

Agenda Item A3, Attachment 1

546th Policy Board Meeting
Fargo-Moorhead Metropolitan Council of Governments
Thursday, October 19th, 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
Steve	Gehrtz	Moorhead City Council
John	Gunkelman	Fargo Planning Commission
Sharon	May	Horace City Commission (via telephone)
Jenny	Mongeau	Clay County Commission
Dave	Piepkorn	Fargo City Commission
Arland	Rasmussen	Cass County Commission
Rocky	Schneider	Fargo Planning Commission
Mark	Simmons	West Fargo City Commission
Kevin	Spaulding	Dilworth City Council
John	Strand	Fargo City Commission

Members Absent:

Tony	Gehrig	Fargo City Commission
Tony	Grindberg	Fargo City Commission
Mark	Wentz	West Fargo City Commission

Others Present:

Adam	Altenburg	Metro COG
Robin	Huebner	The Forum
Charlie	Francis	Casselton City Council
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Nancy	Morris	City of Fargo
John	Shockley	City of West Fargo
Bob	Walton	NDDOT – Fargo District
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 October 19th, 2017 by Chair Elmer, noting a quorum was present. Introductions were made. Chair Elmer made a statement on the passing of Executive Director, Bill Christian.

A2. Approve Order and Contents of Overall Agenda, approved

Chair Elmer asked for approval for the overall amended agenda. In lieu of recent events, Chair Elmer and Metro COG staff felt it necessary to amend the agenda, by moving most of the items to the Consent agenda. Policy Board members were encouraged to ask for more information on Consent Agenda items if necessary.

MOTION: Approve the contents of the Overall Amended Agenda of the 546th Policy Board Meeting.

Mr. Strand moved, seconded by Mr. Rasmussen.

MOTION, passed

Motion carried unanimously. 13-0.

A3. Past Meeting Minutes, approved

Chair Elmer asked for approval of the Minutes of the September 21st, 2017 Meeting.

MOTION: Approve the September 21st, 2017 Policy Board Meeting Minutes.

Mr. Simmons moved, seconded by Mr. Spaulding.

MOTION, passed

Motion carried unanimously. 13-0.

A4. Monthly Bills, approved

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

MOTION: Approve the October 2017 Bills List.

Mr. Buscher moved, seconded by Mr. Gehrtz.

MOTION, passed

Motion carried unanimously. 13-0.

B. CONSENT AGENDA

B1. Chair Elmer asked for approval of Items 1-6 on the Consent Agenda.

1. September 2017 Month End Budget Report
2. 2017 3rd Quarter UPWP Progress Report
3. Agreement for Services for Food Systems Planning & Implementation Efforts
4. Fargo/West Fargo Parking and Access Requirement Study Consultant Selection
5. Final Draft Metro COG Railroad Crossing Safety Study
6. Bicycle/Pedestrian Committee Citizen Appointee

No discussion on the Consent Agenda.

MOTION: Approve Items 1-6 on the Consent Agenda.

Ms. Mongeau moved, seconded by Mr. Rasmussen

MOTION, passed

Motion carried unanimously. 13-0.

C. REGULAR AGENDA

C1. Public Comment Opportunity

No public comments were made or received.

No MOTION

C2. 2018 Staff Health Insurance Plan

Chair Elmer presented the 2018 Staff Health Insurance Plan. Staff will retain Blue Cross Blue Shield of North Dakota as their provider. Research into other providers was performed, but

BCBSND remained the best provider, with the lowest premiums and plan available to staff. This insurance plan came to the Policy Board with an Executive Committee recommendation.

Mr. Schneider questioned if there were different insurance options available for staff. Mr. Maddox responded that there are three options available: Single, Single +1, and Family coverage, depending on employee needs.

MOTION: Approve the Executive Committee recommendation on the 2018 staff insurance plan.

Mr. Rasmussen moved, seconded by Mr. Spaulding.

MOTION, passed

Motion carried unanimously. 13-0.

C3. Recommendation for New Metro COG Planner

Mr. Maddox presented an update on the process of hiring a new Planner. Of the fifteen applications received, staff held phone interviews with six short-listed candidates, and interviewed the three top candidates in person at the Metro COG office. Staff's recommendation for the preferred candidate, Anna Pierce, was presented and confirmed by the Executive Committee for recommendation to the Policy Board for approval. Ms. Pierce will start at a Grade 13, Step 2 (approx.. \$57,000 annually); with a step increase to Step 3 after six months.

Mr. Buscher asked if the annual salary figure included salary and benefits. Mr. Maddox answered that the figure is for salary alone.

Mr. Simmons explained that the step increase after six months is offered as an incentive to stay with the organization.

MOTION: Approve the hiring of a new Assistant Planner to fill the current vacant position.

Mr. Schneider moved, seconded by Ms. May.

MOTION, passed

Motion carried unanimously. 13-0.

D. Additional Business

Chair Elmer extended a thanks to the staff and Executive Committee for working so hard during this difficult time. She stated that The Village's Employee Assistance Program (EAP) has been involved. Chair Elmer went on to tell the Policy Board that on Monday, October 16th, the Executive Committee had met, to discuss health insurance, the new hire, and the findings of Ms. Wilm's HR discussions with staff. After discussion, a consensus decided to place Mr. Christian on paid Administrative Leave while the Committee looked into the issues presented by Ms. Wilm's findings.

Mr. Rasmussen explained that the Administrative Leave included full salary and benefits through the end of 2017.

Mr. Shockley added that in lieu of what transpired, there are some legal and logistical ramifications that are involved if the Board decides to uphold the Administrative Leave

contractual obligations. If the board decides, Mr. Shockley and Ms. Wilm will look into what benefits can be provided to the family, in the wake of Mr. Christian's death.

MOTION: Have Ms. Wilm and Mr. Shockley look into what resources, within the confines in regards to his employment, can be provided to the family of Bill Christian. Mr. Simmons moved, seconded by Ms. Mongeau.

Amended Motion: to include provision that the Executive Committee move forward with any decision and act immediately, within the confines of existing budget and bylaws of the Administrative Policy.

Mr. Simmons moved to amend, seconded by Ms. Mongeau.

MOTION, passed.

Motion carried unanimously. 13-0.

Chair Elmer has noted that Mr. Maddox has agreed to step in as interim director, according to Administrative Procedure. Ms. Mongeau asked if a formal motion should be made in order to name Mr. Maddox as Metro COG Interim Director, with authorities and procedures.

MOTION: Formally name Michael Maddox as acting Interim Executive Director with established authorities and procedures.

Ms. Mongeau moved, seconded by Mr. Gehrtz

MOTION, passed.

Motion carried unanimously. 13-0.

Mr. Schneider asked what the timeline is for looking for a new Executive Director. Ms. Elmer said that an Executive Committee meeting is scheduled for Friday, October 27th to have a more formal discussion to figure out formalities and timelines to move forward.

E. Adjourn

MOTION: Adjourn the 546th Meeting of the FM Metro COG Policy Board

Mr. Rasmussen moved, seconded by Ms. Mongeau.

MOTION, passed.

Motion carried unanimously. 13-0.

The 546th Meeting of the FM Metro COG Policy Board held Thursday, October 19th, 2017 was adjourned at 4:41 pm.

F. THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD NOVEMBER 16th. 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