

The 654th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, April 16, 2026 – 4:00 PM AGENDA

1. Call to Order and Introductions
 - a. Introductions & Roll Call
 - b. Approve Order and Contents of the Overall Agenda Action Item
 - c. Approve Meeting Minutes of March 19, 2026 Action Item
 - d. Approve April 2026 Accounts Payable (bills list) Action Item
2. Consent Agenda **Action Item**
 - a. March 2026 End-of-Month Report
 - b. Metro COG 1st Quarter Report
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held
Thursday, May 21, 2026 at 4:00 PM.

Metro COG is encouraging citizens to provide their comments on agenda items via email to Angela Brumbaugh at brumbaugh@fmmetrocog.org. To ensure your comments are received prior to the meeting, please submit them by 8:00 AM on the day of the meeting and reference which agenda item your comments address. If you would like to appear via video or audio link for comments or questions on a regular agenda or public hearing item, please provide your e-mail address and contact information to the above e-mail at least one business day before the meeting.

Please use the following link to join this meeting online:

<https://us02web.zoom.us/j/89719103440?pwd=5joY7ACfXW8cnJgll8tgT3YaQEK1Mv.1>

Bolded 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 Angela Brumbaugh 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.

653rd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, March 19, 2026 – 4:00 PM

Members Present:

Chuck	Hendrickson	Moorhead City Council (joined at 4:05 PM)
Jim	Kapitan	Cass County Commission (Alternate for D. Breitling)
Denise	Kolpack	Fargo City Commission
Nicole	Mattson	Moorhead City Council
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Members Absent:

Duane	Breitling	Cass County Commission (Alternate Present)
Jenny	Mongeau	Clay Co. Commission
Michelle	Turnberg	Fargo City Commission
Mike	Reitz	MATBUS Representative
Sebastian	McDougall	Moorhead City Council
Stephanie	Landstrom	Horace City Council
Aaron	Murra	NDDOT Fargo District Engineer (<i>ex-officio</i>)
Shiloh	Wahl	MnDOT District 4 Engineer (<i>ex-officio</i>)

Others Present:

Adam	Altenburg	Metro COG
Karissa	Beierle Pavek	Metro COG
Angela	Brumbaugh	Metro COG
Ben	Griffith	Metro COG
Aiden	Jung	Metro COG
Michael	Maddox	Metro COG
Will	Hutchings	NDDOT - Local Government Division

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

The meeting was called to order at 4:00 PM, on March 19, 2026 by Chair Olson, noting a quorum was present.

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 March 19, 2026 Policy Board Meeting.

Ms. Kolpack moved, seconded by Mr. Steichen

MOTION, passed
Motion carried unanimously.

1d. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the February 19, 2026 Meeting.

MOTION: Approve the February 19, 2026 Policy Board Meeting Minutes.

Mr. Strand moved, seconded by Mr. Kapitan

MOTION, passed

Motion carried unanimously.

1e. Monthly Account Payables (Bills), approved

Chair Olson asked for approval of the March 19, 2026 Accounts Payable as listed on Attachment 1d.

MOTION: Approve the March 2026 Accounts Payable List.

Ms. Kolpack moved, seconded by Mr. Kapitan

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

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

- a. February 2026 Month End Report
- b. Assistant Transportation Planner Offer of Employment
- c. Title VI and Non-Discrimination Plan Complaint Log

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

Mr. Strand moved, seconded by Mr. Steichen

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were provided or received.

3b. 2026-2029 TIP Amendment 3

Mr. Altenburg presented Amendment 3 regarding the 2026-2029 Transportation Improvement Program (TIP).

The proposed amendment to the 2026-2029 TIP is as follows:

1. **New Project 3263067:** West Fargo construction of Rectangular Rapid Flashing Beacons (RRFB) and pedestrian refuge island on 32nd Avenue W west of 5th Street W.
2. **Modification of Project 1250016:** Cass County reconstruction of shared use path along University Drive S. Adding additional TIFIA-TA and connecting with additional CRP funding.
3. **New Project 1263068:** Cass County reconstruction of shared use path along University Drive S. Adding additional CRP funding and connecting original TA-funded project.
4. **Modification of Project 1250017:** Cass County reconstruction of shared use path along University Drive S. Connecting original TA-funded project with additional CRP funding.
5. **Modification of Project 5250002:** Moorhead mill and overlay of 34th Street N from 3rd Avenue to 28th Avenue N. Moving project from 2027 to 2028, modifying project description, and connecting project with additional HSIP funding.
6. **New Project 5263065:** Moorhead mill and overlay of 34th Street N from 3rd Avenue to 28th Avenue N and construction of roundabout at 8th Avenue N. Adding new HSIP project for construction of roundabout and connecting it to original STBG-funded project.
7. **New Project 8263066:** Dilworth construction of roundabout at intersection of 34th Street and 8th Avenue N. Adding new HSIP project for construction of roundabout and connecting it to original Moorhead STBG-funded mill and overlay project.
8. **Removal of Project 5250004:** Moorhead mill and overlay of 34th Street N from 3rd Avenue to 28th Avenue N. Removing originally planned AC project.

MOTION: Approve Amendment 3 to Metro COG's 2026-2029 Transportation Improvement Program (TIP).

Mr. Piepkorn moved, seconded by Mr. Hendrickson

MOTION, passed

Motion carried unanimously.

