480th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 14th, 2017 – 10:00 am
Metro COG Conference Room

Members Present:
Jonathan Atkins  City of Moorhead Traffic Engineer
Randy Carlson  Clay County Highway Department
James Dahlman  Interstate Engineering/City of Horace (alternate for Russ Sahr)
Jeremy Gorden  City of Fargo Transportation Engineering
Michael Johnson  NDDOT – Local Government Division (via telephone)
Kristie Leshovsky  City of Moorhead Planning/Zoning
Aaron Nelson  City of Fargo Planning (alternate for Jim Gilmour)
Michael Maddox  Metro COG
Mary Safgren  MnDOT – District 4 (via telephone)
Tim Solberg  City of West Fargo Planning (alternate for Larry Weil)
Tom Soucy  Cass County Highway Engineer (alternate for Jason Benson)
Brit Stevens  NDSU – Transportation Manager
Stan Thurlow  City of Dilworth Planner
Lori Van Beek  City of Moorhead, MATBUS
Mark Wolter  Freight Representative, Midnite Express
Chad Zander  West Fargo Public Works (alternate for Chris Brungardt)

Members Absent:
Jason Benson  Cass County Highway Engineer
Julie Bommelman  City of Fargo, MATBUS
Chris Brungardt  West Fargo Public Works
Hali Durand  Cass County Planner
Jim Gilmour  City of Fargo Planner
Kim Lipetsky  Fargo Cass Public Health
Tim Magnusson  Clay County Planner
David Overbo  Clay County Engineer
Russ Sahr  City of Horace Planning
Mark Vaux  GFMEDC
Larry Weil  City of West Fargo Planning

Others Present:
Adam Altenburg  Metro COG
Dan Bergerson  HDR
Dan Farnsworth  Metro COG
Matthew Huettl  HDR
Jeff Lansink  Houston Engineering
Savanna Leach  Metro COG
Brent Muscha  Apex Engineering
Anna Pierce  Metro COG
Adam Ruud  Houston Engineering
Jordan Smith  MATBUS
1. CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order at 10:00 am, on December 14th, 2017 by Interim Chairman Maddox. A quorum was present.

2. Approve the 480th TTC Meeting Agenda
Interim Chairman Maddox asked if there were any questions or changes to the 480th TTC Meeting Agenda.

   Motion: Approve the 480th TTC Meeting Agenda.
   Ms. Van Beek moved, seconded by Mr. Wolter.
   MOTION, PASSED. 16-0.
   Motion carried unanimously.

3. APPROVE November 9th, 2017 TTC MEETING MINUTES
Interim Chairman Maddox asked if there were any questions or changes to the November 9th, 2017 TTC Meeting Minutes.

   Motion: Approve the November 9th, 2017 TTC Minutes.
   Mr. Wolter moved, seconded by Mr. Atkins.
   MOTION, PASSED. 16-0.
   Motion carried unanimously.

4. Public Comment Opportunity
No public comments were made or received.

   No MOTION

5. Metro COG Staffing Update
Interim Chairman Maddox introduced newly hired planning assistant, Anna Pierce. At the November TTC meeting, the recommendation for hiring an additional planner was passed, and the Policy Board passed approval. Luke Champa was the second choice for the original planning position opening, filled by Ms. Pierce. An offer was extended to Mr. Champa for the new position opening, and he accepted. His tentative start date is February 1st, 2018, pending UPWP amendment.

   Mr. Maddox also provided a brief update on the Executive Director status.

   No MOTION

6. 2018 TTC and Policy Board Meeting Dates
Interim Chairman Maddox presented the 2018 TTC and Policy Board meeting schedules. Once approved, the schedule will be posted in the newspaper of record, the Forum.

   Motion: Favorable recommendation to approve the proposed 2018 TTC and Policy Board meeting schedules, to be published in the newspaper of record.
   Mr. Solberg moved, seconded by Mr. Gorden.
   MOTION, PASSED. 16-0.
   Motion carried unanimously.
7. **Metro COG 2045 LRTP Consultant Selection and Contract**
Interim Chairman Maddox presented the consultant selection recommendation for the 2045 Long Range Transportation Plan. Out of four candidates, HDR was chosen as the top-ranking consulting firm. Mr. Maddox went through the draft scope of services, as well as optional tasks that may also be included. Street Light data is one of the options. Ms. Safgren stated that MnDOT has a current license for such data acquisition, and will check to see if it covers the MPO area.

*Motion:* Favorable recommendation to approve the selection and to enter into contract with HDR to complete the 2045 Long Range Transportation Plan

Mr. Thurlow moved, seconded by Mr. Gorden

*MOTION:* Passed. 16-0.

Motion carried unanimously.

8. **Auditing Services Consultant Selection and Contract**
Ms. Leach presented the consultant selection recommendation for the Auditing Services for 2017, 2018, and 2019. Only one firm sent a proposal, Brady Martz, which is the firm Metro COG has worked with in the past.

*Motion:* Favorable recommendation of the selection of Brady, Martz and Associates for Contracted Auditing Services for 2017, 2018, and 2019 pending contract negotiations to finalize the scope and fee, and the development of a final contract document.

Mr. Atkins moved, seconded by Mr. Soucy.

*MOTION,* Passed. 16-0.

Motion carried unanimously.

9. **Prioritize Transportation Alternative (TA) Applications**
Mr. Farnsworth presented the final ND/MN TA grant application scoring as recommended by the Bicycle/Pedestrian Committee.

Mr. Atkins questioned why the Heartland Trail is considered a “major trail” as it has not yet been built. He also commented that the Moorhead bicycle trail will extend past the 60th avenue bridge, and that it should receivemobility scoring, as it will be built according to ADA standards.

Mr. Solberg noted that the Bicycle/Pedestrian committee recommendations are not always used by MnDOT, whereas NDDOT usually adopts the Metro COG prioritization. Ms. Safgren stated that the MnDOT uses a scoring system based for the whole area.

*Motion:* Favorable recommendation of the scoring and ranking of the Transportation Alternatives (TA) grant applications as listed, with recommended revisions.

Mr. Atkins moved, seconded by Mr. Solberg.

*MOTION,* Passed. 16-0.

Motion carried unanimously.
10. **Metro COG UPWP Amendment #5**
Mr. Maddox presented Amendment #5 to the 2017 UPWP. The amendment is two-fold: one to compensate for the addition of a second planning assistant, and to reconcile for end-of-year financial balance. There is also the carryover of 2017 projects.

Ms. Van Beek commented that she believes there is not enough time dedicated to transit planning, where the bicycle/pedestrian committee has almost twice the dedicated hours. She also brought up a possible area Transit Authority, which will need time dedicated for studying and planning.

*Motion: Favorable recommendation for approval of the proposed Amendment #5 to the 2017 UPWP.*

Mr. Gorden moved, seconded by Mr. Wolter.

*MOTION, Passed. 16-0.*

Motion carried unanimously.

11. **Agency Updates**
Each jurisdiction presented updates.

12. **Adjourn**
The 480th Regular Meeting of the TTC was adjourned on December 14th, 2017 at 10:58 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 11th, 2017, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary