

# Agenda Item A3, Attachment 1

**544<sup>th</sup> Policy Board Meeting**  
**Fargo-Moorhead Metropolitan Council of Governments**  
**Thursday, August 17<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
John	Gunkelman	Fargo Planning Commission (Alternate for Tony Grindberg)
Chad	Hendrickson	Moorhead City Council (Alternate for Steve Gehrtz)
Jenny	Mongeau	Clay County Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission (via phone)
Kevin	Spaulding	Dilworth City Council

**Members Absent:**

Tony	Gehrig	Fargo City Commission
Steve	Gehrtz	Moorhead City Council
Tony	Grindberg	Fargo City Commission
Sharon	May	Horace City Commission
Dave	Piepkorn	Fargo City Commission
Mark	Simmons	West Fargo City Commission
John	Strand	Fargo City Commission
Mark	Wentz	West Fargo City Commission

**Others Present:**

Adam	Altenburg	Metro COG
Dave	Burns	Metro COG
William	Christian	Metro COG
Dan	Farnsworth	Metro COG
Jim	Haney	Clay County Commission
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Bob	Walton	NDDOT – Fargo District

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

The meeting was called to order at 4:00 pm, on August 17<sup>th</sup>, 2017 by Chair Elmer, noting a quorum was not yet present. Introductions were made.

**A4. Monthly Bills, approved**

Since a true quorum was not yet present, Chair Elmer asked for approval of the August 2017 Bills as listed on Attachment 1. A quorum of only six is needed to pass the monthly bills.

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

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

***MOTION, passed. 7-0.***

***Motion carried unanimously.***

- C1. Public Comment Opportunity**  
No public comments were made or received.

***No MOTION***

- C6. 2016 Audit Final Report**  
Mr. Christian presented the 2016 Audit final report prepared by Brady Martz.

***MOTION: Review and File the final 2016 Audit.***  
***Ms. Mongeau moved, seconded by Mr. Buscher.***  
***MOTION, passed. 9-0. \****  
***Motion carried unanimously.***

**\*At 4:12 pm, Chuck Hendrickson joined the meeting, Rocky Schneider joined the meeting via teleconference.**

**At this point, a quorum was now present. Chair Elmer resumed the meeting according to the Agenda order.**

- 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 544<sup>th</sup> Policy Board Meeting.***  
***Mr. Spaulding moved, seconded by Mr. Hendrickson.***  
***MOTION, passed. 9-0.***  
***Motion carried unanimously.***

- A3. Past Meeting Minutes, approved**  
Chair Elmer asked for approval of the Minutes of the August 17<sup>th</sup>, 2017 Meeting.

***MOTION: Approve the August 17<sup>th</sup>, 2017 Policy Board Meeting Minutes.***  
***Mr. Rasmussen moved, seconded by Mr. Spaulding.***  
***MOTION, passed. 9-0.***  
***Motion carried unanimously.***

**B. CONSENT AGENDA**

- B1. Chair Elmer asked for approval of Item 1 on the Consent Agenda.**  
1. July 2017 Month End Budget Report

***MOTION: Approve Item 1 on the Consent Agenda.***  
***Mr. Spaulding moved, seconded by Ms. Fischer.***  
***MOTION, passed. 9-0.***  
***Motion carried unanimously.***

**C. REGULAR AGENDA**

**C2. MATBUS Transit Facility Analysis & Development Strategy Contract**

Mr. Maddox presented the contract between Metro COG and KLJ for the MATBUS Transit Facility Analysis and Development Strategy study. Mr. Maddox mentioned that the contract language includes revisions following the initial contract negotiations. Kimley-Horn, a sub-consultant, was added in place of a KLJ team member who has since left the agency. Language to clear up scope and hour breakdowns was also revised to ensure CPG eligibility.

The project had a not-to-exceed amount of \$250,000, the sealed cost proposal ended up at \$249,864.68. (\$199,891.74 CPG eligible, \$49,972.94 local match).

