

The 577th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments

THURSDAY, May 21, 2020 – 4:00 p.m.

Metro COG Conference Room

One 2nd Street North, Suite 232

Fargo, North Dakota

OVERALL AGENDA

1. Call to Order and Introductions
 - a. Introductions Information Item
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Minutes of the April 16, 2020 Board Meeting Action Item
 - d. Approve May 2020 Bills Action Item
2. Consent Agenda Action Item
 - a. April Month End Report
 - b. 2020-2023 TIP Amendment #3
 - c. 2020-2023 TIP Amendment #4
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. West Fargo 9th Street Corridor Study Draft Final Plan Action Item
 - c. Horace Comprehensive and Transportation Draft Final Plan Action Item
 - d. US 10/75 Corridor Study Draft Final Plan and Online Open House Action Item
 - e. 2021 Draft Budget Action Item
4. Additional Business Information Item
5. Adjourn

For Public Participation, please REGISTER with the following link:

https://us02web.zoom.us/webinar/register/9415895632793/WN_J0j4gT_mQPYuTfSPdCsqNw

(Or e-mail metrocog@fmmetrocog.org to register)

Email questions and comments to metrocog@fmmetrocog.org either before or during the meeting. Our staff will be monitoring this email and will vocalize your questions to the Committee.

REMINDER: The next Metro COG Policy Board Meeting will be held Thursday, June 18, 2020 at 4:00 p.m. A web conference format will be provided to allow for social distancing even if Metro COG staff are present in the Metro COG conference room

Red Action Items require roll call votes.

Full Agenda packets can be found on the Metro COG Web Site at <http://www.fmmetrocog.org>

NOTE: Given the participation of Fargo City Commissioners at Policy Board meetings, such meetings may constitute open public meetings of the City of Fargo.

Metro COG is committed to ensuring all individuals, regardless of race, color, sex, age, national origin, disability/handicap, sexual orientation, and/or income status have access to Metro COG's programs and services. Meeting facilities will be accessible to mobility impaired individuals. Metro COG will make a good faith effort to accommodate requests for translation services for meeting proceedings and related materials. Please contact Savanna Leach, Metro COG Executive Assistant, at 701-532-5100 at least five days in advance of the meeting if any special accommodations are required for any member of the public to be able to participate in the meeting.

PLANNING ORGANIZATION SERVING

FARGO, WEST FARGO, HORACE, CASS COUNTY, NORTH DAKOTA AND MOORHEAD, DILWORTH, CLAY COUNTY, MINNESOTA

Agenda Item 1c, Attachment 1

**576th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, April 16, 2020 – 4:00 pm
Zoom Webconference**

Members Present:

Duane	Breitling	Cass County Commission
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Johnathan	Judd	Moorhead City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
John	Strand	Fargo City Commission
Sara	Watson Curry	Moorhead City

Members Absent:

David	Fenelon	Horace City Council
Tony	Gehrig	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG

1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened

The meeting was called to order at 4:00 pm, on April 16, 2020 by Chair Olson, noting a quorum was present. Introductions were made.

1b. Approve Order and Contents of Overall Agenda, approved

Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the April 16, 2020 Policy Board Meeting.

Mr. Breitling moved, seconded by Mr. Judd

MOTION, passed. 13-0

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the March 19, 2020 Meeting.

MOTION: Approve the March 19, 2020 Policy Board Meeting Minutes.

Ms. Mongeau moved, seconded by Mr. Breitling

MOTION, passed. 13-0

Motion carried unanimously.

1d. Monthly Bills, approved

Chair Olson asked for approval of the April 2020 Bills as listed on Attachment 1d.

MOTION: Approve the April 2020 Bills List.

Mr. Piepkorn moved, seconded by Mr. Breitling

MOTION, passed. 13-0

Motion carried unanimously.

2. CONSENT AGENDA

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

- a. March Month End Report
- b. MATBUS Transit Authority Study Contract Amendment
- c. 76th Avenue South Corridor Study Contract Amendment
- d. Northwest Metro Transportation Plan Contract Amendment
- e. Metro COG First Quarter Report
- f. Engagement of Brady Martz to conduct Metro COG's 2019 Financial Audit

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

Mr. Strand moved, seconded by Mr. Gunkelman

MOTION, passed. 13-0

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2019-2020 UPWP Amendment #6

Ms. Gray presented amendment #6 to the 2019-2020 Unified Planning Work Program (UPWP). The Veterans Boulevard Corridor Extension Study was originally budgeted for \$150,000, but after consideration and discussion of the study area, other study area complexities, and the need for the project to relate to ongoing studies currently being completed by local jurisdictions, an updated budget of \$180,000 is suggested for the study. This is a total addition of \$30,000 to the overall budget, which Metro COG can accommodate, but will likely require further review by NDDOT and FHWA, as the change puts the cumulative total of all of our amendments over the maximum threshold of 10%. Both Fargo and Horace have consented to the budgetary increase to their respective jurisdictional local match.

