

**504th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, January 9, 2020 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Jason	Benson	Cass County Highway Engineering
Julie	Bommelman	City of Fargo, MATBUS
Brenda	Derrig	City of Fargo Engineering (alt for Jeremy Gorden)
Shane	Finck	Clay County Engineering (alt for Justin Sorum)
Cindy	Gray	Metro COG
Robin	Huston	City of Moorhead Planning
Kyle	Litchy	Cass County Highway Eng (alt for Cass Co Planning)
Jaclynn	Maahs	Concordia College
Peyton	Mastera	City of Dilworth Administration
Aaron	Nelson	Fargo City Planning
Emma	Notermann	Clay County Planning (alt for Matthew Jacobson)
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Russ	Sahr	City of Horace Planning
Jordan	Smith	MATBUS (alt for Lori Van Beek)
Tim	Solberg	City of West Fargo Planning
Brit	Stevens	NDSU – Transportation Manager
Mark	Wolter	Freight Representative, Midnite Express
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jeremy	Gorden	City of Fargo Transportation Engineering
Kim	Lipetsky	Fargo Cass Public Health
Justin	Sorum	Clay County Engineering
Lori	Van Beek	City of Moorhead, MATBUS

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Michael	Johnson	NDDOT – Local Government Division
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Jim	Mertz	Bolton & Menk
Anna	Pierce	Metro COG
Steve	Strack	Houston Engineering Inc
David	Sweeney	SRF Consulting

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on January 9, 2020 by Chair Gray. A quorum was present.

2. Approve the 504th TTC Meeting Agenda

Chair Gray asked if there were any questions about or changes to the 504th TTC Meeting Agenda.

Motion: Approve the 504th TTC Meeting Agenda.
Ms. Bommelman moved, seconded by Ms. Huston
MOTION, PASSED.
Motion carried unanimously.

3. APPROVE December 12, 2019 TTC MEETING MINUTES

Chair Gray asked if there were any questions about or changes to the December 12, 2019 TTC Meeting Minutes.

Motion: Approve the December 12, 2019 TTC Minutes.
Mr. Benson moved, seconded by Mr. Mastera
MOTION, PASSED
Motion carried unanimously.

****Mr. Stevens joined the meeting at 10:03 a.m.**

4. Public Comment Opportunity

No public comments were made or received.

****Mr. Solberg and Mr. Wrucke joined the meeting at 10:06 a.m.**

****Ms. Safgren joined the meeting at 10:30 a.m.**

5. Urban Regional and Urban Roads Program Solicitation

Mr. Champa presented the Urban Regional and Urban Roads Program Solicitation.

Urban Regional Highway System: One project submission received.
19th Avenue North. \$11,040,000 Federal/\$2,760,000 local.

Urban Roads Program: four project submissions received. The preliminary prioritization based on the MTP were presented as follows:

1. Capital Bus Purchase - \$1,000,000 Federal/\$250,000 local
2. 32nd Avenue S Reconstruction - \$7,680,000 Federal/\$1,920,000 local
3. 64th Avenue S Interchange- \$14,600,000 Federal/\$3,650,000 local
4. Sheyenne Street Reconstruction - \$9,600,000 Federal/\$2,400,000 local

Mr. Champa discussed the basis of Metro COG's suggested prioritization, which was based on the goals of the recently adopted MTP combined with the scoring of new and expanded roadway network projects. The MTP places priority on preventative maintenance projects. Mr. Champa also explained that the application for the Sheyenne Street project was submitted for a four-lane

roadway, whereas the MTP describes this project as a three-lane roadway. This discrepancy was brought to West Fargo's attention, and the City was in the process of making a decision on how to proceed. The three-lane section was agreed upon during project prioritization based on projected 2045 ADT volumes for the segment of Sheyenne Street between 40th and 52nd Avenues. After further discussion, no changes were made to the suggested prioritization.

Motion: Requested Action: Recommend approval to the Policy Board of the prioritized list of projects, as prioritized by the TTC, for the NDDOT Urban Roads Program and Urban Regional Highway Systems Program solicitations and subsequent submittal of proper project application materials to the NDDOT by the January 31, 2020 deadline.

**Mr. Solberg moved, seconded by Mr. Sahr
MOTION, PASSED. 21-0
Motion carried unanimously.**

6. Urban Grant Program Solicitation

Mr. Champa presented the Urban Grant Program Solicitation.

Urban Grant Program: one project submission was received.

