488th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, August 9th, 2018 – 10:00 am
Metro COG Conference Room

Members Present:
Jonathan Atkins  City of Moorhead, Traffic Engineering
Jason Benson  Cass County, Highway Engineering
Julie Bommelman  City of Fargo, MATBUS
James Dahlman  Interstate Engineering for City of Horace (alternate for Russ Sahr)
Dan Farnsworth  Metro COG (Temporary Chair for Cindy Gray)
Jeremy Gorden  City of Fargo, Transportation Engineering
Erik Hove  Clay County Highway Department (Alternate for David Overbo)
Michael Johnson  NDDOT – Local Government Division
Kim Lipetsky  Fargo Cass Public Health
Aaron Nelson  City of Fargo, Planning
Mary Safgren  MnDOT – District 4
Tim Solberg  City of West Fargo, Planning
Stan Thurlow  City of Dilworth, Planning
Lori Van Beek  City of Moorhead, MATBUS
Mark Vaux  GFMEDC
Chad Zander  City of West Fargo, Public Works

Members Absent:
Chris Brungardt  City of West Fargo, Public Works
Hali Durand  Cass County, Planning
Kristie Leshovsky  City of Moorhead, Planning/Zoning
David Overbo  Clay County, Engineering
Russ Sahr  City of Horace, Planning and Zoning Committee
Brit Stevens  NDSU – Transportation Manager
Mark Wolter  Freight Representative, Midnite Express

Others Present:
Adam Altenburg  Metro COG
Mike Bittner  KLJ
Luke Champa  Metro COG
Ryan Frolek  Moore Engineering
Cindy Gray  Metro COG
Matthew Huettl  HDR
Savanna Leach  Metro COG
Michael Maddox  Metro COG
Meagan Mantato  Fargo Cass Public Health
Jim Mertz  Bolton & Menk
Anna Pierce  Metro COG
Jamie Wark  SRF Consulting
1. **CALL TO ORDER AND INTRODUCTIONS**
   The meeting was called to order at 10:00 am, on August 9th, 2018 by Temporary Chairman Farnsworth. A quorum was present.

2. **Approve the 488th TTC Meeting Agenda**
   Temporary Chairman Farnsworth asked if there were any questions or changes to the 488th TTC Meeting Agenda.

   **Motion:** Approve the 488th TTC Meeting Agenda.
   Mr. Solberg moved, seconded by Mr. Vaux
   **MOTION, PASSED. 14-0.**
   Motion carried unanimously.

   **Erik Hove and Julie Bommelman joined the meeting at 10:05am**

3. **APPROVE July 12th, 2018 TTC MEETING MINUTES**
   Temporary Chairman Farnsworth asked if there were any questions or changes to the July 12th, 2018 TTC Meeting Minutes.

   **Motion:** Approve the July 12th, 2018 TTC Minutes.
   Ms. Lipetzky moved, seconded by Mr. Gorden.
   **MOTION, PASSED. 16-0.**
   Motion carried unanimously.

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

   **No MOTION**

5. **Moorhead ADA Transition Plan**
   Mr. Altenburg and Mr. Wark from SRF Consulting presented the final Moorhead ADA Transition Plan.

   Mr. Thurlow questioned if there would be any state or federal approval. Mr. Atkins said that the plan is currently with the city attorney, but it is considered a local study. There are plans in motion to merge the document with federal standards with proper transition.

   **Motion:** Recommend Policy Board approval of the Moorhead ADA Transition Plan, pending final approval by the Moorhead City Council.
   Mr. Atkins moved, seconded by Ms. Van Beek.
   **MOTION, PASSED. 16-0.**
   Motion carried unanimously.

6. **Administrative Modification to 2017-2018 UPWP Amendment #8**
   Ms. Gray presented a requested Administrative Modification to the 2017-2018 UPWP Amendment #8. Moorhead has decided to drop their 30th Avenue S Corridor Study from the UPWP, freeing up $60,000 in federal transportation planning dollars allotted for that study. After internal discussion during the
preparation of RFPs, it was found that the Fargo Safe Routes to School RFP and the 76th Ave Corridor Study could benefit from larger budgets. Ms. Gray received approval to handle this as an Administrative Modification from Michael Johnson at NDDOT. The proposed modification will add $40,000 to the Fargo Safe Routes to School plan ($50,000 with the local match), and $20,000 ($25,000 with local match) for the 76th Avenue Corridor Study. Mr. Gorden said that the City of Fargo has no issue with the higher local match for the SRTS Plan. Ms. Gray said discussion about the local match for the 76th Avenue Corridor Study’s would help solidify the approach. Cass County, Fargo, and Horace will be responsible for the local match on the study.

Motion: Recommend Policy Board approval of an Administrative Modification to eliminate the 30th Ave S Study in Moorhead and reallocate the funds previously designated for this project to the Fargo SRTS Plan for $50,000 and the 76th Avenue S Corridor Study for $25,000.
Mr. Gorden moved, seconded by Mr. Atkins.
MOTION, PASSED. 16-0.
Motion carried unanimously.

Mr. Gorden suggested that the split for the 76th Avenue study should be split equally three ways, as each jurisdiction has high interest in the project. Mr. Benson agreed in the equal split. Mr. Dahlman agreed that it makes sense, however, he is not in a position to make any decisions in regards to money. Ms. Gray said she could discuss this further with Horace.

