

**The 644<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**THURSDAY, July 17, 2025 – 4:00 PM**  
**AGENDA - REVISED**

1. Call to Order and Introductions
  - a. Introductions & Roll Call
  - b. Approve Order and Contents of the Overall Agenda Action Item
  - c. Approve Meeting Minutes of June 19, 2025 and May 15, 2025 Action Item
  - d. Approve July 2025 Bills Action Item
2. Consent Agenda **Action Item**
  - a. June 2025 End-of-Month Report and May 2025 End-of-Month Report
  - b. Metro COG 2<sup>nd</sup> Quarter Report
3. Regular Agenda
  - a. Public Comment Opportunity Public Input
  - b. Review Draft 2026-2027 UPWP & Budget **Action Item**
  - c. 2025-2028 TIP Amendment 7 **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held

**Thursday, August 21, 2025 at 4:00 PM.**

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at [brumbaugh@fmmetrocog.org](mailto:brumbaugh@fmmetrocog.org). To ensure your comments are received prior to the meeting, please submit them by 8:00 AM on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

**Please use the following link to join this meeting online:**

<https://us02web.zoom.us/j/82080139233?pwd=eCoKKRjtNKJvz7tT9qcwh7XTwPsCEb.1>

**Bolded** Action Items require roll call votes.

**Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>**

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Angela Brumbaugh at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

**643<sup>rd</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, June 19, 2025 – 4:00 PM**

**Members Present:**

Chuck	Hendrickson	Moorhead City Council
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer ( <i>ex-officio</i> )

**Members Absent:**

Rory	Jorgensen	West Fargo City Commission
Denise	Kolpack	Fargo City Commission
Mike	Rietz	MATBUS Representative
Thomas	Schmidt	Fargo Planning Commission
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Joel	Vettel	Cass County Commission
Shiloh	Wahl	MnDOT District 4 Engineer ( <i>ex-officio</i> )

**Others Present:**

Ritchell	Aboah	Resource Connect
Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Will	Hutchings	NDDOT - Local Government Division

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 PM, on Thursday, June 19, 2025 by Chair Mongeau, noting there was not a quorum.

Without a quorum, most business could not be completed. Policy Board Bylaws state "Approval of monthly bills may be accomplished with lack of

a quorum at the discretion of the Chair and with not less than six (6) Board members present." (Section 5.6.3)

**1b. Approve Order and Contents of Overall Agenda**

No action due to lack of quorum.

**1c. Past Meeting Minutes**

No action due to lack of a quorum.

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the June 2025 Bills as listed on Attachment 1d, including Policy Board Bylaws Section 5.6.3, Approval of monthly bills may be accomplished with lack of a quorum at the discretion of the Chair and with not less than six (6) Board members present.

**MOTION: Approve the June 2025 Bills List, as permitted by Policy Board Bylaws Section 5.6.3, due to lack of a quorum.**

**Ms. Mattson moved, seconded by Mr. McDougall.**

**MOTION, passed**

**Motion carried unanimously.**

**2. CONSENT AGENDA**

No action due to lack of a quorum.

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

**3b. Transit Servier Presentation – Resource Connect**

Mr. Altenburg introduced Ritchell Aboah and gave a brief overview of Resource Connect.

Ms. Aboah presented information on the role Resource Connect plays for anyone working towards their goals, including providing transportation to a job, help with professional clothing, and gaining skills. Resource Connect offers demand-response and scheduled transportation services that fill critical service gaps.

**MOTION: Information Only**

#### **4. Additional Business**

Mr. Griffith provided the following announcements:

- The DRAFT 2026-2027 UPWP & Budget would be presented to the Policy Board at their July 17 meeting for preliminary approval and then forwarding to oversight agencies for review.
- Several planning projects are nearing completion and pending reviews of final reports by oversight agencies, some could be ready for review and approval by the Policy Board at the July and August Policy Board meetings.
- Four public meetings for the Metro Railroad Needs Study have been scheduled throughout the community including West Fargo on July 1, Fargo on July 8, Moorhead on July 10 and Dilworth on July 14. More details are available on the Metro COG website and he stated he would send out an email to the TTC and Policy Board.
- NDDOT has just begun its 2050 Long Range Transportation Plan (LRTP), the equivalent to Metro COG's MTP and a pop-up event is being planned for the Fargo area in the coming weeks. He stated he would provide more information when available.

#### **5. Adjourn**

With no further business to discuss, Chair Mongeau adjourned the meeting at 4:24 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, JULY 17, 2025 at 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

**642<sup>nd</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, May 15, 2025 – 4:00 PM**

**Members Present:**

Chuck	Hendrickson	Moorhead City Council
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mike	Reitz	MATBUS Representative
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Joel	Vettel	Cass County Commission

**Members Absent:**

Rory	Jorgensen	West Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer ( <i>ex-officio</i> )
Shiloh	Wahl	MnDOT District 4 Engineer ( <i>ex-officio</i> )

**Others Present:**

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Paul	Bervik	Metro COG
Angela	Brumbaugh	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT - Local Government Division

**1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 PM, on Thursday, May 15, 2025 by Chair Mongeau, noting a quorum was present. Introductions were made.

**1b. Approve Order and Contents of Overall Agenda, approved**

Chair Mongeau asked for approval for the overall agenda.

**MOTION: Approve the contents of the Overall Agenda of the May 15, 2025 Policy Board Meeting.**

**Mr. Olson moved, seconded by Mr. Hendrickson**

**MOTION, passed**

**Motion carried unanimously.**

**1c. Past Meeting Minutes, approved**

Chair Mongeau asked for approval of the Minutes of the April 17, 2025 Meeting.

**MOTION: Approve the April 17, 2025 Policy Board Meeting Minutes.**

**Ms. Mattson moved, seconded by Mr. Strand.**

**MOTION, passed**

**Motion carried unanimously.**

**1d. Monthly Bills, approved**

Chair Mongeau asked for approval of the May 2025 Bills as listed on Attachment 1d.

**MOTION: Approve the May 2025 Bills List.**

**Mr. Olson moved, seconded by Mr. Strand.**

**MOTION, passed**

**Motion carried unanimously.**

**2. CONSENT AGENDA**

Chair Mongeau asked for approval of Items a-b on the Consent Agenda.

a. April 2025 Month End Report

b. Firewall Protection Services Agreement

**MOTION: Approve Items a-b on the Consent Agenda.**

**Ms. Mattson moved, seconded by Mr. Steichen.**

**MOTION, passed**

**Motion carried unanimously.**

**3. REGULAR AGENDA**

**3a. Public Comment Opportunity**

No public comments were made or received.

### 3b. 2025-2028 TIP Amendment 6

Mr. Bervik presented Amendment 6 regarding the 2025-2028 Transportation Improvement Program (TIP). A public notice was published on Wednesday, April 23, 2025, which advertised the public meeting, detailed how to request additional information, and provided information on how to provide public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, May 8, 2025. As of this time, no written comments have been received.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 8250006:** MnDOT mill and overlay of Highway 75 from CSAH 12 to 46<sup>th</sup> Avenue South (2026). Updating the project description. Updated total project cost (-\$320,134 [-20%]) and cost breakdown.
2. **New Project 8256051:** MnDOT right-of-way purchase for districtwide snow fence installation local funds. (2026)
3. **New Project 8256052:** MnDOT engineering for districtwide snow fence installation local funds. (2026)
4. **New Project 8256053:** MnDOT advanced construction for right-of-way purchase for districtwide snow fence installation federal funds. (2027)
5. **New Project 8256054:** MnDOT advanced construction for engineering for districtwide snow fence installation federal funds. (2027)
6. **New Project 9256055:** NDDOT rehabilitation of railroad crossing and signal radar installation (2025).
7. **New Project 9256056:** NDDOT hazard elimination improvements at railroad crossing (2025).
8. **New Project 9256057:** NDDOT hazard elimination improvements at railroad crossing (2025).
9. **New Project 4256058:** The City of Fargo reconstruction of 1<sup>st</sup> Avenue North from University Drive to 10<sup>th</sup> Street (2027).

Mr. Bervik will investigate the Railroad portion to see if there are any hazards.

**MOTION: Approval of Amendment 6 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).**

**Mr. Piepkorn moved, seconded by Ms. Mattson**

**MOTION, passed**

**Motion carried unanimously.**

### 3c. 2025-2026 UPWP Administrative Modification #1

Mr. Griffith presented information on the 2025-2026 UPWP Administrative Modification #1. The Quarterly and Annual reports have changed and

require a lot more detail, which in turn, requires staff to look at our UPWP more closely and more often. Two main areas need adjusting: staff hours and project funding. Both adjustment types are budget neutral, requiring only internal adjustments, since no additional funds are being requested and none are available.

Staff hours for the MTP and Dilworth Comp plan needed to be adjusted along with minor areas in other programs. Discussed the hours per project with the Project Managers. Budgeted amount of hours and the cost assigned is based on the staff members loaded wage (base wage plus benefits). The total hours are not changing but they are being shifted around for certain task areas. Due to rounding, there was a difference of \$32.52 at the TTC meeting, the motion was to clear it up prior to the Policy Board meeting or else remove that portion from the Administrative Modification. Angela found the rounding differences and cleared them all up. The staff hours table provided in the packet shows the proposed changes and that there is no overall increase in staff hours or in funding.

The projects listed are multi-year projects and came from last year's list. The decreases and increases are needed to not only complete the projects, but to also be consistent with contractually-obligated amounts. Completion dates were changed because several projects are going to wrap up at the end of a quarter and we wanted to add some time to accommodate reviews by State and Federal agencies. The project table provided in the packet shows the proposed changes and that there is no overall increase in total funding.

**MOTION: Approval of the proposed Administrative Modification to Metro COG's 2025-2026 Unified Planning Work Program with the proposed changes as shown.**

**Ms. Mattson moved, seconded by Mr. Vettel.**

**MOTION, passed**

**Motion carried unanimously.**

#### **4. Additional Business**

Mr. Peipkorn asked about changes at the Federal level and how they are impacting Metro COG. Mr. Griffith responded that everyone is keeping an eye on the actions and how they are impacting their particular agencies or organizations, and so far, the actual changes to most have been minimal, and so far, appear to have more potential impact on future projects for Metro COG. Mr. Hutchings from NDDOT added that they are looking closely at CFR requirements.



