



Record of Meeting (Revised)

SRF No. 11648

Location: Fargo-Moorhead Metro COG – Conference Room

Client: Fargo-Moorhead Metro COG

Date: 12/17/2018

Subject: SRC Meeting #2

Attendees: Michael Maddox (Metro COG), Kristie Leshovsky (City of Moorhead), Jonathan Atkins (City of Moorhead), Justin Knopf (MnDOT), Mary Safgren (MnDOT), Lori VanBeek (MATBUS), Leif Garnass (SRF), Emily Gross (SRF), Chris Dahl (SRF)

Purpose of Meeting:

Update the SRC on the progress and get input on the upcoming public engagement events.

Summary of Meeting:

1. Schedule Update
 - a. Leif Garnass provided an overview of the changes to schedule.
 - b. The first round of public engagement (public meeting and focus group meetings) are planned for mid-January. The project schedule was extended out to May 2019.
 - c. **Action Item:** Leif will reach out to the SRC to identify availability for a January Public Meeting and Focus Group Meetings. Leif also plans to reach out to identify availability for upcoming SRC meetings in February, March, April, and May.
 - d. **Action Item:** Once the first public meeting date has been determined, SRF will send out a revised schedule.
2. Data Collection Memo
 - a. Emily provided a brief overview of the data collection efforts to date. A draft data collection technical memorandum was provided to the SRC members. **Action Item:** SRC to review the memo and provide comments/revisions by Friday, January 4, 2019.
3. Previous Studies & Construction Update
 - a. SRF has updated the project map that was presented at the November SCR meeting. – **Action Item:** SRF to email the updated map to the SRC and SRC to review/provide comments on the revised map.

4. Existing Conditions Analysis

- a. Emily provided a brief overview of the existing conditions analysis. A draft existing conditions memorandum was provided to the SRC members. **Action Item:** SRC to review the memo and provide comments/revisions by Friday, January 4, 2019.
- b. Michael Maddox commented that additional graphics should be provided to illustrate the data/analysis. **Action Item:** SRF to create a crash analysis graphic to illustrate the results and will consider how to visually illustrate analysis/data for future documentation.
- c. Emily and Kristie discussed an alternative approach to developing year 2045 traffic forecasts. **Action Item:** Kristie (City of Moorhead) will provide the existing and 2045 future household, non-retail, and retail employment information for the downtown area (not split by TAZ). **Action Item:** SRF will review the future land use information as well as the LRTP forecasts and historical trends. This work is anticipated to be completed by end of January. **Action Item:** SRF will follow-up with MnDOT (Gene Hicks) regarding forecasting methodology to confirm MnDOT agrees.
- d. The jurisdictional transfer for 11th Street has been signed and the route change should occur prior to the completion of this study. The environmental review is underway for the grade-separation and is lagging this study by about three months. The review will use traffic data from this study – coordination will need to take place with SRF.
- e. Study partners are unsure of traffic pattern changes following the changes to 11th Street. The thinking is patterns will change in two stages: 1) minor changes with jurisdictional transfer; 2) larger changes with future overpass. SRF may need to use Streetlight to help inform the predictions used for this study.
- f. Need to further review pedestrian/bicycle accommodations along Center Avenue from 21st Avenue/1st Avenue to 28th Street. Need clarification on existing facility.
- g. MnDOT provided a comment on the US 10/30th Street intersection LOS and the long crossing distance. There have been comments during the study to look at removing the old truck inspection site to clean up the corridor, which would essentially take away the two stage intersection crossings. Are there any modifications needed to 28th Street? Counts are not shown for 24th Street and 26th Street, but how would these be affected? How would this change the US 10/75 intersection? The ICE documentation will need to address these questions.

5. Vision & Goals Update

- a. SRF updated the project vision and goals based on the input received at the November SRC meeting. **Action Item:** SRC to review the vision/goals language (will be provided in both the public engagement presentation and survey questions). Please provide comments/revisions by Friday, January 4, 2019.

6. Public and Stakeholder Engagement – Round 1 (January 2019)

- a. Leif passed out and provided an update on the updated Public Engagement Plan (PEP). The first round of engagement will focus on gathering input, determining needs, and listening. The second round will focus on developing, evaluating, and refining concepts. The third round will focus on recommendations and implementation.

