Agenda Item A4, Attachment 1

547th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, November 16th, 2017 – 4:00 pm
Metro COG Conference Room

Members Present:
Roger Buscher Moorhead Planning Commission
Brenda Elmer Moorhead City Council – via telephone
Shara Fischer Fargo Planning Commission
Steve Gehrtz Moorhead City Council
John Gunkelman Fargo Planning Commission
Shara May Horace City Commission
Jenny Mongeau Clay County Commission
Arlan Rasmussen Cass County Commission
Rocky Schneider Fargo Planning Commission
Kevin Spaulding Dilworth City Council
Kelly Steffes Fargo Planning Commission (alternate for John Strand)

Members Absent:
Tony Gehrig Fargo City Commission
Tony Grindberg Fargo City Commission
Dave Piepkorn Fargo City Commission
Mark Simmons West Fargo City Commission
John Strand Fargo City Commission
Mark Wentz West Fargo City Commission

Others Present:
Adam Altenburg Metro COG
Steve Aune Metro COG
Dan Farnsworth Metro COG
Charlie Francis Casselton City Council
Savanna Leach Metro COG
Michael Maddox Metro COG
Bob Walton NDDOT – Fargo District
A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened
The meeting was called to order at 4:00 pm, on November 16th, 2017 by Vice Chair Rasmussen, noting a quorum was present. Introductions were made.

A2. Approve Order and Contents of Overall Agenda, approved
Vice Chair Rasmussen asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 547th Policy Board Meeting.
Mr. Gehrtz moved, seconded by Ms. May.
MOTION, passed.
Motion carried unanimously.

A3. Past Meeting Minutes, approved
Vice Chair Rasmussen asked for approval of the Minutes of the October 19th, 2017 Meeting.

MOTION: Approve the October 19th, 2017 Policy Board Meeting Minutes.
Ms. Fischer moved, seconded by Mr. Buscher.
MOTION, passed. 10-0.
Motion carried unanimously.

A4. Monthly Bills, approved
Vice Chair Rasmussen asked for approval of the November 2017 Bills as listed on A-4, Attachment 1.

MOTION: Approve the November 2017 Bills List.
Ms. Mongeau moved, seconded by Mr. Gehrtz.
MOTION, passed. 10-0.
Motion carried unanimously.

B. CONSENT AGENDA
B1. Vice Chair Rasmussen asked for approval of Items 1-4 on the Consent Agenda.

1. November 2017 Month End Budget Report
2. Fargo/West Fargo Parking and Access Study Contract
3. Website Update and Development RFP
4. 2018-2021 TIP Amendment #1

MOTION: Approve Items 1-4 on the Consent Agenda.
Mr. Schneider moved, seconded by Mr. Gunkelman.
MOTION, passed. 10-0.
Motion carried unanimously.

C. REGULAR AGENDA
C1. Public Comment Opportunity
No public comments were made or received.

No MOTION
*Kevin Spaulding joined the meeting at 4:08 PM*

C2. **Metro COG Financial Report**

Metro COG accountant Steve Aune provided an up-to-date report on the agency’s financials. The presentation included current balances, liabilities, equities, assets, operating cash and savings accounts, as well as 13-month certificates of deposit (CDs). Mr. Aune and Mr. Maddox also discussed the strategic reserves and how they could be used, as expressed by the Policy Board.

*No MOTION*

C3. **2017-2020 TIP Amendment #6**

Mr. Maddox presented amendment #6 to the 2017-2020 TIP. The proposed amendment to the 2017-2020 TIP is as follows:

1. Addition of Project 9172702: To perform highway planning by hiring a Fargo Area Public Information Coordinator for 2018/2019. The total project cost is $350,000 of which $283,255 is being Federally funded, $66,745 is being funded through State of North Dakota revenues.

Mr. Maddox explained that Jeremy Gorden from the City of Fargo engineering department expressed the necessity of re-prioritizing the 52<sup>nd</sup> Avenue and 64<sup>th</sup> Avenue projects. The NDDOT stated it will not approve that addition to the amendment due to their inability to certify the fiscal constraint of their STIP, due to changes in the funding allocations.

