

**503rd Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 12, 2019 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Shane	Finck	Clay County Engineering (alt for Justin Sorum)
James	Dahlman	City of Horace/Interstate Engineering (alt for Russ Sahr)
Jeremy	Gorden	City of Fargo Transportation Engineering
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Michael	Johnson	NDDOT – Local Government Division
Kim	Lipetsky	Fargo Cass Public Health
Jaclynn	Maahs	Concordia College
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Mary	Safgren	MnDOT – District 4
Jordan	Smith	MATBUS (alt for Julie Bommelman)
Tim	Solberg	City of West Fargo Planning
Brit	Stevens	NDSU – Transportation Manager
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Wolter	Freight Representative, Midnite Express

Members Absent:

Julie	Bommelman	City of Fargo, MATBUS (alt present)
Joe	Raso	GFMEDC
Russ	Sahr	City of Horace Planning (alt present)
Justin	Sorum	Clay County Engineering (alt present)
Andrew	Wrucke	City of West Fargo Engineering

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Matthew	Huettl	HDR
Andrew	Krog	Bolton & Menk
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering Group
Anna	Pierce	Metro COG
Wayne	Zacher	NDDOT – Local Government Division

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on December 12, 2019 by Chair Gray. A quorum was present. Introductions were made. Mr. Johnson introduced Mr. Zacher as the new NDDOT Local Government representative, who will be taking over most of Mr. Johnson's MPO-related duties, including sitting as the NDDOT representative on TTC. However, Mr. Johnson will be providing oversight and guidance to Mr. Zacher as part of his role in the Local Government Division.

2. Approve the 503 TTC Meeting Agenda

Chair Gray asked if there were any questions or changes to the TTC Meeting Agenda.

Motion: Approve the TTC Meeting Agenda.
Mr. Atkins moved, seconded by Ms. Van Beek
MOTION, PASSED. 18-0
Motion carried unanimously.

3. APPROVE November 14, 2019 TTC MEETING MINUTES

Chair Gray asked if there were any questions or changes to the November 14, 2019 TTC Meeting Minutes.

Motion: Approve the November 14, 2019 TTC Minutes.
Ms. Huston moved, seconded by Ms. Van Beek
MOTION, PASSED. 18-0
Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. Fargo Safe Routes to School Plan Contract Extension

Ms. Pierce presented Amendment #1 to the Fargo Safe Routes to School Plan contract. The purpose of this amendment is to extend the contract final date to March 31, 2020. She stated that the draft report is over 300 pages, and that Metro COG and local staff need more time to review the document and provide feedback to the consultant.

Motion: Recommend Policy Board approval of the proposed project timeline extension for the Fargo Safe Routes to School Plan.
Ms. Huston moved, seconded by Ms. Safgren
MOTION, PASSED. 18-0
Motion carried unanimously.

6. US10/75 Corridor Study – Contract Amendment #2

Mr. Maddox presented Amendment #2 to the US10/75 Corridor Study. This is the second date extension for this contract. This amendment extends the contract final date to May 31, 2020.

Mr. Johnson asked what events slowed the process, as the amendment is ambiguous in explanation. Mr. Maddox explained that there were two winter weather events that closed down the city of Moorhead resulting in delayed public input events and a rescheduling of at least one SRC meeting. The consultant also experienced the loss of a team member who had a major role on the project team. Mr. Johnson stated that he believes the language of the amendment should be more specific in documenting some of the reasons for the extended timeline.

Mr. Atkins amended his motion to have staff include this information into the amendment for Policy Board review.

Motion: Recommend Policy Board approval of Amendment #2 to the US10/75 Corridor Study contract.

Mr. Atkins moved, seconded by Ms. Safgren.

MOTION, PASSED. 18-0

Motion carried unanimously.

***Mr. Solberg joined the meeting at 10:15 a.m.**

7. 2019-2020 UPWP Amendment #6

Ms. Gray presented Amendment #6 to the 2019-2020 UPWP. This amendment includes projects being carried over into 2020, the redistribution of staff hours, and the addition of Moorhead Intersection Traffic Counts.

Motion: Recommend Policy Board approval of the proposed 2019-2020 UPWP Amendment #6.

Ms. Van Beek moved, seconded by Mr. Benson.

MOTION, PASSED. 19-0

Motion carried unanimously.

8. 2020-2023 Transportation Improvement Program (TIP) Amendment #2

Mr. Champa presented the 2020-2023 TIP Amendment #2 to include the following projects and revisions:

- 1. Modification of Project 5190007:** Moorhead Transit purchase of a bus shelter (2020). The federal funding source changed from Surface Transportation Block Grant Program (STBGP) funds to FTA Section 5339 funds.
- 2. Modification of Project 5200099:** Moorhead Transit Dilworth transit hub improvement project (2020). The federal funding source changed from FTA Section 5307 funds to FTA Section 5339 funds.
- 3. Modification of Project 5162685:** Moorhead Transit facility upgrades, LED lighting project (2020). The federal funding source changed from federal STBGP funds to FTA Section 5339 funds. The total project decreased to \$49,000, of which \$39,200 is through FTA Section 5339 funds, and \$9,800 through local matching funds.

