

Agenda Item A-3, Attachment 1

470th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, April 20th, 2017 – 4:00 pm
Metro COG Conference Room

Members Present:

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Steve	Gehrtz	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Sharon	May	City of Horace
Jenny	Mongeau	Clay County Planning
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Jan	Ulferts Stewart	Fargo Planning Commission (via telephone)
Larry	Weil	West Fargo Planning Commission (Alternate for Mark Wentz)

Members Absent:

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
John Q.	Paulsen	City of Fargo Citizen Appointee
Dave	Piepkorn	Fargo City Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Michael	Rietz	City of Barnesville
Bob	Walton	NDDOT – Fargo District

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

The meeting was called to order at 4:10 pm, on Thursday, April 20th, 2017 by Chair Elmer. A quorum was not yet present. Introductions were made.

****As a quorum was not yet established, the Monthly Bills list was presented and discussed, as a quorum of only five is necessary for approval.**

A4. Monthly Bills, approved**

Chair Elmer asked for approval of the April 2017 Bills as listed on Attachment 1. Bill Christian noted that this is the first billing cycle where Payroll Professionals were utilized.

MOTION: Approve the April 2017 Bills List.

Mr. Gehrtz moved, seconded by Mr. Gunkelman.

MOTION, passed. 8-0.

Motion carried unanimously.

****As a quorum was still not yet established, a discussion of the 2018 Budget was initiated.**

****C4. 2017-2018 Metro COG Final Draft Budget**

Bill Christian presented the 2018 final draft budget. This includes a breakdown of CPG and local match funding. Once the final draft is approved, a letter will be sent to jurisdictions with estimated dues contributions asking to support the operations, joint planning projects, and contracted planning contracts. A request for payment based on the estimated dues statement will be invoiced to each jurisdiction in December.

****Jan Ulferts-Stewart joined the meeting via telephone at 4:15p.m. A quorum was now present.**

****Arland Rasmussen joined the meeting at 4:17p.m., and Ms. Ulferts-Stewart left the meeting at 4:18p.m. A quorum was still present.**

Motion: Approve the Final Draft 2018 Budget and provide to each jurisdiction an estimated dues statement for their budget planning activities.

Mr. Gehrtz moved, seconded by Mr. Buscher.

MOTION, passed. 9-0.

Motion carried unanimously.

A2. Approve Order and Contents of Overall Agenda, approved

Chair Elmer asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the 540th Policy Board Meeting.

Ms. Mongeau moved, seconded by Ms. May.

MOTION, passed. 9-0.

Motion carried unanimously.

A3. Past Meeting Minutes, approved

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

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

Mr. Rasmussen moved, seconded by Mr. Schneider.

MOTION, passed. 9-0

Motion carried unanimously.

B. CONSENT AGENDA

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

1. March 2017 Month End Budget Report
2. Metro COG 1st Quarter Report
3. Consolidated Planning Grant Projects for 2018
4. FTA Section 5339 and 5310 Application Prioritization
5. West Fargo Signal Project

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

Mr. Schneider moved, seconded by Ms. Mongeau.

MOTION, passed. 9-0.

Motion carried unanimously.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public comments were made or received.

No MOTION

C2. Amendments to the Metro COG Policy Board and Transportation Technical Committee Bylaws

Bill Christian presented the revisions made to the Metro COG Policy Board and Transportation Technical Committee Bylaws that reflect the addition of Horace as a Metro COG member. The City was added to the list of voting members and removed from the Associate Members list. It was noted that with the addition of a North Dakota jurisdiction, an odd number of voting member jurisdictions now exist. Previously the Board Chair and Vice Chair would be from different states, alternating each year. With the addition of Horace as a voting member, this no longer will be a possibility in the upcoming years. As such, language in the bylaws was changed to reflect this. Alternating the Chair and Vice Chair by state will happen most of the time, but eventually both will be from the same state. The language was changed to state that having the Chair and Vice Chair from both states would, whenever possible, be from different states to reflect the bi-state nature of the Metro COG. Other changes included that the quorum would now be nine members, up one from the previous eight members needed for quorum.

The City of Horace representative was also added as a member to the Executive Committee. The last change is to the Chair rotation table in Appendix A. Horace was added to the rotation and will take on the Vice Chair in 2020 and the Chair in 2021.

Since the Policy Board is the oversight board of the Transportation Technical Committee, approval is required to approve the amended laws of both the Policy Board and Transportation Technical Committee bylaws.

Steve Gehertz asked for clarification on Horace's voting eligibility as of this point. There was some confusion on this point, but it was noted that the Policy Board in March did approve Horace as a voting member and should have full voting rights. The board was satisfied with this decision.

MOTION: Approve Amendments to the Metro COG Policy Board and Transportation Technical Committee Bylaws.

Mr. Schneider moved, seconded by Mr. Gunkelman.

MOTION, passed. 9-0.
Motion carried unanimously.

C3. Metro COG Bike/Ped Committee New Member

Dan Farnsworth provided an update that the Bike/Ped Committee is recommending the addition of a new voting member to represent the West Fargo Park District. While staff is hesitant with the addition and creating a committee that is too large, the additional seat is warranted, and have no further plans to expand. Mr. Farnsworth broke down the voting seats of the jurisdictions and corresponding populations. As the Metro COG worked on the 2016 Bicycle & Pedestrian Plan, it became evident that the West Fargo Parks plays a significant role in West Fargo's bicycle and pedestrian network.

Larry Weil posed the question in regards to the new addition of Horace, if they will need a representative as well. Mr. Farnsworth said this is worth discussing with the bike/ped committee. Sharon May agreed it would be a great idea, but would need to be run by the Horace park board first.

MOTION: Approve the addition of a new voting member of the Metropolitan Bicycle & Pedestrian Committee, representing the West Fargo Park District.
Ms. Mongeau moved, seconded by Mr. Schneider.
MOTION, passed. 9-0.
Motion carried unanimously.

C4. **See discussion on Page 2.

C5. 2017-2018 Unified Planning Work Program Amendment #3

Bill Christian presented the 2017-2018 Unified Planning Work Program Amendment #3. The proposed amendment will add several projects to the 2018 element to the UPWP that will be using Consolidated Planning Grants (CPG) funds. It will also correct any deficiencies in the existing UPWP. Both NDDOT and MnDOT, and well as FHWA and FTA will receive the proposed amendment for review and approval.

Chair Elmer asked about the MN US 10/US 75 Corridor Study, questioning if MnDOT would be covering the local match. Mr. Christian stated that yes, MnDOT will be covering the local match. They are currently working on developing the interlocal agreement and to work within their internal procedures to allocate the local matching funds.

Motion: Approve Amendment #3 to the Unified Planning Work Program, and authorize forwarding to NDDOT/MnDOT and FHWA/FTA for review and approval.
Mr. Weil moved, seconded by Ms. Mongeau.
MOTION, passed. 9-0.
Motion carried unanimously.

C6. Amendment to the Cost Reimbursement Agreement between Metro COG and the Metro Flood Diversion Authority.

Dave Burns presented an amendment to the cost reimbursement agreement between Metro COG and the Metro Flood Diversion Authority. The Diversion Authority (DA) requested additional area coverage of the 2017 Aerial Photography and LiDAR Data Update project. The additional area requested covers approximately 14.25 square miles, and has been identified as

part of the diversion project. The consultant, Merrick, confirmed that this addition of data is possible. The total cost of the additional collection is \$15,282.28, which will be paid entirely by the DA, and no CPG funds will be used in this request. This change is service and overall project cost warrants an amendment to the Cost Reimbursement Agreement between Metro COG and the DA, which was originally signed in March 2017.

Motion: Approve Amendment #1 to the Cost Reimbursement Agreement between Metro COG and the Metro Flood Diversion Authority.

Mr. Gehrtz moved, seconded by Ms. May.

MOTION, passed. 9-0.

Motion carried unanimously.

C7. TIP Amendment #4

Michael Maddox presented on the 2017-2020 TIP Amendment #4. This month, NDDOT made the amendment request to include the revision their portion of the funding.

1. Addition of Project 9172692: Replacement of anti-icing equipment on the I-94 bridge at the Red River of the North. This is a joint project between NDDOT and MnDOT. The project is being funded by the Highway Safety Improvement Program (HSIP), with a total project cost of \$850,156 (NDDOT portion only). Ninety percent of the project is being funded through HSIP (\$765,141) and ten percent (\$58,015) by NDDOT as the required local match.

Motion: Open the Public Hearing.

Ms. Mongeau moved, seconded by Mr. Gunkelman.

Motion, passed. 9-0.

Motion carried unanimously.

No public comments were made or received.

Motion: Close the Public Hearing.

Ms. May moved, seconded by Mr. Buscher.

Motion, passed. 9-0.

Motion carried unanimously.

John Gunkelman recalled the bridge just having a replacement or repair not too long ago, and asked for clarification on this project and details of past improvements. Bob Walton, NDDOT, explained that this is two projects: MnDOT covers the eastbound bridge, and NDDOT covers the westbound bridge portion. Minnesota is having issues with their portion of the system. When Moorhead updated their interchange to a diverging diamond, all of the equipment was removed. The company that developed the system in 2002, has gone out of business, and replacement parts are impossible to find. NDDOT went into negotiations with MnDOT to discuss the replacement of the system.

Mr. Gunkelman asked for clarification on the division of the system. Mr. Walton noted that originally, the installing company wanted to install one total system, the problem being the tank holding the de-icing solution would be too large. The solution was to make two separate

systems. Steve Gehrtz questioned the effectiveness, where Mr. Walton noted that NDSU did a study of cost-benefit analysis. The study found that the de-icing system has prevented multiple crashes and accidents, thus saving time and money for clean-up and emergency crews, not to mention countless lives that would have been lost. The findings report that this has essentially paid for the system itself, two-times over. Mr. Walton continued to say that in the fifteen years since 2002, the system has been continuously repaired and updated.

Motion: Approve the proposed Amendment #4 to the 2017-2020 Metro COG Transportation Improvement Program and forward to NDDOT/MnDOT and FHWA/FTA for review and approval.

Mr. Gehrtz moved, seconded by Mr. Weil.

MOTION, passed. 9-0.

Motion carried unanimously.

D. Additional Business

Bill Christian notified the board that MnDOT District 4 Engineer, Jodi Martinson, has been promoted, and will no longer be the representative. An interim representative will take her place until a permanent replacement is found.

E. Adjourn

Motion: Adjourn the 540th Meeting of the FM Metro COG Policy Board

Mr. Gehrtz moved, seconded by Ms. Mongeau.

MOTION, passed. 9-0.

Motion carried unanimously.

The 540th Meeting of the FM Metro COG Policy Board held Thursday, April 20th, 2017 was adjourned at 4:45 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 18th, 2017, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary