

# Agenda Item A-3, Attachment 1

**537<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, January 19<sup>th</sup>, 2017 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

|         |                 |   |
|---------|-----------------|---|
| Roger   | Buscher         | Moorhead Planning Commission                                |
| Shara   | Fischer         | Fargo Planning Commission (Alternate for Tony Gehrig)       |
| John    | Gunkelman       | Fargo Planning Commission (Alternate for Tony Grindberg)    |
| John Q. | Paulsen         | Fargo Citizen Appointee                                     |
| Arland  | Rasmussen       | Cass County Commission                                      |
| Rocky   | Schneider       | Fargo Planning Commission                                   |
| Kevin   | Spaulding       | Dilworth City Council                                       |
| Jan     | Ulferts Stewart | Fargo Planning Commission                                   |
| Larry   | Weil            | West Fargo Planning Commission (Alternate for Mark Simmons) |

**Members Absent:**

|        |          |                            |
|--------|----------|----------------------------|
| Brenda | Elmer    | Moorhead City Council      |
| Jenny  | Mongeau  | Clay County Commission     |
| Dave   | Piepkorn | Fargo City Commission      |
| John   | Strand   | Fargo City Commission      |
| Mark   | Wentz    | West Fargo City Commission |

**Others Present:**

|         |            |                           |
|---------|------------|---------------------------|
| Adam    | Altenburg  | Metro COG                 |
| Dave    | Burns      | Metro COG                 |
| William | Christian  | Metro COG                 |
| Dan     | Farnsworth | Metro COG                 |
| Michael | Maddox     | Metro COG                 |
| Savanna | Leach      | Metro COG                 |
| Casey   | Eggermont  | Harwood City Auditor      |
| Mike    | Rietz      | City of Barnesville       |
| Charlie | Francis    | Casselton City Commission |
| Bob     | Walton     | NDDOT – Fargo             |

**A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 pm, on January 19<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 537<sup>th</sup> Policy Board Meeting.**

**Ms. Ulferts Stewart moved, seconded by Mr. Spaulding.**

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

**Motion carried unanimously.**

**A3. Past Meeting Minutes, approved**

Vice Chair Rasmussen asked for approval of the Minutes of the January 19<sup>th</sup>, 2017 Meeting.

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

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

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

**Motion carried unanimously.**

**A4. Monthly Bills, approved**

Vice Chair Rasmussen asked for approval of the January 2017 Bills as listed on Attachment 1.

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

**Mr. Paulsen moved, seconded by Mr. Buscher.**

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

**Motion carried unanimously.**

**B. CONSENT AGENDA**

**B1. Vice Chair Rasmussen asked for approval of Item 1 on the Consent Agenda.**

**1. Transit Routing Software Purchase RFP**

Michael Maddox presented the Transit Routing Software Purchase RFP. Metro COG has been working with MATBUS to procure software. So far, only one company has offered the type of software being sought out, but, per NDDOT procurement standards, an RFP must be released to any available/approved vendors. This will be available for public comment for twenty-one days.

Vice Chair Rasmussen asked for verification for pricing of \$17,500. Mr. Maddox replied that was correct, and that the price is for “software as a service,” or a one-year subscription. Mr. Schneider asked what this software provides. Mr. Maddox detailed the software as cursory info, manually driven routes, works with current software and info to update and begin to smart track. The MPO in Rochester, MN is currently using this software, and it is very popular in California. The Local Match pertains only to the MATBUS. This funding will only go through if the UPWP amendment is approved.

***MOTION: Approve Item 1 on the Consent Agenda.***

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

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

**Motion carried unanimously.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

***No MOTION***

**C2. December 2016 Month End Budget Report**

William Christian presented the December 2016 Month End Budget Report. A few categories have gone over in hours, and adjustments were made in October, however, the percentages still went over. Per FHWA, an overage of 10% is allowable. In the past, adjustments have been made to make percentages 100%, instead of the presented overages.

