

**548th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 14, 2023 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineering
Maegin	Elshaug	City of Fargo Planning (alternate for Nicole Crutchfield)
Shane	Finck	Clay County Engineering (alternate for Justin Sorum)
Jeremy	Gorden	City of Fargo Transportation Engineering
Ben	Griffith	Metro COG
Cole	Hansen	Cass County Planning
Jace	Hellman	City of Horace – Community Development Director
Robin	Huston	City of Moorhead Planning
Matthew	Jacobson	Clay County Planning
Kelly	Krapu	Freight Representative - TrueNorth Compliance Service
Don	Lorsung	City of Dilworth Community Development
Aaron	Nelson	West Fargo City Planning
Joe	Raso	GFMEDC
Mary	Safgren	MnDOT – District 4
Tom	Soucy	Cass County Engineering (alternate for Jason Benson)
Brit	Stevens	NDSU – Transportation Manager
Cole	Swingen	MATBUS Fargo (alternate for Julie Bommelman)
Andrew	Wrucke	City of West Fargo Engineering
Wayne	Zacher	NDDOT – Local Government Division

Members Absent:

Jason	Benson	Cass County Highway Engineering (alternate present)
Julie	Bommelman	City of Fargo, MATBUS (alternate present)
Nicole	Crutchfield	City of Fargo Planning (alternate present)
Justin	Sorum	Clay County Engineering (alternate present)
Lori	Van Beek	City of Moorhead, MATBUS

Others Present:

Adam	Altenburg	Metro COG
Calvin	Berube	Stantec
Paul	Bervik	Metro COG
Luke	Champa	SRF
Connor	Cox	WSB
Jim	Dahlman	City of Horace/Interstate Engineering
Dylan	Dunn	Moore Engineering
Dan	Farnsworth	Metro COG
Sharijad	Hasan	UGPTI/ATAC/NDSU
Mojra	Hauenstein	Bolton & Menk
Patrick	Hollister	PartnerSHIP4Health
Brian	King	HDR
Savanna	Leach	Metro COG

Chelsea	Levorsen	Metro COG
Clay	Lexen	City of Moorhead Planning
Michael	Maddox	Metro COG
Scott	Middaugh	KLJ
Brent	Muscha	Apex Engineering
Joshua	Pearson	MnDOT
Ayden	Schaffler	Metro COG
Erika	Shepard	MnDOT
Kristen	Sperry	FHWA
Steven	Strack	Houston Engineering
Daniel	Triller	SEH
Blue	Weber	Bolton & Menk
Kent	Wolf	Ameresco

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on December 14, 2023 by Chair Griffith. A quorum was present.

2. Approve the 548 TTC Meeting Agenda

Chair Griffith asked if there were any questions or changes to the 548 TTC Meeting Agenda.

Motion: Approve the 548 TTC Meeting Agenda.

Mr. Hellman moved, seconded by Mr. Wrucke

MOTION, PASSED.

Motion carried unanimously.

3. APPROVE November 9, 2023 TTC MEETING MINUTES

Chair Griffith asked if there were any questions or changes to the November 9, 2023 TTC Meeting Minutes.

Motion: Approve the November 9, 2023 TTC Minutes.

Mr. Lorsung moved, seconded by Ms. Krapu

MOTION, PASSED

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

5. Rural Transportation Alternatives Applications

Mr. Farnsworth presented the applications received for the Rural Transportation Alternatives program. Metro COG received a total of three rural TA applications, all located on the ND side of Metro COG's planning area.

City of Casselton – Governor's Drive Shared Use Path (Phase 2)

Score: 30 pts

The City of Casselton is seeking funding to construct a shared use path along the west side of Governor's Dr / ND Hwy 18 from 37th St SE to approximately 0.2 miles south of Cottonwood Dr. This would be Phase 2 of a two-phase project. Phase 1

(currently programmed for funding) will be constructed from Cottonwood Dr. to 0.2 miles south, crossing Swan Creek and connecting to Phase 2. This project will connect the developed north end of Casselton with the expanding south end of Casselton, which includes new residential development as well as new and existing commercial development.

Cost: \$1,130,000 construction total; \$914,509 requested from TA

Cass County (within City of Kindred) - County Rd 15 Shared Use Path

Score: 45 pts

Cass County is seeking funding to reconstruct a shared use path along the east side of County Rd 15 from Kindred Elementary School (Linden St) to ND Hwy 46. The total length of this path is approximately 1 mile. The existing path was originally constructed in 1998 and overlaid in 2006. Since 2006 there have been no improvement to this path. The existing facility is an 8 ft wide asphalt path. This project would replace it with a 10 ft wide concrete path.

