

**539th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, March 16th, 2017 – 4:00 pm
 Metro COG Conference Room**

Members Present:

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Shara	Fischer	Fargo Planning Commission (Alternate for Tony Grindberg)
Steve	Gehrtz	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Tim	Solberg	West Fargo City Commission (Alternate for Mark Wentz)
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission
Jan	Ulferts Stewart	Fargo Planning Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
John Q.	Paulsen	Fargo Citizen Appointee
Dave	Piepkorn	Fargo City Commission
Mark	Simmons	West Fargo City Commission
Mark	Wentz	West Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Ken	Demmons	HDR
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Jim	Haney	Clay County Commission
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Sharon	May	Horace City Council
Joel	Quanbeck	KLJ
Russ	Sahr	Horace Planning & Zoning Commission
Bob	Walton	NDDOT- Fargo

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

The meeting was called to order at 4:00 pm, on Thursday, March 16th, 2017 by Chair Brenda Elmer noting a quorum was present. Introductions were made.

A2. Approve Order and Contents of Overall Agenda, approved

Chair Elmer asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 539th Policy Board Meeting.

Ms. Ulferts Stewart moved, seconded by Mr. Rasmussen.

MOTION, passed. 9-0.

Motion carried unanimously.

A3. Past Meeting Minutes, approved

Chair Elmer asked for approval of the Minutes of the February 16th, 2017 Meeting.

MOTION: Approve the February 16th, 2017 Policy Board Meeting Minutes.

Ms. Mongeau moved, seconded by Mr. Rasmussen.

MOTION, passed. 9-0.

Motion carried unanimously.

A4. Monthly Bills, approved

Chair Elmer asked for approval of the March 2017 Bills as listed on Attachment 1.

MOTION: Approve the March 2017 Bills List.

Mr. Rasmussen moved, seconded by Mr. Buscher.

MOTION, passed. 9-0.

Motion carried unanimously.

B. CONSENT AGENDA

B1. Chair Elmer asked for approval of Items 1-5 on the Consent Agenda.

1. 2017-2020 TIP Amendment #3

MOTION: Approve the proposed Amendment #3 to the 2017-2020 Metro COG Transportation Improvement Program

2. Alternate Routes Incident Management Guidebook Consultant Selection

MOTION: Approve the recommendation of the TTC to select HDR/Gannett Fleming as the consultant for Alternate Routes project, and to authorize staff to initiate contract negotiations with the selected firm.

3. Title VI Non-Discrimination and Limited English Proficiency Plan

MOTION: Approve the Title VI Non-Discrimination and Limited English Proficiency Plan.

4. Metro COG Rental Lease Extension Agreement

MOTION: Authorize the Policy Board Chair to sign on behalf of the Policy Board the proposed Lease Extension Agreement with Goldmark.

5. February 2017 Month End Budget Report

MOTION: Approve the February 2017 Month End Budget Report

MOTION: Approve Items 1-5 on the Consent Agenda.

Mr. Strand moved, seconded by Mr. Gehrtz.

MOTION, passed 9-0.

Motion carried unanimously.

Shara Fischer joined the meeting at 4:07 p.m.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No MOTION

C2. Public Hearing on 2017-2018 UPWP Amendment 1

The NDDOT and FHWA have approved Amendment 1 to the 2017-2018 UPWP. To meet the requirements of the Metro COG Public Participation Plan, Metro COG provided a 30-day review period for the amendment.

A public comment opportunity was opened; no public comments were made or received.

MOTION: Open the Public Hearing.

Ms. Mongeau moved, seconded by Mr. Rasmussen.

MOTION: Passed. 10-0.

Motion carried unanimously.

MOTION: Close the Public Hearing.

Mr. Gehrtz moved, seconded by Mr. Rasmussen.

MOTION: Passed. 10-0.

Motion carried unanimously.

Kevin Spaulding joined the meeting at 4:15 p.m.

C3. 2015-2045 Socioeconomic Data Projections

Dave Burns presented on the 2015-2045 Socioeconomic Data Projections. As part of the development of the Long-Range Transportation Plan, Metro COG has contracted with KLJ to prepare updated socioeconomic projections at five-year increments. Joel Quanbeck, from KLJ, led a presentation on the 2015-2045 Socioeconomic Data Projections. The “Best Case” forecast scenario is favored over the “Most Likely,” and comes to the Policy Board with a favorable recommendation from the Transportation Technical Committee.

