

# Agenda Item 3, Attachment 1

**474<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, June 8<sup>th</sup>, 2017 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineer
Julie	Bommelman	City of Fargo, MATBUS
William	Christian	Metro COG
Hali	Durand	Cass County Planner
Jeremy	Gorden	City of Fargo Transportation Engineering
Michael	Johnson	NDDOT – Local Government Division (via telephone)
Kim	Lipetsky	Fargo Cass Public Health
Aaron	Nelson	City of Fargo Planning (Alternate for Jim Gilmour)
Melissa	Olheiser	MState
Mary	Safgren	MnDOT – District 4 (via telephone)
Russ	Sahr	City of Horace Planning
Stan	Thurlow	City of Dilworth Planner
Mark	Vaux	GFMEDC
Larry	Weil	West Fargo Planning
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	City of West Fargo (Alternate for Chris Brungardt)

**Members Absent:**

Jason	Benson	Cass County Highway Engineering
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Tim	Magnusson	Clay County
David	Overbo	Clay County
Brit	Stevens	NDSU Transit
Lori	Van Beek	City of Moorhead Transit

**Others Present:**

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
David	Burns	Metro COG
Roger	Buscher	Moorhead Planning Commission
James	Dahlman	City of Horace/Interstate Engineering
Ken	Demmons	HDR
Dan	Farnsworth	Metro COG
Jay	Forthun	Moore Engineering
Matthew	Huettl	HDR
Katie	Jalbert	Churches United for the Homeless
Matt	Kinsella	Apex Engineering Group
Wade	Klein	KLJ
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Craig	Mizera	HDR
Diomo	Motuba	UGPTI/NDSU
Brent	Muscha	Apex Engineering Group
Joel	Quanbeck	KLJ

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on June 8<sup>th</sup>, 2017 by Chairman Christian. A quorum was present.

**2. Approve the 474<sup>th</sup> TTC Meeting Agenda**

Chairman Christian asked if there were any questions or changes to the 474<sup>th</sup> TTC Meeting Agenda.

***Motion: Approve the 474<sup>th</sup> TTC Meeting Agenda.***

***Mr. Wolter moved, seconded by Ms. Durand.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**3. APPROVE May 11<sup>th</sup>, 2017 TTC MEETING MINUTES**

Chairman Christian asked if there were any questions or changes to the May 11<sup>th</sup>, 2017 TTC Meeting Minutes.

***Motion: Approve the May 11<sup>th</sup>, 2017 TTC Minutes.***

***Mr. Vaux moved, seconded by Mr. Atkins.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**5. 13<sup>th</sup> Avenue Corridor Study Consultant Selection**

Dave Burns presented HDR Engineering as the recommended consultant for the 13<sup>th</sup> Avenue Corridor Study in West Fargo. Three firms were short-listed, and interviewed on Friday, June 2<sup>nd</sup>, 2017. HDR was the top-ranked firm, having the highest rank and highest average score. Mr. Burns also presented the scoring breakdown on how firms are ranked.

***Motion: Favorable recommendation to the Policy Board to approve HDR Engineering as the 13<sup>th</sup> Avenue Corridor Study selected consultant, and begin contract negotiations.***

***Mr. Zander moved, seconded by Mr. Wolter.***

***MOTION, PASSED. 16-0.***

***Motion carried unanimously.***

**6. Demographic Forecast Study – Update on Allocation of TAZ Data**

Dave Burns, along with Wade Klein and Joel Quanbeck (both of KLJ Consulting) presented an update on the Traffic Analysis Zones (TAZ) Allocation data for the Demographic Forecast Study. Diomo Motuba from NDSU's Advanced Traffic Analysis Center (ATAC) also provided some insight from the perspective of ATAC.

Metro COG and KLJ will be meeting individually with all jurisdictions to specifically review the preliminary allocation of the 2015 base year data. These meetings, scheduled for mid-June, will also be used to complete the allocation of future year job and household data.

Meeting dates and times for each jurisdiction are as follows:

Monday, July 12<sup>th</sup> – 10:00 a.m. – West Fargo  
Monday, July 12<sup>th</sup> – 1:00 p.m. – Moorhead  
Tuesday, July 13<sup>th</sup> – 9:00 a.m. – Dilworth  
Wednesday, July 14<sup>th</sup> – 2:00 p.m. – Clay County  
Thursday, July 15<sup>th</sup> – 10:00 a.m. – Fargo  
Thursday, July 15<sup>th</sup> – 2:00 p.m. – Cass County

***No MOTION***

**7. Additional Business**

Jeremy Gorden announced that the City of Fargo was granted Federal funds for the Dill Hill to Island Park multi-use path update. The construction of the Oak Grove pedestrian bridge will begin next year.

Chair Christian said that a draft Request for Proposal (RFP) of the Long Range Transportation Plan is in the beginning stages of development. He asked that the jurisdictions may want to review the draft once it is complete, and to provide input on the final draft. Chair Christian would like to release the RFP in October or November, and have a consultant selected, so that they may start working on the LRTP in January of 2018. Chair Christian also reminded the committee that the Metro COG is progressing towards a Transportation Management Area (TMA) by year 2022. This will provide a new source of funds that will be available as a TMA. At some point the committee may want to discuss how these funds will be spent, given the updated LRTP will include 2022-2023. This will impact the financial balance available for projects in those years.

Michael Maddox mentioned that there has been an administrative modification to the TIP. There will be a \$1 million to the MATBUS Transit. This will aid in the purchase of three fixed-route busses.

Dan Farnsworth provided an update on the Heartland Trail.

**8. Adjourn**

The 474<sup>th</sup> Regular Meeting of the TTC was adjourned on June 8<sup>th</sup>, 2017 at 10:46 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD JULY 13<sup>th</sup>, 2017, 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