

Agenda Item 3, Attachment 1

**475th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, July 13th, 2017 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineer
Jason	Benson	Cass County Highway Engineer
William	Christian	Metro COG
Hali	Durand	Cass County Planner
Jeremy	Gorden	City of Fargo Transportation Engineering
Michael	Johnson	NDDOT – Local Government Division (via telephone)
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Kim	Lipetsky	Fargo Cass Public Health
Aaron	Nelson	City of Fargo Planning (alternate for Jim Gilmour)
Matt	Peterson	City of Fargo Transit (alternate for Julie Bommelman)
Mary	Safgren	MnDOT – District 4 (via telephone)
Russ	Sahr	City of Horace Planning
Tom	Soucy	Cass County (alternate for Jason Benson)
Brit	Stevens	NDSU – Transportation Manager
Stan	Thurlow	City of Dilworth Planner
Lori	Van Beek	City of Moorhead, MATBUS
Larry	Weil	City of West Fargo Planning
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	West Fargo (alternate for Chris Brungardt)

Members Absent:

Julie	Bommelman	City of Fargo, MATBUS
Chris	Brungardt	West Fargo Public Works
Jim	Gilmour	City of Fargo Planner
Tim	Magnusson	Clay County Planner
David	Overbo	Clay County Engineer
Mark	Vaux	GFMEDC

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
David	Burns	Metro COG
James	Dahlman	Interstate Engineering / City of Horace
Dan	Farnsworth	Metro COG
Erik	Hove	Clay County
Wade	Kline	KLJ
Jeff	Lansink	Houston Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Diomo	Motuba	ATAC / UGPTI
Brent	Muscha	Apex Engineering Group
Jordan	Smith	City of Fargo – Transit
Steven	Wahler	Bolton & Menk

1. Call to Order and Introductions

The meeting was called to order at 10:00 am, on July 13th, 2017 by Chairman Christian. A quorum was present.

2. Approve the 475th TTC Meeting Agenda

Chairman Christian asked if there were any questions or changes to the 475th TTC Meeting Agenda.

Motion: Approve the 475th TTC Meeting Agenda.

Mr. Wolter moved, seconded by Ms. Durand.

MOTION, PASSED. 16-0.

Motion carried unanimously.

3. Approve June 8th, 2017 TTC Meeting Minutes

Chairman Christian asked if there were any questions or changes to the June 8th, 2017 TTC Meeting Minutes.

Motion: Approve the June 8th, 2017 TTC Minutes.

Mr. Atkins moved, seconded by Mr. Sahr.

MOTION, PASSED. 16-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

5. Metropolitan Bicycle & Pedestrian Committee New Member Recommendation

Mr. Farnsworth presented an update from the Metropolitan Bike/Ped Committee. At the March 16th, 2017 Policy Board meeting, the Board approved the addition of a Horace voting member to the Policy Board. At the April 20th, 2017 Policy Board meeting, the Board requested that Horace also have a voting representative on the Bike/Ped Committee. This addition will change the quorum from 10 to 11 voting members. Mr. Farnsworth does not see this as an issue, as the committee meetings have been well-attended in the past. The City of Horace will likely recommend Wade Frank, Horace Park Board member, as their voting representative.

Mr. Farnsworth also noted that the Committee's Citizen seat is currently vacant, but is currently in the process of soliciting applicants. Following the upcoming September Committee meeting, Metro COG will bring the recommended citizen to the TTC and Policy Board for consideration and approval.

Motion: Favorable recommendation to add a City of Horace voting member to the Metropolitan Bicycle & Pedestrian Committee.

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

MOTION, PASSED. 16-0.

Motion carried unanimously.

** Jason Benson and Jeremy Gorden joined the meeting at 10:05am. Jason Benson opted to let his alternate, Tom Soucy, to continue voting in his place.

** Larry Weil joined the meeting at 10:07am.

6. MATBUS Transit Facility Analysis & Development Strategy Consultant Selection

Mr. Maddox presented KLJ as the highest ranked firm chosen as consultant for the MATBUS Transit Facility Analysis & Development Strategy Study. KLJ, along with one other firm, were interviewed on June 22, 2017. Mr. Maddox assured the committee that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum.

After the selection process has been approved, Metro COG will enter into contract negotiations with KLJ. A contract reflecting these negotiations will be brought to both the TTC and Policy Board for approval in August

Motion: Favorable recommendation to approve KLJ as highest ranking firm for the MATBUS Transit Facility Analysis & Development Strategy project.

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

MOTION, PASSED. 18-0.

Motion carried unanimously.

7. Demographic Forecast Study Final Report Recommendation

Mr. Burns and Mr. Kline (KLJ) presented the Demographic Study Final Report.

Motion: Favorable Recommendation to approve the Final Report of the Long-Range Data Development Plan and Demographic Forecast Study.

Mr. Weil moved, seconded by Mr. Soucy.

MOTION, PASSED. 18-0.

Motion carried unanimously.

8. TAZ Distribution and Recommendation

Mr. Burns, Mr. Kline (KLJ), and Mr. Motuba (ATAC) presented the Traffic Analysis Zone (TAZ) Distribution. In June, Metro COG and KLJ met with individual jurisdictions to review and gain feedback on the proposed allocations. Data was revised to reflect each jurisdiction's projected future growth patterns and trends. This data is essential in developing the 2045 Travel Demand Model, which supports Metro COG's next Long-Range Transportation Plan.

Motion: Favorable recommendation to approve the proposed socio-economic distribution.

Mr. Atkins moved, seconded by Mr. Weil

MOTION, PASSED. 18-0.

Motion carried unanimously.

9. 13th Avenue Corridor Study – Main Avenue to 17th Street South Contract

Mr. Christian presented the contract agreement between Metro COG and HDR Engineering for the 13th Avenue Corridor – Main Avenue to 17th Street South study. The project has a not-to-exceed amount of \$250,000, with \$200,000 Metro COG CPG funds, and \$50,000 local match from the City of West Fargo.

The approval is contingent on final review of the contract by the North Dakota Department of Transportation.

Motion: Favorable recommendation of entering into contract with HDR Engineering for the 13th Avenue Corridor Study, Main Avenue to 17th Street South.

Mr. Weil moved, seconded by Mr. Zander.

MOTION, PASSED. 18-0.

Motion carried unanimously.

10. Additional Business

Mr. Burns announced that his last day as a Metro COG employee would be Friday, August 4th, 2017.

11. Adjourn

The 475th Regular Meeting of the TTC was adjourned on July 13th, 2017 at 10:37 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD THURSDAY, AUGUST 10TH, 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