

January 6, 2023

Ms. Kristen Sperry
Environmental & Planning Specialist
Federal Highway Administration
4503 Coleman Street North, Suite 205
Bismarck, ND 58503

**RE: FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS
2023-2024 UNIFIED PLANNING WORK PROGRAM Amendment #1**

Dear Kristen,

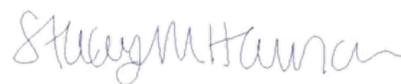
Please accept this letter and enclosures from the Fargo-Moorhead Metropolitan Council of Governments (Metro COG) for an amendment to their 2023-2024 Unified Planning Work Program (UPWP).

The Metro COG Policy Board approved amendment #7 on December 15, 2022. The amendment adds 2 previously unbudgeted studies (West Perimeter Highway Corridor and Horace Core Neighborhood Plan) and carries over approximately \$32,000 from 2022.

The North Dakota Department of Transportation recommends approval of this request for amendment based on the enclosed documentation. Please also see the attached concurrence from Minnesota Department of Transportation on the amendment. Your timely approval will be most appreciated.

Thank you for your consideration of these recommendations and thank you for your continuing efforts to improve transportation infrastructure in North Dakota. If you have questions, please feel free to give me a call at 701-328-4469 or Wayne Zacher a call at 701-328-4828.

With gratitude,



Stacey M. Hanson, P.E.
Assistant Local Government Engineer

38/waz
Enclosures
C: Cindy Gray – Fargo-Moorhead Metro COG
Ranae Tunison – Federal Transit Administration, Region VIII
Anna Pierce - MnDOT

Zacher, Wayne A.

From: Pierce, Anna (DOT) <Anna.M.Pierce@state.mn.us>
Sent: Wednesday, January 4, 2023 4:06 PM
To: Zacher, Wayne A.
Cc: Safgren, Mary (DOT)
Subject: RE: Submittal of Amendment 1, 2023-2024 UPWP for Review and Approval

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

No concerns as long as NDDOT is happy with it.

Thanks,

Anna Pierce

(she/her)

Metropolitan Planning Program Coordinator
Office of Transportation System Management | Policy Planning
Anna.M.Pierce@state.mn.us | o: 651-366-3793



I am working remotely. My voicemail and email are checked frequently.

From: Zacher, Wayne A. <wzacher@nd.gov>
Sent: Wednesday, January 4, 2023 3:04 PM
To: Pierce, Anna (DOT) <Anna.M.Pierce@state.mn.us>
Cc: Safgren, Mary (DOT) <mary.safgren@state.mn.us>
Subject: FW: Submittal of Amendment 1, 2023-2024 UPWP for Review and Approval

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Anna,

Attached is the 1st Amendment to the new UPWP and wanted to make sure you were good with it. This is basically bringing the funds over that were part of the year-end amendment I just sent (sorry Mary I missed you on that one, so if you want I can send onto you).

Wayne Zacher

MPO Coordinator/Transportation Engineer

701.328.4828 • wzacher@nd.gov

From: Cindy Gray <gray@fmmetrocog.org>
Sent: Wednesday, January 4, 2023 12:59 PM
To: Zacher, Wayne A. <wzacher@nd.gov>

Cc: Johnson, Michael E. <mijohnson@nd.gov>

Subject: Submittal of Amendment 1, 2023-2024 UPWP for Review and Approval

***** **CAUTION:** This email originated from an outside source. Do not click links or open attachments unless you know they are safe. *****

Wayne,

Please find attached Amendment 1 of the 2023-2024 UPWP for your review and distribution to others for approval.

As I said last week with respect to Amendment 7 of the previous UPWP, let me know if you would prefer that I distribute this to MnDOT, FHWA, and FTA. Thanks. I look forward to hearing back if you need any further information.

Cindy Gray, AICP
(she/her)
Executive Director

gray@fmmetrocog.org

Direct: 701-532-5103 | Cell: 701-367-9947

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Fargo-Moorhead Metropolitan Council of Governments

1 2nd St N, Suite 232

Fargo, ND 58102

January 4, 2023

Wayne Zacher, PE
Local Government Division, NDDOT
608 E Boulevard Ave
Bismarck, ND 58505

Subject: Amendment 1 of Metro COG's 2023-2024 Unified Planning Work Program (UPWP)

Dear Mr. Zacher:

Metro COG recently brought Amendment 1 of the 2023-2024 UPWP to the Transportation Technical Committee (TTC) and Policy Board for consideration. The amendment was recommended for approval by the TTC on December 8, 2022 and approved by the Policy Board on December 15, 2022.

The proposed amendment is summarized below:

- Addition of two contracted projects to the UPWP, consisting of the West Perimeter Highway Corridor Study, and the Horace Core Neighborhood Plan. The Federal CPG funding for these two projects will include a combination of funds previously unbudgeted and carryover funds of approximately \$32,000 from 2022.
 - Funding for the West Perimeter Highway Study will use \$200,000 in CPG funds and \$50,000 in local funds from Cass County for a total of \$250,000.
 - Funding for the Horace Core Neighborhood Plan will use \$42,000 in CPG funds and \$10,080 in local funds from the City of Horace for a total of \$52,500. The city will be overmatching the project funding to allow for a budget of at least \$100,000.

Attachments for your reference include:

- Attachment 1 – Policy Board memo and attachments
- Attachment 2 – Policy Board minutes from the December 15, 2022 meeting
- Attachment 3 – Revised Table 9.11 of the 2023-2024 UPWP to show the shifting of staff hours from other projects within Category 200 to the two new projects. No changes were made to other categories of the UPWP.

Please let me know if you or any of the other review agencies have questions about this amendment or if further information is required.

Wayne Zacher
NDDOT Local Government Division

January 4, 2023
Page | 2

Sincerely,



Cindy Gray, AICP - Executive Director
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

cc: Michael Johnson, Local Government Division, NDDOT



Fargo-Moorhead Metropolitan
Council of Governments

Case Plaza Suite 232 | One 2nd Street North
Fargo, North Dakota 58102-4807
p: 701.532.5100 | f: 701.232.5043
e: metrocog@fmmetrocog.org
www.fmmetrocog.org

To: Policy Board
From: Cindy Gray, Executive Director
Date: December 9, 2022
Re: **2023-2024 Unified Planning Work Program (UPWP) Amendment 1**

The purpose of this agenda item is to consider additional projects to utilize approximately \$210,000 in unprogrammed CPG funds for the 2023 work program and approximately \$32,000 in unused 2022 overhead funds, for a total of approximately \$244,000. Metro COG initially did not program the full amount of our anticipated CPG funding due to the possibility that Minot would become an MPO, in which case some of our funding would need to be redistributed to them. Due to the delay in the US Census Bureau's completion of 2020 MPO and TMA designations, that did not happen, and we still don't know for sure if Minot will become an MPO.

Since completion of the 2023-2024 UPWP earlier this fall, a few other project requests have been put forth that were not under consideration when we prepared the 2023 budget or the 2023-2024 UPWP. We do not have enough funding in our 2023 budget to do all of the projects, and at this time, we don't have flexibility in our 2024 budget either, so it will be important to choose carefully and focus broadly on the future transportation needs of the region.

The projects that have been suggested are as follows:

- West Metro Perimeter Highway Study – Cass County (referred to as a ring route in the interstate operations analysis)
- Horace Downtown Neighborhood Plan – City of Horace
- BNSF Railroad Grade Separation Study at 14th St NE in Dilworth – No local sponsor identified at this time

In addition to these projects, interest has also been expressed in moving the beginning of the Heartland Trail Study up into 2023. The project has been programmed to begin in 2024 and be completed in 2025.

West Metro Perimeter Highway Study

The purpose of this study would be to pick up where the Interstate Operations Analysis leaves off relative to future needs of the corridor (see Attachment 1). The Interstate Operations analysis has projected ADT volumes that would make this one of the most heavily traveled highways in Cass County. The timing of the study is critical in that excess right-of-way purchased for the Red River Diversion is available for the portion of the corridor north of I-94. In the near future, this property will need to be placed on the market, but the opportunity exists for the County to purchase all or a portion of the property. If delayed, the right-of-way will either no longer be available or will cost significantly more in the future. South of I-94, section line corridors exist, minimizing the need for additional right-of-way.

The proposed study will address the following:

- Purpose and need
- Conceptual layouts
- Identification of roadway features (alignment, structures, drainage, safety considerations)
- Early identification of environmental considerations
- Public and stakeholder engagement
- Planning level cost estimates
- Connectivity to the roadway network both within the area protected by the diversion and outside of the diversion
- Land use and access management controls needed to protect the long-term mobility and suitability of the corridor for freight and regional travel

The study would serve as a template for moving forward into the project development process and would allow the metro area to apply for grants to construct the project.

Cass County would provide the local match for this study.