MOTION: Approve 2019-2020 UPWP Amendment #6 to add \$30,000 to the Veterans Boulevard Corridor Extension Study.

Mr. Gunkelman moved, seconded by Mr. Breitling.

MOTION, passed. 13-0

Motion carried unanimously.

3c. Veterans Boulevard Corridor Extension Study Consultant Selection

Mr. Farnsworth presented KLJ (SRF Consulting as subconsultant) as the top-ranked consulting firm for the Veterans Boulevard Corridor Extension Study. The sealed cost proposal provided a budget of \$180,000.

MOTION: Approve Metro COG entering into contract with KLJ for the Veterans Boulevard Corridor Extension Study.

Mr. Grindberg moved, seconded by Ms. Watson Curry.

MOTION, passed. 13-0

Motion carried unanimously.

3d. FTA Section 5310/5339 ND Transit Grant Application

Mr. Farnsworth presented the FTA ND 5310 (Transit Projects for mobility)/5339 (Transit projects for Capital Purchases) grant applications. The City of Fargo applied for a Mobility Transit Manager (\$103,000) for the 5310 Grant, and the purchase of six informational kiosks (\$210,000), and Miscellaneous Equipment purchase for the MTC – garage door replacement, hoist and tool upgrades (\$300,000) for the 5339 Grant.

Chair Olson asked if the projects need to be vetted through Metro COG. Mr. Farnsworth and Ms. Gray answered yes, as the NDDOT prefers having local government acknowledgement and approval.

MOTION: Approval of the FTA Section 5310 and 5339 Transit Grant Applications as discussed.

Mr. Hendrickson moved, seconded by Mr. Breitling.

MOTION, passed. 13-0

Motion carried unanimously.

3e. Dynamic Traffic Assignment Model – ATAC Proposed Scope of Work

Ms. Gray presented Addendum #5 to the Master Agreement with ATAC. The Dynamic Traffic Assignment model was budgeted and programmed into the 2019-2020 UPWP, with the budget set for \$30,000. ATAC provided the scope of work that was recommended for approval by the TTC at their April 9 meeting.

MOTION: Approve the Dynamic Traffic Assignment model scope of work as proposed by ATAC and Master Agreement Addendum #5.

Mr. Strand moved, seconded by Mr. Judd.

MOTION, passed. 13-0

Motion carried unanimously.

3f. Electronic Voting Policy and Procedure

Ms. Gray asked the board if any of their respective jurisdictions had any policies or procedures in place for electronic voting (Survey Monkey, DoodlePoll, e-mail, etc). During times when there is little need for a meeting, such as last summer when NDDOT needed a TIP amendment acted upon on short notice, it would be advantageous to have a procedure in place for electronic voting.

4. Additional Business

Ms. Gray informed the board that Metro COG staff member Anna Pierce had her baby on March 26, 2020.

Mr. Breitling asked how he can contact Metro COG Executive Assistant, Savanna Leach or other staff during the time when the office is closed. Ms. Gray said he could call the Metro COG office line and leave a voicemail, as the voicemail is automatically sent to Ms. Leach's email. Ms. Leach's personal cell phone number was also given to Mr. Breitling.

5. Adjourn

**MOTION: Adjourn the 576th Meeting of the FM Metro COG Policy Board
Mr. Gunkelman moved, seconded by Mr. Hendrickson
MOTION, passed. 13-0
Motion carried unanimously.**

The 576th Meeting of the FM Metro COG Policy Board held Thursday, April 16, 2020 was adjourned at 4:37 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 21, 2020, 4:00 P.M. Tentatively, the meeting is planned to occur in the Metro COG Conference Room at 4:00 p.m., but a remote meeting alternative may be used if social distancing measures remain in effect.

