Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, March 8th, 2018 – 10:00 am
Metro COG Conference Room

Members Present:
Jonathan Atkins  City of Moorhead Traffic Engineering
Julie Bommel  City of Fargo, MATBUS
Hali Durand  Cass County Planning
Jeremy Gorden  City of Fargo Transportation Engineering
Erik Hove  Clay County Highway Department (alternate for David Overbo)
Michael Johnson  NDDOT – Local Government Division (via telephone)
Kim Lipetsky  Fargo Cass Public Health
Aaron Nelson  City of Fargo Planning
Mary Safgren  MnDOT – District 4 (via telephone)
Russ Sahr  City of Horace Planning
Tom Soucy  Cass County Highway Department (alternate for Jason Benson)
Lori Van Beek  City of Moorhead, MATBUS
Mark Vaux  GFMEDC
Tim Solberg  City of West Fargo Planning
Mark Wolter  Freight Representative, Midnite Express
Chad Zander  West Fargo Public Works (alternate for Chris Brungardt)

Members Absent:
Jason Benson  Cass County Highway Engineering
Chris Brungardt  West Fargo Public Works
Kristie Leshovsky  City of Moorhead Planning/Zoning
Tim Magnusson  Clay County Planning
David Overbo  Clay County Engineering
Brit Stevens  NDSU – Transportation Manager
Stan Thurlow  City of Dilworth Planning

Others Present:
Adam Altenburg  Metro COG
Dan Bergerson  HDR
Luke Champa  Metro COG
James Dahlman  Interstate Engineering/City of Horace
Dan Farnsworth  Metro COG
Alison Hanslip  Moore Engineering
Matthew Huettl  HDR
Matt Kinsella  Apex Engineering Group
Jeff Lansink  Houston Engineering
Savanna Leach  Metro COG
Michael Maddox  Metro COG
Brent Muscha  Apex Engineering Group
Anna Pierce  Metro COG
Jordan Smith  MATBUS
Steve Wahler  Bolton & Menk
1. **CALL TO ORDER AND INTRODUCTIONS**
The meeting was called to order at 10:00 am, on March 8th, 2018 by Interim Chairman Maddox. A quorum was present.

2. **Approve the 483rd TTC Meeting Agenda**
Interim Chairman Maddox asked if there were any questions or changes to the 483rd TTC Meeting Agenda, and noted a change to Item #8 on the agenda – TTC will only be acting upon the MnDOT MOU, and not the NDDOT MOU.

   **Motion:** Approve the 483rd TTC Meeting Agenda.
   Ms. Van Beek moved, seconded by Mr. Wolter.
   **MOTION, PASSED. 14-0.**
   Motion carried unanimously.

3. **APPROVE February 8th, 2018 TTC MEETING MINUTES**
Interim Chairman Maddox asked if there were any questions or changes to the February 8th, 2018 TTC Meeting Minutes. Mr. Nelson noted that he has replaced Jim Gilmour as a City of Fargo member, he is currently listed as an alternate.

   **Motion:** Approve the February 8th, 2018 TTC Minutes.
   Mr. Vaux moved, seconded by Mr. Soucy.
   **MOTION, PASSED. 14-0.**
   Motion carried unanimously.

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

   **No MOTION**

5. **Introduction of New Assistant Planner, Luke Champa**
Metro COG’s new Assistant Planner, Luke Champa, introduced himself to the committee.

   **No MOTION**

*Mr. Atkins joined the meeting at 10:08am*

6. **Metro COG 2045 LRTP Update**
Mr. Maddox presented an update on the 2045 LRTP project. HDR is the consultant on the project, and the TTC will act as the Study Review Committee, along with Metro COG’s other various subcommittees for input on specialized information.

7. **2018-2021 TIP Amendment #2**
Mr. Maddox presented Amendment #2 to the 2018-2021 TIP. Connections of Moorhead was awarded a bus purchase via FTA 5310 grant. The amendment reflects this purchase.

   A Public Hearing was opened; no public comments were made or received. The Public Hearing was closed.
Motion: Favorable Recommendation to the Policy Board for approval of the proposed Amendment #2 to the 2018-2021 TIP.
Ms. Van Beek moved, seconded by Ms. Bommelman. 
MOTION, PASSED. 15-0.
Motion carried unanimously.