Mr. Schneider had reservations on changing the percentages, he felt it looked like it was dishonest. Mr. Christian explained that FHWA checks these numbers, and is fine with a 10% overage. Mr. Schneider

brought up the Contracted Planning Services, and questioned the low percentages. Mr. Christian explained that some contracts have not yet been fully billed out, and reminded the board that there were a few studies that had been dropped- making these numbers so low. Balances of encumbered projects are carrying over into 2017.

**MOTION: Approve the December 2016 Month End Budget Report as presented (with percentages adjusted to reflect a more balanced budget).**

**Mr. Paulsen moved, seconded by Mr. Weil.**

**MOTION, failed. 1-8.**

**Motion carried unanimously.**

**SECOND MOTION: Approve the December 2016 Month End Budget Report as presented (original form, no percentage changes made).**

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

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

**Motion carried unanimously.**

### **C3. 2016 Title VI Annual Report**

Dave Burns presented the 2016 Title VI Annual Report. Title VI is the governing documentation on non-discrimination practices and policies. This report details demographics: Limited-English proficiency populations, Environmental Justice areas, demographics for COG staff and Policy Board, and the Public Participation Plan extract from the 2016 year- which provides how successful the outreach activities were. An update is due to the NDDOT by March of this year, Dave will be bringing this back for approval next month.

Mr. Schneider asked if this is a self-audit, to which Mr. Burns replied that the NDDOT/FHWA does the auditing, as they provide the funding.

**MOTION: Approve the 2016 Title VI Annual Report**

**Ms. Ulferts Stewart moved, seconded by Mr. Paulsen.**

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

**Motion carried unanimously.**

### **C4. 2017-2020 Transportation Improvement Program Amendment #2**

Michael Maddox presented on the 2017-2020 TIP Amendment #2. The proposed amendment concerns a joint (NDDOT/MnDOT) project to paint the I-94 bridge. The total project cost has lowered significantly. MnDOT needed to amend their TIP, while the NDDOT did not need to make an amendment to their TIP, per Michael Johnson. There is also talks of de-icing equipment repair/adjustment.

A public comment opportunity was opened; no public comments were made or received.

**MOTION: Approve the proposed Amendment #2 to the 2017-2020 Metro COG Transportation Improvement Program**

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

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

**Motion carries unanimously.**

**C5. Staff Sensitivity Training**

William Christian presented on Staff Sensitivity Training. The Village Business Institute would provide the training; it would either cost \$350.00 per hour outright from the Village, or as members of the Chamber of Commerce, the training would be provided at a discounted rate if the Metro COG entered into agreement to enroll into the Village Employee Assistance Program. The annual cost for the Employee Assistance Program through the Chamber is \$288.00 per year, and offers an abundance of other services as well; including Employee Assistance Program, at no extra charge. Members of the board were also invited to sit in on the training if interested.

Mr. Christian stated that the training may not be eligible for Federal aid, and that local funds would be used to cover the cost.

Ms. Ulferts Stewart questioned if the training is the same, Mr. Christian explained that the Village would be providing the training regardless of payment decision. Vice Chair Rasmussen explained that the Chamber's EAP is an excellent resource. Ms. Ulferts Stewart asked that the board be invited when the time comes.

***MOTION: Approve the Executive Director to enter into a year Employee Assistance Program contract with the Village Business Institute, to obtain Staff Sensitivity Training at a discounted rate.***

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

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

**Motion carried unanimously.**

**D. Additional Business**

William Christian brought up the issue of dividing Accounting and Payroll services, by contracting with Payroll Professionals; which was approved, pending updated information that they are licensed and bonded. Payroll Professionals is insured, but does not need to be bonded, as they do not actually handle any money. He would like approval to go forward with the contract, as long as the UPWP amendment is approved by both NDDOT and FHWA.

***MOTION: Approve into contract with Payroll Professionals when UPWP amendment is approved, with understanding that bonding is not necessary as a contingent.***

**Ms. Ulferts Stewart moved, Mr. Schneider seconded.**

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

**Motion carried unanimously.**

**E. Adjourn**

The 537<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, January 19<sup>th</sup>, 2017 was adjourned at 4:45 pm.

***MOTION: Adjournment.***

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

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

**Motion carried unanimously.**

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD FEBRUARY 16<sup>TH</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 K. Leach  
Executive Secretary