Respectfully Submitted,

Savanna Leach
Executive Assistant

To: Policy Board
From: Luke Champa
Date: 05/14/2020
Re: **2020-2023 Transportation Improvement Program (TIP) Amendment #3**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a public hearing at the Metro COG Conference Room – 1 2nd Street North, Suite 232, in Fargo, North Dakota on Thursday, April 9, 2020 at 10:00 a.m. to consider public comments regarding a proposed amendment to the 2020-2023 Transportation Improvement Program (TIP) for the FM Metropolitan Area. Due to the COVID-19 Pandemic and resulting Stay at Home Order for Minnesotans, the final information regarding the grant award was not compiled prior to the initial public hearing, and the Transportation Technical Committee (TTC) continued the public hearing to the May TTC meeting, on Thursday, May 14, 2020 at 10:00 a.m.

The proposed amendment to the 2020-2023 TIP reflects a new rural transit grant award through the Minnesota Department of Transportation (MnDOT) and Federal Transit Administration (FTA).

A public notice was published in the Forum of Fargo-Moorhead on Monday, March 30, 2020, advertising the public hearing and detailing public comment information such as where to send written comments regarding the proposed amendment. It was advertised that public comments would be accepted until 12:00 p.m. (noon) on Thursday, April 16, 2020, however as part of the continuation of the hearing to the May TTC meeting, the deadline for comment was extended until Thursday, May 21, 2020. As of the writing of this memo, no comments have been received.

The final information for the proposed amendment to the 2020-2023 TIP is as follows:

1. **Addition of Project 8203001:** West Central Communities Action, Inc., Regional Transportation Coordinating Council for Region 4 (R4RTCC) operating activities. The total project cost is \$56,000 of which \$44,800 is funded by Federal Section 5310 funds, \$5,600 state funds, and \$5,600 through local funds.

See **Attachment 1** for more detailed project information.

The TTC recommended Policy Board approval at their May 14, 2020 meeting.

Requested Action: Pending public comment, approve Amendment #3 of the Metro COG 2020-2023 Transportation Improvement Program (TIP).

Agenda Item 2b, Attachment 1

[illegible]

To: Policy Board
From: Luke Champa
Date: 05/14/2020
Re: **2020-2023 Transportation Improvement Program (TIP) Amendment #4**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) held a virtual public hearing on Thursday, May 14, 2020 at 10:00 a.m. to consider public comments regarding a proposed amendment to the 2020-2023 Transportation Improvement Program (TIP) for the FM Metropolitan Area. The proposed amendment to the 2020-2023 TIP reflects new federally funded projects within the Metropolitan Planning Area (MPA).

A public notice was published in the Forum of Fargo-Moorhead on Tuesday, May 5, 2020, advertising the public hearing and detailing public comment information such as where to send written comments regarding the proposed amendment, and how to participate virtually. The public notice advertised that public comments will be accepted until 12:00 p.m. (noon) on Thursday, May 21, 2020. As of the writing of this memo, no comments have been received.

The proposed amendment to the 2020-2023 TIP is as follows:

1. **Addition of Project 3204001:** City of West Fargo I-94 and Veteran's Boulevard (9th St) structure rehabilitation project (2020*). The total project cost is \$482,000 of which \$390,082 is funded by Federal Surface Transportation Block Grant Program – Urban (STBGP-U) funds, and \$91,918 through local funds. *The project is listed as a pending project.
2. **Addition of Project 8204002:** MnDOT D4 Districtwide safety improvement project (2021). The total project cost is \$534,693 of which \$481,224 is funded by federal Highway Safety Improvement Program (HSIP) funds, and \$53,469 through state funds.

See **Attachment 1** for more detailed project information.

The TTC recommended Policy Board approval at their May 14, 2020 meeting.

Requested Action: Pending public comment, approve Amendment #4 of the Metro COG 2020-2023 Transportation Improvement Program (TIP).

Agenda Item 2c, Attachment 1

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits		Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Other Revenue Source	Revenue
					To	From						
Amendment #4												
Moorhead Transit												
Fargo Transit												
City of Fargo												
City of Moorhead												
City of West Fargo												
West Fargo	3204001	2020	I-94 2 W of I-29		9th St & I-94	Deck Spall Repairs, Sleeper Slab with Roadway Panels, Roadway Expansion Joints, Concrete Pavement Repair *Pending	Rehabilitation	\$ 482,000	STBGP-U	Local	\$ 390,082 \$ 91,918	
North Dakota Department of Transportation												
Cass County												
Minnesota Department of Transportation												
MnDOT	8204002	2021	D4 Districtwide		Junction of I-94 & 20th St S - Moorhead	Districtwide Safety Improvements - Lighting at Various Intersections	Safety	\$ 534,693	HSIP	State	\$ 481,224 \$ 53,469	
Clay County												