Horace Downtown Neighborhood Plan

The City of Horace has requested a study that would focus on their core neighborhoods and their downtown area. These areas were initially built without the pedestrian and bicycle features being put into the newly developed areas of the City, and connectivity to surrounding neighborhoods is limited. The City is looking for guidance for bicycle and pedestrian safety and connectivity improvements, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, and overall accessibility to the city's core.

Horace has requested \$75,000 for this study, requiring a local match of \$25,000. A letter describing the City's request in more detail is attached (Attachment 2).

BNSF Railroad Grade Separation at 14th St NE in Dilworth

Several long-range planning documents have identified a future railroad grade separation at 14th Street NE in Dilworth, allowing for the closure of the at-grade railroad crossing at Dilworth's Main Street S. These studies include the 12th Avenue S Corridor Study (see Attachment 3), the Dilworth Comprehensive Plan (Attachment 4), and MetroGrow – the 2045 Metropolitan Transportation Plan (Attachment 5). The project has never risen to short or even mid-term consideration. In the RFP for the US 10 Corridor Study through Dilworth, Metro COG mentioned the potential for a future railroad grade separation at this location as a consideration, but neither the scope of work nor the budget for that project allows for the crossing to be studied to the point of determining feasibility, impacts, or planning level cost estimates. Growth in the area consists of some growth in Dilworth north of US Highway 10. At this time, development of the area south of the railroad tracks is a mile or more west of 14th Street SE. Future vision for the area to connect 14th Street to I-94 is complex and long term.

In recent months, BNSF has approached the City of Dilworth and Clay County regarding a desire to study this railroad grade separation in preparation to apply for a

grant to construct. I agree that this is a future need within our metropolitan area, but do not believe we're in a position to use CPG funds for the type of study needed at this location. CPG funds are limited to planning related activities, and a project as complex as a railroad grade separation requires more of a preliminary engineering and feasibility analysis. Planning components of the study would be limited, since a grade separation at this location would connect to very little development and a very limited roadway network. Metro COG could, however, work with local partners pursue to grant applications for funding to carry out such an analysis.

Recommendation

The following table provides a summary of funds available and local match required. Planning study options are also shown, along with Metro COG's recommendation for how to use the available funds.

2023 UPWP Amendment 1			
	Federal CPG Funds	20% Local Match Requirement	CPG + Local Match
Unprogrammed 2023 CPG Funds	\$210,000	\$42,000	\$252,000
2022 Overhead Funds Carried Over to 2023	\$32,000	\$6,400	\$38,400
Total	\$242,000	\$48,400	\$290,400
Planning Study Options for Funding and Estimated Study Costs			
West Metro Perimeter Highway Study	\$200,000	\$40,000	\$240,000
Horace Downtown Neighborhood Plan	\$75,000	\$25,000	\$100,000
BNSF RR Grade Separation at 14 th Street SE	N/A	N/A	N/A
Total	\$275,000	\$65,000	\$340,000
Recommended Amendment			
West Metro Perimeter Highway Study	\$200,000	\$40,000	\$240,000
Horace Downtown Neighborhood Plan	\$42,000	\$8,400	\$50,400
Total	\$242,000	\$48,400	\$290,400

The West Metro Perimeter Highway Study is recommended as the highest priority project for the use of CPG funds, because it has the highest level of regional planning

significance and is important from a timing perspective due to the short-term need to sell the excess right-of-way purchased for the diversion.

The Horace Downtown Neighborhood Plan is recommended for partial funding because it is significantly less regional in nature and more focused on a neighborhood planning process. Metro COG could provide staff assistance for the project to supplement funds. The challenge with a project of this size is that the federal funding pushes it into a full Qualifications Based Selection (QBS) process, which is expensive for consultants to go through in pursuit of a small-scale project. The City of Horace will need to take this into consideration.

As stated above, the BNSF project in Dilworth is not recommended as a CPG-funded project at this time. At a future time, if sufficient planning-related activities can be identified as needed for a study of this project, a planning study funded with CPG funds could be pursued. However, the project seems better suited to a preliminary engineering type of analysis.

At their December 8, 2022 meeting, the Transportation Technical Committee recommended approval of Amendment 1 to the 2023-2024 UPWP, as proposed.

Recommended Action:

Approval of Amendment 1 to the 2023-2024 UPWP to add the West Metro Perimeter Highway Study to the UPWP with an estimated cost of \$240,000 and the Horace Downtown Neighborhood Plan for \$50,400 (with additional overmatch required from the City of Horace or other sources).

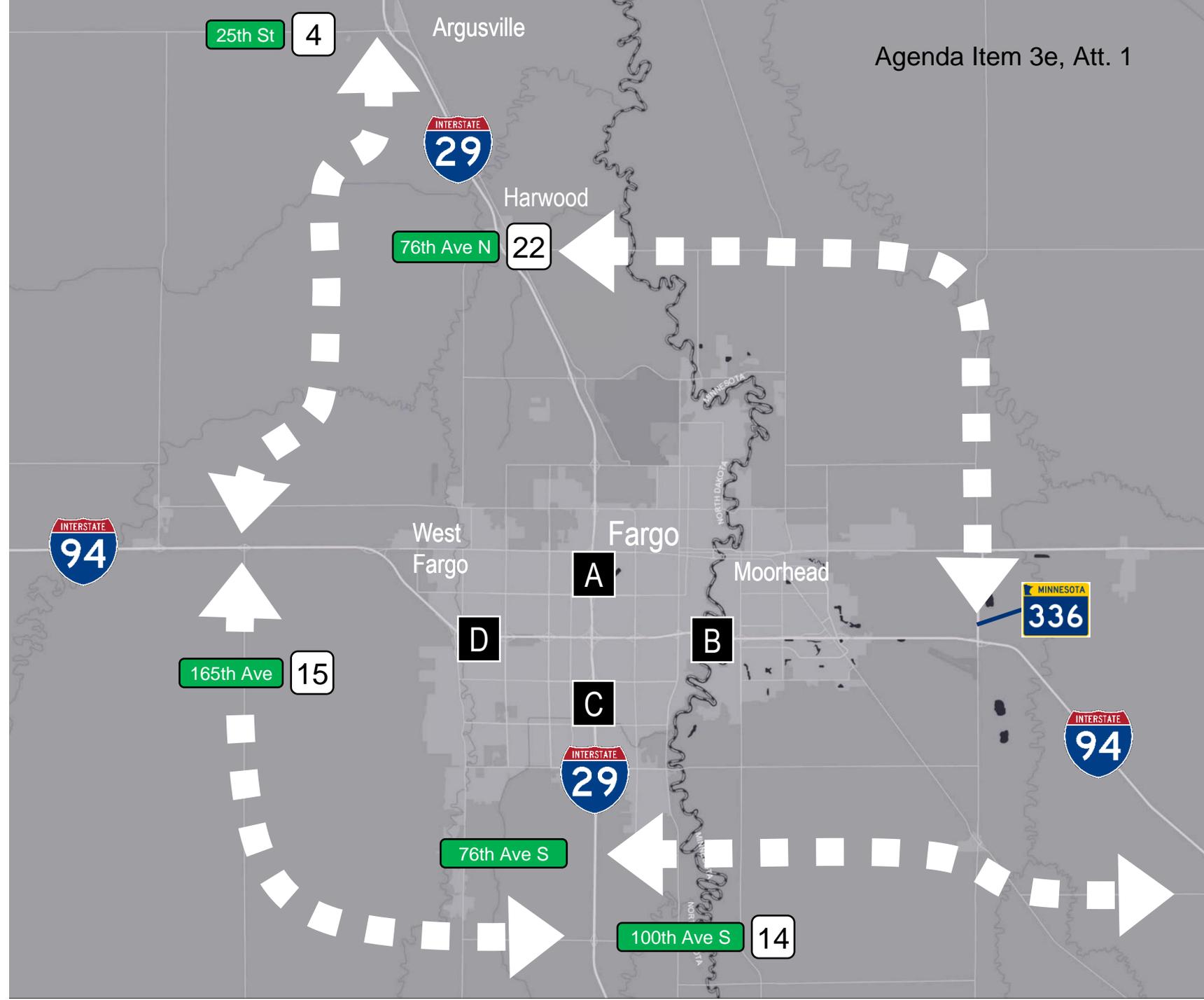
Ring Route Analysis

All Ring Routes (Combined)