MOTION: Approve the ‘Best Case’ Socioeconomic Projections for the FM Region

Ms. Ulferts Stewart moved, seconded by Mr. Schneider.

MOTION, passed. 10-0.

Motion carried unanimously.

C4. Proposed Demographic Forecast Study Contract Amendment

Dave Burns presented a proposed amendment to the Demographic Forecast Study Contract. This project relied heavily upon data purchased through InfoGroup. The data was delayed in submission, and was found to have fallen short in quality, accuracy, and missing critical information. The proposed contract amendment is to provide an additional \$15,802.96 so that

KLJ can continue and finish this project with necessary refinements to the crude data. Mr. Burns added that he feels the Amendment request for more money is justified.

Joel Quanbeck from KLJ explained how the contract amendment is broken down into work hours, and why it is necessary.

The Transportation Technical Committee voted to recommend that local funds be used to pay for this contract amendment, as time is a factor. However, further discussion with Michael Johnson from the NDDOT found that an Amendment could be put through and turned around quickly to get the funds and pay for the project.

Chair Elmer asked if all contractual obligations have been met, and if there is a possible way around this data set? Mr. Burns explained the flaws in the data, but it ultimately breaks down to the 2015 data being collected and processed had significantly different attributes than the sample data that was reviewed/promised prior to purchase.

Steve Gehrtz asked about the consultant selection process. Mr. Burns said that InfoGroup was the only firm to apply.

MOTION: Approve the contract amendment with KLJ, and to pay for the amendment using CPG funds, as an approved UPWP Amendment by the NDDOT.

Ms. Ulferts Stewart moved, seconded by Mr. Gehrtz.

MOTION: Passed. 9-1. Commissioner Strand Voted against this motion.

C5. Voting Member Request from City of Horace

The City of Horace, ND has requested to become a voting member of the Metro COG. Currently, they are considered an “associate member,” and do not have to pay dues.

Full membership for Horace will require a change to Metro COG organizational documents to add them as a voting member. The City will also be required to sign the Fiscal Agreement as a requisite for paying dues and obtaining a vote on the Policy Board. The addition of the City will change the quorum required to nine from the current eight. The local jurisdiction dues will not be effected, other than Cass County. The City population is currently included in the dues formula for the County. The City and the County are working together to come to an agreement as to how the City will reimburse the County for dues already paid. The agreement will be between the tow and will not affect the dues structure. As a dues-paying, voting member of the Policy Board, Horace will also receive a seat on the Executive Committee, and a voting member seat on the Transportation Technical Committee.

This request comes with a favorable recommendation from the Executive Committee.

MOTION: Approve Horace’s request to become a voting member on the Metro COG Policy Board, pending execution of the Fiscal Agreement between the city and Metro COG and to amend, as necessary, the Metro COG organizational documents to reflect this change.

Mr. Strand moved, seconded by Mr. Rasmussen.

MOTION: Passed. 10-0.

Motion carried unanimously.

John Strand left the meeting at 5:12 p.m.

C6. Draft 2018 Budget

Bill Christian presented a draft of the 2018 Budget. The budget was broken down and explained, while this is still a draft, this can be used by jurisdictions for budgeting purposes. Mr. Christian wanted to provide the Board with the operations portion of the budget. Staff will be meeting with local jurisdictions to discuss what contracted planning services will be included in 2018. These changes will be in the final budget that will be presented to the Policy Board in April or May.

Jan Ulferts Stewart asked if there is any money budgeted for continuing education for staff. Mr. Christian advised that staff education and training is highly encouraged. Such items are included in the travel, registration and training overhead line item. Chair Elmer asked if the COG does any tuition reimbursement, Mr. Christian said that it is not currently written into the Personnel Policies. That could be changed at the pleasure of the Board.

Kevin Spaulding asked why the Payroll Services budget has changed so much. Mr. Christian explained that we have split our accounting and payroll services, and the difference can be found between the two.

MOTION: Accept the draft 2018 Metro COG Budget

Ms. Mongeau moved, seconded by Mr. Haney.

MOTION: Passed. 9-0.

Motion carried unanimously.