4. Additional Business

Mr. Griffith provided the following updates to the Policy Board:

- 2026 UPWP Amendment and CPG Contract Amendments have both been approved and finalized.
- Nothing From FHWA on the SS4A BloodSync Grant Award.
- Metro COG's 2025 Year-end Close-out has been completed.

Mr. Hutchings stated he wanted to give a shout-out to Aiden Jung and Dan Farnsworth for their presentation at the 2026 NDDOT Transportation Conference in Bismarck earlier in the week.

5. Adjourn

The 653rd Meeting of the FM Metro COG Policy Board held Thursday, March 19, 2026 was adjourned by Chair Olson at 4:10 PM.

Mr. Kapitan moved, seconded by Mr. Hendrickson.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD April 16, 2026, 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

If there are any changes after the Accountant sends the information, a new copy will be submitted with the changes highlighted. Thank you!

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
American United Life Insurance Company							
	American United Life Insurance Company	3/25/2026	G00622518 05/26		5/1/2026	\$ 124.20	
Total for American United Life Insurance Company							\$ 124.20
Balance Tax & Accounting							
	Balance Tax & Accounting	4/1/2026	7242		4/1/2026	\$ 1,650.00	
Total for Balance Tax & Accounting							\$ 1,650.00
Blue Cross Blue Shield Of ND							
	Blue Cross Blue Shield Of ND	4/1/2026	May Premium		5/1/2026	9,726.72	
Total Blue Cross Blue Shield Of ND							\$ 9,726.72
Cardmember Services							
	Priceline			Car Rental - MNDOT Capital Training St. Cloud		\$ 169.48	
	Zoom			Zoom Subscription		\$ 47.97	
	Holiday Stationstores			Gas - trip to St. Cloud		\$ 53.35	
	Enterprise			Car Rental Insurance MNDOT Capital Train-St Cloud		\$ 51.69	
	AMPO			Symposium Kentucky - Beierle		\$ 708.98	
	Priceline			Car Rental - Bismarck Transportation Conference		\$ 252.98	
	The Forum			Advertising - TIP Amendment 3		\$ 53.96	
	Microsoft			Monthly fees		\$ 49.57	
	Cincinnati Insurance			D & O Insurance		\$ 2,056.00	
Total Cardmember Services							\$ 3,443.98
Case Plaza LLC							
	Case Plaza LLC	4/7/2026	05/26 Rent		5/1/2026	7,885.41	
Total Case Plaza LLC							\$ 7,885.41
Eide Bailly LLP							
	Eide Bailly LLP	4/7/2026	SI00050800		5/7/2026	1,137.00	
Total Eide Bailly LLP							\$ 1,137.00
Dan Farnsworth							
	Dan Farnsworth			ND Transportation Conference	4/19/2026	232.23	
Total Dan Farnsworth							\$ 232.23
Jamar Technologies							
	Jamar Technologies	3/19/2026	69356	Traffic Video Processing	4/19/2026	\$ 825.00	
Total Jamar Technologies							\$ 825.00
Aiden Jung							
	Aiden Jung	4/1/2026		Misc Mileage/ND Trans.	4/19/2026	139.81	
Total Dan Farnsworth							\$ 139.81
Liberty Business Systems, Inc							
	Liberty Business Systems, Inc	4/6/2026	583412	Cost per copy	5/6/2026	362.74	
	Liberty Business Systems, Inc	4/10/2026	41725201	monthly lease	5/5/2026	208.93	
Total Liberty Business Systems, Inc							\$ 571.67
Metro COG Staff							
	Metro COG Staff	3/13/2026		Employee withholding	3/13/2026	35.00	
	Metro COG Staff	3/31/2026		Employee withholding	3/31/2026	35.00	
Total Metro COG Staff							\$ 70.00

If there are any changes after the Accountant sends the information, a new copy will be submitted with the changes highlighted. Thank you!

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance	Totals
Midco Business							
	Midco Business	4/11/2026	May Premium		5/1/2026	335.10	
Total Midco Business							\$ 335.10
Mutual of Omaha							
	Mutual of Omaha	4/6/2026	2075184572		5/1/2026	234.59	
Total Mutual of Omaha							\$ 234.59
Ohnstad Twichell							
	Ohnstad Twichell	4/1/2026	214453	Legal Fees	3/21/2026	\$ 408.00	
Total Ohnstad Twichell							\$ 408.00
Payroll Professionals							
	Payroll Professionals	3/13/2026				80.00	
	Payroll Professionals	3/31/2026				80.00	
Total Payroll Professionals							\$ 160.00
Pitney Bowes							
	Pitney Bowes	4/1/2026	17461111	Return Fee-Leased Equipment		\$ 75.00	
							\$ 75.00
ReadiTech							
	ReadiTech	4/1/2026	2586800-May	Firewall and Maintenance	4/24/2026	122.75	
Total for ReadiTech							\$ 122.75
Wex Health Inc							
	Wex Health Inc	3/31/2026	0002341381-IN		4/30/2026	25.00	
Total for Wex Health Inc							\$ 25.00
WSI ND Workforce Safety & Insurance							
	WSI ND Workforce Safety & Insurance	3/25/2026	YHIV8AWVT9		4/30/2026	294.20	
Total for Wex Health Inc							\$ 294.20
TOTAL						\$ 27,460.66	\$ 27,460.66

