

**626th Policy Board Meeting
 Fargo-Moorhead Metropolitan Council of Governments
 Thursday, April 18, 2024 – 4:00 pm**

Members Present:

John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Brenton	Holper	Horace City Administration (alternate for Jeff Trudeau)
Denise	Kolpack	Fargo City Commission
Jenny	Mongeau	Clay County Commission
Julie	Nash	Dilworth City Council
Ryan	Nelson	Moorhead City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Arlette	Preston	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Deb	White	Moorhead City Council

Members Absent:

Duane	Breitling	Cass County Commission
Amanda	George	West Fargo City Commission
Thomas	Schmidt	Fargo Planning Commission
John	Strand	Fargo City Commission
Jeff	Trudeau	Horace City Council
Aaron	Murra	NDDOT – Fargo District (ex-officio)
Shiloh	Wahl	MnDOT – District 4 (ex-officio)

Others Present:

Adam	Altenburg	Metro COG
Paul	Bervik	Metro COG
Jaron	Capps	Metro COG
Dan	Farnsworth	Metro COG
Ben	Griffith	Metro COG
Chelsea	Levorsen	Metro COG
Michael	Maddox	Metro COG
Ayden	Schaffler	Metro COG
Wayne	Zacher	NDDOT

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

The meeting was called to order at 4:00 pm, on April 18, 2024 by Vice Chair Mongeau, noting a quorum was present. Introductions were made.

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

Vice Chair Mongeau asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the April 18, 2024 Policy Board Meeting.

Ms. Kolpack moved, seconded by Mr. Hendrickson

MOTION, passed

Motion carried unanimously.

1c. Past Meeting Minutes, approved

Vice Chair Mongeau asked for approval of the Minutes of the March 21, 2024 Meeting.

**MOTION: Approve the March 21, 2024 Policy Board Meeting Minutes.
Mr. Hendrickson moved, seconded by Ms. Preston
MOTION, passed
Motion carried unanimously.**

1d. Monthly Bills, approved

Vice Chair Mongeau asked for approval of the April 2024 Bills as listed on Attachment 1d.

**MOTION: Approve the April 2024 Bills List.
Mr. Olson moved, seconded by Mr. Nelson
MOTION, passed
Motion carried unanimously.**

2. CONSENT AGENDA

Vice Chair Mongeau asked for approval of Items a-b on the Consent Agenda.

- a. March Month End Report
- b. Metro COG 1st Quarter Report

**MOTION: Approve Items a-b on the Consent Agenda.
Ms. Kolpack moved, seconded by Mr. Piepkorn
MOTION, passed
Motion carried unanimously.**

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

3b. 2024-2027 Transportation Improvement Program (TIP) Amendment 6

Mr. Bervik presented Amendment 6 to the 2024-2027 Transportation Improvement Program (TIP). A public notice was published in the Forum of Fargo-Moorhead on Wednesday, March 27, 2024. Public comments were accepted until 12:00 noon on Thursday, April 11, 2024. No comments were received.

The proposed amendment to the 2024-2027 TIP is as follows:

- 1. Modification of Project 1240005: Casselton construction of a new shared use path along Governor’s Drive from 8th Street South to 0.4 miles north of 37th Street Southeast (2024). Splitting the project into phases and updating the project limits, project description, total project cost, and local cost.

MOTION: Approval of Amendment 6 to the Metro COG 2024-2027 Transportation Improvement Program (TIP).

**Mr. Piepkorn moved, seconded by Mr. Gunkelman.
MOTION, passed
Motion carried unanimously.**

3c. West 94 Area Transportation Plan Request for Proposals

Mr. Farnsworth presented the West 94 Area Transportation Plan Request for Proposals (RFP).

The objective of this plan is to determine the most likely growth and travel scenarios (resulting from development of the West 94 Area) as well as connections to/from the Area (roughly 2.5 square miles of undeveloped land, bound to the east & north by the Sheyenne Diversion & I-94 and bound to the west & south by the FM Diversion), including a connection to I-94. In addition, this plan will develop a proposed arterial/collector roadway network within the West 94 Area.

