

**465th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, September 8, 2016 – 10:00 am
West Fargo City Hall**

Members Present:

Jonathan	Atkins	City of Moorhead
Jason	Benson	Cass County
Julie	Bommelman	MATBUS-Fargo
William	Christian (Chair)	Metro COG
Hali	Durand	Cass County
Jeremy	Gorden (Vice Chair)	City of Fargo
Michael	Johnson (via telephone)	NDDOT
Aaron	Nelson (alternate for Jim Gilmour)	City of Fargo
Stan	Thurlow	City of Dilworth
Lori	Van Beek	MATBUS-Moorhead
Mark	Vaux	Economic Development Representative
Larry	Weil	City of West Fargo
Mark	Wolter	Freight Representative
Chad	Zander (alternate for Chris Brungardt)	City of West Fargo

Members Absent:

Kristie	Leshovsky	City of Moorhead
Kim	Lipetzky	Bike/Ped Representative
Tim	Magnusson	Clay County
David	Overbo	Clay County
Mary	Safgren	MnDOT
Brit	Stevens	ND Universities Representative

Others Present:

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Mathew	Huettl	HRD

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on September 8, 2016 by Chair Christian. Introductions were made. A quorum was present.

2. APPROVE August 11, 2016 TTC MEETING MINUTES

Chair Christian asked if there were any questions or changes to the August 11, 2016 TTC Meeting Minutes. No changes or corrections were offered

Motion: Approve the August 11, 2016 TTC Minutes.

Mr. Weil moved, seconded by Ms. Durand.

MOTION, PASSED

Motion carried unanimously.

3. Public Comment Opportunity

No public comments were made or received.

No MOTION

4. Addendum #1 to ATAC Master Agreement

Mr. Burns reminded the TTC that Metro COG, NDDOT, and each of the Metropolitan Planning Organizations (MPOs) in North Dakota have a master agreement with the Advanced Traffic Analysis Center (ATAC) of the Upper Great Plains Transportation Institute (UGPTI) for traffic modeling activities and other transportation assistance. Mr. Burns stated that any changes or alterations to the master agreement with ATAC require an addendum. Mr. Burns explained that Addendum #1 would allow for additional program activities including model calibration and validation of the 2015 traffic demand model, an update of the current 2010 model. Mr. Burns stated that model calibration and validation would include incorporating updated socioeconomic data purchased from Infogroup and developed as part of the current Demographic Forecast Study. Mr. Burns explained that the roadway network would also be updated to reflect 2015 conditions using revised traffic counts, free-flow data, and travel times. Mr. Burns appraised jurisdictions that Metro COG would also be asking for current signal information. Mr. Burns stated that deliverables would include the updated 2015 traffic demand model and accompanying technical memorandum.

Mr. Burns stated that the total project cost to calibrate the model to the 2015 base year would be \$54,323. Mr. Burns stated that, upon project approval by the Policy Board, the model update would begin in October 2016 and be completed by the end of 2017. Mr. Burns explained that \$40,000 is currently budgeted in both 2016 and 2017 for ATAC technical assistance, with \$10,000 for each of the two years being part of the master agreement.

Ms. Bommelman asked whether the project overhead rate (Facilities and Administration) of 43.2 percent was accurate and stated that it looked high. Mr. Burns stated that he had not looked closely into the issue but that NDDOT was comfortable with the project cost breakdown. Mr. Johnson iterated that this is the rate that is also charged by ATAC to NDDOT.

Motion: Recommend Policy Board Approval of Addendum #1 to the ATAC Master Agreement

Mr. Weil moved, seconded by Mr. Gorden.

MOTION, PASSED

Motion carried. Vote of 13-0-1.

Mr. Atkins arrived at 10:09 and abstained based on not being present for the entire presentation.

5. Final Draft of the Metro COG 2017-2020 Transportation Improvement Program (TIP)

Mr. Maddox presented the final draft of the 2017-2020 Transportation Improvement Program (TIP). Mr. Maddox reminded the TTC that a draft of the 2017-2020 TIP had been provided to TTC members in August which included a list of projects that were to be included.

Mr. Maddox stated that a public meeting was held on August 24 at the Fargo Public Library and that no public comments were made or received. Mr. Maddox informed the TTC that, because both NDDOT and MnDOT are behind on their State Transportation Improvement Programs (STIPs), the 2017-2020 TIP will likely have a number of amendments. Mr. Maddox explained that the final draft 2017-2020 TIP is available for review on Metro COG's website.

Mr. Maddox explained that some of the changes to the 2017-2020 TIP include: additional language about the current transportation bill – Fixing America's Surface Transportation (FAST) Act, revised project tables, and changes to the annual list of obligated projects.

Mr. Atkins asked when the final draft 2017-2020 TIP was going to the Policy Board. Mr. Maddox stated the he had anticipated the Policy Board to approve the 2017-2020 TIP at their next meeting on September 15 and that it would be forwarded to state and federal partners thereafter for their approval. Mr. Atkins stated that the 2017-2020 TIP was not included as part of September's TTC agenda packets and that Moorhead city staff had not had a chance to review it in its current form. Mr. Atkins requested that any motion to approve be contingent upon jurisdictions having a final chance to review the document for additional comments or revisions.

Ms. Van Beek stated that she had seen duplication within the transit section of the prior draft 2017-2020 TIP. Mr. Maddox explained that it was the final draft 2017-2020 TIP that made MnDOT aware of errors in their STIP. Ms. Van Beek stated that MnDOT informed her that they would like to see the Minnesota STIP match information in the 2017-2020 TIP.