Payroll Liabilities

Federal Withholding	3,519.41	
Federal Social Security - ee	1,830.42	
Federal Social Security - er	1,830.43	
Federal Medicare - ee	428.09	
Federal Medicare - er	428.08	
Minnesota Withholding	148.00	
North Dakota Withholding	191.00	
Health Savings	760.41	
Employee IRA	1,160.17	
Employer IRA	619.51	
Total	\$ 10,915.52	*
Grand Total	\$ 38,376.18	

METROCOG

FM REGIONAL TRANSPORTATION PLANNING ORGANIZATION

Unified Planning Work Program

Quarterly Progress Report: January 1, 2026 to March 31, 2026

Approved: April 16, 2026

This progress report provides a brief description and overview of the various planning activities completed by Fargo-Moorhead Metropolitan Council of Governments (Metro COG) from January 1, 2026 to March 31, 2026, in accordance with the approved Unified Planning Work Program (UPWP). Included in this report:

- Planning activities completed during this period with the percentage complete for each activity; and
- A budget summary identifying the activity, the total activity budget, the amount of activity budget spent from January 1, 2026 through March 31, 2026, and the percentage of the budget spent

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For more information regarding the information presented,
please contact the Fargo-Moorhead Metropolitan Council of Governments

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Fargo, ND 58102-5807*

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2026 Staff Activities by UPWP Work Element

2026 UPWP Work Element	2026	
	Budget	Staff Hours
100 Policy and Administrative Forums	\$99,610.16	1,452
200 Contracted Planning	\$64,943.23	1,087
300 Federal Transportation Planning & Documentation	\$244,484.20	3,545
400 Technical Transportation Data & Analysis	\$158,497.50	2,917
500 Transit Planning	\$40,151.59	741
600 Bicycle & Pedestrian Planning	\$76,085.02	1,548
700 Local Planning Assistance	\$56,210.62	994
800 General Administration*	\$322,780.92	5,076
900 Publications Public Information and Communication	\$12,600.14	226
1000 Community Planning and Technical Assistance	\$5,300.62	94

*Includes estimates of staff leave time (holiday, vacation and sick leave)

100 Policy and Administrative Forums

Task 100	Policy and Administrative Forums		Percent Billed	Task Percent Complete
	2026	1Q 2026		
Task Start/End	2026	1Q 2026	20%	25%
Staff Hours	Programmed	Expended		
2026	\$99,610.16	\$		

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Objective: To maintain and coordinate policy and administrative forums. Work includes, but is not limited to creating agendas, and supporting material, conducting meetings, traveling to and from meetings and communications with committee members.

101 Metro COG Policy Board

Status: 25% Complete

- Prepared for and attended Policy Board Meetings on January 15, February 19, and March 19
- Attended staff meetings regarding development of Policy Board agendas
- Participated in miscellaneous Policy Board coordination agenda items discussions
- Prepared agenda and packet materials for Policy Board meetings
- Recorded and prepared meeting minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review Policy Board draft meeting minutes, agenda prep and meeting packet review and assembly
- Updated Policy Board member contact information and distribution lists

102 Metro COG Executive Committee

Status: 25% Complete

- Prepared agenda and packet materials for Executive Committee
- Prepared meeting minutes, voting actions and outcomes
- Prepare for and attend Executive Committee meetings on January 5, February 2, and March 2 in Metro COG's large conference room
- Review Executive Committee draft meeting minutes, agenda prep and meeting packet review and assembly

103 Transportation Technical Committee (TTC)

Status: 25% Complete

- Prepared for and attended TTC meetings on January 8, February 12, and March 12.
- Attended staff meetings regarding development of TTC agendas

- Participated in miscellaneous TTC coordination agenda items discussions
- Prepared agenda and packet materials for TTC meetings
- Recorded and prepared minutes
- Recorded voting actions, roll call votes, and voting outcomes
- Review materials and prepare TTC Meeting packets
- Updated TTC member contact information and distribution lists

104 Federal, State, and Local Committee Meetings

Status: 25% Complete

- Meeting with Safe Kids Fargo Moorhead
- Monthly meetings with ND MPO Directors via Teams
- Attend weekly MPO Directors Discussion meetings with NDDOT MPO Coordinator and other ND MPO Directors via Teams
- Prepare and review materials for Prioritization Committee meeting on February 5 for Project Solicitation review and recommendation to TTC
- Attended Metro COG Bike-Ped Committee meeting in large conference room on January 7
- Prepare draft agenda and coordinate with MPO Coordinator for Spring NDDOT/MPO Directors meeting
- Attended Spring NDDOT/MPO Directors meeting via Teams on March 3
- Attended MnDOT/MPO Directors Quarterly meeting via Teams on February 24
- Attended multiple meetings with ND MPO Directors to discuss distribution of CPG Turnback Funds for 2027
- Attended NDDOT Freight Advisory Committee meeting via Teams on March 5
- Attended MnDOT District 4 ATP meetings in Fergus Falls via Teams (due to inclement weather) on March 6
- Attended MnDOT Bike + Planning Government and Tribal Partner meeting via Zoom on March 10
- Review 2026 NDDOT Urban Grant Program applications for upcoming committee meeting
- Review MnDOT District 4 ATP Bylaws and Guidelines for upcoming subcommittee meeting
- Participated in MnDOT Corridor Study Handbook Technical Advisory Committee meeting on January 29th
- Participated in Fargo trails and open spaces meeting on Jan 13th
- Attended City of Fargo PWPEC meeting on Jan 12th

