

**480th Meeting of the
FM Metro COG Transportation Technical Committee
Thursday, December 14th, 2017 – 10:00 am
Metro COG Conference Room**

Members Present:

Jonathan	Atkins	City of Moorhead Traffic Engineer
Randy	Carlson	Clay County Highway Department
James	Dahlman	Interstate Engineering/City of Horace (alternate for Russ Sahr)
Jeremy	Gorden	City of Fargo Transportation Engineering
Michael	Johnson	NDDOT – Local Government Division (via telephone)
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Aaron	Nelson	City of Fargo Planning (alternate for Jim Gilmour)
Michael	Maddox	Metro COG
Mary	Safgren	MnDOT – District 4 (via telephone)
Tim	Solberg	City of West Fargo Planning (alternate for Larry Weil)
Tom	Soucy	Cass County Highway Engineer (alternate for Jason Benson)
Brit	Stevens	NDSU – Transportation Manager
Stan	Thurlow	City of Dilworth Planner
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	West Fargo Public Works (alternate for Chris Brungardt)

Members Absent:

Jason	Benson	Cass County Highway Engineer
Julie	Bommelman	City of Fargo, MATBUS
Chris	Brungardt	West Fargo Public Works
Hali	Durand	Cass County Planner
Jim	Gilmour	City of Fargo Planner
Kim	Lipetsky	Fargo Cass Public Health
Tim	Magnusson	Clay County Planner
David	Overbo	Clay County Engineer
Russ	Sahr	City of Horace Planning
Mark	Vaux	GFMEDC
Larry	Weil	City of West Fargo Planning

Others Present:

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Dan	Farnsworth	Metro COG
Matthew	Huettl	HDR
Jeff	Lansink	Houston Engineering
Savanna	Leach	Metro COG
Brent	Muscha	Apex Engineering
Anna	Pierce	Metro COG
Adam	Ruud	Houston Engineering
Jordan	Smith	MATBUS

1. CALL TO ORDER AND INTRODUCTIONS

The meeting was called to order at 10:00 am, on December 14th, 2017 by Interim Chairman Maddox. A quorum was present.

2. Approve the 480th TTC Meeting Agenda

Interim Chairman Maddox asked if there were any questions or changes to the 480th TTC Meeting Agenda.

Motion: Approve the 480th TTC Meeting Agenda.

Ms. Van Beek moved, seconded by Mr. Wolter.

MOTION, PASSED. 16-0.

Motion carried unanimously.

3. APPROVE November 9th, 2017 TTC MEETING MINUTES

Interim Chairman Maddox asked if there were any questions or changes to the November 9th, 2017 TTC Meeting Minutes.

Motion: Approve the November 9th, 2017 TTC Minutes.

Mr. Wolter moved, seconded by Mr. Atkins.

MOTION, PASSED. 16-0.

Motion carried unanimously.

4. Public Comment Opportunity

No public comments were made or received.

No MOTION

5. Metro COG Staffing Update

Interim Chairman Maddox introduced newly hired planning assistant, Anna Pierce. At the November TTC meeting, the recommendation for hiring an additional planner was passed, and the Policy Board passed approval. Luke Champa was the second choice for the original planning position opening, filled by Ms. Pierce. An offer was extended to Mr. Champa for the new position opening, and he accepted. His tentative start date is February 1st, 2018, pending UPWP amendment.

Mr. Maddox also provided a brief update on the Executive Director status.

No MOTION

6. 2018 TTC and Policy Board Meeting Dates

Interim Chairman Maddox presented the 2018 TTC and Policy Board meeting schedules. Once approved, the schedule will be posted in the newspaper of record, the Forum.

Motion: Favorable recommendation to approve the proposed 2018 TTC and Policy Board meeting schedules, to be published in the newspaper of record.

Mr. Solberg moved, seconded by Mr. Gorden.

MOTION, PASSED. 16-0.

Motion carried unanimously.

7. Metro COG 2045 LRTP Consultant Selection and Contract

Interim Chairman Maddox presented the consultant selection recommendation for the 2045 Long Range Transportation Plan. Out of four candidates, HDR was chosen as the top-ranking consulting firm. Mr. Maddox went through the draft scope of services, as well as optional tasks that may also be included. Street Light data is one of the options. Ms. Safgren stated that MnDOT has a current license for such data acquisition, and will check to see if it covers the MPO area.

***Motion:* Favorable recommendation to approve the selection and to enter into contract with HDR to complete the 2045 Long Range Transportation Plan**

Mr. Thurlow moved, seconded by Mr. Gorden

***MOTION:* Passed. 16-0.**

Motion carried unanimously.

8. Auditing Services Consultant Selection and Contract

Ms. Leach presented the consultant selection recommendation for the Auditing Services for 2017, 2018, and 2019. Only one firm sent a proposal, Brady Martz, which is the firm Metro COG has worked with in the past.

***Motion:* Favorable recommendation of the selection of Brady, Martz and Associates for Contracted Auditing Services for 2017, 2018, and 2019 pending contract negotiations to finalize the scope and fee, and the development of a final contract document.**

Mr. Atkins moved, seconded by Mr. Soucy.

***MOTION,* Passed. 16-0.**

Motion carried unanimously.

9. Prioritize Transportation Alternative (TA) Applications

Mr. Farnsworth presented the final ND/MN TA grant application scoring as recommended by the Bicycle/Pedestrian Committee.

Mr. Atkins questioned why the Heartland Trail is considered a “major trail” as it has not yet been built. He also commented that the Moorhead bicycle trail will extend past the 60th avenue bridge, and that it should receive mobility scoring, as it will be built according to ADA standards.

Mr. Solberg noted that the Bicycle/Pedestrian committee recommendations are not always used by MnDOT, whereas NDDOT usually adopts the Metro COG prioritization. Ms. Safgren stated that the MnDOT uses a scoring system based for the whole area.

***Motion:* Favorable recommendation of the scoring and ranking of the Transportation Alternatives (TA) grant applications as listed, with recommended revisions.**

Mr. Atkins moved, seconded by Mr. Solberg.

***MOTION,* Passed. 16-0.**

Motion carried unanimously.

10. Metro COG UPWP Amendment #5

Mr. Maddox presented Amendment #5 to the 2017 UPWP. The amendment is two-fold: one to compensate for the addition of a second planning assistant, and to reconcile for end-of-year financial balance. There is also the carryover of 2017 projects.

Ms. Van Beek commented that she believes there is not enough time dedicated to transit planning, where the bicycle/pedestrian committee has almost twice the dedicated hours. She also brought up a possible area Transit Authority, which will need time dedicated for studying and planning.

Motion: Favorable recommendation for approval of the proposed Amendment #5 to the 2017 UPWP.

Mr. Gorden moved, seconded by Mr. Wolter.

MOTION, Passed. 16-0.

Motion carried unanimously.

11. Agency Updates

Each jurisdiction presented updates.

12. Adjourn

The 480th Regular Meeting of the TTC was adjourned on December 14th, 2017 at 10:58 a.m.

THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD January 11th, 2017, 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Secretary