Interstate Trip Reduction

- A. I-29: ~1,500 - 2,500
- B. I-94: ~3,000 - 6,000
- C. I-29: ~2,000 - 4,000
- D. I-94: ~1,500 - 2,500

From Previous SRC Meeting



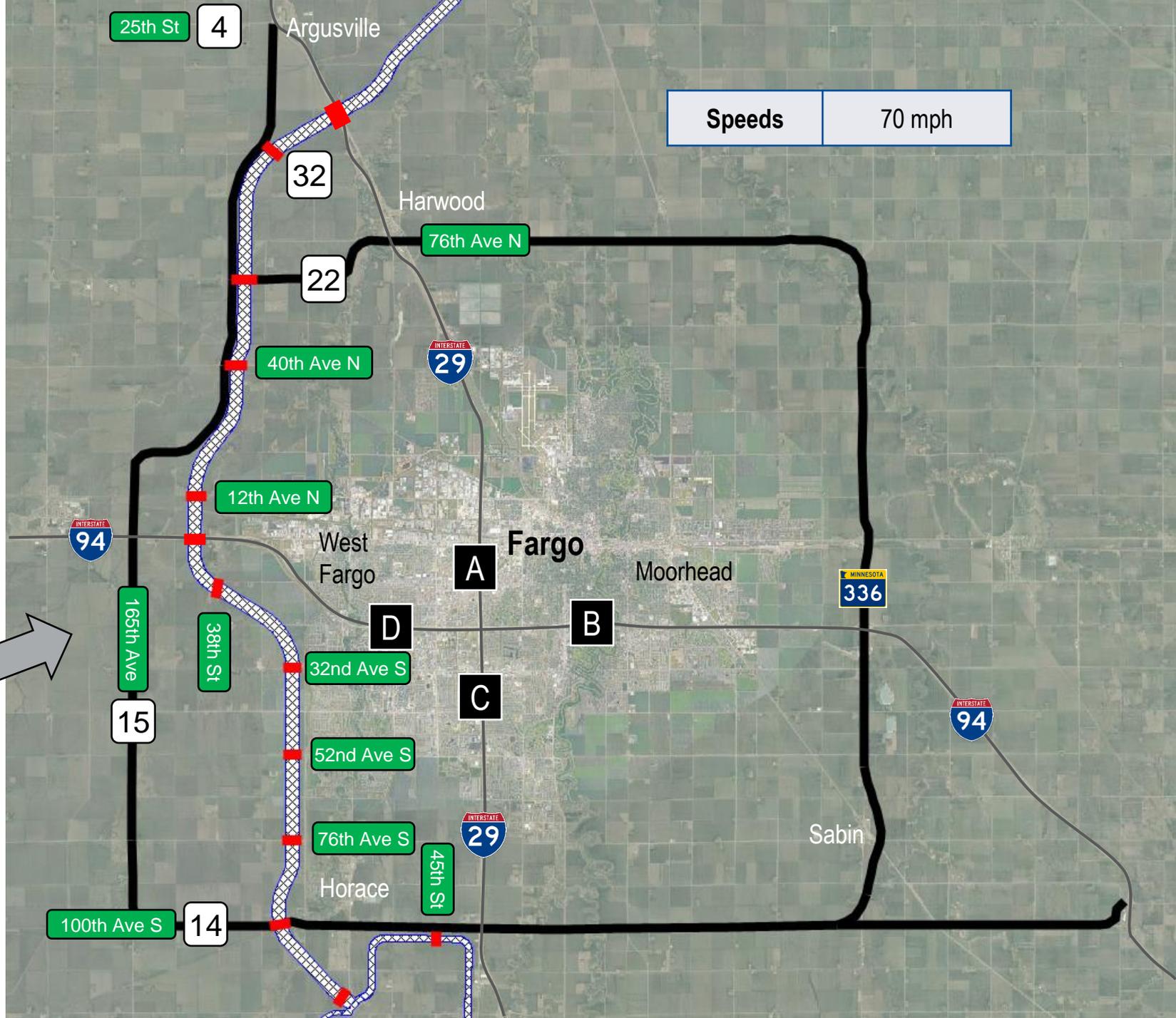
Ring Route Analysis

Interstate Trip Reduction

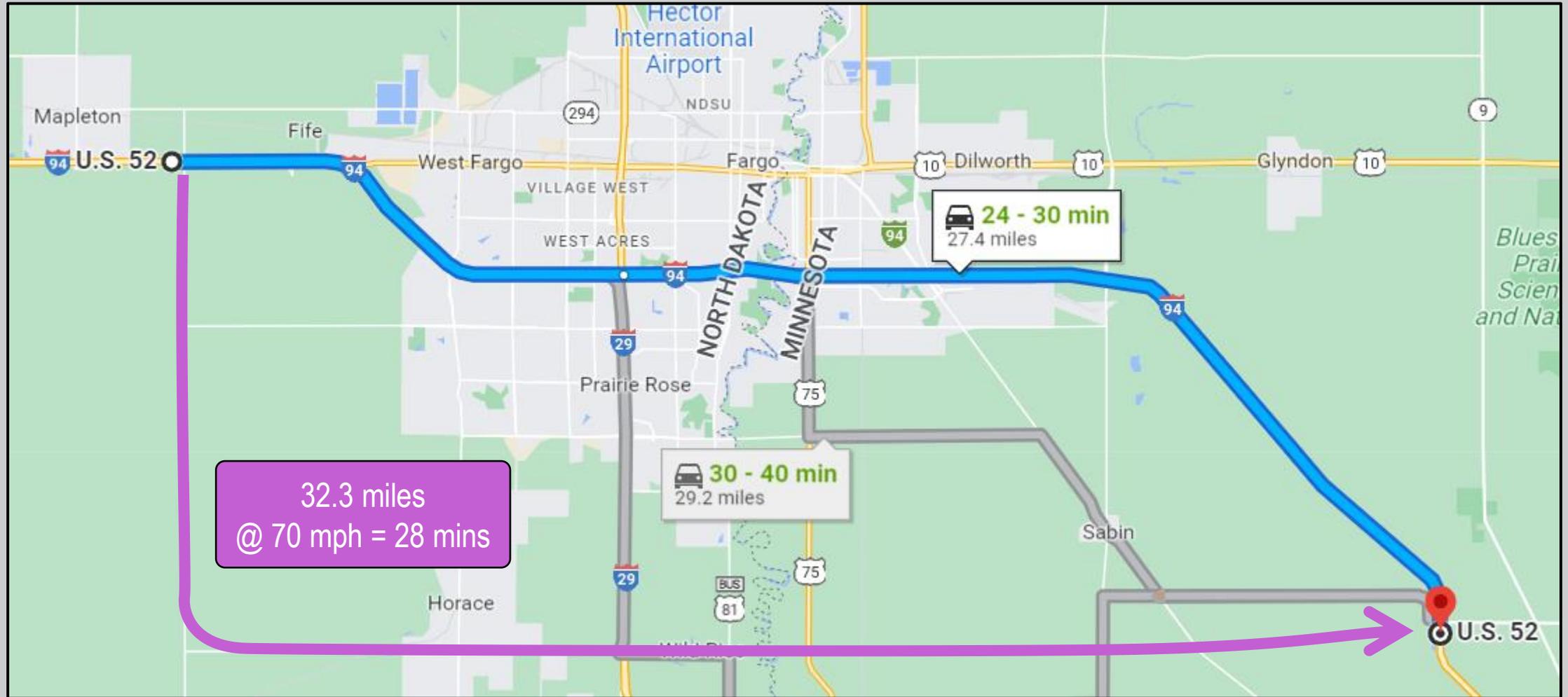
A. I-29: ~1,500 - 2,500	~2,500 - 3,500
B. I-94: ~3,000 - 6,000	~2,000 - 5,000
C. I-29: ~2,000 - 4,000	~1,500 - 3,000
D. I-94: ~1,500 - 2,500	~1,500 - 2,500

From
Previous
SRC

True
Ring
Route



Travel Time Comparison



Ring Route Summary

- **NW Route**
 - Minimal Through Trips (Existing & Forecasted)
 - Utilized by internal to external & internal fringe trips
- **SW Route**
 - Potential for “True” bypass when combined with SE Route
 - Bypass volume increases when located close to 76th Ave S
- **SE Route**
 - Highest volume quadrant / Highest number of Interstate trips diverted
 - Potential for “True” bypass when combined with SE Route
 - Bypass volume increases when located close to 76th Ave S
- **NE Route**
 - Currently used today
 - Limited opportunities for spot improvements

Short Term: Reserve ROW

Long Term: Build for local circulation needs (by quadrant basis)

Full Buildout: TBD



November 30th, 2022

Ms. Cindy Gray
MetroCOG Executive Director
Case Plaza Suite 232
1 2nd Street North
Fargo, ND 58102

RE: City of Horace Request to Amend the UPWP to Include Horace Downtown Neighborhood Plan

Ms. Gray,

The City of Horace is requesting to amend the UPWP to use unprogrammed 2023 CPG Funds in the amount of \$75,000 for the purpose of developing a Downtown Neighborhood Plan for the City of Horace (see attached focus area). We are estimating the cost of the plan to be around \$100,000. Of that \$100,000, \$75,000 (75%) would be covered by the unprogrammed CPG funds. The remaining \$25,000 (25%) is planned to be provided by a Partners in Planning Grant (PiP) through North Dakota's Main Street Initiative (MSI). In the event that the City is unsuccessful in its efforts to obtain a PiP Grant, The City intends on allocating local dollars within its budget to cover the match of the unprogrammed CPG funds and remaining balance of the proposed plan. If the City is successful in obtaining the PiP grant, those allocated local funds will be utilized to cover the cost of any overages.

