

The 653rd Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments THURSDAY, March 19, 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 February 19, 2026 Action Item
 - d. Approve March 2026 Accounts Payable (bills list) Action Item
2. Consent Agenda **Action Item**
 - a. February 2026 End-of-Month Report
 - b. Assistant Transportation Planner Offer of Employment
 - c. Title VI and Non-Discrimination Plan Complaint Log
3. Regular Agenda
 - a. Public Comment Opportunity Public Input
 - b. 2026-2029 TIP Amendment 3 **Action Item**
4. Additional Business Information Item
5. Adjourn

REMINDER: The next Metro COG Policy Board Meeting will be held
Thursday, April 16, 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.

652nd Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, February 19, 2026 – 4:00 PM

Members Present:

Duane	Breitling	Cass County Commission
Chuck	Hendrickson	Moorhead City Council (Left at 4:30 back by 4:45)
Denise	Kolpack	Fargo City Commission
Stephanie	Landstrom	Horace City Council
Nicole	Mattson	Moorhead City Council
Sebastian	McDougall	Moorhead City Council
Jenny	Mongeau	Clay Co. Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Mike	Reitz	MATBUS Representative
Dave	Steichen	Dilworth City Council
John	Strand	Fargo City Commission

Members Absent:

Rory	Jorgensen	West Fargo City Commission
Aaron	Murra	NDDOT Fargo District Engineer (<i>ex-officio</i>)
Art	Rosenberg	Fargo Planning Commission
Thomas	Schmidt	Fargo Planning Commission
Maranda	Tasa	Fargo Planning Commission
Michelle	Turnberg	Fargo City Commission
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
Matthew	Huettle	HDR

- 1a. MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**
The meeting was called to order at 4:00 PM, on February 19, 2026 by Chair Olson, noting a quorum was present.
- 1b. Election of Metro COG Chair and Vice Chair.**
This item was pulled from the agenda.

1c. Approve Order and Contents of Overall Agenda, striking 1b. Election of Metro COG Chair and Vice Chair, approved

Chair Olson asked for approval for the overall amended agenda.

MOTION: Approve the contents of the Overall Agenda of the February 19, 2026 Policy Board Meeting, striking 1b.

Ms. Mongeau moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

1d. Past Meeting Minutes, approved

Chair Olson asked for approval of the Minutes of the January 15, 2026 Meeting.

MOTION: Approve the January 15, 2026 Policy Board Meeting Minutes.

Mr. Piepkorn moved, seconded by Mr. McDougall

MOTION, passed

Motion carried unanimously.

1e. Monthly Account Payables (bills), approved

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

MOTION: Approve the February 2026 Accounts Payable List.

Mr. Hendrickson moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

2. CONSENT AGENDA

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

- a. January 2026 Month End Report
- b. Traffic Count Consultant Selection
- c. Socioeconomic Forecast Consultant Selection
- d. Regional Freight Plan Consultant Selection

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

Ms. Mattson moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were provided or received.

3b. Solicitation of ND & MN STBG Projects

Mr. Altenburg presented Amendment 1 regarding the North Dakota and Minnesota Surface Transportation Block Grant (STBG) projects.

The following list was analyzed and proposed by the Prioritization Committee and approved recommendation by the Transportation Technical Committee:

North Dakota STBG FY26

- City of Fargo: Reconstruction of 32nd Avenue from 15th Street to near University Drive S/Red River
 - Funds Requested: \$1,224,124

North Dakota STBG FY27

- City of West Fargo: Construction of shared use path and box culvert extension along Beaton Drive (currently programmed for FY29)
 - Funds Requested: \$1,440,000

North Dakota STBG FY30

- City of West Fargo: Reconstruction of 13th Avenue from Sheyenne Street to 9th Street E, including pedestrian underpass between 3rd and 6th Street E
 - Funds Requested: \$5,773,728
- City of West Fargo: Construction administration for 13th Avenue reconstruction project
 - Funds Requested: \$1,501,300
- City of Fargo: Reconstruction of 17th Avenue from 25th Street to 38th Street S, including reconstructing one sidewalk to a shared use path, two mini roundabouts (32nd and 34th Streets), and one traffic signal (38th Street)
 - Funds Requested: \$3,854,899

Minnesota STBG FY30

- City of Moorhead: Reconstruction of 34th Street from 12th to 24th Avenue S, including reconstruction of existing shared use path.