- b. Once the public involvement dates are set **Action Item:** SRF will send Metro COG updated information to be posted to the project website (newsletter, invite, schedule):
 - i. The website is hosted by Metro COG: <http://fmmetrocog.org/projects-rfps/us-1075-corridor-study>.
- c. The group discussed upcoming leadership presentations:
 - i. The City of Moorhead does not need SRF to attend a City Council/Planning Commission meeting until the end of the project. City staff will update the City Council/Planning Commission as needed.
 - ii. SRF should plan to present to Metro COG's Policy Board once the study is near finalizing (May 2019); SRF should plan to present to Metro COG's Transportation Technical Committee once the vision is near complete (March 2019).
 - iii. SRF will work with Justin and Mary to determine when to present to MnDOT Management.
- d. The group discussed the format for the January 2019 Public Meeting:
 - i. Leif suggested January 10 (and will investigate other days as well) and potential locations to hold the meeting (Moorhead Library, Trinity Church, Hjemkomst Center, Concordia College).
 - ii. A meeting time of 4:00 to 6:00 p.m. is tentatively planned.
 - iii. SRF will present a 10-minute presentation around 4:30 p.m. and will have activities/stations set-up to gather input.
 - iv. **Action Item:** SRF to prepare material (invite, presentation, boards, and handout/postcard to for attendees to take home) to send to the SRC to review.
 - v. **Action Item:** City of Moorhead to compile a list of property owners along the US 10 and US 75 study corridors to invite to the open house.
 - vi. **Action Item:** SRF to hang fliers at apartment buildings along the study corridor (mailings would not reach these tenants).
 - vii. **Action Item:** SRF to post a recording of the presentation to the project website (along with all boards, PowerPoint, etc. prepared for the meeting) so the public that was not able to make the open house is able to review the material.
- e. The group spent time discussing the format for the upcoming Focus Group meetings:
 - i. Five focus groups were discussed:
 1. Downtown Moorhead Business Focus Group (first meeting in January 2019)
 2. US 10 East Business Focus Group – would also include Moorhead High School (first meeting in January 2019)
 3. US 75 South Business Focus Group – would also include MSUM and Concordia (first meeting in January 2019)
 4. Residential Focus Group – entire study area? (first meeting would be in Round 2 ~ March 2019)

- a. Ask for volunteers at the Public Meeting and via the online survey.
- 5. Emergency Response (Police, Fire, Ambulance) Focus Group (first meeting would be in Round 2 ~ March 2019)
 - ii. **Action Item:** City of Moorhead to work with Derrick LaPoint (Downtown Moorhead Incorporated) and Sherry (last name??) with the MBA to identify business leaders for focus group meetings.
 - iii. Leif provided a general schedule for the January focus group meetings, which will be approximately one-hour in length. The meeting will include a 10-minute presentation, small group exercise and ending the meeting with key takeaways and next steps.
 - iv. The group discussed planning the focus group meetings to occur back-to-back with approximately 15-30 minutes of buffer in between to allow time to reset.
 - v. **Action Item:** SRF to prepare material (i.e., presentation, exercise, and invite) to send to the SRC to review.
 - vi. **SRF presented potential survey questions.** The group discussed and made modifications. Kristie request a “Word” version to make some changes to the language. **Action Item:** SRF to provide “Word” version of survey. **Action Item:** City of Moorhead to refine language.

Actions Needed:

Actions Needed	Responsibility	Status
Send Mary copy of the presentation	SRF	Completed
Send out data requests to SRC	SRF/SRC	Completed
Provide pavement condition report	MnDOT	Completed
Update PEP	SRF	Completed
Review ADA requirements for public meetings	SRF	Completed
Send updated schedule to SRC	SRF	
Update project map	SRF	
Update Vision Statement and develop a Purpose and Need Statement	SRF	
Identify date/purpose for the 1st Public Meeting	SRF	Completed
Contact Savannah (Metro COG) to provide website information	SRF/Metro COG	Completed
Reach out to the SRC to identify availability for a January Open House and Focus Group Meetings. Leif will to reach out to identify availability for upcoming SRC meetings in February, March, April, and May.	SRF	Completed
SRC to review the data collection and existing conditions memos and provide comments/revisions by Friday, January 4, 2019	SRC	Completed

Actions Needed	Responsibility	Status
Provide the existing and 2045 future household, non-retail, and retail employment information for the downtown area	City of Moorhead	Completed
Document the traffic forecast methodology and provide to SRC/MnDOT to review process	SRF	
Prepare Open House material (invite, presentation, boards, and handout/postcard to for attendees to take home) to send to the SRC to review	SRF/SRC	Completed
Compile a list of property owners along the US 10 and US 75 study corridors to invite to the open house (or provide GIS access)	City of Moorhead	Completed
Hang open house meeting fliers at apartment buildings along the study corridor	SRF	Completed
Post a recording of the presentation to the project website	SRF	
Identify business leaders for Focus Group meetings	SRC/Derrick	Completed
Prepare Focus Group material (i.e., presentation, exercise, and invite) to send to the SRC to review	SRF/SRC	Completed
Provide "Word" version of survey for Round 1 engagement	SRF	Completed
Refine language for survey for Round 1 engagement	City of Moorhead	Completed