**MOTION: Approve MATBUS Transit Facility Analysis & Development Strategy Contract with KLJ, pending NDDOT approval.**

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

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

**C1. 52<sup>nd</sup> Avenue South Cooperative Planning and Environmental Report Contract**

Mr. Christian presented the contract between Metro COG and Houston Engineering for the 52<sup>nd</sup> Avenue South Cooperative Planning and Environmental Report study. The study has two phases, Phase I is CPG eligible, and Phase II will be financed 100% locally through the City of Fargo.

The project had a not-to-exceed amount of \$150,000, the sealed cost proposal was for \$149,463.79 (\$119,571.03 CPG eligible, \$29,892.76 City of Fargo local match.).

**MOTION: Approve 52<sup>nd</sup> Avenue South Cooperative Planning and Environmental Report Contract with Houston Engineering, pending NDDOT approval.**

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

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

**C2. 2017 Draft Budget/UPWP Amendment**

Mr. Christian presented a proposed amendment to the 2017 element of the 2017-2018 Unified Planning Work Program (UPWP) and budget. These changes are three fold and consist of:

1. Revise the 2017 dues spreadsheet to reflect splitting the total local match cost for the MATBUS Transit Facility Analysis and Development project between the cities of Fargo and Moorhead. Fargo will be billed for 2/3 of the local match cost of the MATBUS Transit Facility Analysis and Development Plan, while Moorhead will be billed for 1/3 of the local match cost for the project. Moorhead Transit prefers this option in lieu of entering into a separate Memorandum of Understanding with the City of Fargo for this project. This is an internal change and will only affect the billing for the project.
2. The City of Mapleton has dropped their request for an update to their comprehensive and transportation plan at this time. Staff is requesting to amend the 2017 UPWP to replace this project with a Comprehensive and Transportation Plan for the City of Dilworth. Staff hours and budget assigned for this project would be transferred from the Mapleton project to the

Dilworth project. This change would require approval of our State and Federal planning partners.

3. Staff is requesting that the 2017 budget be amended to include additional local funds for which to fund a second printing of regional bike maps. The requested is for \$1,604, which was the lowest bid received for 12,000 copies of the map (Attachment 3). Local funding would be drawn from agency reserves. Staff has initiated contact with other local agencies to seek assistance in funding the new printing. This item comes with favorable recommendation from the Transportation Technical Committee with the caveat that staff continue to find additional funding sources.

A question about the bike maps concerned possible sponsorship. There was a discussion of possible feasibility and ramifications. This will be revisited when the maps are updated possibly in the next year.

**MOTION: Approve the proposed budget and UPWP amendment, pending NDDOT/FHWA approval.**

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

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

**C3. Draft Metro COG 2018-2021 Transportation Improvement Program Project List**

Mr. Maddox presented the 2018-2021 Transportation Improvement Program (TIP) project list. Both the NDDOT and MnDOT are behind in developing their individual STIPs. Currently, NDDOT has chosen not to program new Urban projects this cycle; MnDOT is working with a newly approved bonding bill, which has slowed the programming process.

A public meeting will be held Wednesday, August 30<sup>th</sup>, 2017 from 4-6pm in the Community Room at the Fargo Downtown Public Library, in order to solicit comments from the public. An additional public meeting will be held at the September Policy Board meeting where the Final Draft of the Metro COG 2018-2021 TIP will be acted upon.

**MOTION: Approve the Draft Metro COG 2018-2021 TIP Project List.**

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

**MOTION, passed, 9-0.**

**Motion carried unanimously.**

**D. Additional Business**

Mr. Christian presented the approved job posting for an Assistant/Associate Planner.

Chair Elmer provided an update on the newly instated West Fargo Human Resources for the Metro COG.

**E. Adjourn**

**MOTION: Adjourn the 544<sup>th</sup> Meeting of the FM Metro COG Policy Board.**

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

**MOTION, passed. 9-0.**

**Motion carried unanimously.**

The 544<sup>th</sup> Meeting of the FM Metro COG Policy Board held Thursday, August 17<sup>th</sup>, 2017 was adjourned at 4:56 pm.

- F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD THURSDAY, SEPTEMBER 21<sup>st</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