Cost: \$945,110 construction total; \$756,088 requested from TA

City of Mapleton – Pedestrian Safety Improvements, Sunset Dr & Carlsbad Ave

Score: 16 pts

The City of Mapleton is seeking funding to construct five raised crosswalks along two residential corridors. The first set of raised crosswalks are proposed along Sunset Dr. These would be installed at intersections and would connect to/from recently-constructed sidewalks & paths. The second set of raised crosswalks are proposed along Carlsbad Ave, which leads to Mapleton Elementary School. These would also be installed at intersections and would connect to sidewalks on both sides of the roadway.

The purpose of the raised crosswalks are to provide safe pedestrian crossings as well as reduce traffic speeds on these corridors.

Cost: \$653,000 construction total; \$528,472.90 requested from TA

Motion: Recommend Policy Board approval of the attached Transportation Alternatives (TA) applications and scoring as determined by the Metropolitan Bicycle & Pedestrian Committee

Mr. Wrucke moved, seconded by Ms. Elshaug

MOTION, PASSED

Motion carried unanimously.

6. 2023-2024 UPWP Amendment #5

Mr. Griffith presented 2023-2024 Amendment 5, which addresses changes to operations and overhead costs for 2023 and amend the 2023-2024 UPWP to bring it into alignment with our year-end estimates.

Metro COG staff hours were approximately 300 hours under what was budgeted due to a resignation leaving an unfilled position vacant for several weeks, as well as a one-week vacancy between Executive Directors.

Metro COG's 2023 overhead expenditures are very close to the amounts budgeted. Some areas were over, such as Office Rent, due to increased CAM charges, Insurance due to new hires, IT for software application purchases, and

overages in the Audit and Accounting Services categories. All of these increases will be accounted for in the preparation of the 2024 budget.

An estimated \$5,457.36 remains in the 2023 overhead budget, which Metro COG staff recommends carrying over into the 2024 budget. This includes the \$5,639.05 for the 800 categories, plus \$2,078.60 in the locally funded categories, minus \$2,260.29 for employee recruitment, which had not been budgeted for.

Metro COG staff is requesting an End of Year Amendment to the 2023 UPWP for operations and overhead costs and budgeted time and as follows:

- Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2 of this memo.
- Amend the UPWP to carry over \$5,457.36 in remaining overhead funds into 2024, based on the table on page 3 of this memo. The proposed amendments to the 2024 UPWP and budget will address how these funds will be used.

Motion: Recommend approval to the Policy Board of the 2023 year-end UPWP Amendment (#5), consisting of the changes identified below:

- **Amend the staff hours and costs as shown in the tables on page 1 and supported by the table on page 2.**
- **Amend the UPWP to carry over \$5,457.36 in remaining overhead funds into 2024. The proposed amendments to the 2024 UPWP and budget will address how these funds will be used.**

Mr. Atkins moved, seconded by Mr. Gorden

MOTION, PASSED

Motion carried unanimously.

7. 25th Street South Corridor Study – Final Report

Mr. Maddox introduced Mr. Middaugh from consultant KLJ, to present the 25th Street Corridor Study Final Report. The City of Fargo and Metro COG partnered on a study in 2022 to identify any improvements that could be made to improve vehicular circulation, improve bicycle and pedestrian movements, enhance the context/character of the roadway, and forward the goals of Fargo's Go2030 Comprehensive Plan to the 25th Street Corridor between 32nd Ave S and 64th Ave S in advance of the reconstruction of the roadway.

KLJ worked with Metro COG, the City of Fargo, stakeholders adjacent to the corridor and members of the public, to identify and study issues in the study area. KLJ has successfully delivered the results of their investigation and analysis. The 25th Street Corridor Study includes alternatives that will be forwarded once the project moves forward into design.

Mr. Gorden said that they would like to present this to the Planning Commission in January.

Motion: Recommend Policy Board approval of the 25th Street Corridor Study

Mr. Gorden moved, seconded by Mr. Hansen

MOTION, PASSED

Motion carried unanimously.

8. 2023 Metro Profile

Ms. Levorsen presented the 2023 Metro Profile. This annual report is prepared by Metro COG to provide a snapshot of the Fargo-Moorhead metropolitan area based on data from 2022. Like last year, the report is divided into five sections (community profile, roadways, freight, bike & pedestrian, and transit) with metrics to be continually tracked in the future to identify larger trends.

Motion: Recommend Policy Board approval of the 2023 Metro Profile

Mr. Lorsung moved, seconded by Mr. Atkins

MOTION, PASSED

Motion carried unanimously.

9. Horace Core Neighborhoods Plan Request for Proposals

Mr. Maddox presented the Horace Core Neighborhoods Plan Request for Proposals (RFP).

Horace would like to study how to retrofit their core neighborhoods and downtown with multimodal infrastructure providing access and mobility in and around the community. In order to achieve that goal, Horace would like Metro COG to assist them in conducting a study to establish a community multi-modal vision, develop community specific best practices, and figure out how they can overcome obstacles to implement construction of bicycle and pedestrian facilities.