There was no other business brought before the Policy Board.

**5. Adjourn**

**MOTION: Adjourn the 642<sup>nd</sup> Meeting of the FM Metro COG Policy Board**  
**Mr. Olson moved, seconded by Mr. Stand**  
**MOTION, passed.**  
**Motion carried unanimously.**

The 642<sup>nd</sup> Meeting of the FM Metro COG Policy Board held Thursday, May 15, 2025 was adjourned by Chair Mongeau at 4:31 PM.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD ON THURSDAY, JUNE 19, 2025 at 4:00 PM.**

Respectfully Submitted,

Angela Brumbaugh  
Office Manager

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
<b>American United Life Insurance Company</b>							
	American United Life Insurance Company	8/1/2025	G00622518 08/25		8/11/2025	110.48	
<b>Total for American United Life Insurance Company</b>							\$ 110.48
<b>Association of Metropolitan Planning Organizations</b>							
	Association of Metropolitan Planning Organizati	6/29/2025			7/29/2025	1,558.90	
<b>Total Association of Metropolitan Planning Organizations</b>							\$ 1,558.90
<b>Balance Tax &amp; Accounting</b>							
	Balance Tax & Accounting	7/1/2025	5420		7/1/2025	1,575.00	
<b>Total for Balance Tax &amp; Accounting</b>							\$ 1,575.00
<b>Blue Cross Blue Shield Of ND</b>							
	Blue Cross Blue Shield Of ND	7/15/2025	Aug Premium		7/30/2025	10,916.75	
<b>Total for Blue Cross Blue Shield Of ND</b>							\$ 10,916.75
<b>Bolton and Menk</b>							
	Bolton & Menk	6/20/2025	365929	2026-30 Transit Dev Plan	7/30/2025	8,326.09	
	Bolton & Menk	6/20/2025	365928	Kindred Comp Plan	7/30/2025	5,508.60	
<b>Total for Bolton and Menk</b>							\$ 13,834.69
<b>Cardmember Services</b>							
	AMPO					848.70	
	Zoom					95.97	
	APA					660.00	
	Courtyard by Marriott					571.44	
	The Forum					53.96	
	Midwest Summit					45.00	
	Vistaprint					37.98	
	Microsoft					49.57	
	Amazon					30.15	
	Amazon					117.34	
	The Forum					68.40	
<b>Total for Cardmember Services</b>							\$ 2,578.51
<b>Case Plaza LLC</b>							
	Case Plaza LLC	7/11/2025	08/25 Rent		8/1/2025	7,816.00	
<b>Total for Case Plaza LLC</b>							\$ 7,816.00
<b>Eide Bailly LLP</b>							
	Eide Bailly LLP	7/11/2025	SI00042813		6/19/2025	1,192.00	
<b>Total for Eide Bailly LLP</b>							\$ 1,192.00
<b>Dan Farnsworth</b>							

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
	Dan Farnsworth	7/3/2025		05/01-06/30/2025	7/17/2025	\$ 348.48	
<b>Total Dan Farnsworth</b>							<b>\$ 348.48</b>
<b>Ben Griffith</b>							
	Ben Griffith	7/6/2025	7/17/2025		7/17/2025	\$ 963.00	
<b>Total Ben Griffith</b>							<b>\$ 963.00</b>
<b>HDR</b>							
	HDR	7/8/2025	1200736010	Railroad Study	8/8/2025	\$ 17,645.77	
<b>Total HDR</b>							<b>\$ 17,645.77</b>
<b>Liberty Business Systems, Inc</b>							
	Liberty Business Systems, Inc	7/11/2025	3965377	monthly lease	8/5/2025	182.93	
	Liberty Business Systems, Inc	7/2/2025	564532	cost per copy	8/1/2025	643.30	
<b>Total for Liberty Business Systems, Inc</b>							<b>\$ 826.23</b>
<b>Metro COG Staff</b>							
	Metro COG Staff	4/15/2025		Employee withholding	4/15/2025	40.00	
	Metro COG Staff	4/30/2025		Employee withholding	4/30/2025	40.00	
<b>Total for Metro COG Staff</b>							<b>\$ 80.00</b>
<b>Midco Business</b>							
	Midco Business	7/11/2025	16879260214834		8/1/2025	332.46	
<b>Total for Midco Business</b>							<b>\$ 332.46</b>
<b>Mutual of Omaha</b>							
	Mutual of Omaha	7/11/2025	1919840369		8/1/2025	264.93	
<b>Total for Mutual of Omaha</b>							<b>\$ 264.93</b>
<b>NDSU</b>							
	NDSU	6/25/2025	FAR-0000105161	Base Participation Fee Apr-June	7/25/2025	2,500.00	
	NDSU	7/8/2025	FAR-00000105381	Turning Movement Counts	8/8/2025	2,473.70	
<b>Total NDSU</b>							<b>\$ 4,973.70</b>
<b>Payroll Professionals</b>							
	Payroll Professionals	5/15/2025				80.00	
	Payroll Professionals	5/30/2025				80.00	
<b>Total for Payroll Professionals</b>							<b>\$ 160.00</b>
<b>ReadiTech</b>							
	ReadiTech	7/1/2025	2586800.7		7/25/2025	69.00	
<b>Total for ReadiTech</b>							<b>\$ 69.00</b>
<b>SRF Consulting Group, Inc.</b>							
	SRF Consulting Group, Inc.	6/30/2025	17185.00-17		7/30/2025	7,146.59	
<b>Total SRF Consulting Group, Inc.</b>							<b>\$ 7,146.59</b>

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
Wex Health Inc							
	Wex Health Inc	6/30/2025	2181995-IN		7/30/2025	25.00	
Total for Wex Health Inc							\$ 25.00
TOTAL						\$ 72,417.49	\$ 72,417.49

**Payroll Liabilities**

Federal Withholding	3,393.71
Federal Social Security - ee	1,883.90
Federal Social Security - er	1,883.90
Federal Medicare - ee	440.56
Federal Medicare - er	440.56
Minnesota Withholding	102.00
North Dakota Withholding	190.00
Health Savings	797.92
Employee IRA	1,205.73
Employer IRA	681.81
Total	<b>\$ 11,020.09</b>
Grand Total	<b>\$ 83,437.58</b>

## Agenda Item 2a Attachment 1

Metro COG Month End Budget Summary May 2025			
Unified Planning Work Program			
Staff Time Categories	Budget <sup>4</sup>	Spent	% Spent
100 - Policy/Admin Forums	\$80,164.30	\$25,978.56	32.4%
200 - Contracted Planning Services	\$135,814.31	\$47,301.74	34.8%
300 - Federal Transportation Planning	\$188,367.17	\$86,003.07	45.7%
400 - Technical Transportation Data	\$113,720.29	\$59,517.64	52.3%
500 - Transit Planning	\$21,007.13	\$7,544.69	35.9%
600 - Bicycle & Pedestrian Planning	\$63,187.35	\$32,599.91	51.6%
700 - Local Planning Assistance	\$77,321.83	\$9,930.75	12.8%
800 - General Administration <sup>1</sup>	\$309,507.09	\$109,814.50	35.5%
900 - Publications, Public Info & Comms	\$15,810.70	\$6,572.12	41.6%
1000 - Community Planning (local only) <sup>2</sup>	\$20,569.70	\$10,236.44	49.8%
<i>Internal Program Subtotal</i>	<i>\$1,025,469.87</i>	<i>\$395,499.42</i>	<i>38.6%</i>
800a - 800r - Overhead (Fed Elig.)	\$400,438.77	\$244,001.64	60.9%
801 - Overhead (local only)	\$3,800.00	\$170.98	4.5%
<b>Sub Total Internal Program Operations</b>	<b>\$1,429,708.64</b>	<b>\$639,672.04</b>	<b>44.7%</b>
<b>1100 - Contracted Planning Services<sup>3</sup></b>	<b>\$826,400.92</b>	<b>\$507,148.82</b>	<b>61.4%</b>
<b>Summary of UPWP Costs</b>	<b>\$2,256,109.56</b>	<b>\$1,146,820.86</b>	<b>50.83%</b>
Breakdown of Personnel Costs	Budget	Actual YTD	% Spent
Payroll Salaries	\$808,755.67	\$336,537.18	41.6%
Health, Vision, Dental Insurance <sup>5</sup>	\$107,244.34	\$35,460.28	33.1%
Life & AD&D Insurance (Mutual of Omaha)	\$1,440.00	\$541.70	37.6%
Employer Simple IRA Contribution	\$23,701.07	\$6,465.21	27.3%
Payroll Tax Expense - FICA	\$61,869.81	\$23,890.73	38.6%
Employer HSA Contribution	\$20,400.00	\$18,150.00	89.0%
Misc. Payroll, Recruitment			N/A
North Dakota Unemployment Insurance	\$0.00		N/A
<b>Total</b>	<b>\$1,023,410.89</b>	<b>\$421,045.10</b>	<b>41.1%</b>

<sup>1</sup>Includes vacation, sick and holiday leave in addition to general administration

<sup>2</sup>Includes contracts with local entities (Assistance to Food Comm., Dilworth Comp Plan)

<sup>3</sup>Employer Contribution Only

**To:** Policy Board members  
**From:** Ben Griffith, AICP, Executive Director  
**Date:** July 11, 2025  
**Re:** **Metro COG 2025 2<sup>nd</sup> Quarter Report**

As we prepared to close out the 2024 UPWP budget, NDDOT and FHWA requested that we revise and update our Annual and Quarterly Reports.

The cover page and format are pretty much the same, but additional and more detailed financial information is now being included each quarter, primarily, the tracking of staff hours, planning project costs, along with percentages of billing and project completion. This will presumably help in closing out the 2025 UPWP budget at the end of the year and with the preparation of the 2025 Annual Report for our oversight agencies.