To: Policy Board
From: Adam Altenburg, AICP
Date: May 14, 2020
Re: **West Fargo 9th Street Corridor Study**

In March 2019, the City of West Fargo and the Metro COG began the West Fargo 9th Street Corridor Study. The purpose of this study, extending from 13th Avenue E to 12th Avenue NE, is to develop and refine transportation alternatives that take into account the needs of all users and may be considered for future implementation projects by the City. The need to identify future transportation alternatives along the corridor is driven by several factors including: aging infrastructure, increasing traffic volumes, safety issues, and future development of undeveloped land adjacent to the corridor.

The West Fargo 9th Street Corridor Study can be viewed on Metro COG's website:

<http://www.fmmetrocog.org/projects-rfps/9thStreet-corridorstudy-wf>

At their meeting of May 14, 2020, the TTC recommended Policy Board approval of the Study.

Requested Action: Approve the West Fargo 9th Street Corridor Study pending final approval by the West Fargo City Commission.

To: Policy Board
From: Adam Altenburg, AICP
Date: May 14, 2020
Re: **Horace Comprehensive and Transportation Plan**

In December 2018, Metro COG contracted with Stantec for the completion of the Horace Comprehensive and Transportation Plan – an update to the City's 2007 comprehensive plan. The plan can be viewed on Metro COG's website:

<http://www.fmmetrocog.org/projects-rfps/rfp-horace-comprehensive-transportation-plan>

The purpose of the new plan is to help the City of Horace prepare for anticipated population and employment growth and ensure that new development is compatible with the community's vision and guiding principles. Impacts such as regional economic and demographic changes, groundbreaking of two new schools, a potential I-29 interchange at 76th Avenue, and the current alignment of the FM Area Diversion Project were addressed as part of the planning process.

The Horace Comprehensive and Transportation Plan places an emphasis on transportation, economic development, and land use strategies that balance the density and style of future developments. The plan is aimed at benefitting existing and future Horace residents from a quality of life and economic standpoint by providing for a wider range of housing choices and a land use mixture that helps balance tax revenues with the costs of public service and infrastructure. The future land use map provides a long-term vision for how and where the city can be expected to grow and change, with guidance and flexibility to accommodate new opportunities and direct public investments in infrastructure.

The plan utilizes small area plans to provide a higher level of design and character in areas anticipated to attract the most new development in the coming years. These plans show the general character and scale of development with anticipated land uses, street connections, and parks and open space. The small area plans seek to establish an identifiable character in contrast to typical new suburban developments, while highlighting recognized development constraints and opportunities.

Transportation and connectivity are addressed extensively in the plan, acknowledging recently completed plans and expected transportation system improvements. Transportation needs analyzed include: existing and future roadway network connectivity both within the city and to surrounding areas, proposed functional classifications, proposed street typologies, access spacing and intersection control for arterial and collector roadways, multimodal networks, and complete streets policies.

At their May 14, 2020 meeting, the TTC recommended Policy Board approval.

Requested Action: Approve the Horace Comprehensive and Transportation Plan.

To: Policy Board
From: Michael Maddox, AICP
Date: May 14, 2020
Re: **US 10/75 Corridor Study – Draft Final Plan Adoption and Online Open House**

The US 10/75 Corridor Study was initiated at the request of the Minnesota Department of Transportation in preparation for a full reconstruction of US Highway 10 and US Highway 75 through Moorhead due to deteriorating pavement conditions. Metro COG incorporated this planning effort into its work program in 2018, released an RFP, carried out a qualifications-based selection process, and subsequently contracted with SRF Consulting Group to complete the study.

The plan can be viewed on Metro COG's website:
<http://fmmetrocog.org/projects-rfps/us-1075-corridor-study>

The report focuses on key issues with the corridor such as:

- The lack of bicycle and pedestrian amenities along certain corridor segments despite the college campus and downtown context of the corridors,
- Safety concerns at intersections and peculiar roadway alignments along the corridor,
- How to address the former weigh station area on US 10 as well as enhance Moorhead's gateway image, and
- Roadway treatments that could provide an impetus for redevelopment in Downtown Moorhead.