A friendly amendment was suggested that the recommendation come with a caveat that Horace will have a chance to discuss and agree with the recommendation. After discussion, the friendly amendment was pulled.

Motion: Recommend to the Policy Board a 3-way equal split of local match for the 76th Avenue Corridor Study from Cass County, Fargo, and Horace.
Mr. Gorden moved, seconded by Mr. Benson.
MOTION, PASSED. 16-0.
Motion carried unanimously.

7. Fargo Safe Routes to School Plan RFP
Mr. Farnsworth presented the Fargo Safe Routes to School Plan RFP. The administrative modification added $50,000 to the budget, as staff felt there would be more involved than previous SRTS plans, due to the number of schools included in the study. Mr. Solberg asked if Liberty and Freedom Elementary schools in West Fargo could be included, as a portion of the students who attend these schools live within Fargo.
Motion: Recommend Policy Board approval of the Fargo SRTS Plan RFP, with the inclusion of Liberty and Freedom Elementary Schools in West Fargo in the scope, and a proposed project budget of $200,000.
Mr. Solberg moved, seconded by Mr. Gorden.
MOTION, PASSED. 16-0.
Motion carried unanimously.

**Mr. Vaux left the meeting at 11:00 am

8. 76th Avenue Corridor Study RFP
Mr. Maddox presented the 76th Avenue Corridor Study RFP. Mr. Nelson asked if there could be a larger focus on safety, as it is not explicitly stated in the scope of work. Mr. Maddox agreed, and that he will update the language. The objective is to identify the future needs of the corridor, considering future growth and the fact that school facilities are planned along the corridor. Discussion included various factors to add to the scope including coordination with the Horace Comprehensive and Transportation Plan. Mr. Solberg suggested that scenario planning may be beneficial to the analysis. Mr. Gorden asked about the release date, as it currently says March of 2018. Mr. Maddox explained that he hadn’t changed the dates listed in the RFP since he wasn’t sure when it would be approved for distribution to consultants. Mr. Solberg commented that the RFP release might want to wait until the bonding bill approval. Mr. Maddox and Ms. Gray discussed having either the due date or the interview process delayed until after the school district vote takes place in September.

Motion: Recommendation of approval of the 76th Avenue Corridor Study RFP to the Policy Board with changes discussed, including the addition of safety features and scenario planning.
Mr. Benson moved, seconded by Mr. Gorden.
MOTION, PASSED. 15-0.
Motion carried unanimously.

**Mr. Thurlow left the meeting at 11:20 am

9. F-M Metro Bikeways Gap Analysis RFP
Mr. Farnsworth presented the FM Metro Bikeways GAP Analysis RFP. He also reviewed three scenarios for handling the split of the local match. Mr. Atkins and Mr. Solberg expressed some apprehension due to limitations in their remaining 2018 budgets. Mr. Atkins suggested tabling the RFP until next month so the participating jurisdictions can have a more in-depth discussion on funding splits.

Motion: Table RFP until next month.
Mr. Gorden moved, seconded by Mr. Atkins.
MOTION, PASSED
Motion carried unanimously.

**Mr. Solberg left the meeting at 11:33 am
10.  **2017-2020 TIP Amendment #8**
Mr. Maddox presented Amendment #8 to the 2017-2018 UPWP. The amendment included the addition of the Sheyenne Street reconstruction to include lane widening and addition of bicycle facilities and the 52nd Avenue S reconstruction from 45th Street to Sheyenne Street.

A public hearing was opened. No comments were received. The Public Hearing was closed.

  *Motion: Recommendation of approval of Amendment #8 to the 2017-2020 TIP to the Policy Board.*
  *Mr. Gorden moved, seconded by Mr. Zander.*
  *MOTION, PASSED. 13-0.*
  *Motion carried unanimously.*

11.  **US10/US75 Consultant Selection and Contract**
Mr. Maddox presented the US10/US75 Consultant Selection and Contract. The selection committee selected SRF Consulting as the top-ranking firm. On Tuesday, August 7, 2018 a meeting was held to discuss the scope and fee. Ms. Safgren will prepare revisions to the scope as desired by MnDOT, and the Contract will be presented to the Policy Board for approval.

  *Motion: Recommendation of approval of the selection of SRF Consulting Group and the subsequent contract with SRF (inclusive of the scope of work) to complete the US10/75 Corridor Study to the Policy Board.*
  *Mr. Atkins moved, seconded by Ms. Lipetzky.*
  *MOTION, PASSED. 13-0.*
  *Motion carried unanimously.*

**Mr. Hove left the meeting at 11:42 am**

12.  **Metro COG Website Launch**
Ms. Pierce presented an update on the new website. The new website is planned to be live end of August.

  *No MOTION*

13.  **Agency Updates**
No agency updates.

14.  **Additional Business**
Ms. Gray asked the committee to consider the Bike-Ped, GIS, Traffic-Ops, Prioritization, Freight, and Safety-incident Management Committees and possible consolidation or elimination of some committees in an effort to eliminate redundant committee obligations for TTC members and others involved in these committees. She stated that Metro COG staff will bring observations and recommendations about these committees to them at the September meeting.
15. **Adjourn**

The 488th Regular Meeting of the TTC was adjourned on August 9th, 2018 at 11:58 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD September 13, 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