

# Agenda Item A-3, Attachment 1

**541<sup>st</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, May 18<sup>th</sup>, 2017 – 4:00 pm**  
**Metro COG Conference Room**

**Members Present:**

Roger	Buscher	Moorhead Planning Commission
Brenda	Elmer	Moorhead City Council
Shara	Fischer	Fargo Planning Commission (Alternate for Tony Grindberg)
Chuck	Hendrickson	Moorhead City Council (Alternate for Steve Gehrtz)
John	Gunkelman	Fargo Planning Commission (Alternate for Tony Gehrig)
Sharon	May	Horace City Commission
Jenny	Mongeau	Clay County Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Members Absent:**

Dave	Piepkorn	Fargo City Commission
Arland	Rasmussen	Cass County Commission
Jan	Ulferts Stewart	Fargo Planning Commission

**Others Present:**

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo
Jenna	Wilm	City of West Fargo

**A1. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 pm, on May 18<sup>th</sup>, 2017 by Chair Elmer, noting a quorum was present. Introductions were made.

**A2. Approve Order and Contents of Overall Agenda, approved**

Chair Elmer asked for approval for the overall agenda.

***MOTION:* Approve the contents of the Overall Agenda of the May 18<sup>th</sup>, 2017 Policy Board Meeting.**

**Mr. Gunkelman moved, seconded by Mr. Buscher.**

***MOTION*, passed. 12-0.**

**Motion carried unanimously.**

**A3. Past Meeting Minutes, approved**

Chair Elmer asked for approval of the Minutes of the April 20<sup>th</sup>, 2017 Meeting.

***MOTION: Approve the April 20<sup>th</sup>, 2017 Policy Board Meeting Minutes.***

**Mr. Spaulding moved, seconded by Mr. Wentz.**

***MOTION, passed. 12-0.***

**Motion carried unanimously.**

**A4. Monthly Bills, approved**

Chair Elmer asked for approval of the May 2017 Bills as listed on Attachment 1.

***MOTION: Approve the May 2017 Bills List.***

**Mr. Gunkelman moved, seconded by Ms. Mongeau.**

***MOTION, passed. 12-0.***

**Motion carried unanimously.**

**B. CONSENT AGENDA**

**B1. Chair Elmer asked for approval of Items 1-4 on the Consent Agenda.**

1. April 2017 Month End Budget Report
2. 2017-2020 Transportation Improvement Program Amendment #5
3. 52<sup>nd</sup> Avenue South Cooperative Planning and Environmental Report RFP
4. Transit Software Purchase Contract with ReMix Software, Inc.

No discussion.

***MOTION: Approve Items 1-4 on the Consent Agenda.***

**Mr. Schneider moved, seconded by Mr. Simmons.**

***MOTION, passed. 12-0.***

**Motion carried unanimously.**

**C. REGULAR AGENDA**

**C1. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**C2. Moorhead ADA Transition Plan Consultant Recommendation**

Bill Christian presented SRF Consulting as the recommended consultant for the Moorhead ADA Transition Plan. SRF Consulting and Bolton & Menk were both interviewed on May 5<sup>th</sup>, 2017, with SRF Consulting having the highest total average score and ranking. Mr. Christian assured the board that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum.

Kevin Spaulding asked where SRF Consulting is based out of, Mr. Christian advised that SRF Consulting is based out of the Minneapolis, MN metro area, but most of the work will be done by the local branch, which is located across the hall from the Metro COG office.

**MOTION: Approve contract negotiations with SRF Consulting Group to complete the Moorhead ADA Transition Plan, to finalize the scope and fee, and enter into a final contract.**

**Ms. Mongeau moved, seconded by Ms. May.**

**MOTION, passed. 12-0.**

**Motion carried unanimously.**

**C3. Cass County Comprehensive and Transportation Plan Consultant Recommendation**

Adam Altenburg presented KLJ Engineering as the recommended consultant for the Cass County Comprehensive and Transportation Plan. KLJ and SRF Consulting were both interviewed on May 4<sup>th</sup>, 2017, with KLJ Engineering having the highest total average score and ranking. Mr. Altenburg assured the committee that the NDDOT gave permission to move forward with two consultants, when three is the normal minimum. The sealed cost proposal submitted by KLJ Engineering revealed a total of \$149,980.98; 19.5% Metro COG and 80.5% Cass County. Final contract negotiations are scheduled for May 22<sup>nd</sup>, 2017.

John Strand asked when the study will commence in relation to the construction of the diversion. Mr. Altenburg answered that the study will move forward with assumption that the diversion will move forward. Chair Elmer reminded the board that multiple contracted studies approved by the board already are moving forward with similar assumption. Mark Wentz also reminded the board that this study is encompassing Cass County; working with townships and land use, etc., and the diversion is a small portion of the study as a whole.