*Ms. Durand joined the meeting at 10:11am

8. Performance Target Memorandum of Understanding
Ms. Pierce presented the Memorandum of Understanding (MOU) for Performance Targets with MnDOT, Metro COG, and MATBUS – Moorhead. NDDOT is currently developing its own MOU.

The MOU states that all signing entities agree to make a good faith effort to work cooperatively and incorporate performance targets related to transportation performance data. The MOU is not a legally binding agreement and creates no legal obligations. Additionally, it may be terminated by any one of the parties by giving 30-days written notice to each of the other parties.

Motion: Favorable Recommendation of the Performance Target Memorandum of Understanding with MnDOT, and allow Metro COG to sign the MOU along with the associated Public Transportation Operator, pending MnDOT and MATBUS coordination.
Ms. Van Beek moved, seconded by Mr. Solberg.
MOTION, PASSED. 16-0.
Motion carried unanimously.

9. Consultant Selection and Contract for Website Update
Ms. Leach presented HDR Engineering, INC as the consultant selection for the Website Development and Update project. A total of six (6) firms submitted proposals and were ranked based on their proposals, budget, and portfolios. The top three firms were interviewed and re-ranked. HDR Engineering, Inc. was the highest-ranking consultant. The consultant selection process was consistent with a Qualifications-Based Selection (QBS) procedure.

Motion: Favorable Recommendation to the Policy Board for approval of HDR Engineering, Inc. as the consultant selection, and contract, to complete the Metro COG Website Update and Development.
Mr. Atkins moved, seconded by Mr. Bommelman.
MOTION, PASSED. 16-0.
Motion carried unanimously.

10. Metro Profile
Mr. Maddox asked the committee for feedback on the Metro Profile, in regards to how it is being utilized, and what information can be added. The committee suggested the Metro Profile include more graphics and be less text heavy. Ms. Van Beek noted that MATBUS uses the transportation section as their annual report. The committee agreed that it would be a good idea to continue to update the Metro Profile annually.

No MOTION

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11. **Agency Updates**

MATBUS – iGoEco Challenge starts March 26; Seven busses in the fleet are being replaced; the Moorhead ADA Transition Plan is going well; and the MATBUS Transit HUB Analysis project is going better than expected.

Fargo – Fargo/West Fargo 13th Avenue Project bid through Master Construction; 4th Street South (YMCA to the Water Treatment Plant) construction to start soon, with addition of bike lanes; Construction on 10th Street North from NDSU area to University/I-94 area; and the Oak Grove Pedestrian Bridge will be installed by Mid-June. Mark William has been named the new Planning Director.

Moorhead – 20th/21st Street Grade Separation could start in April, pending final comments from MnDOT; Upgrade of Emergency Vehicle Preemption (EVP) systems to match Fargo; 15th Avenue North will have permanent signals installed, possibly with Blue Enforcement Lights; and Center Avenue will undergo Water Main replacement, with temporary striping, and road diet to three lanes – there is a possibility of a bridge update with a bike lane addition.

West Fargo – Sheyenne Street (13th avenue to 32nd avenue) construction to begin soon; 13th Avenue (project with Fargo), and 9th Street North construction as well; The West Fargo Comprehensive Plan 2.0 will have a public hearing in March, and final approval in April.

Horace – Possible side street work, but waiting on a final Diversion decision; also hoping for a 76th Avenue Corridor study.

Cass County – Cass38 (Buffalo I94 to Alice) reconstruction; Casselton will receive a regrade; upgraded sewer systems; chip/crack seals; box culverts; and county-wide restriping.

Clay County – Paving CSAH9; Glyndon Parke Avenue Box Culvert reconstruction; CSAH10 regrade; and Safety Intersection Lighting

NDDOT – No updates

MnDOT – No updates

12. **Additional Business**

No additional business was discussed.

13. **Adjourn**

The 483rd Regular Meeting of the TTC was adjourned on March 8th, 2018 at 10:56 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD April 12th, 2018, 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

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