- a. **Open Public Meeting on the Final Draft 2017-2020 TIP.**
No public comments were made or received.
- b. **Review any written comments received.**
No written comments were received.
- c. **Close Public Meeting on the Final Draft 2017-2020 TIP.**
Chair Christian closed the public meeting on the Final 2017-2020 TIP

Chair Christian asked for a revised motion to include language to approve the TIP contingent on any revisions offered by the jurisdictions.

MOTION: Recommend Policy Board Approval of the Final Draft 2017-2020 Metro COG Transportation Improvement Program (TIP) contingent upon comments or revisions requested by member jurisdictions

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

MOTION, PASSED

Motion carried unanimously. Vote of 14-0.

6. Draft Letter to NDDOT Concerning Bicycle Safety

Mr. Farnsworth referred the TTC members to the last (August) TTC meeting where concerns were brought up regarding bicycle safety on ND Highway 46. These concerns rooted from a crash that occurred in July involving a bicyclist on Hwy 46 and the lack of paved shoulders on the corridor.

Per the request of the TTC, Mr. Farnsworth drafted a letter to NDDOT concerning this matter. The plan was to send the letter to NDDOT after approval by the Policy Board on September 15. However, Mr. Johnson recommended that the letter be sent to NDDOT Director Levi immediately as Levi intends to visit the Fargo District on September 15th a few hours prior to the Policy Board meeting. Since it was already intended that this topic would be brought up at his September 15th visit, it only makes since to send him the letter prior to the meeting and not after the topic is already discussed. Mr. Christian stated that sending the letter immediately should not be a problem, it will only require the signature of Metro COG Chair Piepkorn. The TTC approved the letter provided that last paragraph be revised to suggest discussion of this topic at NDDOT's September 15th meeting.

MOTION: Approve letter to NDDOT concerning bicycle safety and send to NDDOT immediately upon signature from Policy Board Chair

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

MOTION, PASSED

Motion carried unanimously. Vote of 14-0.

7. 2017 FM Bikeways Map Update

Mr. Farnsworth familiarized the Committee on the FM Bikeways maps stating that 8,200 maps were printed in 2015 and stated that only a handful of maps remain. Therefore, Metro COG is looking to print additional maps.

Mr. Farnsworth noted that Fargo Public Schools was awarded a Safe Routes to School grant and part of that grant allocated \$2,500 to be used for the printing of 12,500 updated FM Bikeways maps. Of those 12,500 maps, 2,500 are to be distributed to Fargo Schools while the remaining 10,000 can be distributed community-wide.

The plan was to have Metro COG pay for the maps upfront and Fargo Schools would reimburse Metro COG for the maps via the grant money. This was the preference of Fargo Schools. However, Mr. Johnson commented that there could be potential auditing issues if Metro COG was reimbursed by Fargo Schools for the maps. Mr. Johnson stated that this way of paying for the maps may still work out however it was highly encouraged that Metro COG see if Fargo Schools could pay for the maps directly. Metro COG will therefore work with Fargo Schools to see if they could pay for the maps directly.

The group then provided comments regarding the content/design of the new maps. Ms. Van Beek noted that the blue text was difficult to read. Mr. Farnsworth replied that maps that the Committee are looking at were printed using Metro COG's office printer, the actual maps will be printed using a professional printer. Mr. Farnsworth clarified this by showing Ms. Van Beek the professionally-printed 2015 map.

Ms. Van Beek also asked about future bike share stations and if the new stations that are being proposed in 2017 could be shown on the map. Mr. Farnsworth stated that there are no guarantees as of now that there will be new stations in 2017 so it may not be best showing them on the map. It was suggested that a note be added to the map stating '*refer to Great Rides Bike Share website for possible future bike share station locations*'.

MOTION: Recommend Policy Board approval of the 2017 FM Bikeways Maps and the printing of 12,500 maps as stated.

Mr. Gorden moved, seconded by Ms. Van Beek

MOTION, PASSED

Motion carried unanimously. Vote of 14-0.

8. Additional Business

Mr. Benson mentioned that some Cass County roads recently have transitioned from concrete to asphalt. Unlike concrete roadways, asphalt roads can require certain load restrictions when ambient temperatures are high. When over 85 degrees, these load restrictions come into place. Significant damage may not occur on roadways however until temperatures exceed 90/95

degrees. Mr. Benson did some research and found that temperatures occur well into the 90s actually aren't too common in Cass County and when they do occur it is only for a few hours in a day. Mr. Benson found that these temperatures only occur roughly 80 hours throughout a year. We thought this information was interesting to share with the Committee.

Mr. Weil wanted to let the Committee know that progress is being made on the environmental documentation process of the Sheyenne Street project. He stated that a public involvement meeting is planned sometime in late September.

Mr. Johnson mentioned that the American Society of Highway Engineers (ASHE) holds monthly meetings during the fall, winter, and spring months and they are interested in presentations from local MPOs. Mr. Johnson wanted to check with Metro COG to see if Mr. Christian would be interested in about a 15-minute presentation at a future ASHE meeting. Mr. Christian stated that this should work out.

9. Adjourn

The 465th Regular Meeting of the TTC was adjourned on September 8, 2016 at 10:45 am.

10. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD October 13, 2016 10:00 A.M. AT WEST FARGO CITY HALL, 800 4th AVENUE EAST, WEST FARGO, ND.

Respectfully Submitted,

Metro COG Staff