

**530th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, June 16, 2016 – 4:00 pm
 Metro COG Conference Room**

Members Present:

| | | |
|---------|------------------|--------------------------------------|
| Roger | Buscher | Moorhead Planning Commission |
| Brenda | Elmer | Moorhead City Council |
| Charlie | Francis | City of Casselton (Associate Member) |
| Steve | Gehrtz | Moorhead City Council |
| Frank | Gross | Clay County Commission |
| John | Gunkelman | Fargo Planning Commission |
| John | Paulsen | Fargodome Board |
| Dave | Piepkorn (Chair) | Fargo City Commission |
| Rocky | Schneider | Fargo Planning Commission |
| Rick | Steen | Cass County Commission |
| Jan | Ulferts-Stewart | Fargo Planning Commission |
| Bob | Walton | NDDOT (Ex-Officio Member) |
| Mike | Williams | Fargo City Commission |

Members Absent:

| | | |
|---------|-----------|----------------------------|
| Tony | Gehrig | Fargo City Commission |
| Jim | Haney | Moorhead City Council |
| Jody | Martinson | MnDOT (Ex-Officio Member) |
| Mark | Simmons | West Fargo City Commission |
| Melissa | Sobolik | Fargo City Commission |
| Kevin | Spaulding | Dilworth City Council |
| Mark | Wentz | West Fargo City Commission |

Others Present:

| | | |
|---------|------------|-----------|
| Dave | Burns | Metro COG |
| William | Christian | Metro COG |
| Dan | Farnsworth | Metro COG |
| Michael | Maddox | Metro COG |
| Nakhaly | Swearingen | Metro COG |

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS

The meeting was called to order at 4:00 pm, on June 16, 2016 by Chair Piepkorn noting a quorum was present. Introductions were made. Ms. Elmer and Ms. Ulferts-Stewart arrived at 4:05 pm, Mr. Gehrtz arrived at 4:10 pm and Mr. Paulsen arrived at 4:27pm.

A2. Approve Order and Contents of Overall Agenda

Chair Piepkorn asked for approval for the overall agenda.

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

Mr. Steen moved, seconded by Mr. Buscher.

MOTION, passed

Motion carried unanimously. Vote of 8-0

A3. Past Meeting Minutes

Chair Piepkorn asked for approval of the Minutes of the May 19, 2016 Meeting.

MOTION: Approve the May 19, 2016 Policy Board Meeting Minutes.

Mr. Gross moved, seconded by Mr. Williams.

MOTION, passed

Motion carried unanimously. Vote of 8-0

A4. Approve June 2016 Bills

Chair Piepkorn asked for approval of the June 2016 Bills as listed in Attachment A-4. Chair Piepkorn asked if there's anything Mr. Christian would like to note about the Bills. Mr. Christian noted that there is a bill for Brady Martz who performed the audit last month but aside from that, everything else in the bills is standard.

MOTION: Approve the Revised June 2016 Bills List.

Mr. Steen moved, seconded by Mr. Williams.

MOTION, passed

Motion carried unanimously. Vote of 8-0

B. CONSENT AGENDA

MOTION: To remove Agenda Item #1 May 2016 End Report from the Consent Agenda and place it on the Regular Agenda for disposition.

Mr. Steen moved, seconded by Mr. Williams.

MOTION, passed

Motion carried unanimously. Vote of 8-0

Chair Piepkorn asked for approval of Items 2 through 4 on the Consent Agenda.

2. Approve the Final Draft of the Downtown Moorhead Grade Separation Study.

Motion: Approve the Downtown Moorhead Grade Separation Study.

3. Vendor Selection for 2015 Socioeconomic Data Purchase.

Motion: None

4. NDDOT Safe Routes to School Funding Application.

Motion: Approve the Faro Public School's Safe Routes to School Non-infrastructure funding application.

MOTION: Approve Items 2 through 4 on the Consent Agenda.

Mr. Steen moved, seconded by Mr. Williams.

MOTION, passed

Motion carried unanimously. Vote of 8-0

C. REGULAR AGENDA

a. **Public Comment Opportunity**

No MOTION

C2. Metropolitan Transportation Planning Self Certification.