This plan will be a consultant-led project with a total budget of \$300,000. 80% (\$240,000) will come from Metro COG's CPG funds with 20% (\$60,000) coming from the City of West Fargo. This project is expected to kick-off in July of 2024 with a completion timeframe of June/July of 2025. Due to new requirements from the FHWA, no carry-over funds will be allowed between 2024 and 2025. Therefore, the soon-to-be allocated \$150,000 in 2024 funds will need to be expended in 2024 and the \$150,000 in 2025 funds will need to be expended in 2025.

Mr. Schneider asked if Consultants could be billed in a lump sum, vs on-going, or with incentives for finishing early. Mr. Griffith said there is not a lot of direction that he has found for lump sum billing, and any incentives could not use CPG, only local funds.

MOTION: Approval and subsequent release of the West 94 Area Transportation Plan Request for Proposals.

Mr. Olson moved, seconded by Mr. Schneider.

MOTION, passed

Motion carried unanimously.

3d. 15th Avenue North Corridor Study Request for Proposals

Mr. Maddox presented the 15th Avenue North Corridor Study (Dilworth/Clay County) Request for Proposals (RFP). The 15th Avenue North Study would identify improvements (e.g., paving) that could be made to the facility as well as identify any issues that there may be. The study would also look at the future jurisdictional ownership of the roadway.

Metro COG identified this undertaking as a consultant-led effort included in its Unified Planning Work Program (UPWP) to begin in 2024. The budget for this project is \$150,000 (\$120,000 CPG, \$30,000 local match to be split between Clay County and the City of Dilworth).

MOTION: Approval and the subsequent release of the 15th Avenue North Corridor Study Request for Proposals.
Ms. Nash moved, seconded by Mr. Nelson
MOTION, passed
Motion carried unanimously.

3e. North Dakota Federal Functional Classification Update

Mr. Capps and Ms. Levorsen presented the North Dakota Federal Functional Classification Update.

Staff worked with local jurisdictions to review and create a comprehensive list of changes to the Federal Functional Classifications. This update reflects changes that address new roadway developments, the expanded Urbanized Area Boundary, and new FHWA Guidance.

MOTION: Approval of the 2024 NDDOT Federal Functional Classification Update.
Mr. Piepkorn moved, seconded by Ms. Preston
MOTION, passed
Motion carried unanimously.

3f. Bylaws Amendment for City of Kindred Associate Membership

Mr. Griffith presented a Policy Board Bylaws amendment to add the City of Kindred as an Associate Member. Smaller cities with populations over 600 are able to apply as Associate Members of Metro COG.

The Kindred City Auditor/Clerk reached out to inquire about becoming an Associate Member and contracting with Metro COG to prepare a Comprehensive Plan for the City.

The first step in approving Associate Membership for Kindred is to amend the Policy Board Bylaws by adding "City of Kindred" to the list of North Dakota Associate Members. Membership would become effective on May 1, which would allow us to bring forward a Comprehensive Plan contract as soon as possible.

MOTION: Approve amending the Policy Board Bylaws allowing the City of Kindred to become an Associate Member, effective May 1.
Mr. Gunkelman moved, seconded by Ms. Kolpack
MOTION, passed
Motion carried unanimously.

3g. 2024 Bicycle and Pedestrian Count Report

Mr. Bervik presented the 2024 Bicycle and Pedestrian Count Report.

3h. UPWP and Funding Updates

Mr. Griffith said that the UPWP Amendment is currently being reviewed by the FHWA, and that the \$812,274 was in the process of being re-obligated from last

year. This means that Metro COG needs to be aggressive with programmed funding projects and internal operations.

Discussion included planning projects in the works, potential planning projects, address pressing IT hardware & software needs and bicycle/pedestrian/traffic counters, as well as other internal needs. The Board agreed that a majority of the excess funding should go towards planning projects before anything else.

4. Additional Business

Metro COG Mid-year review will be held next Thursday, May 9, before and after the regularly-scheduled TTC meeting.

The long-time Intern, Ayden Schaffler will be leaving Metro COG at the end of May in order to attend graduate school this fall at the University of Minnesota.

The 2023 Federal Financial audit will be held in the office the week of April 22.

5. Adjourn

The 626th Meeting of the FM Metro COG Policy Board held Thursday, April 18, 2024 was adjourned at 5:27 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD May 16, 2024, 4:00 P.M.

Respectfully Submitted,

Savanna Leach
Executive Assistant