The Final Study provides an analysis of existing and future conditions. Corridor alternatives are provided that will guide MnDOT and the City of Moorhead as they move into final design. The process has allowed MnDOT, the City of Moorhead, Moorhead Downtown Inc. and Metro COG to collaborate on creating a vision for the roadway segments included in MnDOT's upcoming reconstruction project. The effort was guided by a Study Review Committee (SRC) consisting of representatives from MnDOT District 4, City of Moorhead, Downtown Moorhead Inc, Minnesota State University Moorhead (MSUM), and Metro COG.

The planning process included multiple public outreach efforts designed to both inform and gain input from the general public and corridor stakeholders. As of the writing of this memo, the last public engagement effort is taking place via an online public meeting.

The link to this meeting is:
<http://www.fmmetrocog.org/meetings-events/news/us1075-corridor-study-online-open-house>.

Metro COG has promoted public participation through a mass email to our broad mailing list of approximately 800 people, posts on Metro COG's and the City of Moorhead's Facebook pages, MnDOT District 4 website, and a press release sent to local FM Area news media outlets. The consultant made a presentation to the Moorhead City Council on Monday, May 11, 2020 where the Council was updated on the final draft report and the public input received from the ongoing online public meeting. The Council unanimously acted to approve a resolution of support for the US 10/75 Corridor Study.

At their May 14th meeting, the Transportation Technical Committee recommended approval of the Draft Final US 10/75 Corridor Study with no changes requested.

Metro COG is asking that the Policy Board members review the plan, forward any comments or questions to me, and approve the Draft Final US 10/75 Corridor Study. Upon approval, the consultant will finalize the plan by incorporating any changes requested by the Policy Board and print the final plan.

Requested Action: Approval of the Draft Final US 10/75 Corridor Study.

To: Policy Board
From: Cindy Gray, Executive Director
Date: May 15, 2020
Re: **Draft 2021 Budget**

In preparation for local 2021 budget work, a draft 2021 work program and budget has been completed. The estimates of local match from Metro COG's partner jurisdictions is based on a combination of the following:

1. **Anticipated revenues**, most of which consist of Consolidated Planning Grant (CPG) funds from the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) – these funds require a 20 percent local match.
2. **The approved dues formula**, which is a breakdown of the 20 percent local match requirement based on population percentages of local jurisdictions as of the 2010 census,
3. **Overhead and operations**
 - a. Items such as rent, supplies, communications, technology, travel, training, dues and subscriptions,
 - b. Agency wages plus benefits (loaded wages)
4. **Contracted Projects**
 - a. Shared projects – projects that pertain to all jurisdictions and, in most cases, relate to required elements of all metropolitan planning programs, and
 - b. Jurisdiction-specific projects – studies or plans that relate specifically to only one jurisdiction or in some cases multiple jurisdictions or entities.

The budget was initially estimated by assuming a one percent (1%) increase in Federal funds. The risk in underestimating these funds is that the required 20 percent local match is also underestimated. The risk in overestimating the Federal funds is that we include contracted projects that may end up being infeasible with the amounts budgeted. Between the preparation of information for the May 6th Executive Committee meeting and the May 14th TTC meeting, I received more definitive information about the anticipated level of Federal funding from NDDOT. The CPG amount for 2021 will be \$1,277,061. This is \$67,482 higher than I had originally estimated, resulting in a local funding match requirement increase of \$16,870.

In the table on the following page, an updated local match amount estimated for each jurisdiction is shown. The amounts are based on a draft work program. Funding in the "other" category is expected to come from entities such as NDDOT or MnDOT. In the past, the "other" category has also included entities such as the FM Diversion Authority. At this time, neither MnDOT nor NDDOT has finalized the amount of participation they will have in funding the interstate operations study, but MnDOT has requested a budget amount of \$80,000. For budgeting purposes, I have estimated \$80,000 from MnDOT and \$40,000 from NDDOT. NDDOT's amount would be in the form

of half of the local match. However, I have asked NDDOT to provide a higher level of match on this project, since it addresses the interstate highway system. If they come through on this request, this has the potential to reduce the overall amount of local match required.

Metro COG is back to working with a more typical annual amount of Federal funding after obligating unused Federal funds from 2014. Projects that required the use of those funds were amended into the 2018 UPWP and have been underway for over a year. Some have recently been completed.

Details of the proposed 2021 budget are attached, as follows. Information for 2022 is also provided, since Metro COG prepares a two-year work program:

- Attachment 1 – Draft 2021 Operations (Loaded Wages + Overhead)
- Attachment 2 – Draft 2021 Projects
- Attachment 3 – Draft 2022 Operations (Loaded Wages + Overhead)
- Attachment 4 – Draft 2022 Projects

The 2021-2022 Unified Planning Work Program (UPWP) will be brought to the Policy Board for final approval in September or October.