- Attending Geospatial Advisory Council Quarterly meeting (March 11th) and other special meetings (Judicial Data Practices and Priority Selection)
- Quarterly NDDOT & MnDOT Meetings

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200 Contracted Planning Services

Task 200	Contracted Planning Services		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	19%	25%
Staff Hours	Programmed	Expended		
2026	\$64,943.23	\$		

Objective: To conduct Metro COG's annual contracted planning projects for the purpose of analyzing local and regional issues as well as development of Metro COG's required transportation planning documentation. This element allows Metro COG the resources to develop contracted planning scopes of work, go through the consultant procurement process and provide contract management and oversight for work that is contracted to a consultant. Staff actively participate in the plan's development by coordinating with local jurisdictions as well as guiding the consultant teams based upon Metro COG's goals as stated in the adopted Metropolitan Transportation Plan.

201 NDSU ATAC Participation (Technical Support) (Year 2 of 3)

Task 201	NDSU ATAC Participation		Percent Billed	Task Percent Complete
Task Start/End	1/2026	1/2026		
Financial	Programmed	Expended	100%	100%
2025	\$10,000.00	\$10,000.00		
2026	\$10,000.00			

Metro COG contracts with the Advanced Traffic Analysis Center (ATAC) for technical assistance in transportation planning and MPO responsibilities, most notably staying abreast of technological advances in the field of traffic analysis and travel demand modeling, among other things. The master contract enables Metro COG to contract with ATAC for the purpose of updating and maintaining the Metro COG Travel Demand Model (TDM), furthering the signalized intersection data collection program, and maintaining/updating the Regional ITS Architecture.

Status: 0% Complete

Discussed the next ITS Architecture update

205 Moorhead Intersection Data Collection (Year 2 of 3)

Task 205	Moorhead Intersection Data Collection		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	Programmed	Expended		
2025	\$16,492.00	\$16,489.68	100%	100%
2026	\$16,492.00			

Metro COG and the City of Moorhead will continue this project, which begins in 2025, through the three-year time frame of the contract. Metro COG and the City of Moorhead will team with ATAC to conduct an intersection traffic counting program that will, over time, provide counts of the City's signalized intersections every three years. Each year, the project will include approximately one-third (1/3) of intersections within the City of Moorhead.

Status: 25% Complete

During the first quarter Metro COG staff invoiced Moorhead for their local match and coordinated camera setup for the 2026 turning movement counts.

208 West Metro Perimeter Highway Corridor Study (Year 4 of 4)

Task 208	West Metro Perimeter Highway Corridor Study		Percent Billed	Task Percent Complete
	Task Start/End	1/2026		
Financial	Programmed	Expended		
2023	\$200,000	\$46,968.64	23.5%	19%
2024	\$150,000	\$114,302.56	76.20%	65%
2025	\$96,609	\$77,433.28	80.2%	38%
2026	\$25,000	\$4,449.31	18.0%	20%
Project Total	\$275,000	\$243,153.79	88.4%	90%

The purpose of this study would be to pick up where the Interstate Operations Analysis left off relative to future needs of the corridor. The Interstate Operations Analysis 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 Project is available for a portion of the corridor north of I-94. In the 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 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.

Status: 90% Complete

The first quarter consisted of internal discussions, meetings, and consultant meetings to discuss the new direction for the project. The consultant started pulling together the various elements developed during the study in order to develop a draft document. Metro COG and the consultant coordinated on tasks remaining and how to address remaining tasks as well as how to draw the project to a close. This was accomplished through multiple check-in and coordination meetings.

230 2026 FM Metro COG Area-Wide Traffic Counts

Task 230	2026 FM Metro COG Area-Wide Traffic Counts		Percent Billed	Task Percent Complete
Task Start/End	1/2026	3/2026		
Financial	Programmed	Expended		
2026	\$150,000.00			

Traffic counts will be collected to assist in the preparation for the 2055 MTP by providing updated traffic counts for Metro COG's Travel Demand Model. The collection of traffic counts for the FM region will provide updated data for Metro COG's Travel Demand Model for preparation of the Federally-required 2055 MTP.

Status: 88% Complete

- Reviewed consultant proposal
- Scheduled/coordinated consultant interview
- Interviewed consultant. Consultant selection paperwork
- Developed QBS packet for NDDOT
- Updated traffic count locations for contract negotiations
- Developed contract and scope of work

231 2026 Data Purchase

Task 231	2026 Data Purchase		Percent Billed	Task Percent Complete
Task Start/End	1/2026	3/2026		
Financial	Programmed	Expended		
2026	\$7,500	\$		

The data purchased will be used in the travel demand model for Metro COG. There are two main sets of data that need to be provided, household and employment data. All data should have the capabilities to be aggregated into the Transportation Analysis Zone (TAZ) geographies for Metro COG's travel demand model. The data does not need to be provided in the TAZ geographies structure; however, the data should be easily aggregated into the TAZ geographies. Point GIS data for the different households and employment data are possible formats that will fit this purpose. GIS shapefiles are the preferred data delivery format.