The goal of this Downtown Neighborhood Plan aims to define not only what is Downtown Horace, but a unified long-range vision for what Downtown Horace can become. We envision this Downtown neighborhood Plan to be multi-faceted and include recommendations and strategies for both transportation and land use. At a high level we expect this plan to implement recommendations and guidance for bicycle and pedestrian safety and connectivity improvements along main street and immediate residential neighborhoods, traffic calming, conceptual designs of downtown neighborhood streetscape, areas for communal gathering, public art and heritage celebration and to provide transition and connectivity strategies to create a cohesive, and easily accessible city core.

With several funding opportunities available for placemaking, main street development and improvements, and improving overall bicycle and pedestrian connectivity, it is of the utmost importance for Horace to establish this long-term vision for its core in order to take advantage of the great funding opportunities that are available.

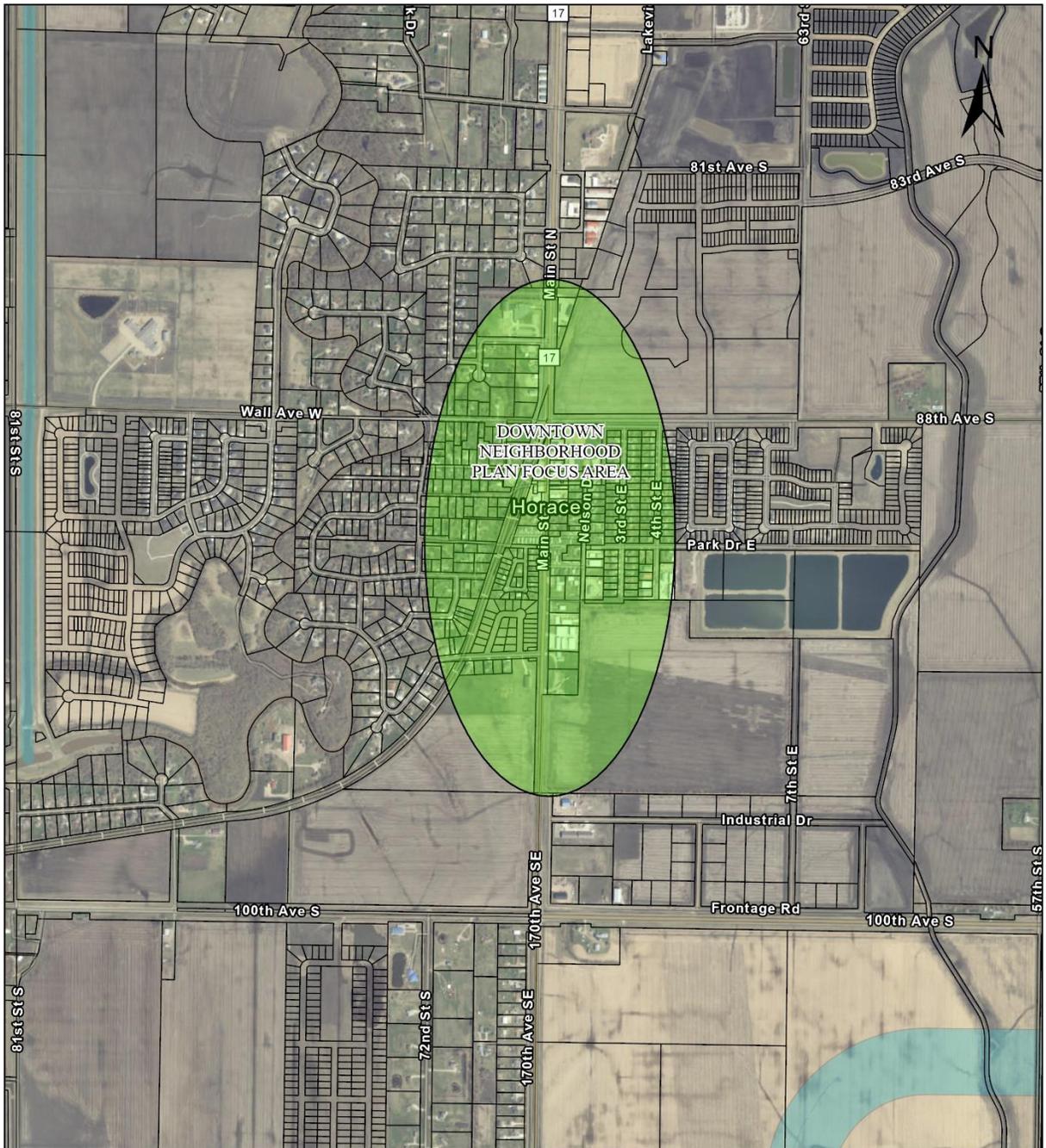
We respectfully ask for your consideration of the City of Horace's request to amend the UPWP to use the requested unprogrammed CPG funds for the Horace Downtown Neighborhood Plan. If you have any questions, or need additional information, please contact me via email at JHellman@CityofHorace.com or via phone at (701) 552-1608.

Regards,

A handwritten signature in blue ink, appearing to read "Jace Hellman".

Jace Hellman
Community Development Director
City of Horace

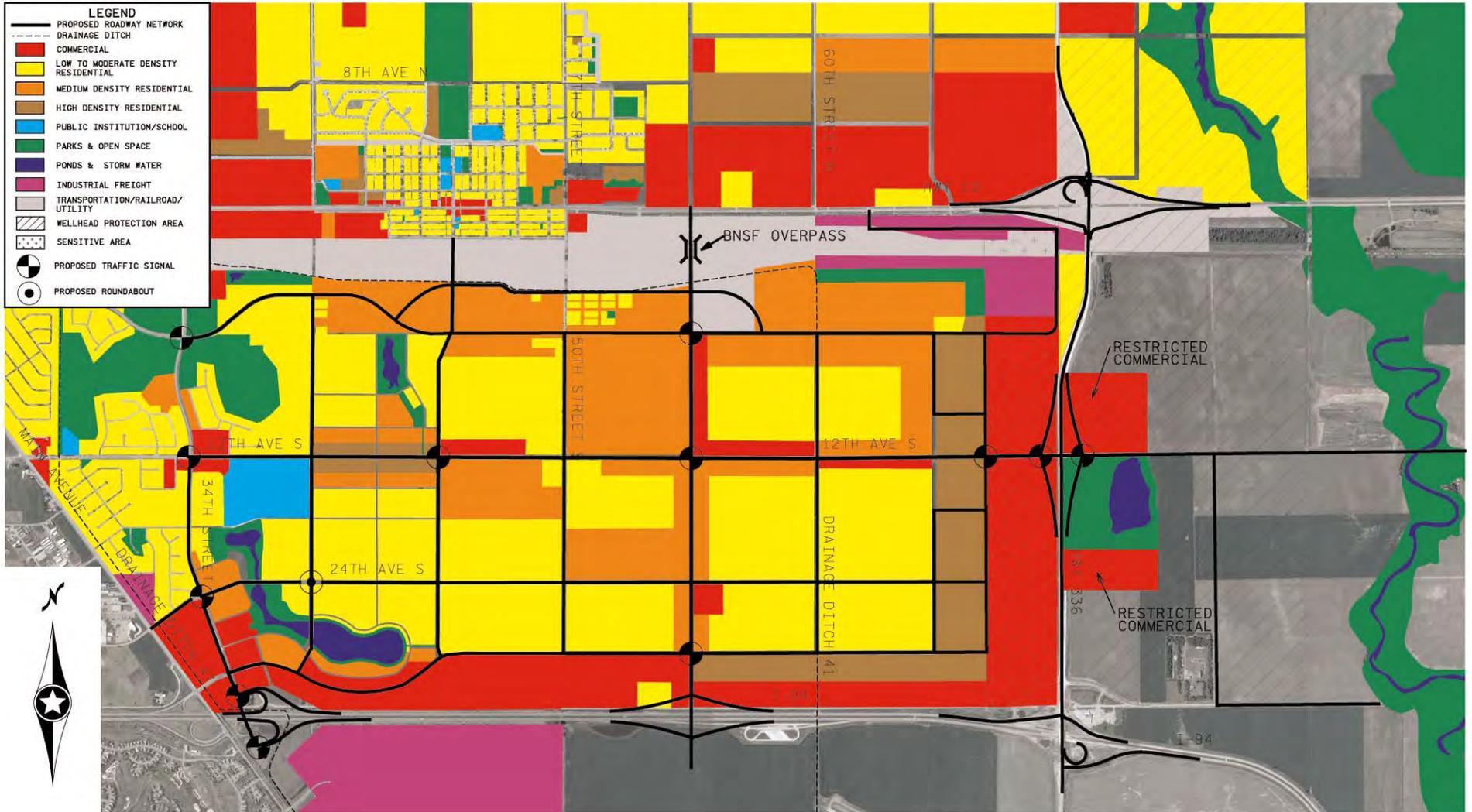
**Attachment: Horace Downtown
Neighborhood Focus Area**



Downtown Neighborhood
Plan Focus Area
Horace, ND



County of Cass, ND, State of North Dakota, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA, Fargo, North Dakota, Maxar



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ROADWAY NETWORK – ALTERNATIVE 3A – FULL BUILDOUT

TRUNK HIGHWAY 336/12TH AVENUE SOUTH CORRIDOR STUDY
 Fargo-Moorhead Metropolitan Council of Governments

Figure 7

REGIONAL PLANS AND PREVIOUS STUDIES

A number of transportation and related planning studies have been carried out for Dilworth and the surrounding area over the years. The following provides key background information and some of the recommendations from plans and studies completed for Dilworth since 2006.

