Members Present:
Roger Buscher Moorhead Planning Commission
Brenda Elmer Moorhead City Council
Shara Fischer Fargo Planning Commission (Alternate for Tony Grindberg)
Chuck Hendrickson Moorhead City Council (Alternate for Steve Gehrtz)
John Gunkelman Fargo Planning Commission (Alternate for Tony Gehrig)
Sharon May Horace City Commission
Jenny Mongeau Clay County Commission
Rocky Schneider Fargo Planning Commission
Mark Simmons West Fargo City Commission
Kevin Spaulding Dilworth City Council
John Strand Fargo City Commission
Mark Wentz West Fargo City Commission

Members Absent:
Dave Piepkorn Fargo City Commission
Arland Rasmussen Cass County Commission
Jan Ulferts Stewart Fargo Planning 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
Bob Walton NDDOT – Fargo
Jenna Wilm City of West Fargo

A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened
The meeting was called to order at 4:00 pm, on May 18th, 2017 by Chair Elmer, noting a quorum was present. Introductions were made.

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 May 18th, 2017 Policy Board Meeting.
Mr. Gunkelman moved, seconded by Mr. Buscher.
MOTION, passed. 12-0.
Motion carried unanimously.
A3. **Past Meeting Minutes, approved**
Chair Elmer asked for approval of the Minutes of the April 20th, 2017 Meeting.

*MOTION: Approve the April 20th, 2017 Policy Board Meeting Minutes.*
Mr. Spaulding moved, seconded by Mr. Wentz.
*MOTION, passed. 12-0.*
Motion carried unanimously.

A4. **Monthly Bills, approved**
Chair Elmer asked for approval of the May 2017 Bills as listed on Attachment 1.

*MOTION: Approve the May 2017 Bills List.*
Mr. Gunkelman moved, seconded by Ms. Mongeau.
*MOTION, passed. 12-0.*
Motion carried unanimously.

B. **CONSENT AGENDA**

B1. Chair Elmer asked for approval of Items 1-4 on the Consent Agenda.

1. April 2017 Month End Budget Report
2. 2017-2020 Transportation Improvement Program Amendment #5
3. 52nd Avenue South Cooperative Planning and Environmental Report RFP
4. Transit Software Purchase Contract with ReMix Software, Inc.

No discussion.

*MOTION: Approve Items 1-4 on the Consent Agenda.*
Mr. Schneider moved, seconded by Mr. Simmons.
*MOTION, passed. 12-0.*
Motion carried unanimously.

C. **REGULAR AGENDA**

C1. Public Comment Opportunity
No public comments were made or received.

*No MOTION*

C2. **Moorhead ADA Transition Plan Consultant Recommendation**
Bill Christian presented SRF Consulting as the recommended consultant for the Moorhead ADA Transition Plan. SRF Consulting and Bolton & Menk were both interviewed on May 5th, 2017, with SRF Consulting having the highest total average score and ranking. Mr. Christian assured the board that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum.

Kevin Spaulding asked where SRF Consulting is based out of, Mr. Christian advised that SRF Consulting is based out of the Minneapolis, MN metro area, but most of the work will be done by the local branch, which is located across the hall from the Metro COG office.
**MOTION:** Approve contract negotiations with SRF Consulting Group to complete the Moorhead ADA Transition Plan, to finalize the scope and fee, and enter into a final contract.
Ms. Mongeau moved, seconded by Ms. May.
*MOTION,* passed. 12-0.
Motion carried unanimously.

C3. Cass County Comprehensive and Transportation Plan Consultant Recommendation
Adam Altenburg presented KLJ Engineering as the recommended consultant for the Cass County Comprehensive and Transportation Plan. KLJ and SRF Consulting were both interviewed on May 4th, 2017, with KLJ Engineering having the highest total average score and ranking. Mr. Altenburg assured the committee that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum. The sealed cost proposal submitted by KLJ Engineering revealed a total of $149,980.98; 19.5% Metro COG and 80.5% Cass County. Final contract negotiations are scheduled for May 22nd, 2017.

John Strand asked when the study will commence in relation to the construction of the diversion. Mr. Altenburg answered that the study will move forward with assumption that the diversion will move forward. Chair Elmer reminded the board that multiple contracted studies approved by the board already are moving forward with similar assumption. Mark Wentz also reminded the board that this study is encompassing Cass County; working with townships and land use, etc., and the diversion is a small portion of the study as a whole.

