

# Agenda Item A4, Attachment 1

**547<sup>th</sup> Policy Board Meeting  
Fargo-Moorhead Metropolitan Council of Governments  
Thursday, November 16<sup>th</sup>, 2017 – 4:00 pm  
Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council – via telephone
Shara	Fischer	Fargo Planning Commission
Steve	Gehrtz	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Sharon	May	Horace City Commission
Jenny	Mongeau	Clay County Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Kevin	Spaulding	Dilworth City Council
Kelly	Steffes	Fargo Planning Commission(alternate for John Strand)

**Members Absent:**

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mark	Simmons	West Fargo City Commission
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Steve	Aune	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo District

**A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**  
The meeting was called to order at 4:00 pm, on November 16<sup>th</sup>, 2017 by Vice Chair Rasmussen, noting a quorum was present. Introductions were made.

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

***MOTION: Approve the contents of the Overall Agenda of the 547<sup>th</sup> Policy Board Meeting.***

**Mr. Gehrtz moved, seconded by Ms. May.**

***MOTION, passed.***

**Motion carried unanimously.**

**A3. Past Meeting Minutes, approved**  
Vice Chair Rasmussen asked for approval of the Minutes of the October 19<sup>th</sup>, 2017 Meeting.

***MOTION: Approve the October 19<sup>th</sup>, 2017 Policy Board Meeting Minutes.***

**Ms. Fischer moved, seconded by Mr. Buscher.**

***MOTION, passed. 10-0.***

**Motion carried unanimously.**

**A4. Monthly Bills, approved**  
Vice Chair Rasmussen asked for approval of the November 2017 Bills as listed on A-4, Attachment 1.

***MOTION: Approve the November 2017 Bills List.***

**Ms. Mongeau moved, seconded by Mr. Gehrtz.**

***MOTION, passed. 10-0.***

**Motion carried unanimously.**

**B. CONSENT AGENDA**

**B1. Vice Chair Rasmussen asked for approval of Items 1-4 on the Consent Agenda.**

1. November 2017 Month End Budget Report
2. Fargo/West Fargo Parking and Access Study Contract
3. Website Update and Development RFP
4. 2018-2021 TIP Amendment #1

***MOTION: Approve Items 1-4 on the Consent Agenda.***

**Mr. Schneider moved, seconded by Mr. Gunkelman.**

***MOTION, passed. 10-0.***

**Motion carried unanimously.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**\*Kevin Spaulding joined the meeting at 4:08 PM**

**C2. Metro COG Financial Report**

Metro COG accountant Steve Aune provided an up-to-date report on the agency's financials. The presentation included current balances, liabilities, equities, assets, operating cash and savings accounts, as well as 13-month certificates of deposit (CDs). Mr. Aune and Mr. Maddox also discussed the strategic reserves and how they could be used, as expressed by the Policy Board.

***No MOTION***

**C3. 2017-2020 TIP Amendment #6**

Mr. Maddox presented amendment #6 to the 2017-2020 TIP. The proposed amendment to the 2017-2020 TIP is as follows:

1. Addition of Project 9172702: To perform highway planning by hiring a Fargo Area Public Information Coordinator for 2018/2019. The total project cost is \$350,000 of which \$283,255 is being Federally funded, \$66,745 is being funded through State of North Dakota revenues.
2. Modification of Project 418011: Construction of 64<sup>th</sup> Ave S grade separation. Move project year from 2019 to 2020.
3. Modification of Project 4162669: Reconstruction of 52<sup>nd</sup> Ave S. Move project year from 2020 to 2019.

Mr. Maddox explained that Jeremy Gorden from the City of Fargo engineering department expressed the necessity of re-prioritizing the 52<sup>nd</sup> avenue and 64<sup>th</sup> avenue projects. The NDDOT stated it will not approve that addition to the amendment due to their inability to certify the fiscal constraint of their STIP, due to changes in the funding allocations.

There was discussion on what a Fargo Area Public Information Coordinator entails, and where the boundaries of that position lie. Mr. Walton explained the position was previously held by Flint Communication group, and that interviews for a new coordinator will be held in January. Mr. Walton also explained that the "Fargo Area" boundaries lie outside the Fargo city limits.

***MOTION: Approve Amendment #1 to the 2018-2021 Transportation Improvement Program as proposed.***

***Mr. Schneider moved, seconded by Mr. Spaulding.***

***MOTION, passed. 11-0.***

***Motion carried unanimously.***

**C4. Metro COG Staffing Levels**

Mr. Maddox presented the possibility of hiring an additional planner to the Metro COG staff. Staff provided enough need for an additional planner, as well as making more time for community outreach. There is also the change from MPO status to TMA in the near future to consider. As discussed in the financial report, the 2018 local match necessary for hiring an additional planner can be pulled from reserve funds so that jurisdictions will not have to adjust budgets at the last minute. This possibility comes with recommendation from both the Executive Committee and the Transportation Technical Committee. Mr. Maddox also explained

that a new hiring process will not be necessary, as a candidate from the last planner hiring process has been selected as a good fit for the position.

**MOTION: Approve hiring of additional planner, using reserve funds as local match for 2018.**

**Mr. Gehrtz moved, seconded by Ms. May.**

**MOTION, passed. 11-0.**

**Motion carried unanimously.**

Mr. Maddox also presented a discrepancy found in employee salaries, as found by Jenna Wilm, Metro COG's Human Resources professional, contracted through the City of West Fargo. Metro COG follows the City of Fargo's pay scale. Ms. Wilm found that the current Metro COG employee salaries were not equal to what they should be on the City's pay range scale. The discrepancy most likely happened due to not keeping current pay scales, as well as not factoring in yearly Cost of Living Expenses (COLA) to maintain the city's levels. The Executive Committee recommended the reimbursement from the start of 2017 by rectifying the discrepancy with the last paycheck of the year, and starting 2018 at the correct salaries.

**MOTION: Adjust pay to match City of Fargo Grade/Step, and reimburse lost wages from 2017 year beginning.**

**Ms. Mongeau moved, seconded by Mr. Schneider.**

**MOTION, passed. 10-0-1 (Ms. Elmer was absent during the vote)**

**Motion carried unanimously.**

**C5. MOU Delegation of Authority to Interim Director**

Mr. Maddox presented and explained the process of signing Memorandums of Understanding (MOUs) with both the NDDOT and MnDOT, and that an Executive signatory is required. Mr. Maddox is requesting signatory authority for MOUs, to ensure timely delivery of necessary documents.

**MOTION: Grant MOU Authority to Interim Executive Director.**

**Mr. Gunkelman moved, seconded by Ms. May.**

**MOTION, passed**

**Motion carried unanimously.**

**C6. Executive Director Status Update**

Ms. Leach presented an update on the vacant Executive Director position. On November 6<sup>th</sup>, 2017, employment ads were placed on a number of online resources, such as the American Planning Association (national and MN chapter), North Dakota Planning Association, Association of Metropolitan Planning Organizations, and JobsHQ. While the position is listed as "open until filled," there is a soft closing date of December 6<sup>th</sup>, as some postings were a 30-day paid subscription. As of yet, there is no selection committee assembled, but will be put together in the coming weeks.

**No MOTION**

**D. Additional Business**

Vice Chair Rasmussen brought up a discussion concerning the meeting time of the Policy Board. It was decided that a Doodle Poll should be sent to Policy Board members for their opinions.

**E. Adjourn**

***MOTION:* Adjourn the 547<sup>th</sup> Meeting of the FM Metro COG Policy Board**

**Ms. May moved, seconded by Mr. Gunkelman.**

***MOTION*, passed. 9-0.**

**Motion carried unanimously.**

The 547<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, November 16<sup>th</sup>, 2017 was adjourned at 5:23 pm.

- F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD December 21<sup>st</sup>, 2017, 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