Dilworth Growth Area Plan

The Dilworth Growth Area Plan was completed by Metro COG in 2006 as part of an update of the land use and transportation components of the 1998 Dilworth Comprehensive Plan. The document included information on existing and future demographics, municipal infrastructure, and transportation facilities focusing on future development in the city.

The plan focused on several potential recommendations including: updates to the city's zoning and subdivision ordinances, development of a utility master plan, updating the city's transportation plan, and working with MATBUS to provide transit services in Dilworth. Most of these recommendations have been completed in the years since.

TH 336/12th Avenue South Corridor Study

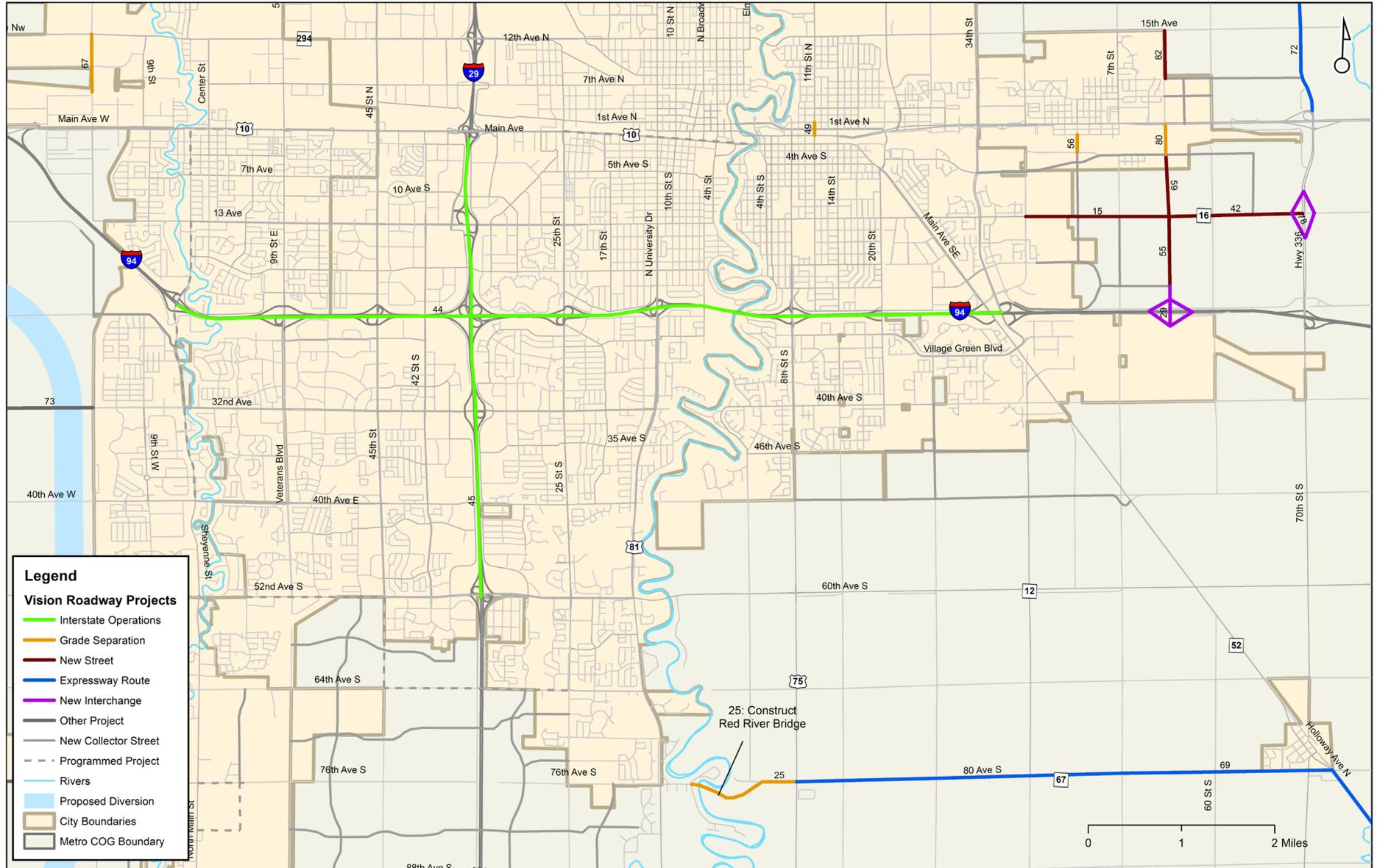
The Trunk Highway 336/12th Avenue South Corridor Study was the culmination of a series of important local and regional transportation decisions about future growth and roadway needs to the south and east of Dilworth. Completed in 2006, the study proposed a number of recommendations regarding key future corridors to the city. The study also included a corridor action management plan.

Some of the major recommendations developed as part of the study include:

- Preserve right-of-way for an interchange at TH 336/12th Avenue South, and cooperatively develop a funding package to construct the interchange
- Preserve and officially map the subarea roadway network and complete corridor preservation activities for all collector and minor arterial roadways, including preservation of I-94/55th Street **future interchange and 14th Street overpass of the BNSF tracks at in Dilworth**
- Discourage future at-grade intersection at TH 336/12th Avenue South that would require the need for a signalized intersection
- Discourage pocket development near TH 336/12th Avenue South until interchange is constructed