Estimated 2021 Local Match Amounts

UPWP Element	Cass	Clay	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other
Approved Dues formula	7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%
Loaded Wages	\$9,591	\$10,156	\$2,417	\$61,997	\$1,459	\$22,861	\$15,513	\$26,820
Operations & Overhead	\$3,087	\$3,269	\$778	\$19,956	\$470	\$7,359	\$4,994	
MnDOT Match Req.	\$519	\$549	\$131	\$3,353	\$79	\$1,236	\$839	
Local Funds Only (ineligible for Federal Funds)	\$211	\$223	\$53	\$1,363	\$32	\$502	\$341	
Subtotal	\$13,407	\$14,197	\$3,378	\$86,669	\$2,040	\$31,959	\$21,686	\$26,820
Shared Projects	\$6,265	\$6,634	\$1,579	\$40,500	\$953	\$14,934	\$10,134	\$56,000
Jurisdiction-Specific Projects	\$0	\$0	\$0	\$29,000	\$0	\$3,000	\$0	\$0
Subtotal	\$6,265	\$6,634	\$1,579	\$69,500	\$953	\$17,934	\$10,134	\$56,000
Subtotal	\$19,672	\$20,831	\$4,957	\$156,169	\$2,993	\$49,893	\$31,820	\$82,820

The proposed 2021 and 2022 work program and estimated budget was presented to the Executive Committee at their May 6th meeting, and will be discussed with them again on May 20th. The Executive Committee requested historical information regarding the local match amounts for each jurisdiction. This information is provided in **Attachment 5, Comparison of Proposed 2021 Local Match Amounts with Prior Three Years (2018-2020)**. Data is provided as far back as 2018. Prior to that, Metro COG was not fully utilizing its CPG funds, which led to unused funds dating back to 2014 (the grant was never opened, because Metro COG hadn't obligated the funds). Therefore, the data prior to 2018 does not have a direct relationship to the amount of Federal funding our metropolitan area receives for transportation planning purposes.

At their May 14th meeting, the Transportation Technical Committee (TTC) reviewed this information and asked for an opportunity to discuss it again at their June meeting. Since the TTC requested the opportunity to further digest this information, the Policy Board may wish to also delay action on this item. In the meantime, I will be coordinating with the staff from each jurisdiction about the contracted projects included in the draft work program.

Requested Action: Approval of the estimated 2021 budget – OR – delay action until the June meeting, pending a recommendation from the TTC.

Jurisdiction Operations Dues Summary - 2021 Budget

Agenda Item 3e, Attachment 1

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT	
Metro COG Dues										
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Opertions (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$9,590.72	\$10,155.87	\$2,416.75	\$61,997.04	\$1,459.42	\$22,861.21	\$15,513.07	\$26,820.00	\$ 754,070.38
Metro COG Overhead Costs	All	\$3,087.20	\$3,269.12	\$777.94	\$19,956.49	\$469.78	\$7,358.89	\$4,993.57	\$0.00	\$ 199,564.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$13,196.54	\$13,974.16	\$3,325.37	\$85,306.03	\$2,008.11	\$31,456.33	\$21,345.51	\$26,820.00	\$960,340.30
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$13,407.31	\$14,197.36	\$3,378.48	\$86,668.53	\$2,040.19	\$31,958.75	\$21,686.44	\$26,820.00	\$963,065.30

Jurisdiction Project Dues Summary - 2021 Budget

Agenda Item 3a, Attachment 2

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Metro COG Dues														
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Household and Job Data Purchase for update of TDM (O/D data to be derived from StreetLight)	All	\$232.04	\$245.72	\$58.47	\$1,500.00	\$35.31	\$553.12	\$375.33	\$0.00	\$15,000.00	\$12,000.00	80%	\$3,000.00	20%
Assistance with Review and Adjustments to HH & Job Data by ATAC	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Metro COG Traffic and Freight Counting Program	All	\$2,011.05	\$2,129.56	\$506.76	\$13,000.00	\$306.02	\$4,793.71	\$3,252.90	\$0.00	\$130,000.00	\$104,000.00	80%	\$26,000.00	20%
Bicycle and Pedestrian Plan Update ³	All	\$2,320.45	\$2,457.18	\$584.73	\$15,000.00	\$353.10	\$5,531.20	\$3,753.34	\$0.00	\$150,000.00	\$120,000.00	80%	\$30,000.00	20%
DTA Analysis of Select Locations	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
Total - Projects Shared Across Metro Area		\$6,265.20	\$6,634.39	\$1,578.76	\$40,500.00	\$953.38	\$14,934.25	\$10,134.02	\$56,000.00	\$525,000.00	\$388,000.00		\$81,000.00	
Jurisdiction-Specific Contracted Planning Studies														
Moorhead Intersection Traffic Data Collection	Moorhead						\$2,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Fargo Transportation Plan	Fargo				\$28,000.00					\$140,000.00	\$112,000.00	80%	\$28,000.00	20%
Red River Greenway Study	Fargo/Moorhead				\$1,000.00		\$1,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$29,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$160,000.00	\$128,000.00		\$32,000.00	
Grand Total Project Dues		\$6,265.20	\$6,634.39	\$1,578.76	\$69,500.00	\$953.38	\$17,934.25	\$10,134.02	\$56,000.00	\$685,000.00	\$516,000.00		\$113,000.00	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Increase budget if federal funding becomes available

⁴Funding participation is anticipated from NDDOT and MnDOT.

Jurisdiction Operations Dues Summary - 2022 Budget

Agenda Item 3e, Attachment 3

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction								Total Cost Split Between Jurisdictions
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other	
Metro COG Dues		20 Percent Local Match Distributed by Jurisdiction								
Approved Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%
Internal Opertions (eligible costs)										
Metro COG Personnel (Total Loaded Wage)	All	\$10,153.41	\$10,751.72	\$2,558.54	\$65,634.44	\$1,545.04	\$24,202.49	\$16,423.23	\$26,820.00	\$ 790,444.40
Metro COG Overhead Costs	All	\$3,182.34	\$3,369.86	\$801.91	\$20,571.49	\$484.26	\$7,585.67	\$5,147.46	\$0.00	\$ 205,714.92
MnDOT Match Requirement	All	\$518.62	\$549.18	\$130.69	\$3,352.50	\$78.92	\$1,236.22	\$838.87	\$0.00	\$ 6,705.00
Total Dues (Internal)		\$13,854.37	\$14,670.76	\$3,491.14	\$89,558.43	\$2,108.22	\$33,024.39	\$22,409.56	\$26,820.00	\$1,002,864.32
Internal Operations (ineligible costs)	All	\$210.77	\$223.19	\$53.11	\$1,362.50	\$32.07	\$502.42	\$340.93		\$2,725.00
Total		\$14,065.14	\$14,893.95	\$3,544.25	\$90,920.93	\$2,140.29	\$33,526.81	\$22,750.49	\$26,820.00	\$1,005,589.32

Jurisdiction Project Dues Summary - 2022 Budget

Agenda Item 3e, Attachment 4

Dues and Local Match on Contracted Planning Projects	Participating Jurisdictions	Jurisdiction ¹								Total Cost	Federal Share ²	Federal %	Local Share	Local %
		Cass Co.	Clay Co.	Dilworth	Fargo	Horace	Moorhead	West Fargo	Other					
Approved Metro COG Dues Formula		7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	0.0%	100.00%				
Regional Contracted Planning Projects														
NDSU ATAC Annual Participation (TDM Model Dev)	All	\$154.70	\$163.81	\$38.98	\$1,000.00	\$23.54	\$368.75	\$250.22	\$0.00	\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Dynamiic Traffic Assignment Analyses (ATAC)	All	\$77.35	\$81.91	\$19.49	\$500.00	\$11.77	\$184.37	\$125.11	\$0.00	\$5,000.00	\$4,000.00	80%	\$1,000.00	20%
ITS Update (ATAC)	All	\$433.15	\$458.67	\$109.15	\$2,800.00	\$65.91	\$1,032.49	\$700.62	\$0.00	\$28,000.00	\$22,400.00	80%	\$5,600.00	20%
Demographic Forecast Update	All	\$773.48	\$819.06	\$194.91	\$5,000.00	\$117.70	\$1,843.73	\$1,251.11	\$0.00	\$50,000.00	\$40,000.00	80%	\$10,000.00	20%
Travel Demand Model Update (ATAC)	All	\$928.18	\$982.87	\$233.89	\$6,000.00	\$141.24	\$2,212.48	\$1,501.34	\$0.00	\$60,000.00	\$48,000.00	80%	\$12,000.00	20%
Interstate Operations Analysis (\$200,000 in 2021 and \$200,000 in 2022, 2-year project with NDDOT and MnDOT funding participation) ⁴	All	\$1,237.57	\$1,310.50	\$311.85	\$8,000.00	\$188.32	\$2,949.97	\$2,001.78	\$56,000.00	\$200,000.00	\$128,000.00	80%	\$16,000.00	20%
Total - Projects Shared Across Metro Area		\$3,604.43	\$3,816.82	\$908.27	\$23,300.00	\$548.48	\$8,591.80	\$5,830.19	\$56,000.00	\$353,000.00	\$250,400.00		\$46,600.00	
Jurisdiction-Specific Contracted Planning Studies														
Red River Greenway Study ⁵	Fargo & Moorhead				\$14,500.00		\$14,500.00			\$145,000.00	\$116,000.00	80%	\$29,000.00	20%
TH 10 Corridor Study Through Dilworth ³	MnDOT and Dilworth								\$32,000.00	\$160,000.00	\$128,000.00	80%	\$32,000.00	20%
Moorhead Intersection Data Collection	Moorhead						\$3,000.00			\$10,000.00	\$8,000.00	80%	\$2,000.00	20%
Total - Jurisdiction-Specific Planning Studies		\$0.00	\$0.00	\$0.00	\$14,500.00	\$0.00	\$17,500.00	\$0.00	\$32,000.00	\$315,000.00	\$252,000.00		\$63,000.00	
Grand Total		\$3,604.43	\$3,816.82	\$908.27	\$37,800.00	\$548.48	\$26,091.80	\$5,830.19	\$88,000.00	\$668,000.00	\$502,400.00		\$109,600.00	

