

Agenda Item 1c, Attachment 1

**565th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, April 18, 2019 – 4:00 pm
Metro COG Conference Room**

Members Present:

Duane	Breitling	Cass County Commission
Shara	Fischer	Fargo Planning Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Jim	Haney	Clay County Commission (alt for Jenny Mongeau)
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Eric	Gjerdevig	West Fargo City Commission
John	Gunkelman	Fargo Planning Commission
John	Koerselman	Horace City Commission
Jenny	Mongeau	Clay County Commission

Others Present:

Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Lori	Ibach	Goldmark
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 pm, on April 18 by Vice Chair Olson, noting a quorum was present. Introductions were made.
- 1b. Approve Order and Contents of Overall Agenda, approved**
Vice Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 565th Policy Board Meeting.
Mr. Strand moved, seconded by Mr. Gehrtz.
MOTION, passed. 10-0
Motion carried unanimously.

1c. Past Meeting Minutes, approved

Vice Chair Olson asked for approval of the Minutes of the March 21, 2019 Meeting.

MOTION: Approve the March 21, 2019 Policy Board Meeting Minutes.

Mr. Schneider moved, seconded by Mr. Jesme.

MOTION, passed. 10-0

Motion carried unanimously.

***Mr. Hendrickson joined the meeting at 4:03pm**

***Ms. Fischer joined the meeting at 4:04pm**

1d. Monthly Bills, approved

Vice Chair Olson asked for approval of the April 2019 Bills as listed on Attachment 1d.

MOTION: Approve the April 2019 Bills List.

Mr. Breitling moved, seconded by Mr. Gehrtz.

MOTION, passed. 12-0

Motion carried unanimously.

2. CONSENT AGENDA

Vice Chair Olson asked for approval of Items a-c on the Consent Agenda.

- a. March Month End Report
- b. 2018 Title VI Annual Report
- c. 2019 First Quarter Report

MOTION: Approve Items a-c on the Consent Agenda.

Mr. Jesme moved, seconded by Mr. Piepkorn.

MOTION, passed. 12-0

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. Follow-up on March Discussion of NDDOT Billing

Ms. Gray reminded the board that at last meeting, she presented information about NDDOT's recent approval of a revised indirect rate for 2018. Based on the use of a higher indirect rate, she initially believed that additional local match would be needed, and had presented that at the March meeting. However, after further analysis, she determined that adequate local match for the additional federal funds had already been paid. She explained that there were a few reasons for this, with the main reason being staffing levels below what was originally budgeted for the first half of 2018. Metro COG will not be invoicing the jurisdictions for the additional local match.

3c. Follow-up on Temporary Lease and Moving Dates

Ms. Gray presented a follow-up on the temporary lease with the City of Fargo. Following the March Policy Board meeting, Ms. Gray explained the actions of the Policy Board and the discussion that took place, and shared that the Policy Board requests that the City of Fargo remove the “aggravation fee” from the lease agreement. The city agreed, and the amended lease was approved by both the Finance Committee and the City Commission. A move date is tentatively set for April 29-30.

3d. Remodeling Project & Amended Lease with Case Plaza, LLC

Ms. Gray provided an update on the Metro COG Case Plaza remodel project. The amended lease was presented, and summarized by Ms. Gray. Metro COG agreed to \$240,000 for tenant improvements, and Case Plaza covering \$65,000, which is included as an amortized cost in the proposed lease. After discussions with Case Plaza LLC about HVAC (boiler heat system) and window replacement, it was tentatively agreed to bring forward to Policy Board a proposed lease which includes \$25,000 of amortized costs toward these improvements, which total approximately \$93,000 for the portion of the building to be occupied by Metro COG. Ms. Gray explained that Case Plaza LLC is also proposing a different lease format, changing from a gross lease to a base lease plus CAM (common area maintenance). Case Plaza LLC has explained that this is a typical lease agreement for office space, and that they are transitioning many of their leases over to this format. Ms. Gray also took this opportunity to update the board on the agency’s finances, in the event of construction going over budget. Mr. Grindberg asked Lori Ibach for some clarifications on numbers in the lease agreement. Ms. Ibach agreed to remove “and expenses paid” from item 4. OPERATING EXPENSES in the Lease Amendment A.

Mr. Strand asked about longer term occupancy of the City of Fargo space, and stated he would have liked to see Metro COG put out an RFP for space. General discussion took place about the pros and cons of staying in Case Plaza.

MOTION: Approve the amended lease with Case Plaza (with updated language discussed), and authorize the Executive Director to advertise for and hold a public hearing before the Executive Committee at their May 1, 2019 meeting to consider signing an amended lease for Metro COG office space within Case Plaza.

Mr. Breitling moved, seconded by Mr. Hendrickson.

**MOTION, passed. 11-1 (Mr. Strand did not agree with the non-RFP process)
Motion carried unanimously.**

4. Additional Business

The next meeting will be held at the conference room formerly called the River Room in the Civic Center offices, where the Metro COG temporary office will be as of the end of April.

5. Adjourn

The 565th Meeting of the FM Metro COG Policy Board held Thursday, April 18, 2019 was adjourned at 4:48 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 16, 2019, 4:00 P.M. AT THE CIVIC CENTER RIVER ROOM, 207 4TH ST N, SUITE A, FARGO, ND 58102.

Respectfully Submitted,

Savanna Leach
Executive Secretary