470th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, March 9th, 2017 – 10:00 am
Metro COG Conference Room

Members Present:
Julie Bommelmann, City of Fargo, MATBUS
William Christian, Metro COG
Hali Durand, Cass County Planning
Jeremy Gorden, City of Fargo Engineering
Michael Johnson, NDDOT
Kim Lipetsky, Fargo Cass Public Health
Aaron Nelson, City of Fargo Engineering (alternate for Jim Gilmour)
Seth Pfeifer, Clay County (alternate for Dave Overbo)
Lori Van Beek, City of Moorhead, MATBUS
Mark Vaux, Greater Fargo-Moorhead EDC
Larry Weil, West Fargo Planning
Chad Zander, City of West Fargo (alternate for Chris Brungardt)

Members Absent:
Shawn Anderson, MN Universities Representative
Jonathan Atkins, City of Moorhead Engineering
Jason Benson, Cass County Highway Engineering
Chris Brungardt, West Fargo Public Works
Jim Gilmour, City of Fargo Planning
Kristie Leshovsky, City of Moorhead Planning/Zoning
Tim Magnussen, Clay County Planning
David Overbo, Clay County Engineering
Mary Safgren, MnDOT
Brit Stevens, ND Universities Representative
Stan Thurlow, City of Dilworth Planning
Mark Wolter, Freight Representative/Midnite Express

Others Present:
Adam Altenburg, Metro COG (via phone)
Dan Bergerson, HDR
Mike Bittner, KLJ
David Burns, Metro COG
Dan Farnsworth, Metro COG
Jim Haney, Clay County Commission
Barry Johnson, Bolton & Menk
Savanna Leach, Metro COG
Michael Maddox, Metro COG
Sharon May, City of Horace
Andrew Nelson, WDAY
Joel Quanbeck, KLJ
Cassie Rohlfing, WDAY
Helmut Schmidt, The Forum
1. **CALL TO ORDER AND INTRODUCTIONS**
The meeting was called to order at 10:00 am, on Thursday, March 9th, 2017 by Chairman Christian. A quorum was present.

2. **APPROVE THE AGENDA of the 470th Transportation Technical Committee Meeting.**

   *Motion: Approve the 470th TTC Meeting Agenda.*
   
   Mr. Vaux moved, seconded by Ms. Durand.
   
   *MOTION, Passed. 11-0.*
   
   Motion carried unanimously.

3. **APPROVE FEBRUARY 9th, 2017 TTC MEETING MINUTES**
Chairman Christian asked if there were any questions or changes to the February 9th, 2017 TTC Meeting Minutes.

   *Motion: Approve the February 9th, 2017 TTC Minutes.*
   
   Ms. Van Beek moved, seconded by Mr. Gorden.
   
   *MOTION, Passed. 11-0.*
   
   Motion carried unanimously.

4. **Public Comment Opportunity**
No public comments were made or received.

   *No MOTION*

5. **2017-2020 Transportation Improvement Program Amendment #3**
Michael Maddox presented a proposed amendment to the 2017-2020 TIP. The proposed amendment to the 2017-2020 TIP is as follows:

   1. **Addition of project #8172691: The replacement of the anti-icing system on the I-94 Bridge over the Red River.** This is a joint project between NDDOT and MnDOT; however, this project is only for the MN portion of the project. Federal Freight (NHFP) funding in the amount of $1,012,500 (80%) is being utilized as well as $237,500 (20%) contributed by MnDOT as local match.

   2. **Modification of project #8182635: MnDOT added Traffic Management Systems to the project description.** The total funding is $1,126,930 and is broken down as follows: $638,660 STBG, $159,666 MnDOT, $328,598 Local

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

   *Motion: Approve the TIP Amendment #3*
   
   Mrs. Van Beek moved, seconded by Ms. Durand.
   
   *MOTION, Passed. 11-0.*
   
   Motion carried unanimously.

Larry Weil joined the meeting at 10:08 a.m.
6. **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,” but ultimately, this decision will be up to the Policy Board to decide.

Helmut Schmidt from the Forum asked what happens if the Diversion is not built, and how it affects the projections. Mr. Quanbeck explained that these projections were taken from discussions on events most likely to happen, and that the results may be skewed some, but the numbers are not included in the model.

Michael Johnson from the NDDOT brought up the reminder that these projections are re-evaluated every five years.

**Motion:** Approve the “Best Case” forecast scenario for the Fargo-Moorhead region

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

*MOTION*, Passed. 12-0.

Motion carried unanimously.

7. **Title VI and Non-Discrimination and Limited English Proficiency Plan**

David Burns presented on the updated Title VI and Non-Discrimination and Limited English Proficiency Plan. The NDDOT was recently audited by FTA/FHWA for Title VI compliance and was found to be outdated and need an update. As Metro COG’s policies are set by the NDDOT, our current policy needed an update as well.

