

**464th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, August 11, 2016 – 10:00 am
West Fargo City Hall**

Members Present:

Jason	Benson	Cass County
Shane	Bukken (alternate for David Overbo)	Clay County
William	Christian	Metro COG
Jeremy	Gorden	City of Fargo
Michael	Johnson	NDDOT
Aaron	Nelson (alternate for Jim Gilmour)	City of Fargo
Tim	Solberg (alternate for Larry Weil)	City of West Fargo
Stan	Thurlow	City of Dilworth
Lori	Van Beek	MATBUS-Moorhead
Mark	Vaux	Economic Development Representative
Mark	Wolter	Freight Representative
Chad	Zander (alternate for Chris Brungardt)	City of West Fargo

Members Absent:

Shawn	Anderson	MN Universities Representative
Jonathan	Atkins	City of Moorhead
Julie	Bommelman	MATBUS-Fargo
Hali	Durand	Cass County
Kristie	Leshovsky	City of Moorhead
Kim	Lipetzky	Bike/Ped Representative
Tim	Magnusson	Clay County
Brit	Stevens	ND Universities Representative

Others Present:

Adam	Altenburg	Metro COG
Dan	Farnsworth	Metro COG
Nakhaly	Swearingen	Metro COG
Michael	Maddox	Metro COG
Barry	Johnson	Bolton & Menk
Jeff	Lansink	Houston Engineering
Dan	Bergerson	HDR
Mathew	Huettl	HRD

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on August 11, 2016, by Chairman Christian. Introductions were made. A quorum was present.

2. APPROVE June 2016 TTC MEETING MINUTES

Chairman Christian asked for any questions or changes to the July 14, 2016 TTC Meeting Minutes.

Motion: Approve the July 14, 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. Draft 2017-2018 Unified Planning Work Program (UPWP)

Mr. Christian stated that Metro COG produces a two-year Unified Planning Work Program (UPWP) and explained that it is a requirement established in federal legislation under 23 CFR 450. Mr. Christian explained that the UPWP documents Metro COG's planning-related activities and projects for calendar years 2017 and 2018 and contains work activities and sub-tasks identifying the work Metro COG staff will accomplish in each of the years covered.

Motion: Forward to the Policy Board a Favorable Recommendation of the Draft 2017-2018 Unified Planning Work Program.

Mr. Benson moved, seconded by Mr. Vaux.

MOTION, PASSED

Motion carried unanimously. Vote of 12-0.

5. Metro COG Regional Freight Plan Contract

Mr. Christian informed the TTC that Metro COG held interviews with three consulting firms that had responded to a Request for Proposal (RFP) for the Regional Freight Plan. Mr. Christian stated that the selection committee chose to move forward with Quetica as their preferred, highest ranked firm to perform the project. Mr. Christian informed the TTC about the scope of services contained in the proposed contract between Metro COG and Quetica to perform services in the development of the Metro COG Regional Freight Plan. Mr. Christian stated that the draft contract is currently being reviewed by the North Dakota Department of Transportation (NDDOT).

MOTION: Forward to the Policy Board a favorable recommendation of the contract between Metro COG and Quetica for the Metro COG Regional Freight Plan pending any revisions requested by NDDOT.

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

MOTION, PASSED

Motion carried unanimously. Vote of 12-0.

6. Clay County Comprehensive & Transportation Plan Request for Proposals (RFP)

Mr. Altenburg stated that Metro COG and Clay County are in the process of initiating an update to the 2002 Clay County Comprehensive Plan. Mr. Altenburg explained that comprehensive plans are important tools for both cities and counties to guide future development of land and ensure a positive environment for residential, commercial, industrial, and public activities. Mr. Altenburg stated that comprehensive plans also help identify important issues which help cities and counties to stay ahead of trends and better accommodate change. Metro COG stated that Metro COG and Clay County have developed a detailed scope of work for this project which provides the basis for development of the RFP.

Mr. Altenburg state that the project will be funded in part with federal transportation funds and has a not-to-exceed budget of \$150,000. Mr. Altenburg explained that the due date for all proposals is 4:00 pm on Thursday, September 15 at the Metro COG office. Mr. Altenburg stated that consultants may ask for clarifications on the RFP by submitting written questions by Friday,

August 26, 2016. Mr. Altenburg stated that it is anticipated that short-listed firms will be interviewed the week of September 26, with a notice to proceed to be issued on October 21.

MOTION: Recommend Policy Board approval of the draft Clay County Comprehensive & Transportation Plan RFP pending review by NDDOT.

Mr. Benson moved, seconded by Mr. Thurlow.

MOTION, PASSED

Motion carried unanimously. Vote of 12-0.

7. Purchase of Remix Software

Mr. Maddox informed the TTC that MATBUS has requested that Metro COG purchase on their behalf Remix transit planning software. Mr. Maddox stated that this purchase would consist of 80 percent Consolidated Planning Grant (CPG) funds and 20 percent local match provided by Fargo Transit and Moorhead Transit.

Mr. Maddox and Ms. Van Beek explained the benefits of the software in the planning of routing decisions. Ms. Van Beek stated that cities such as Rochester and St. Cloud currently use it for transit planning purposes. Mr. Maddox explained that it would be a sole source requirement and that currently there are no other similar existing programs. Mr. Maddox stated that purchasing the software would run an estimated \$15,000 a year. Committee members requested that additional research be done on the anticipated costs and the software.

MOTION: Forward to the Policy Board a favorable recommendation of the purchase of Remix software after researching the cost and other compatible software.

Mr. Vaux moved, seconded by Mr. Gorden.

MOTION, PASSED

Motion carried unanimously. Vote of 12-0.

8. Additional Business

Mr. Christian informed the TTC that a meeting with Grant Levi and senior NDDOT staff is scheduled for September 15, 2016 from 1:00 pm to 3:00 pm at the West Fargo City Hall. Mr. Christian stated that the discussion will include NDDOT next biennium projects, planned uses of federal funds within the Fargo-Moorhead Metropolitan area, upcoming legislation, and local concerns.

9. Adjourn

The 464th Regular Meeting of the TTC was adjourned on August 11, 2016 at 11:00 am.

10. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 8, 2016 10:00 A.M. AT WEST FARGO CITY HALL, 800 4th AVENUE EAST, WEST FARGO, ND.

Respectfully Submitted

Nakhaly Swearingen
Executive Secretary