Staff is requesting approval of the 2<sup>nd</sup> Quarter Report which then will be transmitted to both NDDOT and MnDOT.

**Requested Action:** Approval of Metro COG 2025 2<sup>nd</sup> Quarter Report.



FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

# Unified Planning Work Program

Quarterly Progress Report: April 1, 2025 to June 30, 2025

Approved by Policy Board: July 17, 2025

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from April 1, 2025 to June 30, 2025, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percentage complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent from April 1, 2025 through June 30, 2025, and the percentage of the budget spent

For more information regarding the information presented,  
please contact the Fargo-Moorhead Metropolitan Council of Governments

*FM Metro COG  
1 – 2<sup>nd</sup> Street North  
Case Plaza, Suite 232  
Fargo, ND 58102-5807*

*701-532-5100  
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## 2025 Staff Activities by UPWP Work Element

2025 UPWP Work Element	2025		2025*	
	Budget	Staff Hours	Revised Budget*	Revised Staff Hours*
100 Policy and Administrative Forums	\$80,164.30	1,260	\$80,164.30	1,260
200 Contracted Planning	\$156,604.22	2,555	\$135,814.31	2,274
300 Federal Transportation Planning & Documentation	\$175,004.77	2,749	\$188,367.17	2,929
400 Technical Transportation Data & Analysis	\$108,854.99	2,188	\$113,720.29	2,258
500 Transit Planning	\$18,479.45	360	\$21,007.13	384
600 Bicycle & Pedestrian Planning	\$60,857.75	1,344	\$63,187.35	1,384
700 Local Planning Assistance	\$89,443.45	1,587	\$77,321.83	1,344
800 General Administration**	\$304,134.36	5,006	\$309,507.09	5,126
900 Publications Public Information and Communication	\$22,236.62	441	\$15,810.70	311
1000 Community Planning and Technical Assistance	\$9,689.96	190	\$20,569.70	410
<b>TOTALS</b>	<b>\$1,025,469.87</b>	<b>17,680</b>	<b>\$1,025,469.87</b>	<b>17,680</b>

\*2025 Budget and Staff Hours revised by Administrative Modification on May 15, 2025

\*\*Includes estimates of staff leave time (holiday, vacation and sick leave)

**Please Note** that on May 15, 2025, Metro COG approved an Administrative Modification to it's 2025-2026 UPWP, adjusting staff hours (as seen in the table above), along with contracted planning projects funding amounts and completion dates. These were budget neutral adjustments that did not increase overall staff hours or funding amounts. These changes have been reflected throughout this quarterly report.

## 100 Policy and Administrative Forums

Task 100	Policy and Administrative Forums		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	20%	50%
Staff Hours	Programmed	Expended		
2025	\$80,164.30	\$16,344.61		

**Objective:** To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas, and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

### 101 Metro COG Policy Board

**Status: 50% Complete**

- Prepared for and attended Policy Board Meetings on January 16, February 20, and March 20 in Metro COG's large conference room
- Prepared for and attended Policy Board Meetings on April 17, May 15, and June 19 in Metro COG's large conference room
- Attended staff meetings regarding development of Policy Board agendas
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review Policy Board draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated Policy Board Orientation Guide and created separate handout for acronyms
- Conducted orientation sessions for new Policy Board members
- Updated Policy Board member contact information and distribution lists

### 102 Metro COG Executive Committee

**Status: 50% Complete**

- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes
- Prepare for and attend Executive Committee meetings on January 6, February 3 and March 3 in Metro COG's large conference room
- Prepare for and attend EC meetings on April 7, May 5 and June 2 in Metro COG's large conference room
- Review Executive Committee draft meeting minutes, agenda prep and meeting packet review and assembly

### 103 Transportation Technical Committee (TTC)

#### **Status: 50% Complete**

- Prepared for and attended TTC meetings on January 9 and February 13. The meeting for March 13 was cancelled due to lack of agenda items
- Prepared for and attended TTC meetings on April 10, May 8. The June 12<sup>th</sup> meeting was cancelled.
- Attended staff meetings regarding development of TTC agendas
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets
- Updated TTC member contact information and distribution lists

### 104 Federal, State, and Local Committee Meetings

#### **Status: 50% Complete**

##### Quarter 1:

- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in Regional Traffic Safety Advocates roundtable meeting on January 22
- Follow up items from Regional Traffic Safety Advocates roundtable meeting
- Attend annual Clay County Intergovernmental Retreat
- Participate in MNDOT I-94 Corridor Study Review Committee meeting on February 6

- Attended Cass Clay Food Commission Meeting on January 8 and March 12
- Attended GIS Committee Meeting on January 17
- Participated in the Greater Minnesota Transit Plan Technical Advisory Group meeting on January 27
- Participated in LRRB EV Charging Infrastructure TAP meeting on February 3
- Participated in the North Dakota Clean Cities Advisory Roundtable meeting on February 26
- Participated in ICLEI CGC meetings on February 27 and 28
- Participated in WCI session on March 6
- Reviewed REVIR Working Group meeting materials and correspondence
- Attend Clay County Intergovernmental Retreat
- Attended ND Legislative Freight Advisory Committee meetings via Teams on January 2, February 6, and March 6
- Attended FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination January 28-30
- Reviewed NDDOT Urban Grant Program applications and related materials
- Attended NDDOT Urban Grant Program Committee meeting via Teams on March 31 to score and prioritize project applications
- Attend bi-weekly NDDOT-MPO Directors Teams meetings
- Attend monthly NDDOT MPO Directors Teams meetings
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Attended/facilitated 1Q NDDOT-MPO meeting via Teams on February 28
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on March 12

#### Quarter 2:

- Attended MnDOT MPO Directors meeting in St. Cloud via Teams on May 13<sup>th</sup>
- Attended MnDOT West Central District 4 ATP meetings in Fergus Falls on April 4<sup>th</sup> and June 6<sup>th</sup>
- Annual MnDOT West Central District 4 Leadership meeting with Metro COG on May 29<sup>th</sup>
- Attended Metro COG Bike-Ped Committee meeting in Metro COG's large conference room on June 18<sup>th</sup>
- Attended ND Legislative Freight Advisory Committee meetings via Teams on April 3<sup>rd</sup> and June 5<sup>th</sup>

- Attended NDDOT Directors Advisory Council meeting for Transportation Connection LRTP Update via Teams on May 28<sup>th</sup>
- Attended ND MPO Office Operations meeting organized by MPO Liaison via Teams on June 2<sup>nd</sup>
- Participated in LRRB EV Charging Infrastructure TAP meeting on April 23<sup>rd</sup>
- Reviewed REVIR Working Group meeting materials and correspondence
- Participated in MnDOT Corridor Planning Guidebook TAC meetings
- Participated in MN Toward Zero Deaths Roundtable meeting on April 29<sup>th</sup>
- Participated in Regional Traffic Safety Advocates roundtable meeting on April 16<sup>th</sup>
- Participated in ND-ATAC meeting on May 7<sup>th</sup>
- Participated in MnDOT I-94 Corridor Study Study Review Committee meeting on May 1<sup>st</sup>



## 200 Contracted Planning Services

Task 200	Contracted Planning Services		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	22%	25%
Staff Hours	Programmed	Expended		
2025	\$135,814.31	\$30,318.40		

**Objective:** To conduct Metro COG's annual contracted planning projects for the purpose of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

## 201 NDSU ATAC Participation (Technical Support) (Year 1 of 3)

Task 201	NDSU ATAC Participation		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	Percent Billed	Task Percent Complete
Financial	Programmed	Expended		
2024	\$2,500.00	\$2,500.00		
2025	\$10,000.00	\$2,500.00	25%	25%
Project Total	\$32,500.00	\$5,000.00	15%	33%

**Status: 33% Complete**

Q1: Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Q2: Attended ND MPO Spring ATAC Partnership meeting at NDSU on May 7 and review of ATAC contract invoice.

## 205 Moorhead Intersection Data Collection (Year 1 of 3)

Task 205	Moorhead Intersection Data Collection		Percent Billed	Task Percent Complete
	Task Start/End			
	1/2025	12/2025		
Financial	Programmed	Expended		
2025	\$16,492.00	\$4,947.40	10%	10%
Project Total	\$49,474.00	\$4,947.40	10%	10%

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third ( $\frac{1}{3}$ ) of intersections within the City of Moorhead.

### **Status: 10% Complete**

Q1: Work during the 1<sup>st</sup> quarter included initial project kick-off tasks and coordination of the upcoming tasks.

Q2: During the 2<sup>nd</sup> quarter work included field data collection, video data recording, and turning movement counts.

## 207 Moorhead I-94 & 20<sup>th</sup> Street Interchange Analysis (Year 3 of 3)

<b>Task 207</b>	<b>Moorhead I-94 &amp; 20<sup>th</sup> St Interchange Analysis</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
Task Start/End	1/2025	6/2025		
Financial	Programmed	Expended		
2023	\$169,182.87	\$62,330.93	90%	37%
2024	\$107,639.62	\$79,055.08	73%	84%
2025	\$27,768.39	\$27,768.37	100%	97%
Project Total	\$169,182.87	\$169,154.38	99.9%	97%

The purpose of this project is to reanalyze interchange concepts at I-94 and 20<sup>th</sup> Street in Moorhead to determine the feasibility of modifying the interchange to include ramps to and from the east on I-94. This was studied nearly 15 years ago, and the City of Moorhead is interested in reanalyzing the area to determine how ramps to/from the east would affect local traffic flow on the City's Street Network, and how such a change may fit into the City's future land use plans for the area. Past interchange concepts will be reviewed, and new or modified concepts will further examine the feasibility of modifying this interchange.

### **Status: 97% Complete**

Q1: The first quarter consisted of typical project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule and next steps. Stakeholder meetings were held on February 3 with follow-up communication with some individual stakeholders. On February 25 the fourth Study Review Committee meeting was held. The second public engagement phase was held in March, which consisted of online engagement as well as a public open house on March 11. Analysis and documentation of public input followed the public input opportunity. Coordination was also held with the city of Moorhead to refine interchange alternatives and discuss roadway connections.