Julie Bommelman questioned the final authority of the Plan, whether it is FTA or FHWA. Michael Johnson from the NDDOT stated that they have templates for all sub-recipients to use, which is what Mr. Burns did use and submit. They are developed through the FTA and FHWA, and the NDDOT is currently in the process of updating theirs- so another revision will probably be necessary for Metro COG. Ms. Bommelman also pointed out that Appendix C is incorrect as far as Title VI labeling. Title VI only covers discrimination based on race and national origin. Mr. Johnson said that the NDDOT’s Title VI plan is an all-encompassing discrimination plan, and again, Metro COG follows the NDDOT’s standards.

**Motion:** Approve the updated Title VI and Limited English Proficiency Plan

Mr. Weil moved, seconded by Ms. Lipetsky.

*MOTION*, Passed. 12-0.

Motion carried unanimously.

8. **Request for Proposal for 13th Avenue South Corridor Study**

David Burns presented the 13th Avenue South 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.

Larry Weil pointed out that the last updates were done in 1973.
Michael Johnson said that after brief review, that while a list of alternatives may be included, those alternatives may not be prioritized. Mr. Burns asked if they could discuss this after the meeting, to which he obliged.

**Motion:** Approve the 13th Avenue South Corridor Study Request for Proposals as revised.
Mr. Weil moved, seconded by Ms. Durand.
*MOTION, Passed. 12-0.*
Motion carried unanimously.

9. **Cass County Comprehensive and Transportation Plan RFP**
Via conference call, Adam Altenburg presented the Cass County Comprehensive and Transportation Plan Request for Proposals. This planning effort for Cass County will focus on two components: a revised general comprehensive plan combined with a countywide transportation plan. This new plan is anticipated to be a compilation of new policy and guidance that accounts for the changing dynamics of the county and current policies that have served the county’s interests over time and remain relevant.

Michael Johnson praised Mr. Altenburg’s cost breakdown. The NDDOT will still need to further review it, but there may be some changes to what is eligible and what is not.

**Motion:** Approve the draft of the Cass County Comprehensive and Transportation Plan RFP – Pending final review by NDDOT.
Ms. Lipetsky moved, seconded by Mr. Weil.
*MOTION, Passed. 12-0.*
Motion carried unanimously.

10. **Alternate Routes Incident Management Guidebook Consultant Selection**
Chair Christian presented on the Alternate Routes Incident Management Guidebook Consultant Selection. On February 17th, the project selection committee interviewed four (4) potential candidates to contract for the project. The team of HDR/Gannett Fleming received the highest score and ranking, and is recommended as the selected candidate.

Jeremy Gorden inquired what other firms were interviewed? Mr. Christian said that SRF, Olssen, HDR, and Kimley-Horn.

**Motion:** Approve HDR/Gannett Fleming to perform the Alternate Routes Incident Management Guidebook contracted study, and to enter into contract negotiations upon approval by the Policy Board.
Mr. Gorden moved, seconded by Ms. Bommelman.
*MOTION, Passed. 12-0.*
Motion carried unanimously.

11. **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
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 amendment is broken down into work hours, and why it is necessary.

Hali Durand asked if there was any way to recoup some costs, based on the incorrect data received. Mr. Burns stated that this was attempted, but it ultimately breaks down to the 2015 data being collected and processed had significantly different attributes than the sample data that was reviewed prior to purchase. As far as funding, the NDDOT said we can apply for CPG, but this will need a UPWP amendment; otherwise, there is enough in the local reserves to cover this. As far as requesting an amendment, it could be months before the amendment is approved. This ultimately, could push the project deadlines back.

**Motion:** Recommend Policy Board approval of local funds usage to pay revised balance of Demographic Study Contract Amendment.

Ms. Durand moved, seconded by Mr. Gorden.

*MOTION,* Passed. 12-0.

Motion carried unanimously.

12. **Additional Business**
Horace has officially requested to join the Metro COG as a voting member. This would allow them a voting seat on the Policy Board, the Executive Committee, and the Transportation Technical Committee. This comes with a favorable recommendation from the Executive Committee. They are aware of financial responsibilities, and will be discussing the breakdown of current dues with Cass County.

There will be a CPG discussion on March 24th, 10:00 a.m. to 12:00 p.m.

There will be a UPWP Development meeting on March 27th, 10:00 a.m. to 12:00 p.m.

13. **Adjourn**
The 470th Regular Meeting of the TTC was adjourned on Thursday, March 9th, 2017 at 11:05 a.m.

Respectfully Submitted,

Savanna Leach
Executive Secretary

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470th Meeting of the FM Metro COG Transportation Technical Committee – page 5
Thursday, March 9th, 2017