- Funds Requested: \$1,171,980

MOTION: Approve projects to be funded by North Dakota Surface Transportation Block Grant (ND STBG) and Minnesota Surface Transportation Block Grant (MN STBG) program funding in FY26, FY27, and FY30.

Ms. Mongeau moved, seconded by Ms. Mattson.

MOTION, passed

Motion carried unanimously.

3c. Solicitation of ND & MN TA Projects

Mr. Altenburg stated the Transportation Alternatives program provides federal funding dedicated to smaller-scale transportation projects that expand travel options and enhance community livability.

The following list was analyzed and proposed by the Bicycle and Pedestrian Committee on January 7, 2026 and analyzed by the Prioritization Committee on February 5, 2026. The Transportation Technical Committee approved recommendation to the Policy Board on February 12, 2026:

North Dakota TA FY26

- Cass County: Reconstruction of shared use path along CR81/University Drive between 54th and 88th Avenue S
 - Funds Requested: \$119,751

North Dakota TA FY30

- City of Fargo: Construction of low-level crossing over Drain 53 between 27th and 31st Street S
 - Funds Requested: \$937,420 (Funds Available: \$890,000)

Minnesota TA FY30

- City of Moorhead: Reconstruction of 34th Street from 12th to 24th Avenue S, including reconstruction of existing shared use path.
 - Funds Requested: \$450,000

MOTION: Approve projects to be funded by North Dakota Transportation Alternatives (ND TA) and Minnesota Transportation Alternatives (MN TA) program funding in FY26 and FY30.

Mr. McDougall moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

3d. North Dakota CRP Projects

Mr. Altenburg stated the Carbon Reduction Program is a federal initiative established by the Infrastructure Investment and Jobs Act (IIJA) providing federal funding over a five-year period to reduce transportation-related emissions.

The following list was analyzed and proposed by the Prioritization Committee and approved recommendation by the Transportation Technical Committee:

North Dakota CRP FY26

- City of West Fargo: Construction of Rectangular Rapid Flashing Beacons (RRFB) and pedestrian refuge island on 32nd Avenue W west of 5th Street W
 - Funds Requested: \$184,448
- Cass County: Reconstruction of shared use path along Cass Highway 81/University Drive S between 54th and 88th Avenue S
 - Additional Funds Requested: \$154,604

MOTION: Approve projects to be funded by North Dakota Carbon Reduction Program (CRP) funding in FY26.

Mr. Piepkorn moved, seconded by Ms. Landstrom

MOTION, passed

Motion carried unanimously.

3e. 2026-2029 TIP Amendment 2

Mr. Altenburg presented Amendment 2 regarding the 2026-2029 Transportation Improvement Program (TIP).

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

1. New Project 9260064: NDDOT District-Wide Pavement Markings – Various Highways (2026).
2. Modification of Project 4240010: Fargo reconstruction of 32nd Avenue S (2026). Adding additional redistributed STBG funding.

MOTION: Approve Amendment 2 to Metro COG's 2026-2029 Transportation Improvement Program (TIP).

Mr. Strand moved, seconded by Ms. Mongeau

MOTION, passed

Motion carried unanimously.

3f. 2026 UPWP Amendment 1

Mr. Griffith presented information stating the 2025 MNFTA funding allocation transfer was completed by NDDOT. A portion of the funds were applied towards the 2025 UPWP for year-end closeout and the balance of \$42,215 to be added to the 2026 UPWP. Most of the funds will be used to update Metro COG's Regional ITS Architecture, detailed in Agenda Item 3h. There needed to be a slight adjustment in staff hours due to the addition of the proposed Regional ITS Architecture project and some additional text added to the Casselton ND Hwy 18 Corridor Study.

