464th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, August 11, 2016 – 10:00 am
West Fargo City Hall

Members Present:
Jason Benson Cass County
Shane Bukken (alternate for David Overbo) Clay County
William Christian Metro COG
Jeremy Gorden City of Fargo
Michael Johnson NDDOT
Aaron Nelson (alternate for Jim Gilmour) City of Fargo
Tim Solberg (alternate for Larry Weil) City of West Fargo
Stan Thurlow City of Dilworth
Lori Van Beek MATBUS-Moorhead
Mark Vaux Economic Development Representative
Mark Wolter Freight Representative
Chad Zander (alternate for Chris Brungardt) City of West Fargo

Members Absent:
Shawn Anderson MN Universities Representative
Jonathan Atkins City of Moorhead
Julie Bommelman MATBUS-Fargo
Hali Durand Cass County
Kristie Leshovsky City of Moorhead
Kim Lipetzky Bike/Ped Representative
Tim Magnusson Clay County
Brit Stevens ND Universities Representative

Others Present:
Adam Altenburg Metro COG
Dan Farnsworth Metro COG
Nakhaly Swearingen Metro COG
Michael Maddox Metro COG
Barry Johnson Bolton & Menk
Jeff Lansink Houston Engineering
Dan Bergerson HDR
Mathew Huettl HRD

1. CALL TO ORDER AND INTRODUCTIONS
The meeting was called to order at 10:00 am, on August 11, 2016, by Chairman Christian. Introductions were made. A quorum was present.

2. APPROVE June 2016 TTC MEETING MINUTES
Chairman Christian asked for any questions or changes to the July 14, 2016 TTC Meeting Minutes.

   Motion: Approve the July 14, 2016 TTC Minutes.
   Mr. Weil moved, seconded by Ms. Durand.
   MOTION, PASSED
   Motion carried unanimously.
3. Public Comment Opportunity
   No public comments were made or received.

   No MOTION

   Mr. Christian stated that Metro COG produces a two-year Unified Planning Work Program (UPWP) and explained that it is a requirement established in federal legislation under 23 CFR 450. Mr. Christian explained that the UPWP documents Metro COG’s planning-related activities and projects for calendar years 2017 and 2018 and contains work activities and sub-tasks identifying the work Metro COG staff will accomplish in each of the years covered.

   Mr. Benson moved, seconded by Mr. Vaux.
   MOTION, PASSED
   Motion carried unanimously. Vote of 12-0.

5. Metro COG Regional Freight Plan Contract
   Mr. Christian informed the TTC that Metro COG held interviews with three consulting firms that had responded to a Request for Proposal (RFP) for the Regional Freight Plan. Mr. Christian stated that the selection committee chose to move forward with Quetica as their preferred, highest ranked firm to perform the project. Mr. Christian informed the TTC about the scope of services contained in the proposed contract between Metro COG and Quetica to perform services in the development of the Metro COG Regional Freight Plan. Mr. Christian stated that the draft contract is currently being reviewed by the North Dakota Department of Transportation (NDDOT).

   Motion: Forward to the Policy Board a favorable recommendation of the contract between Metro COG and Quetica for the Metro COG Regional Freight Plan pending any revisions requested by NDDOT.
   Ms. Van Beek moved, seconded by Mr. Wolter.
   MOTION, PASSED
   Motion carried unanimously. Vote of 12-0.

6. Clay County Comprehensive & Transportation Plan Request for Proposals (RFP)
   Mr. Altenburg stated that Metro COG and Clay County are in the process of initiating an update to the 2002 Clay County Comprehensive Plan. Mr. Altenburg explained that comprehensive plans are important tools for both cities and counties to guide future development of land and ensure a positive environment for residential, commercial, industrial, and public activities. Mr. Altenburg stated that comprehensive plans also help identify important issues which help cities and counties to stay ahead of trends and better accommodate change. Metro COG stated that Metro COG and Clay County have developed a detailed scope of work for this project which provides the basis for development of the RFP.

   Mr. Altenburg state that the project will be funded in part with federal transportation funds and has a not-to-exceed budget of $150,000. Mr. Altenburg explained that the due date for all proposals is 4:00 pm on Thursday, September 15 at the Metro COG office. Mr. Altenburg stated that consultants may ask for clarifications on the RFP by submitting written questions by Friday,
August 26, 2016. Mr. Altenburg stated that it is anticipated that short-listed firms will be interviewed the week of September 26, with a notice to proceed to be issued on October 21.

*MOTION: Recommend Policy Board approval of the draft Clay County Comprehensive & Transportation Plan RFP pending review by NDDOT.*
Mr. Benson moved, seconded by Mr. Thurlow.
*MOTION, PASSED*  
Motion carried unanimously. Vote of 12-0.

7. **Purchase of Remix Software**  
Mr. Maddox informed the TTC that MATBUS has requested that Metro COG purchase on their behalf Remix transit planning software. Mr. Maddox stated that this purchase would consist of 80 percent Consolidated Planning Grant (CPG) funds and 20 percent local match provided by Fargo Transit and Moorhead Transit.

Mr. Maddox and Ms. Van Beek explained the benefits of the software in the planning of routing decisions. Ms. Van Beek stated that cities such as Rochester and St. Cloud currently use it for transit planning purposes. Mr. Maddox explained that it would be a sole source requirement and that currently there are no other similar existing programs. Mr. Maddox stated that purchasing the software would run an estimated $15,000 a year. Committee members requested that additional research be done on the anticipated costs and the software.

*MOTION: Forward to the Policy Board a favorable recommendation of the purchase of Remix software after researching the cost and other compatible software.*
Mr. Vaux moved, seconded by Mr. Gorden.  
*MOTION, PASSED*  
Motion carried unanimously. Vote of 12-0.

8. **Additional Business**  
Mr. Christian informed the TTC that a meeting with Grant Levi and senior NDDOT staff is scheduled for September 15, 2016 from 1:00 pm to 3:00 pm at the West Fargo City Hall. Mr. Christian stated that the discussion will include NDDOT next biennium projects, planned uses of federal funds within the Fargo-Moorhead Metropolitan area, upcoming legislation, and local concerns.

9. **Adjourn**  
The 464th Regular Meeting of the TTC was adjourned on August 11, 2016 at 11:00 am.

10. **THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD**  
September 8, 2016 10:00 A.M. AT WEST FARGO CITY HALL, 800 4th AVENUE EAST, WEST FARGO, ND.

Respectfully Submitted

Nakhaly Swearingen  
Executive Secretary