Ms. Ulferts-Stewart and Ms. Elmer arrived at 4:05 pm. Mr. Gehrtz arrived at 4:08pm.

Mr. Christian stated that every three years FHWA/FTA request Metro COG to provide to them a document stating their activities and policies in meeting the Metropolitan Planning regulations contained in 23 and 49 United States Code, 23 and 49 Code of Federal Regulations, Title VI of the Civil Rights Act of 1964, Executive Orders and other federal requirements. A copy of the report is included in your packet. As the governing body for Metro COG, the Policy Board must be aware of their responsibilities of being a MPO and that its planning process meets federal regulation. By approving the Chair to sign the self-certification, the MPO attests that we are meeting the requirements stated in the document.

Federal Highway reviewed the draft copy but did not have time to respond prior to the packet distribution. Mr. Christian stated the laydown includes FHWA comments on the draft document. FHWA requests that this information be included prior to approval of the document.

MOTION: Approve the Metropolitan Transportation Planning Self-Certification statement, as amended, and forward to the North Dakota Department of Transportation, Federal Highway Administration and Federal Transit Administration.

Ms. Ulferts-Stewart moved, seconded by Mr. Weil.

MOTION, passed

Motion carried unanimously. Vote of 11-0

C3. 2045 Travel Demand Model Traffic Analysis Zones (TAZs)

Mr. Burns updated the TTC on the development of the TAZs, which are used in the process of preparing for the 2045 Travel Demand Model. He noted that Metro COG staff had been working closely with the local jurisdictions to refine the boundaries of the Traffic Analysis Zones (TAZs) that will be used in the model. Mr. Burns continued by stating that much of this work was accomplished during a meeting of a sub-committee featuring staff from jurisdictions within the planning area, with subsequent review and refinement for those unable to attend the meeting. He indicated that the TAZ boundaries have been reviewed by all jurisdictions, ATAC, and thoroughly vetted internally by Metro COG staff.

Mr. Burns provided a quick overview of the major changes to the TAZ network. In addition to expanding the TAZ network to encompass the new planning area boundaries, a number of refinements were made to the urbanized area, especially in the high-growth areas of West Fargo, south Fargo, and south Moorhead. He also noted that changes were made to account for water features; to reflect urban development and growth that had occurred over the past few years; and due to changes in the Federal Functional Classification of roadways within the Planning Area.

Mr. Christian added that a lot of the changes in the South and SW for the TAZ structure were developed as part of the SW Area study and the Sheyenne Street Corridor Study.

MOTION: Approve the updated TAZ network for use in the development of the 2045 LRTP and associated planning projects.

Mr. Gross moved, seconded by Ms. Elmer.

MOTION, passed

Motion carried unanimously. Vote of 11-0

C4. Proposed Amendment to the Metro COG Personnel Policies.

Mr. Christian stated that The Policy Board in May approved the updated Metro COG Personnel Policies. An outstanding issue related to these policies was the addition of one additional holiday. Discussions from the May meeting centered on providing an additional holiday, Martin Luther King Jr. (MLK) Day, to be consistent with the City of Fargo's holiday schedule. It was also discussed that in lieu of MLK, the holiday could be a floating holiday.

Currently Metro COG currently has ten (10) holidays per year. Mr. Christian stated the 2/3 of the other jurisdiction has ten (10) holidays per year. Overall the cost in providing one new holiday is about \$1,600. Given most staff are salaried, this estimate is based on existing hourly rates but in reality is basically lost time. The only non-salaried position is the Executive Secretary which would cost about \$128 to have an additional off. Mr. Christian reminded the board that this was proposed by Policy Board members and not staff. He also stated that we tied to the City of Fargo pay schedule but are still an independent and separate agency overseen by the Policy Board. It is a decision of the Policy Board as to whether or not to add a new holiday.

Mr. Steen stated that as a Cass County Commissioner whose jurisdiction has 10 days off, he will not be supporting the 11th holiday. Mr. Gross asked which date should be the 11th day off, in which Mr. Christian replied that MLK could be the 11th day or the other option is a floating holiday. Mr. Gross stated that MLK is not always recognize so if the purpose of additional day off, then giving another day off just to have another day off, he is not in support of it. Further discussion about MLK, Ms. Elmer asked for clarification of MLK between Fargo versus Moorhead. Currently Moorhead does not recognize MKL but Fargo does.

Mr. Schneider stated that Metro COG should follow City of Fargo when it comes to benefits. Ms. Ulferts-Stewart asked if Executive Committee has weighed in. Mr Christian stated that the Executive Committee has not met since this was presented. V Mr. Williams stated that since City of Moorhead had 10 days he would support staying with that. Mr. Gross stated that if it was going to be a floating holiday, then you shouldn't state it as MLK day. Mr. Schneider asked why Fargo was given MLK day. Mr. Williams explained that the State of ND recognizes it as a holiday and since the State is not working, it would limit business interactions on that day that is why Fargo added it. Mr. Williams posed the question if staff wanted to take time off, if it was an option to use their vacation day for that in which Mr. Christian replied yes.

Mr. Schneider asked if Metro COG was off on MLK, would work load decrease in which Mr. Christian replied, no, staff would have enough workload.

MOTION: Approve amending the Metro COG Personnel Policies to include MLK as an additional holiday.

Ms. Ulferts-Stewart moved, seconded by Mr. Williams

MOTION, failed

Motion failed. Vote of 5-6

Mr. Williams made a motion to include it as personal day. Mr. Steen voiced his disagreement on adding another additional holiday. Mr. Schneider stated that adding an additional holiday would mirror the City of Fargo.

MOTION: Approve to add an additional day off as a personal day.

Mr. Williams moved, seconded by Ms. Ulferts-Stewart.

MOTION, failed

Motion failed. Vote of 5-6

Ms. Elmer proposed to keep with the City of Moorhead of ten days but designate one of those flexible days as MLK day. Chair Piepkorn asked about the number of personal days in which Mr. Christian replied, staff currently has 2 floating holiday (Birthday and Good Friday). Mr. Schneider asked for clarification as to what floating day to take away (Birthday or Good Friday) in lieu of MLK. It was decided either one was ok. Ms. Elmer moved but no second. Chair asked to move on.

MOTION: Approve amending the Metro COG Personnel Policies to replace one of the floating holidays with MLK day.

Ms. Elmer moved, seconded by no one.

MOTION, failed for lack of a 2nd.

Motion failed.

May 2016 Month End Report

Mr. Christian asked this item be pulled in the consent agenda to regular agenda. The information was not available from our accountant prior to mailing. He wanted to give members a chance to look at it before voting on it. He then stated that a copy of the report is provided in the handout with their packets. All expenditures as of May 31, 2016, are within expected and normal spending patterns.

MOTION: Approve the May 2016 Month End Budget Report

Mr. Williams moved, seconded by Mr. Steen.

MOTION, passed

Motion carried unanimously. Vote of 11-0

C5. Staff Activities

Mr. Paulsen arrived at 4:27 pm.

Mr. Burns gave a brief overview of the TAZ network and demographic forecast. Mr. Burns also went over the Metro COG Profile.

Mr. Farnworth's gave a brief presentation of the 2015 traffic counts. Chair asked if there was anything surprising when reviewing the counts. Mr. Farnsworth noted that Veteran's Blvd had a significant increase in traffic between 2013 and 2015. Also the former toll bridge also had a three-fold increase in traffic between 2013 and 2015. Ms. Elmer mentioned also there will be a traffic signal added on 15th Ave N and Highway 75.

Mr. Maddox mentioned that TDP is coming to a close. SRF submitted a draft that will be presented to MAT Coordination Board to wrapping it up and starting the implementation. Subjects covered include, Comprehensive Plan for City of Barnesville, Moorhead School Safe Route Plan, Development of 2017-2020 Transportation Group Program.

D. Additional Business

Mr. Schneider stated that this will probably be Mr. Williams last meeting and wanted to acknowledge Mr. Williams and his contribution to the organization. Chair Piepkorn expressed his thanks to Mr. Williams and all his hard work and contribution to the organization.

E. Adjourn

The 530th Meeting of the FM Metro COG Policy Board held Thursday, June 16, 2016 was adjourned at 4:45 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD July 21, 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