4. **Modification of Project 5200001:** Moorhead Transit green light bus priority project (2020). The total project cost decreased to \$521,000, of which \$416,800 is through FTA Section 5339 funds, and \$104,200 through local matching funds.
5. **Modification of Project 8190033:** MnDOT I-94 weigh-in-motion scale project (2020). The total project cost decreased to \$355,752, all of which is through state funds.

Ms. Van Beek asked that project #5162685 description be revised to read "Moorhead Transit Hub and Facility upgrades..."

A public hearing was opened; no comments were received. The public hearing was closed.

Motion: Pending public comment, recommend Policy Board approval of Amendment #2 to the Metro COG 2020-2023 Transportation Improvement Program (TIP).

Ms. Van Beek moved, seconded by Ms. Huston.

MOTION, PASSED. 19-0

Motion carried unanimously.

9. TA Grant Prioritization / New TA Scoring Criteria

Mr. Farnsworth presented the North Dakota and Urban Transportation Alternatives grant prioritization, as vetted through the Metropolitan Bicycle and Pedestrian Committee. He also noted that the TA scoring criteria was updated and revised during the prioritization process.

Mr. Atkins noted that the recommended motion included both the approval of the prioritization and the approval of the new scoring criterion. Both Ms. Lipetzky and Mr. Solberg acknowledged this in their motion and second.

Motion: Recommend Policy Board approval of the TA project prioritization and updated TA scoring criteria as vetted through the Metropolitan Bicycle and Pedestrian Committee.

Ms. Lipetzky moved, seconded by Mr. Solberg.

MOTION, PASSED. 19-0

Motion carried unanimously.

10. Bicycle & Pedestrian Committee Citizen Representative

Mr. Farnsworth presented Chris Garty as the Metropolitan Bicycle & Pedestrian Committee Citizen Representative for the 2020-2021 term. His term will begin on January 1, 2020. Ms. Gray noted that two staff members of Consultants that frequently work with Metro COG applied for the citizen seat, but were not chosen due to the potential for conflict of interest. She stated that Metro COG staff realized that those individuals both were avid bicyclists and had a lot to offer the committee in terms of knowledge and experience, but since other

applicants were also available, another citizen representative was recommended. Mr. Johnson asked if this is information gathered from applicants when they apply to be a citizen representative. Mr. Farnsworth responded that it is not part of the application form at this time. Mr. Johnson suggested that if applicants are asked if they work for a consultant that performs work for Metro COG, the question would at least put them on notice that their application might be viewed differently because of it. He recommended this change during the next round of applicants. He agreed with the potential for conflict of interest. Mr. Solberg said that consultant applicants should not automatically be disqualified, as those individuals may contribute greatly.

Motion: Recommend Policy Board approval of the top ranked candidate, Chris Garty, to serve on the Metropolitan Bicycle & Pedestrian Committee for the 1/1/20 – 12/31/21 term. With the fallback position that the second ranked candidate be recommended, should Mr. Garty decline the position.

Mr. Atkins moved, seconded by Mr. Wolter.

MOTION, PASSED. 19-0

Motion carried unanimously.

11. Metro COG 2020 Meeting Schedule

Ms. Gray presented the 2020 TTC and Policy Board meeting schedules, noting that any Policy Board meetings conflicting with the FM Diversion Authority meetings will be pushed back to a start time of 4:30 p.m.

12. Agency Updates

Fargo: Main Avenue reconstruction project from Broadway to University has been bid out.

Moorhead: the Comp Plan RFP closed and the City received six proposals. Underpass construction continues, the permanent signal in front of the high school will be turned on today.

West Fargo: Sheyenne Street is open. Andrew Wrucke has transitioned from Public Works to Transportation Engineering. Sheyenne Street development is happening rapidly and Mr. Solberg encouraged TTC members to take a look at some of the exciting developments happening along the corridor.

Dilworth: No updates

Horace: Barrett Voigt is now the Planning Director with the City. Most recently, he was the Cass County Planner. Middle School construction continues, and High School construction is now open for bid.

Cass County: County highway improvements planned. The 2020-2024 Highway and Bridge Comp plan has been approved and posted on the County's website for public view. Cass County is still looking for a Planning Director. The Subdivision and Township Ordinances will be updated..

Clay County: Planning Commission will be making updates and revisions to the Land Development Code.

NDSU/Concordia: No updates.

Health Department: No updates.

MnDOT: Statewide push for improved coordination on the STIP between MnDOT and MPOs.

NDDOT: Mr. Johnson stated the transition of the MPO coordination to Wayne Zacher will be taking place. Fargo Main Avenue will continue in 2020. The NDDOT is working towards a different process for bridge inspections.

Transit: Contract awarded for the fare box upgrades.

Freight: No updates.

Metro COG: NDDOT Urban Roads solicitation due 12/20, and Urban Grant solicitation due 12/30. Work will begin on the 2021-2022 UPWP and budgeting development process. All jurisdictions are encouraged to look at upcoming projects, and think about studies and projects they might need in the short term and farther out into the future to add to our future project list.

13. Additional Business

No additional business.

14. Adjourn

The 503rd Regular Meeting of the TTC was adjourned on December 12, 2019 at 11:17 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 9, 2020, 10:00 A.M. AT THE METRO COG CONFERENCE ROOM (1 – 2ND ST N, CASE PLAZA 232, FARGO, ND).

Respectfully Submitted,

Savanna Leach
Executive Assistant