Q2: The second quarter consisted of project coordination with the consultant, which included invoice review, progress meetings, and coordination of schedule. During the second quarter the draft document was developed and reviewed by Metro COG staff. The draft document was then sent to SRC members and

oversight agencies for review and comments. Comments were then reviewed and incorporated accordingly into the document before sending to the public for review.

## 208 West Metro Perimeter Highway Corridor Study (Year 3 of 3)

<b>Task 208</b>	<b>West Metro Perimeter Highway Corridor Study</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
Task Start/End	1/2025	6/2025		
Financial	Programmed	Expended		
2023	\$250,000.00	\$46,968.64	19%	19%
2024	\$150,000.00	\$114,302.56	65%	65%
2025	\$82,749.97	\$18,419.15	22%	72%
Project Total	\$250,000.00	\$179,690.35	72%	72%

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion Project is available for a portion of the corridor north of I-94. In the future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way. The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

### **Status: 72% Complete**

Q1: The first quarter consisted of project coordination with the consultant, including invoice review and progress meetings. The fourth Study Review Committee meeting was held on January 13 which entailed coordination and preparation prior to the meeting. A follow-up meeting was held with Metro COG staff to discuss potential highway alignment alternatives. In February Metro COG project management was handed off from Dan Farnsworth to Michael Maddox.

The new project manager reviewed the project in order to understand what scope items had been completed and which are outstanding. Metro COG desires a change in direction regarding this project to consider feedback received from the City of Horace. The project manager met with the consultants to talk about this new direction for the study. The study is currently on hold while the new direction for the scope of work is worked out with the consultant.

Q2: Review West Metro Perimeter Highway Corridor Study proposed scope modification from HDR to study alternatives. Coordinated and attended internal staff meetings and discussions regarding City of Horace's opposition to study alternatives. Project has been on hold for rescoping.

## 209 Horace Downtown Core Neighborhoods Plan (Year 2 of 2)

Task 209	Horace Downtown Core Neighborhoods Plan		Percent Billed	Task Percent Complete
	1/2025	9/2025		
Task Start/End	1/2025	9/2025		
Financial	Programmed	Expended		
2024	\$128,777.39	\$128,582.41	100%	65%
2025	\$67,890.46	\$50,022.05	74%	90%
Project Total	\$196,667.85	\$178,604.46	91%	90%

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the city, and connectivity to surrounding neighborhoods is limited. The City of Horace is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the City's core.

**Status: 90% Complete**

Q1: Metro COG and the consultant hosted two large public engagement events that provided alternatives for the public to weigh in on regarding integration of path and streetscape improvements within the core areas of Horace. A presentation was also made to the Horace City Council.

Q2: During the second quarter the consultant and Metro COG worked to finalize the draft study document as well as to formulate and approach to approve the final plan. This included discussing on how to address Horace City Council concerns with the content of the plan and a broad-level misunderstanding of the purpose of the plan. The consultant also finalized the neighborhood connections part of the document. One SRC meeting was held.

## 211 Heartland Trail Alignment Analysis (Year 2 of 2)

<b>Task 211</b>	<b>Heartland Trail Alignment Analysis</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
Task Start/End	1/2025	6/2025		
Financial	Programmed	Expended		
2024	\$187,500.00	\$180,938.89	96%	72%
2025	\$68,889.94	\$57,657.12	84%	95%
Project Total	\$250,000.00	\$238,596.01	95%	95%

The purpose of this project is to build upon the work that has been done with the Heartland Trail alignment previously identified by Metro COG in consultation with the Heartland Trail Committee. The study would document planning level opportunities and constraints associated with the route previously identified and would identify potential routes that are likely to overcome constraints. Route characteristics such as right-of-way, wetlands, prime farmland, cultural or historical features, land use, and so forth will need to be documented to identify route alternatives. Public and property owner engagement will need to be included as part of the project. Funding opportunities should be researched and documented. The overall goal of the project is to provide the type of plan that can be used to secure funding for this facility.

**Status: 95% Complete**

Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. On January 15, Metro COG presented Heartland Trail Study information to PartnerSHIP 4 Health and on January 29 the fourth Study Review Committee meeting was held. In March, the draft report was developed and reviewed by Metro COG, prior to the review by the public and SRC. Other coordination included discussing an optimal trail rest stop location with the City of Dilworth.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Coordination meetings with BNSF occurred during the second quarter. The fifth and final SRC meeting was held on April 24<sup>th</sup> and the draft document was developed. The draft document was distributed to the SRC, stakeholders, oversight agencies, and the public for review and comment. Comments were received, reviewed and incorporated into the document accordingly. In late May Metro COG staff began presentations to local jurisdictions boards. These included: Clay Co Board of Commissioners, Moorhead City Council, Moorhead Park Board, and Hawley City Council. Review of Heartland Trail draft report.

## 212 MATBUS 2026-2030 Transit Development Plan (Year 2 of 2)

<b>Task 212</b>	<b>2026-2030 Transit Development Plan</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
Task Start/End	1/2025	12/2025		
Financial	Programmed	Expended		
2024	\$99,790.47	\$113,562.06	114%	57%
2025	\$86,018.88	\$52,762.47	61%	26%
Project Total	\$199,580.94	\$166,324.53	83%	83%

In 2024, the Metro COG will begin updating the 2021-2025 Transit Development Plan (TDP) for the Metropolitan Area. Metro COG will work in cooperation with MATBUS on the TDP update. A portion of the scope of work will require procurement of a consultant and Metro COG staff will work in coordination on various aspects of the TDP update. The TDP update will address transit operations within the metro area for the years 2026-2030.

**Status: 83% Complete**

Q1: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #2 on January 30 and focus group meetings on January 30 and 31; assisted with open house on March 7 and additional route surveys for West Fargo and Dilworth.

Q2: Continued bi-weekly coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on May 19; assisted with additional route surveys for West Fargo and Dilworth and draft deliverables. Review monthly invoices for accuracy.

## 214 West 94 Area Transportation Plan (Year 2 of 2)

Task 214	West 94 Area Transportation Plan		Percent Billed	Task Percent Complete
	1/2025	6/2025		
Task Start/End	1/2025	6/2025		
Financial	Programmed	Expended		
2024	\$225,000.00	\$224,902.14	100%	69%
2025	\$100,073.40	\$100,050.87	100%	96%
Project Total	\$324,974.78	\$324,953.01	100%	96%

The purpose of this project is to build upon the concept that was developed as part of West Fargo's 13<sup>th</sup> Avenue S Corridor Study in approximately 2018-2019. As part of that study, a concept was developed that identified a future connection of 15th Street West over both the Sheyenne Diversion and I-94. The study would further examine the opportunities and constraints of such a connection, alignment alternatives, and provide planning level cost estimates. The study will also need to examine the future right-of-way needs of the corridor, along with opportunities and constraints associated with greater urbanization of the corridor in the area that will receive protection from the Red River Diversion. Multi-modal characteristics should be considered, as well as connectivity to other roadways.

**Status: 96% Complete**



Q1: The first quarter consisted of regular project management activities such as progress calls and review of invoices and progress reports. Three Study Review Committee meetings were held in the first quarter – one on January 15, one on February 19, and another on March 19. A public open house was held on February 27 with coinciding online engagement. Aside from the direct public engagement, this effort also entailed public outreach and notifications, development and preparation of public engagement materials, follow-up items, review and documentation of results, and more. Development of the draft report will begin in April.

Q2: The second quarter consisted of project management activities such as progress calls and review of invoices and progress reports. Activities during the second quarter consisted of developing the draft document, reviewing and commenting on the draft document, and then distributing the draft document to the SRC, stakeholders, oversight agencies, and the public for review and comment. Review of West 94 ATP draft report.

## 215 Metro Railroad Needs Study (Year 2 of 2)

<b>Task 215</b>	<b>Metro Railroad Needs Study</b>		<b>Percent Billed</b>	<b>Task Percent Complete</b>
Task Start/End	1/2025	9/2025		
Financial	Programmed	Expended		
2024	\$100,000.00	\$109,578.47	109%	27%
2025	\$300,000.00	\$160,770.80	54%	68%
Project Total	\$400,000.00	\$270,349.27	68%	68%

BNSF Railroad participated in two meetings with Metro COG and additional meetings with local officials to request the metro area's participation in a rail study. They offered \$150,000 in financial participation. Local jurisdictions have identified several matters that they would like studied relative to railroad bridges, street alignments near railroads, conversion of at-grade crossings to grade separations, and future roadway extensions that will require railroad grade separations.

**Status: 68% Complete**

Q1: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended pop-up event at the Rourke Museum for Moorhead Frostival Winter Event with consultant on February 1. Attended pop-up event at Spring-a-Ding-Fling/Kiwanis Pancake Karnival with consultant at the Fargodome on February 8. Attended Stakeholder Committee meeting #1 in Metro COG's large conference room on February 6. Attended SRC meeting #2 in Metro COG's large conference room on March 19.

Q2: Attend bi-weekly check-in meetings with project consultant via Teams. Review of various railroad studies for background information. Attended Stakeholder Committee meeting #2 in Metro COG's large conference room on April 3. Reviewed public engagement plan and prepare for upcoming public meetings in July.

## 225 University Drive & 10<sup>th</sup> Street Corridor Study (Year 5 of 5)

<b>Task 225</b>	<b>University Drive and 10<sup>th</sup> Street Corridor Study</b>			
Task Start/End	1/2025	6/2025	<b>Percent Billed</b>	<b>Task Percent Complete</b>
Financial	Programmed	Expended		
2024	\$129,655.57	\$113,984.13	88%	88%
2025	\$20,370.66	\$20,202.12	99%	99%
Project Total	\$400,000.00	\$399,743.62	99%	99%

Metro COG, the City of Fargo, and NDDOT will study the impacts and feasibility of converting the one-way portion of University Drive and 10<sup>th</sup> Street (Hwy 81) from a one-way pair to two-way streets between 19<sup>th</sup> Avenue N and 13<sup>th</sup> Avenue S. Traffic forecasts and traffic operations analyses will be conducted to examine the extent to which the roadway sections can be used in their existing configurations and to identify roadway segments that would require reconstruction. Impacts to intersecting and parallel roadways must be identified

and analyzed. Impacts to freight and delivery services shall be identified and analyzed. Impacts on transit routes, bicyclists and pedestrians will be identified and addresses as part of the study. Complete streets components, including on-street parking (where applicable) and aesthetic improvements shall be identified.