The remaining funds will be applied to various CPG-eligible overhead expenses which have increased in recent years.

MOTION: Approval of Metro COG's 2026 Unified Planning Work Program & Budget Amendment 1 as presented, with the inclusion of any minor revisions required by oversight agencies.

Ms. Kolpack moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

3g. 2026 NDDOT CPG Contract Amendment

Mr. Griffith stated Metro COG was notified in December by NDDOT that the MNFTA funding allocation transfer was completed. Metro COG opted to apply \$42,215 towards the 2026 UPWP.

With this increase, our funding will be \$1,557,712.31 for 2026. An amendment to the UPWP needed to be made first and then a contract amendment. The UPWP must be amended before the CPG Contract may be amended.

MOTION: Approval of the 2026 NDDOT CPG Contract Amendment and authorization for the Policy Board Chair and Executive Director to execute said document when it is made available for signature.

Ms. Kolpack moved, seconded by Ms. Mattson

MOTION, passed

Motion carried unanimously.

3h. ATAC-Regional ITS Architecture Update Addendum

Mr. Griffith stated the Advanced Traffic Analysis Center (ATAC) at NDSU updates Metro COG's Regional Intelligent Transportation Systems (ITS) every 4-5 years. It was last updated in 2022 but with the receipt of additional funds, it would be good to complete earlier in preparation for

the 2055 Metropolitan Transportation Plan. He noted that both the UPWP and CPG Contract must be amended before Metro COG could execute the ATAC contract addendum for the Regional ITS Architecture Project could begin.

Metro COG has budgeted \$36,200 for the project.

MOTION: Approval of the Regional ITS Architecture Update Contract Addendum to the ATAC-Metro COG Master Agreement and authorize the Executive Director to execute the Agreement, when appropriate.

Ms. Mattson moved, seconded by Ms. Landstrom

MOTION, passed

Motion carried unanimously.

3i. MN Safety Performance Measure (PM1)

Ms. Pavsek presented information regarding the MN Safety Performance Measure stating targets are established annually to assess the safety of users on public roadways. A five-year rolling average is used to form a trend.

There are five safety performance measures: Number of Fatalities, Rate of Fatalities per 100 million Vehicle Miles Traveled, Number of Serious Injuries, Rate of Serious Injuries per 100 million Vehicle Miles Traveled, and Number of Non-motorized Fatalities and Serious Injuries.

The performance is built into our STBG project scoring and how it impacts safety.

MOTION: Approval of support of MNDOT's PM1-Safety Performance Measure Targets for 2026.

Mr. Piepkorn moved, seconded by Mr. McDougall

MOTION, passed

Motion carried unanimously.

3j. ND Safety Performance Measure (PM1)

Ms. Pavsek presented information regarding the ND Safety Performance Measure stating targets are established annually to assess the safety of users on public roadways. A five-year rolling average is used to form a trend.

There are five safety performance measures: Number of Fatalities, Rate of Fatalities per 100 million Vehicle Miles Traveled, Number of Serious Injuries,

Rate of Serious Injuries per 100 million Vehicle Miles Traveled, and Number of Non-motorized Fatalities and Serious Injuries.

Fatalities have stayed consistent but serious injuries have increased.

MOTION: Approval of support of MNDOT's PM1-Safety Performance Measure Targets for 2026.

Mr. Strand moved, seconded by Mr. Breitling

MOTION, passed

Motion carried unanimously.

4. Additional Business

Executive Director Ben Griffith provided the following updates:

- Working on 2025 year-end close-out
- 2026 annual dues invoices were sent out last week
- Local match for planning projects related to the 2055 MTP will be sent out next week

NDDOT MPO Coordinator Will Hutchings reminded everyone of the 2026 Transportation Conference in Bismarck on March 10-11.

5. Adjourn

The 652nd Meeting of the FM Metro COG Policy Board held Thursday, February 19, 2026 was adjourned by Chair Olson at 4:53 PM.