Status: 0% Complete

- Coordinated with Data Axle on Data requirements
- Coordinated with NDDOT on procurement guidelines
- Checked Data for accuracy
- Worked with Data-Axle to revise data pull
- Formatted data for use in TAZ update
- Meeting with ATAC for Data Purchase support

232 2055 Socioeconomic and Demographic Forecast

Task 232	2055 Socioeconomic and Demographic Forecast		Percent Billed	Task Percent Complete
	Task Start/End			
Financial	1/2026	3/2026		
2026	Programmed	Expended		
	\$120,000.00	\$	%	%

The data purchased will be used in the travel demand model for Metro COG. There are two main sets of data that need to be provided, household and employment data. All data should have the capabilities to be aggregated into the Transportation Analysis Zone (TAZ) geographies for Metro COG's travel demand model. The data does not need to be provided in the TAZ geographies structure; however, the data should be easily aggregated into the TAZ geographies. Point GIS data for the different households and

employment data are possible formats that will fit this purpose. GIS shapefiles are the preferred data delivery format. the Demographic forecast data is a critical element to Metro COG’s metropolitan planning program. Although forecast data is used by Metro COG and local jurisdictions for a variety of purposes, its core purpose is in maintaining and updating the regional travel demand model (TDM). The TDM is a critical component in the development of the Metropolitan Transportation Plan (MTP), and relies on demographic data including detailed population, household, and employment assessments and projections to properly calibrate trip generations, distributions, and assignments. Socioeconomic and demographic forecasts based on good data provide a solid foundation for data-driven decision making by policy makers.

Status: % Complete

- TAZ Shapefile and boundaries
- Geocoded data to new TAZ Boundaries

234 Metro COG Regional Freight Plan Update

Task 234	Metro COG Regional Freight Plan Update		Percent Billed	Task Percent Complete
Task Start/End	1/2026	3/2026		
Financial	Programmed	Expended		
2026	\$175,000.00	\$	%	%

Metro COG's current Regional Freight Plan was adopted in January 2018 and is in need of an update for the preparation of the 2055 MTP. The Fargo-Moorhead region sees a large amount of freight movement, a large driver of the growing economy. Freight mobility, which is both efficient and reliable, is crucial to strengthen regional economic priorities and support efficient consumer mobility and delivery. Regional transportation decisions tie local and regional priorities together, promote fiscal responsibility, and support the movement of goods and people. It accommodates freight movement to strengthen regional economic priorities and support efficient consumer mobility and delivery. the Demographic Study is a key component for the preparation of the MTP and has value not just in helping to determine long-range transportation infrastructure

needs, but other growth-related issues for the region. A demographic study based on good data, provides a solid foundation for data-driven decision making by policy makers.

Status: 0% Complete

300 Federal Transportation Planning and Documentation

Task 300	Federal Transportation Planning Documentation		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	26%	23%
Staff Hours	Programmed	Expended		
2025	\$244,484.20	\$		

Objective: To develop, research, and implement Federal transportation planning directives and regulations.

301 Transportation Improvement Plan (TIP)

Status: 25% Complete

- Meeting with Metro COG staff
- Coordinating with the jurisdictions
- Coordination and review of 2026 household and employment data purchase
- Updated online TIP dashboard in GIS
- Reviewed STBG, CRP and TA project proposals
- Review proposed Administrative Modifications to TIP
- Met to discuss TIP projects after prioritization committee
- Review and ranking of TA applications

302 Unified Planning Work Program (UPWP) and Budget Maintenance and Reporting

Status: 25% Complete

- Review and research Amendments and Administrative Modifications for UPWP
- Discussions with oversight agencies regarding 2025 UPWP Amendment #1
- Preparation of 2025 UPWP Amendment #1
- Transmit 2025 UPWP Amendment #1 as approved by Policy Board to NDDOT via FTP site
- Discussions with oversight agencies regarding 2026 UPWP Amendment #1
- Preparation of 2026 UPWP Amendment #1
- Transmit 2026 UPWP Amendment #1 as approved by Policy Board to NDDOT via FTP site
- Review and execute NDDOT CPG Contract Amendment for 2026 UPWP Amendment #1
- Prepare and review quarterly and annual end-of-year reports for MnDOT and NDDOT
- Preparation and submittal of materials for Indirect Cost Rate Audit
- Indirect Cost Rate Audit Entrance Conference with NDDOT Finance staff on February 24
- Review of proposed CPG Turnback Funds from NDDOT for 2027
- Updated Quarterly report
- Researched other MPO costs of consulted travel demand models for upcoming UPWP
- Met to discuss 2025 and 2026 UPWP projects
- Project managers meetings
- Met to discuss turnback funds
- Estimated 2026 UPWP staff hours
- Coordinated standard consultant contract language with NDDOT

303 Public Participation

Status: 25% Complete

- Reviewed Metro COG's public participation requirements as part of its Public Participation Plan
- Internal meetings and discussions regarding proposed updates to Metro COG's Public Participation Plan
- Review draft of Metro COG's updated Public Participation Plan
- Review ND Century Code regarding development of Public Comment Policy for governmental bodies

- Drafted Public Comment Policy for Metro COG

304 Congestion Management Process

Status: 0% Complete

305 Federal and State Rules and Regulations Compliance and Maintenance

Status: 0% Complete

306 Civil Rights/Title VI/LEP/Environmental Justice

Status: 25% Complete

- Updated Title VI certification needs and reviewed Title VI/LEP plan updates
- Completed Title VI annual training
- Ongoing review of potential changes to Title VI/LEP
- Preparation for Metro COG Title VI/LEP Plan in 2026
- Discuss Title VI/LEP language updates with NDDOT Civil Rights Program Administrator
- Title VI Draft updated and Environmental Justice Data