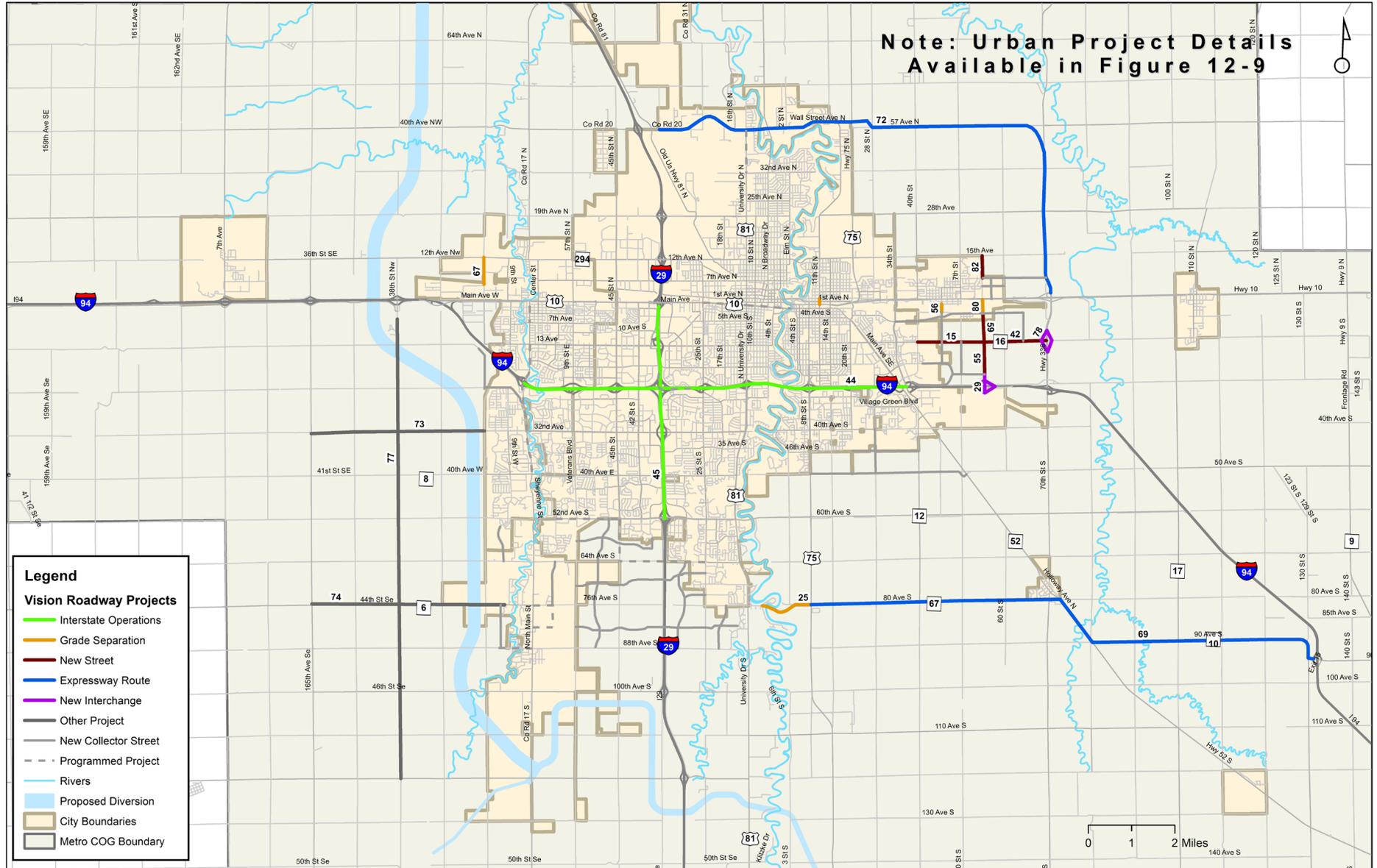
2045 Fargo-Moorhead Transportation Plan

FIGURE 12.9: ROADWAY VISION PROJECTS, URBAN VIEW



2045 Fargo-Moorhead Transportation Plan

FIGURE 12.10: ROADWAY VISION PROJECTS, REGIONAL VIEW



2045 Fargo-Moorhead Transportation Plan

TABLE 12.14: VISION PLAN ROADWAY PROJECTS

Project ID	Corridor	From	To	Project Type	Project Description	Project Jurisdiction	Planning Level Cost Estimate (2019)
15	12th Ave S	40th St	55th St	New Street	Arterial to support fringe area growth.	Moorhead	\$11,550,000
25	76th Ave S / 80th Ave S	Red River (Forest River Road)	US 75	Bridge over Red River	Project would construct Red River Bridge; fiscal constraint project acquires right-of-way. Would improve traffic operations on 52nd Ave bridge in long term.	Fargo / Clay County	\$18,075,000
29	I-94	at 55th St		Interchange	Location to be determined. Potential long-term project from Moorhead Growth Area Plan Study.	MnDOT	\$25,000,000
42	12th Ave	55th St	Hwy 336	New Street	Arterial to support fringe area growth.	Moorhead	\$7,200,000
44	I-94	Sheyenne St	34th St (Moorhead)	Interstate Operations	New Interstate operations study to refine recommendations. Implement improvements with reconstruction projects.	NDDOT / MnDOT	\$19,032,000
45	I-29	Main Ave	52nd Ave S	Interstate Operations	New Interstate operations study to refine recommendations. Implement improvements with reconstruction projects.	NDDOT	\$1,500,000
49	11th St	Main Ave	1st Ave N	Grade Separation from Railroad	Grade separation of Central Moorhead rail tracks to eliminate delays and access issues due to train crossings.	Moorhead	\$60,000,000
55	55th St	12th Ave	28th Ave S	New Street	Location to be determined. Part of potential long-term corridor to support growth area.	Moorhead	\$5,625,000
56	Main St	2nd Ave SE	Co Rd 78	Grade Separation from Railroad	Grade separation of existing Main St from railroad tracks for reduced conflicts into growth area.	Dilworth	\$15,000,000
59	55th St	4th Ave	12th Ave S	New Street	Location to be determined. Part of potential long-term corridor. Arterial to support growth area.	Moorhead	\$5,025,000
67	15th St NW	4th Ave NW	12th Ave NW	Grade Separation from Railroad	BNSF Underpass & Diversion Overpass to provide improved connection to Industry area.	West Fargo	\$26,890,000

TABLE 12.14: (CONTINUED) VISION PLAN ROADWAY PROJECTS

Project ID	Corridor	From	To	Project Type	Project Description	Project Jurisdiction	Planning Level Cost Estimate (2019)
69	SE Beltway Route	Hwy 75	I-94	Expressway Route	Long term vision project for high-speed access around the metro area.	Clay County	\$12,190,000
72	NE Beltway Route	I-29	US 10	Expressway Route	Long term vision project for high-speed access around the metro area.	Fargo / Moorhead / Clay County	\$11,270,000
73	32nd Ave	165th Ave	current diversion	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$6,000,000
74	76th Ave S	165th Ave	Horace	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$6,690,000
77	38th St	I-94	124th Ave	Pave Gravel Road	Identified by Cass County as future gravel to black top project.	Cass County	\$15,930,000
78	Hwy 336	at 12th Ave		Interchange	Required for 12th Ave and Hwy 336 connection.	MnDOT	\$25,000,000
80	Approximate 14th St	2nd Ave SE	Adams Ave	Grade Separation from Railroad	Location to be determined. Part of potential long-term corridor. Railroad grade separation option.	Dilworth	\$25,000,000
82	14th St	8th Ave N	15th Ave N	New Street	Long term extension of 14th St as Dilworth growth continues in future.	Dilworth	\$3,850,000

Agenda Item 1c, Attachment 1

**609th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, December 15, 2022 – 4:00 pm**

Members Present:

Duane	Breitling	Cass County Commission
Amanda	George	West Fargo City Commission
Matthew	Gilbertson	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Lindaas	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Scott	Stofferahn	Fargo Planning Commission (alternate for Ms. Tasa)
Jeff	Trudeau	Horace City Council
Bob	Walton	NDDOT – Fargo District (ex-officio)

Members Absent:

Denise	Kolpack	Fargo City Commission
Arlette	Preston	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission (alternate present)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Ari	Del Rosario	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Ayden	Schaffler	Metro COG

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened
The meeting was called to order at 4:00 pm, on December 15, 2022 by Chair Piepkorn, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved
Chair Piepkorn asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the December 15, 2022 Policy Board Meeting.

Mr. Gunkelman moved, seconded by Mr. Gilbertson

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved
Chair Piepkorn asked for approval of the Minutes of the November 17, 2022 Meeting.

MOTION: Approve the November 17, 2022 Policy Board Meeting Minutes.

Mr. Olson moved, seconded by Mr. Lindaas

MOTION, passed

Motion carried unanimously.

1d. Monthly Bills, approved
Chair Piepkorn asked for approval of the December 2022 Bills as listed on Attachment 1d.

MOTION: Approve the December 2022 Bills List.

Mr. Breitling moved, seconded by Mr. Gunkelman

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

Chair Piepkorn asked for approval of Items a-f on the Consent Agenda.

- a. November Month End Report
- b. 2023-2024 NDDOT MPO Contract Agreement
- c. Transit Section 5310/5339 Grant Applications
- d. Metro COG 2023 Meeting Schedule
- e. Approval of Accountant Selection
- f. Staff Promotion – Ari Del Rosario, AICP, to Associate Planner

MOTION: Approve Items a-f on the Consent Agenda.

Mr. Breitling moved, seconded by Ms. George

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. Public Participation Plan Update

Ms. Gray presented the updated Public Participation Plan. In October, 2022, the TTC and Policy Board approved the opening of the required 45-day public comment period for the updated Public Participation Plan.

Public notice was published in The Forum on October 26, 2022 and November 16, 2022. Metro COG's mailing list was also used to notify the public about the opportunity to comment on the document, and the opportunity to comment was also posted on our website. A press release was also sent out to regional media outlets.

One comment was received by a member of the public describing the document as "wordy" and suggesting that an Executive Summary be provided. The document contains a table of contents and an introductory section that allows the reader to quickly determine the purpose of the document and the location of relevant information. This is not the type of document that would benefit from a separate Executive Summary, so thus far, none has been provided.

**MOTION: Approve the updated Public Participation Plan
Mr. Olson moved, seconded by Mr. Gunkelman.
MOTION, passed
Motion carried unanimously.**

3c. 2023-2026 Transportation Improvement Program Amendment #2

Mr. Bervik presented amendment #2 to the 2023-2026 Transportation Improvement Program (TIP).

A public notice was published in The Forum of Fargo-Moorhead on Wednesday, November 30, 2022, which advertised the public meeting, detailed how to request more information, and provided information on how to make public comment regarding the proposed amendment. The public notice advertised that all public comments will be accepted until 12:00 p.m. (noon) on Thursday, December 15, 2022. No written comments have been received.

The proposed amendment to the 2023-2026 TIP is as follows:

1. **Modification of Project 9200031:** NDDOT is rehabilitating the 25th Street I-94 interchange (2023). The project cost increased by 132%.
2. **Modification of Project 9221006:** NDDOT will be repairing a slide along Main Avenue in West Fargo (2023). The project year was shifted from 2024.
3. **Modification of Project 9231005:** NDDOT will be reconstructing the I-94 interchange at Lynchburg. (2024) The project year shifted from 2025.

4. **Modification of Project 9231005:** Moorhead Transit will be purchasing a new utility vehicle (2023). The project description is being modified.
5. **New Project 4232020:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2024). This is for the federal funding in fiscal year 2024 for 4232021.
6. **New Project 4232021:** City of Fargo construction of new shared use path along the Red River between 35th Avenue South and 40th Avenue South (2025). This is for the federal funding in fiscal year 2025 for 4232020 and the local portion.
7. **New Project 4232022:** City of Fargo construction of a shared use path and drain crossing on Drain 27. This project will connect two existing trail networks (2025).
8. **New Project 7232023:** City of Horace construction of a shared use path along the east side of Country Road 17. (2024).

MOTION: Approve Amendment #2 to the 2023-2026 Transportation Improvement Program

Mr. Lindaas moved, seconded by Ms. George.

MOTION, passed

Motion carried unanimously.

3d. 2021-2022 UPWP Amendment #7

Ms. Gray presented amendment #7 to the 2021-2022 Unified Planning Work Program (UPWP). Staff hours were approximately 300 less than budgeted due to a staff change mid-year that resulted in an unfilled position for a period of two months. She explained that some of the hours were made up by an increase in intern time, but at a much lower hourly rate. We anticipated this, and used approximately \$15,500 in carryover funds from 2021 and \$17,000 of the unused 2022 operations budget in the last UPWP amendment (#6) to purchase the Urban SDK license.

Ms. Gray explained that Metro COG's 2022 overhead expenditures are very close to the amount budgeted. The table in the memo showed estimated overhead expenses for the year. The only category that went overbudget is the maintenance of traffic count equipment.

Ms. Gray explained that an estimated \$31,653 remains in the 2022 overhead budget, which Metro COG recommends carrying over into the 2023 budget. She requested shifting \$700 from Category 800a, the travel/training budget to cover the overage in 800p, traffic count equipment maintenance.

Ms. Gray stated the recommended 2022 year-end amendment is summarized as follows:

- Amend the staff hours and costs as discussed
- Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.
- Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.

Mr. Lindaas asked how there was an overage of approximately 7-1/2 weeks of staff time left over. Ms. Gray said that there was a vacancy after Luke Champa left and the position remained unfilled for approximately three months before Paul Bervik started. We made up for some of the vacancy with extra intern hours, but those hours did not cover the three-month vacancy of a full-time staff person.

MOTION: Approve the 2022 year-end UPWP Amendment, consisting of the changes identified below:

- **Amend the staff hours and costs as shown in the table on p. 1.**
- **Amend the overhead budget to shift \$700 from 800a to 800p to cover the overage in traffic count equipment maintenance.**
- **Amend the UPWP to carry over \$32,000 in remaining overhead funds into 2023. The proposed amendments to the 2023-2024 UPWP will address how these funds will be used.**

**Mr. Lindaas moved, seconded by Mr. Trudeau
MOTION, passed
Motion carried unanimously.**

3e. 2023-2024 UPWP Amendment #1

Ms. Gray presented amendment #1 to the 2023-2024 Unified Planning Work Program (UPWP). The purpose of this amendment is to consider additional projects to utilize approximately \$210,000 in unprogrammed CPG funds for the 2023 work program and approximately \$32,000 in unused 2022 overhead funds, for a total of approximately \$244,000.

She explained that since completion of the 2023-2024 UPWP earlier this fall, a few other project requests have been put forth that were not under consideration when we prepared the 2023 budget or the 2023-2024 UPWP. We do not have enough funding in our 2023 budget to do all of the projects, and at this time, we don't have flexibility in our 2024 budget either, so it will be important to choose carefully and focus broadly on the future transportation needs of the region.

The projects that have been suggested are as follows:

- West Metro Perimeter Highway Study – Cass County (referred to as a ring route in the interstate operations analysis)
- Horace Downtown Neighborhood Plan – City of Horace
- BNSF Railroad Grade Separation Study at 14th St NE in Dilworth – Not officially requested and no local sponsor identified at this time

Ms. Gray explained that she wanted to inform the Policy Board of the discussions about the BNSF Railroad discussions with local staff so everyone is aware of it, even though no specific project has been proposed at this time.

Ms. Gray stated that the West Metro Perimeter Highway Study is recommended as the highest priority project for the use of CPG funds, because it has the highest level of regional planning significance and is important from a timing perspective due to the short-term need to sell the excess right-of-way purchased for the diversion. She recommends that \$200,000 in CPG funds be used to fund this study, and Jason Benson, Cass County Engineer, has stated that he has the budget to provide the required local match.

She explained that the Horace Downtown Neighborhood Plan is recommended for partial funding using \$42,000 in CPG funds, because it is significantly less regional in nature and more focused on a neighborhood planning process. The City also intends to apply for a state-funded Partners in Planning grant. Metro COG could provide some level of staff assistance for the project to supplement funds. She added that the challenge with a project of this size is that the use of federal funding pushes it into a full Qualifications Based Selection (QBS) process, which is expensive for consultants to go through in pursuit of a small-scale project. The City of Horace will need to take this into consideration when adding funds to the total project budget.

Mr. Schneider said that he wrote a RAISE grant for the 15th Ave N(Moorhead)/12th Ave N(Fargo)bridge project, and suggested that Dilworth look into that same grant for Dilworth. Ms. Gray said she did send that information to Peyton Mastera, Dilworth City Administrator, earlier today. Chair Piepkorn asked if Dilworth could still use the funds if they could find enough local match, and Ms. Gray said it was feasible, should they find the funds, as there is enough unprogrammed CPG funding, but added that a project of that nature involves more engineering than we would normally be allowed to carry out in a planning study, and that the West Perimeter Route seems like a higher regional priority due to the timing of selling the excess right-of-way for the diversion. Ms. Nash asked if CPG funds were used to study the grade separation currently being designed in Moorhead at 11th Street. Ms. Gray stated that they were, but that study looked more at changing travel patterns with a multi-track grade separation and was looking at alternative locations for the grade separation within downtown Moorhead, at more of a planning and traffic analysis level.

MOTION: Approval of Amendment 1 to the 2023-2024 UPWP to add the West Metro Perimeter Highway Study to the UPWP with an estimated cost of \$240,000 and the Horace Downtown Neighborhood Plan for \$50,400 (with additional overmatch required from the City of Horace or other sources).

Mr. Schneider moved, seconded by Ms. George

MOTION, passed

Motion carried unanimously.

3f. Electric Vehicle Readiness Study

Mr. Altenburg stated that Metro COG has drafted a Request for Proposals (RFP) for an electric vehicle (EV) readiness study for the Fargo-Moorhead metropolitan area and plans to bring the RFP forward for approval in January. It is envisioned

that this study will provide local jurisdictions with public understanding of EV feasibility and benefits, assist in identifying current and potential barriers to EV adoption, and inform cities, counties, and other planning partners on infrastructure-related best practices to meet current and future EV needs of the metropolitan area. This is similar in scope to plans developed by cities and regional areas throughout the United States, which take an impartial look at EV trends and how best communities should lay the groundwork to become EV-ready. This study will also tie into recent National Electric Vehicle Infrastructure (NEVI) plans completed by NDDOT and MnDOT, including goals, strategies, and key takeaways identified in each plan.

3g. 2023 Employee Salary Adjustment

Ms. Gray presented a request for a 2023 adjustment in Employee Salaries, sometimes referred to as Cost-of-Living Adjustment (COLA). The 2021-2022 UPWP budgeted for a 3% increase. At the December 9 Executive Committee meeting, there was a recommendation of at least a 3.5% increase, to follow the City of Fargo, but potentially more depending on discussion at the Policy Board meeting. Ms. Gray presented budgeting options of 3%, 3.5%, and 4% in combination with 2023 health insurance premiums, and showed how they affect the 2023 budget.

**MOTION: Approve a 3.5% salary adjustment for Metro COG staff
Mr. Strand moved, seconded by Mr. Olson
MOTION, passed
Motion carried unanimously.**

3g. Summary of Benefits Presentation

Per the Metro COG Policies and Procedures, the Executive Director is required to provide a summary of employee benefits every year. Ms. Gray gave a brief presentation of all of the benefits that Metro COG offers its employees.

4. Additional Business

No additional business.

5. Adjourn

The 609th Meeting of the FM Metro COG Policy Board held Thursday, December 15, 2022 was adjourned at 5:15 pm.

**THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD January 19, 2023,
4:00 P.M.**

Respectfully Submitted,

Savanna Leach
Executive Assistant

		Total Cost	Total Hours	Change in Total Hrs - Am. #1	Executive Director	Amendment 1 Change from Original	Senior Planner	Amendment 1 Change from Original	Transp. Planner	Amendment 1 Change from Original	C / T Analyst	Amendment 1 Change from Original	Assistant Planner (1)	Amendment 1 Change from Original	Assistant Planner (2)	Amendment 1 Change from Original	GIS Coord. / Ass't Planner	Amendment 1 Change from Original	Office Mgr.	Amendment 1 Change from Original	Intern	Amendment 1 Change from Original
Figure 9.11 2023 Metro COG UPWP Staff Hourly Estimates, Amendment 1					97.29		65.95		55.72		49.13		39.83		44.04		38.47		37.25		18.13	
100	Policy and Administrative Forums	\$72,428.90	1260		310		110		100		110		90		90		90		340		20	
101	Metro COG Policy Board	\$23,497.00	440		80		40		30		40		30		30		30		150		10	
102	Metro COG Executive Committee	\$8,672.80	120		70		0		0		0		0		0		0		50		0	
103	Transportation Technical Committee (TTC)	\$23,681.70	440		80		40		40		40		30		30		30		140		10	
104	Federal, State, and Local Committee Meetings	\$16,577.40	260		80		30		30		30		30		30		30		0		0	
200	Contracted Planning Services	\$121,245.96	2178	0	208	0	626	0	338	0	232	0	340	0	100	0	270	0	0	0	64	0
214	Interstate Operations Analysis (2021) - carryover	\$8,201.20	110	-10	40	0	40	0	30	-10	0	0	0	0	0	0	0	0	0	0	0	0
217	Red River Greenway Study (2021) - carryover	\$2,205.24	48	-16	4	0	0	0	4	-16	0	0	40	0	0	0	0	0	0	0	0	0
219	Dynamic Traffic Assignment Scenario Analyses (2022) - carryover	\$1,224.08	16	0	8	0	0	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0
223	TH 10 Corridor Study through Dilworth (2022) - carryover	\$4,346.16	64	0	4	0	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
224	Moorhead Intersection Data Collection (2022) - carryover	\$445.76	8	-2	0	0	0	0	8	-2	0	0	0	0	0	0	0	0	0	0	0	0
225	University Drive & 10th Street Corridor Study (2021) - carryover	\$7,312.00	110	-6	16	-4	80	0	6	-2	0	0	0	0	0	0	0	0	0	0	8	0
226	25th Street S Corridor Study (2022) - carryover	\$4,680.48	70	-2	4	0	60	0	6	-2	0	0	0	0	0	0	0	0	0	0	0	0
201	NDSU ATAC Participation	\$778.32	8	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
202	Metropolitan Transportation Plan 2050	\$50,991.70	938	-150	60	-20	358	0	80	-20	50	0	160	-40	40	-20	150	-50	0	0	40	0
203	Travel Demand Model Update (ATAC)	\$1,883.58	26	0	8	0	10	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0
204	Electric Vehicle Readiness Study	\$16,148.54	350	-42	8	0	10	0	4	0	170	-12	80	-20	20	0	50	-10	0	0	8	0
205	Moorhead Intersection Data Collection (2023 and 2024)	\$1,036.56	24	0	0	0	0	0	16	0	0	0	0	0	0	0	0	0	0	0	8	0
206	Signalized Intersection Data Collection	\$2,161.48	40	0	4	0	0	0	16	0	0	0	0	0	20	0	0	0	0	0	0	0
207	I-94 & 20th St Interchange Analysis	\$8,040.94	134	-4	16	-4	8	0	100	0	0	0	0	0	0	0	10	0	0	0	0	0
208	West Perimeter Highway Corridor Study (Amendment 1)	\$6,702.76	108	108	24	24	0	0	52	52	12	12	0	0	20	20	0	0	0	0	0	0
209	Horace Core Neighborhood Plan (Amendment 1)	\$5,087.16	124	124	4	4	0	0	0	0	0	0	60	60	0	0	60	60	0	0	0	0
300	Federal Transportation Planning Documentation	\$151,666.09	2757		405		391		298		113		90		1124		204		52		80	
301	Transportation Improvement Program (TIP)	\$49,003.64	1036		16		100		120		10		10		660		100		0		20	
302	Unified Planning Work Program (UPWP)	\$23,087.61	262		200		40		4		5		0		5		4		4		0	
303	Public Participation	\$16,640.40	328		40		40		40		40		40		40		40		8		40	
304	Congestion Management Process	\$6,724.45	105		15		40		40		0		10		0		0		0		0	
305	Federal and State Rules and Regulations Compliance and Maintenance	\$5,422.50	80		20		40		0		0		10		10		0		0		0	
306	Civil Rights / Title VI / LEP/ Environment Justice	\$6,871.85	115		30		15		0		30		0		0		0		40		0	
307	2045 MTP Implementation	\$4,461.50	80		10		10		20		10		10		10		10		0		0	
308	2020 Census Coordination and Technical Assistance	\$4,419.92	86		10		10		16		10		10		10		10		0		10	
309	TMA Transition	\$12,620.84	168		60		80		20		8		0		0		0		0		0	
310	TIP Project Monitoring	\$22,413.38	497		4		16		38		0		0		389		40		0		10	
400	Technical Transportation Data & Analysis	\$125,700.28	2852		40		274		450		145		666		160		871		0		246	
401	Performance Measures	\$10,569.34	250		4		30		0		0		160		0		40		0		16	
402	Federal Functional Classification Update	\$5,282.24	110		4		30		10		0		16		0		40		0		10	
403	Travel Demand Model (TDM) maintenance and Operation	\$2,822.56	44		4		20		20		0		0		0		0		0		0	
404	Freight and Goods Movement	\$4,782.91	89		4		20		20		15		10		10		10		0		0	
405	FM Metropolitan Profile	\$14,627.76	364		4		30		0		10		200		0		80		0		40	
406	Traffic Data Collection & Analysis	\$6,667.40	150		0		10		80		0		0		10		10		0		40	
407	Metropolitan Technical Assistance	\$14,367.75	265		10		60		80		30		10		40		35		0		0	
408	ITS/Traffic Operations Technical Assistance	\$4,168.30	80		0		0		60		0		0		10		10		0		0	
409	GIS Management, Mapping & Graphics	\$27,415.62	706		0		10		20		20		10		40		566		0		40	
410	Metro Area Traffic Calming Study	\$22,921.70	510		0		40		140		10		200		40		40		0		40	
411	Household and Job Assignments to for TDM	\$12,074.70	284		10		24		20		60		60		10		40		0		60	
500	Transit Planning	\$15,373.40	360		0		50		0		0		260		0		40		0		10	
501	Transit Technical Assistance	\$12,351.30	290		0		40		0		0		220		0		20		0		10	
502	MAT Coordinating Board	\$3,022.10	70		0		10		0		0		40		0		20		0		0	
600	Bicycle & Pedestrian Planning	\$33,861.25	704		0		10		420		10		45		75		75		4		65	
601	Bicycle-Pedestrian Activities and Technical Assistance	\$10,384.40	210		0		0		150		0		10		20		10		0		20	
602	Bicycle and Pedestrian Counts and Analysis	\$10,375.90	224		0		10		90		10		10		40		40		4		20	
603	Heartland Trail Extension (Countywide Coordination & Corridor Study)	\$6,536.30	130		0		0		100		0		10		0		10		0		10	
604	DGF School District Safe Routes to School Plan	\$6,564.65	140		0		0		80		0		15		15		15		0		15	
700	Local Planning Assistance	\$67,831.75	1305		90		145		40		680		110		120		100		0		20	
701	Agency Outreach	\$16,926.40	260		80		40		20		80		10		20		0		0		10	
702	Local Planning Assistance	\$50,905.35	1045		10		105		20		600		100		100		100		0		10	
800	General Administration	\$274,220.76	5006		996		454		394		384		384		380		380		1584		50	
801	General Administration, Management, IT, Secretarial and Leave Time	\$132,083.00	2478		516		150		130		120		120		116		116		1180		30	
	Leave Time (holiday - 80, estimated vacation - 80, estimated sick 40)	\$87,246.72	1632		204		204		204		204		204		204		204		204		0	
802	Financial Budgeting and Tracking	\$28,867.64	396		216		40		0		0		0		0		0		140		0	
803	Professional Development, Education and Training	\$26,023.40	500		60		60		60		60		60		60		60		60		20	
900	Publications, Public Information and Communication	\$17,760.06	403		11		20		40		56		95		31		30		100		20	
901	Metro COG Newsletter	\$6,452.29	147		8		10		10		16		53		10		10		10		20	
902	Website and Social Media	\$11,307.77	256		3		10		30		40		42		21		20		90		0	
1000	Community Planning and Technical Assistance	\$20,817.20	440		20		0		0		350		0		0		20		0		50	
1001	Cass - Clay Food Systems Advisory Commission	\$6,568.20	140		0		0		0		130		0		0		0		0		10	
1003	Mapleton Comprehensive Plan	\$7,390.20	180		0		0		0		120</											