Ms. Mattson moved, seconded by Ms. Landstrom

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD MARCH 19, 2026, 4:00 PM.

Respectfully Submitted,

Angela Brumbaugh
Office Manager

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance
American United Life Insurance Company						
	American United Life Insurance Company	04/01/2026	G00622518 04/26		04/11/2026	124.20
Total for American United Life Insurance Company						\$ 124.20
Balance Tax & Accounting (ACH)						
	Balance Tax & Accounting (ACH)	03/01/2026	6885		03/11/2026	1,650.00
Total for Balance Tax & Accounting (ACH)						\$ 1,650.00
Blue Cross Blue Shield Of ND						
	Blue Cross Blue Shield Of ND	04/01/2026	260313103955		04/30/2026	9,726.72
Total for Blue Cross Blue Shield Of ND						\$ 9,726.72
Cardmember Services						
	Indeed					382.69
	Forum Communications Company					310.69
	BCS Moorhead Community					110.00
	Amazon					51.70
	Zoom					47.97
	Column Public Notice					50.92
	USPS					78.00
	AMPO					708.98
	Microsoft					49.57
Total for Cardmember Services						\$ 1,790.52
Case Plaza LLC						
	Case Plaza LLC	04/01/2026	04/26 Rent		04/30/2026	7,885.41
Total for Case Plaza LLC						\$ 7,885.41
Eide Bailly LLP						
	Eide Bailly LLP	03/03/2026	SI00049973		03/13/2026	1,082.00
Total for Eide Bailly LLP						\$ 1,082.00
HDR Engineering Inc						
	HDR Engineering Inc	02/27/2026	1200804531		03/31/2026	3,101.92
Total for HDR Engineering Inc						\$ 3,101.92
Liberty Business Systems, Inc						
	Liberty Business Systems, Inc	03/11/2026	41473188		03/31/2026	182.93
Total for Liberty Business Systems, Inc						\$ 182.93

	Vendor	Date	Num	Memo/Description	Due Date	Open Balance
Metro COG Staff						
	Metro COG Staff	02/13/2026	160	Staff Money	02/13/2026	35.00
	Metro COG Staff	02/27/2026	161	Staff Money	02/27/2026	35.00
Total for Metro COG Staff						\$ 70.00
Midco Business						
	Midco Business	03/11/2026	16879260215286		03/21/2026	335.10
Total for Midco Business						\$ 335.10
Mutual of Omaha						
	Mutual of Omaha	04/01/2026	2057013495		04/11/2026	234.59
Total for Mutual of Omaha						\$ 234.59
ReadiTech						
	ReadiTech	03/01/2026	2586800 03/26		03/11/2026	122.75
Total for ReadiTech						\$ 122.75
Wex Health Inc						
	Wex Health Inc	02/28/2026	2322895-IN		03/10/2026	25.00
Total for Wex Health Inc						\$ 25.00
TOTAL						\$ 26,331.14

Payroll Liabilities

Federal Withholding	3,456.47
Federal Social Security - ee	1,791.32
Federal Social Security - er	1,791.31
Federal Medicare - ee	418.95
Federal Medicare - er	418.94
Minnesota Withholding	111.00
North Dakota Withholding	191.00
Health Savings	760.41
Employee IRA	1,143.94
Employer IRA	603.28
Total	\$ 10,686.62
Grand Total	\$ 37,017.76

Agenda Item 2a Attachment 1

Metro COG Month End Budget Summary February 2026			
Unified Planning Work Program			
Staff Time Categories	Budget⁴	Spent	% Spent
100 - Policy/Admin Forums	\$99,610.16	\$10,236.17	10.3%
200 - Contracted Planning Services	\$64,318.13	\$6,678.57	10.4%
300 - Federal Transportation Planning	\$243,859.10	\$24,285.11	10.0%
400 - Technical Transportation Data	\$159,747.70	\$25,237.71	15.8%
500 - Transit Planning	\$40,151.59	\$3,276.49	8.2%
600 - Bicycle & Pedestrian Planning	\$76,085.02	\$6,703.68	8.8%
700 - Local Planning Assistance	\$56,210.62	\$11,537.18	20.5%
800 - General Administration ¹	\$322,780.92	\$41,419.57	12.8%
900 - Publications, Public Info & Comms	\$12,600.14	\$1,561.89	12.4%
1000 - Community Planning (local only) ²	\$5,300.62	\$0.00	0.0%
Internal Program Subtotal	\$1,080,664.00	\$130,936.37	12.1%
800a - 800r - Overhead (Fed Elig.)	\$374,210.01	\$189,217.03	50.6%
801 - Overhead (local only)	\$3,800.00	\$26.49	0.7%
Sub Total Internal Program Operations	\$1,458,674.01	\$320,179.89	22.0%
1100 - Contracted Planning Services	\$540,192.00	\$5,944.31	1.1%
Summary of UPWP Costs	\$1,998,866.01	\$326,124.20	16.32%
Breakdown of Personnel Costs	Budget	Actual YTD	% Spent
Payroll Salaries	\$865,474.78	\$129,704.95	15.0%
Health, Vision, Dental Insurance ⁵	\$96,678.48	\$12,563.28	13.0%
Life & AD&D Insurance (Mutual of Omaha)/LTD	\$1,440.00	\$177.74	12.3%
Employer Simple IRA Contribution ³	\$25,415.09	\$2,426.56	9.5%
Payroll Tax Expense - FICA ³	\$66,240.56	\$8,910.13	13.5%
Employer HSA Contribution ³ / Monthly Fee	\$25,415.09	\$7,700.00	30.3%
Misc. Payroll, Recruitment		\$382.69	N/A
North Dakota Unemployment Insurance			N/A
Total	\$1,080,664.00	\$161,865.35	15.0%

¹Includes vacation, sick and holiday leave in addition to general administration

²Includes contracts with local entities (Assistance to Food Comm., Dilworth Comp Plan)

³Employer Contribution Only

⁵2026-2027 UPWP as Amended 02/19/2026

To: Policy Board members
From: Ben Griffith, AICP, Executive Director
Date: March 12, 2026
Re: **Assistant Transportation Planner Offer of Employment**

With the departure of Paul Bervik in September, Metro COG has a vacant Assistant Transportation Planner position. The vacancy was posted and we received over two dozen applications. Most were seeking visa sponsorship. I reviewed all the applications and presented what I felt were the top candidates to the interview team composed of Adam Altenburg, Dan Farnsworth, Michael Maddox and myself. We narrowed down the applicants to three top candidates and conducted interviews. Angela Brumbaugh also sat in on the interviews. Following the interviews and after lengthy internal discussions the candidates were ranked 1, 2 and 3.

Linghao (“Ling-how”) Zhang was our candidate of choice after one candidate withdrew his application due to a family health issue. Mr. Zhang is a foreign national who attended graduate school at Ohio State University and has been working as a transportation planner at a county planning department in Washington state for the past year. His current visa allows him to work in the U.S. until May of 2027, which cannot be extended. Mr. Zhang applied for permanent residency “before the election” and his Immigration Officer is hopeful that his application will be approved before the end of this year, but there are no guarantees. Talking internally with Metro COG staff, we feel that it is worth taking the risk of losing him if his visa issues are not resolved.

A foreign national job candidate presents challenges in hiring that others may not face, so we consulted with our HR Consultant as well as our Attorney. Both provided assistance in the hiring process, but since Metro COG does not sponsor visas, our Attorney provided verbiage in the offer letter tying his employment to his ability to maintain the proper work permits. This verbiage can be found in “Lawful Status” section of the offer letter near the bottom of the second page.

I presented the draft offer letter and application materials to the Executive Committee at their regular meeting on March 2. The Executive Committee authorized me to make a formal offer of employment to Mr. Zhang and if accepted, to present the signed offer letter to the Policy Board for final approval of his employment. The executed offer of employment letter is included with this memo for your reference.