**MOTION: Approve contract negotiations with KLJ Engineering to complete the Cass County Comprehensive and Transportation Plan, to finalize the scope and fee, and enter into a final contract.**

**Mr. Simmons moved, seconded by Mr. Wentz.**

**MOTION, passed. 10-2. Mr. Spaulding and Ms. Mongeau voted no against the motion.**

**Motion carried.**

**C4. 17<sup>th</sup> Avenue South Corridor Study Consultant Recommendation**

Dan Farnsworth presented KLJ as the recommended consultant for the 17<sup>th</sup> Avenue South Corridor Study. Four firms were interviewed on May 5<sup>th</sup>, 2017, with KLJ Engineering having the highest total average score and ranking. The sealed cost proposal submitted by KLJ Engineering revealed a total for \$199,883.01: 80% Federal CPG, 20% Fargo local share.

John Strand noted that the bids for this study, and others, have been coming in just under the budgeted amounts. Mr. Strand questioned if the budget is revealed to the consulting firms prior to proposal submission. Mr. Farnsworth answered that the budgeted amounts are usually identified in the RFPs, but reminded the board that all cost proposals are sealed until after a firm is selected. This process ensures that the firms are chosen for qualifications and project outlines, and not by lowest bidder.

**MOTION: Approve contract negotiations with KLJ Engineering to complete the 17<sup>th</sup> Avenue South Corridor Study, to finalize the scope and fee, and enter into a final contract.**

**Ms. Fischer moved, seconded by Mr. Gunkelman.**

**MOTION, passed. 12-0.**

**Motion carried unanimously.**

**C5. Discussion on NDDOT CPG Funding Formula**

Bill Christian advised that following the Executive Committee meeting held the previous day (Wednesday, May 17<sup>th</sup>, 2017), that the discussion on the NDDOT CPG Funding formula be tabled until next month. This will allow Metro COG staff to discuss further with NDDOT and the MPOs from Bismarck and Grand Forks beforehand.

Mr. Christian provided a quick background on the current funding formula, and that the Executive Committee ultimately agreed that the funding formula does not need to be changed at this time. Mr. Christian will be comprising a letter, to be signed by the Policy Board chair, questioning why the formula needs to be changed, for further information on their request, and what possible repercussions may follow should the MPOs not come to an agreement on funding formula change. NDDOT has stated that it would be preferable if the MPOs came to an amicable agreement, but may make a decision should any disagreement, or lack of consensus occurs.

Chair Elmer pointed out that the mock-up formula change numbers provided at the Executive Committee meeting showed that both Grand Forks and Bismarck MPOs stand to gain, whereas Metro COG will take a considerable hit in funding. Discussion also included the consideration of Minot as a prospective MPO.

***MOTION: Table the discussion until June 2017 Policy Board Meeting***

***Mr. Simmons moved, seconded by Ms. Mongeau.***

***MOTION, passed. 12-0.***

***Motion carried unanimously.***

**Jenny Mongeau left the meeting at 4:31pm.**

**C6. Memorandum of Understanding with West Fargo Human Resources**

Bill Christian presented a Memorandum of Understanding (MOU) with the City of West Fargo, for their Human Resources (HR) services. As it currently stands, Metro COG does not have an active HR available to staff. There was once a verbal understanding with the city of Fargo, but this is no longer active. The MOU outlines the relationship between Metro COG and the City of West Fargo's Human Resources department. This understanding will be provided at no-cost, and as an on-call service. The NDDOT would like to review the MOU before it is signed, but Mr. Christian does not foresee any issues.

***MOTION: Authorize the Policy Board Chair to sign on behalf of the Policy Board, the Memorandum of Understanding with West Fargo Human Resources.***

***Mr. Spaulding moved, seconded by Mr. Schneider.***

***MOTION, passed. 11-0.***

***Motion carried unanimously.***

**D. Additional Business**

Michael Maddox reminded the board of the upcoming River Keepers golf tournament, on June 19<sup>th</sup>, 2017.

**E. Adjourn**

***MOTION:* Adjourn the 541<sup>st</sup> Meeting of the FM Metro COG Policy Board  
Mr. Strand moved, seconded by Ms. May  
*MOTION, passed. 11-0.*  
Motion carried unanimously.**

The 541<sup>st</sup> Meeting of the FM Metro COG Policy Board held Thursday, May 18<sup>th</sup>, 2017 was adjourned at 4:50 pm.

**F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD JUNE 15<sup>th</sup>, 2017, 4:00 P.M.  
AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE  
232, FARGO, ND.**

Respectfully Submitted,

Savanna Leach  
Executive Secretary