

**483<sup>rd</sup> Meeting of the  
FM Metro COG Transportation Technical Committee  
Thursday, March 8<sup>th</sup>, 2018 – 10:00 am  
Metro COG Conference Room**

**Members Present:**

Jonathan	Atkins	City of Moorhead Traffic Engineering
Julie	Bommelman	City of Fargo, MATBUS
Hali	Durand	Cass County Planning
Jeremy	Gorden	City of Fargo Transportation Engineering
Erik	Hove	Clay County Highway Department (alternate for David Overbo)
Michael	Johnson	NDDOT – Local Government Division (via telephone)
Kim	Lipetsky	Fargo Cass Public Health
Aaron	Nelson	City of Fargo Planning
Mary	Safgren	MnDOT – District 4 (via telephone)
Russ	Sahr	City of Horace Planning
Tom	Soucy	Cass County Highway Department (alternate for Jason Benson)
Lori	Van Beek	City of Moorhead, MATBUS
Mark	Vaux	GFMEDC
Tim	Solberg	City of West Fargo Planning
Mark	Wolter	Freight Representative, Midnite Express
Chad	Zander	West Fargo Public Works (alternate for Chris Brungardt)

**Members Absent:**

Jason	Benson	Cass County Highway Engineering
Chris	Brungardt	West Fargo Public Works
Kristie	Leshovsky	City of Moorhead Planning/Zoning
Tim	Magnusson	Clay County Planning
David	Overbo	Clay County Engineering
Brit	Stevens	NDSU – Transportation Manager
Stan	Thurlow	City of Dilworth Planning

**Others Present:**

Adam	Altenburg	Metro COG
Dan	Bergerson	HDR
Luke	Champa	Metro COG
James	Dahlman	Interstate Engineering/City of Horace
Dan	Farnsworth	Metro COG
Alison	Hanslip	Moore Engineering
Matthew	Huettl	HDR
Matt	Kinsella	Apex Engineering Group
Jeff	Lansink	Houston Engineering
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Brent	Muscha	Apex Engineering Group
Anna	Pierce	Metro COG
Jordan	Smith	MATBUS
Steve	Wahler	Bolton & Menk

**1. CALL TO ORDER AND INTRODUCTIONS**

The meeting was called to order at 10:00 am, on March 8<sup>th</sup>, 2018 by Interim Chairman Maddox. A quorum was present.

**2. Approve the 483<sup>rd</sup> TTC Meeting Agenda**

Interim Chairman Maddox asked if there were any questions or changes to the 483<sup>rd</sup> TTC Meeting Agenda, and noted a change to Item #8 on the agenda – TTC will only be acting upon the MnDOT MOU, and not the NDDOT MOU.

***Motion: Approve the 483<sup>rd</sup> TTC Meeting Agenda.***

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

***MOTION, PASSED. 14-0.***

***Motion carried unanimously.***

**3. APPROVE February 8<sup>th</sup>, 2018 TTC MEETING MINUTES**

Interim Chairman Maddox asked if there were any questions or changes to the February 8<sup>th</sup>, 2018 TTC Meeting Minutes. Mr. Nelson noted that he has replaced Jim Gilmour as a City of Fargo member, he is currently listed as an alternate.

***Motion: Approve the February 8<sup>th</sup>, 2018 TTC Minutes.***

***Mr. Vaux moved, seconded by Mr. Soucy.***

***MOTION, PASSED. 14-0.***

***Motion carried unanimously.***

**4. Public Comment Opportunity**

No public comments were made or received.

***No MOTION***

**5. Introduction of New Assistant Planner, Luke Champa**

Metro COG's new Assistant Planner, Luke Champa, introduced himself to the committee.

***No MOTION***

**\*Mr. Atkins joined the meeting at 10:08am**

**6. Metro COG 2045 LRTP Update**

Mr. Maddox presented an update on the 2045 LRTP project. HDR is the consultant on the project, and the TTC will act as the Study Review Committee, along with Metro COG's other various subcommittees for input on specialized information.

**7. 2018-2021 TIP Amendment #2**

Mr. Maddox presented Amendment #2 to the 2018-2021 TIP. Connections of Moorhead was awarded a bus purchase via FTA 5310 grant. The amendment reflects this purchase.

A Public Hearing was opened; no public comments were made or received. The Public Hearing was closed.

