

**528<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, April 21, 2016 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer (Vice Chair)	Moorhead City Council
Frank	Gross	Clay County Commission
Jim	Haney (Alternate for Steve Gehrtz)	Moorhead City Council
John	Paulsen	Fargodome Board
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
Rick	Steen	Cass County Commission
Jan	Ulferts-Stewart	Fargo Planning Commission
Larry	Weil (Alternate for Mark Wentz)	West Fargo City Commission
Mike	Williams	Fargo City Commission

**Members Absent:**

Tony	Gehrig	Fargo City Commission
Dave	Piepkorn (Chair)	Fargo City Commission
Melissa	Sobolik	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
Nakhaly	Swearingen	Metro COG
Karen	Lauer	City of Barnesville
Charlie	Francis	City of Casselton
Dick	Sundberg	City of Harwood
Bob	Walton	NDDOT
Shiloh	Wahl	MnDOT
Stephanie	Hickman	FHWA

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

The meeting was called to order at 4:00 pm, on April 21, 2016 by Vice Chair Elmer noting a quorum was present. Introductions were made. Mr. Gross arrived at 4:05.

**A2. Approve Order and Contents of Overall Agenda**

Vice Chair Elmer asked for approval for the overall agenda.

***MOTION:* Approve the contents of the Overall Agenda of the April 2016 Policy Board**

**Mr. Steen moved, seconded by Mr. Haney.**

***MOTION, passed***

**Motion carried unanimously. Vote of 12-0**

**A3. Past Meeting Minutes**

Vice Chair Elmer asked for approval of the Minutes of the March 17, 2016 Meeting.

**MOTION: Approve the March 17, 2016 Policy Board Meeting Minutes.**

**Mr. Simmons moved, seconded by Mr. Steen.**

**MOTION, passed**

**Motion carried unanimously. Vote of 12-0**

**A4. Approve April 2016 Bills**

Vice Chair Elmer asked for approval of the April 2016 Bills as listed in Attachment A-4. A second revision for the April 2016 Bills list was provided.

**MOTION: Approve the Revised April 2016 Bills List**

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

**MOTION, passed**

**Motion carried unanimously. Vote of 12-0**

**B. CONSENT AGENDA**

Ms. Ulferts-Stewart asked that the Personnel Policies Manual be moved to the regular agenda for further discussion. Discussion about the number of holidays, the cost of an additional paid holiday and Metro COG policies, pay/benefits were similar to the City of Fargo, were some of the topics discussed about by the Policy Board members. Mr. Ulferts-Stewart asked the board members to move this to May's agenda.

**MOTION: To move the Personnel Policies to May 2016 regular agenda.**

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

**MOTION, passed**

**Motion carried unanimously. Vote of 12-0**

**B1. Vice Chair Elmer asked for approval of Items 1 through 5 on the Consent Agenda.**

**1. March 2016 Month End Report**

Motion: Approve the Section 5310 grant application as completed by Metro Area Transit-Fargo.

**2. Approve the 2016 1<sup>st</sup> Quarter UPWP Progress Report**

Motion: Approve Metro COG Contract #16-001, the Long-Range Data Development Plan and Demographic Forecast Study, with KLJ.

**3. 2016-2019 Transportation Improvement Program Ad**

Motion: Approve the February 2016 Month End Budget Report as presented.

**MOTION: Approve Items 1 through 3 on the Consent Agenda.**

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

**MOTION, passed**

**Motion carried unanimously. Vote of 12-0**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

***No MOTION***

**C2. Sheyenne Street Corridor Study Phase I Contract Amendment**

Mr. Farnsworth stated that this item was on last month's Policy Board agenda but it was the decision of the Board to hold off on any decision until further discussion could be held with West Fargo and with the NDDOT. Mr. Farnsworth explained that after discussions with the City of West Fargo, it was proposed that of the \$12,000 contract amendment, 50 percent could be funded by the City of West Fargo and 50 percent by Metro COG's local funds.

Mr. Farnsworth also explained that after further discussion, NDDOT confirmed they would not permit the use of Federal CPG funds for this amendment per direction of the NDDOT Consultant Administration Manual. Mr. Farnsworth stated that out of scope items that require federal reimbursement need to be amended into the contract as soon as discovered and prior to work being started on those items.

Mr. Farnsworth stated that it was brought to the TTC and after discussion of the item it was agreed that the City of West Fargo would provide 80 percent of the funding and Metro COG would provide the 20 percent. Ms. Ulferts-Stewart asked if TTC made a unanimous vote, in which Mr. Farnsworth replied yes. Mr. Christian stated that this was a good compromise as it's important we keep a good working relationship with the consultants.

***MOTION: Approve the TTC's recommendation to fund the Sheyenne St Corridor Study Phase I contract amendment with 20% Metro COG funds and 80% City of West Fargo funds.***

***Ms. Ulferts-Stewart moved, seconded by Mr. Simmons.***

***MOTION, passed***

***Motion carried unanimously. Vote of 12-0***

**C3. Mock Federal**

Ms. Hickman from FHWA gave a presentation on the Mock Federal Certification Review Final Report. The mock certification review was performed to determine how well the current planning processes would meet the requirements for a TMA, and also identify which areas need improvement. Ms. Hickman stated that Metro COG's efforts would meet FHWA guidelines should it become a TMA.

**C4. Metropolitan Transportation Planning**

Ms. Hickman gave a brief presentation on the Metropolitan Transportation Planning. The purpose of the presentation is to provide the Policy Board members and overview of the federal perspective on the purpose and process of the Metropolitan Transportation Planning and the roles and responsibilities of the Policy Board in this process.

**D. Additional Business**

Mr. Farnsworth mentioned that Metro COG will be hosting a series of public input meetings for the 2016 Bicycle and Pedestrian Plan. Flyer cards were distributed to the group with information. Mr. Farnsworth also noted that surveys are available online for those who are unable to attend.

Mr. Christian mentioned that due to ongoing flood protection construction Metro COG's parking lot will be unavailable for parking beginning May or June. Mr. Christian noted that he has been in contact with the building's manager to obtain more definite information on the parking situation. He mentioned that they (Goldmark Management) are working on a deal to allow building tenants/guests to park on the west side of the street (2<sup>nd</sup> St). Mr. Christian also noted that attendees could park at the Moorhead Center Mall and take the Link FM over to the building for free.

**E. Adjourn**

The 527<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, April 21, 2016 was adjourned at 4:53 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 19, 2016, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted,

Nakhaly Swearingen  
Executive Secretary