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 Saugren  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 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.

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