There was discussion on what a Fargo Area Public Information Coordinator entails, and where the boundaries of that position lie. Mr. Walton explained the position was previously held by Flint Communication group, and that interviews for a new coordinator will be held in January. Mr. Walton also explained that the “Fargo Area” boundaries lie outside the Fargo city limits.

*MOTION: Approve Amendment #1 to the 2018-2021 Transportation Improvement Program as proposed.*

Mr. Schneider moved, seconded by Mr. Spaulding.

*MOTION, passed. 11-0.*

Motion carried unanimously.

C4. **Metro COG Staffing Levels**

Mr. Maddox presented the possibility of hiring an additional planner to the Metro COG staff. Staff provided enough need for an additional planner, as well as making more time for community outreach. There is also the change from MPO status to TMA in the near future to consider. As discussed in the financial report, the 2018 local match necessary for hiring an additional planner can be pulled from reserve funds so that jurisdictions will not have to adjust budgets at the last minute. This possibility comes with recommendation from both the Executive Committee and the Transportation Technical Committee. Mr. Maddox also explained
that a new hiring process will not be necessary, as a candidate from the last planner hiring process has been selected as a good fit for the position.

**MOTION:** Approve hiring of additional planner, using reserve funds as local match for 2018.
Mr. Gehrtz moved, seconded by Ms. May.
**MOTION,** passed. 11-0.
Motion carried unanimously.

Mr. Maddox also presented a discrepancy found in employee salaries, as found by Jenna Wilm, Metro COG’s Human Resources professional, contracted through the City of West Fargo. Metro COG follows the City of Fargo’s pay scale. Ms. Wilm found that the current Metro COG employee salaries were not equal to what they should be on the City’s pay range scale. The discrepancy most likely happened due to not keeping current pay scales, as well as not factoring in yearly Cost of Living Expenses (COLA) to maintain the city’s levels. The Executive Committee recommended the reimbursement from the start of 2017 by rectifying the discrepancy with the last paycheck of the year, and starting 2018 at the correct salaries.

**MOTION:** Adjust pay to match City of Fargo Grade/Step, and reimburse lost wages from 2017 year beginning.
Ms. Mongeau moved, seconded by Mr. Schneider.
**MOTION,** passed. 10-0-1 (Ms. Elmer was absent during the vote)
Motion carried unanimously.

C5. MOU Delegation of Authority to Interim Director
Mr. Maddox presented and explained the process of signing Memorandums of Understanding (MOUs) with both the NDDOT and MnDOT, and that an Executive signatory is required. Mr. Maddox is requesting signatory authority for MOUs, to ensure timely delivery of necessary documents.

**MOTION:** Grant MOU Authority to Interim Executive Director.
Mr. Gunkelman moved, seconded by Ms. May.
**MOTION,** passed
Motion carried unanimously.

C6. Executive Director Status Update
Ms. Leach presented an update on the vacant Executive Director position. On November 6th, 2017, employment ads were placed on a number of online resources, such as the American Planning Association (national and MN chapter), North Dakota Planning Association, Association of Metropolitan Planning Organizations, and JobsHQ. While the position is listed as “open until filled,” there is a soft closing date of December 6th, as some postings were a 30-day paid subscription. As of yet, there is no selection committee assembled, but will be put together in the coming weeks.

No **MOTION**

D. Additional Business
Vice Chair Rasmussen brought up a discussion concerning the meeting time of the Policy Board. It was decided that a Doodle Poll should be sent to Policy Board members for their opinions.
E. Adjourn

*MOTION:* Adjourn the 547th Meeting of the FM Metro COG Policy Board
Ms. May moved, seconded by Mr. Gunkelman.
*MOTION,* passed. 9-0.
Motion carried unanimously.

The 547th Meeting of the FM Metro COG Policy Board held Thursday, November 16th, 2017 was adjourned at 5:23 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD December 21st, 2017, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary