Members Present:
Shawn Anderson           MN Universities Representative
Jason Benson             Cass County
William Christian        Metro COG
Jeremy Gorden            Fargo
Michael Johnson          NDDOT
Kim Lipetzky             Bicycle / Pedestrian Representative
Dave Overbo              Clay County
Brit Stevens             ND University Representative
Lori Van Beek            Moorhead Transit
Mark Vaux                Economic Development
Larry Weil               West Fargo
Mark Wolter              Freight Representative
Jon Atkins               Moorhead
Aaron Nelson (proxy for Jim Gilmour) Fargo

Members Absent:
Chris Brungardt          West Fargo
Hali Durand              Cass County
Jim Gilmour              Fargo
Tim Magnusson            Clay County
Mary Safgren             MnDOT
Julie Bommelman          Fargo Transit
Stan Thurlow             Dilworth
Tom Trowbridge           Moorhead

Others Present:
Adam Altenburg           Metro COG
David Burns               Metro COG
Dan Farnsworth            Metro COG
Michael Maddox           Metro COG
Nakhaly Swearingen        Metro COG
Mathew Huettl             HDR
Josh Hinds                Bolton & Menk

1. **CALL TO ORDER AND INTRODUCTIONS**
The meeting was called to order at 10:06 am, on January 14, 2016 by Chairman Christian. Introductions were made. A quorum was present.

2. **APPROVE December 10, 2015 TTC MEETING MINUTES**
Chairman Christian asked for any questions for the December 10, 2015 TTC Meeting Minutes.

  *Motion: Approve the December 10, 2015 TTC Minutes.*
  Mr. Overbo moved, seconded by Mr. Benson.

  *MOTION, PASSED*
3. **Public Comment Opportunity**

No public comments were made or received.

*No MOTION*

4. **Bicycle Wayfinding Signage Study Final Report**

Mr. Maddox stated that at last month’s meeting, a small presentation on the Bicycle Wayfinding Signage study was given. The Bicycle Signage study is a study to put signage along bicycles routes within the Fargo-Moorhead region. The report details facilities that are preferred routes for signage to be placed, destinations that could be signed for, locations of signs and locations of kiosks. The committee is comprised of engineers and planners from the local jurisdictions along with representatives from the park districts. Mr. Maddox also stated to the committee that the staff report includes a link to the study, and due to the lengthy report, no printed report was distributed, but information can be pulled from the website provided.

Mr. Maddox stated that we are looking for a positive recommendation for adoption of the study. The study right now would be a stand-alone technical memorandum, but with the upcoming update to the Bicycle and Pedestrian Plan, the study could become part of the Plan. Mr. Maddox opened the floor for questions or comments.

Mr. Maddox stated that each jurisdiction is responsible for their own implementation; however Metro COG could update the kiosk maps. Discussion and opinions were made by committee members in reference to the number of signs and locations of signs. Mr. Weil expressed his enthusiasm on the project and Mr. Vaux agreed. Mr. Maddox stated that almost all signed routes are comprised of existing bicycle/pedestrian facilities. The signs are suggestions of the preferred routes. Mr. Christian asked for any additional questions or comment. No comments were made or received.

*Motion: Move for recommendation of approval of the Bicycle Wayfinding Signage Study Final Report to the Metro COG Policy Board.*

Mr. Gorden moved, seconded by Mr. Atkins.

*MOTION, PASSED*

Motion carried unanimously. Vote of 14-0

5. **2016-2019 Transportation Improvement Program Amendment #3**

Mr. Maddox stated that Metro COG was approached by the City of Fargo to make two amendments to the 2016-2019 Transportation Improvement Program (TIP):

a. **Project #415011, Construction of a Shared Use Path along 40th Ave South from 18th Street to Drain 27 (Fargo).**

Mr. Maddox stated that this amendment is regarding adjusting of the pricing for the planned project. This is a non-federal funding project but it increases the monetary scope of the project, hence the amendment.
b. Addition of Project #4162655, Installation of median crossovers on I-29 near Drain 27 (Fargo).

Mr. Maddox stated that this project, and as instructed by NDDOT was asked to be included in the amendment although this is 100% locally funded. Mr. Maddox asked for discussions or comment. No public comments were made or received.