307 Metropolitan Transportation Plan (MTP) Implementation and Maintenance

Status: 10% Complete

- Reviewing the current MTP to address development of the 2055 MTP
- Research other MPO MTP documents
- Review MTP for directions on internal tasks, goals, and policies to provide direction on internal staff projects

308 US Census Coordination and Technical Assistance

Status: 25% Complete

- Reviewed monthly ND census reports
- Reviewed U.S. Census updates
- Reviewed IPUMS updates

309 TMA Transition

Status: 0% Complete

- No Activities reported this quarter

310 TIP Project Monitoring

Status: 25% Complete

- Coordination with area jurisdictions on current and future TIP project needs
- Attended regular monthly meetings with local jurisdictions regarding TIP construction projects
- Updated TIP Dashboard

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400 Technical Transportation Data and Analysis

Task 400	Technical Transportation Data & Analysis		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	30%	27%
Staff Hours	Programmed	Expended		
2026	\$158,497.50	\$		

Objective: To conduct technical analysis of Metro COG's core responsibilities; implement and maintain the regional Metropolitan Transportation Plan; develop and update the Travel Demand Model; develop local and corridor-level planning studies; conduct Metro COG's traffic counting program; develop data reporting tools; integrate performance measurement; and support the activities recommended by the MTP.

401 Performance Measures

Status: 100% Complete

- Internal discussions and meetings regarding adoption of Safety Performance Measure (PM1) from MnDOT and NDDOT for 2026
- Review of Performance Measure staff reports and adopting resolutions
- Research Performance Measures, analysis and meeting preparations for formal adoption of targets
- Oversaw the analysis of PM1 for the region
- Designed the analysis tools for state comparison

402 Federal Functional Classification Update

Status: 15% Complete

- Internal discussions and staff meetings to develop FFC process with NDDOT
- Research Federal Functional Classification, analysis and preparation for meetings
- Formulated an approach to an interim update to the FFC for the Fargo region

403 Travel Demand Model (TDM) Maintenance and Operation

Status: 10% Complete

404 Freight and Goods Movement

Status: 0% Complete

- Reviewed metropolitan freight needs for the upcoming regional freight plan

405 FM Metropolitan Profile

Status: 20% Complete

- Data collection and management
- Research, data gathering, analysis and preparation for the Metro Profile for 2026
- Presentation to Fargo City Commission on January 5th
- Presentation to Clay County Commission on January 13th
- Presentation to Dilworth City Council on January 26th
- Check-In meetings with Michael & Karissa
- Data Collection from Jurisdictions

406 Traffic Data Collection & Analysis

Status: 25% Complete

- Conducted traffic counts on Hwy 18 in Casselton
- Comparison of existing traffic count data with Streetlight data per request of Cass Co.
- Performed firmware updates to traffic collection cameras
- Comparison of existing traffic count data with Streetlight data per request of Cass Co.
- Facilitated traffic counts with JAMARai for Hwy 18 in Casselton. Compared counts to tube counts for accuracy.

407 Metropolitan Transportation Technical Assistance

Status: 25% Complete

- Attended to miscellaneous metropolitan technical assistance and contracted planning needs
- Reviewed 2006 12th Ave S Corridor Study (Clay Co)
- Provided information to City of Fargo related to passenger rail working group
- Worked with NDDOT to obtain NDDOT's current LRTP

408 ITS/Traffic Operations Technical Assistance

Status: 25% Complete

- Participated in SMART Signals steering committee meeting on Feb 5th

409 GIS Management, Mapping & Graphics

Status: 25% Complete

- Assisted with GIS analyses for Metro COG internal projects
- Metro COG bike map app updates
- Embedding Bike Map App into website
- Tip Dashboard implementation
- Downloaded and learned Arc GIS Pro
- Assisted with installing Arc GIS Pro

500 Transit Planning

Task 500	Transit Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	22%	25%
Staff Hours	Programmed	Expended		
2026	\$40,151.59	\$		

Objective: To coordinate with MATBUS, the regional transit provider, to further multimodal transportation.

501 Transit Technical Assistance

Status: 25% Complete

- Attended to miscellaneous transit technical assistance needs
- Working on Transit section of Metro Profile
- Coordinated with MATBUS on 5310 Suballocated funding questions

502 MATBUS Coordinating Board

Status: 25% Complete

- Prepared the agenda and packet materials for the January 21, February 18, and March 18 MATBUS Coordinating Committee meetings
- Transcribed minutes from the MATBUS Coordinating Committee meetings
- Prepared for and participated in miscellaneous check-in meetings
- Discussion with Jordan Miller on process for inclusion of MATBUS projects in Metro COG's TIP

600 Bicycle and Pedestrian Planning

Task 600	Bicycle & Pedestrian Planning		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	31%	25%
Staff Hours	Programmed	Expended		
2026	\$76,085.02	\$		

Objective: To provide staff support; monitor, collect and process data; participate in bicycle and pedestrian planning activities and implement objectives of the Metro COG Bicycle/Pedestrian Plan as well as participate in local planning efforts and committees.