Notes:

¹Contracted Studies will be billed to jurisdictions when the project is to begin.

²Contracted Planning Studies are contingent on the availability of federal funding.

³Local match from MnDOT

⁴Funding participation anticipated from NDDOT and MnDOT

⁵Increase budget if funding is higher than estimated. Seek additional funding (or local match) from Fargo Park District.

Comparison of Proposed 2021 Local Match Amounts with Prior Three Years (2018-2020)

Local Match by Year	Jurisdictions							Other	
	Cass Co	Clay Co	Dilworth	Fargo	Horace	Moorhead	West Fargo	MnDOT, NDDOT	Total
	7.7%	8.2%	1.9%	50.0%	1.2%	18.4%	12.5%	or FM Diversion Auth.	
2018 (included use of 2014 CPG Funds)									
Local Match - Operations & Overhead	\$10,353	\$10,963	\$2,609	\$66,925	\$1,575	\$24,679	\$16,377	\$12,645	\$146,127
Local Match - Contracted Projects	\$44,547	\$10,110	\$2,406	\$133,059	\$31,453	\$89,680	\$17,976	\$40,000	\$369,230
Total	\$54,900	\$21,073	\$5,015	\$199,984	\$33,028	\$114,358	\$34,353	\$52,645	\$515,357
									Total budget: \$2,556,828
2019									
Local Match - Operations & Overhead	\$11,101	\$11,593	\$2,797	\$71,758	\$1,689	\$26,461	\$17,956	\$26,820	\$170,174
Local Match - Contracted Projects	\$5,105	\$5,406	\$1,286	\$62,466	\$777	\$12,169	\$48,257	\$40,000	\$175,466
Total	\$16,206	\$16,998	\$4,084	\$134,224	\$2,466	\$38,629	\$66,213	\$66,820	\$345,640
									Total budget: \$1,540,237
2020									
Local Match - Operations & Overhead	\$12,684	\$13,431	\$3,196	\$81,991	\$1,930	\$30,234	\$20,516	\$26,820	\$190,802
Local Match - Contracted Projects	\$696	\$737	\$175	\$66,300	\$14,506	\$38,834	\$12,633	\$75,000	\$208,882
Total	\$13,380	\$14,168	\$3,372	\$148,291	\$16,436	\$69,068	\$33,149	\$101,820	\$399,684
									Total budget: \$1,736,367.21
2021 (proposed)									
Local Match - Operations & Overhead	\$13,407	\$14,197	\$3,378	\$86,669	\$2,040	\$31,959	\$21,686	\$26,820	\$200,157
Local Match - Contracted Projects	\$6,265	\$6,634	\$1,579	\$69,500	\$953	\$17,934	\$10,134	\$56,000	\$168,999
Total	\$19,672	\$20,831	\$4,957	\$156,169	\$2,993	\$49,893	\$31,820	\$82,820	\$369,156
									Total budget: \$1,596,326