Recommendation: Approve the hiring of Linghao Zhang as Assistant Transportation Planner at a Grade 13/Step 1, along with the standard package of benefits as detailed in the Offer of Employment.

March 3, 2026

Linghao Zhang
805 E 5th Street, Apt 203
Port Angeles, Washington 98362

Subject: Offer of Employment as Assistant Transportation Planner – TIP

Dear Mr. Zhang,

Thank you for your interest in the Assistant Transportation Planner – TIP position at Metro COG. As we have discussed, we believe your education, skills, experience and interest in learning will be a great addition to the organization. We are happy to offer you the position of Assistant Transportation Planner – TIP and look forward to your starting in the position. The following are terms of employment for your consideration:

1. You will hold the title of Assistant Transportation Planner – TIP with an annualized salary of \$71,672 (Grade 13/Step 1) for this position. Metro COG generally follows the pay grade ranges of the City of Fargo. While there are no guarantees of annual salary updates, Metro COG's Policy Board typically approves an increase to our pay ranges on an annual basis, effective January 1st after receiving feedback on the annual salary adjustments being implemented by the local jurisdictions in our region.
2. Annual salary step increases are implemented in the first pay period following your employment anniversary, provided you have been successfully carrying out the requirements of your position as determined by the Executive Director.
3. Metro COG health, dental and vision benefits are effective either the 16th or 1st of the month, dependent on your starting date of employment. Metro COG employees share in the cost of our individual insurance premiums based on percentages established by our Policy Board. The currently approved percentages result in employees covering 30 percent of health insurance coverage, 25 percent of dental coverage, and 30 percent of vision coverage, with Metro COG paying the remaining percentage.
4. Health Savings Account – Metro COG participates in a High-Deductible Health Plan through Blue Cross Blue Shield of ND currently. Metro COG will

match an employee's contribution into their Health Savings Account (through Wex) up to 50 percent of the deductible. This amount will be prorated for the remainder of 2026. The Single deductible for 2026 is \$3,400 and \$6,800 for family.

5. On-the-job training will be provided as well as opportunities to participate in on-line training, attendance at off-site training and other training opportunities as they become available.
6. Retirement Savings – Metro COG matches up to three percent (3%) of an employee's annual salary if the employee agrees to participate at the same or greater rate. Participation in the program is optional. Simple IRA Retirement Plan.
7. Life and Accidental Death and Dismemberment (AD&D) and Long-Term Disability Insurance – Metro COG provides a \$50,000 life insurance policy and a \$50,000 AD&D policy. These policies are active as of the first day of employment. Long Term Disability insurance is also provided as a benefit. Metro COG also offers participation in a Short-Term Disability Insurance policy, but the premium must be paid by the employee.
8. Employee Assistance Program – Metro COG provides each employee access to an Employee Assistance Program (EAP), which can help with financial problems, relationship or family difficulties, mental health, substance abuse or work conflicts. The program is strictly confidential.
9. Probationary Period - As with all Metro COG employees, your employment is subject to a six-month probationary period consistent with our employment policies. Your employment may be terminated by you or Metro COG at will and without cause during that period.
10. Lawful Status – As a condition of your employment with Metro COG, you are required to maintain lawful status in the United States and comply with all of the terms and conditions contained within your visa classification. If you fail to maintain your lawful status and/or fail to comply with the terms and conditions of your visa classification, you may be terminated from your position with Metro COG.
11. Vacation, Sick Leave, Compensation Time, and Holidays – Regular employees with less than three years of services will accumulate vacation time with pay at the rate of eight hours for each month of service (12 days per year). Regular employees also accrue sick leave at the rate of one day per month (12 working days per year). If an employee works extra

hours, the extra hours are recorded as compensation time. Comp time carries over from one pay period to the next if not used during the same pay period. A maximum of 40 hours may be accumulated. Metro COG employees are entitled to the following paid holidays:

- New Year's Day
- Presidents Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day (1/2 day)
- Christmas Day

Good Friday is considered a floating holiday, and if you decide to work that day, your vacation time will be credited with eight hours if not used during the pay period in which Good Friday occurs.

Our work week is from 8:00 AM – 5:00 PM (1-hour unpaid lunch) for a total of 40 hours. There may be some flexibility in the work schedule, with approval from the Executive Director.

As we discussed, Metro COG does not participate in any visa sponsorship programs. It is our understanding that your current OPT visa will expire in May of 2027. While your personal efforts to obtain permanent residency in the United States are certainly applauded, we are unable to provide any financial support for this endeavor.

Drug Free Workplace. Metro COG believes strongly in making the work environment of all employees free of drugs and the accompanying abuses. Further, the Drug-Free Workplace Act of 1988 mandates that federal contractors initiate and maintain a drug free workplace for their employees. Accordingly, all employees are informed as follows:

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace and employees found to have engaged in any of the above activities will be subject to disciplinary action, up to and including termination.

If the aforementioned terms meet with your approval, please indicate your acceptance with your signature in the space provided below and return it to me as soon as possible. On behalf of Metro COG, I look forward to working with you and helping you contribute to the success of our region, our agency, and your career. If you have any questions, please do not hesitate to contact me directly at 701-532-5103 or via e-mail at griffith@fmmetrocog.org.

Yours in public service,



Ben Griffith, AICP, Executive Director
FARGO-MOORHEAD METROPOLITAN COUNCIL OF GOVERNMENTS

I, Linghao Zhang, accept the terms of employment provided in this letter and I certify that I understand and will comply with these terms.


Signature


Date


Anticipated Starting Date

To: Policy Board
From: Ben Griffith, AICP, Executive Director
Date: March 12, 2026
Re: **Title VI and Non-Discrimination Plan Complaint Log**

On September 9, 2025, Metro COG was audited by NDDOT on its Title VI and Non-Discrimination Program. Although the audit resulted in no recommended corrective actions, one follow-up item requested that Metro COG annually sign and date its complaint log to document the number of complaints received each fiscal year.

Attachment 1 reflects Appendix E of Metro COG's Title VI and Non-Discrimination Plan. Any person who believes they have been subjected to discrimination on the basis of race, color, national origin, sex, age, disability, or limited English proficiency in Metro COG programs or activities may file a written complaint with Metro COG. Complaints must be signed and dated and submitted within 180 calendar days of the last alleged discriminatory action.

Metro COG received no Title VI complaints, investigations, or lawsuits in 2025. This signed complaint log will be incorporated into Metro COG's 2023 Title VI and Non-Discrimination Plan.

Requested Action: Accept the signed complaint log documenting that no Title VI complaints were received in 2025.

Title VI Complaint Log

The first line of the table, shaded in yellow, is an example of how to fill in the table when / if a complaint is received.

EXAMPLE	Name of Complainant		Date Requested		Basis of Complaint <small>(race, sex, color, age, national origin, disability, limited English proficiency, income status)</small>	Additional information regarding Complaint	Metro COG Response		
	<small>First Name, Last Name Address Phone Email</small>	Year	Month/ Day	Action			Status <small>(Active, pending comment, closed)</small>	Date Complaint Closed <small>MM/DD/YYYY</small>	
	John Doe 1234 This Town Rd Small Town, XX ##### xxx-xxx-xxxx local-part@domain.com	YYYY	MM/DD	Race		Translated document in entirety	Active	MM/DD/YYYY	

No discrimination complaints were received by Metro COG in 2023, 2024, or 2025.

Name (Type or Print) Ben Griffith	
Signature Ben Griffith	Date 3/12/2026

Digitally signed by Ben Griffith
 DN: cn=Ben Griffith, o=Fargo-Moorhead Metropolitan Council of Governments, ou, email=griffith@fmmetrocog.org, c=US
 Date: 2026.03.12 14:38:12 -05'00'

To: Policy Board
From: Adam Altenburg, AICP
Date: March 12, 2026
Re: **2026-2029 Transportation Improvement Program (TIP) Amendment 3**

The Fargo-Moorhead Metropolitan Council of Governments (Metro COG) will hold a public meeting both in person and virtually on Thursday, March 19, 2026 at 4:00 PM to consider public comments regarding a proposed amendment to the 2026-2029 Transportation Improvement Program (TIP) for the FM metropolitan area.

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.

See **Attachment 1** for more detailed project information.

At their regularly scheduled meeting on Thursday, March 12, 2026, the TTC unanimously recommended approval of TIP Amendment 3 to the Policy Board.

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

Lead Agency	Metro COG ID State Number	Project Year	Project Location	Length	Project Limits From To	Project Description	Improvement Type	Total Project Cost	Federal Revenue Source	Federal Revenue	State Revenue	Local Revenue	Other Revenue
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Amendment 3 - 2026-2029 Metro COG TIP

New and existing projects with changes

City of West Fargo	3263067	2026	32nd Avenue W			Construction of Rectangular Rapid Flashing Beacons (RRFB) and pedestrian refuge island west of 5th Street W	Safety	\$230,560	CRP	\$184,448		\$46,112	
Cass County	1250016 24418	2026	South University Drive		54th Avenue South 88th Avenue South	Reconstruction of shared use path along University Drive South Connected to MID 1250017 and 1260068.	Reconstruction	\$2,023,400 \$2,216,655	TA	\$850,000 \$969,750		\$468,400 \$348,650	\$705,000 \$898,255
Cass County	1263068	2026	South University Drive		54th Avenue South 88th Avenue South	Reconstruction of shared use path along University Drive South Connected to MID 1250016 and 1250017.	Reconstruction	\$193,255	CRP	\$154,604		\$38,651	
Cass County	1250017 24418	2027	South University Drive		54th Avenue South 88th Avenue South	Reconstruction of shared use path along University Drive South Connected to MID 1250016 and 1260068.	Reconstruction	\$705,000	TA	\$564,000		\$141,000	
City of Moorhead	5250002 144-135-020	2027 2028	34th Street	1.8	3rd Avenue North 28th Avenue North	**AC** : ON 34TH STREET, FROM 3RD AVE NORTH TO 28TH AVE NORTH, MILL AND OVERLAY AND CONSTRUCTION OF ROUNDABOUT AT 8TH AVENUE N (AC PROJECT, PAYBACK IN 2028) CONNECTED TO 5250004 5260065 AND 8260066.	Rehabilitation	\$2,443,260 \$4,243,260	STBG	\$1,093,040		\$1,350,220	\$1,093,040 \$1,800,000
City of Moorhead	5263065 144-135-022	2028	34th Street	1.8	3rd Avenue North 28th Avenue North	ON 34TH STREET, FROM 3RD AVE NORTH TO 28TH AVE NORTH, MILL AND OVERLAY AND CONSTRUCTION OF ROUNDABOUT AT 8TH AVENUE N CONNECTED TO 5250002 AND 8260066.	Safety	\$900,000	HSIP	\$750,000		\$150,000	
City of Dilworth	8263066 098-080-057	2028	34th Street	1.8	3rd Avenue North 28th Avenue North	ON 34TH STREET, FROM 3RD AVE NORTH TO 28TH AVE NORTH, MILL AND OVERLAY AND CONSTRUCTION OF ROUNDABOUT AT 8TH AVENUE N CONNECTED TO 5250002 AND 5260065.	Safety	\$900,000	HSIP	\$750,000		\$150,000	

Amendment 3 - 2026-2029 Metro COG TIP

Removal of existing projects

City of Moorhead	5250004 144-135-020AC	2028	34th Street	1.8	3rd Avenue North 28th Avenue North	**AC** : ON 34TH STREET, FROM 3RD AVE NORTH TO 28TH AVE NORTH, MILL AND OVERLAY (AC PAYBACK 1 OF 1) CONNECTED TO 5250002.	Rehabilitation	\$1,093,040	STBG	\$1,093,040			
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