Motion: Pending public comment, Metro COG requests a favorable recommendation to the Policy Board for approval of the proposed Amendment #3 to the 2016-2019 TIP.

Mr. Weil moved, seconded by Mr. Gorden.

MOTION, PASSED

Motion carried unanimously. Vote of 14-0

6. Metro COG Title VI Annual Report

Mr. Burns presented the 2015 Title VI Annual Report, stating that while Metro COG has historically met the annual federal reporting requirements, this was the first time the agency has produced a comprehensive report. The report is similar to publications produced by larger planning organizations, and includes a number of features not previously reported on by Metro COG. Mr. Burns provided a brief overview of the report, stating that it is intended to provide a summary of the following:

- Policies guiding Metro COG’s Title VI Program;
- The demographics of Fargo - Moorhead Metropolitan area;
- Environmental Justice areas and Limited English Proficiency population within the Metro COG Planning Area Boundary;
- Demographic of Metro COG staff and Policy Board members;
- An accomplishment report for both administrative/oversight as well as metropolitan transportation planning process activities for the 2015 calendar year; and
- The 2015 Public Participation database report.

Mr. Burns asked for the TTC to provide any questions or comments on the draft report. Mr. Johnson asked if the report included information on demographics. Mr. Burns confirmed that the report tracks the demographics of the area as well as the environmental justice areas. Ms. Lipetzky asked if the meetings that are in the report included all meetings that occurred over the course of 2015. Mr. Burns confirmed that it included every public meeting for 2015. Ms. Lipetzky needed clarification on which types of meetings are included in this report as the Food Commission Meetings are held every month and didn’t appear to be included in the report. Mr. Christian clarified that it only included scheduled public meetings that are advertised to the public. Ms. Lipetzky asked if the Food Commission meetings should then be included in this report. Mr. Burns and Mr. Christian agreed to look into whether the Food Systems Advisory Commission should be included and update the report if necessary.

Ms. Van Beek stated that MAT Coordinating Board information should be included in the report as well. Mr. Burns stated that we will double check to make sure that all pertinent info is included in the database and will update the database if any necessary public meetings are missing. Further discussions were made as to which techniques appear to be most effective in promoting high public turnout and soliciting public input.

Motion: Forward to the Policy Board a favorable recommendation to approve the 2015 Title VI Annual Report.
Mr. Atkins moved, seconded by Ms. Van Beek.
*MOTION, PASSED*
Motion carried unanimously. Vote of 14-0

7. **Metro COG Draft 2015 4th Quarter Report and UPWP Adjustment**

Mr. Christian informed the committee on the overall budget for 2015. He stated that overall Metro COG is under budget for 2015. Two UPWP work elements, 700-Bicycle, Pedestrian, Transit Plan and 800 – Admin/Internal Management exceeded their budgeted amounts. Mr. Christian is requesting a budget adjustment to move funds from work element 600 – Transportation Tech Assistance/Sub Area Plan to cover the overages in these two categories. Also, under Personnel costs, Misc. Payroll came in over anticipated budgeted amounts. Staff is also recommending that funds from Payroll (6560) be moved to this category to cover the overage.

Mr. Christian stated that attached is the 4th quarter report which, as usual, feeds into the Annual Report. Once the UPWP adjustment is approved by the Policy Board, the report will be updated and forwarded to appropriate personnel. Mr. Christians asked for comments or questions.

*Motion: Favorable recommendation to the Policy Board to approve the proposed 4th Quarter Report and UPWP adjustment.*
Mr. Overbo moved, seconded by Mr. Benson.
*MOTION, PASSED*
Motion carried unanimously. Vote of 14-0

8. **Other Business**

Mr. Benson stated that this morning, at the State of the Cities meeting, Dilworth Mayor Olson mentioned Metro COG and was glad for the work that they do for the community. Mr. Christian extended his gratitude.

In other business Ms. Van Beek informed the Committee that MATBUS will be adding a new 40 foot bus this week.

9. **Adjourn**

The 457th Regular Meeting of the TTC was adjourned on January 14, 2016 at 10:34 am.

10. **THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD**

February 11, 2016 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted

Nakhaly Swearingen
Executive Secretary