

**457<sup>th</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, January 14, 2016 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Shawn	Anderson	MN Universities Representative
Jason	Benson	Cass County
William	Christian	Metro COG
Jeremy	Gorden	Fargo
Michael	Johnson	NDDOT
Kim	Lipetzky	Bicycle / Pedestrian Representative
Dave	Overbo	Clay County
Brit	Stevens	ND University Representative
Lori	Van Beek	Moorhead Transit
Mark	Vaux	Economic Development
Larry	Weil	West Fargo
Mark	Wolter	Freight Representative
Jon	Atkins	Moorhead
Aaron	Nelson (proxy for Jim Gilmour)	Fargo

**Members Absent:**

Chris	Brungardt	West Fargo
Hali	Durand	Cass County
Jim	Gilmour	Fargo
Tim	Magnusson	Clay County
Mary	Safgren	MnDOT
Julie	Bommelman	Fargo Transit
Stan	Thurlow	Dilworth
Tom	Trowbridge	Moorhead

**Others Present:**

Adam	Altenburg	Metro COG
David	Burns	Metro COG
Dan	Farnsworth	Metro COG
Michael	Maddox	Metro COG
Nakhaly	Swearingen	Metro COG
Mathew	Huettl	HDR
Josh	Hinds	Bolton & Menk

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:06 am, on January 14, 2016 by Chairman Christian. Introductions were made. A quorum was present.

**2. APPROVE December 10, 2015 TTC MEETING MINUTES**

Chairman Christian asked for any questions for the December 10, 2015 TTC Meeting Minutes.

***Motion: Approve the December 10, 2015 TTC Minutes.***

***Mr. Overbo moved, seconded by Mr. Benson.***

***MOTION, PASSED***

**Motion carried unanimously. Vote of 14-0**

**3. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**4. Bicycle Wayfinding Signage Study Final Report**

Mr. Maddox stated that at last month's meeting, a small presentation on the Bicycle Wayfinding Signage study was given. The Bicycle Signage study is a study to put signage along bicycles routes within the Fargo-Moorhead region. The report details facilities that are preferred routes for signage to be placed, destinations that could be signed for, locations of signs and locations of kiosks. The committee is comprised of engineers and planners from the local jurisdictions along with representatives from the park districts. Mr. Maddox also stated to the committee that the staff report includes a link to the study, and due to the lengthy report, no printed report was distributed, but information can be pulled from the website provided.

Mr. Maddox stated that we are looking for a positive recommendation for adoption of the study. The study right now would be a stand-alone technical memorandum, but with the upcoming update to the Bicycle and Pedestrian Plan, the study could become part of the Plan. Mr. Maddox opened the floor for questions or comments.

Mr. Maddox stated that each jurisdiction is responsible for their own implementation; however Metro COG could update the kiosk maps. Discussion and opinions were made by committee members in reference to the number of signs and locations of signs. Mr. Weil expressed his enthusiasm on the project and Mr. Vaux agreed. Mr. Maddox stated that almost all signed routes are comprised of existing bicycle/pedestrian facilities. The signs are suggestions of the preferred routes. Mr. Christian asked for any additional questions or comment. No comments were made or received.

***Motion: Move for recommendation of approval of the Bicycle Wayfinding Signage Study Final Report to the Metro COG Policy Board.***

**Mr. Gorden moved, seconded by Mr. Atkins.**

***MOTION, PASSED***

**Motion carried unanimously. Vote of 14-0**

**5. 2016-2019 Transportation Improvement Program Amendment #3**

Mr. Maddox stated that Metro COG was approached by the City of Fargo to make two amendments to the 2016-2019 Transportation Improvement Program (TIP):

**a. Project #415011, Construction of a Shared Use Path along 40<sup>th</sup> Ave South from 18<sup>th</sup> Street to Drain 27 (Fargo).**

Mr. Maddox stated that this amendment is regarding adjusting of the pricing for the planned project. This is a non- federal funding project but it increases the monetary scope of the project, hence the amendment.

**b. Addition of Project #4162655, Installation of median crossovers on I-29 near Drain 27 (Fargo).**

Mr. Maddox stated that this project, and as instructed by NDDOT was asked to be included in the amendment although this is 100% locally funded. Mr. Maddox asked for discussions or comment. No public comments were made or received.

***Motion: Pending public comment, Metro COG requests a favorable recommendation to the Policy Board for approval of the proposed Amendment #3 to the 2016-2019 TIP.***

**Mr. Weil moved, seconded by Mr. Gorden.**

**MOTION, PASSED**

**Motion carried unanimously. Vote of 14-0**

**6. Metro COG Title VI Annual Report**

Mr. Burns presented the 2015 Title VI Annual Report, stating that while Metro COG has historically met the annual federal reporting requirements, this was the first time the agency has produced a comprehensive report. The report is similar to publications produced by larger planning organizations, and includes a number of features not previously reported on by Metro COG. Mr. Burns provided a brief overview of the report, stating that it is intended to provide a summary of the following:

- Policies guiding Metro COG's Title VI Program;
- The demographics of Fargo - Moorhead Metropolitan area;
- Environmental Justice areas and Limited English Proficiency population within the Metro COG Planning Area Boundary;
- Demographic of Metro COG staff and Policy Board members;
- An accomplishment report for both administrative/oversight as well as metropolitan transportation planning process activities for the 2015 calendar year; and
- The 2015 Public Participation database report.

Mr. Burns asked for the TTC to provide any questions or comments on the draft report. Mr. Johnson asked if the report included information on demographics. Mr. Burns confirmed that the report tracks the demographics of the area as well as the environmental justice areas. Ms. Lipetzky asked if the meetings that are in the report included all meetings that occurred over the course of 2015. Mr. Burns confirmed that it included every public meeting for 2015. Ms. Lipetzky needed clarification on which types of meetings are included in this report as the Food Commission Meetings are held every month and didn't appear to be included in the report. Mr. Christian clarified that it only included scheduled public meetings that are advertised to the public. Ms. Lipetzky asked if the Food Commission meetings should then be included in this report. Mr. Burns and Mr. Christian agreed to look into whether the Food Systems Advisory Commission should be included and update the report if necessary.

Ms. Van Beek stated that MAT Coordinating Board information should be included in the report as well. Mr. Burns stated that we will double check to make sure that all pertinent info is included in the database and will update the database if any necessary public meetings are missing. Further discussions were made as to which techniques appear to be most effective in promoting high public turnout and soliciting public input.

***Motion: Forward to the Policy Board a favorable recommendation to approve the 2015 Title VI Annual Report.***

**Mr. Atkins moved, seconded by Ms. Van Beek.**

**MOTION, PASSED**

**Motion carried unanimously. Vote of 14-0**

**7. Metro COG Draft 2015 4<sup>th</sup> Quarter Report and UPWP Adjustment**

Mr. Christian informed the committee on the overall budget for 2015. He stated that overall Metro COG is under budget for 2015. Two UPWP work elements, 700-Bicycle, Pedestrian, Transit Plan and 800 – Admin/Internal Management exceeded their budgeted amounts. Mr. Christian is requesting a budget adjustment to move funds from work element 600 – Transportation Tech Assistance/Sub Area Plan to cover the overages in these two categories. Also, under Personnel costs, Misc. Payroll came in over anticipated budgeted amounts. Staff is also recommending that funds from Payroll (6560) be moved to this category to cover the overage.

Mr. Christian stated that attached is the 4<sup>th</sup> quarter report which, as usual, feeds into the Annual Report. Once the UPWP adjustment is approved by the Policy Board, the report will be updated and forwarded to appropriate personnel. Mr. Christians asked for comments or questions.

***Motion: Favorable recommendation to the Policy Board to approve the proposed 4<sup>th</sup> Quarter Report and UPWP adjustment.***

**Mr. Overbo moved, seconded by Mr. Benson.**

**MOTION, PASSED**

**Motion carried unanimously. Vote of 14-0**

**8. Other Business**

Mr. Benson stated that this morning, at the State of the Cities meeting, Dilworth Mayor Olson mentioned Metro COG and was glad for the work that they do for the community. Mr. Christian extended his gratitude.

In other business Ms. Van Beek informed the Committee that MATBUS will be adding a new 40 foot bus this week.

**9. Adjourn**

The 457<sup>th</sup> Regular Meeting of the TTC was adjourned on January 14, 2016 at 10:34 am.

**10. THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD February 11, 2016 10:00 A.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.**

Respectfully Submitted

Nakhaly Swearingen  
Executive Secretary