At 5:18 p.m., Jan Ulferts Stewart mentioned that Commissioner Shara Fischer arrived late to the meeting. Ms. Fischer was not voting up until this point, but will now be participating in the votes.

C7. Request for Proposals for 13th Avenue Corridor Study

David Burns presented the 13th Avenue Corridor Study Request for Proposals. The extent of the corridor will originate at Main Avenue on the Fargo/West Fargo limits line, and south along 15th Avenue West (County Road 28) to 13th Avenue West. It will then extend East along 13th Avenue West to 17th Avenue East. After discussion with Tim Solberg, the project dateline has been pushed back, due to the Downtown Comprehensive Plan taking precedence.

MOTION: Approve the 13th Avenue South Corridor Study RFP

Mr. Solberg moved, seconded by Ms. Ulferts Stewart

MOTION: Passed. 10-0.

Motion carried unanimously.

C8. Request for Proposals for Moorhead ADA Transition Plan

Bill Christian presented the Moorhead ADA Transition Plan RFP. This RFP was tabled at the February meeting to allow the City representatives time to discuss the project with City staff. The RFP will seek contracted services to develop for the City an ADA Transition Plan for those sites in the public right-of-way. This includes a sidewalk and curb ramp study, a review of City documents, materials and policies to conduct a self-evaluation and audit process, public

involvement from the general public and from the disabled community and a database of proposed improvements with cost estimates. The database will also include a proposed schedule in which improvements would be accomplished.

MOTION: Approve the Moorhead ADA Transition Plan RFP, and authorize its release pending the NDDOT final review and approval.

Mr. Gehrtz moved, seconded by Mr. Haney

MOTION: Passed. 10-0.

Motion carried unanimously.

C9. Cass County Comprehensive & Transportation Plan Request for Proposals

Adam Altenburg presented the Cass County Comprehensive & Transportation Plan RFP. The intent of this RFP is to obtain professional consultant services to conduct technical land use planning activities, technical transportation planning activities, economic and fiscal impact analyses, and community outreach and engagement support in order to complete production of a new Comprehensive and Transportation Plan for Cass County, North Dakota.

The project will be funded in part with federal transportation planning funds and has a not-to-exceed budget of \$150,000. A proposed cost split would have Cass County providing \$122,073.60 (81.4% of total project costs) with the remaining \$27,926.40 (18.6%) coming from federal Consolidated Planning Grant (CPG) funds. This cost split is based in part on the percentage of the county within Metro COG's planning area and scope of work tasks which are eligible or ineligible for federal transportation planning funds. The NDDOT is in the process of reviewing the draft RFP, and will make a determination of Federal participation.

MOTION: Approve the draft Cass County Comprehensive & Transportation Plan RFP, and authorize staff to release the RFP.

Mr. Rasmussen moved, seconded by Ms. Ulferts Stewart

MOTION: Passed. 10-0.

Motion carried unanimously.

It was brought to Chair Elmer's attention that Jim Haney had been participating in votes, when he should not have. Commissioner Haney is an alternate for Commissioner Jenny Mongeau, who was also in attendance, and voting. It was decided that all votes where Mr. Haney had made a motion, were to be re-done. Items C-6, and C-8 needed new voting records. Other votes where Mr. Haney voted, but did not motion, had his votes stricken from the record.

C6 Revote: Draft 2018 Budget

MOTION: Approve the draft 2018 Metro COG Budget

Ms. Mongeau moved, seconded by Mr. Rasmussen.

MOTION: Passed. 10-0.

Motion carried unanimously.

C8 Revote: Request for Proposals for Moorhead ADA Transition Plan

MOTION: Approve the Moorhead ADA Transition Plan RFP, and authorize its release pending the NDDOT final review and approval.

Mr. Spaulding moved, seconded by Mr. Buscher.

MOTION: Passed. 10-0.

Motion carried unanimously.

D. Additional Business

Bill Christian reminded the board that on March 24th at 10:00 a.m., there will be a meeting in the Metro COG conference room with members of the technical committee to discuss 2017-2018 Consolidated Planning Grant (CPG) projects. There is also an annual UPWP meeting on March 27th, at 10:00 a.m.

E. Adjourn

The 539th Meeting of the FM Metro COG Policy Board held Thursday, March 16th, 2017 was adjourned at 5:31 p.m.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD THURSDAY, APRIL 20th, 2017, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Metro COG Staff