601 Bicycle-Pedestrian Activities and Technical Assistance

Status: 25% Complete

- Assisted with Maintaining Eco-Counters by validating data
- Development of new FM bikeways map
- Research on Physical Bike Maps
- Coordinated with printing companies
- Installed new Eco-Counter at Oak Grove
- Bike/Ped Committee meeting on January 7th
- Reviewed materials regarding Complete Streets programming of funds for Bike-Ped programs
- Met with oversight agencies regarding Complete Streets Program and how it relates to Metro COG's Bike-Ped programs
- Updated bike/ped project status table as requested by Bike/Ped Committee
- Public notifications for new FM bikeways map
- Provided PartnerSHIP4Health information on Heartland Trail study for upcoming event
- Coordination, agenda, meeting materials for upcoming Bike/Ped Committee meeting
- Provided Central Dakota MPO with information about Metro COG Bike/Ped Committee
- Update Bike and Ped shapefiles to conform to the new NC-BPAID guidelines

602 Bicycle and Pedestrian Counts and Analysis

Status: 25% Complete

- Met with Eco Counter to discuss bike/ped counters
- Replaced batteries in bike/ped counters and ongoing maintenance
- Removed automated bike/ped counter temporarily installed in Moorhead Park
- Reviewed materials regarding Complete Streets programming of funds for Bike-Ped programs
- Met with oversight agencies regarding Complete Streets Program
- Set up new automated bike/ped counters
- Collected data at automated bike/ped counters
- Removed automated bike/ped counter temporarily installed in Moorhead Park

603 Heartland Trail Extension (Countywide Coordination – Clay County Portion)

Status: 25% Complete

- Provided Heartland Trail update at Clay Co Township Officers meeting on March 16th
- Heartland Trail Task Force meeting on January 22nd
- Follow-up items from last Heartland Trail Task Force meeting
- Met with DNR and MSUM to discuss Heartland Trail within Buffalo River State Park and MSUM Science Center
- Meeting minutes and follow-up items from previous Task Force meeting
- Prepped for next Clay Co Heartland Trail Task Force meeting
- Researched existing road right-of-way for trail alignment

604 West Fargo School District Safe Routes to Schools Plan Update

Status: 25% Complete

- Document Development

- Developed Safe Routes to School Maps
- Development of Existing conditions Pages
- Held SRC #1 on March 23rd
- Coordinated with Stakeholders for the Second year of the study

700 Local Planning Assistance

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	8%	13%
Staff Hours	Programmed	Expended		
2026	\$56,210.62	\$		

Objective: Knowing that land use and transportation are inexorably linked, Metro COG has created a program to assist local jurisdictions in planning efforts that may affect the regional transportation network, and in staying apprised about land use and other planning-related decisions made by local jurisdictions within both the UZA and the MPA. This includes assisting local jurisdictions with comprehensive planning efforts, educating communities on MPO goals, efforts, and initiatives, attendance at local planning commission meetings/commission meetings, and generally providing outreach to get communities involved in regional coordination.

701 Agency Outreach

Status: 0% Complete

- Presented information to the Dilworth Planning Commission and Dilworth City Council
- Attended to miscellaneous local planning assistance needs
- Attended 57th Annual Clay County Intergovernmental Retreat to provide Metro COG update presentation
- Developed/coordinated presentation for ND Transportation Conference

- Developed presentation for Clay Co Intergovernmental Retreat
- Provided feedback on consultant experience to MN county per their request
- Met to discuss upcoming Clay Co Intergovernmental Retreat presentation
- Provided MnDOT with consultant reference and requested
- Presentation of the Metro Profile to local jurisdictions (Clay County Council, Fargo City Commission, Dilworth City Commission)

702 Local Planning Assistance

Status: 25% Complete

- Followed up with 2025 SS4A award needs for rural Midwest trauma BloodSync network
- Attended to miscellaneous local planning assistance needs
- Attended Dilworth City commission and planning commission meetings for final adoption
- Document development
- Attended meetings with BNSF consultants and City of Dilworth regarding potential rail overpass project
- Assisted with miscellaneous planning including the Metro-wide neighborhood map
- Participated in meetings reviewing materials and formulating comments on how developments would impact the transportation network

703 Casselton Hwy 18 Turn Analysis

Status: 25% Complete

- Coordination with stakeholders
- Attended SRC meeting on March 16th
- Developed project schedule and SRC member list
- Coordinated video processing for turning movement counts
- Worked with NDDOT on eligibility of traffic count vendor
- Developed outline of study document
- Developed document text, maps, figures
- Set out traffic cameras for intersection turning movement counts

- Turning movement counts for turn lane warrant analysis
- Coordinated & held SRC meeting on March 16th
- Trip generation analysis

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800 General Administration

Task 700	Local Planning Assistance		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	31%	25%
Staff Hours	Programmed	Expended		
2026	\$322,780.92	\$		

Objective: To provide for the efficient administration of Metro COG programs; compliance with federal, state and local regulations; administer human resources and benefits responsibilities; and report on activities of the agency. Estimated staff hours and budget for vacation, sick leave, holidays and other leave is included in the total assigned staff hours and budget for this category of the UPWP.