***Motion: Favorable Recommendation to the Policy Board for approval of the proposed Amendment #2 to the 2018-2021 TIP.***

**Ms. Van Beek moved, seconded by Ms. Bommelman.**

***MOTION, PASSED. 15-0.***

**Motion carried unanimously.**

**\*Ms. Durand joined the meeting at 10:11am**

**8. Performance Target Memorandum of Understanding**

Ms. Pierce presented the Memorandum of Understanding (MOU) for Performance Targets with MnDOT, Metro COG, and MATBUS – Moorhead. NDDOT is currently developing its own MOU.

The MOU states that all signing entities agree to make a good faith effort to work cooperatively and incorporate performance targets related to transportation performance data. The MOU is not a legally binding agreement and creates no legal obligations. Additionally, it may be terminated by any one of the parties by giving 30-days written notice to each of the other parties.

***Motion: Favorable Recommendation of the Performance Target Memorandum of Understanding with MnDOT, and allow Metro COG to sign the MOU along with the associated Public Transportation Operator, pending MnDOT and MATBUS coordination.***

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

***MOTION, PASSED. 16-0.***

**Motion carried unanimously.**

**9. Consultant Selection and Contract for Website Update**

Ms. Leach presented HDR Engineering, INC as the consultant selection for the Website Development and Update project. A total of six (6) firms submitted proposals and were ranked based on their proposals, budget, and portfolios. The top three firms were interviewed and re-ranked. HDR Engineering, Inc. was the highest-ranking consultant. The consultant selection process was consistent with a Qualifications-Based Selection (QBS) procedure.

***Motion: Favorable Recommendation to the Policy Board for approval of HDR Engineering, Inc. as the consultant selection, and contract, to complete the Metro COG Website Update and Development.***

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

***MOTION, PASSED. 16-0.***

**Motion carried unanimously.**

**10. Metro Profile**

Mr. Maddox asked the committee for feedback on the Metro Profile, in regards to how it is being utilized, and what information can be added. The committee suggested the Metro Profile include more graphics and be less text heavy. Ms. Van Beek noted that MATBUS uses the transportation section as their annual report. The committee agreed that it would be a good idea to continue to update the Metro Profile annually.

***No MOTION***

**11. Agency Updates**

MATBUS – iGoEco Challenge starts March 26; Seven busses in the fleet are being replaced; the Moorhead ADA Transition Plan is going well; and the MATBUS Transit HUB Analysis project is going better than expected.

Fargo – Fargo/West Fargo 13<sup>th</sup> Avenue Project bid through Master Construction; 4<sup>th</sup> Street South (YMCA to the Water Treatment Plant) construction to start soon, with addition of bike lanes; Construction on 10<sup>th</sup> Street North from NDSU area to University/I-94 area; and the Oak Grove Pedestrian Bridge will be installed by Mid-June. Mark William has been named the new Planning Director.

Moorhead – 20<sup>th</sup>/21<sup>st</sup> Street Grade Separation could start in April, pending final comments from MnDOT; Upgrade of Emergency Vehicle Preemption (EVP) systems to match Fargo; 15<sup>th</sup> Avenue North will have permanent signals installed, possibly with Blue Enforcement Lights; and Center Avenue will undergo Water Main replacement, with temporary striping, and road diet to three lanes – there is a possibility of a bridge update with a bike lane addition.

West Fargo – Sheyenne Street (13<sup>th</sup> avenue to 32<sup>nd</sup> avenue) construction to begin soon; 13<sup>th</sup> Avenue (project with Fargo), and 9<sup>th</sup> Street North construction as well; The West Fargo Comprehensive Plan 2.0 will have a public hearing in March, and final approval in April.

Horace – Possible side street work, but waiting on a final Diversion decision; also hoping for a 76<sup>th</sup> Avenue Corridor study.

Cass County – Cass38 (Buffalo I94 to Alice) reconstruction; Casselton will receive a regrade; upgraded sewer systems; chip/crack seals; box culverts; and county-wide restriping.

Clay County – Paving CSAH9; Glyndon Parke Avenue Box Culvert reconstruction; CSAH10 regrade; and Safety Intersection Lighting

NDDOT – No updates

MnDOT – No updates

**12. Additional Business**

No additional business was discussed.

**13. Adjourn**

The 483<sup>rd</sup> Regular Meeting of the TTC was adjourned on March 8<sup>th</sup>, 2018 at 10:56 a.m.

**THE NEXT FM METRO COG TRANSPORTATION TECHNICAL COMMITTEE MEETING WILL BE HELD April 12<sup>th</sup>, 2018, 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