Roadway components, traffic control modifications, and other improvements needed to make such a change will be identified. Planning-level cost estimates will be provided. Stakeholder and public engagement will be conducted to determine the level of support for leaving the corridors the same, and for changing them to two-way streets. A land use and economic analysis will be required to identify the pros and cons of changing this long-standing one-way pair, drawing upon public input received by the City of Fargo during the development of the Core Neighborhoods Plan.

Project was amended by the Metro COG Policy Board on November 16, 2023 to include scoping for the second phase of the project which was left unscoped in the initial contract in order to incorporate the findings of the initial phase. Phase 2 of the Study, which consists of addressing issues discovered in the first phase, will continue into 2024 and 2025. The study will also further examine a switch to two-way operations of just the downtown portion of University Drive and 10<sup>th</sup> Street. It will also address the westward growth of downtown and how bicycle and pedestrian amenities can be integrated to make it more multimodal friendly.

**Status: 99% Complete**

Q1: Metro COG met with City leadership and news media about elements of the plan. Staff met with the consultant to work out billing issues. The consultant is currently producing the draft plan.

Q2: Metro COG staff worked with the consultant to develop a draft document, which was then released for review, first by Metro COG staff and then by the entire SRC. Staff has spent substantial time in reviewing the document as well as coordinating comments with local jurisdictions and NDDOT. Staff began to lay out an approval process timeline for the plan.

## 228 Kindred Comprehensive Plan (Year 2 of 2)

Task 228	Kindred Comprehensive & Transportation Plan		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	1/2025	9/2025		
	Programmed	Expended		
2024	\$100,00.00	\$44,344.83	44%	44%
2025	\$55,641.77	\$45,837.72	82%	90%
Project Total	\$99,986.60	\$90,182.55	90%	90%

The objective of this project is the preparation of a new Comprehensive and Transportation Plan for Kindred, North Dakota which will document a vision for the city's future and provide strategic guidance relative to future growth decisions. This plan will examine existing conditions and economic, demographic, and social trends in the city and surrounding area, as well as an in-depth look at transportation and related infrastructure needs. Emphasis will also be placed on an assessment of existing land use patterns, an analysis of supplementary planning strategies, goals and policies, and an action and implementation matrix to achieve community objectives and initiatives. Important roadway corridors including County Highway 15 and County Highway 18 will be analyzed as part of a citywide transportation plan to improve mobility and safety for pedestrians, bicyclists, and vehicular traffic.

### **Status: 90% Complete**

Q1: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #3 on February 21; provided assistance and additional comments on draft deliverables.

Q2: Continued regular coordination and internal check-in meetings; participated in Study Review Committee meeting #4 on April 23; provided assistance and additional comments on draft deliverables; attended Planning Commission meeting on June 16. Reviewed Comp Plan document and provided comments and worked with consultants to find RPZ in Kindred.

## 300 Federal Transportation Planning and Documentation

Task 300	Federal Transportation Planning Documentation		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	24%	45%
Staff Hours	Programmed	Expended		
2025	\$188,367.17	\$45,984.73		

**Objective:** To develop, research, and implement Federal transportation planning directives and regulations.

### 301 Transportation Improvement Plan (TIP)

**Status: 50% Complete**

Quarter 1:

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination with NDDOT regarding FHWA TA Reporting
- Planning, Organizing, Facilitating, and Implementing Prioritization Committee, Public Input, TTC and Policy Board Meetings. Preparing and sending out funding award letters, and notifying NDDOT, MnDOT, and each jurisdiction of funding selection.
- Coordination and preparing for draft 2026-2029 TIP Timeline and Document.
- Coordination, Documentation, and presenting Amendment #4 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation Amendment #5 for 2025-2028 TIP.
- Assit with Transit Improvement Plan documents
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Attended TTC Prioritization Committee meetings to discuss project soliciations

#### Quarter 2:

- MN TA special funding application coordination
- Assist with TIP chapter 7 on Performance Measures
- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination, preparing for, and integration of draft 2026-2029 TIP Timeline, Document, and Project List.
- Presenting Amendment #5 for 2025-2028 TIP to TTC and Policy Board.
- Coordination, Documentation, and presenting of Amendment #6 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Administrative Modification #1 for 2025-2028 TIP to TTC and Policy Board.
- Coordination and Documentation for Amendment #7 for 2025-2028 TIP
- Preparing for, presenting at, and leading the discussion at the fifth and sixth meeting of the Prioritization Committee.
- Reading the 2050 MTP that was approved on April 17, 2025
- Review and discuss TIP amendments for inclusion into the 2025-2028 TIP
- Review project solicitations follow-up with staff
- Attended TTC Prioritization Committee meetings to discuss project solicitations, prioritization and programming of construction projects

### 302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

**Status: 50% Complete**

#### Quarter 1:

- Meetings to discuss current project status and budgets
- Review of project budgets
- Review current 2025 UPWP for potential amendment
- Begin preparations for 2026-2027 UPWP

#### Quarter 2:

- Review of 2025 UPWP Amendment #1
- Meeting to discuss current project status and budgets
- Review of project budgets
- Prepare 2025 UPWP Administrative Modification #1
- Prepare DRAFT 2026-2027 UPWP & Budget
- Meet with local jurisdictions to discuss proposed planning projects and funding for 2026-2027 UPWP

### 303 Public Participation

**Status: 50% Complete**

#### Quarter 1:

- Developed public participation outreach and materials for Moorhead I-94 & 20<sup>th</sup> St Interchange Study
- Attend Moorhead I-94 & 20<sup>th</sup> St Interchange Open House
- Developed summary of Moorhead I-94 & 20<sup>th</sup> St Interchange survey and public comments
- Public participation outreach for the West 94 Area Transportation Plan
- Review Public Participation Plan requirements for 2050 MTP update

#### Quarter 2:

- Developed public participation outreach and materials for the West Fargo SRTS Study public engagement
- Pop-up event for West Fargo SRTS Plan on May 14<sup>th</sup>
- Attended Kindred Comp Plan open house on April 23<sup>rd</sup>
- Review Public Participation Plan requirements for 2050 MTP update
- Reviewed public engagement plan for rail study and prepared for upcoming public meetings in July.

### 304 Congestion Management Process

#### **Status: 50% Complete**

##### Quarter 1:

- Review revisions and comments responses to updated CMP
- Incorporation of CMP into TIP

##### Quarter 2:

- Assisted to incorporate the CMP into the TIP
- Incorporation of the CMP into the Metro Profile
- Review revisions and comments responses to oversight agencies regarding updated CMP
- Discuss implementation and reporting for CMP

### 305 Federal and State Rules and Regulations Compliance and Maintenance

#### **Status: 50% Complete**

##### Quarter 1:

- Review updated 3C Agreement between Metro COG, NDDOT, MnDOT, and MATBUS (City of Fargo)
- Review and distribute MnDOT GHG (Greenhouse Gas) Reduction Target materials to TTC and Policy Board members
- Review Q4 and Annual Report

##### Quarter 2:

- Review and format content for Q1 Report
- Coordinate on quarterly report format and content with MPO Liaison
- Review and verify information of projects and UPWP for Q1 Report
- Participated in Federal TPM Insights: MPO Perspectives survey and discussion via Teams



### 306 Civil Rights/Title VI/LEP/Environmental Justice

#### **Status: 50% Complete**

- LEP data and population numbers for the FM Metropolitan area
- Completed annual Title VI/ADA training
- Staff discussion regarding pending/potential program changes

### 307 2050 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

#### **Status: 50% Complete**

##### Quarter 1:

Staff have been working to address issues with the draft 2050 MTP. Metro COG staff have been working with the consultant to integrate comments made by its oversight agencies and to prepare the document for adoption. This also included regularly bi-weekly meetings with Metro COG's oversight agencies to discuss comments and find agreement on ways to move the document forward to adoption. A public meeting was held at the Fargo Downton Public Library on January 9.

##### Quarter 2:

- Attend bi-weekly meetings with state and federal oversight agencies to discuss progress on 2050 MTP update
- Review and respond to emails from oversight agencies regarding 2050 MTP update
- Review website postings for 2050 MTP updates
- Prepare for adoption of updated 2050 MTP by Policy Board on April 17

### 308 US Census Coordination and Technical Assistance

**Status: 50% Complete**

Quarter 1:

- Reviewed monthly ND and MN census reports
- Reviewed U.S. Census updates

Quarter 2:

- Reviewed monthly ND census reports
- Reviewed U.S. Census updates
- Reviewed IPUMS updates

### 309 TMA Transition

**Status: 0% Complete**

- No Activities reported this quarter

### 310 TIP Project Monitoring

**Status: 50% Complete**

Quarter 1:

- Coordinating with MATBUS, NDDOT, and MNDOT
- Meeting with City of Fargo for coordinating trails including VA trail including Public Input Meeting
- Coordinating with City of Fargo, West Fargo, Horace, Moorhead, Dilworth, and Cass County
- Main Avenue Coordination Meeting
- Meeting for update of Fargo River Trail project

- 17<sup>th</sup> Avenue Reconstruction Coordination Meeting
- Attended regular review meetings to discuss TIP amendments and progress

Quarter 2:

- Mapping, managing shapefiles, updating shapefiles
- Coordination with local jurisdictions, NDDOT, MnDOT and MATBUS
- Meeting with City of Fargo for coordinating trails including the VA trail
- Attended regular review meetings to discuss TIP amendments and progress