801 General Administration, Management, IT, and Secretarial

Status: 25% Complete

Administrative

- Received and recorded invoices, checks, and correspondence; submitted to Christy Eickhoff for accounting/payroll
- Mailed invoices, invoice payments, correspondence, etc.
- Prepared purchase orders for office supply procurement, kept rolling total of dollars spent
- Ordered office supplies and maintained inventory
- Updated payroll as necessary
- Prepared for, attended and participated in weekly Staff Meetings
- Prepare, process and review bi-weekly payroll
- Prepared and submitted bi-weekly timesheets for review and approval
- Scanned approved timesheets
- Update Monthly reports
- Title VI Training Videos

- Attend to daily emails, voicemails, and document organization
- Timesheets
- Attended Staff meetings
- Organize files
- Regular and ongoing file maintenance and organization
- Attended project management meetings
- Printer troubleshooting
- Completed self-evaluation and annual performance review
- Coordinated StreetLight license renewal
- Review and forward emailed information regarding NDDOT's Transportation Connection
- Interviews and reviewed resumes for new Planner position
- Coordination with IT for firewall issue

Management

- Various discussions and consultations with State MPO liaison on various MPO topics
- Prepare agendas for and facilitate bi-weekly Metro COG staff meetings
- Prepare agendas for and facilitate bi-weekly Metro COG project manager meetings
- Review and approve bi-weekly timesheets; prepare monthly timesheet reports for NDDOT reimbursement requests
- Prepare and process bi-weekly payroll and distribute paystubs to staff
- Regular one-on-one check-in meetings with staff
- Prepare reference sheet for timecode use
- Added and updated timecodes to timekeeping software
- Completed annual performance evaluations as needed
- Conducted bi-weekly performance meetings with staff
- Conducted interviews for Assistant Transportation Planner for TIP
- Prepared offer of employment for Assistant Transportation Planner for TIP
- Completed hiring process for Assistant Transportation Planner for TIP
- Review BASICS Act and attend webinar from NLC, AMPO and others

IT Management

- IT assistance from Eide Bailly for various computer and system issues
- Software application coordination
- Review various transportation and office software applications for compatability and annual budgeting, including StreetLight, Urban SDK, Remix-VIA and NPMRDS
- Service calls for VPN update on laptop for remote work and retrieval of archived emails
- Coordinate with staff and outside resources for ADA website compliance
-

802 Financial Budgeting and Tracking

Status: 25% Complete

- Revise and update time codes in timekeeping software for new year
- Review and approve bills and invoices for payment processing
- Review and approve purchase orders
- Review and approve monthly bank and credit card statements
- Renew Sam.gov entity registration; also updated administrator rights and other information
- Prepared and sent out invoices for local jurisdictions' 2026 annual dues and 2026 local match for projects
- Review and approve monthly NDDOT reimbursement request packet
- Review and finalize updated Annual Report to NDDOT and FHWA
- Review and approve invoices and bills for payment
- Reconcile bank and credit card statements
- Prepare and submit NDDOT reimbursement requests

803 Professional Development, Education, and Training

Status: 25% Complete

- Participated in the MnDOT Capital Program Training on February 26
- Attended ND Transportation Conference March 10th & 11th
- TDM-CP Certification Information

- Rethinking Transit in America's Fastest-Growing Cities Webinar – January 22nd
- Safe Kids Fargo-Moorhead ATV/Road/Farm Safety Committee Meeting – January 29th
- Attended various webinars and training sessions for professional development and certificate maintenance
- Attended MnDOT Capital Program Training on February 26 at the MnDOT St. Cloud Training Center
- Completed 2 CFR 200 training courses through NHI/Blackboard on-line platform
- Completed the Basic Involvement in Transportation Decision Making training course through NHI/Blackboard on-line platform
- Completed the Statewide and Metropolitan Transportation Programming training course through NHI/Blackboard on-line platform
- Participated in NDDOT AASHTOWare Safety platform training
- Booked reservations for upcoming conference
- Attended ND Transportation Conference on March 10th – 11th
- Participated in ND Traffic Operations Roundtable on March 18th – 19th
- Inclusive and Accessible Transportation for All
- MN 2030 Census Kickoff

900 Publications, Public Information, and Communications

Task 900	Publications, Public Information, and Communications		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	16%	25%
Staff Hours	Programmed	Expended		
2026	\$12,600.14	\$		

Objective: To publicize Metro COG activities and accomplishments to Metro COG member jurisdictions, state and local officials, and the public. To provide transportation related information and data to public and private sector representatives. To maintain contact databases and inventories of media resources and agency contact information.

902 Website and Social Media

Status: 25% Complete

- Update website with project data
- Updated website with current Policy Board, TTC, and MAT Coordinating Board packets
- Updated social media account as necessary
- Updated Metro COG website as necessary
- Update and Maintain Website calendar as necessary
- Assisted with website maintenance and posted upcoming news and events
- Updated the general directory of Metro COG stakeholders for MailChimp campaigns
- Assisted with miscellaneous MailChimp maintenance

1000 Community Planning and Technical Assistance

Task 1000	Community Planning & Technical Assistance		Percent Billed	Task Percent Complete
Task Start/End	2026	1Q 2026	69%	25%
Staff Hours	Programmed	Expended		
2026	\$5,300.62	\$0		

Objective: To provide technical planning assistance to local jurisdictions and perform various contracted planning functions to be funded entirely with funding provided by local jurisdictions.

1001 Cass-Clay Food Systems Advisory Commission

Status: 25% Complete

- Prepared the agenda and packet materials for the January and March Cass Clay Food Commission meeting
- Transcribed minutes from the Cass Clay Food Commission meetings
- Prepared for and participated in miscellaneous steering committee meetings