1. 2nd Street Pedestrian Bridge - \$2,700,000 Federal/\$700,000 local

Mr. Champa noted that Mr. Nelson had asked for opportunity to further update the application with more current graphics about the proposed pedestrian bridge. Metro COG will wait for the revised application before submitting to NDDOT.

Motion: Recommend approval to the Policy Board of the 2nd Street bicycle and pedestrian bridge project for the NDDOT Urban Grant Program solicitation and subsequent submittal of proper project application materials to the NDDOT by the January 31, 2020 deadline.

**Mr. Nelson moved, seconded by Mr. Solberg
MOTION, PASSED. 21-0
Motion carried unanimously.**

7. Limited English Proficiency Plan (agenda item 7), Title VI and Non-Discrimination Plan Update (agenda item 8)

Ms. Gray noted that items 7 and 8 have been combined on the agenda, but are still considered separate, as they need separate actions. She stated that in the July of 2019, NDDOT completed a Title VI audit of Metro COG. In August, Metro COG received a letter outlining several recommendations and corrective actions that were needed to bring our Title VI and LEP documents into compliance with Federal rules. After consulting with NDDOT about the best way to proceed, Metro COG determined that it made sense to update our Title VI and LEP documents for 2020, since both plans were due to be fully updated in 2020.

Ms. Pierce further described some of the updates that were needed to both documents both in response to the audit, and simply because they needed updating. Ms. Gray explained actions Metro COG has already taken in response

to the audit, and showed photos of Metro COG's display of Title VI and LEP information and complaint forms both in the office and in the hallway, out of sight from the front desk, as directed by the audit.

Ms. Gray explained that the LEP Plan is an appendix of the Title VI Plan, so Metro COG was asking for a recommendation of that first, from a procedural perspective. She also stated that NDDOT will be completing their review of the documents in the near future, so the recommended motion states that a recommendation for approval is contingent upon edits needed as a result of NDDOT's review.

Mr. Atkins noted that in the preparation of Moorhead's ADA Transition Plan, the City of Moorhead learned that a specific coordinator must be named, and not just identified as a position. Ms. Gray indicated that Metro COG could make that addition in case it is also required for Title VI and LEP. Mr. Johnson also stated that the NDDOT is going through a review and update of their respective plans as well, and new documents and forms will be placed on their website and could serve as a reference.

Motion: [Agenda Item 7] Recommend approval of the Limited English Proficiency Plan and the Title VI and Non-Discrimination Plan to the Policy Board, with the addition of a specific name as the coordinator, and contingent upon edits needed as a result of NDDOT's review.

Mr. Sahr moved, seconded by Mr. Atkins.

MOTION, PASSED. 21-0

Motion carried unanimously.

8. 2020 Title VI Plan Update

(combined with Agenda Item 7)

9. Agency Updates

City of Fargo: 64th Avenue infrastructure updates summer 2020. Core Neighborhoods Plan kickoff February 2020.

City of Moorhead: 21st Underpass construction continues, 12th Avenue Mill & Overlay plan finalization is underway in preparation for 2020 construction. Comprehensive Plan kickoff meeting next Friday.

City of West Fargo: finishing up CIP for 2021, no major updates.

Dilworth: no updates

City of Horace: engineers working on preliminary plans for update of Wall Street/88th St to the proposed Diversion boundaries.

Cass County: CR10 project Casselton to Mapleton coming up in 2020. Continued search for new County Planner. Finalizing plans with consultant for Subdivision Ordinance.

Clay County: no updates

NDDOT: Michael Johnson indicated that this will be his last TTC meeting, Wayne Zacher will be taking over the MPO liaison role for NDDOT. Based on what NDDOT has heard, a new staff person from FHWA will be attending the TTC meetings moving forward.

GFMEDC: Mr. Raso stated that the EDC is excited about the Cass County Commission meeting at which the Commission approved support of the Workforce Academy. The EDC is working with national consultant on certification of "Shovel-Ready" business sites in the area.

Metro COG: Veterans Blvd Corridor Study RFP in works. Ms. Gray stated that she will be initiating work on the 2021-2022 UPWP in order to have 2021 budget numbers ready for local jurisdictions this spring. Local jurisdictions were encouraged to think about plans and studies that will be important to them in the next few years. The 2021-2025 TDP RFP was released Tuesday. The Moorhead 17th Street Corridor Study RFP was released last week. Metro COG will participate in Regional LiDAR Collection consultant interviews.

10. Additional Business

No additional business.

11. Adjourn

The 504th Regular Meeting of the TTC was adjourned on January 9, 2020 at 11:39 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD February 13, 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