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## 400 Technical Transportation Data and Analysis

Task 400	Technical Transportation Data & Analysis		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	29%	47%
Staff Hours	Programmed	Expended		
2025	\$113,720.29	\$33,155.27		

**Objective:** To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

### 401 Performance Measures

**Status:** 50% Complete

Quarter 1:

- Reviewed performance measures developed as part of Metro COG's performance-based planning needs
- Compile data from various agencies
- Present data to TTC and Policy Board
- Submit data to Federal Highway Administration
- Attended regular Performance Measures staff meetings in preparation for adoption in February
- Discuss distribution of NDDOT Performance Measure data with FHWA-ND
- Performance Measure data discussion between NDDOT and Metro COG staff via Teams

Quarter 2:

- Coordinating the gathering of data, PM 1
- Prep data for July 22nd Mid-Year Review

## 402 Federal Functional Classification Update

**Status: 50% Complete**

Quarter 1:

- Review of guidelines and documents used for decision-making
- Data collection
- Develop Timeline
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

Quarter 2:

- MN jurisdiction meetings
- Mapping and data management
- Coordination with MnDOT
- Attended staff meetings to discuss FFC updates to Clay County Minnesota roadway network
- Follow-up with MnDOT on Moorhead FFC request submittal

#### 403 Travel Demand Model (TDM) Maintenance and Operation

**Status: 50% Complete**

Quarter 1:

- Provided TAZ data to Moorhead as requested
- Provided future traffic volumes to West Fargo per request

Quarter 2:

- Provided NDDOT with TDM data
- Review & comment on ATAC online interactive TDM map/dashboard

#### 404 Freight and Goods Movement

**Status: 25% Complete**

Quarter 1:

- No activities reported this quarter

Quarter 2:

- Attended Chamber of Commerce's Midwest Summit on Agriculture at Red River Valley Fairgrounds on June 10

#### 405 FM Metropolitan Profile

**Status: 50% Complete**

Quarter 1:

- Data collection and management

- Document Outline Creation
- Developing a timeline and dividing tasks
- Researching data release timeframe from the ACS and other data organizations

Quarter 2:

- Document Outline Creation
- Incorporation of the System performance chapter
- Coordination with local jurisdictions for data collection
- Attended Check-In meetings
- Data gathering from jurisdictions
- Coordination meetings to discuss progress
- Development of outline of chapters, including changes to additional information

#### 406 Traffic Data Collection & Analysis

**Status: 50% Complete**

Quarter 1:

- Developed scope of work for 2026 metro area-wide traffic counts
- Internal meeting to discuss 2026 metro area-wide traffic
- Coordination with MNDOT Traffic Counting staff on MNDOT / MPO data collection

Quarter 2:

- Developed scope of work for 2026 metro area-wide traffic counts
- Assisted city of Fargo with deploying traffic counters

- Developed 2024 metro-wide traffic count map
- Provided traffic count data to developer as requested
- Participated in MnDOT webinar regarding traffic counts

#### 407 Metropolitan Transportation Technical Assistance

##### **Status: 50% Complete**

###### Quarter 1:

- Participated in 64<sup>th</sup> Ave Interchange progress meeting
- Provided information to MN DNR for Buffalo River State Park Management plan
- Meeting with City of Fargo & NDDOT to discuss safety project coordination
- Attended to miscellaneous metropolitan technical assistance needs

###### Quarter 2:

- Attended to miscellaneous metropolitan technical assistance needs
- Wrote a letter of support for former ATAC employee as requested
- Discussion with City of Casselton about ND Hwy 18
- Coordination with local partners on SS4A grant application

#### 408 ITS/Traffic Operations Technical Assistance

##### **Status: 50% Complete**

###### Quarter 1:

- SMART Grant coordination
- Attended ND Traffic Roundtable meeting on March 19<sup>th</sup> & 20<sup>th</sup>



Quarter 2:

- Review of ATAC project invoices
- Provided preliminary traffic analysis of Hwy 18 at new development in Casselton
- Provided information to FHWA contractor regarding local TSMO efforts

## 409 GIS Management, Mapping & Graphics

### **Status: 50% Complete**

Quarter 1:

- Assisted with coordination GIS request from city of Moorhead
- Assisted with GIS analyses for Metro COG internal projects
- Create existing conditions maps in GIS for West Fargo SRTS Plan
- Create an interactive map for the Dilworth Comprehensive Plan
- Create an interactive map for the West Fargo Safe Routes to School Plan
- Maintain, update and manage critical data sets to support the implementation of and development of required documents.
- Gather GIS data from local jurisdictions and the DOTs as needed
- Performance measures data collection and presentation to TTC and Policy Board
- Minnesota Federal Functional Classification update mapping
- Various mapping requests from staff
- General maintenance of GIS files

Quarter 2:

- Assisted with GIS analyses for Metro COG internal projects
- Wrote letter of support for former ATAC employee as requested
- Discussion with city of Casselton about ND Hwy 18

- Coordination with local partners on SS4A grant application
- Interactive map for the Dilworth Comprehensive Plan (Maintenance & Updates)
- Interactive map for the West Fargo SRTS Plan (Maintenance & Updates)
- Meeting with Metro COG staff and Moorhead GIS staff to discuss changes to Metro COG bike map app
- Supporting staff requests for mapping, graphics and other data management assistance
- Technical meeting with Moorhead GIS staff
- Dilworth Comp Plan Future Land Use Map
- FM Bike Map Web App Development
- MN FFC Map for visualization and update of the FFC system
- Attending webinars, meetings and educational content to keep up to date with the latest technology
- UrbanSDK training and check-in meetings

## 500 Transit Planning

Task 500	Transit Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	20%	25%
Staff Hours	Programmed	Expended		
2025	\$21,007.13	\$4,144.32		

**Objective:** To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

### 501 Transit Technical Assistance

**Status: 50% Complete**

Quarter 1:

- Reviewed TTC Bylaws regarding changing MATBUS representation.
- Attended to miscellaneous transit technical assistance needs
- Discuss TTC Bylaw amendment regarding MATBUS representation with MATBUS staff and with legal counsel
- Prepare TTC Bylaw amendment regarding MATBUS representation
- NDDOT/Metro COG/MATBUS coordination meeting with Becky Hanson via Teams
- Discussions with MATBUS and Metro COG staff regarding Remix software

Quarter 2:

- Meeting with Resource Connect on June 11 with additional follow-up
- Attended to miscellaneous transit technical assistance needs
- Researched nonprofit eligibility of 5310, 5307, & 5339 grants
- Discussions with MATBUS and Metro COG staff and Remix regarding activation of additional software module

## 502 MATBUS Coordinating Board

### **Status: 50% Complete**

#### Quarter 1:

- Prepared the agenda and packet materials for the January, February, and March MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Attend MCC meetings January 15<sup>th</sup>, February 19<sup>th</sup>, and March 19<sup>th</sup>
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on January 15, February 19, and March 19 in Metro COG's large conference room

#### Quarter 2:

- Prepared the agenda and packet materials for the April and May MATBUS Coordinating Committee meetings (June meeting was cancelled)
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Reviewed agenda materials and attended MATBUS Coordination Committee meetings on April 16 and May 21 in Metro COG's large conference room (the June 18 MATBUS Coordination Committee meeting was cancelled)

## 600 Bicycle and Pedestrian Planning

Task 600	Bicycle & Pedestrian Planning		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	30%	50%
Staff Hours	Programmed	Expended		
2025	\$63,187.35	\$18,740.94		

**Objective:** To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

### 601 Bicycle-Pedestrian Activities and Technical Assistance

**Status: 50% Complete**

Quarter 1:

- Finalization of Moorhead Safe Routes to School Plan
- Presentations to Moorhead City Council and Moorhead School Board on January 13
- Follow-up from Bicycle Friendly Communities designation
- Developed bylaws for Bicycle & Pedestrian Committee
- Reviewed Dilworth's MN safe routes to school infrastructure grant
- Technical assistance regarding ADA transition plan
- Coordination with bike map app developer
- Participated in Trails & Open Spaces meeting with City of Fargo on January 14<sup>th</sup> and March 11
- Bicycle & Pedestrian Committee meeting on March 12
- Follow-up items from Bicycle & Pedestrian Committee meeting
- Updating the 2025 Pedestrian Count Report
- Collecting Bicycle and Pedestrian Data
- Creation of the new Fargo-Moorhead Bike map app in Arc-Online

#### Quarter 2:

- Participated in downtown Fargo bike infrastructure tour with Strong Towns on May 8<sup>th</sup>
- Developed bike/ped project status table as requested by Bike/Ped Committee
- Coordination of bicycle safety education materials
- Wrote letter of support for Fargo Parks Rec Trails Program grant
- Participated in Trails & Open Spaces meeting with City of Fargo on May 13<sup>th</sup>
- Development of new online FM bikeway map
- Coordinated bicycle roundtable meeting with PeopleForBikes President
- Bicycle & Pedestrian Committee meeting on June 18<sup>th</sup>
- Helped Maintain Eco-Counters by validating data
- Assisted with the yearly Bike-Ped Count report

## 602 Bicycle and Pedestrian Counts and Analysis

### **Status: 50% Complete**

#### Quarter 1:

- Collecting bike/ped data
- Updated the 2024 Bike/Pedestrian Count Report
- Maintaining Pedestrian Count Equipment
- Installing new pedestrian counters

#### Quarter 2:

- Reviewed 2025 Bike/Ped Count Report
- Review & documentation of quotes from vendors for automated bike/ped counters
- Research into bike/ped counters PL fund eligibility
- Meeting with Metro COG staff regarding bike/ped counter purchase eligibility

- Collecting bike/ped data.
- Updating Pedestrian Count Report.
- Internal coordination on analysis for Count Report
- Preparing for and attending Bike Ped Committee Meeting
- Organizing and coordination for RFQ for pedestrian counters; coordination internally, with NDDOT, and with vendors.
- Assisting with the West Fargo Safe Routes to School site visits
- West Fargo Safe Routes to School Bike Rodeo Outreach Event
- Attending and presenting at the Bike/Ped Committee meeting on June 18<sup>th</sup>

### 603 Heartland Trail Extension (Countywide Coordination – Clay County Portion)

**Status: 50% Complete**

This activity is separate from the Heartland Trail Study currently underway and expected to be completed in June 2025.

- Participated in Becker Co Heartland Trail coordination meeting

### 604 West Fargo School District Safe Routes to Schools Plan Update (Year 1 of 2)

**Status: 50% Complete**

This SRTS project is led by Metro COG staff and expected to take two years to complete, due to the size of the West Fargo School District and the number of schools in the district.

Quarter 1:

- Project kickoff
- Created documentation
- Gathered existing conditions
- Developed PRZ maps

- Development of public/parent surveys
- Site observation coordination
- Study Review Committee meeting #1 on March 17<sup>th</sup>
- Coordination with West Fargo regarding project kick off
- Scheduling for on-site observations

#### Quarter 2:

- Development of public/parent outreach, notifications, and survey
- School site observations
- Meetings with school PTOs
- Development of public engagement materials
- Review of public comments
- Pop-up event at West Fargo Bike Rodeo on May 14<sup>th</sup>
- Document Creation
- Coordination with West Fargo and Harwood about marketing materials
- Conducted on-site observations for each of the schools
- Created materials for online public engagement (Interactive online map, Survey, etc)
- Created materials for in-person public engagement (Bike Safety Rodeo) on May 14<sup>th</sup>
- Developing observed challenges tables and maps
- Coordinated SRC #2 in Mid-July
- Presented to Parent teacher associations about the plan and public engagement opportunity
- Attended Chamber of Commerce presentation on May 6<sup>th</sup> entitled: Pulse of Crime: Safety, Perception, and Business Impact
- Review and discuss West Fargo SRTS scope of work and purchase memo for compliance with CS/SATO requirements and follow-up with MPO Liaison



## 700 Local Planning Assistance

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	9%	38%
Staff Hours	Programmed	Expended		
2025	\$77,321.83	\$7,055.95		

**Objective:** Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

### 701 Agency Outreach

**Status: 25% Complete**

Quarter 1:

- No activities this quarter

Quarter 2:

- Participated in panel discussion as part of MnDOT Complete Streets training on June 25<sup>th</sup>
- Various meetings with local consulting firms, local jurisdictions and other organizations

## 702 Local Planning Assistance

**Status: 50% Complete**

Quarter 1:

- Coordination with the City of Casselton regarding transportation funding sources for roadway improvements
- Presented to Strong Towns on January 8
- Attended to miscellaneous local planning assistance needs
- Discussion with MATBUS about service level
- Supporting Dilworth Comp Plan Project
- Various meetings with local consulting firms, local jurisdictions and other organizations
- Attend Dilworth Planning Committee Meeting
- Attend City Hall Meeting

Quarter 2:

- Coordination with regional trauma and EMS regions with 2025 SS4A application for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs
- Planning assistance for the Dilworth Comprehensive Plan
- Attended Dilworth Future Land Use Planning Meetings

## 800 General Administration

Task 800	General Administration		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	31%	50%
Staff Hours	Programmed	Expended		
2025	\$309,507.09	\$94,836.00		

**Objective:** To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and report on activities of the agency. Includes estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

### 801 General Administration, Management, IT, and Secretarial

**Status: 50% Complete**

#### Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickhoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly and Quarterly reports
- Title VI Training Videos

- Attend to daily emails, voicemails, and document organization
- Updated Quarterly reports
- Timesheets
- Attended Staff meetings
- Organize files
- Regular and ongoing file maintenance and organization

#### Management

- Various discussions and consultations with MPO liaison on various MPO topics
- Prepare for and facilitate bi-weekly staff meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet report for NDDOT reimbursement request
- Assemble and forward job descriptions and evaluation forms to Minot MPO Director and follow-up call to discuss in more detail
- Prepare powerpoint presentation for and attend FHWA Peer Exchange in Alaska on TIP Development and MPO/State/Federal coordination
- Attended MnDOT/Moorhead TH 10/75 Open House meeting at Hjemkomst Center on January 14
- Drafted and submitted response letter to NDDOT's letter regarding 2050 MTP Federal Findings
- Prepare latest 3C Agreement for Policy Board adoption
- Regular meetings with staff project managers for project status updates
- Prepare and process bi-weekly payroll
- Prepare and conduct annual employee evaluations
- Attended various passenger rail study meetings, both in-person and virtually
- Preparation/coordination of agenda for NDDOT-MPO Directors 1Q meeting
- Prepare and review formatting of Quarterly Reports for oversight agencies
- Review APTA Surface Transportation Re-Authorization Recommendations from MATBUS
- Attended West Fargo Growth Area Master Plan Open House on May 21<sup>st</sup>

## IT Management

- IT assistance from Eide Bailly for various computer and system issues
- Software application coordination
- Plotter training
- Remix transit scheduling software application coordination
- Renew Firewall contract for 3 years

## 802 Financial Budgeting and Tracking

### **Status: 50% Complete**

- Revise and update time codes in timekeeping software for new year
- Attended NDDOT Indirect Rate Exit Interview meeting via Teams on January 2
- Review and approve bills and invoices for payment processing
- Various discussions and close coordination with MPO liaison on various MPO budgeting topics, especially 2024 End-of-Year Closeout preparation
- 2024 End-of-Year Closeout preparation; preparation and review of spreadsheets; comparison/analysis of budget and expenditures
- Review and approve purchase orders
- Review and approve monthly bank and credit card statements
- Renew Sam.gov entity registration; also updated administrator rights and other information
- Prepared and sent out invoices for local jurisdictions' 2025 annual dues and 2025 local match for projects
- Review and approve monthly NDDOT reimbursement request packet
- Review and finalize updated Annual Report to NDDOT and FHWA
- Submittal of supplemental reimbursement requests for 2024 invoices and direct cost purchases
- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Prepare and submit NDDOT reimbursement requests
- Preparations for 2024 annual audit the week of April 21<sup>st</sup>
- Prepare and respond to auditor's questions and requests for information for 2024 annual audit

- Preliminary budget presentation to Clay County Board of Commissioners on May 6<sup>th</sup>

### 803 Professional Development, Education, and Training

**Status: 50% Complete**

- Attended National Highway Institute – Basics of Transportation Training
- Attended 2025 NDDOT Transportation Conference March 3-5
- Attended North Dakota Traffic Operations Roundtable March 19-20
- Attended Census Webinars
- Research development of dashboards and utilization of ArcGIS Online
- Researched 2025 training opportunities for staff
- Attended various webinars and training sessions for professional development and certificate maintenance
- Attended Bicycle Friendly Communities Workshop in Bismarck on May 21-22
- Participated in AASHTO Bike Guide webinar series
- Attended National Highway Institute – Basics of Transportation Training
- Attended ITOP Short Course
- Attended GIS-T in Portland, connection with other GIS staff at various MPOs across the USA
- Census Webinars
- VertiGIS Transforming Transportation with GIS Webinar
- HSIP Webinar / AI and Safety Performance Monitoring
- Attended various webinars and training sessions for professional development and certificate maintenance
- Researched 2025 training opportunities for staff
- Attended TRB “Tools of the Trade” conference in Albuquerque June 23-25

## 900 Publications, Public Information, and Communications

Task 900	Publications, Public Information, and Communications		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	23%	25%
Staff Hours	Programmed	Expended		
2025	\$15,810.70	\$3,572.56		

**Objective:** To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

## 902 Website and Social Media

**Status: 50% Complete**

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated Metro COG Facebook account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Social media coordination for public engagement event
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance
- Reviewed Metro COG website and social media needs with staff to identify updates and improvements

- Produced social media materials for the West Fargo Safe Routes to School Plan
- Produced social media materials for the Dilworth Comprehensive Plan
- Review of website and list needed updates

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## 1000 Community Planning and Technical Assistance

Task 1000	Community Planning & Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	1/2025	12/2025	33%	50%
Staff Hours	Programmed	Expended		
2025	\$20,569.70	\$6,732.28		

**Objective:** To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

### 1001 Cass-Clay Food Systems Advisory Commission

**Status: 50% Complete**

- Prepared the agenda and packet materials for the Cass Clay Food Commission meetings
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings

### 1002 Dilworth Comprehensive Plan Update (Year 1 of 1)

**Status: 50% Complete**

Quarter 1:

- Metro COG kicked off the Dilworth Comprehensive in February 2025. Activities that were completed in the first quarter of 2025 include: creation of project website, development of a public engagement plan, preparations for the first study review committee meeting on March 5, preparation and distribution of an online community input survey, development of an interactive comment map, preparation for a community open house, including media and community notifications, ongoing development of a

community profile, weekly internal coordination meetings, monthly staff meetings with Dilworth, and monthly updates with the Dilworth Planning Commission.

- Dilworth Comprehensive Plan Update Data Coordination

#### Quarter 2:

- Continued regular internal coordination meetings, monthly staff meetings with the City of Dilworth, and monthly updates with the Dilworth Planning Commission. Additional activities completed in the second quarter of 2025 include: preparation of community notifications and materials for a community open house on April 24<sup>th</sup>, analyses and categorization of public comments received through community surveys and interactive comment map, development of community profile charts and graphs, initial analysis of recent transportation study recommendations, and development of a future land use map with assistance of Planning Commissioners and city staff.

**To:** Policy Board members  
**From:** Ben Griffith, AICP  
**Date:** July 10, 2025  
**Re:** **Approval of DRAFT 2026-2027 UPWP & Budget**

Each year, Metro COG prepares a two-year Unified Planning Work Program (UPWP) and Budget. NDDOT has been working closely with the four MPOs in North Dakota to develop a timeline for this process.

2026 Budget numbers are estimates from both NDDOT and MnDOT and may be subject to change between now and final adoption in September. 2027 budget numbers are based on the 2026 estimates provided by the State DOTs with an increase of 2% as used by the current transportation bill.

Upon approval of the DRAFT 2026-2027 UPWP by the Policy Board, our oversight agencies will review it and provide comments and feedback. The final UPWP will be provided for review and adoption by the Policy Board in September. Approval of the Draft 2026-2027 UPWP & Budget begins this process.

The DRAFT 2026-2027 UPWP & Budget may be found on the Metro COG website at the following location:

[https://fmmetrocog.org/application/files/9617/5217/8606/Metro\\_COG\\_DRAFT\\_2026-2027\\_UPWP.pdf](https://fmmetrocog.org/application/files/9617/5217/8606/Metro_COG_DRAFT_2026-2027_UPWP.pdf)

At their regularly scheduled meeting on Thursday, July 10, the TTC unanimously recommended approval of the DRAFT 2026-2027 UPWP to the Policy Board.

**Requested Action:** Approval of DRAFT 2026-2027 Unified Planning Work Program & Budget.

**To:** Policy Board  
**From:** Paul Bervik, Assistant Transportation Planner  
**Date:** July 11, 2025  
**Re:** **2025-2028 Transportation Improvement Program (TIP) Amendment 7**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public meeting both in person and via Zoom Video Communications on Thursday, July 10, 2025 at 10:00 AM to consider public comments regarding a proposed amendment to the 2025-2028 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2025-2028 TIP reflects modified federally-funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Wednesday, June 25, 2025, which advertised the public meeting, detailed how to request additional information, and provided information on how to submit public comments regarding the proposed amendment. The public notice advertised that public comments will be accepted until 12:00 noon on Thursday, July 10, 2025. As of the writing of this memo, no written comments have been received.

In the last month local jurisdictions have shifted priorities for several projects in the near term. Below is a narrative of some of the more major changes.

At the May 27, 2025 meeting of the Moorhead City Council approved a request for Metro COG to remove funding from the 2026 STBG 40<sup>th</sup> Avenue mill and overlay project (5250001) and requested to have that 2026 STBG funding be programmed to the City of Moorhead's portion of the pedestrian bridge in the vicinity of the Bluestem Amphitheater.

At the June 9, 2025 meeting of the Fargo City Commission removed the 45<sup>th</sup> Street adaptive traffic signal corridor project from their CIP (4250020: 2026 CRP funded).

These changes were presented to the Prioritization Committee, a sub-set of the TTC to consider the requests and several subsequent changes primarily to the 2026 funding year. The following page is a unanimous recommendation from the Prioritization Committee for how to proceed with the requested funding changes from the Cities of Moorhead and Fargo, as well as several other smaller changes.

The proposed amendment to the 2025-2028 TIP is as follows:

1. **Modification of Project 9256057:** NDDOT hazard elimination improvements at railroad crossing (2025). Updating project location, project description, and the cost breakdown.
2. **Removal of Project 4250020:** City of Fargo adaptive traffic signal corridor along 45<sup>th</sup> Street (2026). Removal of Federal Funding.
3. **Modification of Project 3250022:** City of West Fargo construction of a shared use path and pedestrian bridge crossing the Sheyenne River in the River's Bend Area (2026). Moving the project from 2027 and updating the cost breakdown for the available 2026 CRP funding.
4. **Modification of Project 7250021:** City of Horace construction of a shared use path long 76<sup>th</sup> Avenue South (2027). Updating cost breakdown.
5. **Modification of Project 4230003:** City of Fargo construction of a pedestrian bridge in the vicinity of Bluestem Amphitheater in conjunction with the City of Moorhead. (2027). Updating total project cost, cost breakdown, and project description.
6. **Modification of Project 5250005:** City of Moorhead replacement of HPS lighting heads with LED lighting heads at various locations. (2026). Updating total project cost and cost breakdown.
7. **Removal of Project 5250001:** City of Moorhead mill and overlay of 40<sup>th</sup> Avenue South from 8<sup>th</sup> Street to 40<sup>th</sup> Street (2026). Removal of Federal Funding.
8. **Removal of Project 8257061:** City of Dilworth pedestrian drain crossing and path on 40<sup>th</sup> Street North from 4<sup>th</sup> Avenue NW to 3<sup>rd</sup> Avenue NW (2026). Removal of Federal Funding.
9. **New Project 5257059:** City of Moorhead construction of a pedestrian bridge in the vicinity of Bluestem Amphitheater in conjunction with the City of Fargo. (2026) Minnesota STBG funding
10. **New Project 5257060:** City of Moorhead construction of a pedestrian bridge in the vicinity of Bluestem Amphitheater in conjunction with the City of Fargo. (2026) Minnesota CRP Funding.
11. **New Project 9256057:** NDDOT hazard elimination improvements at railroad crossing (2025).
12. **New Project 4256058:** The City of Fargo reconstruction of 1<sup>st</sup> Avenue North from University Drive to 10<sup>th</sup> Street (2027).

Metro COG staff presented the information contained in Amendment 7 to the TTC at their regularly scheduled meeting on July 10, 2025. The TTC unanimously recommended the Policy Board approve the TIP amendment as proposed. No comments were received from the public during the public comment period.

Please see **Attachment 1** for more detailed project information.

**Requested Action:** Approval of Amendment 7 to the Metro COG 2025-2028 Transportation Improvement Program (TIP).

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From                      To		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
Amendment 7 - 2025-2028 Metro COG TIP Changes to existing projects												
NDDOT	9256057 24582	2025	Intersection		Broadway <del>4th Street N</del>	Railroad	Rail road crossing hazard elimination improvements DOT-AAR NO. 070809N <del>070807A</del>	Rehabilitation	\$155,483	RSU	Local	\$82,841.50 <del>\$77,741.50</del> \$72,641.50 <del>\$77,741.50</del>
<del>City of Fargo</del>	<del>4250020</del>	<del>2026</del>	<del>45th Street</del>		<del>9th Avenue South</del>	<del>44th Avenue South</del>	<del>Adaptive Traffic Signal Corridor along 45th Street</del>	<del>Capital Purchase</del>	<del>\$1,500,750</del>	<del>CRP</del>	<del>Local</del>	<del>\$746,536</del> <del>\$754,214</del>
City of West Fargo	3250022 24260	2026 <del>2027</del>	River's Bend Area		Sheyenne Street	23rd Avenue South	Construction of a shared use path and pedestrian bridge crossing the Sheyenne River.	New Construction	\$1,070,000	CRP	Local	\$746,536 <del>\$848,798</del> \$323,464 <del>\$221,202</del>
City of Horace	7250021 24433	2027	76th Avenue South		Brink Drive	County Road 17	Construction of a shared use path on the on the south side of 76th Avenue South.	New Construction	\$519,002	CRP	Local	\$415,201 <del>\$331,202</del> \$103,801 <del>\$187,800</del>
Amendment 7 - 2025-2028 Metro COG TIP Changes to existing projects related to the Bluestem Bridge												
City of Fargo	4230003 24429	2027	40th Ave S		ND/MN Border Bridge @ Red River		Construction of 40th Ave S Bike Ped Bridge at Bluestem <del>Connected to 5257059, 5257060, and 5260001</del>	Bike/Ped	\$3,400,000 <del>\$10,020,000</del>	STBG	Local	\$2,720,000 <del>\$4,160,000</del> \$680,000 <del>\$1,040,000</del>
City of Moorhead	5250005 144-115-017	2026	1st Avenue North		Red River	8th Street North	REPLACEMENT OF HPS LIGHT HEADS WITH LED LIGHT HEADS ON VARIOUS LOCATIONS IN MOORHEAD	Rehabilitation	\$232,650 <del>\$150,000</del>	CRP	Local	\$170,000 <del>\$120,000</del> \$62,650 <del>\$30,000</del>
Amendment 7 - 2025-2028 Metro COG TIP Removal of existing projects												
<del>City of Moorhead</del>	<del>5250001 144-138-002</del>	<del>2026</del>	<del>40th Avenue South</del>	<del>2.4</del>	<del>8th Street</del>	<del>40th Street</del>	<del>ON 40TH AVE IN MOORHEAD, FROM 9TH STREET TO 40TH ST S/CSAH 7, MILL AND OVERLAY, ADA</del>	<del>Rehabilitation</del>	<del>\$2,890,000</del>	<del>STBG</del>	<del>Local</del>	<del>\$2,312,000</del> <del>\$578,000</del>
<del>City of Dilworth</del>	<del>8257061 098-080-055</del>	<del>2026</del>	<del>40th Street North</del>	<del>0.1</del>	<del>4th Avenue NW</del>	<del>3rd Avenue NW</del>	<del>**CRP**: ON CSAH 9 FROM 3RD AE NW TO 4TH NW IN DILWORTH, GRADING AND SIDEWALK</del>	<del>Bike/Ped</del>	<del>\$600,000</del>	<del>CRP</del>	<del>Local</del>	<del>\$100,000</del> <del>\$500,000</del>
Amendment 7 - 2025-2028 Metro COG TIP New project												
City of Moorhead	5257059 144-090-020	2026	50th Ave S		ND/MN Border Bridge @ Red River		**AC**: TAP PEDESTRIAN BRIDGE AND SHARED USE PATH OVER THE RED RIVER NEAR THE BLUESTEM AMPHITHEATER IN MOORHEAD. (AC PAYBACK IN 2028). CONNECTED TO 4230003, 5257060, 5260001 .	Bike/Ped	\$7,100,000		26 Mn CRP 27 ND STBG 27 ND Local 28 AC Mn TA Mn Local	\$2,312,000 \$50,000 \$2,720,000 \$680,000 \$450,000 \$888,000
City of Moorhead	5257060 144-090-020CRP	2026	50th Ave S		ND/MN Border Bridge @ Red River		**AC**: TAP PEDESTRIAN BRIDGE AND SHARED USE PATH OVER THE RED RIVER NEAR THE BLUESTEM AMPHITHEATER IN MOORHEAD. (AC PAYBACK IN 2028). CONNECTED TO 4230003, 5257059, 5260001 .	Bike/Ped	\$50,000	CRP		\$50,000