Metro COG and the City of West Fargo.

Mr. Piepkorn moved, seconded by Ms. May.

MOTION, passed. 13-0.

Motion carried unanimously.

C4. 2018 Additional CPG Projects

Mr. Maddox presented the 2018 Additional CPG projects prioritized projects, as recommended by the Transportation Technical Committee. As it has been previously discussed, Metro COG carries a large balance, which could pose a risk in losing future FHWA funding. Mr. Maddox states that approximately \$800,000 in new projects have been programmed into the 2017-2018 UPWP Amendment #6.

MOTION: Approval of prioritization of CPG projects, and the subsequent approval of Amendment #6 to the 2017-2018 UPWP.

Mr. Grindberg moved, seconded by Mr. Hendrickson.

MOTION, passed. 13-0.

Motion carried unanimously.

***Ms. May left the meeting at 4:40pm**

C5. Executive Director Update

Vice Chair Mongeau presented an update on the Executive Director status, as the last Policy Board (special) meeting was to approve the offer to the top chosen candidate, and second candidate as contingency. Both candidates turned down the offer. The Executive Committee stated that they will not be extending an offer to Interim Director Michael Maddox. Ms. Mongeau continued that a previous top candidate, who had rescinded his resume before the first round of interviews, has expressed interest in the position, as priorities have changed. Mr. Grindberg suggested that the job position be re-posted. Ms. Mongeau stated that the position has been listed as "open until filled" from the start of the process.

MOTION: Approve interview with discussed candidate, and re-post the position as open until filled.

Mr. Grindberg moved, seconded by Mr. Gunkelman.

MOTION, passed. 12-0.

Motion carried unanimously.

D. Additional Business

No Additional Business.

E. Adjourn

MOTION: Adjourn the 551st Meeting of the FM Metro COG Policy Board

Mr. Fischer moved, seconded by Mr. Schneider.

MOTION, passed. 12-0.

Motion carried unanimously.

The 551st Meeting of the FM Metro COG Policy Board held Thursday, February 15th, 2018 was adjourned at 4:52 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD March 15th, 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