**MOTION:** Approve contract negotiations with KLJ Engineering to complete the Cass County Comprehensive and Transportation Plan, to finalize the scope and fee, and enter into a final contract.
Mr. Simmons moved, seconded by Mr. Wentz.
*MOTION,* passed. 10-2. Mr. Spaulding and Ms. Mongeau voted no against the motion. Motion carried.

C4. 17th Avenue South Corridor Study Consultant Recommendation
Dan Farnsworth presented KLJ as the recommended consultant for the 17th Avenue South Corridor Study. Four firms were interviewed on May 5th, 2017, with KLJ Engineering having the highest total average score and ranking. The sealed cost proposal submitted by KLJ Engineering revealed a total for $199,883.01: 80% Federal CPG, 20% Fargo local share.

John Strand noted that the bids for this study, and others, have been coming in just under the budgeted amounts. Mr. Strand questioned if the budget is revealed to the consulting firms prior to proposal submission. Mr. Farnsworth answered that the budgeted amounts are usually identified in the RFPs, but reminded the board that all cost proposals are sealed until after a firm is selected. This process ensures that the firms are chosen for qualifications and project outlines, and not by lowest bidder.

**MOTION:** Approve contract negotiations with KLJ Engineering to complete the 17th Avenue South Corridor Study, to finalize the scope and fee, and enter into a final contract.
Ms. Fischer moved, seconded by Mr. Gunkelman.
*MOTION,* passed. 12-0.
Motion carried unanimously.

C5. Discussion on NDDOT CPG Funding Formula
Bill Christian advised that following the Executive Committee meeting held the previous day (Wednesday, May 17th, 2017), that the discussion on the NDDOT CPG Funding formula be tabled until next month. This will allow Metro COG staff to discuss further with NDDOT and the MPOs from Bismarck and Grand Forks beforehand.

Mr. Christian provided a quick background on the current funding formula, and that the Executive Committee ultimately agreed that the funding formula does not need to be changed at this time. Mr. Christian will be comprising a letter, to be signed by the Policy Board chair, questioning why the formula needs to be changed, for further information on their request, and what possible repercussions may follow should the MPOs not come to an agreement on funding formula change. NDDOT has stated that it would be preferable if the MPOs came to an amicable agreement, but may make a decision should any disagreement, or lack of consensus occurs.

Chair Elmer pointed out that the mock-up formula change numbers provided at the Executive Committee meeting showed that both Grand Forks and Bismarck MPOs stand to gain, whereas Metro COG will take a considerable hit in funding. Discussion also included the consideration of Minot as a prospective MPO.

MOTION: Table the discussion until June 2017 Policy Board Meeting
Mr. Simmons moved, seconded by Ms. Mongeau.

MOTION, passed. 12-0.
Motion carried unanimously.

Jenny Mongeau left the meeting at 4:31pm.

C6. Memorandum of Understanding with West Fargo Human Resources
Bill Christian presented a Memorandum of Understanding (MOU) with the City of West Fargo, for their Human Resources (HR) services. As it currently stands, Metro COG does not have an active HR available to staff. There was once a verbal understanding with the city of Fargo, but this is no longer active. The MOU outlines the relationship between Metro COG and the City of West Fargo’s Human Resources department. This understanding will be provided at no-cost, and as an on-call service. The NDDOT would like to review the MOU before it is signed, but Mr. Christian does not foresee any issues.

MOTION: Authorize the Policy Board Chair to sign on behalf of the Policy Board, the Memorandum of Understanding with West Fargo Human Resources.
Mr. Spaulding moved, seconded by Mr. Schneider.

MOTION, passed. 11-0.
Motion carried unanimously.

D. Additional Business
Michael Maddox reminded the board of the upcoming River Keepers golf tournament, on June 19th, 2017.
E. Adjourn

*MOTION:* Adjourn the 541st Meeting of the FM Metro COG Policy Board
Mr. Strand moved, seconded by Ms. May
*MOTION,* passed. 11-0.
Motion carried unanimously.

The 541st Meeting of the FM Metro COG Policy Board held Thursday, May 18th, 2017 was adjourned at 4:50 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JUNE 15th, 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