The objective of the Horace Downtown Neighborhood Plan is to provide a long-range community vision for Downtown Horace. This vision should incorporate multimodal transportation infrastructure that balances bicycle and pedestrian movements with vehicular traffic, the relationship between the roadway and the surrounding land uses, streetscape and other such improvements that delineate Horace's downtown, and the connection of the downtown area to surrounding neighborhoods.

The Horace Downtown Neighborhood Plan will be a consultant-led study and is in Metro COG's Unified Planning Work Program (UPWP) to begin in 2024. The budget for this project is \$196,473 (\$92,000 CPG, \$23,000 local match, \$81,473 Complete Street Set-Aside).

Motion: Recommend Policy Board approval of the Horace Core Neighborhoods Plan Request for Proposals

**Mr. Hellman moved, seconded by Mr. Huston
MOTION, PASSED
Motion carried unanimously.**

10. TIP Project Solicitations Overview

Mr. Bervik presented an overview on the project applications received for the Transportation Improvement Program (TIP) solicitation.

Metro COG opened a solicitation for Surface Transportation Block Grant (STBG), Transportation Alternatives (TA), and Carbon Reduction Program (CRP) on Friday, October 6 for the funding in the following federal fiscal years:

- TA – FY25 & FY26 & FY27
- CRP – FY26 & FY27
- STBG – FY27 & FY28

The project applications were due on Thursday, November 30, 2023. Metro COG staff received the following applications:

Minnesota

- TA
 - Metro COG is not Soliciting for TA funding in Minnesota at this time.
- CRP
 - Reconstruction of Shared Use Path along 34th Street North (4th Ave S – 3rd Ave N) Moorhead, MN and Dilworth, MN
 - LED Lighting on 1st Avenue North (Red River – 8th St N) Moorhead, MN
- STBG
 - Reconstruction of 34th Street North (28th Ave S – 3rd Ave N) Moorhead, MN and Dilworth, MN

North Dakota

- TA
 - Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
 - Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
 - Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 2 from (Drain 27 - 63rd St) Fargo, ND
 - Construction of a new pedestrian crossing at Drain 53 (near 58th Ave S) Fargo, ND
 - Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
 - Construction of a new shared use path in the area of the Water Reclamation Facility (Broadway - 0.5 miles east) Fargo, ND

- o Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
- o Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
- o Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND
- CRP
 - o Construction of a new shared use path along Governor's Drive (8th St S - 37 St SE) Casselton, ND
 - o Reconstruction and updating ADA compliance of University Drive Shared Use Path from (54th Ave - 88th Ave) Fargo, ND
 - o Construction of a new shared use path along Drain 27 in the Deer Creek area Phase 1 from (52nd Ave - 64th Ave) Fargo, ND
 - o Construction of a new shared use path from along Drain 53 (64th Ave - 73rd Ave) Fargo, ND
 - o Construction of a new shared use path along County Road 17 (76th Ave - 81st Ave) Horace, ND
 - o Construction of a new shared use path along 76th Avenue from (County Road 17 - Brink Drive) Horace, ND
 - o Construction of a new pedestrian crossing at the Sheyenne River in the River's Bend area (near 23rd Ave E) West Fargo, ND
 - o 45th Street Adaptive Traffic Signal Corridor (9th Ave S - 44th Ave S) Fargo, ND
- STBG
 - o Reconstruction of 1st Avenue North from (10th Street - Roberts Street) Fargo, ND
 - o Reconstruction of 1st Avenue North from (Roberts Street - 3rd Street) Fargo, ND
 - o Reconstruction of 17th Avenue from (38th Street - 42nd Street) Fargo, ND
 - o Reconstruction of 13th Avenue from (Sheyenne Street - 9th Street) West Fargo, ND
 - o Reconstruction of the Broadway Bridge (Crossing the Red River) Fargo, ND and Moorhead, MN

At this time, the received projects are being presented solely as an informational item. The TTC will be asked to perform a technical evaluation on the below projects at the regularly scheduled TTC meeting on Thursday January 11th, 2024.

11. Agency Updates

Fargo – Growth Plan – Phase 3, concluding Spring 2024.

MATBUS – Transit Reorganization Study and Approval Process for Software Update

West Fargo – New traffic signals installed, 9th St/32nd Ave E.

Horace – Growth Plan update, construction updates

Moorhead – 11th St underpass construction starting Spring 2024, AUAR Growth Plan analysis update

Dilworth – Mixed-use district and rail district updates

Cass County – Diversion plotting stalled, roundabouts, box culverts and construction updates

GFMEDC – Fargo Just Go website launched

MnDOT – Solicitation for local partnership program FY2027 open applications due 2/14/24. MnDOT NEVI program info.

12. Additional Business

Reminder of MTP stakeholder meeting at 1:00pm.

13. Adjourn

The 548 Regular Meeting of the TTC was adjourned on December 14 at 11:21 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 11, 2024, 10:00 A.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant